

**Document No:** 371276**File No:** 037/042A**Report To: Council****Meeting Date:** 25 August 2015**Subject:** **Deputation: Waikato Papa Kainga Agencies Forum****Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that representatives from the Waikato Agencies Papakaainga Forum will be in attendance at 9.00am to make a presentation regarding papa kainga developments on Maori freehold title land.

**Suggested Resolutions**

The Deputation from the Waikato Agencies Papakaainga Forum be received.

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

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Attachment: Waikato Agencies Papakaainga Forum - Briefing Presentation

Briefing Presentation 25<sup>th</sup> August 2015

# WAIKATO AGENCIES PAPAKAAINGA FORUM

Presentation to

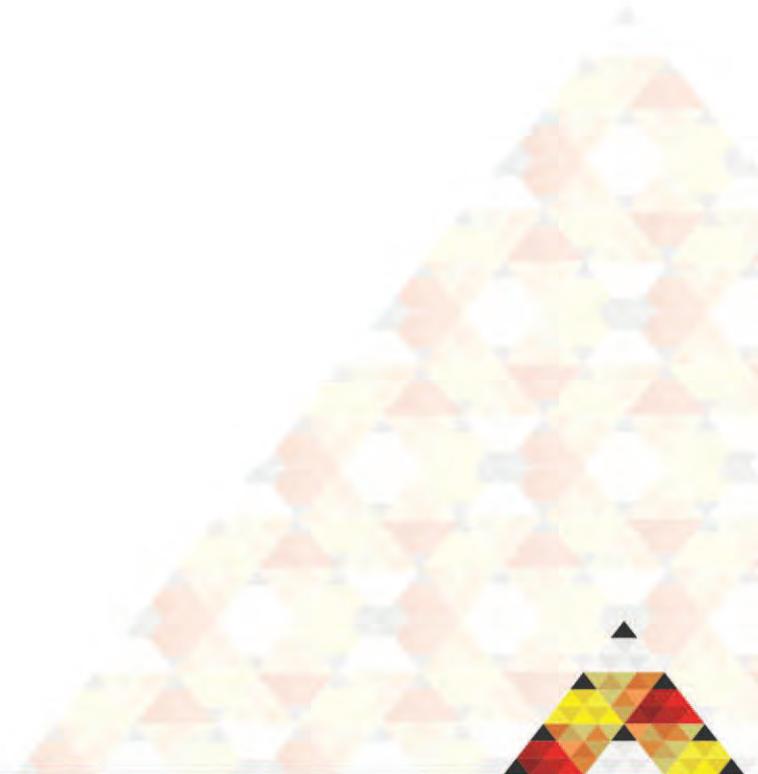
## Waitomo District Council



# AGENDA

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- **Waikato Agencies Papakainga Forum**
  - Brief History
  - What it is, what we do and how it came into existence
  - Why we are talking to Waitomo District Council
- **Papakainga Planning Workshops**
  - Rationale
  - Content
  - Toolkit
- **Zoning Rules for Papa Kainga / Pa Zone**
  - Waikato District Council
  - Similarities to other development types



# PAPAKAAINGA DEVELOPMENT



103 Papa Kainga Housing Development MOAA architects™

# PAPA KAINGA



**Document No:** 371278**File No:** 037/042A**Report To: Council****Meeting Date:** 25 August 2015**Subject:** **Deputation: OMYA**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that Joe Myers, Omya Plant Manager Te Kuiti and Chris Dawson, Senior Planner, Bloxam Burnett & Olliver will be in attendance at 9.30am to make a presentation regarding the OMYA Project.
- 1.2 A copy of the PowerPoint Presentation to be made at the Council meeting is attached to and forms part of this business paper.

### **Commentary**

- 2.1 Omya NZ Limited operate the Hangatiki East Road Lime Processing Plant in conjunction with Symonds Quarry. Symonds Quarry is due to run out of the raw material (limestone) needed for the Omya Plant within 5 to 8 years.
- 2.2 Omya own a large farm at the end of Tawarau Road and are currently preparing consent applications for a new lime quarry on this property to replace the Symonds Quarry resource. Omya plans to lodge these applications with Waitomo District Council and Waikato Regional Council in September 2015 and wish to brief Council on the project.

### **Suggested Resolutions**

The Deputation on the OMYA Project be received.

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

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Attachment: PowerPoint Presentation

 BLOXAM  
BURNETT  
OLLIVER  
ENGINEERS • PLANNERS • SURVEYORS



**PROPOSED NGAPENGA LIME QUARRY**  
WDC presentation  
25 August 2015

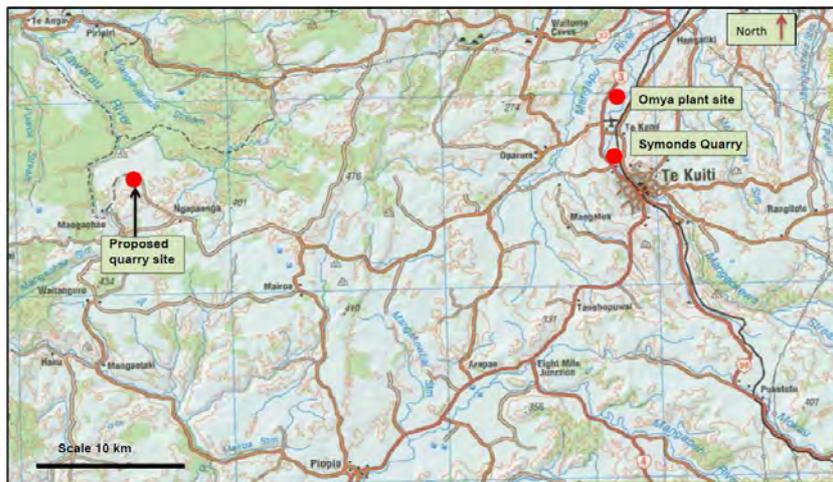
 BLOXAM  
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**OMYA – Existing Operations**

- One of the world's largest and most experienced producer of ground calcium carbonates (GCC).
- Existing Te Kuiti operations:
  - Symonds Quarry – 3 permanent staff plus numerous contractors;
  - Hangatiki East processing plant – 13 permanent staff.
- Produce a range of crushed limestone for industrial purposes such as ingredients for paints and plastics.
- Symonds Quarry forecast to run out of product (limestone) within the next 5 to 8 years.

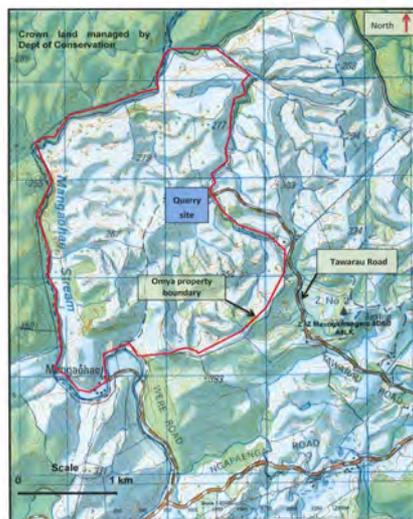


### PROPOSED NGAPENGA QUARRY SITE



## NGAPENGA

- High quality limestone resource within OMYA owned property operated as a dry stock farm.
- Horizontal mining of a ridgeline as opposed to pit mining.
- 150,000m<sup>3</sup>/year of aggregate plus large volume overburden disposal.
- 30 year quarry lifespan.



Ngapaenga Limestone Quarry  
Property Plan



A photograph of a mining operation. A large blue excavator is positioned on a dirt road, loading material into a yellow wheel loader. The background shows a large, multi-tiered quarry face with exposed rock layers.

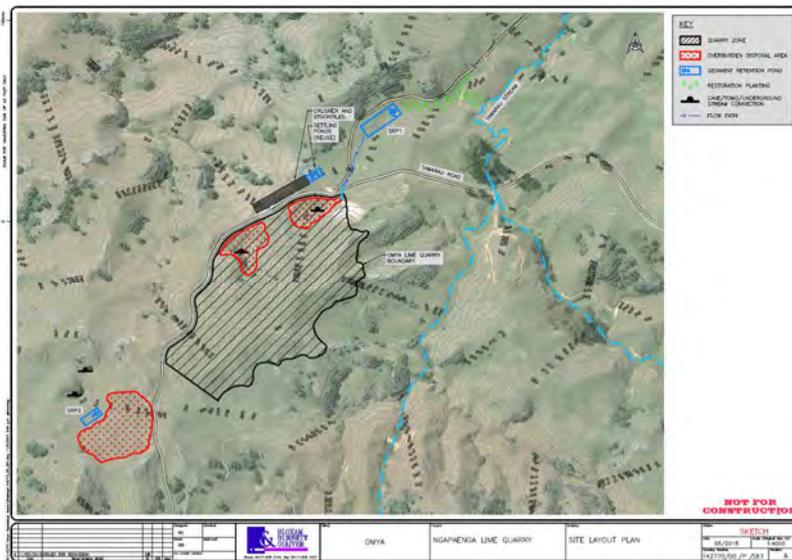
**& BLOXAM BURNETT OLLIVER**  
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### MINING OPERATION

- Blasting of lime rock from quarry face;
- Load into crusher for processing – either mobile (dry) or permanent (wet) crusher;
- Stockpiling for load out to processing plant.

## OVERBURDEN

- Approx 1 million cubic metres of overburden to be stripped over the life of the quarry – mudstone/low grade lime etc;
- Undertaken by a separate contractor in stages – annually;
- Majority will go back into the mine for recontouring or rehabilitation;
- Some to be placed in external disposal areas:
  - avoid significant tomos/watercourses



## OTHER ENVIRONMENTAL ASSESSMENTS

- **Ecology** – consultant ecologists have looked at terrestrial and aquatic ecology, majority of site is in pasture, limited vegetation removal, some mitigation planting proposed.
- **Archaeology** – a consultant archaeologist has completed a site walk over and found no evidence of archaeology features or deposits.
- **Noise** – acoustic engineer reviewing on site and traffic noise issues, given distance to property boundaries and low truck numbers not expected to be an issue.
- **Visual** – a consultant landscape architect has assessed the visual impacts and concluded that they will be negligible given the small size of the quarry and the distance to adjacent properties.

## Traffic impacts

- **Traffic** – transport route from the quarry to the processing plant is Tawarau Road/Ngapaenga Road/Mairoa Road/Oparure Road/State Highway 3/Te Kumi Road/Hangatiki East Road.
- Once the quarry production is up to full capacity there will be up to 26 truck movements per day (13 trucks) or 2 movements per hour. However Omya will be applying for a maximum of 46 truck movements (23 trucks) or 4 movements per hour to build in some capacity for market growth.

## Roading impacts

- We are currently working with WDC Roding staff to address some safety and road pavement issues.
- Omya will be offering a combination of pavement upgrades and minor safety improvements (corner easing etc) along the route to ensure that the route can accommodate the increase in traffic.
- Once we have finalised our discussions with WDC Roding staff over improvements, we will be meeting with local landowners fronting Tawarau Road and Ngapaenga Road/Mairoa Road to discuss the project and obtain feedback.

## CONSENT PROCESS

- We have already had positive consultation with local iwi and the Department of Conservation. Consultation with neighbouring landowners and stakeholders will continue.
- Project plan is to finalise consent applications for lodgement with Waitomo District Council and Waikato Regional Council in September 2015.
- Questions ?

## WAITOMO DISTRICT COUNCIL

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### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 28 JULY 2015 AT 9.00AM

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

**IN ATTENDANCE:** Todd Ward (Waitomo News); Acting Chief Executive; Executive Assistant; Communications Officer, (for part only); Group Manager – Customer Services (for part only); Community Development Coordinator (for part only); Group Manager – Corporate Services (for part only); Group Manager – Community Services (for part only) and Environmental and Regulatory Services Leader (for part only)

<b>1. Council Prayer</b>
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<b>2. Declarations of Member Conflicts of Interest</b>	<b>File 037/051A</b>
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No declarations were made.

<b>3. Verbal Reports: Individual Councillor Roles and Responsibilities</b>	<b>File 037/040B</b>
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Cr Brodie

- Mokau Water Supply
- Meeting with Labour MPs
- Maniapoto Maori Trust Board Symposium

Cr Te Kanawa

- Te Kuiti Community House

Cr Goddard

- Benneydale Residents and Ratepayers Assn
- Benneydale Hall Society

Cr Davey

- Creative Communities

Cr Smith

- Meeting with Labour MPs
- Maniapoto Maori Trust Board Symposium
- Tere Waitomo

Deputy Mayor

- Brook Park
- Meeting with Labour MPs
- Sister City Meeting
- Te Kuiti Development Inc

The Community Development Coordinator, Group Manager – Customer Services, Winston Cotidis and a group of Pukenui School representatives entered the meeting at 9.10am.

<b>4.</b>	<b>Deputation: Winston Cotidis and Pukenui School Pupils</b>	<b>File 037/042A</b>
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Council received a Deputation from representatives of Pukenui School who recently visited Waitomo’s Japanese Sister City – Tatsuno.

**Resolution**

The Deputation on the Tatsuno Sister City Visit be received.

Brodie/Smith          Carried

The Community Development Coordinator, Group Manager – Customer Services, Winston Cotidis and Pukenui School representatives left the meeting at 9.22am.

<b>5.</b>	<b>Verbal Reports: Individual Councillor Roles and Responsibilities</b> <i>(continued)</i>	<b>File 037/040B</b>
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Mayor

- LGNZ Annual General Meeting and Conference
  - Remits
  - Laurence Yule – Opening Address
  - Prime Minister John Key
  - Steven Yarwood former Lord Mayor of Adelaide
  - David Meates, CE of Canterbury and West Coast DHBs
  - Kevin Roberts, Executive Chair, Saatchi & Saatchi
  - Dr Lester Levy, CE of NZ Leadership Institute
  - Local Government Excellence Awards
  - LGNZ 10 Point Plan
  - Mobilising the Regions to drive economic growth and social connectivity
  - Right Sizing of Towns and Regions
  - A growing economy needs to support a healthy environment
  - Minister of Local Government, Hon Paula Bennett

**Resolution**

The verbal reports be received.

Brodie/Te Kanawa          Carried

**6. Confirmation of Minutes – 23 June 2015****File 037/040B****Resolution**

The Minutes of the Waitomo District Council meeting of 23 June 2015, including the Public Excluded Minutes, be confirmed as a true and correct record.

Smith/Te Kanawa      Carried

**7. 20<sup>th</sup> Anniversary of Waitomo District Tatsuno Sister City Relationship****File 037/005B**

Council considered a business paper providing an over view of the recent delegation to Tatsuno to celebrate the 20th Anniversary of the Waitomo District / Tatsuno Sister City Relationship.

**Resolution**

The business paper on 20 Anniversary Celebrations of the Sister City relationship be received.

Whitaker/Davey      Carried

The Group Manager – Corporate Services entered the meeting at 9.43am.

**8. Financial Reporting Schedule for the year ending 30 June 2016****File 100/018B**

Council considered a business paper presenting the Financial Reporting Schedule to Council for the 2015/16 Financial Year.

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

**Resolution**

- 1 The business paper on 2015/16 Financial Reporting Schedule be received.
- 2 The 2015/16 Financial Reporting Schedule as detailed below be adopted

<b>Meeting Date</b>	<b>Report to be issued</b>
28 July 2015	Financial Reporting Schedule for the 2015/16 financial year.
29 September 2015	Interim report on 2014/15 Annual Report.
28 October 2015	Final 2014/15 Annual Report for adoption.
	Quarterly Report for the period ending 30 September 2015.

<b>Meeting Date</b>	<b>Report to be issued</b>		
February 2016	Quarterly Report for the period ending 31 December 2015.		
April 2016	Quarterly Report for the period ending 31 March 2016.		
May 2016	Audit Service Plan and outline of 2015/16 Draft Annual Report development process and timeline.		
June 2016	Monthly Financial Report for the period ending 31 May 2016.		
		Brodie/Whitaker	Carried

The Group Manager – Community Services entered the meeting at 9.48am.

<b>9. Progress Report: Te Kuiti Railway Buildings</b>	<b>File 401/9992000100</b>
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Council considered a progress report on the Te Kuiti Railway Building Project.

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

**Resolution**

The Progress Report: Te Kuiti Railway Building be received.

Goddard/Brodie Carried

<b>10. Progress Report: 28 Taupiri Street, Te Kuiti</b>	<b>File 401/0588423600</b>
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Council considered a progress report on the Feasibility Study being undertaken to assess the long term direction of the Te Kuiti Community House.

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

**Resolution**

The Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance be received.

Te Kanawa/Whitaker Carried

<b>11. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – July 2015</b>	<b>File 037/005B</b>
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Council considered a progress report on the three waters Operational, Maintenance and Capital Works including contracted out services.

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

### **Resolution**

The Progress Report: Monthly Assets Group Report for Water, Sewerage and Stormwater – July 2015 be received.

Davey/Whitaker Carried

<b>12.</b>	<b>Progress Report: Monthly Operation and Maintenance Report for Solid Waste – July 2015</b>	<b>File 037/005B</b>
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Council considered a progress report on Solid Waste operations, maintenance and capital development activities.

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

### **Resolution**

The Progress Report: Monthly Operation and Maintenance Report for Solid Waste – July 2015 be received.

Whitaker/Smith Carried

<b>13.</b>	<b>Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport - July 2015</b>	<b>File 037/020/12B</b>
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Council considered a progress report on:

- implementation of the Work Plan for the Land Transport activity as contained in Year Three (2014/2015) of the 2012-2022 Long Term Plan (LTP)
- establishment of a framework for monitoring the ongoing implementation of the 2012-22 LTP as part of the Road Map Work Programme.

The Mayor and Group Manager – Assets expanded verbally on the business paper and answered Members’ questions including an update on progress with the Road Maintenance Contract Retender following the Tender Closing Date.

### **Resolution**

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (July 2015) be received.

Brodie/Te Kanawa Carried

**14. Motion to Exclude the Public for the consideration of:****File 037/043**

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

**Resolution**

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree that the following staff, having relevant knowledge, remain  
  
Christiaan van Rooyen, Acting Chief Executive  
Michelle Higgie, Executive Assistant  
John De Luca, Group Manager – Community Services  
Vibhuti Chopra, Group Manager – Corporate Services  
Helen Beever, Group Manager – Customer Services  
Elsa du Toit, Environmental and Regulatory Services Leader
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
1. Te Kumi Side Road	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Waitomo Village Water and Wastewater Services	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Progress Report: Registration of Interest – Broadband and Mobile Black Spot Initiative	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Adoption of Reconsidered Provisional Local Alcohol Policy	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Whitaker/Davey Carried

Todd Ward (Waitomo News) left the meeting at 10.21am.

The meeting adjourned for morning tea at 10.21 am and reconvened at 10.31am.  
The Communications Officer left the meeting at 10.31am.

There being no further business the meeting closed at 11.09am.

Dated this 25<sup>th</sup> day of August 2015.

BRIAN HANNA  
**MAYOR**

Confidential

Confidential

## WAITOMO DISTRICT COUNCIL

### MINUTES OF AN EXTRAORDINARY MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 4 AUGUST 2015 AT 9.00AM

**PRESENT:** Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Phil Brodie and Sue Smith

**IN ATTENDANCE:** Group Manager – Corporate Services and Executive Assistant

<b>1. Council Prayer</b>
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<b>2. Apologies</b>	<b>File 037/001B</b>
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**Resolution**

The apologies of Councillors Goddard, Te Kanawa and Davey be received and leave of absence granted.

Whitaker/Smith      Carried

<b>3. Declarations of Member Conflicts of Interest</b>	<b>File 037/051A</b>
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No declarations were made.

<b>4. Waikato Plan Joint Committee – Agreement and Terms of Reference</b>	<b>File 037/001B</b>
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Council considered a business paper presenting the draft Waikato Plan Joint Committee Agreement, required under the Local Government Act 2002, together with an updated Terms of Reference for adoption.

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

**Resolution**

- 1      The business paper on Waikato Plan Joint Committee – Agreement and Terms of Reference be received.
  
- 2      The Waikato Plan Joint Committee Agreement, including the updated Terms of Reference, to be dated July 2015, be adopted by Council and that this action be conveyed to the Waikato Plan Joint Committee.

Whitaker/Smith      Carried

There being no further business the meeting closed at 9.10am.

Dated this 25<sup>th</sup> day of August 2015.

BRIAN HANNA  
**MAYOR**

**Document No:** 371501**File No:** 400/180A**Report To: Council****Meeting Date:** 25 August 2015**Subject:** **Hamilton and Waikato Tourism: Service Level Agreement for Regional Tourism Services – Schedule of Services 2015-2016**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to present to Council the Hamilton Waikato Tourism (HWT) Schedule of Services (SoS) 2015-2016.

### **Local Government Act S.11A Considerations**

- 2.1 The SoS 2015-2016 forms part of the Service Level Agreement (SLA) which Council resolved to become a signatory of at its February 2013 Council meeting.
- 2.2 That SLA involves an activity which WDC has participated in since 1 July 2011 and which was consulted on, and included in, the 2012-2022 and 2015-2025 Long Term Plans.

### **Background**

- 3.1 Hamilton and Waikato Tourism (HWT) were established on 1 July 2011 to undertake regional tourism marketing and development activities for the Hamilton and Waikato region.
- 3.2 The aim of the organisation is to attract visitors to the region, extend the length of stay and spend of those visitors and generate economic benefits for the region and its communities.
- 3.3 Council resolved to become a signatory to the Service Level Agreement for Regional Tourism Services at its February 2013 Council meeting. For the purpose of the Agreement the Hamilton and Waikato region encompasses the local authorities that are party to the Agreement being Waitomo, Otorohanga, South Waikato, Matamata-Piako, Waipa and Waikato District Councils and Hamilton City Council.
- 3.4 The Agreement refers to tourism services to be undertaken by HWT on behalf of the region. These services are described in detail in the Schedule of Services (key objectives, deliverables and key performance indicators).
- 3.5 The Schedule of Services (SoS) is reviewed and updated annually to reflect current regional tourism activities to be delivered to the regions local authorities.

- 3.6 In September 2014, HWT developed the Regional Visitor Strategy 2025. The aim of the Strategy is to improve the performance of the Waikato Region's tourism sector from 1% growth per annum to 2.7% per annum, growing the sector from \$1b to \$1.35b of expenditure over ten years.
- 3.7 In order to grow the economy to this level, HWT identified the need to expand the scope of its operations from destination marketing to include destination management.
- 3.8 To support this Strategy, HWT was successful in securing additional funding capacity from its local government partners through the 2015-2025 LTP process.
- 3.9 The increased funding will allow HWT to widen its scope to play a key role in facilitating the development of the region's tourism proposition.

## Commentary

- 4.1 The Service Level Agreement for Regional Tourism Services is entering its fourth year of operation.
- 4.2 The structure of the SoS is as per previous years, outlining a range of regional tourism activities in the areas of international marketing, domestic marketing, convention bureau, digital, industry and product development, stakeholder relationships.
- 4.3 New and/or expanded activities are highlighted in green throughout the SoS. An example of new activities include:
- Increased investment in Central North Island Cycling and Mountain Biking initiative
  - Increased investment in Explore Central North Island RTO collective
  - New public relations programme targeting Australian market special interest experiences – i.e. walking/cycling, food and wine, surfing
  - Increased investment in domestic marketing activities
  - Leverage high performance sport / events
  - Support of "local" initiatives
  - Increased media pitching
  - Partnership with tourism groups/clusters on joint venture promotions
  - Improve awareness of the region as a business events destination
  - Produce promotional collateral to support convention bureau operations
  - Increase communications capacity to support increased public relations
  - Facilitation and support for business and tourism cluster groups
  - Visitor research

- 4.4 To support the delivery of new activities HWT has identified the need to employ a Product Development Manager. The recruitment process is underway. The newly developed role will provide capacity to engage and respond to regional, district and localised matters.
- 4.5 A further key focus for HWT during the current year is the development of a Destination Management Plan for the region.
- 4.6 It is the intention that the Plan will clearly identify opportunities for new tourism development based on the regions competitive advantages. The Plan will identify regional projects as well as district projects and will enable each district to see where its tourism strength sits from a regional context. It will also identify future infrastructure requirements to support and grow our tourism sector.
- 4.7 The purpose of the Plan is to articulate a way forward over the longer term to ensure the region has a stronger tourism proposition and that the sector contributes greater returns to the regional economy and communities over the next ten years.
- 4.8 Upon completion and adoption of the Plan, the next step will be to confirm in more detail what projects can be progressed further.
- 4.9 A copy of the SoS 2015-2016 is attached to and forms part of this business paper.

### **Suggested Resolution**

The report on the Hamilton and Waikato Tourism: Service Level Agreement for Regional Tourism Services – Schedule of Services 2015-2016 be received.



HELEN BEEVER  
**GROUP MANAGER – CUSTOMER SERVICES**

14 August 2015

Attachment: 1 Schedule of Services (Doc 371507)



# Service Level Agreement Schedule of Services 2015 - 2016



## **Hamilton & Waikato Schedule of Services 2015-16**

### **Introduction**

Tourism is a dynamic and valuable sector that contributes \$1b of visitor expenditure (comprising \$210m international and domestic \$800m visitor spend) to the Waikato region's economy (MBIE March 2014). It is estimated the sector provides 8,000 full time jobs and is a significant contributor to regional economic development. Creating an exciting place for visitors serves the dual purpose of making the Hamilton & Waikato region a better place to live, work and study.

Hamilton & Waikato Tourism (HWT) is the region's official tourism organisation. HWT's aim is to attract visitors to the region and to extend the length of stay and spend of those visitors. HWT coordinates regional marketing activities and works in partnership with tourism businesses. HWT also provides the link into Tourism New Zealand's international marketing campaigns and activities.

In September 2014 HWT developed a Regional Visitor Strategy 2025. The strategy aims to improve the performance of the region's tourism sector from 1% growth p.a. to 2.7% p.a, growing the sector from \$1b to \$1.35b of expenditure over ten years. Recently, HWT has been successful in securing an additional \$405,000 p.a. of funding from its local government partners through their respective Long Term Plans. For the 2015-16 year HWT will receive a total of \$1,215,000 from partner councils and will seek to leverage this with another \$400,000 of investment from the visitor industry and other stakeholders.

The increased budget will enable HWT to extend its current marketing activities and broaden its operating scope to also include destination management and product development activity. With the extended activity, it will take time for HWT to "gear up" as more capacity will be required to implement the additional activities detailed in this schedule of services. HWT is committed to deliver equitably across the region, however, during the first year or two, some deliverables, especially in the destination management/product development area, will need to be prioritised and phased over time.

### **Hamilton & Waikato Tourism's Core Purpose is:**

- To promote the Hamilton & Waikato region as an appealing destination to international and domestic visitors in order to support the economic sustainability of the region's communities
- To grow visitor nights and expenditure
- To grow the number of business events and market share of delegate days
- To support the tourism industry to develop and deliver quality visitor experiences
- To maintain and strengthen support for the visitor sector through partnerships with local government, the visitor industry and the wider community

### **Macro Key Performance Indicators 2015-16**

- Grow commercial guest nights in line with national trend (Commercial Accommodation Monitor)
- Grow market share of total delegate days to 10% market share (Convention Activity Survey)
- At least maintain domestic visitor expenditure in line with national trend (Regional Tourism Indicators MBIE)
- At least maintain international visitor expenditure in line with national trend (Regional Tourism Indicators MBIE)
- 30% increase (year on year) in visits to [hamiltonwaikato.com](http://hamiltonwaikato.com)
- \$400,000 of partner contributions towards HWT marketing activity from industry and other stakeholders

**Focus of core activities:****Destination Marketing**

- International Marketing
- Domestic Marketing
- Convention Bureau
- Digital Marketing

**Destination Management**

- Industry & Product development
- Stakeholder Relationships

Detailed below are the activities to be undertaken for 2015-16, with new/expanded activity if highlighted in green.

**International Marketing**

Over the past twelve months the New Zealand tourism industry has experienced strong visitor arrivals welcoming 2.96 million international visitors in the year ended April 2015 the highest ever annual total. This was 7% higher than in the year ended April 2014 (2.78 million). International visitor expenditure also reached \$8.15 billion up 21% on the previous year (March 2015). This trend is forecast to continue.

For the year ended March 2014, international visitors contributed \$210m to our region's economy. Our largest international market is Australia contributing \$72m, followed by the USA and UK both on \$24m, Rest of Europe \$21m, Germany \$11m, China \$10m and Japan \$5m.

HWT's international marketing activity includes partnership with Tourism New Zealand and the collective of central North Island regions/RTOs known as "Explore Central North Island." This collaboration enables the region to leverage financial and people resources to greater effect in these highly expensive and competitive markets that are extremely expensive to target. HWT is responsible for supporting Tourism New Zealand's tourism trade, media and business events activity in our region. The overarching objective is to ensure the Hamilton & Waikato region attracts a requisite share of international visitor nights and spend. Activity is centred on three key areas.

1. Australian Campaign
2. International trade famils & hosting
3. International media famils & hosting

**Objectives**

- To position the H&W region as a key destination in the Central North Island and New Zealand visitor proposition
- To leverage the region's international icons to improve regional awareness and visitor spread
- To grow international visitor nights and spend
- To increase the number of H&W products featured in trade itineraries, wholesaler promotional material (brochures and websites) and booking systems
- To increase profile of the region through Tourism New Zealand's International Media Programme (IMP)

## Target Markets

Primary	Secondary
Australia	South East Asia/India
UK/Europe	China
USA	Japan

## Key Performance Indicators

- Grow international guest nights by 5% YE June 2016
- Media famils (70 media hosted)
- Trade famils hosted or trained (200 trade representatives)

Action		Delivery lead	Partners	Timeframe
<b>Consumer</b>				
New activity	Increase investment in Central North Island Cycling & Mountain Biking initiative to position the H&W region as a premium cycling and mountain biking destination – Market: Australia	Tourism Marketing Network (TMN)	CNI Regions/RTOs/TNZ	On going
	Participate in 'North Island' joint venture campaign with Tourism New Zealand and RTO collective – Market: Australia	Tourism New Zealand (TNZ)	Explore Central North Island 7 Regions (CNI) Tourism operators	July – August 2015
<b>Trade</b>				
New activity	Increase investment in Explore Central North Island (ECNI) RTO collective to lift awareness and intention to visit HW region			
	Participate in Explore Central North Island (ECNI) RTO collective trade marketing activity	ECNI Coordinator & HWT	ECNI Regions, TNZ, Tourism operators	On going
	Participate in TNZ trade training through famils and attendance at trade events - TRENZ, TNZ Aussie Insights	TNZ	ENCI Regions, Tourism operators	Feb / May 2016
	Attend TNZ trade events representing H&W and Thermal Explorer Highway partners (Rotorua, Taupo, Ruapehu) at off and on-shore KiwiLinks and other training events	ECNI & HWT	TNZ, Tourism operators	As scheduled by TNZ

	Attend Explore Central North Island Expo trade event (inbound agents) with region's tourism operators	ECNI Coordinator & HWT	Tourism Operators	April 2016
<b>Media</b>				
New activity	Develop PR programme for Australia targeting special interest experiences; <ul style="list-style-type: none"> <li>o Walking / Cycling</li> <li>o Food &amp; Wine</li> <li>o Surfing</li> </ul>	HWT	Tourism operators, TNZ	On going
	Participate in Tourism New Zealand's International Media Programme	TNZ, HWT	Operators	On going

## Domestic Marketing

### Introduction

Domestic visitors make up 80% of the region's guest nights and contribute \$800m to our region's economy (MBIE March 2014). Approximately 50% of visitors are visiting family and friends. The region's residents are large consumers of tourism goods and services and as hosts, Waikato residents have a key influence over what their guests see and do. The region suffers from a poor perception due to the lack of awareness of what the region has to offer as a visitor destination (Net Promoter Score -7, AA Tourism, Fresh Info Co). What people know and think of the region has a significant influence on intention to visit.

Building awareness, changing perceptions and providing 'reasons to visit' is a key focus of HWT. Given that the region has been experiencing a decline in domestic expenditure in recent years, with our TLA partners' additional investment increased focus and investment will be assigned to domestic marketing. This will include continued implementation of 'Explore Your Own Backyard' activity and increased PR activity with the aim of building a greater sense of pride in the region amongst residents as hosts and key influencers. External campaign activity will be based on the region's core strengths such as walking, cycling and nature based experiences. HWT will also focus on greater leverage of iconic events and high performance sport.

Domestic promotional activity will be undertaken with partnership investment from tourism operators and will be primarily driven through HWT's digital channels. Improving the current situation will require a long term view and investment, and cohesive and consistent promotional messaging.

### Objectives

- To build awareness and improve perceptions of the region as a visitor destination within target markets
- To develop a sense of pride in place in local residents as hosts and key influencers
- To support & leverage key events and sectors to increase visitor length of stay and spend
- To increase profile of the region as a walking/cycling destination

### Target Markets

- Auckland, BoP, Taranaki
- Fly Markets Wellington, Christchurch

- Focus on visitors with “reasons to come” and special interest groups (Sport/Events, Cycling, Walking, Nature)

## Key Performance Indicator

- Grow domestic guest nights by 6% for the YE June 2016

Action	Delivery lead	Partners	Timeframe	
New activity	Increase investment in Central North Island Cycling & Mountain Biking initiative to achieve greater profile and market share – Market: Domestic			
	Increase investment in domestic marketing activities to achieve greater profile, time and frequency in market. To include: <ul style="list-style-type: none"> <li>• Explore Your Own Backyard</li> <li>• Short Breaks</li> <li>• Walking, Cycling, Nature</li> </ul>	HWT	Tourism Operators	
	Leverage high performance sport / events through increased engagement and promotional support	HWT	Event Organisers	As scheduled
	Scope support for “locals” initiative with industry to provide deals and incentives for local residents during off peak seasons	HWT	Tourism Operators	Shoulder / off season
	Scope an ambassadors programme for the H&W region	HWT		
	Increase media pitching to achieve greater profile across outlets	HWT	Media providers	On going
	Partner with tourism groups/clusters on JV promotions	HWT	Cluster Groups	TBC
	Production of the official Hamilton & Waikato Regional Visitor Guide (Dec)	HWT	I-SITES Tourism Operators	July-November 2015
	Undertake domestic advertising in publications to leverage campaign and media activity/profile	HWT		As required
	Undertake 2 Explore Your Backyard campaigns	HWT	Tourism Operators	Spring 2015
	Undertake one Short Escape campaigns in partnership with tourism operators	HWT	Tourism Operators	Autumn 2016
	Undertake one Chinese New Zealanders campaign	HWT		March 2016
	Profile events across region through digital media channels & visitor guide	HWT		

Action		Delivery lead	Partners	Timeframe
	Partner with key events with potential to increase visitor length of stay and spend in the region	HWT	Event operators	As scheduled
	Continue profile of region within key media outlets	HWT	Media providers	On going
	Partner with Airline(s) to grow domestic visitation through the gateway	HWT/HIA	Airlines	TBC

## Convention Bureau – Business Events

### Introduction

The Business Events sector (Meetings, Incentives, conferences and exhibitions – MICE) is a key element of the H&W marketing strategy. Business delegates are high spending visitors with an estimated expenditure averaging \$304 per night for international delegates and \$483 per night for domestic delegates (MBIE Convention Activity Survey). This is significantly higher than both international and domestic leisure visitors.

The benefits of business events flow well beyond the conference or meeting and include pre and post activities, off site events (team building/dinners) transport, accommodation, catering, technical support etc. Business events are also effective in bringing people to a region in the first instance and contribute to our objective of improving perceptions, generating positive word of mouth and repeat visitation. They also bring people together to exchange knowledge and ideas, build relationships and in the longer term enhance investment and talent flows, all critical drivers of economic growth and prosperity for the Waikato.

The H&W region currently sits third equal with Christchurch and behind Auckland and Wellington for market share of delegate days. This is a highly competitive sector with significant convention centres in various stages of development in four regions across New Zealand. It is therefore important that we maximise the opportunity this sector presents at this point in time.

### Objectives

- To build awareness & appeal of the H&W region as a business events destination
- To grow market share of delegate days and events hosted
- To increase number of leads and conversions for the sector & region
- To support the industry to develop & deliver quality products & experiences that meet client expectations
- Hamilton & Waikato Bureau acts as an independent & impartial facilitator between partners and buyers
- Hamilton & Waikato Bureau is seen as a valued facilitator of business event opportunities by CB partners

### Target Markets

- Multi day conference business is the main focus and secondary meetings/seminars and incentives (given they generate overnight stays)
- All sized Associations and Government agencies
- Small to medium Corporates

- Professional Conference Organisers and Destination Management Companies
- Activities & sectors aligned to regions economic strengths – Agriculture, Manufacturing, Equine, Aviation, Academia

## Key Performance Indicators

- Grow market share of total New Zealand delegate days from 9% to 10%
- CB partner investment \$100k

Action		Delivery lead	Partners	Timeframe
New Activity	Increase capacity (.5 FTE) to support additional activity to improve awareness of the region as a business events destination and increase sales activity to generate more leads for Bureau Partners			
	Support Tourism New Zealand's business events programme to increase success rate of attracting international conferences	HWT/ TNZ	Bureau Partners	On going
	Develop relationships with key business sectors to leverage value through business and delegation hosting, field, education trips	HWT	Chambers of Commerce, NZTE	On going
	Produce promotional collateral (print and digital) to support CB operations and business events activity – planner, video, website, imagery, sales sheets/tools	HWT	Digital/print agencies	July-Sept 2015
	Complete annual partnership prospectus and secure Bureau Partners for 2015-16	HWT	Bureau Partners	May/June 2015
	Undertake sales calls in key New Zealand target markets	HWT	Bureau Partners	On going
	Coordinate hosted client events in various New Zealand markets	HWT	Bureau Partners	On going
	Coordinate famils and hosting of clients as required	HWT	Bureau Partners	On going
	Attend and coordinate regional presence at two key trade show events <ul style="list-style-type: none"> <li>• MEETINGS</li> <li>• Convene</li> <li>• AIME Australia (TBC)</li> </ul>	HWT & Convention Incentives NZ	Bureau Partners/	Feb, Apr, Jun 2016
	Investigate and secure PR opportunities with identified media outlets	HWT		Ongoing
	Provide six monthly updates to Bureau Partners	HWT	Bureau Partners	On going
	Participation in the Convention Activity Survey (MBIE)	HWT		
	Maintain Conference and Incentives New Zealand gold level membership	HWT		

## Digital

### Introduction

Digital channels are now widely used to research, plan and book travel. Digital marketing allows targeted messages to be delivered to specific markets/segments at a much lower cost than traditional mediums. HWT manages a range of digital platforms. Hamiltonwaikato.com is the primary portal for Waikato enquiries and "call to action" for HWT's marketing and promotional activities. HWT will ensure that all its digital content is relevant and engaging, optimised for both desktop and mobile devices and that all digital channels are maximised and performing well.

### Objectives

- Hamiltonwaikato.com is the main portal for visitor information in the region, by visitors and stakeholders
- To provide an attractive, effective and user-friendly platform for HWT's marketing & communications
- To provide relevant & up to date content to consumers, tourism trade, media & industry
- To provide comprehensive tourism operator information that encourages greater conversion & purchase of visitor experiences
- To utilise a range of social media platforms to increase profile & engagement with target audiences

### Key Performance Indicators

- Increase total visits by 30% year on year
- Increase Facebook fans by 10% year on year
- Increase Weibo fans by 40% year on year

Action	Delivery lead	Partners	Timeframe
Complete website redevelopment to improve functionality, management, performance and refreshed look & feel	HWT	Digital Agency	August – September 2015
Ensure hamiltonwaikato.com is performing effectively through: <ul style="list-style-type: none"> <li>• Benchmarking against other high performing RTO sites</li> <li>• Quality &amp; new content</li> <li>• SEO/SEM</li> <li>• 'Beyond the click' metrics</li> <li>• Social media channels – Facebook, Twitter, YouTube</li> <li>• Instagram</li> </ul>	HWT	Digital Agencies	Ongoing
Support 3 <sup>rd</sup> party websites with content including newzealand.com and ensure H&W operators are well represented online	HWT	Tourism New Zealand	Ongoing
Continue to undertake a linking strategy (to other key websites)	HWT	Key stakeholders	Ongoing
Trade, media & industry sites maintained & updated	HWT		Ongoing

Action		Delivery lead	Partners	Timeframe
New Activity	Appropriate landing pages, features and articles to support HWT's campaign activities - existing and expanded activity	HWT	Digital agencies	Ongoing

## Industry and Product Development

### Introduction

The H&W region's long term success as a destination depends on its ability to achieve critical mass of high quality visitor infrastructure and compelling experiences and products. This will be achieved through the expansion of new experiences that leverage H&W's competitive advantages such as (but not limited to), the Waikato River, Maori culture, events, high performance sport, walking/cycling, agriculture and our region's natural assets.

The development of visitor infrastructure and experiences is a long term strategy and therefore the key focus in 2015-16 is to develop a Destination Management Plan (DMP) to identify future opportunities for development across the region/local government areas. HWT will employ a Product Development Manager to lead this new activity. Once the DMP is completed, HWT will then work alongside the public and private sectors to facilitate/ progress the development of new visitor infrastructure and experiences as identified.

In addition, HWT will continue to provide broader support to the visitor sector through business and tourism cluster groups, provide regular dissemination of relevant information, and facilitate opportunities for operator networking and development.

### Objectives

- To identify and facilitate opportunities for new and enhanced visitor infrastructure and experiences to strengthen the region's visitor proposition
- To provide up-to-date industry information and research
- To provide opportunities for industry collaboration & networking
- To provide opportunities for operator up-skilling & development

### Key Performance Indicators

- Destination Management Plan completed
- Support provided to at least two key projects by YE 30 June 2016
- The region's tourism operators are kept current in terms of core tourism research and information
- Opportunities are provided for industry upskilling and networking

Action		Delivery lead	Partners	Timeframe
<b>Industry Development &amp; Communications</b>				
New Activity	Increase communications capacity to support increased PR, industry and stakeholder engagement.			

Action		Delivery lead	Partners	Timeframe
	Facilitate regular industry events <ul style="list-style-type: none"> <li>• Tourism conference (1)</li> <li>• Tourism symposium/networking event (1)</li> </ul>	HWT	Industry/Stakeholders	Nov 15 March 16
	Provide regular industry communications <ul style="list-style-type: none"> <li>• Via Hamiltonwaikato.com/industry</li> <li>• Industry newsletters</li> <li>• Industry events</li> </ul>	HWT		Ongoing
	Continue key actions as outline in i-SITE Charter <ul style="list-style-type: none"> <li>• Cross selling event (2 per annum)</li> <li>• Visitor Guide coordination, selling, promotion</li> <li>• Regular communication (quarterly newsletters)</li> <li>• HWT attendance at regional meetings</li> </ul>	HWT & i-SITE Network	Individual i-SITES	
	Coordinate two specific operator workshops <ul style="list-style-type: none"> <li>• Trade</li> <li>• Online</li> </ul>	HWT	Industry specialists	August 15, March 16
	Provide sector information and support referrals for new and existing tourism operators	HWT	Tourism Operators	On going
Product Development				
New Activity	Employ Product Development Manager	HWT		August/September 2015
	Develop a destination management plan that identifies product development opportunities and infrastructure requirements across region and TLA areas	HWT	Local Govt, industry, stakeholders, WRC	October 2015 – April 2016
	Provide support for the development of new & existing visitor infrastructure/experiences and influence significant initiatives that will have a material impact on strengthening the region's competitive advantage	HWT	Product / Project leaders, groups	September onwards
	Provide input into local govt plans and strategies for future growth of the region's sector	HWT	Local Govt	September ongoing
	Provide facilitation and support for business and tourism cluster groups who have a desire to grow and develop their visitor offering	HWT	Cluster groups	September – ongoing onwards
	Undertake visitor research to better understand, awareness, visitor needs, expectation behaviour and satisfaction	HWT	Research partner, Waikato University	February 2016

## Stakeholder Relationships

Local government and government agencies (e.g. Department of Conservation) have a critical role to play in the growth and development of the visitor sector. The H&W region's local/regional government(s) collectively have significant influence over many of the environments that visitors spend time in (demand side perspective), and also develop and enforce the planning and regulatory frameworks that tourism operators must comply with (supply side perspective). Public sector support is therefore a critical success factor for the growth and development of the tourism industry in the region. The H&W region's city and six districts have supported HWT since its inception in 2011 and more recently through a collective increase in funding to enable HWT to increase its current activities as well as expand its scope into product development. It is through this collaborative approach that HWT is able to generate significant investment from tourism operators into its activities, resulting in further leverage of local government's investment and a strong and successful public/private partnership between all parties.

### Objectives

- To maintain strong partnerships with local government, central government & the tourism sector
- To continue to raise the profile of the visitor economy as a key economic contributor to the region
- HWT is recognised and valued as a high performing lead organisation within the tourism industry and wider HWT community
- To develop & implement business partnership programmes that are supported by the tourism industry
- To represent the region's interests at national level through events, forums and organisations
- To represent the tourism sector at key business functions and networking opportunities across the region

### Key Performance Indicators

- Documentation prepared, distributed and approved within required timeframe by shareholder and partner councils
- Reporting requirements completed, received and approved by shareholder and partner councils in timely manner
- Industry support and investment maintained in top 5 regions in New Zealand (RTONZ Survey)

Action	Delivery lead	Partners	Timeframe
Production of key documentation for stakeholders: <ul style="list-style-type: none"> <li>• Statement of Intent</li> <li>• Service Level Agreement / Schedule of Services</li> </ul>	HWT	WRAL, Councils	Feb-May 2016
Preparation of partnership programmes <ul style="list-style-type: none"> <li>• Leisure – Trade, media</li> <li>• Convention Bureau</li> </ul>	HWT	Tourism operators	April – May 2016
Reporting to stakeholders: <ul style="list-style-type: none"> <li>• Funding Councils – six month &amp; yearly</li> <li>• Hamilton Airport (parent company) quarterly</li> <li>• Industry – six monthly</li> <li>• Council Representative Committee meetings (bi-annually)</li> </ul>	HWT		Ongoing

Action		Delivery lead	Partners	Timeframe
	<ul style="list-style-type: none"> <li>• Industry Advisory Group meetings (three – four times)</li> <li>• Production of Interim &amp; Annual Report against SOI (WRAL)</li> </ul>			
	Reporting re campaigns & activities to tourism partners	HWT		As campaigns completed
	Regional Representation at national level <ul style="list-style-type: none"> <li>• Regional Tourism Organisation of New Zealand (CEO Trustee)</li> <li>• Explore Central North Island</li> <li>• Tourism Industry Association of New Zealand</li> <li>• Tourism New Zealand</li> <li>• Ministry of Business, Innovation and Enterprise</li> <li>• Conference &amp; Incentive New Zealand (CEO Board member)</li> </ul>	HWT		On going

#### Appendix A -Local Government Partner Funding

COUNCIL	FUNDING
Hamilton City Council	\$585,000
Waikato District Council	\$150,000
Waipa District Council	\$150,000
Matamata-Piako District Council	\$150,000
Otorohanga District Council	\$60,000
Waitomo District Council	\$60,000
South Waikato District Council	\$60,000
TOTAL	\$1,215,000

<b>Document No: 370931</b>		<b>File No: 400/130M</b>	
<b>Report To:</b>		<b>Council</b>	
		<b>Meeting Date:</b>	25 August 2015
		<b>Subject:</b>	<b>Waitomo District Council Grant Allocations 2014/2015</b>

### **Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with details of grants made by the WDC for the 2014/2015 financial year.

### **Local Government Act S.11A Considerations**

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

### **Background**

- 3.1 WDC is committed to annually allocating funds and resources to support community initiatives through grants managed in accordance with Council's Community Development Fund Policy, via its Community Development Activity.
- 3.2 For clarification purposes, set out below is a description of each of the grants contained in Council's Community Development Funding Policy.

#### **3.3 Discretionary Grants**

- 3.4 The focus of the Discretionary Grants Fund is in providing community assistance for the 'not for profit' sector in order to create a strong social base and meet local needs. The dollar value of each grant is determined on a case by case basis during each funding round.
- 3.5 Discretionary grants are assessed by the Chief Executive, with advice from the Community Development Coordinator.

#### **3.6 Triennial Grants**

- 3.7 The focus of the Triennial Grants Fund is in providing support to 'not for profit' organisations whose work can be shown to support the social and cultural well-being goals of the Waitomo District.
- 3.8 Council's commitment to providing a Triennial Grants Fund is for the duration of the Long Term Plan.
- 3.9 The Triennial Grants are allocated for a period of three years.

**3.10 Provision of Services Grants**

- 3.11 Provision of Services Grants are in place to provide funding to 'not for profit' organisations who undertake to provide services that compliment Council's Long Term Plan objectives.
- 3.12 These organisations offer services that make a significant contribution to the achievement of Waitomo District Council's Community Outcomes and improve well-being within in the District, but are outside the scope of services provided by Waitomo District Council.
- 3.13 The value of each of these grants are determined on a case by case basis and developed with the recipient as a Contract for Delivery of Services/Service Level Agreement.

**3.14 Community Partnership Fund**

- 3.15 The Community Partnership Fund is a contestable fund that focuses on projects and programmes that contribute to the well-being of our Districts communities.
- 3.16 The fund aims to ensure that residents of the Waitomo District have opportunities to feel part of the community they live work and play in, and to, help the community help itself, by offering access to funding and in kind support to groups working on community initiatives.
- 3.17 Consideration is given to community projects and community groups that demonstrate strong links to one or more of the outcomes identified by WDC as Community Outcomes and the funding priorities as outlined in the Community Partnership Fund Policy.

**3.18 Community Halls Grants**

- 3.19 Community Halls Grants provide funding to assist with the maintenance of 13 Community Halls throughout the district.

**3.21 Special Grants (Creative Communities; Sport NZ Rural Travel Fund and DC Tynan Trust Fund)**

- 3.22 There are two special grants administered by Council on behalf of central government; Creative Communities New Zealand and the Sport NZ Rural Travel Fund. Funding for both of these grants is provided by central government and each is administered by WDC in alignment with their own specific criteria.
- 3.23 WDC also administers the DC Tynan Fund which is a generous bequest left by the late Daniel Circuit Tynan to the Borough of Te Kuiti for the purpose of supporting organisations within the Te Kuiti Urban Ward that are involved with social, cultural, educational or recreational activities.
- 3.24 Forgeson Law administers the funds of the Trust; Waitomo District Council provides the administrative support associated with the funding application process. Applications are invited annually to this fund.

## Commentary

4.1 Attached to and forming part of this business paper are Schedules setting out details of grants made by the WDC for the 2014/2015 financial year under each of the grant types, including:

- Discretionary Grants
- Triennial Grants
- Provision of Services Grants
- Community Partnership Fund
- Community Halls Grants
- Creative Communities
- Sport NZ Rural Travel Fund
- DC Tynan Trust Fund

## Suggested Resolution

The Report on Waitomo District Council Grant Allocations for 2014/2015 be received.



DONNA MACDONALD  
**COMMUNITY DEVELOPMENT COORDINATOR**

August 2015

Attachment 1. Schedule of Grant Allocations (Doc 371526)

**Schedule of Grant Allocations 2014/2015**

<b>Organisation</b>	<b>Amount</b>	<b>Purpose</b>
<b><u>Discretionary Grants</u></b>		
<b>September 2014</b>		
Waitomo District Youth Council	\$713.05	Venue hire
The Violet Ladies	\$800.00	White Ribbon Garden Ramble fundraiser
Piopio Playcentre	\$600.00	50th Jubilee administration/promotion
Number Twelve	\$800.00	Development of Student ID cards
Piopio Amateur Swimming Club	\$280.00	Pool hire for training purposes
Te Kuiti Maori Wardens	\$600.00	Administration Costs
Tamarau Incorporated	\$500.00	Tribal Kapa Haka Festival Piopio
Sport Waikato	\$300.00	2014 Sports Awards Services to sport award
Piopio Primary School	\$300.00	Venue Hire for Production
Total	<u>\$4,893.05</u>	
<b>December 2014</b>		
Centennial Park School Whanau Support Group	\$400.00	Part day venue hire
New Zealand Police	\$243.48	Pool use for School traffic wardens
Piopio Lions	\$204.35	Senior Citizens Hall Hire
On-Stage Te Kuiti	\$500.00	Administration Costs
Pukenui School	\$800.00	Alternative Venue Hire
Dynamo Cycling & Sports	\$382.61	Portaloo hire Pureora cycle race
Waitomo Christian Fellowship	\$500.00	Movies for the young at heart
Maniapoto Maori Trust Board	\$250.00	Towards Venue hire for Expo
Total	<u>\$3,280.44</u>	
<b>March 2015</b>		
Te Kuiti Blue Light	\$500.00	Communications Strategy
St Josephs School	\$460.00	Gala Road Closure
Waitanguru Hall Society	\$750.00	Bike ride Fundraiser
Tainui Museum Society	\$750.00	Administration costs
King Country Boxing Club	\$713.04	Battle of the Town boxing fundraiser
Combined Schools Bike Ride	\$191.30	Portaloo hire
Waitanguru & Districts Branch of Rural Women NZ	\$1,150.00	Anzac Day Service
Piopio Playcentre	\$700.00	First Aid training for parents
Bio Diversity Forum	\$191.30	Portaloo Hire
Bennydale Youth Group	\$200.00	Setting up of youth group
Bennydale Hall	\$150.00	Operational Costs
Total	<u>\$5,755.64</u>	
<b>June 2015</b>		
Sport Waikato	\$700.00	2015 Sports Awards
King Country Rugby Union	\$3,900.00	Home game match programme.
King Country Garden Brochure	\$1,100.00	Production and distribution
Total	<u>\$5,700.00</u>	
<b>Total Discretionary Grants 2014/2015</b>	<b><u>\$19,629.13</u></b>	

**Service Grants**

<b>Organisation</b>	<b>Amount</b>	<b>Purpose</b>
Sport Waikato	\$74,434.00	Provide sports services
Waitomo Discovery Centre	\$36,176.00	High quality heritage and visitor information.
<b>Total Service Grants</b>	<b><u>\$110,610.00</u></b>	

### **Community Hall Grant**

Mahoenui Hall	\$1,000.00
Waitanguru Hall	\$1,000.00
Rangitoto Hall	\$1,000.00
Mokau Hall	\$1,000.00
Mairoa Hall	\$1,000.00
Awakino Hall	\$1,000.00
Aria Hall	\$1,000.00
Mapiu Hall	\$1,000.00
Bennydale Hall	\$1,000.00
Kinohaku Hall	\$1,000.00
Mokauiti Hall	\$1,000.00
Marokopa Hall	\$1,000.00
Te Anga Hall	\$1,000.00
<b>Total Community Hall Grants</b>	<b><u>\$13,000.00</u></b>

### **Triennial Grants**

Te Kuiti Kaumatua Games	\$500.00	Annual Kaumatua Games
Mokau School	\$2,000.00	Swimming pool maintenance
Te Kuiti Citizens Advice Bureau	\$2,500.00	Operating Costs
Te Kuiti Development Incorporated	\$3,840.00	Communication Costs
Project Piopio Trust	\$4,000.00	Operating Costs
Te Kuiti Community House	\$3,500.00	Operating Costs
Waitomo Support Centre	\$1,000.00	Food Parcel assistance
Te Kuiti RNZSPCA	\$500.00	Removal of stray unhomable cats
NZ Shearing Committee	\$4,626.10	NZ Shearing Champs Venue
Tere Waitomo	\$4,000.00	Development of structure plan
Te Kuiti Marae Cemetery Committee	\$860.00	Cemetery Care
Piopio College	\$2,173.91	Swimming pool supervisor
<b>Total Triennial Grants</b>	<b><u>\$29,500.01</u></b>	

### **Community Partnership Fund**

Brook Park Incorporated	\$14,500.00	Cycle track development
TKDI	\$5,000.00	Merchandising
Te Piruru Marae	\$1,500.00	Heating
Hillview Trust	\$4,000.00	Vehicle upgrade
<b>Total Community Partnership Fund Grants</b>	<b><u>\$25,000.00</u></b>	

<b>Organisation</b>	<b>Amount</b>	<b>Purpose</b>
<b><u>Administrative Support Provided</u></b>		
<b><u>Sport NZ Travel Fund</u></b>		
Piopio College Executive Committee	\$2,700.00	
Te Kuiti High School	\$2,100.00	
Waitomo Caves School	\$500.00	
Rangitoto School	\$400.00	
Waitiete Rugby Club	\$900.00	
Coast Rugby Sports Club inc	\$600.00	
Piopio Youth Sports Committee	\$1,500.00	
Aria Primary School	\$1,000.00	
<b>Total Sport NZ Travel Fund Grants</b>	<b><u>\$9,700.00</u></b>	
<b><u>Creative Communities</u></b>		
<b>November 2014</b>		
Aria Primary School	\$750.00	Whole school production
Project Piopio Trust	\$2,846.02	Art competition
Encore	\$1,000.00	Performance
Moepatu Borrell	\$2,769.53	Ancestral research and recording
	<u>\$7,365.55</u>	
<b>May 2015</b>		
Kayu Lodge - Art Doc	\$800.00	Creative winter workshops
On-Stage	\$600.00	Theatre Expo
Rodney Bell	\$2,335.00	Dance project
Brigid Allen	\$2,335.00	Empty Spaces Project
	<u>\$6,070.00</u>	
<b>Total Creative Community Grants</b>	<b><u>\$13,435.55</u></b>	
<b><u>DC Tynan Trust</u></b>		
St Lukes Anglican Church	\$2,000.00	Roof repairs
Te Kuiti Branch RNZ Plunket Society	\$2,000.00	Plunket Rooms repairs
<b>Total DC Tynan Trust Grants</b>	<b><u>\$4,000.00</u></b>	

Document No: 370841

File No: 097/001E

**Report To: Council****Meeting Date:** 25 August 2015**Subject: Progress Report: Resource Consent Applications**

### Purpose of Report

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

### Local Government Act S.11A Considerations

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

### Risk Considerations

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

### Background

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

## Commentary

### **5.1 Mokau Sands Limited**

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

- 5.14 The decision was to grant consent to the application. The Hearings Committee largely adopted the revised set of recommended conditions. The conditions cover building location, size and design, coastal erosion and managed retreat, tangata whenua/archaeology, earthworks, services and utilities, landscape and mitigation planting, urban design, and roading and carparking. On the one issue in contention, the vesting of the road, the decision has required that the road be vested immediately thus ensuring access to the coast for the public.
- 5.15 Whilst the road is required to be vested, it does not have to be formed. For all intents and purposes it will remain as it currently is, but in Council ownership. Council could decide to form it as a rest area and carpark at a future date, otherwise the applicant is required to form it as road and carpark when and if a café is constructed.
- 5.16 One of the main reasons why the applicant did not wish to vest the road immediately is because he considers there is a public benefit that accrues from the rest area and carpark that Council should contribute towards. Council may get an approach from the applicant to contribute towards the formation of the road and carpark.
- 5.17 Whilst there were a number of submitters, it is expected that any appeal of the decision will only likely come from the applicant, with the appeal limited to the issue of the road vesting. The interests of the NZ Transport Agency, DOC and tangata whenua are considered to be satisfactorily addressed in the decision.

#### **5.18 Waipa Networks Limited**

- 5.19 Waipa Networks Limited (WNL) has applied to Waipa, Otorohanga and Waitomo District Council for approval to construct a new 110kv transmission line from Te Awamutu to the Hangatiki substation.
- 5.20 NL has applied for designations in the three district plans to correspond with the proposed corridor for the transmission line and for land use consents for earthworks associated with the project.
- 5.21 The applications were publicly notified on 14 August 2014 with submissions closing 11 September 2014.
- 5.22 Within the submissions timeframe 42 submissions were received with 11 submitters supporting the application, 5 neutral and 26 in opposition.
- 5.23 Those in opposition were concerned primarily that an inadequate assessment had been carried out of alternatives and the visual impact of the transmission poles.
- 5.24 One of the submitters in opposition is a WDC property owner who is concerned that the transmission lines could impact on his ability to further develop his Hangatiki property.
- 5.25 A hearing was held on the 8, 9 and 10 December 2014 at Waipa District Council – Council Chambers. This hearing was chaired by an Independent Commissioner, Mr Alan Withy. Mr Withy was tasked with making recommendations on the Notices of Requirements and decisions on the resource consents on behalf of the three Councils.
- 5.26 After hearing all the evidence presented, Mr Withy, provided a report dated 21 January 2015 which set out his recommendation, under s.171(2) of the Resource Management Act 1991, on the Notices of Requirements from WNL for their designations. This recommendation was to confirm the designations, subject to conditions relevant to each Council.

- 5.27 This recommendation was provided to WNL on the 21 January 2015. On the 28 January 2015, WNL advised each of the Councils that it accepts in substantial part the recommendations of the Independent Hearing Commissioner, subject to some amendments to the associated condition sets.
- 5.28 Notice of the WNL decision was sent to all submitters and all affected landowners/occupiers on the 4 February 2015.
- 5.29 Submitters had 15 working days from the receipt of those decisions to appeal the decision, pursuant to Section 174 of the Resource Management Act 1991.
- 5.30 WNL also lodged concurrent resource consents with Waipa, Otorohanga and Waitomo District Council's. The Independent Commissioner reached the conclusion that the resource consents could also be granted, subject to conditions. Notices of those decisions were also sent to submitters on the 4 February 2015 and similarly, those parties had 15 working days from receipt of those decisions to appeal them.
- 5.31 No appeals were received. Preparatory work for construction started in April 2015 with the clearing of vegetation. Meetings will be arranged with the 3 Councils (Waipa, Otorohanga and Waitomo) including community services divisions to ensure complaints are managed properly during the construction period and relevant contact details are provided.
- 5.32 The Waitomo District Plan has been updated with the new designation and is available on the website.
- 5.33 A Compliance meeting was held on 6 May 2015. A high level Communications Plan has been drafted and the Ecological Management Plan (EMP) has been approved.
- 5.34 Waipa Networks Limited has submitted an 'Outline Plan of Works' in support of the required designation of land and associated works with the proposed construction work for the Te Awamutu Reinforcement Project. The application is made under section 176A(1) of the Resource Management Act 1991. The application was received on 5 June 2015 and is being processed.
- 5.35 Consideration of the application will assess the proposed works against the designation purpose and designation conditions for the Te Awamutu Reinforcement Project and will either confirm the works proposed or request changes.
- 5.36 The Waipa Networks Outline Plan of Works application (for works within the designation) was confirmed on 16 June 2015 with no changes requested.
- 5.37 Commencement of construction activities associated with the transmission line are proposed to commence in September 2015. Approval of the various pre-construction conditions (i.e. Management Plans) is ongoing and expected to be completed by the end of August 2015.

**Suggested Resolution**

The Progress Report: Resource Consent Applications be received.

A handwritten signature in blue ink, appearing to read 'Elsa Du Toit', is positioned above a faint, light blue horizontal line.

ELSA DU TOIT  
**ENVIRONMENTAL & REGULATORY SERVICES LEADER**

August 2015

Attachment: Resource Consent Schedule (Doc 370843)

## RESOURCE CONSENTS PROGRESSING AS AT 7 AUGUST 2015

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
110019	Mokau Sands Limited	Development of 31 holiday apartments and 50 seat café, Seaview Motor Camp site, Mokau	2/5/12	Yes	Applicant has requested that the application be placed on hold to allow further consideration to take place.	17/5/12	21/10/14			Yes	Hearing Held 20-22 May 2015	
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
150001	Gull Group of Companies	Proposed 24 hour unmanned Gull Service Station, café /restaurant and retail outlet.	19/01/15	Yes	Clarification required on a number of items pertaining to District Plan Rules.	23/01/15						
150004	L & M Reed	Operation of Eatery from Caravan, North Street, Mokau	18/02/15	Yes	Letter of approval from NZTA	6/03/15						
150005	KEA Exploration Limited	To undertake a seismic survey in a conservation area in the Waitomo District	8/02/15	Yes	Consultation with land owners and title deeds required	20/02/15						
150020	RE Buckley	Subdivision of Part Rangitoto Tuhua 35H2 Block	8/07/15	Yes	Application incomplete as per section 88 RMA 1991. Returned to applicant.							
150021	R Gorrie	Subdivision of Lot 1 DP 478662. Te Mahoe Road Mokau.	16/07/15	Yes	Application incomplete as per section 88 RMA 1991. Returned to applicant.							
150025	Z Energy Limited	Redevelopment of Z Service Station, Te Kumi Road, Te Kuiti	11/08/15									

## RESOURCE CONSENTS GRANTED (FOR 2014/15) AS AT 7 AUGUST 2015

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
140015	B Tang & M Sun	Development of a Retail Outlet, Rora Street, Te Kuiti	05/06/14	Yes	Amended site layout to be provided	17/06/14	20/06/14			No	16/07/14	Conditional Consent Granted 25/06/14
140016	R Gorrie	2 Lot Rural Subdivision, Te Mahoe Road, Mokau	12/06/14	Yes	Amended application to be provided	17/06/14	01/07/14			No	30/07/14	Conditional Consent Granted 09/07/14
140017	P Moreland	Side Yard Dispensation, Oparure Road, Oparure	24/06/14	No						No	21/07/14	Conditional Consent Granted 30/06/14
140018 140019	Waipa Networks Limited	Designation and Land Use Consent for 110kv Transmission Line	21/07/14	Yes	Information on landscape and visual effects.	22/9/14				Yes	Hearing Held 8-10 December 2014	Conditional Consents Granted 4/02/15
130026	Mokau Sands Limited	Proposed Dune Restoration, Seaview Motor Camp, Mokau	23/10/13	Yes	Affected parties approval required	30/10/13	23/06/14			No	21/07/14	Conditional Consent Granted 30/06/14
140020	D Bevege	Construction of a non-residential building over 160m <sup>2</sup> , Huia Street, Piopio	05/08/14	No	Granted					No	04/09/14	Conditional Consent Granted 14/8/14
140021 140022	Transpower NZ Limited	Designation and Land Use Consent, Switchyard Extension, Hangatiki Substation	16/9/14	No						No	14/10/14	Conditional Consent Granted 7/10/14
140023	NZ Transport Agency	Designation, New Intersection, SH 3/SH 27, Hangatiki	17/9/14	No						No	15/10/14	Conditional Consent Granted 15/10/14
140024	D Klein	Side Yard Dispensation, Ailsa Street, Te Kuiti	30/9/14	No						No	24/10/14	Conditional Consent Granted 3/10/14
140006	Transpower NZ	Replacement of 2 existing power poles, Rangitoto Road, Rangitoto	20/10/14	No						No	18/11/14	Conditional Consent Granted 29/10/14
140027	A Todd and D Putaranui	Side Yard Dispensation, Taumatotara West Road, Te Anga	6/11/14	No						No	4/12/14	Conditional Consent Granted 10/11/14
140028	AW Proud	2 Lot Rural Subdivision, Boddies Road, Oparure	26/11/14	No						No	14/1/15	Conditional Consent Granted 1/12/14
140029	VA & RL Wheeler	Development of Mitre10 retail outlet, Taupiri Street, Te Kuiti	2/12/14	Yes	Applicant has requested that the application be placed on hold to allow further information to be provided. Traffic Management Plan and Title deeds received.	2/12/14 20/2/15	13/02/15 6/3/2015	Yes		No	9/04/15	Conditional Consent Granted 17/03/2015
140030	Davis Family Trust	2 Lot Rural Subdivision, Mangaotaki Road, Piopio	4/12/14	No						No	22/01/15	Conditional Consent Granted 11/12/14
140031	Mighty River	Installation of Advance	19/12/14	No						No	10/02/15	Conditional Consent

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
	Power	Metering Infrastructure										Granted 13/2/15
140032	PGG Wrightson Limited	Proposed Subdivision of 2 Kea Street, Piopio	24/12/14	No						No	11/02/15	Conditional Consent Granted 6/1/15
150002	Simeon Gilbert	Front Boundary Dispensation, 411 Marokopa Road, Marokopa	4/02/15	No	Site Plan required					No	13/03/15	Conditional Consent Granted 20/2/15
150003	Peter Chandler	Building in Rural Zone (Landscape Policy Area), Waitomo Caves Road, Waitomo	2/02/15	Yes	Site Plan required.	17/02/15	17/03/15	Yes		No	13/04/15	Conditional Consent Granted 19/03/15
150006	Waituhi Pastoral	Boundary Relocation, 69 Walker Road, Te Kuiti	24/02/15	No	Approval of Amalgamation Condition by Land Information NZ	13/03/15		Yes		No	14/04/15	Conditional Consent Granted 20/03/15
150007	Troll Cave Limited, Nick Andreef	Two Lot Rural Subdivision, Waitomo Valley Road, Waitomo	3/3/15	No				No		No	31/03/15	Conditional Consent Granted 26/3/15
150009	K Adam	Subdivision: Relocation of boundary Section 41 and 42, Awakino Village	19/03/15	Yes	Application Incomplete – Returned (section 88(3) RMA 1991)  Further Information requested regarding entranceways	24/03/15  14/05/15	06/05/15  14/05/15	No		No	4/6/15	Conditional Consent Granted 18/5/15
150010	Waitomo District Council	Earthworks to install retaining walls to reinstate sections of Totoro Road	19/03/15	No				Yes		No	30/04/15	Conditional Consent Granted 8/04/15
150011	HR JH and M Rauputu	Subdivision State Highway 3, Mokau	2/04/15	Yes	The suitability of Lot 2 is questioned.	8/04/15	24/04/15	Yes		No	26/5/15	Conditional Consent Granted 5/05/15
150012	GW and VMS Shaw	Proposed ROW Section 348 Local Government Act, Te Waitere Road, Te Waitere	9/04/15	No				Yes		No	11/05/15	Conditional Consent Granted 17/04/15
150013	Russell Proffit	Proposed Subdivision, State Highway 3, Mahoenui	14/04/15	No				No		No	26/5/15	Conditional Consent Granted 5/05/15
150014	Te Ana Valley Farms Limited. Kyle Barnes	To construct a non-agricultural building with floor area exceeding 200m squared.	1/5/15	No							8/6/15	Conditional Consent Granted 15/5/15
150015	Stephen Mahoney	Front Boundary Dispensation to build garage, 285 Te Anga Road, Waitomo	7/5/15	No				No		No	2/6/15	Conditional Consent Granted 11/5/15
150016	J Timmins	Front Boundary Dispensation to build	14/5/15	No				No		No	8/6/15	Conditional Consent Granted 15/2/15

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
		carport, 9 Ngatai Street, Te Kuiti										
150017	Vodafone New Zealand Ltd	Installation of Telecommunications mast in vicinity of heritage site, Aria Road, Aria	27/05/15	No				No		No	25/6/15	Conditional Consent Granted 9/6/2015
150008	NZTA	Improvement Works - Awakino River	13/3/15	Yes	Provide evidence of Iwi consultation	20/03/15		No		No		Conditional Consent Granted 10/6/2015
150018	Waipa Networks	Outline Plan for Designation, Transmission Line, Hangatiki	5/06/15					No		No		Conditional Consent Granted 16/06/15
150019	E Rayner	Subdivision of part Uekaha A17 Block Te Anga Road, Waitomo	10/06/15					Yes		No		Conditional Consent Granted 17/07/15
150022	DJ and SL Knight	Construction of Farm Shed within 10m of boundary, Walker Road, Te Kuiti	21/07/15	No						No	25/08/15	Conditional Consent Granted 30/07/15
150023	Spark New Zealand	Outline Plan Waiver request - upgrade of Te Kuiti Telecommunications Facility, Awakino Road, Te Kuiti	27/07/15	No						No	24/08/15	Outline Plan waiver request approved. 28/07/15

Document No: 371546

File No: 504/009B

**Report To: Council**

Meeting Date: 25 August 2015

Subject: Piopio Wastewater Reticulation Easements

**Purpose of Report**

- 1.1 The purpose of this business paper is to report that acquisition of wastewater reticulation easements are required to support the operation of the Piopio Wastewater Scheme.

**Commentary**

- 2.1 Proposals for a wastewater scheme in Piopio were consulted on with the Piopio community in detail during the 2004 to 2006 period before the actual construction contract was awarded.
- 3.1 It has recently been identified that commitments were made at that time to both the Green Family Trust and S M Storey for formal easements to be registered where the reticulation crosses their properties. This commitment has not been followed through.
- 3.2 To complete the registration of the easements a Council resolution is required.

**Recommendation**

- 4.1 It is recommended that Council approve, pursuant to section 17 of the Public Works Act 1981, to enter into negotiations with the Green Family Trust and S M Storey for the acquisition of Wastewater Easements as shown on Survey Office Plan 451810.

**Suggested Resolutions**

- 1 The business paper on the Piopio Wastewater Reticulation Easements be received.
- 2 Pursuant to section 17 of the Public Works Act 1981, Council enter into negotiations with the Green Family Trust and S M Storey for the acquisition of Wastewater Easements as shown on Survey Office Plan 451810.

A handwritten signature in black ink, appearing to be "AS" or similar initials, written in a cursive style.

ANDREAS SENGER  
**MANAGER - WATER SERVICES**

Attachments: 1 Title Plan – LT 451810



## Title Plan - LT 451810

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**Survey Number** LT 451810  
**Surveyor Reference** N2128:C1  
**Surveyor** Jonathan Robert Gwyn  
**Survey Firm** CKL  
**Surveyor Declaration**

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### Survey Details

**Dataset Description** Easements over Parts Kaingapipi 2  
**Status** Initiated  
**Land District** South Auckland  
**Submitted Date**  
**Survey Class** Class B  
**Survey Approval Date**  
**Deposit Date**

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### Territorial Authorities

Waitomo District

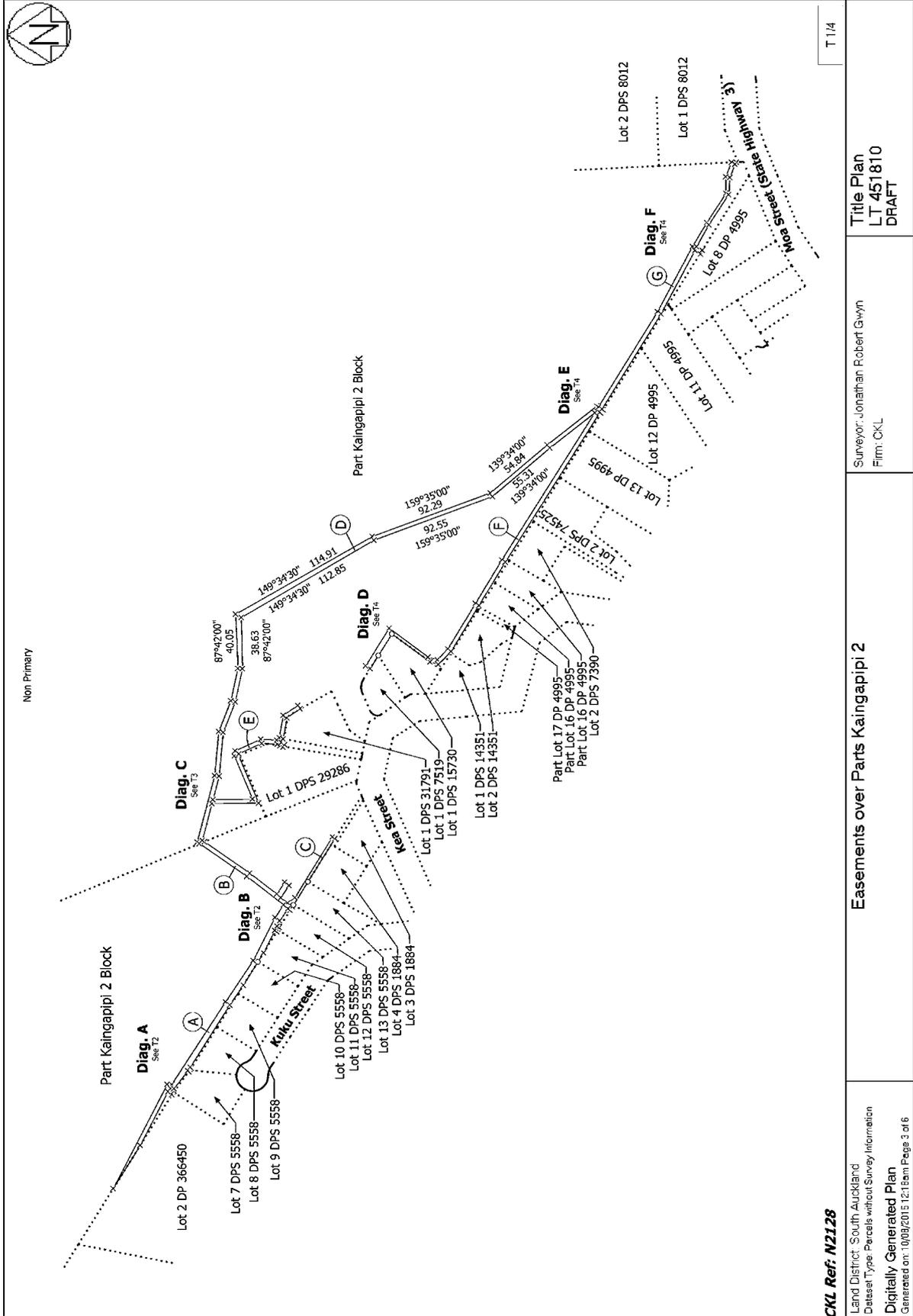
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### Created Parcels

Parcels	Parcel Intent	Area	CT Reference
Area A Deposited Plan 451810	Easement		
Area B Deposited Plan 451810	Easement		
Area C Deposited Plan 451810	Easement		
Area D Deposited Plan 451810	Easement		
Area E Deposited Plan 451810	Easement		
Area F Deposited Plan 451810	Easement		
Area G Deposited Plan 451810	Easement		
<b>Total Area</b>		0.0000 Ha	

## Schedule / Memorandum

Schedule of Easements in Gross			
Purpose	Shown	Servient Tenement	Grantee
Right to convey Sewage	A B C	Part Kaingapipi 2 Block (CFR SA392/167)	Waitomo District Council
	D E F G	Part Kaingapipi 2 Block (CFR SA28C/330)	



Non-Primary

T 1/4

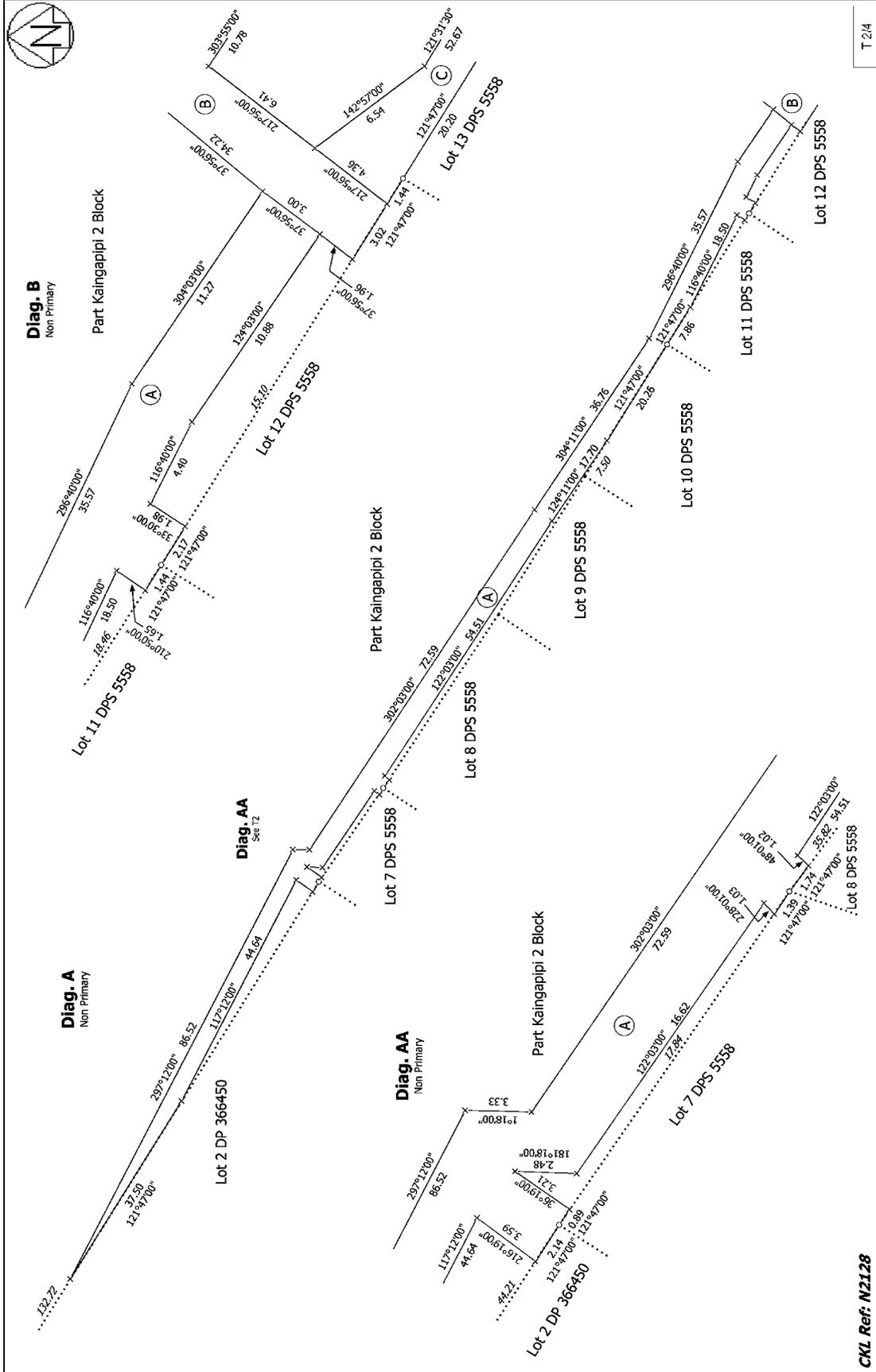
CKL Ref: N2128

Land District: South Auckland  
 Dataset Type: Parcels without Survey/Information  
 Digitally Generated Plan  
 Generated on: 10/09/2015 12:15:01 Page 3 of 6

Easements over Parts Kaingapipi 2

Surveyor: Jonathan Robert Gwyn  
 Firm: CKL

Title Plan  
 LT 451810  
 DRAFT



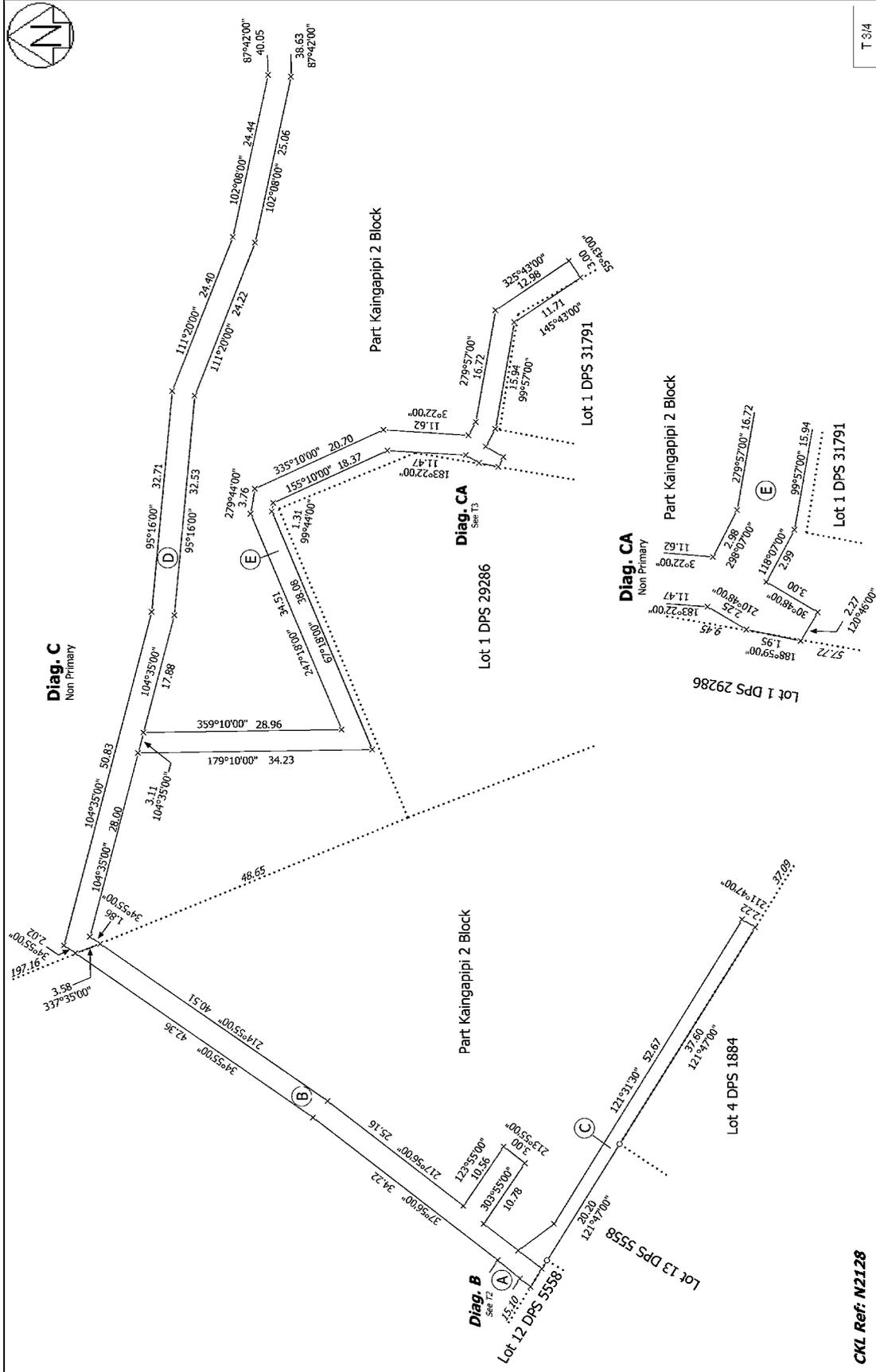
T 2/4

**CKL Ref: N2128**  
 Land District: South Auckland  
 Dataset Type: Parcels without Survey/Information  
**Digitally Generated Plan**  
 Generated on: 10/09/2015 12:15pm Page 4 of 6

**Easements over Parts Kaingapipi 2**

Surveyor: Jonathan Robert Gwyn  
 Firm: CKL

**Title Plan**  
 LT 451810  
**DRAFT**



T 3/4

**CKL Ref: N2128**  
 Land District: South Auckland  
 Dataset Type: Parcels without Survey Information  
 Digitally Generated Plan  
 Generated on: 10/09/2015 12:15pm Page 5 of 6

**Easements over Parts Kaingapipi 2**

Surveyor: Jonathan Robert Gwyn  
 Firm: CKL

**Title Plan**  
 LT 451810  
 DRAFT





**COMPUTER FREEHOLD REGISTER  
UNDER LAND TRANSFER ACT 1952**



**Search Copy**

*R. W. Muir*  
Registrar-General  
of Land

**Identifier** SA28C/330  
**Land Registration District** South Auckland  
**Date Issued** 13 September 1982

**Prior References**  
SA26C/1072

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**Estate** Fee Simple  
**Area** 23.2684 hectares more or less  
**Legal Description** Part Kaingapii No 2 Block

**Proprietors**  
Roger Michael Green, Diane Manning Green and Lionel Max Lamb

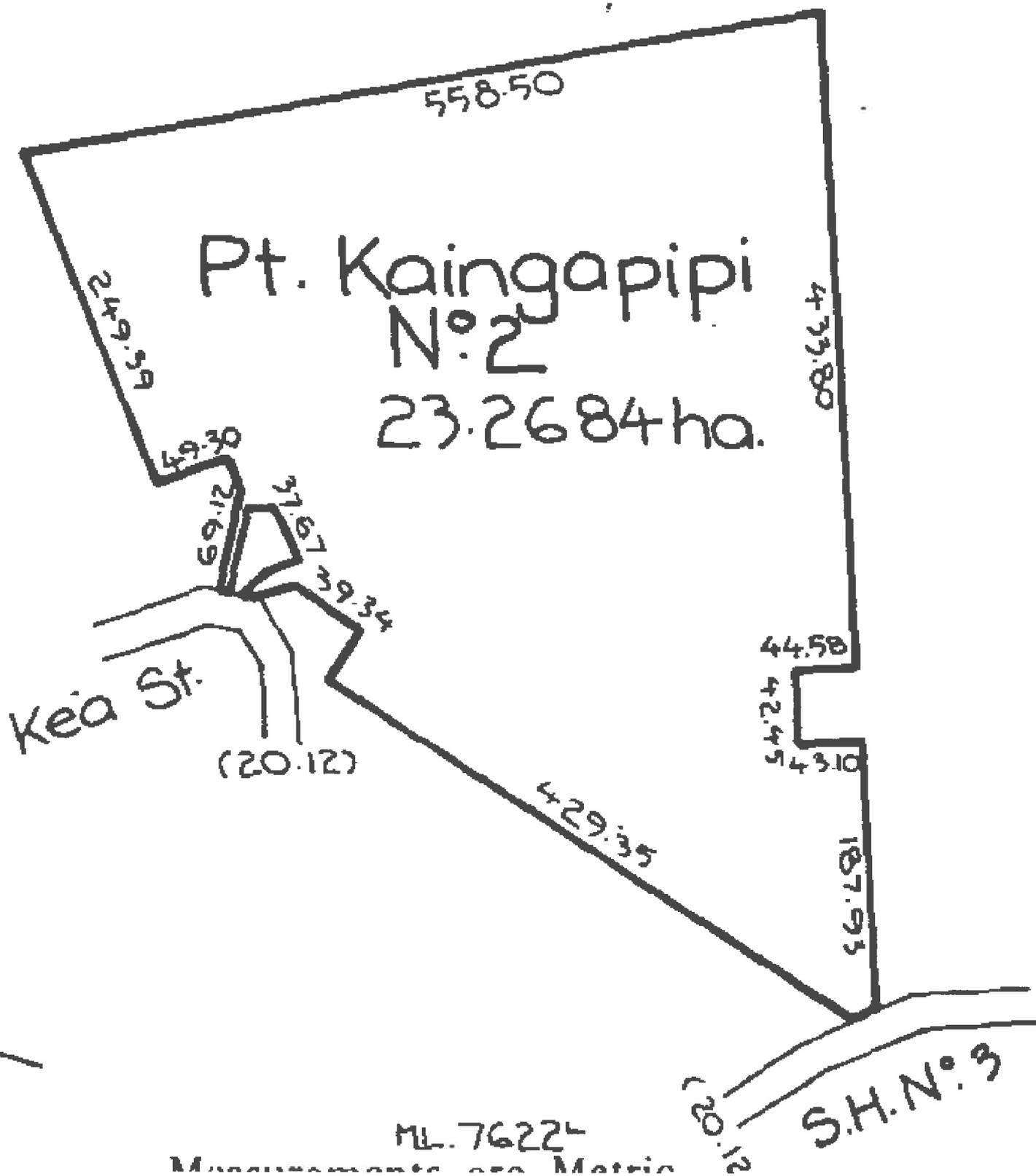
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**Interests**

H022925.4 Mortgage to Bank of New Zealand - 19.12.1974 at 12.21 pm

B610060.1 Gazette Notice declaring State Highway No 3 fronting the within land to be a limited access road - 6.6.2000 at 10.47 am

Subject to a right of way over part marked A on DP 350502 created by Easement Instrument 6391946.1 - 21.4.2005 at 9:00 am





**COMPUTER FREEHOLD REGISTER  
UNDER LAND TRANSFER ACT 1952**



**Search Copy**

  
R. W. Muir  
Registrar-General  
of Land

**Identifier** SA392/167  
**Land Registration District** South Auckland  
**Date Issued** 05 May 1924

**Prior References**

SA186/161

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**Estate** Fee Simple  
**Area** 4.8562 hectares more or less  
**Legal Description** Part Kaingapii No 2 Block

**Proprietors**

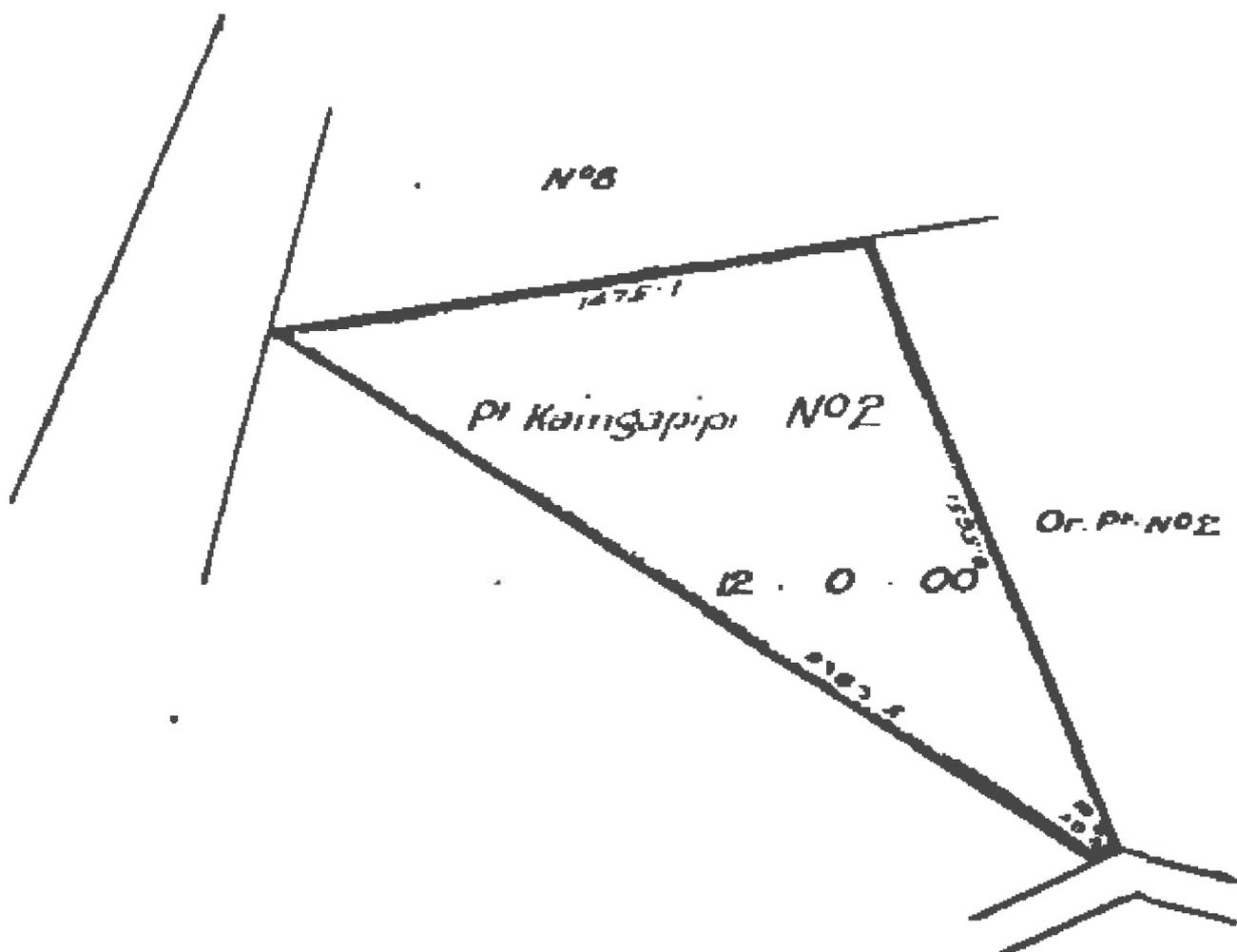
Shirley May Storey

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**Interests**

# Image Quality due to Condition of Original

METRIC AREA IS 4.8562 ha.



Document No: 371567

File No: 037/020/12B

**Report To: Council****Meeting Date: 25 August 2015****Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan - Land Transport (for July 2015)**

## **1 Purpose of Report**

1.1 The purpose of this business paper is –

- to brief Council on the implementation of the Work Plan for the Land Transport activity as contained in Year Three (2015/2016) of the 2012-2022 Long Term Plan (LTP)
- To establish a framework for monitoring the ongoing implementation of the 2012-22 LTP as part of the Road Map Work Programme.

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

- 1 Purpose of Report
- 2 Local Government Act S.11a Considerations
- 3 Risk Considerations
- 4 Introduction
- 5 Background
- 6 Roothing Subsidies
- 7 2015/2016 Maintenance Expenditures Budget
- 8 Safer Journeys 2013 to 2015 (Road Safety Promotion.. 431 – 433)
- 9 2015/2016 Operating Expenditure
- 10 2015/2016 Capital Expenditure
- 11 One Network Road Classification (ONRC)
- 12 RATA (Road Asset Technical Accord)
- 13 Streetlighting (LED)
- 14 Road Maintenance - Procurement

## **2 Local Government Act S.11a Considerations**

2.1 Waitomo District Council, in performing its role as a Local Authority, must have particular regard to the contribution that the network infrastructure makes to the community.

2.2 The provision and maintenance of the roading infrastructure, is consistent with section 11A Local Government Act 2002 (including amendments).

## **3 Risk Considerations**

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

## **4 Introduction**

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

## **5 Background**

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

## **6 Roding Subsidies**

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

## **7 2015/2016 Maintenance Expenditures Budget**

- 7.1 The LTP-budget for 2015/16 is \$5,030,528 and the total current budget for subsidised maintenance works for the 2014/15 year is \$4,908,888.00

## **8 Safer Journeys 2013 to 2015 (Road Safety Promotion.. 431 – 433)**

### **8.1 Introduction**

- 8.2 The 2014/2015 Community Projects/Road Safety Promotion activity program was completed for the Road Safety Promotion activities for 2015-18 as guided by the NZTA/Waikato Bay of Plenty Investment section.

### **8.3 Progress**

- 8.4 The Road Safety Action Plan for the current year consisted of the following projects which are typical examples of the different actions successfully completed:

PROJECT	DESCRIPTION	DATE
Motor cycle safety course	Road Safety Initiative advertisement	Sept 2014
Lowered Legal Alcohol Limits	Information card produced and distributed by the local police to hand out to drivers. Also handed out to local liquor outlets Bars, taverns and restaurants.	Ongoing
Plan B4U party campaign	To encourage locals to think before they party. A pamphlet, wristbands, chocolates and tee shirts were printed with the Plan B4U Party Message and distributed at the Te Kuiti Pool Party (28/11/2014), at the Te Kuiti Christmas Parade, local businesses, and SADD students at our four local high schools.	Nov/Dec 2014
Fatigue Stop	Raising awareness campaign in collaboration with Transfield and Police. On the 4th over 38 cars stop with 38 people interviewed, 91 people enjoyed the sausages and rest. More than 100 other cars were stop on the road and handed fatigue bags and given messages about driving safe.	4/01/2015
BTS Campaign	Check points to see how safe local children are traveling to and from Te Kuiti and Otorohanga area primary schools. A coloring competition was held with over 200 hundred entries received. The winners received new booster seats. Target area WDC	March
Bikewise	Two training days were held at centennial park to try and encourage people back on their bikes, bike safety and maintenance was covered at the training session. Target area WDC	March 3/10
Club champs	Player of the day caps and bags have been purchased and kits are being put together for when the local rugby competition starts. A training evening was held at the Waitete Rugby club rooms to discussion the rules and regulations of running a clubroom and Bar. Target areas WDC and ODC	19 <sup>th</sup> Feb, and ongoing
Seniors Drivers	A questionnaire is being sent out to all seniors in regards to driving and road safety issues. A training discussion morning is being planned to help answer questions. Target areas WDC and ODC	On going
SADD	A group of local children are being taken to attend a training session in Morrinsville on the 20 <sup>th</sup> March. This will be the first introduction to how SADD works and is a very important learning step for our new SADD students. Target areas WDC and ODC	20 <sup>th</sup> March and ongoing
Rural Roads	500 SafeT'Shells are being purchased to help keep our rural kids safe while walking to catch buses. This will be the starting point for my Rural Road campaign. All Rural schools are being contacted to see how many bus children and children are involved. Target areas WDC and ODC	On going

## 8.5 Road Safety Funding

8.6 The Road Safety Promotion activity started out at a higher FAR-rate funding than the rest of the NZTA funding. It started at 100% and was reduced each year until the current 2014/15 level of 65.5%. From 1 July 2015 it will be at the WDC standard FAR rate of 61% for 2015-16.

## 8.7 Background

8.8 Before the new FAR was finalised there was some concern that FAR funding would reduce and the general feeling within the RAG was that councils may not wish to spend local share on Road Safety Promotion in general if NZTA send a message through the FAR that it is not that important. At the time it was not sure that Otorohanga DC would continue to fund the activity beyond 30 June 2015, (they have subsequently indicated that they wish to continue.)

8.9 A Coordinator role was engaged on a fixed period from 1 September 2014 to 30 June 2015 (which is also the end of the current GPS). This activity is

currently funded as a shared service agreement with Otorohanga District Council.

### 8.10 Future Situation

8.11 The FAR funding rate is reduced to the standard FAR rate from 2015/16 requiring a higher local share, it is therefore opportune to review the future delivery model options in order to fit a delivery solution to best match the needs of the communities in the two councils.

8.12 WDC is still committed to its role in the local promotion of Safer Journeys and to the continuation of the joint ODC/WDC community delivery.

8.13 The following considerations forms part of this review:

- To bring all the stakeholders, both agencies and our local community together in developing a delivery plan.
- To establish stronger governance arrangements in developing programmes and in overseeing delivery.
- Review the effectiveness of a dedicated Road Safety Coordinator role (be it part time or otherwise).
- Assess opportunities to deliver part of the promotion effort through local providers and to target our local youth in particular.
- Assess opportunities to use a grants funding arrangement to encourage both local community engagement and targeted grass roots delivery.

## 9 2015/2016 Operating Expenditure

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
<b>Total Maintenance Expenditures (excluding Loss on Asset Disposal)</b>	<b>\$5,030,528</b>	<b>\$289,669</b>	<b>Expenditure to date = 5.8%</b>
Road Safety Promotion 431 – 433	\$120,000	\$-	Currently under re-evaluation.
Emergency First Response 106	\$180,000	\$-	Works done under this category include trees blown down over roads and slips.
Environmental Maintenance 121	\$400,000	\$50,342	The NZTA has changed their criteria on what they allow under Emergency Works and the result of that is that some work we previously could do under Emergency Work, now has to be funded under this Environmental Category. Other work includes Hazardous Trees, Pest Plant Control, Mowing, etc.
Environmental Maintenance 121 For Stock Effluent Facility	\$30,000	\$75	Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings	\$15,000	\$600	As required by Kiwi rail
RBU Unit Costs	\$1,051,528	\$75,519	Salaries, overheads and some consultant fees
Routine Drainage Maintenance 113	\$380,000	\$6,748	The bulk of these costs were from Water table maintenance and Culvert maintenance.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Sealed Pavement Maintenance 111	\$1,400,000	\$44,936	Pre-reseal works and general sealed pavement maintenance.
Structures Maintenance 114	\$175,000	\$8,313	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	\$100,000	\$,959	District wide maintenance of Signs and road furniture.
Street Lights Maintenance 122	\$179,000	\$6,118	Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	\$1,000,000	\$4,059	Re-metalling of unsealed roads.
Asset Management Plans	\$	\$-	As required every 3 <sup>rd</sup> year.

## 10 2015/2016 Capital Expenditure

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

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
<b>Total Capital Expenditures (excluding Capitalisable Overheads)</b>	<b>\$5,500,000</b>	<b>\$216,532</b>	<b>Expenditure to date = 3.9%</b>
Minor Safety Improvements	\$230,000	\$-	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc.
Preventative Maintenance 241	\$250,000	\$-	Oparure Retaining Walls: only the investigation and design work was completed during this financial year and the construction work is planned to be phased over two years.
Associated Improvements for Renewals 231	\$80,000	\$17,951	In association with Rehabs or other projects.
Drainage Renewals 213	\$400,000	\$34,232	Upgrading of Network wide drainage issues.
Minor Improvements 341	\$100,000	\$-	In association with other projects.
Pavement Rehabilitation 214	\$1,400,000	\$30,632	The annual Pavement Rehabilitation Contract.
Sealed Road Surfacing 212	\$1,300,000	\$-88,652	The annual Reseals Contract is now part of the new Maintenance Contract.
Structures Components Replacement 215	\$200,000	\$1,936	Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222	\$120,000	\$-21,410	Annual Traffic Signs replacement and the District wide Line.
Unsealed Road Metalling 211	\$600,000	\$17,729	Unsealed Road Metalling is done under the Maintenance Contract.
Emergency Reinstatements Projects 141	\$820,000	\$3,990	To be prioritised as they may happen.

<b>11 One Network Road Classification (ONRC)</b>
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- 11.1 The Road Efficiency Group (REG) is a collaborative initiative by the road controlling authorities of New Zealand. Its goals are to drive value for money and improve performance in maintenance, operations and renewals throughout the country.
- 11.2 REG focuses on three key areas:
- A One Network Road Classification (ONRC) to standardize data and create a classification system which identifies the level of service, function and use of road networks and state highways
  - Best Practice Asset Management to share best practice planning and advice with road controlling authorities
  - Collaboration with the industry and between road controlling authorities to share information, staff and management practices.
- 11.3 This report focuses on the work completed to date on the ONRC. The ONRC has three elements.
- 11.4 The first element is classifying roads into categories based on their function in the national network. This was completed in December 2014.
- 11.5 The second element is the Customer Levels of Service (CLoS), defining the “fit for purpose outcomes” for each category in terms of mobility, safety, accessibility and amenity.
- 11.6 The third element is the development of the performance measures and targets, which effectively determine how the categories and customer levels of service translate into specific maintenance, operational and investment decisions.
- 11.7 The process of applying performance measures to our network, meanwhile, is underway. WDC will need to consider the ONRC CLoS and performance measures when applied in the local context to the network, and assess current performance in relation to the REG provisional targets.
- 11.8 Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.
- 11.9 A number of required actions have been identified over the coming three year period to ensure that the ONRC is embedded fully by 2018. This is in line with the expectation from REG that all funding applications for the 2018-2021 National Land Transport Plan will be based on a fully implemented ONRC - enabling investment in outcomes that are consistent and affordable throughout the country. The required actions have been documented into a preliminary “Transition Plan”
- 11.10 **Financial Status**
- 11.11 As evaluated there are no specific financial implications on the current budget other than an administrative cost for managing this transition process. We are in the process to measure this additional time requirement.
- 11.12 The regional roading collaboration for strategic asset management (RATA Road Asset Technical Accord) is supporting the work being undertaken to implement the ONRC within the Waikato. Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience, Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance

measure outcomes, are anticipated as being completed by RATA with support from each participating Council.

#### 11.13 **Assessment of Significance and Engagement**

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

<b>12</b>	<b>RATA (Road Asset Technical Accord)</b>
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12.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over Roading expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.

12.2 WDC is participating in a Multi-Party Data Collection contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as with the one additional Service of Footpath Condition Rating.

12.3 The RAPT report (report on road maintenance and renewal practices across the region) was made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation.

12.4 In February 2015 a Road Asset manager's forum was formed under the auspices of RATA. The group is meeting once month to discuss RAMM, ONRC Transition Planning, ONRC Performance Measures (the Customer Outcome Measures, Technical Outcome Measures and Cost Efficiency Measures) and the Transition Plan.

12.5 At the May 2015 meeting the Asset Managers' forum covered: Seal age, ONRC, Forward Works Programmes, treatment selection decision making, Data use in asset management and a RAMM workshop.

12.6 RATA undertook a seal age assessment, but the draft report had an error in that it only referred to a very small sample, which skewed the seal lives to some very short outcomes and we have asked for a revision.

12.7 A draft customer satisfaction report detailing the recent customer satisfaction survey results and a benchmarking report was recently made public. This draft benchmarking report is currently being reviewed and a full report will follow next month. First indications are that Waitomo has achieved relatively good outcomes in terms of levels of service. However the result also shows that the Waitomo customers are relatively less satisfied with the levels of service than those of some other Districts, in spite of the actual physical levels of service being higher.

12.8 A Road Condition and QA Report from BECA for the road condition rating work completed on our network over the last three months (Addendum 1). The report shows an improvement in all fault types except for marginal deterioration in cracking, potholes and earth channels. We shall enhance our maintenance focus on these items in future. Overall, it is considered a good result.

### 13 Streetlighting (LED)

- 13.1 NZTA see LED lighting as a major potential cost saver. Indications gleaned from industry information are that the expected savings are being realized more and more as technology rapidly advances and more experience with LED Streetlighting are being recorded. The whole argument is based on energy saving and lower maintenance costs for installations. Feedback from contractors indicates promising performance, with 5 year maintenance free operations from LED installations already recorded
- 13.2 LED lights now have similar light intensity as the existing equipment and when correctly installed the electrical controls have shown to be quite robust and maintenance free for extended periods.
- 13.3 Most of the existing street light equipment in Waitomo is mounted on aging power poles, but the latest LED streetlight options could possibly utilize spacing and light fittings from existing lighting installations. Moving to LED streetlights would not alter the requirements for upgraded poles, and existing poles can be used.
- 13.4 WDC will be well served by approaching NZTA for available subsidies to start converting to LED street lighting, even if at a slow pace initially. Technology has now reached the point where LED street lighting could be the better choice when taking reduced energy consumption and proven maintenance savings into account, and subsidies from NZTA would only improve the business case. The Roding Division will now start to prepare a business case in line with requirements by NZTA to qualify for the conversion subsidy offered.

### 14 Road Maintenance - Procurement

14.1 This tender is currently out on Tender.

14.2 **The Programme:**

#### **Roding Contract Retender Programme**

The revised timetable for the tendering process, from notification through to start-up, is summarised in the timetable below. The key dates are:

- Tender period: 12 June - 24 July 2015
- Tender evaluation period: 27 July - 6 August 2015
- Tenders Subcommittee – report and decision: 7 Aug - 14 Aug. 2015
- Contractor establishment: 1 September – 30 September 2015
- Contract Commencement: 1 October 2015.

## Revision C

## Roading Contract Retender Programme

Task	Start	Finish	2015										
			Feb	Mar	April	May	Jun	July	Aug	Sept	Oct		
1. Complete 1st draft tender docs and technical specifications	2-Feb	13-Feb											
2. Review specifications and align with Schedule and Basis of Payment	16-Feb	24-Apr											
3. Peer review	7-May	22-May											
4. Finalise Tender document - Greg	16-Mar	4-Jun											
5. Review/Approve Tender document - WDC	5-Jun	10-Jun											
6. Advertise RFT - WDC - Tenderlink	15-Jun	16-Jun											
7. Tender period	15-Jun	24-Jul											
8. Tenderer Briefing	24-Jun	24-Jun											
9. TET Team to evaluate tenders - 4 independent evaluators - WDC observe	27-Jul	6-Aug											
10. Tenderers presentations to tender evaluation team	4-Aug	4-Aug											
11. Recommend and award contract- Tenders Sub Committee	7-Aug	13-Aug											
12. Complete audit of network condition and value O/S work	18-May	31-Jul											
13. Prepare initial roading programme	1-Jul	21-Aug											
14. Contractor establishment	1-Sep	30-Sep											
15. New Contract Start	1-Oct												

Five tenders were received (Downer, Fulton Hogan, HEB, Inframax and Schick) ranging from \$17 million to \$28 million for the three year contract period. Evaluation of the attributes and prices is under way and will be reported to the Tenders Sub-committee.

### Suggested Resolution

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (July 2015) be received.

JOHAN ROSSOUW  
**MANAGER – LOCAL ROADS**

August 2015

**Document No:** 371461**File No:** 037/005B**Report To: Council****Meeting Date:** 25 August 2015**Subject:** Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – July 2015

## 1.0 Purpose of Report

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

## 2.0 Local Government Act S.11A Considerations

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

## 3.0 Risk Considerations

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

## 4.0 Background

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

4.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

4.3 Wastewater networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

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

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

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

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

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

- 3 **Service Requests / Complaints:** Service Requests are initiated by Ratepayers or Businesses across the District and are phoned in, emailed or they could be provided to the Customer Services by means of walk-in. Service Requests are logged and forwarded to the Water Services Unit to resolve with the Contractor as a resource as needed.

#### **4.6 Capital Works**

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

#### **4.8 Water Rates and Charges**

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

### **5.0 Service Requests/Complaints**

5.1 Historically there has been no separation (by individual network) of Service Requests and/or complaints relating to Water and Wastewater i.e. Service Requests/complaints have been logged on a District wide basis and not by individual network.

5.2 The service request system does not allow recording of statistics for each individual network according to geographic location. Service requests are assessed manually to enable reporting on each of the individual networks.

5.3 Water

5.4 13 Water related Service Requests/Complaints received in July as follows:

Description	Cumulative from 1 July 2015				July 2015			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Water Pressure	2				2			
Water Quality (Taste / Odour)				1				1
Water Supply	6				6			
Miscellaneous	4							
<b>Sub Totals</b>	<b>12</b>			<b>1</b>	<b>4</b>			<b>1</b>
<b>Totals</b>	<b>13</b>				<b>13</b>			

5.5 Wastewater

5.6 7 Wastewater related Service Requests/Complaints were received July as follows:

Description	Cumulative from 1 July 2015				July 2015			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Manhole overflows								
Pump Station overflows								
Smells / Odours								
Blockages	3				3			
Piopio Sewer		4				4		
<b>Sub Totals</b>	<b>3</b>	<b>4</b>			<b>3</b>	<b>4</b>		
<b>Totals</b>	<b>7</b>				<b>7</b>			

5.7 Stormwater

5.8 2 Stormwater related Service Requests/Complaints were received in July as follows:

Description	Cumulative from 1 July 2015			July 2015		
	TK	Pio	Ben	TK	Pio	Ben
Manhole overflows						
Flooding properties						
Open Drains						
Blockages	2			2		
Overland flow						
<b>Sub Totals</b>	<b>2</b>			<b>2</b>		
<b>Totals</b>	<b>2</b>			<b>2</b>		

## 6.0 Treatment Plant Statistics

<b>Water Treatment Plants</b>	<b>Average Annual Water Production</b> m <sup>3</sup>	<b>Water Produced From 1 July 2015 to 1 August 2015</b> m <sup>3</sup>	<b>Water Produced for July 2015</b> m <sup>3</sup>	<b>Annual Ave Residential Water Usage from 1 July 2015 Per person/per Day</b> Litres	<b>Ave Residential Water Usage for July 2015 Per person/per Day</b> Litres
<b>Te Kuiti</b>	1,100,000	87,973	87,973	462	462
<b>Piopio</b>	63,000	6,756	6,756	521	521
<b>Benneydale</b>	26,000	1,884	1,884	304	304
<b>Mokau</b>	33,000	2,939	2,939	237	237

**Note:** The accepted industry average residential water usage is 200 litres per person per day.

<b>Wastewater Treatment Plants</b>	<b>Average Annual Wastewater Treatment (discharged)</b> m <sup>3</sup>	<b>Wastewater Discharged From 1 July 2015 to 1 August 2015</b> m <sup>3</sup>	<b>Wastewater Discharged July 2015</b> m <sup>3</sup>
<b>Te Kuiti</b>	1,250,000	135,335	135,335
<b>Piopio</b>	36,000	2,906	2,906
<b>Benneydale</b>	6,900	957	957

## 7.0 Commentary

### 7.1 Te Kuiti Water Supply

7.2 No exceptional incidents have occurred this month.

### 7.3 Te Kuiti Wastewater

7.4 No exceptional incidents have occurred this month.

### 7.5 Te Kuiti Stormwater

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

7.7 No exceptional incidents have occurred this month.

### 7.8 Piopio Water Supply

7.9 No exceptional incidents have occurred this month.

### 7.10 Piopio Wastewater

7.11 No exceptional incidents have occurred this month.

### 7.12 Benneydale Water Supply

7.13 No exceptional incidents have occurred this month.

### 7.14 Benneydale Wastewater

7.15 No exceptional incidents have occurred this month.

### 7.16 Mokau Water Supply

7.17 No exceptional incidents have occurred this month.

### 7.18 Te Waitere Wastewater

7.19 Te Waitere Wastewater pump station operated without any faults.

## 8.0 Capital Projects

### 1. Water

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade – Building	\$116,870	April 2015	99% complete	\$94,292

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade – Pipe Work Installation	\$850,000 (Engineer Estimate - \$737,311 original estimate)	August 2015	Tender awarded and contractor on site	\$0
Tui Street Augmentation (Piopio)	\$30,000	May 2015	60% complete	\$0
Mokau Valves	\$13,000	July 2015	Completed	\$0
Piopio Valve	\$8,000	July 2015	Design	\$0
Edward Street Pipe Replacement	\$85,000	November 2015	Design	\$0

## 2. Wastewater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Te Kumi Side Road Replacement	\$45,000	June 2015	Deferred	\$0
Te Kuiti River Crossing	\$95,000	November 2015	Design	\$0
Carroll Street Pipe Insertion	\$45,000	September 2015	Design	\$0

## 3. Stormwater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Cotter Street Completion	\$85,000	July 2015	Contractor Appointed	\$0
King Street East Pipe insertion	\$70,000	November 2015	Design	\$0

## **Suggested Resolution**

The Progress Report: Monthly Assets Group Report for Water, Sewerage and Stormwater – July 2015 be received.



ANDREAS SENGER  
**MANAGER – WATER SERVICES**

August 2015

Document No: 371448

File No: 037/005B

**Report To: Council****Meeting Date: 25 August 2015****Subject: Progress Report: Solid Waste Activity – July 2015**

## **1.0 Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on Solid Waste operations, maintenance and capital development activities.
- 1.2 This business paper is set out under the following headings:
  - 1.0 Purpose of Report
  - 2.0 Local Government Responsibilities
  - 3.0 Risk Considerations
  - 4.0 Introduction
  - 5.0 Background
  - 6.0 Te Kuiti
  - 7.0 Mokau
  - 8.0 Piopio
  - 9.0 Benneydale
  - 10.0 Waitomo Village
  - 11.0 Kinohaku
  - 12.0 Marokopa

## **2.0 Local Government Responsibilities**

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

## **3.0 Risk Considerations**

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

## **4.0 Introduction**

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

## 5.0 Background

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

### 5.3 Solid Waste Services

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

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

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

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

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

3 **Street Side Recycling Stations** at -

- Waitomo Village
- Piopio
- Mokau
- Marokopa

### 5.5 Management of Solid Waste Services

- 5.6 **Collection Services** (both Refuse and Recyclables) are carried out under contract. The present Contractor is Envirowaste.
- 5.7 Management of the refuse at **Te Kuiti Landfill** is carried out under contract. Envirowaste also holds this contract.
- 5.8 **Piopio Litter Bins** are serviced by WDC's Internal Services Unit on Mondays and Fridays.
- 5.9 **Te Kuiti and Waitomo Village Litter Bins** are serviced through WDC's Road Maintenance Contract.
- 5.10 **Mokau Litter Bins** are serviced under contract with a private person.
- 5.11 **Marokopa Litter Bins** are serviced by the Marokopa Community Trust under a long standing agreement with WDC.
- 5.12 **Benneydale Litter Bins** are serviced by the Council Transfer station operator.

**5.13 Service Requests / Complaints**

- 5.14 Service requests are initiated by Ratepayers or Businesses across the District. The Service Requests are then followed up by council staff.
- 5.15 It was found that almost all the Service Request complaints received for kerbside refuse or recyclables not being collected, was due to the person placing the bag or recycle bin out too late.
- 5.16 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2014/2015 include:

<b>Description</b>	<b>2014/15</b>	<b>July 2015</b>
Kerbside Refuse not collected	13	2
Landfill Complaint	2	0
Transfer Station Complaint	3	0
Litter Bins not being emptied	13	1

**5.17 Comments on Exceptional Incidents**

- 5.18 There was an incident where a complaint was raised by 3G Teak Te Kumi Road Te Kuiti. According to the complainant the driver has stuffed the recyclable cardboards in with the general rubbish in the truck.
- 5.19 The issue was raised through a service request and followed up by Envirowaste.
- 5.20 This issue was raised to the Mayor in a letter and WDC requested that a full investigation by Envirowaste.
- 5.21 The outcome and feedback from the investigation was reported to the mayor.
- 5.22 It was made clear to Envirowaste to treat all complaints with discretion and to be resolved by management staff only.

**6.0 Te Kuiti**

- 6.1 The Te Kuiti Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.
- 6.2 Revenue for the Landfill is trending downward as a direct result of reduced levels of waste being deposited.

**6.3 Landfill Volumes****July 2015**

<b>Description</b>	<b>Tonnes Deposited</b>	<b>Tonnage Space Available</b>
Landfill Consented Volume 232,000 Tonnes Deposited to Date	162589.81	69410.19
<b>Tonnes Deposited - July 2015</b>		
WDC Bags Collected 186 bags	1.49	
Total over Weighbridge	987.62	
Less Diverted Recycle	-41.25	
Less Stock out Gate	-12.82	
<b>July 2015 Total</b>	<b>933.55</b>	

**6.4 Recyclables**

6.5 Diverted recyclables – 41.25 tonnes

**6.6 Capital Projects**

<b>Description</b>	<b>Estimate / Budget</b>	<b>Actual</b>
Development Cell 3	\$774,000.00	\$641,686.20
High wall safety work	\$51,600.00	\$49,643.64
Recycling Shed	\$50,000.00	\$2,348.70

**6.7 Development of the Cell 3**

6.8 Development of this Cell is largely complete with only some remedial work outstanding, a total of \$41 580.00 excl. GST are kept back for repairs, this and was included as an addendum to the practical completion certificate. This project started in the last financial year. The final certificate was paid and contract is now in retention period, the retention amount is \$37 704.97 excl. GST.

**6.9 High Wall Shaping**

6.10 High wall shaping involves the removal and shaping of earth above the landfill space and is carried out for safety purposes to prevent landslides. Whilst this work has been completed and the desired outcomes have been achieved for now, the area remains unstable and future works are likely to be required to ensure ongoing safety.

**6.11 Recycle Shed**

6.12 In order to promote recycling and provide a customer friendly, all weather recycling service, it was decided to pursue the construction of a roof over the recycling area.

6.13 WDC tendered out the construction of a roof structure and Total Span was the successful tenderer at a cost of \$ 50,860.00 +GST.

6.14 The expected completion date for this project is end of August 2015.

**7.0 Mokau****7.1 Mokau Bins**

7.2 Ongoing monitoring of the Mokau litter bins is required due to household rubbish being placed into them.

**7.3 Mokau/Awakino Transfer Station**

7.4 The relocation of this Transfer Station is currently being investigated to determine whether it would be more effective if situated closer to Mokau Township.

**8.0 Piopio**

8.1 There has been a recent increase in the illegal dumping of refuse at the Piopio Transfer Station during non-operating hours. Offenders' are climbing over the low fence and disposing of refuse without paying.

8.2 Sometimes discarded furniture is left at the gate or a few black bags thrown into the bin. The volumes average about 8 bags per week or one or two loose items.

**9.0 Benneydale**

9.1 Operating well.

**10.0 Waitomo Village**

10.1 Operating well.

**11.0 Kinohaku**

11.1 Operating well.

**12.0 Marokopa**

12.1 Operating well.

**Suggested Resolution**

The Progress Report: Solid Waste Activity – July 2015 be received.



KOBUS DU TOIT  
**MANAGER – OPERATIONAL SERVICES**

Document No: 371728

File No: 400/490

**Report To: Council****Meeting Date: 25 August 2015****Subject: Use of Remotely Piloted Aircraft Systems**

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on a project of work required as a result of new Civil Aviation Rules for Remotely Piloted Aircraft Systems (RPAS) which came into effect on 1 August 2015.

### Local Government Act S.11A Considerations

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

### Background

- 3.1 RPAS is the official International Civil Aviation Organization term for such aircraft. They are also known as Unmanned Aerial Vehicles, Unmanned Aerial Systems and drones.
- 3.2 There has been huge growth in the development and use of RPAS. Examples can be seen everywhere of aeroplanes and multi-rotor 'helicopters' in toy and electronic stores. There is also a lot of interest in their commercial use, such as in real estate aerial photography and power lines inspection.
- 3.3 However, RPAS are aircraft and present a number of safety risks, particularly close to controlled airspace and over densely-populated areas – what happens if they fail mid-flight? Aviation regulators around the world are grappling with how to integrate RPAS into existing aviation safety systems.
- 3.4 Like all aviation 'participants', people who fly RPAS need to know some safety rules, so everyone in the air and on the ground, gets home safely and their aircraft is not destroyed.
- 3.5 It is not the intent of this business paper to go into any depth of the requirements of the Civil Aviation Rules, other than to summarise the keys things and expand on that portion of the Rule which has an impact on councils.
- 3.6 Every person in New Zealand's civil aviation community shares responsibility for the safety and security of everyone.
- 3.7 The Minister of Transport creates the Civil Aviation Rules to make sure this happens.

3.8 Those rules are divided into groups of related rules called 'Parts'. The two Parts that relate directly to RPAS are:

Part 101 *Gyrogliders and Parasails, Unmanned Aircraft (including Balloons), Kites, and Rockets - Operating Rules, and*

Part 102 *Unmanned Aircraft Operator Certification.*

3.9 However, operators of RPAS also need to be aware of other rules that affect them, for example Part 91 *General Operating and Flight Rules.*

3.10 Part 101 only applies to RPAS of 25kg and under that can fully comply with the rules in Part 101. To operate any aircraft over this weight, and for operations that cannot comply with Part 101, the operator must be certificated under Part 102.

3.11 There are 12 key things that are required of RPAS users under Part 101 as follows:

1. not operate an aircraft that is 25kg or larger and always ensure that it is safe to operate
2. at all times take all practicable steps to minimise hazards to persons, property and other aircraft (ie, don't do anything hazardous)
3. fly only in daylight
4. give way to all crewed aircraft
5. be able to see the aircraft with your own eyes (eg, not through binoculars, a monitor, or smartphone) to ensure separation from other aircraft (or use an observer to do this in certain cases)
6. not fly your aircraft higher than 120 metres (400 feet) above ground level (unless certain conditions are met)
7. have knowledge of airspace restrictions that apply in the area you want to operate
8. not fly closer than four kilometres from any aerodrome (unless certain conditions are met)
9. when flying in controlled airspace, obtain an air traffic control clearance issued by Airways
10. not fly in special use airspace without the permission of the controlling authority of the area (eg, military operating areas, low flying zones or restricted areas)
11. have consent from anyone you want to fly above
12. have the consent of the property owner or person in charge of the area you are wanting to fly above.

Note: This list should not substitute for a full reading of Part 101. RPAS users should conduct a thorough assessment of their operation and understand

the rules that apply to their personal operation before deciding whether to operate under Part 101 and 102.

- 3.12 It is Key Points 11 and 12 above which affect all councils with respect to public property. Section 101.207 of the Civil Aviation Rules states as follows:

**101.207 Airspace**

- (a) A person operating a remotely piloted aircraft must—
- (1) Unless operating in a danger area under Part 71, avoid operating –
    - (i) in airspace above persons who have not given consent for the aircraft to operate in that airspace; and
    - (ii) above property unless prior consent has been obtained from any persons occupying that property or the property owner; and
  - (2) maintain observation of the surrounding airspace in which the aircraft is operating for other aircraft; and
  - (3) not operate the aircraft at any height above 400 feet above ground level except in accordance with paragraph (c).

<b>Commentary</b>
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- 4.1 Since the new Civil Aviation Rules for RPAS came into effect on 1 August 2015 there has been much discussion between councils with respect to responses to RPAS User queries regarding the use of public property owned by councils.
- 4.2 To date WDC has not received any enquiries related to the use of RPAS
- 4.3 The two main issues for councils are:
- it is almost impossible for RPAS Users to obtain the permission of people in a public area due to the transient nature of public area users
  - a Council Bylaw cannot overrule the CAA rules
- 4.4 To date there have been a number of stances taken by councils including:
- There is no need for the Council to make another rule ie a bylaw because we can't go over the top of the CAA rules.
  - One council has given permission at times so long as there are no people in the public area
  - Another council said no flying when there is an organised event at the public area and have supplied the requesters with lists of upcoming events
  - One council has pre-empted the CAA rules by stating in a recently revised reserve management plan that flying non-manned "anythings" is prohibited with exemptions considered on a case by case basis.
- 4.5 Of all the various methods of treating the use of RPAS on council land (predominately reserves) the most common sense approach could be to create a policy for use, to be included in the Reserves Policies, which were adopted by WDC at the time of development of the Brook Park Management Plan.

- 4.5 This is a new and unexpected issue imposed as a result of CAA's dictate and will impact on enforcement administration around Council's Reserve Management Plans and has been included in Council's Road Map Work Programme.

<b>Suggested Resolution</b>
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The business paper on Use of Remotely Piloted Aircraft Systems be received.



JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

August 2015

**Document No:** 371591**File No:** 401/0581153000**Report To: Council****Meeting Date:** 25 August 2015**Subject:** Brook Park Incorporated Society Minutes

### Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society Meeting convened on:
- 6 July 2015
  - 3 August 2015

### Local Government Act S.11A Considerations

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

### Commentary

- 3.1 Attached to and forming part of this business paper is a copy of the minutes of the Brook Park Incorporated Society meetings of 6 July and 3 August 2015.

### Suggested Resolution

The business paper on Brook Park Incorporated Society Minutes be received.

A handwritten signature in blue ink, appearing to read "John De Luca".

JOHN DE LUCA

**GROUP MANAGER – COMMUNITY SERVICES**

Attachment: Brook Park Incorporated Society Minutes – 6 July 2015 (Doc 371887)  
 Brook Park Incorporated Society Minutes – 3 August 2015 (Doc 371592)

**BROOK PARK INCORPORATED SOCIETY**

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED  
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,  
TE KUITI ON 6<sup>th</sup> JULY 2015, at 5.30pm**

**PRESENT:**

Guy Whitaker, Robyn Charteris, Graeme Churstain, Andrea Hanna, Sue Wagstaff,  
Helen Sinclair, Jane Murray, Rob Buckley, Elly Kroef

<b>1. Apologies</b>
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Apologies were received from Bruce Maunsell, Sheralee Buchanan, Suzie Hoare  
Elly/Sue

<b>2. Confirmation of Minutes – for meeting 4<sup>th</sup> May 2015</b>
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Matters arising from these minutes were sheep have been observed in the Somerville  
Grove and as a result damage has been done to re-growth.  
Guy to contact John De Luca about the possibility of a fence been erected between the  
carpark and the Grove.  
Rob/Andrea

<b>3. Correspondence In/Out</b>
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A letter was received from Alison Chapman of the Te Kuiti Tramping club who are folding  
due to lack of interest and have donated \$800 to Brook Park.  
A list of materials has been received from Dave Smith required for the fence crossings.  
Elly has had correspondence with Monica Louis to do with the King Country Gardens &  
Places of Interest flyer and provided her with the details for our advert.

<b>4. Financial Report</b>
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Only transactions have been \$800 donation banked from the Te Kuiti Tramping club and  
\$9.72 in interest received.  
Balance of the account is \$15,587.14

Accounts to be passed for payment;  
Rob Buckley \$1458 for the spreading of the fertilizer and the cost of the lime and  
spreading. There also will be an account for approx. \$1500 for the fertilizer.  
Sue/Helen

<b>5. MTB Trail</b>
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Guy has received some quotes for materials for the fence crossings on the MTB track,  
Guy to get all quotes sorted then Sue will apply for funding.

“Resolution that Brook Park Incorporated Society apply to the Lion Foundation for funding  
to assist with the purchase of materials for the fence crossings on the MTB track at Brook  
Park”.

Moved Sue/Seconded Graeme

## 6. Maintenance & Fencing

Guy has spoken with Todd Percival and he is due in approx. three weeks to start work on fence repairs. The committee agreed that we would spend up to \$2000 on labour and materials. Then subject to funds Todd will then start on the fence crossing on the MTB track.

Andrea/Robin

## 7. Weed Control

Weed control is on hold until the spring.

## 8. Memorial Grove

Liz Riley is working on this policy and will contact Sue in the near future to discuss. Sue and Karen will look into some funding options to put a new gate in the end of the car park rails as the start of the new track across to the rotunda. Track formation will be looked at in the spring/summer.

“Resolution that the Brook Park Incorporated Society apply for funds to make a new gate in the fence at the main car park to start the track to the rotunda”

Elly/Helen

Guy to talk to Dianne Forgeson about a possible donation towards trees.

## 9. Guy Fawkes Event

Guy Fawkes is booked in for 14<sup>th</sup> November at the same cost.

This year we will suggest a gold coin donation and have people at the gate that can collect this.

Guy to send out emails to possible sponsors and so far has had good verbal interest and commitment to sponsor again from large sponsors.

Helen to approach Maori Wardens to see if they could do the parking again.

Guy to email schools to advise of date and make aware of the Guy making competition and also get an expression of interest in fundraising food stalls.

Karen to contact Brian Griffin about the gas pipeline and where is safe to have the bonfire.

We will have a working bee in early spring to trim trees and collect wood from around the park to stack on the bonfire.

## 10. General Business

Sue gave an update on the funding, Grassroots accountability has been completed, and we still have time to complete the Council Community Partnership Fund accountability once the MTB track is complete. Sue also presented to the Lyceum club and the response was we need to promote ourselves better as many didn't know we existed, as a result two new members joined.

Karen is to send out a letter to the current membership detailing some of our achievements over the past year.

Sue is to bring a copy of a health and safety policy from another society to the next meeting so we can adapt it to suit our needs and cover our responsibilities.

Karen suggested that we remove the unsightly plum trees from hill on the right just inside the park on the main entrance, this would allow for some better trees to be planted and appreciate the beauty of this area. Guy to check with John De Luca if there is any significance to these trees.

Meeting Closed 6.50pm

Next meeting Wednesday the 3<sup>rd</sup> August 2015 at 5:30pm

Rob Buckley put in his apology for the next meeting.

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**BROOK PARK INCORPORATED SOCIETY**


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**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED  
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,  
TE KUITI ON 3<sup>rd</sup> AUGUST 2015, at 5.30pm**

**PRESENT:**

Guy Whitaker, Karen Houghton, Robyn Charteris, Graeme Churstain, Andrea Hanna,  
Sue Wagstaff, Helen Sinclair, Jane Murray, Elly Kroef

<b>1. Apologies</b>
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Apologies were received from Bruce Maunsell, Sheralee Buchanan, Rob Buckley  
Graeme/Robin

<b>2. Confirmation of Minutes – for meeting 6<sup>th</sup> July 2015</b>
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There were no matters arising from the previous minutes and they were passed as a true  
and correct record.  
Sue/Helen

<b>3. Correspondence In/Out</b>
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Inwards – Email from the Lines Company confirming their support of \$2000 towards the  
Guy Fawkes event.  
Outwards – A thank you letter to Alison Chapman for the donation from the Te Kuiti  
Tramping club.

Karen to write a thank you letter to Elizabeth Anglesey thanking the Lines Company for  
their support to the Guy Fawkes event, also a receipt of payment received.

<b>4. Financial Report</b>
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Inwards  
Subs \$80  
Lines Company \$2000  
Interest \$9.93

Outwards  
Mac's Spreading \$1458.05  
Eight Mile Farms (fertiliser) \$1695.75

Balance as at 3<sup>rd</sup> August \$14523.27

Accounts to be passed for payment  
King Country Gardens & Places of Interest \$50 (Advertising)

That the financial report be received and account be passed for payment.  
Andrea/Elly

## 5. MTB Trail

All quotes have now come in and Sue has lodged an application to the Lion Foundation for \$12,000 to complete the fencing and fence crossings for the MTB trail.

## 6. Maintenance & Fencing

Todd Percival is still booked in to start work at Brook Park but will wait for the funding decision so hopefully all work can be completed at one time.

John De Luca was more in favour of replacing the cattle stop at the bottom of the top carpark rather than fencing off the bush, this may be done while Todd is working at the park as well.

Also new gate at bottom carpark may also be done at the same time for the track over to the rotunda.

Graeme mentioned that a tree had fallen down up the top by the washed out crossing and he will investigate and possibly do some work on it.

## 7. Weed Control

Weed control is on hold until the spring.

Some spraying may be needed to kill thistles where people will be sitting for the Guy Fawkes event.

## 8. Memorial Grove

Sue received a draft copy of the "Brook Park Memorial Grove Guidelines" at the meeting and will go through the document and share some thoughts to be discussed at the next meeting.

Elly suggested that once we have our possible amendments the Brook Park Committee could make a deputation to the Council.

## 9. Guy Fawkes Event

Karen has contacted Vector and has had the run around from them as to who can give the information as to where the gas pipeline is. She is following up with B4U Dig and report back to the next meeting.

Guy still to send out letters to possible sponsors and to schools requesting support and interest in stalls and participation.

## 10. General Business

Karen has sent out an email with the new years membership subs due.

Sue will bring the Health and Safety policy document to the next meeting to discuss.

Liz Riley is checking to see if there is any significance with the old plum trees on the rocky hill just inside the park to determine if we can cut them out to replace with natives.

Meeting Closed 6.20pm

Next meeting Wednesday the 7<sup>th</sup> September 2015 at 5:30pm

Document No: 365223

File No: 400/010/3

**Report To: Council****Meeting Date: 25 August 2015****Subject: Progress Report: Civil Defence Emergency Management Co-ordinating Executive Group Minutes****Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with information relating to the Co-ordinating Executive Group (CEG) meeting of 22 May 2015

**Background**

- 2.1 Council is represented on the CEG by the Group Manager – Community Services.
- 2.2 The Co-ordinating Executive Group (CEG) for Civil Defence has requested that all minutes for the CDEMG and CEG be circulated to Council Members in an endeavour to increase the profile of Civil Defence in our Region.

**Commentary**

- 3.1 Attached to and forming part of this business paper are the unconfirmed minutes of the CEG meeting of 22 May 2015.

**Suggested Resolutions**

The Progress Report: Civil Defence Emergency Management Co-ordinating Executive Group Minutes of 22 May 2015 be received.

A handwritten signature in blue ink, appearing to read "John De Luca".

JOHN DE LUCA

**GROUP MANAGER – COMMUNITY SERVICES**

Attachment: 1 CEG Minutes 22 May 2015 (Doc 371596)

## MINUTES

## CDEM Coordinating Executive Group Meeting

**Friday, 22 May 2015**  
**9.00 am – 12:00 pm**  
**Waikato CDEM GECC**  
**150 Victoria Street, Hamilton**

**Members in Attendance:**

Hamilton City Council	Blair Bowcott
Hauraki District Council	Langley Cavers (Chair)
NZ Fire Service and NZ Rural Fire	Daryl Papesch
Matamata-Piako District Council	Dennis Bellamy
MCDEM	Suzanne Vowles
New Zealand Police	Karen Henrikson
Otorohanga District Council	Andrew Loe (apologies for lateness)
St John	Stuart Cockburn
Taupo District Council	Brian Fox
Thames-Coromandel District Council	Marion Smith
Waikato District Council	Sue Duignan
Waitomo District Council	John De Luca (apologies for lateness)
Waikato District Health Board	Trevor Ecclestone
Waikato Lifeline Utilities Group Chair	Alan Harrop (apologies for lateness)
Waikato Regional Council	Neville Williams
Welfare Coordination Group Chair	Te Rehia Papesch
Waipa District Council	David Hall (apologies for lateness)
Group Controller	Lee Hazlewood
Group Recovery Manager	Greg Ryan

**Members Apologies Received:**

South Waikato District Council	Sharon Robinson
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**Staff in attendance:**

Group Emergency Management Office	Danielle Kruger (meeting administrator)
	Derek Phyn (information communications tech.)
	Matthew Pryor (community resilience coordinator)
	Julian Snowball (operations and lifelines)
	Sharon Cousins-O'Donnell (training and exercising)
Andrea Taylor	Executive Assistant
Waikato District Council	Kelly Newell

Agenda Item	Discussion / Action Point
1	<p><b>Confirmation of Agenda:</b></p> <p>The agenda was confirmed with no additional items.</p>

Agenda Item	Discussion / Action Point
2	<p><b>Minutes from Previous Meeting:</b></p> <p>The minutes from the previous meeting (13 February 2015) were confirmed as a true and accurate record.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Resolution:</b></p> <p>That the CEG approve the minutes of the meeting held 13 February 2015.</p> <p><b>Moved:</b> Dennis Bellamy  <b>Seconded:</b> Brian Fox  <b>Carried</b></p> </div> <p>For an update on actions from previous meetings please see end of these minutes.</p>
3	<p><b>GEMO Report</b></p> <p>The GEMO Report was received for information. The following key items were noted/discussed:</p> <ul style="list-style-type: none"> <li>• GEMO Level of Effort <ul style="list-style-type: none"> <li>○ G Ryan provided an overview of the level of effort for The GEMO. This is tracking as expected, though it was noted that a small overnight activation triggered by Cyclone Pam gave a clear indication of the impact on business as usual presented by an activation.</li> <li>○ GEMO Projects have absorbed more time than anticipated which has required some re-prioritisation of other work areas.</li> </ul> </li> </ul> <p><i>D Hall joined the meeting 9:07am</i></p> <ul style="list-style-type: none"> <li>• Welfare Level of Effort <ul style="list-style-type: none"> <li>○ The Group Welfare Manager has fully transitioned into his role and is meeting the level of service that was agreed to when this role was absorbed into the GEMO.</li> </ul> </li> </ul> <p><i>A Harrop joined the meeting 9:10am</i></p> <ul style="list-style-type: none"> <li>• Lifeline Utilities Coordinator Level of Effort <ul style="list-style-type: none"> <li>○ The Level of Effort tool for the Lifeline Utilities Coordinator shows that the incumbent is still transitioning into the role and is still handing aspects of Community Resilience over to Matthew Pryor.</li> <li>○ J Snowball has also been strongly involved in other GEMO projects which have occupied a large proportion of his time.</li> <li>○ It was noted that as WLUG contributes half of J Snowball's salary it is important that the agreed level of service is met, but there are several WLUG projects coming up that are expected to require a large amount of his time, and this will alleviate the current trend.</li> </ul> </li> <li>• GEMO Financial Update <ul style="list-style-type: none"> <li>○ G Ryan provided a summary of the financial status of the GEMO. There is currently an under spend in labour due to a vacancy in the early part of year, this has been offset by engaging Waikato Regional Council's Communications team to redevelop the CDEM webpage and develop a mobile device friendly page. M Pryor is leading this process.</li> <li>○ There are a few items to carry forward. The first is due to a delay in the commencement of the Group Plan review process, and the \$40,000 earmarked for expenditure this financial year will be carried forward in</li> </ul> </li> </ul>

Agenda Item	Discussion / Action Point
	<p>part (approximately \$15,000 is expected to be expended this financial year.</p> <ul style="list-style-type: none"> <li>○ There was \$30 000 set aside for public alerting in the 2015/2016 financial year (offset entirely by a drawdown on the GEMO operational reserve). The GEMO has been notified by the provider that their fee has increased to \$40,000. It has been proposed that \$10,000 from this year's budget be referenced and carried forward to cover this increase.</li> <li>○ It was questioned whether WRC might not support this carryover of funds, G Ryan reassured those present that this was a routine process and he was confident of no problems with the transfer.</li> <li>○ S Duignan expressed a concern that there may be subsequent increases in the fees. D Phyn confirmed that there is still scope to go out for alternate offers of service should this occur. It was also confirmed that the Waikato CDEM Group was yet to commit to a specific public alerting system.</li> <li>○ Given the above observations, CEG recorded a preference to fund this additional amount through a drawdown of the GEMO reserve (as opposed to a specific carry forward).</li> </ul> <ul style="list-style-type: none"> <li>● GEMO Recruitment <ul style="list-style-type: none"> <li>○ Andrea Taylor (CDEM Executive Assistant) has resigned and her last day is Wednesday 27 May 2015. The GEMO is currently in the recruitment phase and will have a temporary staff member in the interim to maintain the level of service.</li> </ul> </li> </ul> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>Resolution:</b></p> <p>That the CEG</p> <ul style="list-style-type: none"> <li>● receive this report "GEMO report" for information;</li> <li>● approve the allocation of any balance in the \$40,000 allocated to the Group Plan be carried forward to the next financial year and that the \$10,000 in surplus be carried forward as partial funding for public alerting.</li> </ul> <p><b>Moved:</b> Blair Bowcott  <b>Seconded:</b> John De Luca  <b>Carried</b></p> </div>
4	<p><b>CEG Sub-group Reports</b></p> <p>The Sub-group report was received for information and decision making purposes. The following key items were noted/discussed:</p> <p><b><i>Management and Governance (8/5/2015 meeting)</i></b></p> <p>L Cavers provided a summary of the key items discussed at the Management and Governance meeting, noting in particular that the question was raised whether the Group Plan should enforce the model currently adopted by Waikato District Council for CDEM, or whether the plan ought to be flexible enough to allow for any structure going forward.</p> <p><b><i>Readiness and response (11/5/2015 meeting)</i></b></p> <ul style="list-style-type: none"> <li>● Matters discussed <ul style="list-style-type: none"> <li>○ S Duignan (acting Chair) provided a summary of the readiness response meeting held on the 11/5/2015 noting that the final EMIS Governance Group meeting had been held and the response templates had been approved. GEMO had been tasked with overseeing metrics for the rollout of community response plans.</li> <li>○ L Cavers questioned why other Councils had elected to produce paper</li> </ul> </li> </ul>

Agenda Item	Discussion / Action Point
	<p>based registration forms independently and was assured that this matter had been addressed.</p> <ul style="list-style-type: none"> <li>○ Wintec public relations students have been tasked with looking at how to get ideas out to the public, members were excited at the new ideas fresh eyes might bring.</li> </ul> <ul style="list-style-type: none"> <li>● Volunteer Management Plan <ul style="list-style-type: none"> <li>○ J Snowball presented on the Volunteer Management Plan. CDEM professionals are currently process mapping to determine the roles required in an emergency and the essential skills and training needed in these positions. From this they will identify gaps in training and develop a curriculum for these. Roles that can be performed by spontaneous volunteers will be identified.</li> <li>○ Consultation with existing groups such as Lions and Neighbourhood Support will then take place to identify their skills sets and what roles they could perform, and any areas of double up will be clarified.</li> <li>○ Volunteer Waikato's database of about 3000 volunteers will then be used to identify people able to fill the remaining roles.</li> <li>○ It has been acknowledged that there will still be spontaneous volunteers and Volunteering Waikato has agreed to provide a coordinator to manage them. Entering into an agreement with Volunteering Waikato will also give an organisation that CDEM can refer volunteering offers to.</li> <li>○ A Loe queried whether Volunteer Waikato would have capacity to cope in a large emergency and was assured that they would.</li> <li>○ L Cavers sought reassurance that there would be no expectation of funding for this service and was assured that was not the case. T Papesch further clarified that Volunteering Waikato have been involved in WCG for a significant amount of time.</li> <li>○ Concerns were raised around the handling of spontaneous volunteers at Rena. L Hazlewood confirmed that this would not occur again, the concerns raised at Rena related to Health and Safety concerns with untrained volunteers. This situation has been avoided in the Plan by giving spontaneous volunteers low risk positions and a comprehensive Health and Safety briefing.</li> <li>○ It was noted that overall responsibility for Volunteers would be retained by CDEM.</li> <li>○ K Henrikson raised a security concern with Spontaneous Volunteers. L Hazlewood confirmed that they would be given roles out of harm's way, without access to any sensitive information, and that identification using name cards and other suitable methods would be employed.</li> <li>○ N Williams questioned the role of student bodies in the overall approach. J Snowball acknowledged that there was work to be done in this area as the Waikato has two large tertiary organisations, and each has several groups who claim responsibility for representing the student body. It is anticipated that students will be involved in manual and environmental tasks as they were in Christchurch.</li> </ul> </li> </ul> <div data-bbox="357 1767 1401 1841" style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p><b>Action: J Snowball to develop high level report outlining how the Volunteer Plan will be implemented.</b></p> </div> <div data-bbox="357 1877 1401 2112" style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p><b>Resolution:</b></p> <p>That the CEG</p> <ul style="list-style-type: none"> <li>● receive the Management and Governance Sub-group report for information;</li> <li>● recommend to the Joint Committee that the proposed Volunteer Coordination Plan be approved;</li> </ul> </div>

Agenda Item	Discussion / Action Point
	<div data-bbox="357 185 1401 286" style="border: 1px solid black; padding: 5px;"> <p><b>Moved:</b> L Cavers  <b>Seconded:</b> S Duignan  <b>Carried</b></p> </div> <p><b>Reduction (8/5/2015 meeting)</b></p> <ul style="list-style-type: none"> <li>• Matters discussed <ul style="list-style-type: none"> <li>○ The discovery of the potential fault line in Hamilton</li> <li>○ The roles and responsibilities of the risk reduction subgroup, and how this group could be improved. The need for strong collaboration with Lifeline Utilities, WRC planners and methods to become more integrated were discussed.</li> </ul> </li> <li>• Waikato Lifeline Utilities Group (WLUG) <ul style="list-style-type: none"> <li>○ J Snowball and A Harrop have initiated a roadshow to promote Lifeline Utilities and their obligations according to the Act, as well as familiarise them with the Director's Guidelines. This was initiated as there has been a one hundred percent turnover in Chief Executives in the recent past. They have also decided to run a tabletop exercise after each meeting to increase the ability of the Lifeline Utilities to respond.</li> <li>○ It was noted that attendance of Lifeline Utilities is still a concern, CEG members were encouraged to check the attendance list and follow up with their representatives if they were not present.</li> </ul> </li> </ul> <p><b>Recovery (8/5/2015 meeting)</b></p> <ul style="list-style-type: none"> <li>• Matters discussed <ul style="list-style-type: none"> <li>○ T Papesch provided an overview of the Welfare Coordination Group meeting. The next Welfare Coordination Group meeting will be held on the 9<sup>th</sup> of June.</li> <li>○ The Group Plan was discussed. The role of the recovery manager should be legislated soon.</li> <li>○ An upcoming forum for Local Recovery Managers aimed at identifying roadblocks to recovery.</li> </ul> </li> </ul> <div data-bbox="357 1440 1401 1476" style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p><b>Action: G Ryan to circulate date for forum to CEG members</b></p> </div> <div data-bbox="357 1514 1401 1756" style="border: 1px solid black; padding: 5px;"> <p><b>Resolution:</b></p> <p>That the CEG receive the Recovery Sub-group report for information.</p> <p><b>Moved:</b> D Bellamy  <b>Seconded:</b> S Duignan  <b>Carried</b></p> </div>
5	<p><b>MCDEM Update</b></p> <p>The MCDEM Work programme update report was received and the following key items were noted/discussed:</p> <ul style="list-style-type: none"> <li>○ There is a Global Framework for Disaster Management that New Zealand has signed up to. The latest forum for this group was held in Sendai, Japan, and the Sendai Agreement was developed as part of this. New Zealand has signed up to the agreement and there will be a trickle down effect with how it affects National Strategy. That is,</li> </ul>

Agenda Item	Discussion / Action Point
	<p>currently the 4 R's of emergency management are viewed as equals, but this agreement may change this view.</p> <ul style="list-style-type: none"> <li>○ Basil Chamberlain et al. has developed a think piece consolidating Council responsibilities. This is looking at how well Councils work together, and litigious and non litigious relationships in Councils. It is also investigating harnessing information such as geotech and consent information that is collected by Councils, but not currently used for emergency management purposes.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Monitoring and Evaluation</b> <ul style="list-style-type: none"> <li>○ Readiness is still a challenge for many Groups but this is improving.</li> <li>○ Measurement of resilience has presented a challenge.</li> <li>○ CEGs are better at stewarding GEMO activity but are not performing as well across CDEM as a whole. Subgroups were noted to be the best way to achieve this.</li> <li>○ Waikato is at the forefront of Recovery in many ways.</li> </ul> </li> <li>● <b>Controller's Courses</b> <ul style="list-style-type: none"> <li>○ There has been a very disappointing response to the Controller's courses, with the next course still heavily undersubscribed. This is particularly concerning given the strong pressure the Industry placed on the Ministry to run these courses.</li> <li>○ Feedback was sought on whether timing of courses or volume of courses was seen as more important.</li> <li>○ L Hazlewood reiterated the importance of attendance at the courses, noting that when the course becomes a prerequisite for controllers in the future, it will become very difficult to secure your place on a course.</li> <li>○ S Duignan queried the numbers of Controllers within the region, there are currently 16 nominated.</li> <li>○ There was some discussion around the benefits of appointing professional controllers given the high commitment of time required to attend training sessions. L Hazlewood will provide further information on the requirements for Controllers after he has attended the course and these findings will feed directly into the CODNA as well.</li> </ul> </li> </ul> <p style="text-align: center;"><b>Action: Lee to provide names of trained Controllers to CEG members.</b></p>
6	<p><b>Emergency Services Update</b></p> <p>A verbal update was received from the Emergency Services personnel present:</p> <ul style="list-style-type: none"> <li>● <b>NZ Police (K Henrikson)</b> <ul style="list-style-type: none"> <li>○ There is a training session on Emergency Rescue scheduled for 16-17 September. The first day will involve Police only. Day 2 will also incorporate support groups. The event will occur at Hamilton Central and invites will be circulated as soon as possible. Trying to get as many police through CIMS 4. Across New Zealand the training focus is on Command and Control, predominantly at the sergeant level</li> </ul> </li> <li>● <b>St John (S Cockburn)</b> <ul style="list-style-type: none"> <li>○ BAU, heading into busier part of year with FIFA U20 and Fieldays over next few weeks. S Cockburn has had a change of reporting line since last meeting and is now reporting to national office. The structure of St John is under review in central region following the resignation of the District Operations Manager in the Hawkes Bay, with a view of possibly not filling this role and instead distributing responsibilities across the</li> </ul> </li> </ul>

Agenda Item	Discussion / Action Point
	<p>other regions.</p> <ul style="list-style-type: none"> <li>• DHB (T Ecclestone) <ul style="list-style-type: none"> <li>○ The new CEO of the DHB has initiated an organisational review with the 22<sup>nd</sup> of May marking the last day for consultation. There is an IMT on standby should another 1080 scare hit, with the new high security around baby food set to become the normal. There have been a few Ebola scares with returning health workers, but no instances at present. An exercise centred around Ebola was run recently, participants noted how scary the man in a space suit could appear to patients and identified this as a potential motivation for not reporting a case of Ebola.</li> <li>○ NZ Medical assistance team have trained another 40 people with 200 people now trained that could be asked to go anywhere in the world. Next year's course will reengage the current list of trained personnel rather than train new members. Many members of this team have deployed to Vanuatu to assist after Pam.</li> <li>○ CIMS 4 training course took place on site recently.</li> </ul> </li> <li>• NZ Fire (D Papesch) <ul style="list-style-type: none"> <li>○ Fire service legislation review completed with a roadshow happening at the moment to roll out changes and increase awareness of these. It has been noted that command and control skills are slipping and so staff have been attending tactical command courses to rectify this.</li> </ul> </li> </ul>
7	<p><b>Group Plan Review</b></p> <ul style="list-style-type: none"> <li>• Matters discussed <ul style="list-style-type: none"> <li>○ A workshop was held to discuss the review of the Group Plan and gauge initial ideas on what areas required improvement.</li> <li>○ S Duignan felt she would like to see risk appetite addressed in the plan and a framework developed for the conversations that need to be had within this space as well as a breakdown of roles and responsibilities.</li> <li>○ The role of local plans was discussed. Members felt that the Group Plan could have more local information, but that they would like to see local CDEM groups who wanted their own local plan still have scope to develop these. A Loe raised a concern that if more local information were to be incorporated into the plan, it may become unwieldy and difficult to work with. There was also support for doing away with the local plans if this was found to be reasonable.</li> <li>○ L Cavers suggested that the plan focus on aspects that didn't change regardless of governance and identify what we might like to do differently and determine whether it might be more applicable to have a prescriptive work plan drafted rather than an enabling plan.</li> <li>○ N Williams emphasised the importance of good, upfront guidance being provided by the plan to assist all users in working toward a common goal.</li> </ul> </li> <li>• CDEM Structure in the Waikato – working to a common purpose <ul style="list-style-type: none"> <li>○ L Hazlewood presented on the potential to align the CDEM structure with the model currently employed by Waikato District Council and provided some of the advantages and pitfalls of this model.</li> <li>○ Members present appreciated the benefits and risks associated with this model and felt they would like to see the Group Plan allow for this structure but not mandate it.</li> <li>○ Plans and efficiencies could be embedded into the plan to facilitate moving to a centralised structure.</li> <li>○ Members were encouraged to broach the subject with the CDEM</li> </ul> </li> </ul>

Agenda Item	Discussion / Action Point
	<p>professionals at their Councils and determine their opinion.</p> <ul style="list-style-type: none"> <li>○ There was a strong feeling that a centralised approach would work best – especially given that this is the approach taken by ambulance, fire and police.</li> <li>○ Members were supportive of a high level of accountability being set by the Plan. L Cavers felt it was essential that the Plan be reasonably explicit to make an obligation to perform.</li> <li>○ S Duignan questioned how the Plan fitted in with the six year strategy. G Ryan clarified that the six year strategy was a foundation of the Plan and that it would be used as a starting point in the redevelopment.</li> <li>○ There will be two drafts of the plan completed before it is sent on to the Joint Committee next March for adoption.</li> <li>○ A Munro's team will be completing the risk profile over the next few months.</li> </ul> <p style="text-align: center;"><b>Action: G Ryan to circulate slides outlining Group Plan review</b></p>
	<p><b>Resolution:</b></p> <p>That the CEG formally thank and acknowledge the support and help provided by Andrea Taylor during her employment as Executive Assistant to the Group Controller.</p> <p><b>Moved:</b> L Cavers  <b>Seconded:</b> S Duignan  <b>Carried</b></p>

Meeting closed at 11.53 am

# Coordinating Executive Committee

## Action Table – 22 May 2015

#	Action	Date required	Person Responsible	Status
42	J Snowball to develop high level report outlining how the Volunteer Plan will be implemented.	Next meeting	J Snowball	
43	G Ryan to circulate Recovery Forum date to CEG members	Next meeting	G Ryan	
40	G Ryan to circulate Group Plan Review slides	Next meeting	G Ryan	

## Outstanding Actions from Previous Meetings

#	Action	Date required	Person Responsible	Status
25	Earthquake prone building assessments: B Bowcott / D Hall to ensure this is raised with South Waikato CEO and is included in the LASS Forum for discussion. Note: date changed to follow up in three months. 13 Feb 15 - Update: Have spoken with CEO of South Waikato DC. Nothing tangible yet that can be actioned – Ongoing. May 15 – pending consideration of changes to assessment requirements	15 Aug 2014	B Bowcott / D Hall	Ongoing
32	CEG Members to work through/discuss workloads/priorities with their CDEM staff. For discussion at the meeting	Next CEG meeting	CEG Members	Ongoing

## Actions noted as completed at this meeting

#	Action	Date required	Person Responsible	Status
30	L Cavers to discuss attendance at WLUG meetings as agenda item at upcoming CE meeting.	June 2014	L Cavers	Complete
35	LTP process: GEMO (G Ryan) to prepare business cases for any confirmed new spending.	Next CEG meeting	G Ryan	Complete
36	L Hazlewood/G Ryan to put a business case together for a situational awareness tool (due in 6 months).	June 2015	L Hazlewood / G Ryan	Complete
37	G Ryan to draft report on Corrective Action Plan for discussion/approval at next Sub-group and CEG meetings.	Next Sub-group meetings	G Ryan	Complete
38	S Vowles to seek clarity from MCDEM around their perception on the concept of All Hazards Centres as a national theme. Updated at Joint Committee meeting by MCDEM Director. Further conversations underway at the National level.	Next meeting	S Vowles	Complete
39	G Ryan to send the stakeholder engagement management plan (spreadsheet) to CEG members for their input.	Next meeting	G Ryan / CEG members for response	Complete
40	L Cavers to contact Chris Ryan (CEO, Waitomo DC) to discuss the role of Controller for the Waitomo DC.	Next meeting	L Cavers	Complete
41	A Taylor to resend e-mail regarding input into Delegations Manual for CEG input	Next meeting	A Taylor / CEG members for response	Complete

<b>Document No:</b> 371985	<b>File No:</b> 502/001
<b>Report To: Council</b>	
	<b>Meeting Date: 25 August 2015</b> <b>Subject: Progress Report: Proposed Waikato / Thames Valley Enlarged Rural Fire Authority</b>

### Purpose of Report

- 1.1 The purpose of this business paper is to update Council on the proposal to establish a Waikato/Thames Valley Enlarged Rural Fire Authority.

### Local Government Act S.11A Considerations

- 2.1 The provision of Rural Fire is consistent with the core services, avoidance or mitigation of natural hazards and as such is consistent with the provisions of Section 11A Local Government Act 2002.

### Background

- 3.1 Council is a Rural Fire Authority (RFA) under the Forest and Rural Fire Act 1977. As a RFA, Council needs to meet statutory obligations as prescribed by the Act.
- 3.2 The Government and the New Zealand Fire Services Commission (as the National RFA) expects the forest and rural fire sector to improve the efficiency and effectiveness of forest and rural fire management through the voluntary amalgamation of smaller RFAs to form Enlarged Rural Fire Districts (ERFDs).
- 3.3 In 2010 a Waikato Valley Rural Fire Steering Committee was established to provide a proposal to amalgamate the forest and rural fire governance and administration for the Waikato Region under a single Rural Fire District.
- 3.4 The Steering Committee included representatives from Waipa, Waikato, Otorohanga and Waitomo District Councils, Department of Conservation (DoC), Federated Farmers, NZ Forest Owners Association and the National RFA.
- 3.5 Options were evaluated under success criteria determined by the Steering Committee. Criteria included such things as financial benefits, resources benefits, customer services benefits determined on a weighted system. Three Enlarged Rural Fire District models – centralised, hybrid and developed were compared to the status quo.
- 3.6 The Steering Committee agreed the preferred option identified in the feasibility analysis is to establish an Enlarged Rural Fire District as a hybrid entity, which allowed stakeholders to retain hands on role in the fire administration and ownership of their fire fighting equipment and sets modest and achievable targets in terms of funding and change management.

- 3.7 DoC had indicated from the outset that their area of conservancy saw vast areas situated in the Thames-Coromandel area as well as pockets in the Ruapehu District.
- 3.8 DoC had indicated that in order for them to derive any benefit from an amalgamation that the majority of their conservancy would have to form part of the Enlarged Rural Fire District to avoid splitting their current resources and funding into what might be three Rural Fire Districts.
- 3.9 The National RFA advised that they would approach Thames-Coromandel and establish if they would consider forming an Enlarged Rural Fire District with the proposed Waikato Valley Rural Fire District.
- 3.10 Thames-Coromandel considered three options, status quo, amalgamation with proposed Waikato Enlarged Rural Fire District or amalgamation with only DoC. They opted for the latter.
- 3.11 At the Steering Committee's meeting held on 30 July 2012, DoC indicated that although they are yet to have talks with Thames-Coromandel on the proposed amalgamation, DoC's stance is that both current proposals are not in their interest and therefore could not support the consultation document for the proposal to establish the Waikato Valley Rural Fire District, as the proposal would effectively split DoC's Conservancy into three.
- 3.12 All four Councils indicated that it would be a waste of their respective Councils time to formally consider the consultation document for the proposal to establish the Waikato Valley Rural Fire District in the absence of DoC's support.
- 3.13 The National RFA indicated that it would have further meetings with DoC and Thames-Coromandel Council to try and resolve the deadlock.

## Commentary

### **4.1 30 July 2013**

- 4.2 The National RFA suggested that the Steering Committee meet in August 2013 to discuss the next steps in the process and consider changes undertaken by DoC and how DoC's restructure would effect the current Enlarged Rural Fire District proposal.
- 4.3 In particular that DoC's restructure had brought about fewer conservatories with significant boundary changes, which on the surface suggested that Waitomo District now fell in the Central-North Island DoC Area, whilst Waikato, Waipa and Otorohanga fell under North-North Island DoC Area.
- 4.4 Since the last Steering Committee meeting, management changes had occurred in both Waikato and Waipa District Councils and the National RFA had requested that each organisation confirm their representatives for the Steering Committee.
- 4.5 The next meeting was set for 14 August 2013 and the WDC's Principal Rural Fire Officer, Johan Cullis, was appointed by the Chief Executive to represent WDC.

### **4.6 27 August 2013**

- 4.7 The meeting scheduled for 14 August 2013 was cancelled as not all representatives could attend.

**4.8 23 June 2015**

- 4.9 Since December 2014, meetings have been held by the National RFA, in an endeavour to further progress the merging of the Waikato and Thames Valleys, DoC and forestry into an Enlarged Rural Fire Authority, in line with Government policy of 100% of rural New Zealand being managed by an ERFD. Considerable progress has been made in these meetings with the parties who had previously indicated that they would not participate in the proposal.
- 4.10 To maintain the progress made at these meetings, Martin Jenkins Consultancy has been commissioned by the NZ Fire Service to work with the original group to develop a business case for the proposed formation of the ERFD.
- 4.11 Initially this work involved confirmation that the original information gathering undertaken by the Steering Committee in 2010/2011 was still accurate and adjusting where necessary.
- 4.12 On review of this information, options and a business case for the establishment of an ERFD were to be developed in preparation of a workshop to be facilitated by Martin Jenkins Consultancy with the representative parties.
- 4.13 David Brown of Otorohanga District Council, who through a shared service arrangement acts as WDC's Principal Rural Fire Officer, represented WDC at the initial Workshop on 25 May 2015.
- 4.14 At this Workshop the information gathered earlier from the participants was reviewed and analysed with various scenarios discussed for moving forward. The preferred model at that stage of the proceedings, being a hybrid consisting of a localised permit issuing system with centralised governance.
- 4.15 The information from this Workshop is currently being reviewed by Martin Jenkins Consultancy in preparation of moving the ERFD proposal ahead.
- 4.16 A second Workshop is tentatively scheduled for 23 June 2015. The aim of this Workshop is to work on the analysis with a view to confirming the preferred model moving forward.

**4.17 25 August 2015**

- 4.18 The second workshop was held on the 23 June 2015, with WDC being represented by David Brown.
- 4.19 At the workshop the preferred option considered was the transition to a centralised model for the provision of Rural Fire services.
- 4.20 Since that time Martin Jenkins Consultancy have been developing a draft business case which we were advised was 90% complete as at 10 August 2015, with the final section of the business case to be developed being a finance model.
- 4.21 The finance model will set out the cost of the current arrangements, the anticipated cost once the ERFD is established, and an indication of the stakeholder funding contributions based on the approach agreed at the second workshop.
- 4.22 It is anticipated that the draft business case including the finance model will be completed over the coming month.
- 4.23 The completed draft business case will then be circulated to all stakeholders for feedback.

**Suggested Resolution**

The Progress Report: Proposed Waikato/Thames Valley Enlarged Rural Fire Authority be received.

A handwritten signature in blue ink, appearing to read 'John De Luca', is written over a faint circular stamp.

JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

25 August 2015