

Document No: A378407

Report To: Council



Meeting Date: 27 November 2017

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

Purpose of Report

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Contractual Issues: Annual Review	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Document No: A378408

Report To: Council



Meeting Date: 28 November 2017

Subject: Resolution to re-open Meeting to the Public

Purpose of Report

- 1.1 The purpose of this business paper is for Council to pass a resolution to re-open the meeting to the public following the consideration of public excluded business.

Suggested Resolution

The meeting be re-opened to the public following the consideration of public excluded business.

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Document No: A377583

Report To: Council



Meeting Date: 28 November 2017

Subject: Declaration of Members' Conflicts of Interest

Purpose of Report

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

Commentary

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

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

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

Declarations

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

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

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

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

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

3.11 Non-Pecuniary Interest

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

Waitomo District Council Procurement Policy – 23 February 2013

4.1 The following is an extract from the Procurement Policy:

2.1.11 Conflicts of Interest

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

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

A conflict of interest occurs where:

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

The other interest or duty might exist because of:

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

A relative or close friend includes:

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

Examples of potential conflicts of interest include:

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

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

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

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

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

Document No: A377367

Report To: Council



Meeting Date: 28 November 2017

Subject: Deputation – Hamilton and Waikato
Tourism Limited - Annual Report
2016/2017

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Jason Dawson, Chief Executive and Nicola Greenwell Development Manager of Hamilton and Waikato Tourism (HWT) will be in attendance at 10.30am to present the HWT Annual Report 2016/2017.
- 1.2 Attached to and forming part of this business paper is the HWT Report to Council.

Suggested Resolutions

- 1 The Deputation from Hamilton and Waikato Tourism Limited be received.

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

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

November 2017

Attachment: 1 Hamilton and Waikato Tourism Annual Report 2016/2017
(A377364)

2016-2017 Annual Report to Waitomo District Council

Year ending 30 June 2017

Executive Summary

Hamilton & Waikato Tourism (HWT) is the region's Regional Tourism Organisation (RTO) whose role is to generate competitive economic benefit through visitor sector strategies focused on increasing visitor length of stay and spend. HWT is funded through a public/private partnership with the region's seven local authorities and the tourism industry.

New Zealand's tourism industry is experiencing exponential growth with international visitor arrivals and expenditure at its highest level ever. The Hamilton and Waikato region has shared in this significant growth.

Recent data released by the Ministry for Business, Innovation and Employment (MBIE) show the region's visitor expenditure has climbed to \$1.442 billion for the 12 months ending June 2017, an 8% increase on the previous year. Hamilton and Waikato is the fifth largest region by expenditure behind Auckland, Christchurch, Queenstown and Wellington.

Currently international visitors contributed an estimated \$364 million to the region, while domestic spend delivered \$1.08 billion. Commercial guest nights are also growing with an estimated 7.36 million guest nights in the region (Y/E June 2017), an increase of 6.3% on the previous year.

Governance & operations

Jason Dawson was appointed Chief Executive Officer to Hamilton & Waikato Tourism Limited (HWT) following the departure of Kiri Goulter. Jason joined the organisation in August 2016.

Amber Doughty joined the organisation in July 2016 as its new Administration & Marketing Assistant.

Graeme Osborne retired from the HWT Board in October 2016 and Annabel Cotton was appointed Chair in November 2016.

Karleen Turner-Puriri and Malcolm Phillipps were appointed as directors from 1 January 2017. They join Don Scarlet (Mercury), Simon Douglas (AA New Zealand) & Mark Morgan (Hamilton Airport) on the Hamilton & Waikato Tourism board.

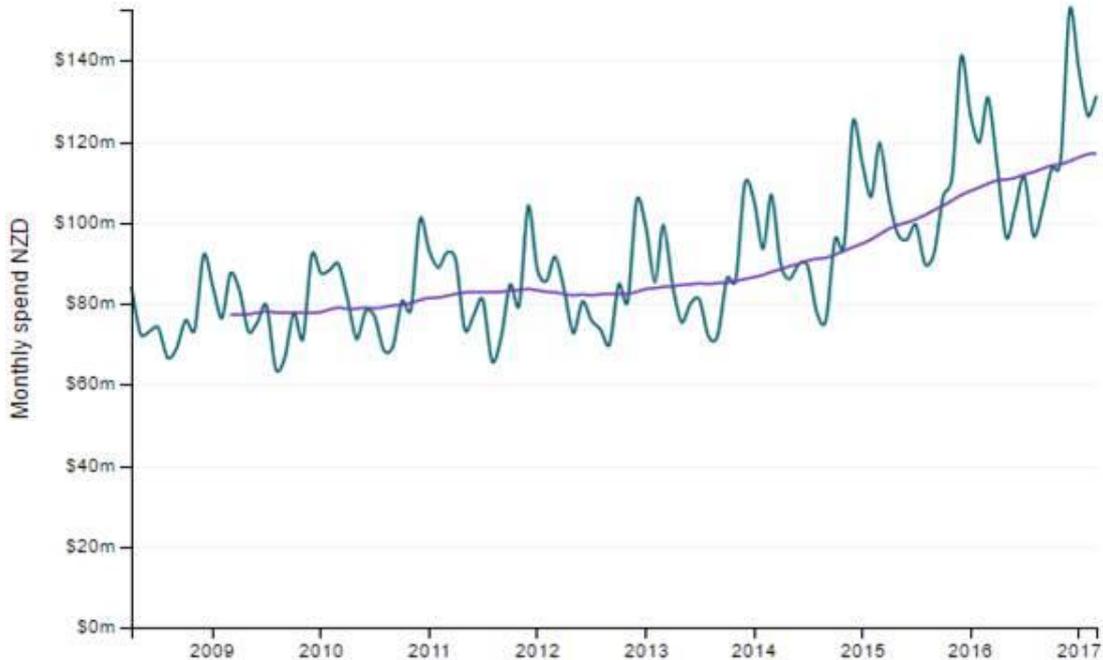
Performance targets

HWT have seven performance targets which are set in the 'Schedule of Services for Local Government 2016-2017'. HWT and the sector have performed well in the previous 12 months (1 July 2016 to 30 June 2017).

Measure	Result
 Visitor nights 5% increase of total visitor nights vs national	 6.3% for Hamilton & Waikato 3.7% national growth rate (Year ending June 2017)
 Visitor spend 5% increase in visitor spend across the region	 8% increase on previous year \$1.442 billion annual expenditure (Year ending June 2017)
 Conventions & business events Grow market share of business events from 9% to 10%	 10% market share Third largest region behind Auckland & Wellington (Year ending March 2017)
 Visitor awareness & perceptions Improve by 3 points, including Waikato residents	 -1 Previous results: 2015 (-6) & 2016 (-3) 2017: Holiday +32; VFR -7; Business -32; Other -7
 Website: hamiltonwaikato.com 20% increase in website visits on previous year	 8.28% increase on previous year (1 July 2016 – 30 June 2017)
 Industry investment \$400,000 of industry contributions towards marketing activities	 \$453,338 international & domestic partnerships, trade show investment, famil in-kind contributions and visitor guide sales (Year ending June 2017)
 Return on investment Total visitor spend per dollar of HWT spend	 \$1,092 Visitor spend per dollar of council funding \$0.90c Commercial guest nights per dollar of council funding (Year ending June 2017)

Visitor statistics and expenditure

Hamilton & Waikato RTO Historical spending pattern



Source: Monthly Regional Tourism Estimates, MBIE (June 2017)

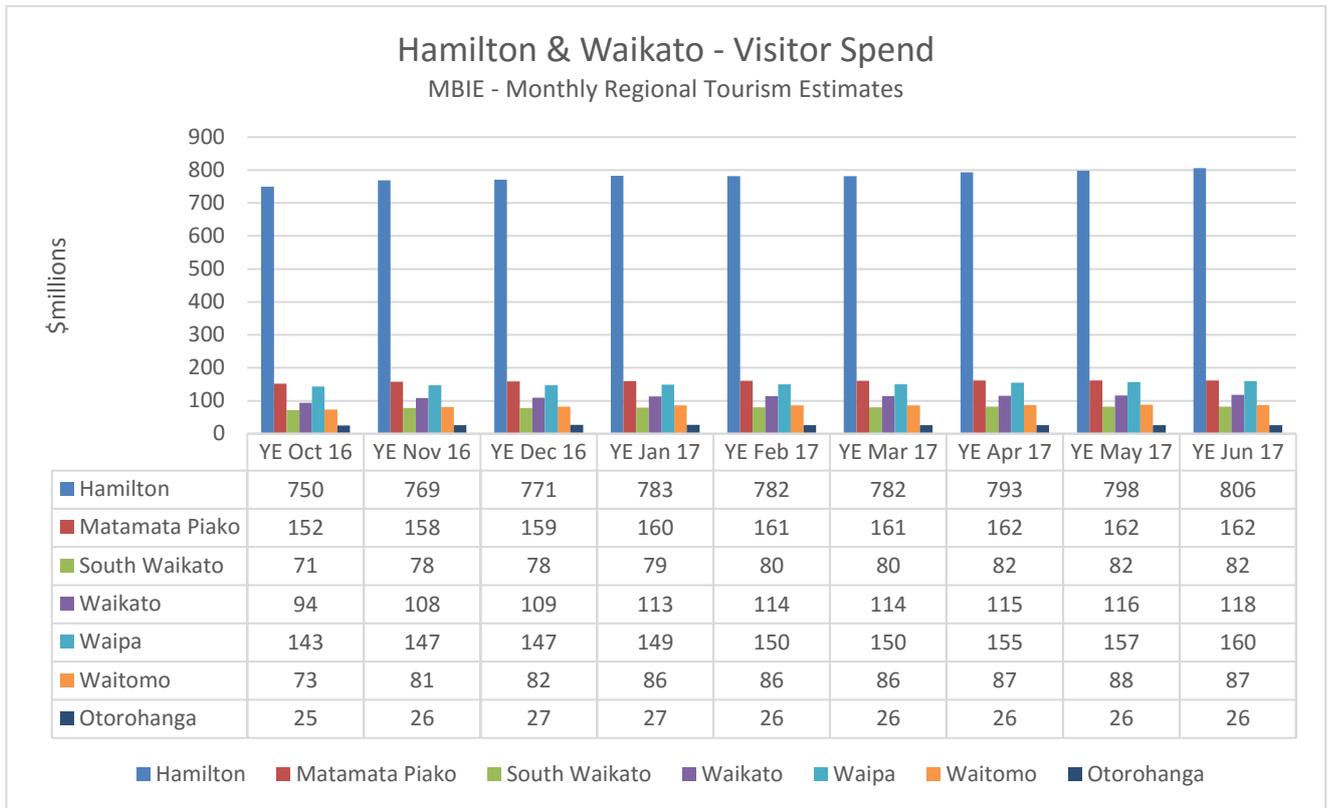
Visitor expenditure in Waitomo

Visitor expenditure data is measured by the Ministry of Business, Innovation and Employment (MBIE) in the Monthly Regional Tourism Estimates (MRTE). Data was originally captured at a regional level only. However, from September 2016 we can now provide data at a territorial local authority level.



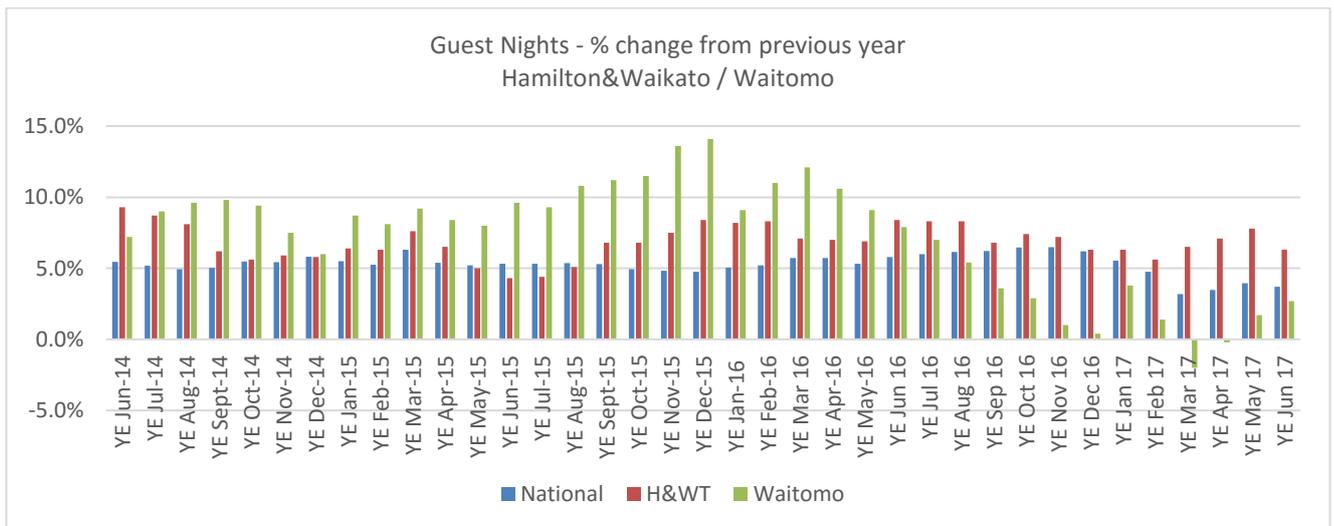
Source: Monthly Regional Tourism Estimates, MBIE (June 2017)

The following graph compares visitor expenditure from Waitomo District Council with other districts within Hamilton & Waikato.



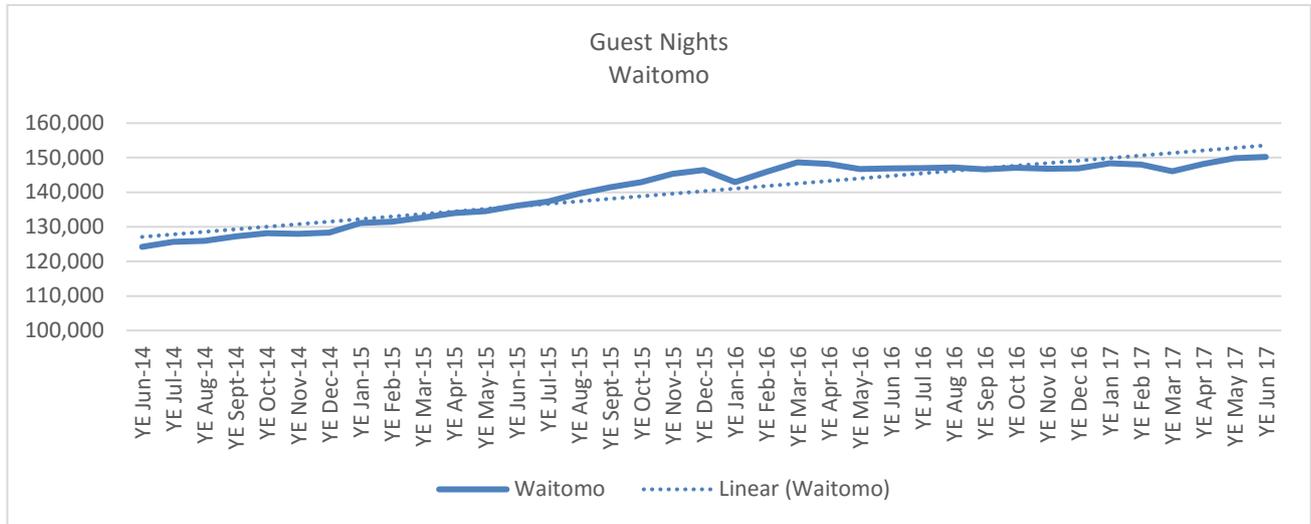
Source: Monthly Regional Tourism Estimates, MBIE (June 2017)

Following strong growth in commercial accommodation guest arrivals during 2014, the rate of growth has dropped which indicates the current accommodation stock in Waitomo is at capacity and there is limited growth available. There are potential investment opportunities to develop more commercial accommodation in the district.



Source: Commercial Accommodation Monitor, Statistics NZ (June 2017)

Commercial guest nights (hotels, motels, backpackers & holiday parks) for Waitomo continued to grow and peaked at 150,216 (year ending June 2017). The trend continues to show strong growth and investment opportunities for commercial accommodation in Waitomo.



Source: Commercial Accommodation Monitor, Statistics NZ (June 2017)

Leisure Marketing

DOMESTIC MARKETING

Short Escapes Campaigns

During October 2016, our first Short Escapes domestic campaign of the year ran in our key markets of Auckland, Wellington, Christchurch, as well as neighbouring regions Bay of Plenty and Taranaki. The second Short Escapes consumer campaign, and HWT's largest domestic campaign for the year, commenced in late January and ran through to Easter 2017. The campaign was designed to encourage consumers in external domestic markets (drive and fly) to take a short break in the region, with a focus on outdoor activities, summer events and partner operator experiences. The campaign consisted of both online and offline activity including Google display advertising, search advertising, social media activity, e-newsletters, print, broadcast (The AM Show), cinema and influencer marketing.

Explore Your Own Backyard Campaigns

The first Explore Your Own Backyard campaign took place in December 2016, encouraging locals to explore the Hamilton & Waikato region over the Christmas period. The second round of the campaign was undertaken in May-June 2017 to focus on exploring the region in the winter months and during the July school holidays.

Hamilton & Waikato Regional Visitor Guide

The 2017 Official Hamilton & Waikato Regional Visitor Guide was published in December 2016 and distributed through New Zealand i-SITEs, airports, national and international trade shows, Tourism NZ off-shore offices and conference delegate packs. The guide operates on a cost-neutral basis with advertising sales paying for production and distribution.

Major Events

HWT worked in partnership with Waipa District Council and Hamilton City Council to support the Waipa component of the World Masters Games (WGM) in April 2017 and the DHL New Zealand Lions Series 2017 Hamilton match in June 2017. Key activity included:

- Promotion of these events through HWT's Short Escapes campaign and in the Official 2017 Hamilton & Waikato Regional Visitor Guide
- Advertising pre-events through key consumer publications (Arrivals magazine, Kia Ora magazine, etc)
- Provision of a double-page spread in the Official WGM Programme
- Content provision to Tourism NZ for inclusion in online promotional activity
- Planning, preparation and co-hosting a stand at the WGM HQ at Shed 10 in Auckland
- Coordination of media famils before and during the DHL New Zealand Lions Series
- Hosting of the media welcome event for the DHL New Zealand Lions Series 2017 Hamilton match
- Creation and hosting of web landing pages on hamiltonwaikato.com
- Profiled through HWT social media channels

INTERNATIONAL MARKETING

Tour the North Island Campaign

Hamilton & Waikato worked with Tourism New Zealand on a NZD\$1 million consumer campaign in the eastern seaboard of Australia during July-August 2016. Other campaign partners included Northland, Auckland, Coromandel, Bay of Plenty, Rotorua, Taupō and Ruapehu, key tourism operators, Flight Centre and Air New Zealand. The campaign targeted first time arrivals as well as repeat visitors, promoting North Island touring holidays in the shoulder season of September-November 2016.

Fire & Ice Campaign

The Fire and Ice campaign with Auckland International Airport took place in April. Targeting the Eastern Seaboard of Australia, the campaign promoted a Central North Island winter holiday based around a ski proposition with a touring element. We worked with our neighbouring regional tourism organisations including Rotorua, Taupō and Ruapehu.

Travel Trade

HWT participated in number of onshore and offshore travel trade events and promotional activities throughout the year, resulting in training over 1500 travel trade representatives.

New Zealand's largest international travel trade events, TRENZ, was held in Auckland in May. Approximately 1,200 delegates attended TRENZ with nearly 300 international travel buyers. HWT was joined by eight regional tourism operators including Hobbiton Movie Set, Waitomo Glowworm Caves, Legendary Black Water Rafting Co, Pa Harakeke, Rural Tours, Hamilton Gardens, Sanctuary Mountain Maungatautari and Roselands Waitomo.

HWT also hosted 74 travel trade agents on famils in the region throughout the year.

Explore Central North Island

HWT has continued its participation in the 'Explore Central North Island' (ECNI) collective which is an international marketing alliance with Rotorua, Taupō, Coromandel, Bay of Plenty, Ruapehu and Hawke's Bay regional tourism organisations.

ECNI collective activity during this period including trade training missions in the USA and Canada, South America and India. The collective also hosted an expo for travel trade in Auckland which was attended by 80 exhibitors from around the central North Island (including 15 tourism businesses from the Hamilton & Waikato region) and attracted nearly 200 travel trade 'buyers'.

Media

Media continues to be an important workstream and area of influence for HWT. Throughout the year HWT pitches, provides information and hosts a wide variety of tourism-related broadcast, print and online media representatives. During 2016-2017, HWT hosted 89 international and domestic media outlets (124 pax) including Sidharth Malhotra, India (target EAV \$4m), SkySports UK (13.7m viewers) and Guokr, China (EAV \$2.57m).

Industry

Hamilton & Waikato Tourism's first Industry Symposium for the year was held in November 2016 and attracted over 120 attendees. The second symposium, attended by 150 members of the local tourism industry, took place in May 2017. This event was followed by two specialist workshops – one on accessibility and one on social media which were also very well-attended.

Marketing activity for Waitomo District

A summary of domestic and international leisure marketing for Waitomo is detailed below.

Target market	Campaign or activity	Waitomo experiences profiled
Australia	Tour the North Island Campaign July - August 2016	Waitomo Glowworm Caves, Ruakuri Cave, Legendary Black Water Rafting Co, Waitomo Adventures, The Timber Trail
Media – domestic & international	Media hosting and famils profiling Waitomo: <ul style="list-style-type: none"> • ABC Radio journalist • Body and Soul journalist • Brazilian Broadcast Luga Incomum • Japanese Spring Press Trip • Sidharth Malhotra, TNZ India Brand Ambassador and crew (\$4m EAV) • India Telegraph • AA Traveller • LA Magazine • My Trip Indonesia Broadcast • IANS India • Destination I Do USA 	Waitomo Top 10 Holiday Park, Lost World – Waitomo Adventures, Waitomo Glowworm Caves, Ruakuri Cave, Waitomo homestead, Legendary Black Water Rafting Co, Meadsville Statue -Te Kuiti, Huhu Cafe

Target market	Campaign or activity	Waitomo experiences profiled
Media – domestic & international <i>(continued)</i>	<ul style="list-style-type: none"> • Kompas.com Indonesia • Everywhere K, Korea • Material Girl Germany • Anton Reyst (\$801k EAV NZD) • Sonia Nazareth, Indian journalist • Zekkei Japanese Broadcast • The Best Nest • WildBoy Adventures (13.5k followers) • Mirror Group, UK • TravelWatch Japan • Felix Von Der Laden (2.9m YouTube followers) • Talksport UK 	Waitomo Top 10 Holiday Park, Lost World – Waitomo Adventures, Waitomo Glowworm Caves, Ruakuri Cave, Waitomo homestead, Legendary Black Water Rafting Co, Meadsville Statue - Te Kuiti, Huhu Cafe
Travel Trade - famils	<p>Waitomo District profiled in following trade famils:</p> <ul style="list-style-type: none"> • Infinity Incentive Winners, • Qantas & Hunter Travel RACT • Indian Product Managers • Australian Mega Flight Centre 7 • Melissa Baker, Flight Centre • GeoEx San Francisco • Indian Frontliners • South China + Hong Kong PMs • Down Under Travel USA • Unique Romance Travel • Ola Travel Buenos Aires • Infinity Frontliners 	Waitomo Homestead, Legendary Black Water Rafting Co, Ruakuri Cave, Waitomo Glowworm Caves, Roselands, Huhu Cafe
Travel Trade - events	<ul style="list-style-type: none"> • KiwiLink South America, Sept 2016 • KiwiLink America, Sept 2016 • ECNI North America Roadshow, Oct 2016 • Experience the Trilogy Event, AU, Nov 16 • Australian Insights, Feb 2017 • IBO/RTO day, April 2017 • TNZ/RTO day, April 2017 • Explore Central North Island Tradeshow, April 2017 • TRENZ, May 2017 • Down Under Answers USA Tourism Exchange, May 2017 • Australian Sales Calls in QLD, May and June 2017 • Australian Allstars Roadshow, June 2017 • Sales calls to IBOs and wholesalers throughout the year 	Internationally Trade-Ready Product: Discover Waitomo – Waitomo Glowworm Caves, Ruakuri Cave, Aranui Cave, Legendary Black Water Rafting, The Timber Trail, Waitomo Adventures, Waitomo Top 10 Holiday Park

Target market	Campaign or activity	Waitomo experiences profiled
Travel Trade – Explore Central North Island Alliance	<p>HWT are part of the Central North Island RTO alliance known as ‘Explore Central North Island’ which includes the two touring routes – The Thermal Explorer Highway and the Pacific Coast Highway</p> <ul style="list-style-type: none"> • KiwiLink India, July 2016 • KiwiLink North America, Sept 2016 • KiwiLink South America, Sept 2016 • KiwiLink UK, March 2017 	Internationally Trade-Ready Product: Waitomo Glowworm Caves, Ruakuri Cave, Aranui Cave, Waitomo Homestead, Lost World Cave/Waitomo Adventures, Legendary Black Water Rafting Co, Woodlyn Park, The Timber Trail, Huhu Café, Bosco Cafe
Domestic – consumer	<p>Waitomo District was profiled as part of regional promotions in the following publications:</p> <ul style="list-style-type: none"> • On Your Bike, NZ Herald • Let’s Go Kids, NZ • Australia & New Zealand Magazine (UK) • What’s Up Motel compendium • 4Kids Christmas, Waikato Times • Go Travel Magazine, NZ • Arrival Magazine, NZ • Kia Ora Magazine, NZ 	The Timber Trail, Mangapohue Natural Bridge, Marokopa Falls, Black Water Rafting, Waitomo Glowworm Caves, Waitomo Adventures, Ruakuri Cave, Roselands Waitomo, Sir Colin Meads Statue – Te Kuiti
Domestic consumer – Auckland, Bay of Plenty & Taranaki, Wellington, Rotorua, Christchurch	‘Short Escapes’ campaign – October 16	Discover Waitomo experiences, Waitomo Adventures experiences, Mangaokewa Scenic Reserve, Timber Trail, Ruakuri Walk
Domestic consumer – Auckland, Bay of Plenty & Taranaki, Wellington, Rotorua, Christchurch	‘Short Escapes’ campaign – Jan – Apr 2017	Discover Waitomo experiences, Waitomo Adventures experiences, Omaru Falls, Mangaokewa Scenic Reserve, Timber Trail, The Great NZ Muster, Waitomo Trail Run
Domestic consumer -Local, Hamilton & Waikato	‘Explore Your Own Backyard’ campaign, Dec 16 – Jan 17	Discover Waitomo experiences, Waitomo Adventures experiences, Mangaokewa Scenic Reserve, Timber Trail
Domestic consumer - local, Hamilton & Waikato	‘Explore Your Own Backyard’ campaign, June 2017	Discover Waitomo experiences, Waitomo Adventures experiences, Mangaokewa Scenic Reserve, Timber Trail, Marokopa Falls

Target market	Campaign or activity	Waitomo experiences profiled
Domestic consumer – Chinese New Zealanders	Ongoing campaign activity has continued through our Weibo social media channel	Discover Waitomo, Waitomo Adventures, Hairy Feet Waitomo, Piripiri Cave Walk, Marokopa Falls, Mangapohue Natural Bridge, Timber Trail, Ruakuri Walk, Waitanguru Falls, Omaru Falls, Mangaokewa Scenic Reserve, Roselands Waitomo
Domestic & International consumer	Major Events Marketing and Support for the Waipa component of the World Masters Games and the DHL New Zealand Lions Series 2017. Activity focused around consumer marketing as well as liaising with Tourism New Zealand on the media programme.	Waitomo Glowworm Caves, Ruakuri Cave, Aranui Cave, Legendary Black Water Rafting, Lost World, Timber Trail, Natural Bridge, Marokopa Falls, Te Kuiti, Meadville statue and grand opening
Domestic & International consumer	The Cycling and Mountain Biking Tourism Marketing Network activity continues to promote cycling and mountain biking within our alliance area, including the development of the website www.ridenz.co	Waitomo District cycling experiences featured including The Timber Trail
Domestic & International consumer and trade	Our annual Hamilton & Waikato regional visitor guide was produced and distributed through NZ i-SITEs, airports, national and international trade shows, Tourism NZ off-shore offices and conference delegate packs	Waitomo, Te Kuiti and surrounding areas profiled in 'Regional Highlights', 'Underground Wonders' 'Walking & Hiking' and 'cycling' sections and featured in the 'Waitomo and Surrounds' section. A number of Waitomo-based operators have also advertised.
Domestic & international consumer, travel trade and media	Quarterly e-newsletters are distributed to our consumer, trade and media databases	Hairy Feet Waitomo, Discover Waitomo, Waitomo Adventures, Timber Trail, Waitomo Trail Run, Mangapohue Natural Bridge, Sir Colin Meads Statue Unveiling, The Great NZ Muster, Marokopa Falls, New Waitomo Adventures Product (Troll Cave, Lost World Through the Window)
Domestic & International consumer	HWT ran an Instameet in November 2016 where we hosted 7 key social media influencers in the region over a weekend	Ruakuri Cave, Marokopa Falls, Mangapohue Natural Bridge, Waitomo Top 10, Huhu Café

Target market	Campaign or activity	Waitomo experiences profiled
Domestic & International consumer	Waitomo District profiled through HWT's various social profiles including hamiltonwaikato.com, Facebook, Instagram, Twitter & YouTube.	Waitomo Adventures, Discover Waitomo, Omaru Falls, Hairy Feet Waitomo, Piripiri Cave, Marokopa Falls, Mangaokewa Scenic Reserve, Timber Trail, Pureora Forest Walks, Ruakuri Walk, Mangapohue Natural Bridge, Waitanguru Falls, Mangaotaki Valley, Te Kuiti, Marokopa, Moa Statue, Great NZ Muster, Waitomo Trail Run, Timber Trail Lodge, Sir Colin Meads Statue Unveiling, Roselands Waitomo

Conventions & Business Events

Hamilton and Waikato is the third largest region behind Auckland and Wellington for conventions, meetings and business events for the year ending June 2017. Our region has now secured a 10.8% market share of delegate days of this lucrative market.

Every conference we can secure for Hamilton and Waikato is significant for the region, regardless of the sector or size. Conference delegates are also influenced to return for a future holiday based on their positive Waikato experiences.

A delegate attending a business event was worth twice as much of a leisure traveller to the region, with an average delegate per night value of \$350 per night for international delegates and \$509 per night for domestic delegates.

Hamilton & Waikato Tourism regional business events "Powerful Possibilities" campaign launched March 2016. The campaign was based on a key regional brand attribute identified in The Waikato Story and the graphic device is shown below:



Activity	Event
Famils – major & multi-day	7-10 December 2016, Annual Multiday Famil 16 buyers. 20 Convention Bureau Partners included
	7-10 April 2017, Pre-Convene Trade Show Famil Seven buyers. 17 Convention Bureau Partners included
	2 June 2017, Post-MEETINGS Australian Buyer Famil 35 Australian buyers, visited Claudelands and Hobbiton with Waikato interactive training
Famils – individual PCOs	19 individual famils Individual Famils <ul style="list-style-type: none"> • Wayne Harris, Go Conference & Incentive (October 2016) • Sue Archibald, Promote Ltd • Media Famil - Stu Freeman, Meeting Newz • Fergus Brown, Holiday Parks Association • Brendan Hokowhitu, NAISA, University of Waikato • Kim Mundell, Health Informatics New Zealand • Emma White, DTR • Rebecca Travers, Institute of Judicial Studies • Orbit Hamilton team famil day (4pax) • Debbie Paardekooper, Avenues Event Management TNZ Famils <ul style="list-style-type: none"> • Herbalife Conference (August 2016) • Air NZ & Tourism NZ Incentive Managers (August 2016) • Panorama Tours (September 2016) • Media famil, Remi Deve (December 2016) • China MICE Famil (March 2017) • Indian Travel Sellers Pre/Post MEETINGS (June 2017) • Post MEETINGS China MICE Agents (June 2017) CINZ Conference <ul style="list-style-type: none"> • Famil to Discover Waitomo Glowworm Caves and Blackwater Rafting Company • Hamilton Gardens
Trade Shows & sales runs	Associations Form National Conference, Melbourne (4-5 July 2016) Wellington joint-hosted networking function and sales calls – 29 buyers (July 2016) Tourism NZ Sydney sales mission – with Hobbiton & Claudelands (August 2016) Hamilton & Waikato Business Events Showcase – 42 exhibitors, 117 buyers (Aug 2016) Auckland joint-hosted networking functions and sales calls - 40 buyers (Sept 2016) Australian Society of Association Executives (AuSAE), Auckland (10-11 October 2016) CINZ Conference, Hamilton (11-13 October 2016) Professional Conference Organisers (PCO) Conference, Brisbane (27-29 Nov 2016) Asia-Pacific Incentives and Meetings Expo (AIME), Melbourne (21-22 February 2017) Convene 2017, Auckland (11 April 2017) - Awarded Best Regional Stand MEETINGS 2017, Auckland (31 May - 1 June 2017)

Activity	Event																																																																														
Enquiries	<p>213 enquiries total (July 2016 – June 2017)</p> <p>49% increase in enquiries from July 2015 – June 2016</p> <div data-bbox="363 331 1410 940" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Conference & Business Event Enquiries</p> <table border="1" style="display: none;"> <caption>Conference & Business Event Enquiries (Estimated Data)</caption> <thead> <tr> <th>Month</th> <th>2013</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>9</td><td>6</td><td>2</td><td>6</td><td>10</td></tr> <tr><td>Feb</td><td>2</td><td>10</td><td>12</td><td>7</td><td>10</td></tr> <tr><td>Mar</td><td>5</td><td>4</td><td>3</td><td>20</td><td>26</td></tr> <tr><td>Apr</td><td>11</td><td>13</td><td>7</td><td>18</td><td>15</td></tr> <tr><td>May</td><td>6</td><td>12</td><td>8</td><td>17</td><td>19</td></tr> <tr><td>Jun</td><td>10</td><td>11</td><td>13</td><td>14</td><td>21</td></tr> <tr><td>Jul</td><td>9</td><td>11</td><td>22</td><td>27</td><td>0</td></tr> <tr><td>Aug</td><td>14</td><td>9</td><td>22</td><td>24</td><td>0</td></tr> <tr><td>Sep</td><td>8</td><td>8</td><td>7</td><td>10</td><td>0</td></tr> <tr><td>Oct</td><td>3</td><td>9</td><td>8</td><td>22</td><td>0</td></tr> <tr><td>Nov</td><td>5</td><td>6</td><td>9</td><td>18</td><td>0</td></tr> <tr><td>Dec</td><td>11</td><td>8</td><td>11</td><td>12</td><td>0</td></tr> </tbody> </table> </div>	Month	2013	2014	2015	2016	2017	Jan	9	6	2	6	10	Feb	2	10	12	7	10	Mar	5	4	3	20	26	Apr	11	13	7	18	15	May	6	12	8	17	19	Jun	10	11	13	14	21	Jul	9	11	22	27	0	Aug	14	9	22	24	0	Sep	8	8	7	10	0	Oct	3	9	8	22	0	Nov	5	6	9	18	0	Dec	11	8	11	12	0
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Editorial and advertising	<p>66 pieces of media secured (July 2016 – June 2017) including:</p> <ul style="list-style-type: none"> • BIZ Hamilton (July, August & September 2016) • Meeting Newz & e-newsletter (July, August, September, October, November & December 2016, April & May 2017) • Inside Tourism (August 2016) • Executive PA Magazine (September 2016) • Waikato Business News (November & December 2016) • Micenet (December 2016) • 2017 Business Events directory printed (December 2016) • MICE BTN website (March 2017) • Mix Meetings (April 2017) • CINZ e-newsletter (April & May 2016) • Maori Television (May 2017) • Scoop.co.nz (April 2017) • Stuff.co.nz (May 2017) • Waateanews.com (May 2017) • CINZ Meetings Daily (May 2017) • Tourism Ticker (May 2017) • CIM Newsbites Newsletter (June 2017) • Cambridge i-SITE Newsletter (June 2017) 																																																																														
Partner Interaction	<p>90 separate meetings with Convention Bureau Partners (July 2016 – June 2017)</p> <p>Events:</p> <ul style="list-style-type: none"> • BEWais (emerging business event leaders) event at Roaming Giant on sales & customer experience (10 August 2016) • BEWais educational workshop session run by TMS (9 March 2017) • Partner famil of Waipa experiences (21 March 2017) • BeWais event, product update and tour Good George Brewery (9 May 2017) 																																																																														

The inaugural Hamilton & Waikato Tourism Business Events Showcase was held in August 2016 which attracted 42 exhibitors and attended by 117 business event buyers.

Hamilton and Waikato hosted the Conventions & Incentives New Zealand (CINZ) conference in October 2016 which was the first time the conference has been held in the region since its inception 40 years ago.

Bidding for international conferences has become a key activity of the Hamilton & Waikato Convention Bureau, with the support of the Conference Assistance Programme from Tourism New Zealand. The following international conferences have been secured with this programme:

Conference name	Date	PAX	Value (\$)
Asian Conference on Machine Learning 2016	Nov 2016	280	687,940
Asia-Pacific Software Engineering Conference – APSEC	Dec 2016	250	482,640
Meeting of the ISO/IEC JTC1/SC27 Working Groups on IT Security Techniques	Apr 2017	260	786,120
Conference of the International Society for River Science (ISRS)	Nov 2017	250	726,990
IEEE International Conference on Industrial Electronics for Sustainable Energy Systems	Feb 2018	350	716,800
Native American and Indigenous Studies Association (NAISA)	June 2018	800-1000	1,700,000
International Conference on Asian Digital Libraries	Dec 2018	150	496,960
IEEE International Conference on Trust, Security, Privacy in Computing & Communications	Aug 2019	270	589,950
International Conference on Polar and Alpine Microbiology	Sep 2019	250	482,640
He Manawa Indigenous Conference	TBC	TBC	TBC
TOTAL ESTIMATED VALUE TO THE REGION:			\$6,670,040

Product development

After 12 months of consultation and development, the Tourism Opportunities Plan was adopted and launched. The Plan provides a framework and direction for delivering new and improved tourism experiences over the next 10 years that have the potential to drive growth in the tourism sector and its contribution to the regional economy.

The objectives of the Tourism Opportunities Plan are to:

- Review and confirm the region’s visitor proposition including different parts of the region.
- Provide recommendations for the development of visitor experiences and infrastructure to support and enhance the tourism proposition.
- Provide investment recommendations and priorities to guide local government planning and resources, and private sector investment.

The key focus of the Plan is based around five game-changers:

1. Waikato River
2. Brand Strategy
3. Hamilton City Riverfront
4. Kiingitanga Story
5. Regional Events Strategy

Activating tourism opportunities in Waitomo

Opportunities were grouped around ‘experiences’ with specific activities in the Waitomo District identified for development including:

- **Discover Your Own Backyard:**
 - Emerging: Themed-drive Itineraries – exploring collaboration with Venture Taranaki as neighbouring region
- **Middle-Earth & Beyond:**
 - Hero: Waitomo Precinct – Timber Trail Lodge; Timber Trail marketing collaboration; Waitomo Great Walk; Waitomo Adventures Troll Cave;
 - Emerging: Cluster of Conservation sites
- **Inspiring Pathways:**
 - Emerging: Waikato Walks – Waitomo Great Walk

Programme	HWT role	Waitomo District activity
Game Changer	Lead	Regional Events Strategy – event audit completed; workshops began from Sept 17
Game Changer	Lead	Regional Brand Strategy – brand audit completed; visitor proposition workshops held; regional story awareness begins from Nov 17
Game Changer	Support	Kiingitanga – Waikato-Tainui Tourism Symposium held Sept 17; Maori tourism product & experiences being piloted
Destination Action Plans	Lead	Conservation Cluster
New product development	Support	Timber Trail Lodge Waitomo Great Walk Waitomo Adventures Troll Cave Commercial accommodation development
Product enhancements	Support	Timber Trail marketing collaboration

To find out more and download a copy of the Tourism Opportunities Plan:
www.hamiltonwaikato.com/TOP

Conclusion

The record growth of New Zealand’s visitor sector is forecast to continue for the foreseeable future. Although this growth is positive for regional economies, it also presents new opportunities and challenges.

The growth has seen seasonal peak periods become increasingly busy allowing tourism operators to benefit from this strong demand. This high demand has resulted in capacity constraints and placed pressure on infrastructure. The new Tourism Infrastructure Fund (TIF) administered by the Ministry for Business, Innovation & Employment (MBIE) provides up to \$25 million per year for the development of visitor-related public infrastructure such as carparks, freedom camping facilities and sewerage and water works.

The first round of funding criteria supports communities facing immediate pressure from tourism growth and in need of central government assistance – areas with high visitor numbers, small ratepayer bases and no possible means to fund development.

We will continue to work with Waitomo District Council to actively seek funding from the Ministry for Business, Innovation & Employment (MBIE) and external investment for tourism infrastructure development. There is also a possibility that the Tourism Infrastructure Fund will consider funding feasibility studies to allow quality funding applications to be considered in future rounds.

We continue to see the positive impacts of effective regional marketing, with the current trend for visitors to stay in the Waikato for the first or last night of their travels growing not only in the summer months but also in our shoulder seasons (spring and autumn). Other reasons are due to visitors and travel sellers recognising our region is an easily accessible alternative to other destinations such as Auckland who are currently experiencing capacity constraints and expensive accommodation rates.

Finally, we would like to thank our local government and industry partners, and specifically Waitomo District Council councillors and staff, for their continued support of Hamilton & Waikato Tourism.

Jason Dawson
Chief Executive
Hamilton & Waikato Tourism
August 2017

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 31 OCTOBER 2017 AT 9.00AM

PRESENT: Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Allan Goddard, Janene New and Sue Smith (apology for lateness)

IN ATTENDANCE: Yvette Batten (Waitomo News)

Bruno Dente and Matt Laing (Deloitte)

Stuart Crosby, Chair and Helen Mexted, Deputy Chief Executive (Local Government New Zealand)

Chief Executive; Executive Assistant; Group Manager – Assets (for part only); Group Manager – Community Services (for part only); Group Manager – Corporate Services (for part only);

1. Council Prayer

2. Apology for Lateness

Resolution

The apology for lateness from Councillor Smith be received.

Brodie/New Carried

3. Declarations of Member Conflicts of Interest
--

Cr Davey – Te Kuiti Community House Trustee

4. Confirmation of Minutes – 26 September 2017

Resolution

The Minutes of the Waitomo District Council meeting of 26 September 2017, including the Public Excluded minutes, be confirmed as a true and correct record.

New/Brodie Carried

5. Verbal Reports: Individual Councillor Roles and Responsibilities
--

Cr Brodie

- Keep NZ Beautiful Awards – Public Toilets
- Legendary Te Kuiti Breakfast

Cr New

- Waitomo District Youth Council
- North King Country Indoor Recreation Centre
- Friends of Hillview AGM
- Sister City
- Legendary Te Kuiti Breakfast

Cr Goddard

- Trust Waikato
- Destination Pureora
- Benneydale Hall Society

Cr Davey

- Te Kuiti Community House
- Legendary Te Kuiti Breakfast

Cr Whitaker

- Brook Park
- Trust Waikato
- District Licensing Committee
- Destination Pureora
- Te Kuiti Development Inc
- Sister City
- Legendary Te Kuiti Breakfast

Mayor Hanna

- Sport Waikato
- Rototuna Trust
- North King Country Indoor Recreation Centre
- Piopio – Meeting with Etienne Now
- Regional Transport Committee
- ITO Mayoral Graduation
- Citizenship Ceremony
- LGNZ National Council – 2 Day Strategy Workshop
- Meeting with Lee Taituha
- Waikato Mayoral Forum
- Waikato Plan Governance Group
- Legendary Te Kuiti Breakfast
- Hotel Developer Meeting
- North King Country Development Trust
- Mokau Site Visit re Boat Trailer Parking and Beach Access issues
- Friends of Hillview AGM

Resolution

The verbal reports be received.

Whitaker/Davey

Carried

6.	Brook Park Incorporated Society: Minutes – 2 October 2017	A363380
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Meetings of 2 October 2017.

Mayor Hanna thanked Cr Whitaker for his ongoing work with Brook Park and on his re-election as Chair of the Brook Park Incorporated Society.

Resolution

The business paper on Brook Park Incorporated Society: Minutes – 2 October 2017 be received.

Whitaker/Davey Carried

7.	Waitomo Sister City - Draft Guidelines and Terms of Reference	A374072
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Council considered a business paper presenting the Waitomo Sister City Draft Guidelines and Terms of Reference to Council for adoption.

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

Resolution

- 1 The Business Paper on Waitomo Sister City Draft Guidelines and Terms of Reference be received.

- 2 Council adopt adopt the Waitomo Sister City Draft Guidelines and Terms of Reference.

Whitaker/New Carried

8.	Progress Report: Civil Defence Emergency Management Joint Committee Minutes	A374336
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Council considered a business paper providing Council with information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 4 September 2017.

Resolution

The Progress Report: Civil Defence Emergency Management Joint Committee Minutes be received.

Goddard/Whitaker Carried

The Group Manager – Community Services left the meeting at 9.28am.

9. Progress Report: Solid Waste Services	A369704
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Council considered a business paper providing a brief on the current work streams within the Solid Waste management portfolio, including contracted services.

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

Resolution

The Progress Report: Solid Waste Activity be received.

Davey/Brodie Carried

10. Progress Report: Land Transport Activity	A370733
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1.1 Council considered a business paper -

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

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

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

Mayor Hanna asked that Council's acknowledgement and appreciation of the timeliness in dealing with flood damage works be passed on to the Roading Team and Contractor.

Resolution

The Progress Report: Land Transport Activity be received.

Davey/New Carried

The Group Manager – Assets left the meeting at 9.45am.

11. Civic Financial Services Ltd Half yearly accounts to 30 June 2017	A371947
--	----------------

Council considered a business paper presenting the half yearly accounts for Civic Financial Services Ltd for the six months ended 30 June 2017.

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

Resolution

The business paper on Civic Financial Services Half yearly accounts to 30 June 2017 be received.

Goddard/Brodie Carried

12. Civic Financial Services Limited – Special Meeting of Shareholders	A372393
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Council considered a business paper informing Council of the Special Meeting of Shareholders called by Civic Financial Services Limited.

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

Resolution

- 1 The business paper on Civic Financial Services Limited - Special Meeting of Shareholders be received.
- 2 Council ratify the decision to authorise Tony Marryatt being the Chairman of the Board to act as Waitomo District Council's Proxy and vote in favour of the proposed sale of Civic Assurance House.

Brodie/Goddard Carried

13. Waikato Local Authority Shared Services Annual Directors' Report to Shareholders	A372045
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Council considered a business paper presenting the Waikato Local Authority Shared Services Annual Director's Report to Shareholders for the year to 30 June 2017.

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

Resolution

The Waikato Local Authority Shared Services Annual Directors' Report to Shareholders for the year ended 30 June 2017 be received.

Davey/Whitaker Carried

14. Establishment of Audit and Risk Committee	A373091
--	----------------

Council considered a business paper presenting considerations to Council for changes to the way in which audit and risk functions are being managed and governed.

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

Resolution

- 1 The business paper on Establishment of Audit and Risk Committee be received.
- 2 Council agree to establish an Audit and Risk Committee to be a standing committee of Council pursuant to Clauses 30 and 31 of the Local Government Act 2002 and approve the Terms of Reference within which the Committee shall operate.
- 3 The initial membership of the Audit and Risk Committee comprise of all of Council.
- 4 The Terms of Reference of the Audit and Risk Committee including consideration of appointing an independent member to the Committee be reviewed in a period of six months from the establishment of the Committee.

Goddard/New Carried

The meeting adjourned for morning tea at 10.04am and reconvened at 10.22am

15.	Financial Report for the Period ended 30 September 2017	A369558
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Council considered a business paper presenting the financial and non-financial results for the period ended 30 September 2017.

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

Resolution

The business paper on Financial and Non-Financial Report for the period ended 30 September 2017 be received.

Goddard/Brodie Carried

16.	Annual Report 2016/2017 – Adoption	A368365
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Council considered a business paper presenting the Draft Annual Report 2016-2017 (Draft AR) for Council’s consideration and adoption.

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

The Mayor and Council congratulated the Group Manager – Corporate Services and Finance Team on a very good result.

Resolution

- 1 The business paper on the Annual Report 2016-2017 – Adoption be received.
- 2 The Chief Executive be delegated authority to ensure any formatting/grammatical changes and feedback from Council is accurately reflected in the Final Annual Report 2016-2017 prior to publication.
- 3 The audited Annual Report 2016-2017 be adopted.

Davey/Whitaker Carried

Yvette Batten (Waitomo News) and the Group Manager – Corporate Services left the meeting at 10.34am.

17. Motion to Exclude the Public for the consideration of:	A364259
---	----------------

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

Resolution

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

Chief Executive, Executive Assistant, Group Manager – Community Services and Group Manager – Corporate Services
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Te Kuiti Community House Trust - Lease Agreement	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. Risk Management – Contract Register	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)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Deloitte: Annual Report 2016/2017 – Adoption (Presentation of Audit Report)	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

New/Whitaker Carried

Bruno Dente and Matt Laing (Deloitte) and Stuart Crosby and Helen Mexted (Local Government New Zealand) joined the Council for lunch.

The meeting reconvened following lunch at 12.45pm.

18. Resolution to Re-Open to the Public

Resolution

The meeting re-opened to the public for the remainder of the Order Paper business.

New/Goddard Carried

The Group Managers – Asset, Corporate Services and Community Services re-entered the meeting at 12.45am.

19. Local Government New Zealand Roadshow Presentation

Stuart Crosby, Vice President and Helen Mexted, Deputy Chief Executive of Local Government New Zealand presented to the Council and sort feedback on issues relative to Waitomo which they wish Local Government New Zealand to advocate for.

Stuart Crosby and Helen Mexted (Local Government New Zealand) left the meeting at 2.08pm.

Council discussed various issues raised in the Roadshow Presentation.

Councillor Smith entered the meeting at 2.25pm.

The Group Managers – Asset and Community Services left the meeting at 2.35pm.

Council discussed the letter received from Mr Rob Buckley and others.

Rob Buckley, Ivan Haines and Bruce Williams entered the meeting at 3.02pm

20. Deputation: Rob Buckley and Others

Council received a deputation from Rob Buckley, Ivan Haines and Bruce Williams speaking in support of a letter as circulated to Council under separate cover.

Mr Haines noted the apologies from Peter Wylie and Paul Buist.

Rob Buckley, Ivan Haines and Bruce Williams left the meeting at 3.02pm

Resolution

The Deputation from Rob Buckley, Ivan Haines and Bruce Williams be received.

Brodie/Whitaker Carried

There being no further business the meeting closed at 3.45pm.

Dated this day of 2017.

**BRIAN HANNA
MAYOR**

Confidential Confidential

Confidential Confidential

Confidential

Confidential Confidential

Confidential Confidential

Confidential

Document No: A378540

Report To: Council



Meeting Date: 28 November 2017

Subject: Brook Park Incorporated Society: Annual General Meeting Minutes - 30 October 2017

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the 1 May 2017 Brook Park Incorporated Society meeting.

Local Government Act S.11A Considerations

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

Background

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

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

Commentary

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

Suggested Resolution

The business paper Brook Park Incorporated Society: Annual General Meeting Minutes – 30 October 2017 be received.

MICHELLE HIGGIE
EXECUTIVE OFFICER

Attachments: Brook Park Incorporated Society Minutes – 30 October 2017

BROOK PARK
INCORPORATED SOCIETY

**BROOK PARK INCORPORATED
SOCIETY**

**Annual General Meeting
Minutes**

Monday 30th October 2017
5.30pm

Council Chambers
Queen Street
TE KUITI

BROOK PARK INCORPORATED SOCIETY

THE MINUTES OF THE ANNUAL GENERAL MEETING OF THE BROOK PARK
INCORPORATED SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE
KUITI ON MONDAY 30th October 2017 COMMENCING AT 5.30 PM

MINUTES

Attendance: Guy Whitaker, Gerald Kay, Graeme Churstain,
Helen Sinclair, Sheralee Buchanan, Neil Brooks, Andrea Hanna, Phillip
Houghton, Robin Charteris

Apologies – Sue & Mike Wagstaff, Rob Buckley, Bruce Maunsell, Suzie Hoare, Elly Kroef,
Jane Murray

That the apologies be accepted

Moved/seconded Graeme/Gerald

Confirmation of Minutes – 3rd October 2016

That minutes of previous AGM be accepted

Moved/seconded Helen/Bruce

1. Chairman's Report – Guy Whitaker - see copy attached

Moved/seconded Guy/Neil

2. Financial Report – Phillip Houghton

The Treasurer tabled the financial report for the year ended 30
June 2017 – see copy attached

Agreed that a letter of thanks would be sent to Lionel Smith for
preparing the financial accounts.

It was noted the cash position is healthy, having increased by to
\$24,787

That the Financial Report be received

Moved/seconded Phillip/Sheralee

3. Election of Committee

The following were elected to the committee. It was agreed that the number of
committee members would exceed the previously agreed maximum.

Guy Whitaker
Phillip Houghton
Graeme Churstain
Robin Charteris
Andrea Hanna
Sue Wagstaff
Elly Kroef

Sheralee Buchanan
Helen Sinclair
Gerald Kay
Neil Brooks
Rob Buckley
Suzie Hoare
Jane Murray

4. Setting of Subscriptions

It was agreed that subscriptions would remain at \$10.00 per person or \$20 per couple

Meeting closed 5.55pm

Guy Whitaker
Chairperson

Document No:	
Report To:	Council
	Meeting Date: 28 November 2017
	Subject: Review of Local Government Elected Members Remuneration – Consultation
	Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present for consideration and approval, the collated feedback from Council for presentation to the Remuneration Authority as part of the Consultation process on the review of Local Government Elected Members Remuneration.

Commentary

- 2.1 The Remuneration Authority (the Authority) was required to issue a new determination covering local government elected members remuneration and allowance to take effect from 1 July 2017.
- 2.2 In considering its approach, the Authority concluded that there was an opportunity for both short term improvements to the system for immediate implementation as well as some deeper changes which it is proposed to introduce in 2019. The Remuneration Authority's issued a Consultation Document which was divided into two main sections for consultation purposes:
- **Part Two – Proposed Immediate Changes (2017 Determination):** we would appreciate receiving feedback, on this part, to info@remauthority.govt.nz by 5pm **Monday 19th June 2017** or earlier if you can.
 - **Part Three – Longer Term Proposals:** we would appreciate feedback, on part three, to info@remauthority.govt.nz by **Friday October 20th 2017**.
- 2.3 Council at its meeting on 7 June 2017 considered and provided feedback on Part Two, however as the closing date for feedback on Part Three was, at that time, not until 20 October 2017, it was agreed to defer that consideration to a later date.
- 2.4 Following receipt of feedback on Part Two, on 19 July 2017 the new determination taking effect from 1 July 2017 was gazetted. A copy of the new Determination was circulated to Council at that time.
- 2.5 On 11 September 2017, Dr Mike Reid, Principal Policy Advisor for LGNZ advised –

For those of you planning to make a submission on the second part (longer term issues) of the Remuneration Authority's review of elected member remuneration the

good news is that the deadline for submissions has been extended from October 20 to December 15.

The extension is to allow Fran Wile, the chair of the Authority, to speak to all LGNZ Zone meetings about the review. Councils which have strong views on the review might wish to ensure they have representatives at the relevant zone meeting later this year (details on LGNZ's website).

Also for your information the LGNZ draft remuneration submission will be sent to all councils within the next couple of weeks.

- 2.6 The Remuneration Review was also included on the Agenda for the LGNZ Zone 2 Meeting in Rotorua on 21 and 22 September 2017. The Mayor, and Councillors Brodie and New attended that Zone meeting (Councillor New for the Friday only).
- 2.7 Council, at a Workshop on 10 October 2017, further considered the Remuneration Authority's consultation document (Part Three) and agreed to individually provide feedback to the questions contained in the Consultation Document for collation and presentation to Council for consideration.
- 2.8 Only three of the seven Council members have provided feedback. That feedback has been collated, edited and formatted into a draft Submission and forms part of this business paper.
- 2.9 Council must make a decision on the final wording for the feedback contained in the draft Submission, and in particular to the answer to Question 3(d) highlighted yellow in the attached draft Submission.

Suggested Resolutions

- 1 The business paper on Review of Local Government Elected Members Remuneration – Consultation be received.
- 2 Council approve the draft submission to the Remuneration Authority's Consultation Document – Local Government Review subject to the following amendments:

...

MICHELLE HIGGIE
EXECUTIVE OFFICER

Attachment: Draft Submission to the Remuneration Authority's Consultation Document

**Draft Submission to the Remuneration Authority's
Consultation Document – Local Government Review**

1. With regard to the proposed factors to be used for sizing councils:
- a. Are there significant influences on council size that are not recognised by the factors identified?
- Yes*
- *Population to land area*
 - *Proportion of rateable land area i.e. DoC Estate is non-rateable*
 - *Legacy assets i.e. Harbour Board shares, etc.*
 - *Legacy debt – debt incurred prior to current period*
 - *Non-infrastructural assets – CCOs*
 - *Current level of rates per ratepayer*
 - *Support Operational Expenditure as a higher weighting tool, as this is a more accurate reflection on council activities, and the role it plays in its district.*
- b. Are there any factors that we have identified that you believe should not be used and why?
- Yes*
- *Number of guest nights*
 - *Guest nights should be changed to visitor spend.*
 - *The number of guest nights is dictated by the accommodation available and is beyond Council's control.*
 - *Guest nights are not an accurate reflection of the visitor demands on infrastructure. For example, in Waitomo's situation we have very large tourism visitation and a high demand on infrastructure, but do not have a large accommodation infrastructure.*
 - *Guest nights do not reflect the demand required as visitors move on to other districts to find accommodation.*
- c. When measuring council assets, do you support the inclusion of all council assets, including those commercial companies that are operated by boards?
- Yes*
- *Include Council assets but there needs to be three separate categories:*
 - (1) *Infrastructural assets*
 - (2) *Non-infrastructural assets i.e. CCOs*
 - (3) *Legacy assets i.e. Harbour Board shares.*
- d. If not, how should the Authority distinguish between different classes of assets?
- (1) *Infrastructural assets*
 - (2) *Non-infrastructural assets i.e. CCOs*
 - (3) *Legacy assets i.e. Harbour Board shares.*
2. a. Are you aware of evidence that would support or challenge the relativity of the factors for each type of council?
- *Higher debt levels demand significantly higher governance skills.*
- b. If you believe other factors should be taken into account, where would they sit relative to others?

No Comment

3. a. Should mayor/chair roles should be treated as full time?

Yes

b. If not, how should they be treated?

No Comment

c. Should there be a "base" remuneration level for all mayors/chairs, with additional remuneration added according to the size of the council?

Yes

- *As a Mayor of a rural council the demands on my time are similar to, or greater than those of a Mayor of a large metro. For example:*
 - *I share 0.5 of an Executive Assistant, compared to a supporting office of a large Metro Mayor.*
 - *I cover every aspect of my Mayor Office duties, and have limited staff resources to support this.*
 - *I regularly travel over an hour to reach outer lying areas of our district, and when I am out of my office, I have to catch up on work after hours, as no one else is covering it.*
 - *My hour log shows on average a 50-60 hour week, and little time for my personal business activities.*
 - *The role of a rural Mayor has changed significantly over the past 9 years, I am seen as the community leader, across all fronts.*

d. If so, what should determine this "base remuneration"?

Yes

- *Equivalent to a MPs base salary.*
- *No Regional Councillors to be paid above a Mayor.*
- *Given that it is a full time equivalent position it should be at least equivalent to a senior management role.*
- *The value placed on the role should reflect the significant time commitment. Mayors are the leader of their communities and the remuneration should reflect this.*

4. a. Should councillor remuneration be decided by each council within the parameters of a governance/representation pool allocated to each council by the Remuneration Authority?

Yes

b. If so, should each additional position of responsibility, above a base councillor role, require a formal role description?

Yes

c. Should each council be required to gain a 75% majority vote to determine the allocation of remuneration across all its positions?

Yes

5. Do the additional demands placed on CCO board members make it fair for elected members appointed to such boards to receive the same director fees as are paid to other CCO board members?

- *Only if they face the same risks and legal responsibilities.*
- *Elected members should not be appointed to CCO Boards.*
- *Don't support elected members should be appointed to CCO directorship roles*

6. Should external representation roles be able to be remunerated in a similar way to council positions of responsibility?

Yes

7. a. Should community board remuneration always come out of the council governance/representation pool?

Yes

- *Councils decide what the Community Board does (delegations and the like), so should also set the pay that reflects these roles.*

- b. If not, should it be funded by way of targeted rate on the community concerned?

Yes

- c. If not, what other transparent and fair mechanisms are there for funding the remuneration of community board members?

No Comment

8. a. Is it appropriate for local government remuneration to be related to parliamentary remuneration, but taking account of differences in job sizes?

Yes

- b. If so, should that the relativity be capped so the incumbent in the biggest role in local government cannot receive more than a cabinet minister?

Yes

- c. If not, how should a local government pay scale be determined?

No Comment

Document No: A377386

Report To: Council



Meeting Date: 28 November 2017

Subject: Progress Report: Road Map Work Programme

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme which was adopted by Council on 27 June 2017.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at **29 August 2017**.

Background

- 2.1 This Road Map sets out the identified work programme leading up to adoption of the 2018-2028 LTP in June 2018.
- 2.2 In addition to projects relating to the LTP, there are a number of other important projects that must also occur over this period and it is important that Council does not focus on the LTP process to the detriment of other important commitments.
- 2.3 It should also be noted that many of the projects of work contained in the Road Map are legislative requirements with statutory timelines which Council has no influence over. The majority of the non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.4 The Road Map details identified projects of work, including a brief commentary for each project. Other issues will come up over time that will need to be tested against the Road Map Work Programme and organisational capacity to identify priority ranking against the established work programme.
- 2.5 The Road Map is a 'living document' subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.
- 2.6 The current edition of the Road Map was adopted by Council on 27 June 2017.
- 2.7 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.
- 2.8 In the interim period a Monthly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones.
- 2.9 The Monitoring Schedule for the Road Map includes the Key Milestones for all projects occurring in the current financial year including indicative timeframes and a commentary on progress for each project of work.

2.10 AMENDMENTS TO TIMELINES AND PROJECTS OF WORK

- 2.11 Any amendments to Project timelines are noted in the monthly Monitoring Schedule. Updates are highlighted in **red font**. All completed projects are moved to the end of the Schedule and are highlighted in **blue font**.

Commentary

3.1 NEW PROJECTS

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

3.3 ROADMAP REVIEW

- 3.4 It was noted at the time of adopting the 27 June 2017 edition of the Road Map Work Programme that there were a number of identified influences on the Work Programme necessitating a further full review to be undertaken within the next 3 – 4 months.

- 3.5 Since that time further unforeseen circumstances have arisen and as such it is not deemed prudent to carry out a complete review at this time. Two of the major influencing circumstances are the restructure of the Community Services activity and the unplanned leave of the Group Manager – Corporate Services.

- 3.6 A summary of the changes made to the planned LTP development programme to accommodate changes in key staff availability and changes in the audit schedule are set out below:

- Deferral of the papers Revenue and Financing Policy #2, Strategic Financial Issues, and the Right Debate from the 21 November 2017 LTP Workshop #7 to the 13 February 2018 LTP workshop #9
- Cancellation of 5 December 2017 LTP Workshop #8. The papers scheduled for this meeting will also be presented at the 13 February 2018 LTP Workshop #9
- Minor changes to both the Consultation Document and final LTP audit dates
- Deliberations meeting bought forward from 6 June 2018 to the 29 May 2018 (existing Council meeting date)
- Council meeting to adopt information and policies making up the final LTP moved from 29 May 2018 to the 12 June 2018 (this is a new meeting date)

Suggested Resolution

The Progress Report: Road Map Work Programme as at **28 November 2017** be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Road Map Monitoring Schedule as at **28 November 2017 (Doc A377366)**



Road Map Work Programme

Monthly Monitoring Schedule

as at 28 November 2017

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Development of 2018-2028 LTP

Council Controlled Organisations

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of CCO wording in 2018-2028 LTP	June-July 2017	Underway Completed
Prepare recommended disclosure for inclusion in 2018-2028 LTP	May 2018	
Council Meeting Receive performance targets from CCOs for review	24 April 2018	Performance measures due from CCOs on 30 March 2018.
Council Meeting Adopt CCO disclosure for inclusion in the 2018-28 LTP	29 May 12 June 2018	

Policy on Remission of Rates (including Remissions and Postponements of Rates on Māori Freehold Land) Policy

Key Milestone	Indicative Timeframe	Commentary
Confirmation of 2016 desktop review to ensure findings still appropriate for 2018-28 Long Term Plan	September – October 2017	Underway Completed
Council LTP Workshop #6 • Rates Remission Policy	7-9 November 2017	Completed <i>If any substantial changes are proposed to the rates remission policy, this will need to form part of the supporting information for the Consultation Document and timelines for CD presented in that section will be followed.</i>
Finalisation of Long Term Plan Document	April - May 2018	
Council Meeting • Adoption of information and policies that form part of the final LTP proposal including Rates Remission Policy	29 May 12 June 2018	

SWaMMP

Key Milestone	Indicative Timeframe	Commentary
Internal review of SWaMMP	March – August 2017	Completed
Council LTP Workshop #3 Review outcomes/requirements for change, discuss any significant variations with Council.	5 September 2017	Underway Completed
Council Meeting Adopt for consultation	27 March 2017	(Timelines will follow the CD consultation process).
Consultation Period	5 April to 4 May 2018	
Hearing	14 – 15 May 2018	
Deliberations	6 June 29 May 2018	
Council Meeting Adopt SWaMMP	26 June 2018	Any significant variations to be included in the 2018-28 LTP Document.

Definition and Application of Separately Used and Inhabited Parts (SUIP)

Key Milestone	Indicative Timeframe	Commentary
Desktop review of the definition and application of SUIPs	July – August 2017	Underway Completed September
Council LTP Workshop #6 Presentation and discussions of results of review for incorporation into the RFP	9-7 November 2017	Completed

Consultation Document Development

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #1 <ul style="list-style-type: none"> LTP project plan Council vision/ strategic direction; Community outcomes; Strategic issues/right debate; Pre consultation - What? When?; Significance and Engagement Policy (SEP); Appointment of directors to CCOs Policy 	8 August 2017	Completed
Council LTP Workshop #2 <ul style="list-style-type: none"> Financial Strategy #1 Population projections; Updated planning/forecasting assumptions; Māori decision making statement; Treasury Policy Anything requiring follow up from Workshop #1 	15 August 2017	Completed
Council LTP Workshop #3 <ul style="list-style-type: none"> Solid Waste Management and Minimisation Plan review outcome (which will form the Solid Waste AMP); AMPs: <ul style="list-style-type: none"> Roading Stormwater 	5 September 2017	Completed
Council LTP Workshop #4#4 <ul style="list-style-type: none"> Community Development Strategy; AMPs: <ul style="list-style-type: none"> Parks and Reserves Recreation and Culture Public Amenities Housing and other Property 	19 September 17 October 2017	Completed
Council LTP Workshop #5 <ul style="list-style-type: none"> Performance Measurement Framework review outcomes AMPs: <ul style="list-style-type: none"> Wastewater Water Information Technology Regulatory/Resource Management Investments 	10 October 2017	Completed <ul style="list-style-type: none"> Investment AMP to be covered via other pieces of work within LTP i.e. Financial Strategy Information Technology AMP to go to 13 February workshop due to other dependencies (namely development of IT strategy)
Council LTP Workshop #6 <ul style="list-style-type: none"> Revenue and Financing Policy #1 Infrastructure Strategy #1 Rates Remission Policy Financial Strategy #2 (if required) 	7-9 November 2017	Completed <ul style="list-style-type: none"> Infrastructure strategy moved to 21 November workshop

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #7 • Revenue and Financing Policy #2 <ul style="list-style-type: none"> • Strategic Financial Issues • Infrastructure Strategy #1 	21 November 2017	<ul style="list-style-type: none"> • Strategic Financial Issues moved to 13 February workshop
Council LTP Workshop #8 • Budget Forecasts #1 • Recap of issues • Revisit 'right debate' to be included in the CD.	5 December 2017	Workshop cancelled. Items moved to 13 February workshop. cancelled.
Council LTP Workshop #9 <ul style="list-style-type: none"> • Comms/Engagement plan for LTP • Preliminary Draft Financial Forecasts • RFP Considerations (if required) • Information Technology AMP (if required) • Strategic Financial Issues • Revenue and Financing Policy #2 • Budget Forecasts #1 • Recap of issues • Right debate 	13 February 2018	
Council LTP Workshop #10 <ul style="list-style-type: none"> • Working draft Consultation Document • Preliminary draft Financial Strategy • Preliminary Draft Financials 	20 February 2018	This workshop is planned as a reserve date for discussion on Financial Forecasts/ RFP/Financial Strategy, to be convened if required.
Council LTP Workshop #11 <ul style="list-style-type: none"> • Consultation Document for Audit • Draft Financials for Audit • Other Supporting Info for Audit 	6 March 2018	
Audit of CD	7 5 March – 14 March 2018	
Hot Review (OAG)	15 –16 March 2018	
Council Meeting <ul style="list-style-type: none"> • Adopt Consultation Document for consultation • Adopt Supporting Information for consultation <ul style="list-style-type: none"> – Financial Statements – AMPs (Asset and Activity Management Plans) – Infrastructure Strategy – SWAMMP – Financial Strategy – Revenue and Financing Policy – Planning assumptions 	27 March 2018	
Public notification	5 April 2018	
Consultation Period	5 April to 4 May 2018	
Submission analysis	7 - 11 May 2018	
Council Hearings	14 – 15 May 2018	
Council Deliberations	6 June 29 May 2018	

Long Term Plan – Final Document

Key Milestone	Indicative Timeframe	Commentary
Collation of 2018-28 Long Term Plan Document	April - May 2018	
Council Meeting <ul style="list-style-type: none"> • Receive performance targets from CCOs for review 	24 April 2018	Performance measures due from CCOs on 30 March 2018.
Council Meeting <ul style="list-style-type: none"> • Adopt information and policies forming part of the final LTP proposal: <ul style="list-style-type: none"> – Significance and Engagement Policy; 	29 May 12 June 2018	Depending on the extent of changes in the review of these policies some of them might have been adopted as part of Supporting Information for the CD.

Key Milestone	Indicative Timeframe	Commentary
<ul style="list-style-type: none"> – Appointment of Directors to CCOs Policy; – Māori decision making statement; – Treasury Policy; – Rates Remission Policy; – Adopt CCO disclosure information (e.g. Targets and Objectives) – Receive variation statement between WSSA and LTP (if required) 		A copy of the Working Draft LTP document is proposed to be handed out at this meeting (informally) for feedback.
Audit of full 2018-28 LTP	11 3 - 18 June 2018	
Hot Review	18 June 2018	
Council Meeting Adoption of LTP	26 June 2018	

Strategic Direction for 2018-28 Long Term Plan

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #1 <ul style="list-style-type: none"> • Strategic issues/right debate; • Council vision; • Council strategic direction; • Community outcomes; • Pre consultation - What? When? 	8 August 2017	Completed
Council LTP Workshop #2 <ul style="list-style-type: none"> • Population projections (the Rationale report); • Updated planning/forecasting assumptions 	15 August 2017	Completed
Council LTP Workshop #7 <ul style="list-style-type: none"> • Strategic Financial Issues 	21 November 2017	<i>Moved to 13 February workshop</i>
Council LTP Workshop #8 <ul style="list-style-type: none"> • Recap of issues • Revisit 'right debate' to be included in the CD. 	5 December 2017	<i>Workshop cancelled, items moved to 13 February workshop</i>
Council LTP Workshop #9 <ul style="list-style-type: none"> • Strategic Financial Issues • Recap of issues • Revisit 'right debate' to be included in the CD. 	13 February 2018	
Council LTP Workshop #10 <ul style="list-style-type: none"> • Preliminary draft Consultation Document including preliminary strategic direction 	20 February 2018	
Council LTP Workshop #11 <ul style="list-style-type: none"> • Consultation Document for Audit • Supporting Info for Audit 	6 March 2018	
Council Meeting <ul style="list-style-type: none"> • Adopt Consultation Document for consultation including strategic direction 	27 March 2018	

Forecasting Assumptions

Key Milestone	Indicative Timeframe	Commentary
Development of assumptions, environmental scan	July 2017	Completed
Council LTP Workshop #2 <ul style="list-style-type: none"> • Consideration of assumptions: <ul style="list-style-type: none"> – Population projections – Updated planning/forecasting assumptions 	15 August 2017	Completed

Key Milestone	Indicative Timeframe	Commentary
Council Meeting <ul style="list-style-type: none"> Adopt Consultation Document for consultation Adopt planning assumptions as part of Supporting Information for consultation 	27 March 2018	

Financial Strategy

Key Milestone	Indicative Timeframe	Commentary
Desktop Review and recommendations	July 2017	Completed
Council LTP Workshop #2 <ul style="list-style-type: none"> Financial Strategy #1 	15 August 2017	Completed
Council LTP Workshop #6 <ul style="list-style-type: none"> Financial Strategy #2 (if required) 	9 7 November 2017	Completed
Council LTP Workshop #10 <ul style="list-style-type: none"> Financial Strategy #3 (if required) 	20 February 2018	
Council Meeting <ul style="list-style-type: none"> Adopt Financial Strategy as part of Supporting Information for consultation 	27 March 2018	The process for CD and LTP document will be followed from here on
Public notification	5 April 2018	
Consultation Period	5 April to 4 May 2018	
Submission analysis	7 May – 11 May 2018	
Council Hearings	14 – 15 May 2018	
Council Deliberations	6 June 29 May 2018	

Infrastructure Strategy

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #76 <ul style="list-style-type: none"> Infrastructure Strategy #1 	7-21 November 2017	Moved to 21 November workshop
Council LTP Workshop #11 <ul style="list-style-type: none"> Infrastructure Strategy #2 (if required) 	6 March 2018	
Audit of CD	7-5 March – 14 March 2018	
Hot Review (OAG)	15 –16 March 2018	
Council Meeting <ul style="list-style-type: none"> Adopt Infrastructure Strategy as part of Supporting Information for consultation 	27 March 2018	The process for CD and LTP document will be followed from here on
Public notification	5 April 2018	
Consultation Period	5 April to 4 May 2018	
Submission analysis	7 May – 11 May 2018	
Council Hearings	14 – 15 May 2018	
Council Deliberations	6 June 29 May 2018	

Assessment of Water and Sanitary Services

Key Milestone	Indicative Timeframe	Commentary
Desktop Review to test for variations between adopted WSSA and LTP documentation.	January - February 2018	
Council LTP Workshop #11 <ul style="list-style-type: none"> Review any variations between adopted WSSA and LTP documentation 	6 March 2018	If no variations found in the review, it will not form part of this workshop
<i>In case of variation:</i>		
Council Meeting	29 May 12 June 2018	

Key Milestone	Indicative Timeframe	Commentary
<ul style="list-style-type: none"> Adopt 'variation between LTP and WSSA' for the LTP Document 		

Performance Management Framework

Key Milestone	Indicative Timeframe	Commentary
Review current Performance Management Framework	August - September 2017	Completed Underway
Council LTP Workshop #5 <ul style="list-style-type: none"> Performance Measurement Framework review outcomes 	10 October 2017	Completed
Council Meeting Adopt Performance Management Framework as part of the information required for the LTP Document	29 May 12 June 2018	

Iwi Engagement

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing Māori Contribution to Decision Making	July - August 2017	Completed
Council LTP Workshop # 2 Outcomes of review presented to Council	15 August 2017	Completed
Council Meeting <ul style="list-style-type: none"> Adoption of Māori decision making statement as part of information and policies that form part of the final LTP Document 	29 May 12 June 2018	

Appointment of Directors to a Council-Controlled Organisation

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy and recommendations	August 2017	Completed
Council LTP Workshop # 1 Present desktop review findings	8 August 2017	Completed
Council Meeting Adopt Policy as part of information and policies that form part of the final LTP Document	29 May 12 June 2018	

Treasury Policy

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing policy	July 2017	Completed
Council LTP Workshop # 2 <ul style="list-style-type: none"> Outcome of review of Treasury Policy 	15 August 2017	Completed
Finalisation of Long Term Plan Document	April - May 2018	
Council Meeting <ul style="list-style-type: none"> Adopt Treasury Policy as part of information and policies that form part of the final LTP Document 	29 May 12 June 2018	

Asset and Activity Management Plans – Updating for 2018-2028 LTP Purpose

Key Milestone	Indicative Timeframe	Commentary
Review of AMPs including: <ul style="list-style-type: none"> • Levels of Service – mandatory, technical and community; the what, when and how • Demand Management – planning for the future and optimising current capacity • Lifecycle Management - Asset Inventory, Condition and performance Assessment, Management Strategies. • Risk Management – strategies in the event of failure modes for critical components • Completion of Financial Projections – the expenditure needed over the next 10 years or more to meet and maintain levels of service 	July /August 2017	Underway Completed
<ul style="list-style-type: none"> • AMPs (going to Workshop #3) due for Management Review 	22 August 2017	<ul style="list-style-type: none"> • Investment AMP to be covered via other pieces of work within LTP i.e. Financial Strategy • Information Technology AMP to go to 13 February workshop due to other dependencies (namely development of IT strategy) <p>Workshops are scheduled to present AMPs and gain Council feedback on Levels of Service, Risks and Development Expenditure.</p>
Council LTP Workshop #3 <ul style="list-style-type: none"> • Solid Waste Management and Minimisation Plan review outcome; • SWAMMP review outcome; • AMPs: <ul style="list-style-type: none"> – Solid Waste Activity (aligned with the SWaMMP) – Roading – Stormwater 	5 September 2017	
<ul style="list-style-type: none"> • AMPs (going to Workshop #4) due for Management Review 	5 September 2017	
Council LTP Workshop #4 <ul style="list-style-type: none"> • Community Development Strategy; • AMPs: <ul style="list-style-type: none"> – Parks and Reserves – Recreation and Culture – Public Amenities – Housing and other Property 	19 September 17 October 2017	
<ul style="list-style-type: none"> • AMPs (going to Workshop #5) due for Management Review 	26 September 2017	
Council LTP Workshop #5 <ul style="list-style-type: none"> • Assessment of Water and Sanitary Services review outcome • Performance Measurement Framework review outcomes • AMPs: <ul style="list-style-type: none"> – Wastewater – Water – Community Development – Information Technology – Regulatory/Resource Management – Investments 	10 October 2017	
All finalised AMP documents due for Management Review	9 February 30 January 2018	Underway
Council LTP Workshop #9 <ul style="list-style-type: none"> • Information Technology AMP (if required) 	13 February 2018	Underway
Council LTP Workshop #11 Supporting Info for Audit	6 March 2018	
<ul style="list-style-type: none"> • Audit of CD 	5 March – 14 March 2018	

Key Milestone	Indicative Timeframe	Commentary
Hot Review (OAG)	15 – 16 March 2018	
Council Meeting <ul style="list-style-type: none">• Adopt Consultation Document for consultation• Adopt Supporting Information for consultation<ul style="list-style-type: none">– AMPs (Asset and Activity Management Plans)	27 March 2018	

Leadership

Section 17A Delivery of Services Reviews

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Outcome of regional discussions on a collaborative approach to s17A Reviews.	27 June 2017	LASS has progressed slowly on this collaborative work stream and currently information is being on contracts held by Councils which will only be useful for future reviews. This work stream has had to be progressed internally, outside of the collaborative effort to meet statutory timelines.
Council Workshop Draft outcomes of internal s17A Reviews	20 July 2017	Completed
Council Meeting Adoption of Review outcomes	1 August 2017	Completed. A business paper was presented to Council on 1 August 2017.

Risk Management: Oversight and Governance

Key Milestone	Indicative Timeframe	Commentary
Review of risk identification, management and mitigation options	September-October 2015	Council paper presenting proposed way forward considered at Council meeting 28 June 2016.
Develop Internal Audit Plan	August 2016	Meeting with KPMG is scheduled for first week of September to get underway with this.
Implement Internal Audits	August 2016 to August 2017	KPMG have indicated that the earliest they can start this process is in Jan-Feb 2017
Develop Risk Management Framework and Policy	November 2016	The timelines will be revised and the Roadmap updated accordingly after KPMG complete the assessment work in Feb 2017. The process will be kick started in early March 2017. Further updates will be provided thereafter.
Assessment of Organisational Risks	June – July 17	The 17/18 EAP development timeline changes impacted on this work stream. New timelines with milestones are noted below.
Develop measures for reporting in relation to significant risks	August 2017	Completed.
Council Meeting Report back on assessment work to Council	1 August 2017	Completed. A business paper was presented to Council on 1 August 2017.
Council Meeting Risk Management Reporting to Council	October 2017 February 2018 April 2018 August 2018	Ongoing

Information Services Strategic Plan: Review

Key Milestone	Indicative Timeframe	Commentary
Review of IS Strategic Plan	July-September 2017	Underway
ISSP due for Management review	26 September 2017	Underway

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #5 Information Technology Strategic Plan presented to Council	10 October 2017	Scheduled to be presented as part of the LTP workshop 9, 13 February 2018

Procurement Policy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review of Procurement Policy	14 September 2016	Completed
Council Meeting – Policy presented to Council for adoption of amendments or updates.	April 2018 28 November 2017	Moved to April 2018 Underway

Review of Representation Arrangements (including Māori Representation) & Electoral Systems

Electoral Systems

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Resolution to change/not change the electoral system	29 August 2017	A Business Paper is contained elsewhere in the Agenda Completed
Public notice of the right for electors to demand a poll on the electoral system	August 2017	Completed
Deadline for polls to be received to be effective for the 2019 triennial local election	February 2018	If by 28 February 2018 it is ascertained that a poll is required, a timeline for dealing with the requirements of that poll will be developed at that time.

Māori Wards and Constituencies

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consideration of briefing paper on Māori Wards and Constituencies	8 August 2017	Completed - Council's decision can feed into the development of the Maori Contribution to Decision Making statement for the 2018-28 LTP
Council Meeting Resolution to be taken in respect to Council's consideration of Māori Wards and Constituencies	29 August 2017 Statutory Deadline 23 November 2017	A Business Paper is contained elsewhere in the Agenda Completed

Representation Arrangements

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consider options for representation arrangements	31 July 2018	
Council Meeting Resolution of proposed representation arrangements for consultation	28 August 2018	
Public notice of proposal and invite submissions (public notice must be within 14 days after making resolution and prior to 8 September 2018)	4 September 2018	
Submissions close	5 October 2018	
If no submissions then proposal becomes final		

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Consideration of submissions and possible amendment of proposal (within 6 weeks of closing date of submissions)	30 October 2018	
Public notice of Council's "final" proposal	8 November 2018	
Appeals and objections close	7 December 2018 (Statutory deadline, 20 December 2018)	
If no appeals or objections then proposal becomes final	Public notice 13 December - final proposal	
If appeals/objections received, Council forwards appeals, objections and other relevant information to the Commission	By 21 December 2018 (Statutory deadline 15 January 2019)	
Commission considers resolutions, submissions, appeals and objections and makes determination	Prior to 11 April 2019	
Determination subject to appeal to High Court on a point of law		If the matter goes to High Court, on appeal, timelines will be determined thereafter.

2016/17 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Brief Council on timeframe.	30 May 2017	Completed
WDC Audit. Deloitte will be onsite for 2 weeks.	September 2017	Completed
Deloitte technical/final review. Once the audit field work is complete the final document is sent to Deloitte technical team for final review.	September/October 2017	Completed
Council Meeting Progress Report to Council on Interim June financial results. These are draft results and subject to change as a result of the audit process. The interim reports will include commentary and any qualifications necessary.	26 September 2017	Completed
Council Meeting Adopt Annual Report	31 October 2017	Completed
Audit of Summary Annual Report	8-10 November 2017	Underway
Audit Opinion on Summary Annual Report	13 November 2017	Underway
Public notification of final Annual Report and Summary	23 November 2017	Underway

Communications Strategy Progress

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Six monthly progress report to end of June	1 August 2017	Completed. A business paper was presented to Council on 1 August 2017.
Council Meeting Six monthly progress report to end of December	27 February 2018	Report provided at next meeting following end of six monthly period
Council Meeting Six monthly progress report to end of June	31 July 2018	Report provided at next meeting following end of six monthly period

Resident Satisfaction Survey (for 2016/17 Annual Report)

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Resident Satisfaction (Levels of Service) Survey	May 2018	
Survey to test: 1. Importance of Service 2. Satisfaction with Service 3. Provide for commentary/ suggestions	May 2018	
Undertake Survey	June - July 2018	
Analyse / Report Survey Results	August 2018	
Council Meeting Resident Satisfaction Survey Results to Council	28 August 2018	
Resident Satisfaction Results ready for inclusion in Annual Report	August 2018	

District Planning

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Initial Project Planning completed	April 2017	Completed.
Presentation and engagement with all WDC staff on Project Plan	March 2017	Completed.
Council Workshop Discuss process and detailed project plan and Commence review	12 April 2017	Completed. This Workshop - <ol style="list-style-type: none"> 1 Outlined the purpose of the RMA and the hierarchy of statutory documents that the District Plan is required to give effect to. 2 Enabled discussion about the potential impact of this cost and resource intensive project on WDC staff and Councillors. 3 Provided an explanation of what is included in a District Plan and why the District Plan requires updating. 4 Engaged Councillors in some planning activities 5 Enabled initial discussions regarding the underlying philosophy of the new rural zone.
Council Meeting Adoption of process for plan development	7 June 2017	Completed. The RMA has been amended and now offers three options for plan development)
Council Workshop Residential Zone issues Rural-residential Zone issues	20 June 2017	Completed. First draft of Rural Chapter
Council Workshop Iwi engagement Designations	20 July 2017	Business paper and PowerPoint Presentation prepared for 20 July 2017 Council Workshop
Council Workshop Standalone coastal issues	15 August 2017	Completed
Council Workshop Consultation Plan and consultant engagement Commercial Zone Issues Industrial Zone Issues	19 September 2017	First draft of Residential, Rural Residential Chapters
Council Workshop Papakainga Zone issues Subdivision issues	17 October 2017	First draft of Industrial Chapter
Council Workshop Settlements/Village Issues Summer workshops – coastal issues	21 November 2017	
Council Workshop Tentative date – catch up and additional issues as needed	20 February 2018	
Council Workshop Deferred Zone issues Hazards	6 March 2018	First draft of Subdivision and Papakainga Chapter
Council Workshop Tentative date – catch up and additional issues as needed	10 April 2018	

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Transportation, Hazardous substances and general amenity issues Works and Utilities	1 May 2018	First draft of Settlements and Deferred Zone Chapters
Council Workshop Tentative date – catch up and additional issues as needed	5 June 2018	
Council Workshop Transportation, Hazardous substances and general amenity issues Works and Utilities	24 July 2018	First draft of Transportation, Hazardous substances and general amenity
First Draft Complete	December 2018	
Tentative Notification	First Quarter 2019	

Review of Development/Financial Contributions

It is suggested that development contributions be assessed and, if required, developed as part of the 2018-28 Long Term Plan.

Town Concept and Structure Plans

Note: Town Concept Plans and Structure Plans will be encompassed in the District Plan review.

Te Maika Zone

Note: Zoning, land use and subdivision controls will be addressed as part of the District Plan review.

Mokau Adaptive Management Strategy

Note: An Adaptive Management Strategy will be addressed as part of the District Plan Review. This will address zoning, natural hazard management, land use and subdivision controls.

Regulation and Compliance Services

The Regulation group of activities together with Resource Management fall under the Regulatory Services business unit. The Regulation Group aims to ensure a healthy and safe environment for the community in terms of building and food safety, regulatory behaviours and creating a nuisance free, family and investment friendly environment.

This Group includes the regulatory functions devolved to Council by legislation and leads the making of the necessary policies and bylaws.

The functions are:

- Building Control
- Alcohol Licensing
- Environmental Health
- Bylaw Administration
- Animal and Dog Control

The Resource Management Activity involves the administration, application and enforcement of the Waitomo District Plan provisions including:

- Issuing of Resource Consents
- Monitoring consents for compliance with conditions
- Making amendments to the District Plan

This Group exists to promote sustainable development of natural and physical resources by establishing policies and plans which aim in part to make the district vibrant and prosperous.

The Resource Management Act 1991 (RMA) requires Council to implement and review objectives, policies and methods to achieve integrated management of the effects of the use, development or protection of land and associated natural and physical resources of the district.

Policy: General

1.0 DESCRIPTION

Council has a number of legislatively required policies falling within the responsibility of WDC's Regulation Activity under the "Harm and Safety" category.

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

Policy	Last Review Date	Next Review	Review Cycle
Dangerous and Insanitary Buildings ①	June 2016	June 2021	5 Years (legislative requirement)
Gambling Venues ②	August 2017	August 2020	3 Years
Dog Control ③	December 2015	September 2020	5 Years
Earthquake Prone Buildings ④	July 2011	⑤	No longer applicable
Local Alcohol Policy ⑥	February 2016	June 2022	6 Years ⑦ (legislative requirement)
Psychoactive Substances ⑧			

① The **Dangerous and Insanitary Buildings Policy** sets out WDC's response to the policy requirements in relation to dangerous and insanitary buildings in terms of the Building Act 2004.

② The **Policy on Gambling Venues** outlines the controls in the District (e.g. location and number of machines) for Class 4 Gambling Venues and NZ Racing Board venues providing racing betting or sports betting services. Council considered the Policy at its meeting on 1 August 2017 and determined not to amend the Policy.

③ The **Dog Control Policy** sets out dog access rules (prohibited areas, restricted areas and exercise areas) and encourages responsible dog ownership. The Policy is also supported by Dog Control Bylaw which allows for enforcement. The Bylaw was reviewed in conjunction with the Policy in December 2015.

④ The **Policy on Earthquake Prone Buildings** sets out the Council's policy for the management of earthquake prone buildings.

- ⑤ The Building (Earthquake-prone Buildings) Amendment Act 2016 (the Amendment Act), which was enacted in May 2016, changes the way earthquake-prone buildings will be managed, by establishing a new nationally consistent system for identifying and remediating earthquake-prone buildings. The Amendment Act removes the requirement for each territorial authority to have its own earthquake-prone building policy, and therefore this policy ceased to apply as at 1 July 2017.
- ⑥ The **Local Alcohol Policy** (LAP) balances the reasonable needs of the residents of Waitomo District regarding the sale, supply and consumption of alcohol, while addressing the statutory requirements of the Sale and Supply of Alcohol Act 2012, including the object of the Act to minimise the harm caused by excessive or inappropriate consumption of alcohol.
- ⑦ Whilst the LAP was adopted by Council in February 2016, its “Operative” date is 1 June 2016 and the next review of the Policy must be within 6 years of the “Operative” date.
- ⑧ The **Psychoactive Substances** Act 2013 makes provision, but is not mandatory, for Council to adopt a policy on psychoactive substances to enable the Council and its community to have influence over the location of retail premises selling such products. In March 2015, Council considered this matter and agreed to continue to monitor the requirement for a Psychoactive Substances Policy.

Policy: Gambling Venues

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	June 2017	Complete
Prepare recommendations	June/July 2017	Complete
Council Workshop	20 July 2017	Completed
Council Meeting Consider requirement to amend policy	1 August 2017	Completed. Council resolution not to amend policy.

Policy: Dog Control Policy and Practices Report 2016/2017

Key Milestone	Date	Commentary
Council Meeting – Dog Control Policy and Practices Report	August 2017	Business paper prepared for 1 August 2017 Council Meeting
Public notification	August 2017	Completed.

Bylaws: General

1.0 DESCRIPTION

Whilst the statutory required 10 year cycle review dates for Council’s Bylaws do not fall within the period of this Road Map Work Programme, at any time, for any number of reasons, it may become necessary to review a Bylaw before the required statutory review.

Section 158 of the Local Government Act requires that Council must review any bylaw, made under the LGA, no later than five years after the date on which the Bylaw was made.

Once the initial five year review was completed, bylaws are then required to be reviewed on a 10 year cycle. If bylaws are not reviewed as detailed above, they cease to have effect two years after the date on which the Bylaw was required to be reviewed.

Historically WDC had a large number of Bylaws. A full review was completed in the period 2008-2011, where Council consolidated the many old Bylaws into “new” Bylaws.

Set out in the table below is the timeline for each Bylaw including when it was adopted as a “New” Bylaw, the 5 Year Review date and the 10 Year Cycle Review Date. There is also a column “Other Review Date” for any review which is not part of the statutory timeline, but may be required from time to time for various reasons

Bylaw	"New" Bylaw Adoption Date	5 Year Review Adoption Date	Other Review Date	10 Year Cycle Review Due
Trade Waste Bylaw	1 July 2006	26 July 2011	①	July 2021
Dog Control Bylaw	16 December 2008	25 June 2014	15 December 2015 ②	December 2025
Public Places Bylaw	24 March 2009	25 June 2014		June 2024
Public Health and Safety	3 November 2009	25 June 2014		June 2024
Solid Waste	3 November 2009	25 June 2014		June 2024
Public Amenities	10 February 2010	10 February 2015		February 2025
Water Services	10 February 2010	10 February 2015		February 2025
Land Transport	25 May 2010	29 April 2015	③	April 2025
Freedom Camping			④	

- ① Trade Waste Bylaw review initialised to address/facilitate renewal of Discharge Agreements with Meat Work Companies. (This Review is programmed elsewhere in this Road Map).
- ② Since adoption of the Dog Control Bylaw in June 2014, Council made changes to the way in which Animal Control Services are provided and as a result both the Dog Control Policy and Bylaw required updating. (That Review was programmed and completed in December 2015. As a result of that review, the 10 Year Cycle date has moved out to December 2025 accordingly).
- ③ In August 2015, the Department of Internal Affairs requested that all Councils review their Land Transport Bylaws following the Government's enactment of legislation to validate speed limits set by road controlling authorities with retrospective effect.
- ④ Council has confirmed its intent to obtain "Motorhome Friendly" status. For a town to obtain the Motorhome Friendly status the requirements of the New Zealand Motorhome Caravan Association include the requirement for a Freedom Camping Bylaw consistent with the premise of the Freedom Camping Act 2011.

Bylaws: Land Transport Bylaw – Review

Key Milestone	Indicative Timeframe	Commentary
Desktop review of Bylaw		
Council Workshop Review of Land Transport Bylaw		
Council Workshop If further workshopping required		
Council Meeting Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
Council Hearing		
Council Deliberations		
Council Meeting Adopt Land Transport Bylaw		

Bylaws: Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Motorhome Friendly District (refer Community Development Section) Site(s) review and development recommendations	14 June 2016	14 Sept 2016 - A business paper was presented to the Council workshop.
Development of draft Freedom Camping Bylaw	Timeline to be confirmed following Council Workshop	13 Dec 2016 - A business paper was presented to Council advising development of a Freedom Camping Bylaw will commence in 2017. A business paper is contained elsewhere in this Agenda. On 29 August 2017 Council considered a Progress Report and as a result resolved to defer the development of a Proposed Freedom Camping Bylaw until the 2018/19 financial year.
Council Workshop Review of Freedom Camping Bylaw		
Council Workshop If further workshop required		
Council Meeting Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
Hearing		
Deliberations		
Council Meeting Adopt Freedom Camping Bylaw		

Community Development

Introduction

Key Milestone	Indicative Timeframe	Commentary
Discretionary Grants - Round 1	Quarterly	
Advertising (x2)	August	
Applications close and are considered	1 September	
Announcements & Funding Allocation	September	
Discretionary Grants - Round 2	Quarterly	
Advertising (x2)	November	
Applications close and are considered	1 December	
Announcements & Funding Allocation	December	
Discretionary Grants - Round 3	Quarterly	
Advertising (x2)	February	
Applications close and are considered	1 March	
Announcements & Funding Allocation	March	
Discretionary Grants - Round 4	Quarterly	
Advertising (x2)	May	
Applications close and are considered	1 June	
Announcements & Funding Allocation	June	
Triennial Grants	3 Yearly (as part of LTP)	
Applications invited and advertised	1 October 2017 – 31 January 2018	
Applications close	31 January 2018	
Applications assessed for LTP	February 2018	
Final adoption of the LTP	June 2018	
Services Grants	3 Yearly (as part of LTP)	
POS Grant applications invited	November 2017 – January 2018	
Applications assessed for LTP	February 2018	
Final adoption of the LTP	June 2018	
Announcement to recipients	July 2018	
Payment of annual allocations	As per agreed Terms and Conditions	
POS Grant applications invited	November 2017 – January 2018	
Community Partnership Fund	Annually (2nd Round if required)	
Advertising	October – November	
Applications close	November	
Council Workshop Consideration of Applications	December	
Council Meeting Consideration of Applications	December	
Announcements & Funding Allocation	December	
Advertising	February (if required)	
Applications close	March (if required)	
Council Workshop Consideration of Applications	March (if required)	
Council Meeting Consideration of Applications	March (if required)	
Announcements & Funding Allocation	March (if required)	
Community Halls Grants	3 Yearly (as part of LTP)	
Budget consideration for LTP	September 2017 – March 2018	

Key Milestone	Indicative Timeframe	Commentary
Final adoption of the LTP	June 2018	
Announcement to recipients	July 2018	
Funding allocation	Annually in September	
Creative Communities	6 Monthly	
Applications invited and advertised	April/May October/November	
Applications close	May November	
Committee Meeting Consideration of Applications	June December	
Announcements & Funding Allocation	June December	
Sport NZ Rural Travel Fund	Annually	
Applications invited and advertised	September/October	
Applications close	October	
Committee Meeting Consideration of Applications	November	
Announcements & Funding Allocation	November	
DC Tynan Trust Fund	Annually	
Applications invited and advertised	June/July	
Applications close	July	
Committee Meeting Consideration of Applications	August	
Announcements & Funding Allocation	August	

Summary of Grants Paid

Key Milestone	Indicative Timeframe	Commentary
Council Meeting At the end of each financial year a Summary of all Grants paid throughout the year is prepared for presentation to Council	29 August 2017	A business paper was presented to Council on 29 August 2017. A business paper is contained elsewhere within this Agenda.

Community Development Fund Policy – Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review Community Development Fund	15 August 2017	Completed
Council Meeting Adoption of revised Community Development Fund Policy	29 August 2017 May 2018	As discussed at the Workshop held on 15 August 2017, the revised Community Development Fund Policy will be presented to Council in May 2018 following confirmation of LTP considerations.

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
A Youth Council submission is to be made annually to either an EAP or LTP	This submission will be made during WDC's consultation period	
Council Meeting Report to Council outlining WDYC achievements throughout the 2017/2018 year including youth projects undertaken.	26 June 2018	

Community Events

2017 Christmas Parade

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders	September/October 2017	Ongoing
Review and implement Project Plan	October 2017	Ongoing
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	November/December 2017	Ongoing
Execution of event	8 December 2017	
Council Meeting Management Report on the event identifying success	27 February 2018	

2018 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Review scope of Great NZ Muster	September/October 2017	Complete
Identify and consult with key stakeholders	September/October 2017	Ongoing
Development and implementation of a Project Plan	October 2017	Ongoing
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	January to March 2018	Ongoing
Execution of event	7 April 2018	
Council Meeting Management Report on the main event (The Muster) identifying success	26 June 2018	

Citizen Awards Working Party

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Business Paper to Council - Appointment of Working Party	November 2018	

Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2018	
Council Meeting Presentation of Timeline and promotion of Nominations	27 February 2018	
Consideration of Nominations by Working Party	March/April 2018	
Awards Ceremony	May 2018	

Combined Mayoral ITO Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	October 2017	
Graduate names received from Industry Training Organisations	December 2017/January 2018	
Invitation to Graduates and Families/Supporters	March 2018	
Graduation Ceremony	May/June 2018	

Sister City Relationship

Key Milestone	Indicative Timeframe	Commentary
Review of Sister City portfolio	June/July 2017	Completed
Council Workshop Findings of review. Consideration of guidelines to support the relationship between WDC and the Sister City Committee	15 August 2017	Completed. A business paper is contained elsewhere within this Agenda.

Service Level Agreement - Sport Waikato

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation – Sport Waikato. Six Monthly Report to Council (including presentation of Schedule of Services for 2017/18 year)	26 September 2017	Complete
Council Meeting Deputation – Sport Waikato. Six Monthly Report to Council	27 March 2018	

Service Level Agreement – Waitomo Caves Discovery Centre

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation – Reporting against Service Level Agreement (including presentation of annual report)	26 September 2017	Complete
Council Meeting Deputation – Reporting against Service Level Agreement	27 March 2018	

Service Level Agreement – Hamilton Waikato Tourism

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation by HWT – End of Year Report	31 October 2017 28 November 2017	A business paper is contained elsewhere in this Agenda.
Council Meeting Deputation – Six Monthly Report	24 April 2018	

Motor Home Friendly District

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report – Motor Home Friendly District	28 November 2017	A business paper was presented to Council at the 29 August 2017 meeting. Council approved the deferral of the development of a Freedom Camping Bylaw until the 2018/2019 financial year. In the interim WDC continues to work closely with the NZ Motor Caravan Associations in regard to initiatives to support the Motor Home Friendly District status.
Council Meeting Progress Report – Motor Home Friendly District	29 May 2018	

Customer Services Strategy – Review

Key Milestone	Indicative Timeframe	Commentary
Internal Review of Strategy	March/April 2018	
Council Workshop Review of Strategy	May 2018	
Council Meeting Adoption of reviewed Strategy	26 June 2018	

Waitomo's Digital Journey

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council		6 monthly Progress Reports will be presented to Council following the appointment of an Economic Development Officer.

Economic Development

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review Strategy and Implementation Plan	10 October 2017	This strategy has been included in the Community Development Activity Management Plan (AMP). Council workshopped that revised AMP at its Workshop on 17 October 2017 as part of the 2018-2028 LTP development process.
Council Meeting Adopt changes to Strategy and Implementation Plan (if required)	31 October 2017	

Waitomo District Library Strategy – Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Strategy to Council for review	19 September 2017	This strategy has been included in the Community Development Activity Management Plan (AMP). Council workshopped that revised AMP at its Workshop on 17 October

Key Milestone	Indicative Timeframe	Commentary
		2017 as part of the 2018-2028 LTP development process.
Council Meeting Strategy adopted by Council	31 October 2017	

Community Development Strategy - Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Strategy to Council for review	19 September 2017	This strategy has been included in the Community Development Activity Management Plan (AMP). Council workshopped that revised AMP at its Workshop on 17 October 2017 as part of the 2018-2028 LTP development process.
Council Meeting Strategy adopted by Council	31 October 2017	

Community Services

Property: Divestment – Old Ministry of Works Building

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report to Council outlining building removal options and development of site	1 August 2017	Completed. A business paper was presented to Council on 1 August 2017.
		Further options are being considered. A business paper was will be presented to Council in September 2017.

Parks & Reserves: Brook Park Entrance Development

Key Milestone	Indicative Timeframe	Commentary
Call for Tenders	August 2017	Tender documents have been issued and tenders close 25 August 2017.
Construction Commences	September/ October 2017	This contract has been awarded and work is due to commence shortly.

Parks & Reserves: Walking Track Strategy

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report to Council outlining findings of walking track audit	27 February 2018	
Development of Walking Track Strategy	March to May 2018	
Council Meeting Draft Walking Track Strategy presented to Council	29 May 2018	
Council Meeting Walking Track Strategy presented to Council for adoption	26 June 2018	

Parks & Reserves: Reserves Management Plan

Key Milestone	Indicative Timeframe	Commentary
Milestones will be identified and confirmed in conjunction with the District Plan Review timelines	To be confirmed	A business paper was presented to Council at the 29 August 2017 meeting. At that meeting Council resolved (1) to defer development of the Proposed RMP for the Aerodrome in favor of its inclusion in an overall RMP work program; and (2) that the development of an overall RMP work program, to be aligned with the Proposed District Plan process, including the identification of RMPs for specific significant reserves, and a single RMP for all identified passive reserves. is contained elsewhere within this Agenda.

Public Amenities: Te Kuiti Cemetery Development Plan

Key Milestone	Indicative Timeframe	Commentary
Development of concept design for the future expansion of the cemetery		Timelines to be confirmed upon finalisation of land acquisition.

Public Amenities: Marokopa Public Toilet Replacement

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	28 August 2017	A Progress Report was presented to Council on 29 August 2017. Installation of the new Public Toilet is scheduled for mid to late February 2018. A business paper is contained elsewhere within this Agenda.

Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
Workshop with Senior Management Team to develop and agree project plan	July 2017	Workshop scheduled for early August 2017
Workshop with WDC Working Group to agree Project Plan and identified timelines	August 2017	A business paper (Parks & Reserves RMP) was presented to Council at the 29 August 2017 meeting. At that meeting Council resolved (1) to defer development of the Proposed RMP for the Aerodrome in favor of its inclusion in an overall RMP work program; and (2) that the development of an overall RMP work program, to be aligned with the Proposed District Plan process, including the identification of RMPs for specific significant reserves, and a single RMP for all identified passive reserves. A business paper is contained elsewhere within this Agenda.
Further milestones will be confirmed on finalisation of the Project Plan	To be confirmed	

Recreation and Culture: North King Country Indoor Sport and Recreation Centre

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress reports will be submitted to Council as required	As required	

AMP Improvement and Monitoring: Housing and Other Property

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years	June 2017	Reviewed AMP workshopped by Council as part of the 2018-2028 LTP development.
2. Review renewal and maintenance strategies where required	Ongoing	
3. Ensure the right level of funding is being allocated to maintain the asset service potential.	June 2017	
Data Improvements		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
AMP Process Improvements		
7. Optimise operations to minimise lifecycle costs	Ongoing	
8. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures	Ongoing	
9. Develop process for updating asset data with new assets and data collected via the maintenance contract	Ongoing	
10. Asset register available to all relevant staff	Ongoing	
11. Compile up to date information on Housing and Other Property	Ongoing	
12. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures	Ongoing	
13. Processes in place to ensure identify current asset utilisation of significant assets	Ongoing	
14. Develop and assess options for non performing assets	Ongoing	
15. Develop disposal/rationalisation policy	Ongoing	
16. Process in place for collecting costs against assets where appropriate	Ongoing	
AM System Improvements		
17. Develop database for all community facilities	Ongoing	
18. Record all customer enquiries against individual assets	Ongoing	
19. Develop a risk register	Ongoing	

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
20. Link electronic plans and records to GIS database	Ongoing	
Specific Improvement Projects		
21. As per projects identified in AMP		

AMP Improvement and Monitoring: Parks and Reserves

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years	June 2017	Reviewed AMP workshopped by Council as part of the 2018-2028 LTP development.
2. Review renewal and maintenance strategies where required	Ongoing	
3. Ensure the right level of funding is being allocated to maintain the asset service potential.	June 2017	
Data Improvements		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
AMP Process Improvements		
7. Optimise operations to minimise lifecycle costs	Ongoing	
8. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures	Ongoing	
9. Develop process for updating asset data with new assets and data collected via the maintenance contract	Ongoing	
10. Asset register available to all relevant staff	Ongoing	
11. Compile up to date information on Parks and Reserves	Ongoing	
12. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures	Ongoing	
13. Processes in place to ensure identify current asset utilisation of significant assets	Ongoing	
14. Develop and assess options for non performing assets	Ongoing	
15. Develop disposal/rationalisation policy	Ongoing	

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
16. Process in place for collecting costs against assets where appropriate	Ongoing	
AM System Improvements		
17. Develop database for all community facilities	Ongoing	
18. Record all customer enquiries against individual assets	Ongoing	
19. Develop a risk register	Ongoing	
20. Link electronic plans and records to GIS database	Ongoing	
Specific Improvement Projects		
21. As per projects identified in AMP		

AMP Improvement and Monitoring: Public Amenities

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years	June 2017	Reviewed AMP workshopped by Council as part of the 2018-2028 LTP development.
2. Review renewal and maintenance strategies where required	Ongoing	
3. Ensure the right level of funding is being allocated to maintain the asset service potential.	June 2017	
Data Improvements		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
AMP Process Improvements		
7. Optimise operations to minimise lifecycle costs	Ongoing	
8. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures	Ongoing	
9. Develop process for updating asset data with new assets and data collected via the maintenance contract	Ongoing	
10. Asset register available to all relevant staff	Ongoing	
11. Compile up to date information on Public Amenities	Ongoing	
12. Process in place for the condition assessment of assets including assets to be	Ongoing	

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
assessed, frequency and ranking procedures		
13. Processes in place to ensure identify current asset utilisation of significant assets	Ongoing	
14. Develop and assess options for non performing assets	Ongoing	
15. Develop disposal/rationalisation policy	Ongoing	
16. Process in place for collecting costs against assets where appropriate	Ongoing	
AM System Improvements		
17. Develop database for all community facilities	Ongoing	
18. Record all customer enquiries against individual assets	Ongoing	
19. Develop a risk register	Ongoing	
20. Link electronic plans and records to GIS database	Ongoing	
Specific Improvement Projects		
21. As per projects identified in AMP		

AMP Improvement and Monitoring: Recreation and Culture

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years	June 2017	Reviewed AMP workshopped by Council as part of the 2018-2028 LTP development.
2. Review renewal and maintenance strategies where required	Ongoing	
3. Ensure the right level of funding is being allocated to maintain the asset service potential.	June 2017	
Data Improvements		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
AMP Process Improvements		
7. Optimise operations to minimise lifecycle costs	Ongoing	
8. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures	Ongoing	
9. Develop process for updating asset data with new assets	Ongoing	

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
and data collected via the maintenance contract		
10. Asset register available to all relevant staff	Ongoing	
11. Compile up to date information on Recreation and Culture	Ongoing	
12. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures	Ongoing	
13. Processes in place to ensure identify current asset utilisation of significant assets	Ongoing	
14. Develop and assess options for non performing assets	Ongoing	
15. Develop disposal/rationalisation policy	Ongoing	
16. Process in place for collecting costs against assets where appropriate	Ongoing	
AM System Improvements		
17. Develop database for all community facilities	Ongoing	
18. Record all customer enquiries against individual assets	Ongoing	
19. Develop a risk register	Ongoing	
20. Link electronic plans and records to GIS database	Ongoing	
Specific Improvement Projects		
21. As per projects identified in AMP		

Community Services – Project Management

Parks & Reserves: Centennial Park Clubrooms Staged Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of building structure and materials	July/August 2017	
Council Meeting Report to Council on findings of assessment and future options	29 August 2017	A progress report was presented to Council on 29 August 2017. A business paper is contained elsewhere within this Agenda.

Public Amenities: Te Kuiti Security Camera Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of performance of Cameras	July 2017 – August 2017	Assessment of the camera network is ongoing. Indications to date are that the new network is performing well. The performance of two cameras continues to be closely assessed.
Council Meeting Progress Report	28 September 2017	This matter was reviewed as part of the Public Amenities AMP at a Council Workshop on 17 October 2017. Discussions are ongoing with the local Police regarding roles and responsibilities of WDC and the Police in supporting community safety and wellbeing. These discussions will also form part of Councils proposed Safe Communities framework.

Public Amenities: Benneydale Public Toilet Replacement

Key Milestone	Indicative Timeframe	Commentary
Construction Commences	27 June 2017	
Council Meeting Progress Report	1 August 2017	A Progress Report was presented to Council on 1 August 2017. Construction of the toilets is now complete.

Public Amenities: Benneydale Caravan Dump Station

Key Milestone	Indicative Timeframe	Commentary
Identification and agreement with the Benneydale community and NZMCA as to the most suitable location for a dump station	June 2017 to September 2017	WDC, in consultation with the NZ Motorhome Assn, identified the Benneydale Rugby domain as the best location for a caravan dump station. However, consultation with the Rugby Club has determined that they are not in favour of this site. As a result, site location investigations are continuing.
Installation of dump station	To be confirmed upon confirmation of site location	

Recreation and Culture: Les Munro Centre – Renewal Works: Main Bathroom Upgrade

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	1 August 2017	A Progress Report was presented to Council on 1 August 2017. The bathroom upgrade is now complete.

Public Amenities: Te Kuiti Rail Overbridge Renewals

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on the current structural condition of the bridge and utilisation by pedestrians	29 August 2017	A progress report was presented to Council on 29 August 2017. A Progress Report is contained elsewhere in this Agenda.
Council Meeting Report to Council presenting options to address structural condition	31 October 2017	This matter was reviewed as part of the Public Amenities AMP at a Council Workshop on 17 October 2017. As a result of that review, further investigations have been initiated. A business paper will be presented to Council once the information from that further investigation is received.

Asset Management

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

Land Transport: Roading Activity Influences

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress on work streams	Monthly	Progress Reports provided to Council as required.
Amend Road Maintenance Contract Document	June 2015 1 December 2016	Complete – Contract Awarded Revised as per NZTA direction Award of new Road Maintenance and reseals contract 2017-2020 Complete – Contract Awarded – Contractor on Site 1 March 2017
Develop levels of service options along with funding options (depending on outcome of FAR review)	February 2016-17	To implement 2018. The impact of the One Network Road Classification (ONRC) and the current changes to allow heavier trucks on all bridges and roads are to be assessed.
Develop LTP 2018-28	October 2017 – February 2018	Progressing.

Land Transport: Streetlight Conversion to LED Technology

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Presentation of Business Case	28 March 2017	Council approved proceeding with the procurement process to replace existing streetlights with new LED technology with a one year rollout.
A business case developed by Power Solutions Limited (PSL) was submitted to NZTA.	Submitted 26 April 2017	NZTA accepted the Business Case for funding approval process on 28 April 2017
Enter a new LED project into TIO	Submitted and approved	NZTA funding approval received on 23 June 2017.
PSL Consulting investigation on Luminaires selection suitable for application	June 2017	Luminaire shortlist received, being reviewed with Alf Downs for final decision during July 2017.
Contractor on site	October 2017,	Incumbent Street Light Maintenance Contractor is in place but physical works on LED conversion is only expected to start later in 2017 depending on waiting time of delivery of luminaires from suppliers. An update on the streetlight conversion to LED technology was provided in the Land Transport Progress Report presented to Council on 31 October 2017.

Land Transport: Erosion Protection – Te Kumi Station Road Bridge

Key Milestone	Indicative Timeframe	Commentary
Repairs of erosion to Bridge	August 2017	To be done under the current bridge structural maintenance repairs contract.

Land Transport: Footpath Renewals

Key Milestone	Indicative Timeframe	Commentary
Renewals and replacing of prioritised sections of damaged concrete footpaths	Annually	Ongoing within annual budget

Solid Waste: District Transfer Station Improvements

A key focus for the 2017/18 year is to raise health and safety standards at the District's Transfer Stations with regards to fall hazards. Industry guidelines will be followed to ensure WDC is taking the necessary steps to meet Health and Safety at Work Act requirements.

Solid Waste: Waitomo District Landfill

Resource Consent Application to Increase Volume

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study to increase the consented capacity from 232,000m ³ to 500,000m ³ .	December 2016	Two options must be considered. The first would be to extend the volume of the landfill to 500,000m ³ with no change to the footprint, adding another 40 year life expectancy and in doing so retaining income. The second option would be to close the landfill when the 232,000m ³ consent limit is reached and cart waste to other landfills. The estimated time frame to reach the 232,000m ³ limit as per current annual refuse volumes is estimated at about 7 years. This option will have financial impacts and monopoly exposure.
Consideration of identified options	September-November 2016	As part of the 2017/18 EAP development process, Council indicated that the option of expanding the Landfill is to be pursued.
Development of detailed Work Programme including Indicative Timelines	Post 1 July 2017	Once the Work Programme is completed, the Key Milestones and Indicative Timeframe this will be presented to Council as part of the Road Map Work Programme.

Upgrade Entrance Road and Tip-Head Access

Key Milestone	Indicative Timeframe	Commentary
Main entrance surface upgrade	November 2017	Due to high maintenance cost on the main entrance way of Waitomo District Landfill the best and most cost effective option for Council would be to change the entrance way pavement design and replace the hot mix with a more durable concrete structural design. This contract has been awarded and is due to commence shortly.
Rehabilitation of road surface from entrance gate to Tip head	June – August 2017	The damaged areas of chip seal road surface from the main entrance gate to the tip head will be repaired and resealed in sections. The section between the Transfer Station gate and Workshop has been completed.

Solid Waste: Feasibility Study – Relocation of Mokau/Awakino Transfer Station

Key Milestone	Indicative Timeframe	Commentary
Inframax Yard Feasibility Study	2017/2018	The Inframax yard at corner SH3 and Oha Street has been identified as the only viable option. Discussion is underway and a proposal will be tabled to ICL's for consideration.

Solid Waste: SWaMMP Improvement and Monitoring

Key Milestone	Indicative Timeframe	Commentary
		Reviewed SWaMMP workshopped by Council as part of the 2018-2028 LTP development.
Undertake a Topographical Survey of the Landfill every two years to determine compaction and filling rates	2012 then every two years thereafter	A full Topographical Survey of the Landfill was completed in 2017. The next survey is due 2019.
Improve monitoring of Contractor Performance	Ongoing	Monitoring of Contractor performance is ongoing.
H&S audits on all Waste Management Facilities to identify hazards and safety improvements	Monthly	Ongoing.
Explore interest in development of the District Landfill as a sub-regional or regional waste disposal asset	Ongoing	Monitor
Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	Ongoing	An initial estimate was completed and monitoring is ongoing. Monitoring results to date show the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.
Review Solid Waste Management activities required to support development in growth areas (Waitomo village, Mokau etc)	Ongoing	The Mokau Transfer Station is under-utilised, however dumping of rubbish next to street bins in Mokau is increasing. An

Key Milestone	Indicative Timeframe	Commentary
following completion of structure plans		investigation into the possible relocation of the Transfer Station into Mokau township is underway.
Review progress with implementation of Improvement Plan		Reviewed as part of the 2015-18 AMP.
Undertake Waste Audit every two years	The first was done in June 2012 then every two years thereafter	An audit was completed in 2016. The next Survey is due in 2018.
Investigate ETS Liability (Start June 2013)	Ongoing	Progressing.

Wastewater: General

Key Milestone	Indicative Timeframe	Commentary
Te Waitere Effluent Discharge Consent renewal	September 2017	A draft renewed resource consent has been received from WRC and is being worked through to promote the best outcome for WDC. Renewed consent received.

Wastewater: Te Kuiti Wastewater Treatment Plant Improvements

Key Milestone	Indicative Timeframe	Commentary
Truck chemical tank filling parking area	June 2017	This project is progressing well. The waste pipe and concrete pads are completed. The chemical tanks will soon be relocated to their own individual pads.
Bulk Lime Dosing Horizontal Silo	2018 / 2019	On hold until 2018/2019 due to budget constraints
Excess Sludge Removal	June 2017	A light tip truck has been purchased together with a skid steer loader to remove the dried sludge to the landfill. The process of removing the dried sludge to the landfill is progressing well and will be an ongoing project.

Wastewater: Piopio Wastewater Treatment Plant Improvements

Key Milestone	Indicative Timeframe	Commentary
2 Kawana Street	July 2017	Completed.

Wastewater: Te Kuiti Sewerage - Carroll Street under Railway

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	Obtaining permission for the Contractor to enter the railway corridor is delaying the progress.	Permission has been granted and work is being reprogrammed for this project.

Wastewater: Te Kuiti Sewerage Sewer Main under River

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	December 2017 to May 2018	The river level has been consistently too high to safely carry out this work so it has been deferred to the 2017/18 Summer.

Water: Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Phase 1	Target completion December 2016	This work is complete and the MoH subsidy claim has been prepared and is being submitted. The MOH review of the subsidy claim is underway.
Phase 2	Target completion December 2017	The resource consent to work in the river bed has been granted and work will commence during the next summer (dry) period. Work has commence this week.
Phase 3		Design has started and critical components have been procured. The design has now been agreed. Demolition of old plant is complete underway.

Water: Mokau Water Treatment Plant and Storage Facility

Key Milestone	Indicative Timeframe	Commentary
Clarifier	July 2017	Complete In progress. The tank has been purchased and is being modified to include the upflow pipe work.

Water: Mokau Water Reticulation Network – Renewal Programme

Key Milestone	Indicative Timeframe	Commentary
Oha Street / Tainui and Rangī Street	2017 / 2018	Ongoing Work has started on the tender document preparation.

Water: Backflow Preventers

Key Milestone	Indicative Timeframe	Commentary
Backflow preventer installation throughout the District	Ongoing	Approximately 427 have been replaced throughout the District since June 2015.

Water: Seismic Strengthening of Reservoirs

Piopio Reservoir

Key Milestone	Indicative Timeframe	Commentary
Evaluation and Design		Soil testing and evaluation have been completed and design work is being done.
Contract documents and tendering		This work will be programmed for the 2018/19 financial year.
Construction	September 2018	

Strategic: Te Waitere Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
Permeability tests to assess sustainability of existing land discharge of waste water and possible future development		The Resource Consent has been renewed for a 25 year period.
Development of detailed scoping and associated Project Plan	Outside 2025	Dependent on outcome of 1 above.
Consultation with landowners on development plans and land availability for discharge	During the life of 2015-25 LTP	Dependent on outcome of 1 above and available resources.
Consultation with all property owners on separator/septic tank maintenance service	During the life of 2015-25 LTP	Dependent on available resources.
Council Meeting Progress Report	As required	On completion of each action.

Strategic: Waitomo Village Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
Council Meetings Progress Reports and decisions if and when required	As required	A confidential progress report was presented to Council at the 26 September 2017 Council meeting advising that progress of this matter had in effect stalled and no further time or resource would be invested.
Preliminary Design 1. Scoping design brief 2. Confirm OOS 3. Complete preliminary design report 4. Review design & costing forecast 5. Review funding analysis 6. Report findings to Council & confirm proposal	March 2017 April 2017 May/June 2017 June 2017 June 2017 June 2017	- - - Due 16 June 2017 - - 27 June Council meeting
Stakeholder Engagement 1. Confirm proposal acceptance with THL and Trusts 2. Assemble project liaison group—WDC, Trusts, THL 3. Prepare and agree HoA	July 2017 July, September, December 2017 July/August 2017	- - Meet quarterly Outcomes, responsibilities and costs/funding
Land Tenure 1. Obtain owner agreement to new pipeline easements 2. Agree process for security of land tenure—assignment by variation 3. Agree variations to current lease	July/August 2017 August 2017 September 2017	- Between Brooklee Road and Lees Block Road HE 22 & 23 -

Key Milestone	Indicative Timeframe	Commentary
4. Complete variations to current easements	October 2017 – March 2018	-
5. Arrange formal lease assignment	April 2017 – June 2018	-
Consenting		-
1. Obtain THL consent proposal	July 2017	Application due by end of June
2. Submit on-proposed land use activities	August 2017	WDC is a consent authority
3. Review Te Kuiti consents for consistence & confirm WRG acceptance of WDC concept	July 2017	Variation may be required
THF Application		-
1. Ascertain local /visitor demand ratio	July 2017	Volume based
2. Determine enhancement component	July 2017	Like-for-like not eligible
3. Determine LG Finance Agency lending limits	July 2017	Need to show WDC borrowing capacity
4. Develop funding options/analysis for local share Capex	July 2017	User charges, concessions, co-investment
5. Confirm fit with funding round priorities statement	August 2017	Each funding round starts with a unique PS
6. Prepare application & submit	August/September 2017	1st round due in 2nd half of 2017 – date to be confirmed
Long Term Plan		-
1. Develop funding mechanisms – TR, vol, pan, SUIP, TW	October 2017	
2. Review R & F policy	November 2017	
3. Draft proposal for 2018 LTP consultation doc	February 2018	
4. Consult with community	April/May 2018	
5. Review submissions	May 2018	
6. Deliberations	May 2018	
7. Adopt LTP	June 2018	
Final Design		-
1. Finalise scope	July 2018	After adoption of 2018-28 LTP
2. Obtain OOS	July 2018	Jul-18
3. Complete design	July 2018 – 31 August 2018	31-Aug-18
4. Review and adopt final design	15-September 2019	15-Sep-18
Implementation		-
1. Call tenders	October 2018	
2. Construct works	November 2018 – March 2019	
3. Test and hand-over	April 2019	

Capital Renewal Programme – Year 3 (2017/2018)

WATER - Te Kuiti

The Henderson Street ring main will start as soon as the Hetet Street main replacement project has been completed. The Awakino Road main replacement contract has been substantially completed and the new pumps have been installed and commissioned for the Awakino Pump Station upgrade.

Street	LTP Budget = Opt Rep Value	Comment
Edward Street Main Replacement	\$86,000	Programmed to start January 2018.
Hospital Street main	\$42,000	First Phase from Te Kumi Street

WATER - Mokau

The North Street (SH3) arterial main has failed and is being replaced in its entirety from the Inframax yard to Rerenga Street. The internal main will be reprogrammed to be replaced in the next phases.

Street	LTP Budget = Opt Rep Value	Comment
Oha Street / Tainui Street	\$110,000	

WATER - Piopio

Street	Replacement Cost	Comments
Moa Street Bridge	\$22,000	Rebuilding of pipe bridge over Kuratahi Street
Moa Street / Tui Street link	\$44,800	Completion of the ring main to reduce service supply interruptions during upgrading of water mains.

ROADING

Road Name	RP	Length (m)	Width (m)	Cost Estimate	Comments
Oparure Rd	4,414 – 5,800	1,386	6.4	\$406,507	Completed
Oparure Rd	6,900 – 8,100	1,200	8.0	\$452,575	Completed
Maraeroa Rd Seal Extension	0- 1,775	1,775	7.7	\$811,000	Completed

Note: The above list indicates priority projects from the Road Rehabilitation Shortlist and large Capital Expenditure projects but excludes Minor Improvements projects, Slip Repairs and other emergency works.

WASTEWATER - Te Kuiti

The nettie Street sewer reroute has been completed. The new main under the river has been delayed due to the ongoing high water level in the river. The Carroll Street sewer renewal under the railway line has been delayed due to slow co-operation from KiwiRail. A change in the construction methodology should see the project proceeding soon.

Street	LTP Budget = Replacement Cost	Comments
Taupiri Street to Main PS	\$145,000	New sewer main to provide continuing sewage transportation for Taupiri Street Renewal (Poor Condition). Survey for long sections and design has started.

STORMWATER - Te Kuiti

The Hill Street and Edward Street storm water upgrading contracts have been completed.

Street	LTP Budget = Replacement Cost	Comments
Waitete Road	\$70,000	Flooding of business
Hill Street / King Street West	\$33,000	Correcting past historical inconsistencies.

Capital Renewal Programme – Year 4 (2018/2019)**WATER - Te Kuiti**

Street	LTP Budget = Optim Rep Val	Comment
Grey	\$38,957.36	
Rora Street	\$12,223.68	Condition assessment to be undertaken
Ngarongo	\$12,960.38	Condition assessment to be undertaken

WATER - Mokau

Street	LTP Budget = Opt Rep Value	Comment
Aria Terrace	\$95,000	Replacement of this main will be undertaken as a revised second phase to the Mokau Main Replacement that occurred during October 2016

WATER - Piopio

Street	Replacement Cost	Comments
Moa Street	\$17,317.95	Condition assessment to be done
Moa Street	\$10,012.53	Condition assessment to be done
Weka Street	\$2,736.53	Condition assessment to be done

WASTEWATER – Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Rora Street	\$53,919.00	Rora Street will be reprogrammed as Taupiri Street
Rora Street	\$14,039.00	Rora Street will be reprogrammed as Taupiri Street
Rora Street	\$25,740.00	Rora Street will be reprogrammed as Taupiri Street
Rora Street	\$15,208.00	Rora Street will be reprogrammed as Taupiri Street
Alexandra St	\$25,631.00	This will be reprogrammed as Taupiri Street

ROADING

The inclusion of Maraeroa Rd seal extension will cause the deferring into next year of Taharoa Rd (- both sections A and B). Hangatiki East Road will be deferred and addressed as part of the OMYA route. Totoro Rd Phase 2 was deferred to the 2016/17 year due to consent and budgeting reasons, and is now under construction.

Pavement Rehabilitation Program for 2016/17:

Road Name	RP	Length (m)	Width (m)	Area (m ²)	Est. Rate \$/m ²	Program Year	Cost Estimate
Current Year:							
Totoro Rd Phase 2 Sep Port 1	8,378 – 9,800	1422	6.4	9,100	\$60.00	2016/17	\$546,000
Totoro Rd Phase 2 Sep Port. 2	9,800 – 11,316	1,516	6.4	9,700	\$60.00	2016/17	\$582,000
2nd Year:							
Rangitoto Rd	5,784 – 6,415	631	7.0	4,340	\$50.00	2017/18	\$217,000
Totoro Rd Phase 3	1,583 – 2,664	1,081	7.0	7,567	\$55.00	2017/18	\$416,000
Totoro Rd Phase 4	3,141 – 5,140	1,999	7.0	13,993	\$55.00	2017/18	\$769,000
3rd Year: (tbc)							
Ramaroa Rd Section 1	0 - 630	630	7.0	4,410	\$60.00	2018/19	\$265,000
Ramaroa Rd Section 2	630 - 1,630	1,000	7.0	7,000	\$60.00	2018/19	\$420,000
Ramaroa Rd Section 3	1,630 – 2,299	669	7.0	4,683	\$60.00	2018/19	\$280,000
Totoro Rd Phase 6	5,807 - 7,205	1,398	7.0	9,786	\$60.00	2018/19	\$587,000
Walker Rd	3,887 - 4,739	852	7.0	5,964	\$60.00	2018/19	\$357,000
Delayed due to budget constraints and priorities:							
Oparure Rd (Section C)	14,587 – 15,588	1,010	8.0	8,080	\$50.00	tbc	\$404,000

Note: The above list indicates Pavement Rehab projects for the current financial year and the next priorities from the Road Rehabilitation FWP Shortlist but it should be noted that the roads indicated for future years are only indicative at this stage as the list is only finalised during the year before the Pavement Rehab project. This

is due to variations in deterioration profiles of the shortlisted roads in the FWP and budget considerations. There is also a need for enhanced funding to catch up on a back log of Rehab requirements.

Major New Construction Projects for 2016/17:

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Maraeroa Rd Seal Extension	0.000	1,780	1,780	7.0	13,130	\$64.50	\$847,000

Note: The above list indicates large Capital Expenditure projects but excludes Minor Improvements projects, Slip Repairs and other emergency works. The Maraeroa Rd Seal extension project is completed.

Capital Renewal Programme – Year 5 (2018/2019)

STORMWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
King Street West	\$46,498.46	Condition assessment to be done
King Street West	\$8,569.93	Condition assessment to be done
Taupiri Street	\$5,121.29	Condition assessment to be done
Taupiri Street	\$6,609.93	Condition assessment to be done
Taupiri Street	\$4,726.56	Condition assessment to be done
Taupiri Street	\$7,960.16	Condition assessment to be done
Taupiri Street	\$19,365.93	Condition assessment to be done

WATER - Te Kuiti

Street	LTP Budget = Optim Rep Val	Comment
Ngarongo Street	\$17,938.55	Condition assessment to be done
Lawrence	\$17,765.75	Condition assessment to be done
George	\$27,467.97	Condition assessment to be done
Te Kuiti	\$23,558.73	Condition assessment to be done

WATER - Piopio

Street	Replacement Cost	Comments
Kea Street	\$9,165.89	Condition assessment to be done
Moa Street	\$16,761.02	Condition assessment to be done
Moa Street	\$3,183.25	Condition assessment to be done
Moa Street	\$609.90	Condition assessment to be done
Ruru Street	\$2,335.28	Condition assessment to be done

WASTEWATER – Te Kuiti

Address	LTP Budget = Replacement Cost	Comments
Te Kumi Road	\$8,773.00	Condition assessment to be done
Te Kumi Road	\$2,012.00	Condition assessment to be done
Te Kumi Road (Beside River)	\$3,870.00	Condition assessment to be done
Te Kumi Road (No.40)	\$7,437.00	Condition assessment to be done
Te Kumi Road (Pump Station Beside River)	\$720.00	Condition assessment to be done
Te Kumi Road (No.40)	\$5,558.00	Condition assessment to be done
Te Kumi Road	\$14,206.00	Condition assessment to be done
Edward Street (No.11 - 15)	\$9,861.00	Condition assessment to be done
Edward Street (No.3 - 9)	\$13,852.00	Condition assessment to be done
Edward Street (No.1)	\$7,839.00	Condition assessment to be done
Edward Street (No.17)	\$7,872.00	Condition assessment to be done
Waitete Road	\$14,227.00	Condition assessment to be done
Waitete Road & Awakino Road	\$9,844.00	Condition assessment to be done
King Street West & Carroll Street	\$26,144.00	Condition assessment to be done

ROADING

Draft Pavement Rehabilitation Program for 2017/18:

Road Name	RP	Length (m)	Width (m)	Area (m ²)	Est. Rate \$/m ²	Program Year	Cost Estimate
GPS Year 3:							
Rangitoto Rd	5,784 – 6,415	631	7.0	4,340	\$50.00	2017/18	\$217,000
Totoro Rd Phase 3	1,583 – 2,664	1,081	7.0	7,567	\$55.00	2017/18	\$416,000
Totoro Rd Phase 4	3,141 – 5,140	1,999	7.0	13,993	\$55.00	2017/18	\$769,000
Next GPS: (tbc)							
Ramaroa Rd Section 1	0 - 630	630	7.0	4,410	\$60.00	2018/19	\$265,000
Ramaroa Rd Section 2	630 - 1,630	1,000	7.0	7,000	\$60.00	2018/19	\$420,000
Ramaroa Rd Section 3	1,630 – 2,299	669	7.0	4,683	\$60.00	2018/19	\$280,000
Totoro Rd Phase 6	5,807 - 7,205	1,398	7.0	9,786	\$60.00	2018/19	\$587,000
Walker Rd	3,887 - 4,739	852	7.0	5,964	\$60.00	2018/19	\$357,000
Delayed due to budget constraints and priorities:							
Oparure Rd (Section C)	14,587 – 15,588	1,010	8.0	8,080	\$50.00	tbc	\$404,000

Note: The above list indicates Pavement Rehab projects for the next priorities from the Road Rehabilitation FWP Shortlist but it should be noted that the roads indicated for future years are only indicative at this stage as the list is only finalised during the year before the Pavement Rehab project. This is due to variations in deterioration profiles of the shortlisted roads in the FWP and budget considerations. There is also a need for enhanced funding to catch up on a back log of Rehab requirements.

AMP Improvement and Monitoring: Land Transport

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
		Reviewed AMP workshopped by Council as part of the 2018-2028 LTP development.
Complete rating survey of footpaths and input to RAMM	July 2015	This work was completed as part of the RATA collaboration
Footpath Renewal Programme	Ongoing	Annual Footpath Renewals
Collate Falling Weight Deflectometer (FWD) data and populate RAMM records with FWD data.	Ongoing	This work will be done on an ongoing basis. Annual network wide FWD's will be done on 100m intervals for roads being evaluated for annual Reseals, while 20m FWD's will be done for roads identified for Pavement Rehabilitation.
Collate information on future planning by forestry and quarry enterprises that may impact on roading programmes.	Ongoing	To feed into 2018-2028 draft LTP and Unsealed Roads Re-metalling Programme.
Estimate impact of expected tourism numbers on existing road capacity	Dec 2016	Initial assessment is that the impact in vehicle numbers is not significant but it is significant from a safety perspective

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
Review of roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans		This will be completed once structure plans are in place. 2018-28 LTP
Quantify additional road asset capacity required to support growth versus change in LoS	Ongoing from July 2018	Future growth related demand expected to be minor and can be accommodated. Targeted Completion Date within the capacity of the existing network as part of ONRC.
Development of detailed plans and schedules for maintenance activities such as road marking and carparking within the network	Dec 2016	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling.
Training in the use of relevant Activity Management programmes such as Bizze@ssat at WDC	Dec 2016	In progress but to be revised as new requirements develop.
Upgrade of all culverts to a minimum size of 375mm diameter taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
Pavement Design life alignment (depreciation) consistent with geometry and terrain	Ongoing	Important design consideration in context of asset renewal programme. Affected by underlying layers characteristics to be collected through FWD's
Improved definition of standards for maintenance	Ongoing	Incorporated in the new generation maintenance contract
Street Light LED Renewal Programme	July 2017 onwards	Planning underway. To be implemented over one year. NZTA subsidy scheme available to introduce new technology and save on energy consumption of street lights
Unachievable due to Budget Restrictions		
Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA funding constraints for Walking and Cycling activities.
Install correct RP pegs on all roads.	July 2018	Depend on resource availability
Install correct Culvert Marker Pegs on all roads.	Dec 2018	Depend on resource availability
ONRC Performance Measures	Dec 2018	Forms part of ONRC Transition Plan to measure the value to road users according to agreed standards, but still being further developed by NZTA
Network Safety Audit	April 2016	Identification of all hazards and development of plan to improve deficiencies

AMP Improvement and Monitoring: Stormwater

Key – Relative Priority:

- 1 = High importance/high urgency
- 2 = High importance/low urgency
- 3 = Low importance/high urgency
- 4 = Low importance/low urgency

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
		Reviewed AMP workshopped by Council as part of the 2018-2028 LTP development.
Consultation (to ascertain the community's service level needs/preferences and to ensure their views are considered when selecting the best level of service scenario). Priority 2	Next review 2017	Levels of service survey for SW last completed in 2012.
Ensure the right level of funding is allocated to maintain the asset service potential. Priority 2	Next review 2017/18	Annually
Formalise asset inspection and data collection procedures. Priority 3		Ongoing. Additional Resource Required: Required contractors
Improve contractor maintenance reporting and integrate costing information with spatial data in Bizze@sset. Priority 4		Ongoing.
Develop accurate and complete asset inventory registers for each urban drainage area. Priority 2		Require Catchment Management Plans to be completed. Step 1 is a Catchment flooding model Additional Resource Required: Consultant
Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere. Priority 4	December 2025	Additional Resource Required: Additional Resource Required: Planning Consultant
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. Priority 4		Require Catchment Management Plans to be completed.
Cost and prioritise the works developed from the risk assessment exercise. Priority 3		Require Catchment Management Plans to be completed.
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements. Priority 4		Require Catchment Management Plans to be completed.
Improve the definition of standards for maintenance. Priority 3		Using Hamilton City Infrastructural Standards.
Complete environmental impact studies for each stormwater drain and receiving water. Priority 4	2025 - 2027	Additional Resource Required: Consultant
Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency. Priority 2	Catchment Management Plans to be completed	Require Catchment Management Plans to be completed. WDC uses Hamilton City Infrastructural Standards. Additional Resource Required: Consultant

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identification of gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through the use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.	2026-28	Additional Resource Required: Specialist Consultant
Arrange regular forums with adjacent council's stormwater officers to discuss best practice trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others). Priority 4		Ongoing.

AMP Improvement and Monitoring: Solid Waste

Key:

- 1 = High importance/high urgency
- 2 = High importance/low urgency
- 3 = Low importance/high urgency
- 4 = Low importance/low urgency

Solid Waste AMP		
Key Milestones	Indicative Timeframe	Commentary
		Reviewed AMP workshopped by Council as part of the 2018-2028 LTP development.
Promote understanding, commitment and engagement of the community in waste minimisation (more intensive recycling and home composting). Priority 2	Ongoing	Engage the community with current waste minimisation topics through local advertising
Manage relevant data and information and provide feedback on performance. Priority 2	July 2016	Waste audit completed to be presented to council in August 2016. Complete
Initiate and foster waste minimisation in community targeting schools and rural communities. Priority 2	Ongoing	Education will continue to schools and the rural communities.
Explore into WDC landfill becoming a clean fill site only. Priority 2	December 2018	Dependant on future Cross Boundary Collaboration between WDC and RDC.
Reduction in onsite disposal of agricultural products. Priority 2	Ongoing	Agricultural waste education and collection will continue in conjunction with WRC.
Prepare and maintain an audit procedure. Priority 3	Ongoing	Audit procedure prepared and reporting ongoing
Prepare and maintain data base. Priority 3	Ongoing	Asset inventory. Additional Resource Required: Team Leader Solid Waste

AMP Improvement and Monitoring: Wastewater

Key:

- 1 = High importance/high urgency
- 2 = High importance/low urgency
- 3 = Low importance/high urgency
- 4 = Low importance/low urgency

Wastewater AMP		
Key Milestone	Target Completion Date	Comment
		Reviewed AMP workshopped by Council as part of the 2018-2028 LTP development.
Consultation (to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario). Priority 3	Next review due June 2016	LOS survey completed in August 2011 confirmed wastewater services meet or exceed the majority of user's expectations. Additional Resource Required: Survey Consultant
Ensure the right level of funding is being allocated to maintain the asset service potential. Priority 2	Next review 2017/18	Review frequency consistent with annual and long term planning cycle
Formalise asset data collection procedures. Priority 1	On going	Monitor progress
Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino. Priority 4	After 2025	Require District Plan update Outside planning period
Investigate extension of the Te Waitere scheme to further development of the area. Priority 4	After 2025	Require District Plan update Outside planning period
Develop accurate and complete asset inventory registers for each scheme. Priority 2	On-going	Monitor progress
Updating of asset inventory data and input to database. Priority 1	On-going	Monitor progress
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. Priority 2	Following above actions	
Prioritise the works developed from risk assessment exercises. Priority 2	Following above actions	
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements. Priority 2	Following above actions	
Arrange a routine forum of adjacent council's wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others. Priority 4	Ongoing	Informal networking already occurs on a regular basis

AMP Improvement and Monitoring: Water Supply

Key:

- 1 = High importance/high urgency
- 2 = High importance/low urgency
- 3 = Low importance/high urgency
- 4 = Low importance/low urgency

Water AMP		
Key Milestone	Indicative Timeline	Commentary
		Reviewed AMP workshopped by Council as part of the 2018-2028 LTP development.
Consultation to ascertain the water supply communities service needs and preferences and to ensure their views are considered when selecting the best level of service scenario. Priority 2	Next review due August 2016	Requires incremental improvement and updating of current knowledge only. Additional Resources Required: Survey Consultant
Ensure the right level of funding is being allocated to maintain the asset service potential. Priority 2	Ongoing	Monitor.
Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios. Priority 3	2018	Requires evaluation of appropriate AMS after inventory records updated and complete. with analysis of findings and implementation over the next 3-5 years. Additional Resources Required: Consultant
Improve standard of maintenance data integration with spatial data in Bizze@sset. Priority 1	Ongoing	Monitor
Improve standard of contractor collection and reporting of maintenance data and integration of information with spatial data in Bizze@sset. Priority 2	Ongoing	Monitor
Initiate a long term zoned metering and leak detection programme, initially for Te Kuiti. Priority 3		Commenced in ad hoc way from 2008. Monitor
Initiate a scheme proposal for Marokopa. Priority 4	2025-45	Outside 2015– 2025 planning period. District Plan & Structure Plan
Upgrade supply main from Mokau to Awakino. Priority 2	2025-45	Outside 2015– 2025 planning period.
Develop accurate and complete asset inventory registers for each scheme. Priority 3	Ongoing	Monitor
Develop a greater focus on risk identification and management for critical assets. Priority 3	Ongoing	Monitor
Prioritise the works developed from the risk assessment exercise. Priority 3		
Construct additional treated storage at Te Kuiti to meet 24 hours demand. Priority 3	2025 - 2035	Outside 2015-25 planning period.
Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management. Priority 2	December 2016	Phase 1 of WTP Upgrade
Improve definition of standards for maintenance. Priority 2	Ongoing	Monitor
Review pump station and treatment plant maintenance programmes. Priority 2	Ongoing	Monitor
Update and implement water treatment plant operating procedures. Priority 2	Ongoing as plants get upgraded	Monitor
Review and improve the financial information outlined in Section 10 and produce an updated financial	March each year	Monitor

forecast by 30 June each year. Priority 2		
Assess all water services available within the District in accordance with the Local Government Act 2002. Priority 4	2017	Last completed in 2014. Assessments consistent with provisions in Draft 2015 – 25 LTP

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

Document No: A377810

Report To: Council



Meeting Date: 28 November 2017

Subject: 2017 Community Partnership Fund – Consideration of Funding Applications

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider the combined 2017 Community Partnership Fund (CPF) Applications and allocate funding.

Background

- 2.1 The CPF is part of WDC's broader Community Development Fund (CDF), a contestable fund focused on projects and programmes that contribute to the well-being of our District's communities.
- 2.2 The CPF aims to ensure that residents of the Waitomo District have opportunities to feel part of the community they live, work and play in and aims to "help our community help itself" by offering access to funding and in-kind support to groups working on community initiatives.
- 2.3 Consideration is given to community projects and community groups that demonstrate strong links to one or more of the outcomes identified in the CDF Policy.
- 2.4 By preference, grants will be made to:
- A group applying for financial assistance for projects that align with, or support, WDC's Community Outcomes and can provide evidence detailing how their project can make a positive impact on community well-being.
 - Organisations and groups that offer their facilities or services for the benefit or enjoyment of all Waitomo residents.
 - Organisations and groups, who invest time in helping to address social issues within the Waitomo District.
 - Groups who have a proven record of accomplishment in their area of operation and can show community support for their project.
- 2.5 WDC supports resource sharing by community groups and organisations and encourages, where possible, a collaborative approach to achieving positive community outcomes.

Commentary

3.1 **The Assessment and Allocation Process**

3.2 The assessment and allocation of the CPF is at the discretion of the elected Council.

3.3 There is a total of \$25,000 available for allocation in the 2017 funding round.

3.4 Twelve applications have been received as follows:

Applicant	Amount Sought
Waikato Institute for Leisure and Sport Studies	\$2,700.00
Benneydale Hall Incorporated	\$2,963.00
Te Kuiti and District Historical Society Inc	\$8,875.00
Piopio College PTA	\$4,500.00
Benneydale and District Historical Display	\$500.00
Waitomo Indoor Sports Centre	\$5,000.00
Mokau Museum and Gallery	\$20,000.00
King Country Rugby Union	\$5,675.00
Rangitoto Primary School	\$8,000.00
Te Kuiti Development Incorporated	\$38,400.00
Piopio College Trust Inc – Project Ineligible	\$5,000.00
Piopio Playcentre	\$1,800.00
TOTAL:	\$103,413.00

3.5 Council considered the applications at a Workshop held on 21 November 2017 (with the exception of the Piopio Playcentre application which was omitted from the Workshop Reader due to an administrative oversight. That application has since been circulated to the Council to enable consideration as part of this business paper).

3.6 Prior to the Workshop a copy of the Community Development Fund Policy, Community Partnership Fund Applications and Assessment Sheets were distributed to Councillors to enable the assessment of applications.

3.7 The value of grants to be allocated for the 2017 funding round was discussed and informally agreed at the Workshop. The following methodology was taken into account:

- Apply the Community Development Fund Policy;
- Declare any conflicts of interest; and
- Award funding to projects, not people.

3.8 Council noted the application received from Piopio College Trust Inc failed to meet the eligibility criteria of the CPF Policy and was not considered further.

3.9 In considering the application from Waikato Institute for Leisure and Sports Studies Council noted the service is already available from local providers.

- 3.10 In considering the application from Te Kuiti Development Incorporated (TKDI) Council noted that no formal agreement has been finalised between TKDI and WDC and as such the amount requested in the application is not confirmed.
- 3.11 Council's informal allocation of funding as considered at the Workshop is set out below. It is important to note that these proposed allocations may alter as a result of consideration of the Piopio Playcentre application.

Applicant	Grant Amount
Waikato Institute for Leisure and Sport Studies	\$ 0.00
Benneydale Hall Incorporated	\$ 1,500.00
Te Kuiti and District Historical Society Inc	\$ 4,000.00
Piopio College PTA	\$ 4,000.00
Benneydale and District Historical Display	\$ 250.00
Waitomo Indoor Sports Centre	\$ 4,000.00
Mokau Museum and Gallery	\$ 6,650.00
King Country Rugby Union	\$ 2,600.00
Rangitoto Primary School	\$ 2,000.00
Te Kuiti Development Incorporated	\$ 0.00
TOTAL (plus GST if applicable)	\$ 25,000.00

- 3.12 It was noted that if Council does not fully expend the \$25,000.00 available in this funding round, it may wish to undertake an optional second funding round in February/March 2018 or alternatively carry the funds over to the next financial year as per the CDFP.

Considerations

4.1 Risk

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

4.2 Consistency with Existing Plans and Policies

- 4.4 The consideration of funding applications has been undertaken consistently in accordance with the Community Development Fund Policy, with the exception of the Piopio Playcentre application which was not included for consideration at a Workshop, but will be given full consideration as part of this business paper.

4.5 Significance and Community Views

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

Recommendation

- 5.1 Council consider the application received from the Piopio Playcentre and make a formal decision on the allocation of funds for the Community Partnership Fund 2017 allocation.

Suggested Resolutions

1 The business paper on 2017 Community Partnership Fund – Consideration of Funding Applications be received.

2 Council approve Community Partnership Grants as follows:

Applicant	Grant Amount
Waikato Institute for Leisure and Sport Studies	\$ _____
Benneydale Hall Incorporated	\$ _____
Te Kuiti and District Historical Society Inc	\$ _____
Piopio College PTA	\$ _____
Benneydale and District Historical Display	\$ _____
Waitomo Indoor Sports Centre	\$ _____
Mokau Museum and Gallery	\$ _____
King Country Rugby Union	\$ _____
Rangitoto Primary School	\$ _____
Te Kuiti Development Incorporated	\$ _____
Piopio Playcentre	\$ _____

3 If an unexpended balance remains in the Community Partnership Fund following completion of this funding round, then Council approve/not approve a second funding round in February/ March 2018 as per the Community Development Fund Policy.

HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

November 2017

Document No: A377841

Report To: Council



Meeting Date: 28 November 2017

Subject: Progress Report – Community Development

Type: Information Only

Purpose of Report

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

Background

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

Commentary

3.0 Waitomo District Youth Council (WDYC)

- 3.1 Monthly meetings have been established to enable the WDYC to come together. The most effective means of communication has been confirmed as social media with a closed (private) Facebook page developed to enable dialogue, provide information and meeting reminders.
- 3.2 The plans for the WDYC are reviewed and discussed at monthly meetings. Any activities completed have a debrief process applied and the team start to plan on the next task. This is also a chance for the WDYC and Community Development Coordinator to look at progress and any changes that need to be made to the plans.

- 3.3 Under the guidance of lead Maija Stephens (Te Kuiti High School) the WDYC took part in the Keep New Zealand Beautiful Week which ran from 11 to 17 September 2017.
- 3.4 The WDYC cleanup site was Centennial Park Primary School. The Deputy Principal relayed her sincere thanks to the WDYC.
- 3.5 The Pukenui School students registered their own clean up and worked independently in the Centennial Park grounds meeting up afterwards with the WDYC to celebrate their collective efforts and increased environmental awareness.
- 3.6 Under the leadership of Puhiwaiora Ngawaka the past month has seen the WDYC work collaboratively with both the Maniapoto Family Violence Intervention Network and the Brook Park Committee.
- 3.7 As outlined in the WDYC Plan; the group arranged for an entertainment section as an extension to the Brook Park Fireworks Extravaganza. This highlighted local talent and enabled collaboration with another community based group.
- 3.8 Some of the WDYC members are pictured below with two of the band members of Maimoa following their entertainment section at the Brook Park Extravaganza.



3.9 Novice Driver Training Programme

- 3.10 A Service Level Agreement is in place between the Te Kuiti Community House Trust, Waitomo District Council and Otorohanga District Council to deliver the Novice Driver Training Programme in both the Otorohanga and the Waitomo Districts.

3.11 The results from July to October 2017 are:

Total number of young people who achieved Restricted Driver Licence's from July to October 2017	38
Achieved from Waitomo District	22
Achieved from Otorohanga District	16

3.12 The programme continues to run ahead of schedule.

3.13 Maniapoto Family Violence Intervention Network

3.14 The Maniapoto Family Violence Intervention Network (MFVIN) has Launched 32 local "Champions" in the Waitomo District It's not Ok Campaign on 11 November 2017.

3.15 In order for champions to prepare for their role in the local community, training sessions have been completed. Over the past two months a considerable effort has been placed on preparing champions with the skills needed to cope with different situations that may arise when supporting a violence free community.

3.16 Both the Brook Park Committee and the Waitomo District Youth Council (WDYC) agreed to partner with the MFVIN group to support the launch. For the WDYC this meant providing the use of the stage and sounding equipment at the Brook Park Extravaganza and for the Brook Park Committee it meant providing the platform to begin the day two hours earlier.

3.17 Tatsuno Sister City Committee

3.18 In July 2017 Council reconfirmed their commitment to the strengthening of the relationship between the Tatsuno Township and the Waitomo District Council. Guidelines and a Terms of Reference have been developed and endorsed by Council and the Sister City Committee.

3.19 The Committee met recently and agreed that a programme would be provided to both the Waitomo District School (St Joseph's Primary School) and the Tatsuno District to ensure a more coordinated approach to the next student visit is undertaken. To date St Joseph's Primary School's Principal has indicated they would be interested in hosting the 2018 visit of students. Confirmation is expected in the near future.

3.20 With the very recent passing of Mrs Margret Buttimore it is timely that an acknowledgment is made of her valued contribution to The Tatsuno Sister City Committee over the years.

3.21 Funding and Grants

3.22 One of the avenues WDC supports community groups, schools and organisations is by way of administering and/ or providing funding.

3.23 There are three funds currently in the process of being administered:

- Sport New Zealand Rural Travel Fund
- Creative New Zealand – Creative Communities
- WDC Community Partnership Fund

3.24 There is one further WDC fund pool available for applications in the 2017 calendar year. Applications for Discretionary Grants will close for consideration on 1 December 2017.

3.25 Events and activities

3.25 The Waitomo District Christmas Parade will take place on 8 December 2017 with the theme being "A Child's Christmas Magic". The parade will commence at 6.00pm. Float entries are being received.

3.27 Discussions are underway with the NZ Shearing Committee regarding planning for the 2018 NZ Shears and Great NZ Muster. The Great NZ Muster will take place on 7 April 2018.

Suggested Resolutions

The Progress Report: Community Development be received.



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GROUP MANAGER – COMMUNITY SERVICES

November 2017

Document No: A376490

Report To: Council



Meeting Date: 28 November 2017

Subject: Progress Report: Waters Activities

Type: Information Only

1.0 Purpose of Report

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

2.0 Background

2.1 The three Waters activities are:

- 1 **Water Supply:** Providing for the environmentally safe extraction, treatment and distribution of a potable water.
- 2 **Sewerage and the Treatment and Disposal of Sewage:** The collection, treatment and disposal of sewage.
- 3 **Stormwater:** The collection and disposal of storm water.

2.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

2.3 Sewerage Networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

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

3.0 Considerations for the Activity

3.1 The key drivers of service for each of Council's Three Waters activities schemes (Te Kuiti, Benneydale, Piopio, Mokau and Te Waitere) relate to health and environmental compliance, sustainability of supply, risks and resilience, storage, flow volumes and pressure.

3.2 Customer levels of service (LoS) for Water services focus on "aesthetic" characteristics of water quality - odour, taste, clarity and most important public health by complying with DWSNZ 2005(2008).

3.3 LoS for Waste Water schemes relate to reliability of service, public health and environmental protection measured as overflows due to blockages.

- 3.4 Public LoS relating to Storm water include reducing the threat of flooding of property, not posing a risk to the most vulnerable persons in the community, responsiveness to customer services during flood events and managing the adverse effects of SW on the quality of the receiving water.
- 3.5 Environmental LoS for all three activities are mostly of a technical nature, defined through resource consent conditions specific to each scheme.
- 3.6 Each of WDC's Three Waters activities has its own specific characteristics requiring consideration and attention that need to be managed and maintained by Council in order to ensure that LoS are met within all health and environmental guidelines.
- 3.7 The Three Waters activity is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.
- 3.8 There are three works categories under each of the three Waters activities to maintain all the LoS:
- 1 **Planned Maintenance:** Operations and maintenance is the planned servicing of the three waters infrastructure – reticulation, pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves.
 - 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:** Service Requests are initiated by Ratepayers or Businesses across the District and are phoned in, emailed or they could be provided to the Customer Services by means of walk-in. Service Requests are logged and forwarded to the Water Services Unit to resolve with the Contractor as a resource as needed.

4.0 Service Delivery

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

- 4.6 An in-house agreement between the Water Services Business Unit (WSBU) and the Manager - Water Services (Asset owner) is in place to provide this service.
- 4.7 Services to be carried out under the agreement include, but are not limited to, the following:

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

Operational Activities - Water Services	
Water Services Asset Management Team	Water Services Business Unit
<ul style="list-style-type: none"> - Catchment surveys and catchment management plans; - Water supply safety plans; - Health and safety audits; - Risk management plans. 	
Preparing and evaluating tenders and monitoring physical works and external professional services activities.	
Interpreting, prioritising and programming recommendations from professional services reports and investigations, including review of asset condition assessment reports.	Monitoring and reporting on asset condition of water and wastewater treatment plants and 3- waters networks
Obtaining building and resource consents.	
Reporting to Waikato Regional Council on consent compliance and related matters.	Monitoring, recording and reporting water and wastewater treatment plant resource consent compliance data.
	Any other activities subsequently requested during the agreement period.

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

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

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

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

4.9 The following contracts are currently in place;

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

4.10 **Capital Works**

4.11 Capital Works focus is on Renewals and Upgrades on aging or failed infrastructure and is managed and procured by the Water Services team.

4.12 **Compliance monitoring**

4.13 Compliance monitoring is reported separately.

4.14 **Planned Maintenance**

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

5.0 Water -DWSNZ 2005(2008)

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

6.0 Waste Water

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

7.0 Storm Water

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

8.0 Trade Waste

- 8.1 The main trade waste dischargers to the Te Kuiti Wastewater system (TKWWTP) are the two meat processing plants - Te Kuiti Meats (TKM) and United Beef Packers (UBP).
- 8.2 Trade waste discharge consents (TWDC's) were agreed with both organisations.
- 8.3 This follows from the first TW Agreement where it was agreed that a review would be held from data obtained through normal operation of the Agreement.

- 8.4 Both Agreements were reviewed and adjustments made and agreed between the parties.
- 8.5 Te Kuiti Meats, in working towards discharging effluent compliant with the agreed discharge quality, has invested approximately \$500,000 towards improvements to their pre-treatment facility and provided regular updates of progress. Currently they are tracking well within their agreed discharge limits.
- 8.6 The contract for the biannual grease trap clearing was advertised and a new contractor was appointed.
- 8.7 The first clearing has been completed, with the second one scheduled for January 2018.

9.0 Level of Service (LoS) Drivers

- 9.1 The following LoS drivers define the scope and scale of services that is provided by the activity.
- 9.2 **Customer Expectations**
- 9.3 Customers require that services within the three services activities are provided at agreed levels of service supported through adequate infrastructure maintenance, management and construction services delivered reliably, efficiently and economically.
- 9.4 **Environmental Responsibility**
- 9.5 WDC is required under the provisions of the Resource Management Act to provide all services in an environmentally responsible manner.
- 9.6 **Health and Safety**
- 9.7 The Three Waters activity **is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.**
- 9.8 Asset management planning addresses WDC's safety obligations through:
- Employing trained and well established operators for all WDC treatment plants
 - Adoption of appropriate safety standards for the creation of new assets and implementation of appropriate safety standards for existing assets.
 - Specification of works to maintain assets in a safe condition.
 - Enforcement of safe operating and work practices.
 - Compliance with industry standards and codes of practice.
- 9.9 **Efficiency and effectiveness**
- 9.10 WDC manages the Three Waters infrastructure on behalf of the affected ratepayers. Delivery of agreed LoS needs to be carried out in a manner that can be shown to be both effective and efficient.

- 9.11 The techniques of asset management support efficiency and effectiveness by:
- Using best practice principles for the employment of a well-trained and managed operations team
 - Providing a basis for monitoring asset capacity, performance and utilisation
 - Enabling asset managers to anticipate, plan and prioritise asset maintenance and renewal works
 - identifying under funding of asset maintenance and replacement
 - Quantifying risk, allowing the minimisation of high impact (financial and service level) failures and environmental effects and resulting in savings where asset renovation is less than for replacement
 - Extending the life of an asset by optimising maintenance and refurbishment treatment selection.
- 9.12 **Corporate Profile**
- 9.13 WDC aims to be a customer focused organisation and a good corporate citizen. Effective asset management planning reflects this corporate aim.
- 9.14 The first step is to identify the key service criteria for each service area from the customer's perspective (the objectives of the services provided) and identify defined levels of performance for key service criteria.
- 9.15 Asset Managers then plan, implement and control both the technical or outcome related dimensions and the functional or process related dimensions of service levels. These technical and functional dimensions are not always independent of each other. In some cases high technical quality may contribute to high functional quality or vice versa.
- 9.16 Recognition of the differences and relationships between the technical and functional levels of service is an important part of understanding levels of service.

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

10.0 Service Delivery – Considerations

10.1 Te Kuiti Water Treatment Plant

- 10.2 The water treatment process standard requires a Log 4 level. The existing noncompliance is due to a technicality (each water filter within the TKWTP (4) must be fitted with its own turbidity meter to measure the operation of each of the four filters) resulting in technical non-compliance for Protozoa treatment, although the physical barrier for actual protozoa removal is in place.
- 10.3 The four turbidity meters have been installed, commissioned and calibrated with the completion of Phase 1 of the TKWTP upgrade. Verification for accreditation purposes by the Water Assessor and finalization of the Water Safety Plan is in progress.
- 10.4 In addition the compliance certificate has been issued for the 2 Ultraviolet disinfection reactors.
- 10.5 Due to the persistent high water level in the Mangaokewa River Phase 2 of the upgrade, namely the Raw Water Intake Contract, has been postponed until the river level subside and the river intake structure can be constructed. This will be monitored and the construction program updated accordingly.

10.6 Benneydale Water Treatment Plant

- 10.7 The water treatment process does not meet the standard which requires Log 3.
- 10.8 The WTP UV treatment component needs to be certified to meet DWA requirements log credits.
- 10.9 Verification for log accreditation by the Water Assessor and finalization of the Water Safety Plan is in progress.
- 10.10 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.11 **A new Water Safety Plan has been completed and will be submitted to the DWA for inclusion in the verification process.**
- 10.12 **All work is expected to have been completed by the time this report is tabled.**

10.13 Piopio Water Treatment Plant

- 10.14 The new plant meets the Drinking Water Act requirements.
- 10.15 However, it regularly fails compliance for technical reasons as the system controlling analysers are also used as the compliance monitoring analysers and this causes non-compliance through normal operational monitoring and process control.
- 10.16 It is for this reason that the WTP will be monitored manually and reported as such to the DWA.
- 10.17 An updated Water Safety Plan is being drafted to confirm the robustness of the safe drinking water supply to the residents.
- 10.18 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.19 **The change in classification will be submitted together with the Mokau and Benneydale applications.**

10.20 **Mokau Water Treatment Plant**

- 10.21 The WTP does not currently achieve the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.
- 10.22 The existing WTP process requires further optimisation to meet Drinking Water Act requirements. This is in progress with the certification of the UV component and the implementation of the treatment process changes.
- 10.23 Finalization of the Water Safety Plan is in progress.
- 10.24 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.25 All of the WTPs, but especially the Te Kuiti WTP, are very complex to operate. The monitoring of operation and quality, recording, collation and reporting of the WDL delivery will be as complex, if not more so, than the actual operation.
- 10.26 **A new Water Safety Plan has been completed and will form part of the submission to the DWA for verification of the log credits.**
- 10.27 **The new upflow clarifier has been installed and is undergoing performance testing.**
- 10.28 **A minor WTP modification is required to bring the turbidity analyser in line with requirements.**

10.29 **Te Kuiti Wastewater Treatment plant**

- 10.30 The management of the Sludge management responsibility has been inconsistent. To address this a new arrangement where the Asset Owner is now responsible for the operation of the sludge press equipment. The dredge and sludge press had to undergo significant maintenance work to bring the equipment back into a state of reliable operation. The sludge handling capacity will also be expanded to include bacterial sludge management for areas that the dredge equipment cannot reach. The loading on the sludge pond has been lessened as the sludge waste has been redirected to another pond until the level of sludge in the sludge pond has been brought under manageable levels.
- 1 **The sludge dredge has failed and parts have been ordered from the United States. These are awaited for installation. In addition operations is hampered due submerged pieces of concrete and rubble. Progress is slow due to dislodging it from this. Only 10 m3 could be pressed during the month of October.**
- 10.31 Planned maintenance of the major plant is under way.
- 1 **The downdraught mixer has been serviced.**
- 10.32 The clarifier is scheduled to be drained and checked for issues during October. During this period of approximately 5 days there will be no effluent discharged to the Mangaokewa River and sufficient waste water storage will have to be created in the oxidation pond to allow for this volume. The work is weather dependent due to the rain infiltration.
- 1 **The clarifier has been cleaned and all mechanical parts checked, repaired and serviced as required.**
- 10.33 **The tertiary treatment sand filters are receiving a major overhaul. Most of the mechanical parts have been replaced or repaired. The filters are awaiting the**

contractor / supplier to recommission them. This is scheduled for the beginning of December.

10.34 **Piopio Waste Water system**

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

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

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

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

10.39 **Operational Requirements**

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

10.41 The on-site septic tanks are either gravity discharge or pump assisted depending on the contours and location in relation to the closed small bore pipe reticulation.

10.42 The septic tanks acting as collectors require maintenance regularly for optimum pre-treatment and to prevent clogging of the built-in filters that may lead to overflows that pose a serious health risk to the general public.

10.43 The operational requirements call for a complete check of each septic tank twice a year for the cleaning of the filters, checking the settled sludge thickness, measuring the floating crust and ensuring water tight connections and openings are maintained for the gravity tanks.

10.44 The pump assisted tanks additionally require pump removal for inspection and cleaning of the screen as well as checking the float operations for any faults. In addition the pump flow needs to be checked for correct operation.

10.45 **Current Operation**

10.46 The management of the maintenance requirements of the Piopio waste water reticulation system has not been effective.

10.47 The increased Health and Safety work place obligations for this type of work require that two people attend each inspection, because of the risk involved of working over an open tank. Practically it is also a requirement to be able to operate the floats and check the flow of the pump, as in all cases the control box is some distance away from the actual septic tank location.

10.48 The management of adequate maintenance and operation of the waste water system in Piopio has become reactive instead of being of a preventative nature.

10.49 This increases the risk of exposure to localised overflows. As these septic tanks are all located inside private property.

- 10.50 It is noted that the small bore pipe reticulation system can become increasingly clogged up with “dirty” discharge from the on-site septic tank, resulting in back pressure of the reticulation system.
- 10.51 This might adversely affect the network performance by restricting pipes further and a complete jetting of the system may be required to prevent a blockage.
- 10.52 In order to maintain this system to minimize these adverse effects it is anticipated that Council will have to increase the investment in preventative maintenance.
- 10.53 Currently the system is operating within limits and consent exceedances being experienced, that have to be reported to the Waikato Regional Council through the consent monitoring process, are minimal with little impact.
- 10.54 A recent preventative maintenance service was performed and several issues came to the fore. These have been rectified. During this service the operators were trained in the key areas of preventative maintenance. Discharge analysis from the plant showed an improvement in the effluent quality.
- 10.55 An audit was done on a number of on-site septic tanks and it was found that several had issues with minor ingress through the lids of the tanks. Although the ones then identified were corrected, an inspection schedule will have to be worked out to check all the tanks for the same issue.
- 10.56 **Te Waitere Wastewater**
- 10.57 The Te Waitere Waste Water Discharge Consent has been successfully renewed for a further 25 years.
- 10.58 In addition the consent makes provision for expansion of the scheme.
- 10.59 The soakage field shows signs of failing and there is no spare capacity in the scheme.
- 10.60 Should Te Waitere show an increase in development a larger, new or refurbished soakage field will be required as a minimum requirement of the next consent.
- 10.61 The existing soakage field size is based on the existing dwellings, boat amenities and public toilets plus an increase of eight dwellings for future growth.
- 10.62 **Te Kuiti Waste Water Network**
- 10.63 The part of the sewer trunk main located in Taupiri Street is in poor condition.
- 10.64 This sewer trunk main transports sewage from Te Kuiti to the main sewer pump station. It also transports the sewer from both meat works and the industrial area.
- 10.65 This pipe is also in excess of 2 meters deep and runs along the centerline of Taupiri Street.
- 10.66 To enable the replacement of this pipe, a bypass pipe is required to carry the sewer while the old one is replaced.
- 10.67 As the traditional open trench method is very destructive to existing infrastructure, like roads and other utilities, the method to replace the old pipe will be to insert a smaller diameter continuously welded PE pipe into the old trunk main.
- 10.68 The sewer trunk main must remain in operation and therefore a temporary bypass line equal in capacity to at least the average daily dry weather flow will be required.
- 10.69 As the bypass pipe will have sufficient capacity to function as a standalone trunk main during normal operation, the main trunk main will not be required to be the

same diameter as it originally was designed to be the only trunk main, as the sewer flows will be split between the 2 trunk mains.

- 10.70 This will provide future flexibility and robustness for increased capacity, as well as better maintenance when the trunk mains require flushing out, etc.
- 10.71 The first section of the bypass pipe that will be proposed is from the main sewer pump station along Hinerangi Street to Alexandria Street and then tie back into the Taupiri Street trunk main.
- 10.72 A survey and design has been initiated to confirm the feasibility of this project along that alignment.
- 10.73 **Te Kuiti Storm Water**
- 10.74 The heavy rains of the past few weeks have not adversely affected the storm water system.
- 10.75 It has been noticed that the Mangaokewa River embankment is slumping from the persistent high water level in the river.
- 10.76 The Waikato Regional Council has been notified of this to investigate and take necessary corrective actions.
- 10.77 **The river water quality has improved since the major slip, although it quickly deteriorates during heavy rain. However it does recover fairly quickly.**

11.0 Capital Projects

11.1 **WATER**

11.2 **Te Kuiti**

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

<u>Water Treatment Plant Upgrade</u>		
Phase 1		
Te Kuiti WTP Upgrade	Rebuild Water Treatment Plant	All documents have now been submitted to the Ministry of Health after being checked by the local Subsidy Facilitator
Phase 2		
New Intake Structure	Construct a new raw water intake structure	Delayed due to the river level being too high to construct the coffer dam. There is a high risk of flooding the work
Phase 3		
Old Building Demolition	Remove old building to make way for new driveway entrance and chemical tanker fill area	Completed
Entranceway	Reinforced concrete driveway and chemical bunded fill hard stand for trucks	Tender evaluation completed
Refurbishment of Clarifiers	Cleaning, condition assessment and epoxy coating of clarifiers	The first clarifier has been completed. The concrete assessment identified that the structure is still sound and without any defects that will inhibit its lifespan.

<u>Water Reticulation Renewals</u>		
Hetet Street Main Replacement	Replace 100 mm FC main in Hetet Street	Completed
Henderson and Earl Street	Complete ring main feed from Earl Street to Henderson Street	This contract is nearing completion.
Edward Street Main Replacement	Replace 100 mm FC water main in Edward Street	Tender documents being drafted

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

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

<u>Benneydale Water Services</u>		

11.6 Piopio

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

<u>Water Reticulation renewal</u>		
Tui Street Ring Main Feed	Complete the Tui Street to Moa Street ring main and build a new pipe bridge across the Kuratahi Stream	To be programmed

11.8 Mokau

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

<u>Water Reticulation Renewal</u>		
Tainui Street	Replace 100 mm FC main in Tainui Street. This is the second phase in the water main renewal programme	Tender documents in progress

11.10 WASTE WATER

11.11 Te Kuiti

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

<u>Waste Water Treatment Plant</u>		
Oxidation Pond Aeration	Improve the aeration in the oxidation pond. The first aerator was installed with a further 5 to be added. This will allow algae growth control as well as	Programmed for 2018. An investigation has been initiated into the feasibility to reduce the number of aerators and to introduce Diatoms into the water to inhibit the Cyano-toxin forming algae.

	improve pre-treatment of the returned liquid.	
Chemical tank bunded fill area	Chemical bunded fill hard stand for trucks. This is a Health and Safety requirement	Construction in progress
Storage Shed	Storage area of equipment	Programmed for 2018. A local supplier of purpose-built sheds has been approached for a proposal.

Waste Water Reticulation Renewal

Carroll Street Sewer Replacement under Railway	Insert a new continuous PE pipe into the old concrete sewer main	Delayed due to rain
Sewer Replacement under the River	Drill and pull a new 180 mm under the river to replace the leaking old 150 mm FC inverted syphon.	This is postponed to the new year during summer when the river water level is low.
Taupiri Street Augmentation	Install a new 350 mm sewer main along Hinerangi Street from Taupiri Street to the main pump station	Programmed for 2018 – Tender documents being drafted.

11.13 Benneydale

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

Waste Water Reticulation

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11.15 Piopio

11.16 The Piopio Waste Water has undergone a number of improvements, notably to upgrade gravity STEG on-site systems to the pumped STEP system. During construction the tanks on the cusp between gravity and pumped were all installed as gravity units. Several of these have come about to be converted. Provision is made for unforeseen upgrades.

11.17 A Community Liaison Meeting was held on 24 August 2017 to communicate the Piopio Waste Water performance to the Liaison Group. Attendance was sparse. However, pertinent questions were raised and answered at the meeting.

Waste Water Treatment Plant Upgrade

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11.18 **Te Waitere**

11.19 The Te Waitere Discharge Consent has been granted by the Waikato Regional Council.

<u>Waste Water Treatment System</u>		

11.20 **STORM WATER**11.21 **Te Kuiti**

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

<u>Storm Water Reticulation</u>		
Waitete Road Augmentation	Install an additional 600 mm storm water pipe alongside the existing to improve drainage	Planned for 2018
View Road Augmentation	Install a wingwall, complete pipe work and install connecting pipes to design size	The initial project has been completed and it was found that the stormwater pipe was severed, effectively cutting flow off and allowing the pipe to completely block up. This is being prorammed to be rectified.
Hospital Road Extension	Install a 600 mm stormwater pipe to eliminate health and safety issues at an open drain.	Tender documents are being drafted.

12.0 General

12.1 The Manager: Water Services has initiated a meeting with the Waikato Regional Council representative for a relaxation in the Te Kuiti Waste Water Treatment Plant Effluent Discharge Consent Conditions. This has come about due to the cost and practical implications that have now surfaced since reporting on these consent conditions. In particular one of the conditions is to do a fish migration study from the discharge point at the Te Kuiti Aerodrome all the way up the Mangaokewa from its origin and including all the tributaries. The outcome of the meeting will be reported on.

Suggested Resolution

The Progress Report: Waters Activities be received.



KOBUS DU TOIT
GROUP MANAGER - ASSETS

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

1.1 Drinking Water Standards 2005 (Amended 2008)

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

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

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

1.5 Treatment Process and Log Reduction

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

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

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

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

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

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

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

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

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

1.10 Treatment processes range from:

- Bores – secure, interim and non-secure.
- Coagulation / flocculation – chemical treatment to settle out heavier contaminants by attracting particles together for easier removal.

- Filtration - this can be through various types of filters with sand being the most common type.
 - Disinfection – can either be chemical (chlorine, ozone, etc.) or by means of irradiation (ultra-violet light).
 - A combination of the above.
- 1.11 Each treatment process, or barrier, reduces the risk of harm to public health. To test for the effectiveness of the treatment, the water quality is tested and monitored for compliance both with operational and regulatory requirements. The regulatory compliance results are reported to the District Health Board.
- 1.12 The appropriate level of monitoring is determined by the population size of the drinking water scheme. The smaller the population the lower the risk of a major outbreak of disease with a resultant smaller impact. The drinking water schemes in the Waitomo District under Council's control fall in a small scale range:
- Te Kuiti – Minor (permanent population less than 5,000)
 - Benneydale – Small (permanent population less than 500)
 - Piopio – Small (permanent population less than 500)
 - Mokau – Small (permanent population less than 500)
- 1.13 The DWS NZ prescribes the number, frequency and maximum period of days between sampling for various compliance criteria. The test has to be performed to strict standards at an accredited laboratory. WDC currently send all compliance samples to Watercare Laboratories in Auckland. Operational sampling is done by means of portable analysers and on-line instrumentation.
- 1.14 During the latest Drinking Water Supply Audit, performed by the Drinking Water Assessment Team (Waikato District Health Board), WDC was praised highly for its efforts to take all practical steps in complying with the Drinking Water Standards and to provide safe, wholesome water to its residents despite technically not being compliant with the protozoa log reductions.
- 1.15 **Te Kuiti Water Supply**
- 1.16 In accordance with the DWS NZ, the Te Kuiti water supply is classified as a Minor Water Supply due to Te Kuiti's permanent population being less than 5,000 residents.
- 1.17 At this time, the water treatment process technically does not meet the standard which requires Log 4 and application for verification will be made soon to meet compliance.
- 1.18 All four filters have now been fitted with the required turbidity meters and the UV reactors are functioning as required. Meeting log credits should be attainable and application for compliance will be made soon.
- 1.19 The Te Kuiti water supply has been confirmed safe to drink and the supply is continuously monitored for compliance utilising on-line analysers for direct compliance reporting.
- 1.20 The WDC sampling and testing regime is more than the minimum required by the DWS NZ to manage any potential risk as a result of potential failure of one of the treatment processes.

1.21 Although technically not compliant in accordance with the New Zealand Drinking Water Standards, the treated drinking water is safe to drink, as it undergoes the following treatment barriers:

- Coagulation, sedimentation and filtration
- Ultraviolet disinfection through multi-wave UV reactors (now certified)
- Chlorination

1.22 Since the first phase of the upgrade project has been completed the WTP has been treating water to meet the DWSNZ.

1.23 Piopio Water Supply

1.24 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms). There have been no issues with the Piopio water supply and the water is safe to drink.

1.25 The Piopio Water Supply is classed as a Small Water Supply due to having a population less than 500 inhabitants.

1.26 Piopio's treated reticulation water supply complies with the Log 4 treatment requirements.

1.27 The Piopio treated reticulation water supply is compliant with the bacteriological requirements and is safe to drink.

1.28 The drinking water is within Drinking Water Standards.

1.29 Benneydale Water Supply

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

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

1.32 The required modifications to the UV start-up programming has been made to comply with the DWSNZ and the WTP will most likely meet the log credits.

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

1.34 Mokau Water Supply

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

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

2.0 Waste Water

2.1 Piopio Scheme

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

2.7 Benneydale Scheme

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

2.10 Te Waitere Scheme

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

2.13 Te Kuiti Scheme

- 2.14 Work on upgrading the Te Kuiti Wastewater Treatment Plant (WWTP) has been completed following a major process of design. The end result is a renewed WWTP achieving stringent effluent quality standards under challenging operating conditions.
- 2.15 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.
- 2.16 The plant is much more complex with many additional operator controlled inputs and maintenance requirements including sampling to ensure environmental compliance.

3.0 Storm Water

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

Key Issues/Considerations for the Activity

3.6 Renewals Programme

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

3.9 Climate Change

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

3.12 Inflows – Impact on Wastewater Network

- 3.13 There is an overlap between SW and wastewater services. It is not unusual for roofwater downpipes to be connected to sewerage laterals, or gully traps to be used as sumps on residential properties, especially where ponding is a problem.
- 3.14 In Te Kuiti, high inflow has been documented as one of the key factors needing to be addressed to protect the sewerage capacity and performance.
- 3.15 To mitigate this problem an effective SW system in urban areas is required.

3.16 Safety

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

3.18 The most significant of these recommendations is:

- (i) That Territorial Local Authorities take immediate steps to secure manhole covers or fit safety grilles to manholes which:
 - (a) have been identified with a potential for surcharging through network modelling studies; and
 - (b) to existing manhole covers with a known problem with surcharging as reported through existing stormwater operation and maintenance contracts and programmes

3.19 This has been address by a H&S assessment of the existing network in Te Kuiti. This information will be used for the implementation plan to remove or mitigate all risks.

Levels of Service (LoS)

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

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

3.22 The public expectation is that the SW system not pose a risk to the most vulnerable persons in the community.

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

Document No: A3377591

Report To: Council



Meeting Date: 28 November 2017

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

Purpose of Report

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds for this resolution
1. District Licensing Committee – Conflict of Interest	7(2)(g) maintain legal professional privilege;	48(1)(a)
2. Update on Office of Treaty Settlements: Ngati Maniapoto	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: Erosion Protection Structures - Marokopa	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT