

**Document No:** A385742

**Report To: Council**



**Meeting Date:** 27 February 2018

**Subject:** Declaration of Members' Conflicts of Interest

## Purpose of Report

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

## Commentary

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

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

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

**Declarations**

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

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

<b>Name:</b>	
<b>Item of Business on the Agenda:</b>	
<b>Reason for Declaration:</b>	

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

<b>Local Authority (Members' Interests) Act 1968</b>
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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.

<b>Waitomo District Council Procurement Policy – 23 February 2013</b>
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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;*<sup>9</sup>
- *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;*

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

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

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

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

## WAITOMO DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 28 NOVEMBER 2017 AT 9.00AM

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

**IN ATTENDANCE:** Greg Tims; Jason Dawson, Chief Executive and Nicola Greenwell Development Manager (Hamilton and Waikato Tourism) and Yvette Batten (Waitomo News)

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

<b>1. Council Prayer</b>
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<b>2. Motion to Exclude the Public for the consideration of:</b>
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

#### Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree that Chris Ryan, Chief Executive, having relevant knowledge, remain in attendance.
- 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
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.

New/Brodie Carried

The meeting adjourned for morning tea at 10.00am.

The Executive Assistant entered the meeting at 10.15am.

Greg Tims left the meeting at 10.30am

The Group Manager – Community Services, Jason Dawson, Chief Executive and Nicola Greenwell Development Manager of Hamilton and Waikato Tourism and Yvette Batten (Waitomo News) entered the meeting at 10.34am

The meeting reconvened at 10.34am.

<b>3. Resolution to Re-open Meeting to the Public</b>
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**Resolution**

The meeting be re-opened to the public for the consideration of that part of the Agenda which is not public excluded business.

New/Brodie Carried

<b>4. 10.30am Deputation: Hamilton Waikato Tourism – 6 Monthly Report</b>	A377367
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Council received a Deputation from Jason Dawson, Chief Executive and Nicola Greenwell Development Manager of Hamilton and Waikato Tourism presenting the Hamilton and Waikato Tourism Annual Report 2016/2017.

**Resolution**

The Deputation from Hamilton and Waikato Tourism Limited be received.

Brodie/Goddard Carried

The Group Manager – Community Services, Jason Dawson, Chief Executive and Nicola Greenwell Development Manager left the meeting at

<b>5. Declarations of Member Conflicts of Interest</b>
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No Declarations were made

<b>6. Confirmation of Minutes – 31 October 2017</b>
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**Resolution**

The Minutes of the Waitomo District Council meeting of 31 October 2017, including the Public Excluded minutes, be confirmed as a true and correct record subject to addition of Cr Davey being in attendance.

New/Davey                  Carried

<b>7. Verbal Reports: Individual Councillor Roles and Responsibilities</b>
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Cr Brodie

- LGNZ Zone 2 Meeting at Kawerau
- Regional Transport Committee
- Waipa Catchment Committee Meeting
- LGNZ Rural & Provincial Meeting
- Conference – Integrating Multiple Aquatic Values

Cr New

- Maniapoto Family Violence
- Te Kuiti High School Prizegiving
- Brook Park Fire Works Extravaganza
- Waitomo District Youth Council
- Te Kuiti Community House AGM
- Legendary Te Kuiti Breakfast Meeting
- Waitomo Sports Awards

Cr Goddard

- Inframax Construction Ltd AGM
- Timber Trail Advisory Group
- Destination Pureora AGM
- Civil Defence

Cr Davey

- LGNZ Zone 2 Meeting at Kawerau
- Te Kuiti Community House AGM
- Te Kuiti High School Prizegiving
- Legendary Te Kuiti Breakfast Meeting
- Sports Awards

Cr Smith

- West Coast Zone
- Hill Country Erosion Scheme
- River Management – Awakino River

Cr Whitaker

- Inframax Construction Ltd AGM
- Destination Pureora AGM
- LGNZ Rural & Provincial Meeting
- Brook Park AGM
- Legendary Te Kuiti Breakfast Meeting
- Earthquake Prone Building Webinar

- Timber Trail Advisory Group
- Probation Graduation at Marae
- Brook Park Fire Works Extravaganza
- Te Kuiti Development Inc
- North King Country Indoor Recreation Centre
- Waitomo Sports Awards

#### Mayor Hanna

- Inframax Construction Ltd AGM
- Waipa River Co-Governance Meeting
- Legendary Te Kuiti Breakfast Meeting
- End of Year Tuia Wanganga at AUT
- Waitomo District Youth Council
- Brook Park Fire Works Extravaganza
- Waitomo Sports Awards
- RATA Meeting
- Superintendent Bird (NZ Police)
- LGNZ Rural & Provincial Meeting
- North King Country Indoor Recreation Centre
- Tourism NZ Chief Executive and Marketing Manager
- Alcohol Licensing Issues

#### **Resolution**

The verbal reports be received.

Brodie/New Carried

<b>8. Brook Park Incorporated Society: Annual General Meeting Minutes - 30 October 2017</b>
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Annual General Meeting of 30 October 2017.

#### **Resolution**

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

Whitaker/Smith Carried

<b>9. Review of Local Government Elected Members Remuneration – Consultation</b>	<b>A378405</b>
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Council considered a business paper presenting 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.

#### **Resolution**

- 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:

3(d) – delete the first two bullet points

Whitaker/New Carried

<b>10. Progress Report: Road Map</b>	<b>A377385</b>
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Council considered a business paper presenting the monthly update on progress against the Road Map Work Programme which was adopted by Council on 27 June 2017.

**Resolution**

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

New/Brodie Carried

The Group Manager – Community Services and Community Development Officer entered the meeting at 11.10am

<b>11. Community Partnership Fund Applications</b>	<b>...</b>
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Council considered a business paper requiring consideration of the combined 2017 Community Partnership Fund (CPF) Applications and allocation of funding.

Mayor Hanna declared a potential conflict of interest in the Piopio Playcentre application signatories are pseudo nieces.

**Resolution**

- 1 The business paper on 2017 Community Partnership Fund – Consideration of Funding Applications be received.
- 2 Council approve Community Partnership Grants as follows:

<b>Applicant</b>	<b>Grant Amount</b>
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	\$5,000.00
King Country Rugby Union	\$2,600.00
Rangitoto Primary School	\$2,000.00
Te Kuiti Development Incorporated	\$0.00
Piopio Playcentre	\$1,650.00
<b>TOTAL (plus GST if applicable)</b>	<b>\$25,000.00</b>

Davey/Smith Carried

**12. Progress Report: Community Development****A377841**

Council considered a business paper providing a brief Council on current work streams within the Community Development portfolio.

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

The Group Manager – Assets entered the meeting at 11.50am

**Resolution**

The Progress Report: Community Development be received.

New/Brodie Carried

The Group Manager – Community Services and Community Development Officer left the meeting at 11.53am.

**13. Progress Report: Waters****A376490**

Council considered a business paper providing a progress report on the Three Waters Activities as set out in Council's Long Term Plan, including contracted services.

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

**Resolution**

The Progress Report: Waters Activities be received.

Goddard/Smith Carried

**14. 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. 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.

Brodie/Goddard Carried

Yvette Batten (Waitomo News) left the meeting at 12.03pm.

There being no further business the meeting closed at 1.05pm

Dated this      day of                      2017.

BRIAN HANNA  
MAYOR

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**WAITOMO DISTRICT COUNCIL  
AUDIT AND RISK COMMITTEE**

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**MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL  
AUDIT AND RISK COMMITTEE HELD IN THE COUNCIL CHAMBERS,  
QUEEN STREET, TE KUITI ON TUESDAY 31 OCTOBER 2017 AT 1.05PM**

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

**IN ATTENDANCE:** Chief Executive and Executive Assistant

<b>1. Declarations of Member Conflicts of Interest</b>
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No Declarations were made.

Discussion took place regarding the clarification of a "perceived" conflict of interest.

<b>2. Terms of Reference of the Audit and Risk Committee</b>
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Council considered a business paper presenting for formal receipt, the Terms of Reference adopted by Council for the Audit and Risk Committee.

The Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on Terms of Reference of the Audit and Risk Committee be received.

Whitaker/Davey                      Carried

<b>3. Insurance Renewal Report</b>
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Council considered a business paper providing a brief on Council's 2017 insurance renewal arrangements.

The Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on the Insurance Renewal Report be received.

New/Davey                                  Carried

<b>4. Treasury Report</b>	<b>A377095</b>
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Council considered a business paper providing an overview on the current investment and borrowing position and compliance with the Treasury Policy.

The Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on Treasury Report be received.

Goddard/Brodie Carried

<b>5. Earthquake Prone Buildings Implementation</b>	<b>A374850</b>
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Council considered a business paper providing an update on the Earthquake Prone Buildings ("EPB") legislative requirements, and progress made to date on implementation.

The Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on Earthquake Prone Buildings be received.

Davey/New Carried

<b>6. Progress Report: WDC Resource Consent – Compliance Monitoring</b>	<b>A357460</b>
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Council considered a business paper providing a progress report on compliance reporting against Resource Consent conditions.

The Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Resource Consent – Compliance Monitoring be received.

Whitaker/Davey Carried

<b>7. Motion to Exclude the Public for the consideration of:</b>	<b>A364259</b>
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The Committee 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 The Committee agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:

Chief Executive, Executive Assistant

- 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. Progress Report: Health and Safety	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Inframax Construction Limited – 2017 Annual General Meeting including 2016/17 Annual 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.

Goddard/Brodie Carried

There being no further business the meeting closed at 1.53pm.

Dated this      day of                      2017.

**BRIAN HANNA**  
**MAYOR**

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**Document No: A385449**

**Report To: Council**



**Meeting Date: 27 February 2018**

**Subject: Brook Park Incorporated Society:  
Minutes – 4 December 2017 and 12  
February 2018**

**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. Council also agreed to provide an annual grant to BPIS for operational management of the reserve, equivalent to the annual derived lease income.

### Commentary

- 4.1 Since early in 2014, BPIS has kept WDC informed of progress in the day to day operations/development of Brook Park by providing copies of its monthly meeting Minutes.
- 4.2 Attached to and forming part of this business paper are copies of the BPIS minutes from 4 December 2017 and 12 February 2018.

### Suggested Resolution

The business paper Brook Park Incorporated Society: Minutes – 4 December 2017 and 12 February 2018 be received.



MICHELLE HIGGIE  
**EXECUTIVE OFFICER**

Attachments: Brook Park Incorporated Society Minutes – 4 December 2017 and 12 February 2018

**BROOK PARK**  
INCORPORATED SOCIETY

**BROOK PARK INCORPORATED  
SOCIETY**

**Meeting  
Minutes**

Monday 4 December 2017  
5.30 pm

Council Chambers  
Queen Street  
**TE KUITI**

## BROOK PARK INCORPORATED SOCIETY

THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY  
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON MONDAY 4  
December 2017 COMMENCING AT 5.30 PM

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### MINUTES

**Attendance:** Guy Whitaker, Gerald Kay, Graeme Churstain, Jane Murray, Neil Brooks, Andrea Hanna, Phillip Houghton, Robin Charteris, Suzie Hoare, Martha Ash( Choir visitor)

**Apologies** – Sue Wagstaff , Elly Kroef, Sheralee Buchanan.  
That the apologies be accepted: Moved/seconded -Jane/Gerald.

**Election of Officers** from the last meeting: Guy Whitaker - Chairperson-Phillip Houghton-Treasurer; Neil Brooks-Secretary confirmed. M-Graeme / S-Suzie.

**Confirmation of Minutes – 30 October 2017**  
That minutes of previous meeting be accepted  
Moved/seconded Suzie / Gerald.

**Matters Arising from Minutes**  
None.

**Financial Report**  
Financial report tabled. Closing balance-\$ 34 904.79  
All sponsors from Guy Fawkes paid up.  
\$80 from Donuts to be added to Donations.  
Chemical and labour invoices to be paid when presented.  
Spray boom for 4-wheeler purchased, +- \$315 + gst.  
Report M-Phillip, S-Andrea.

**Correspondence**  
Inwards: Simon re Disc Golf  
Outwards: email Thank You to Sponsors, from Guy.

**Maintenance/Fencing**  
Scouts picked up scrap steel as part of their 'Maintenance' Badge.

**Weed Control**  
Somerville Grove's been sprayed. Graeme and Gerald will provide invoices for labour, up to \$1000, and chemicals to be paid. See Finance report.

### Guy Fawkes debrief

- Cloudy Ngatai and Caren Campbell -'rapt' with event.
- Very positive feedback from attendees
- Coffee Cart donation to come? Guy to follow up.
- Food queues-increase number of food stalls available for 2018 eg Piopio Lions, BBQs, sandwiches.
- Boscows weren't open later.
- Cattlestop boards were broken. More permanent for 2018 ie a gate or pallets.

- Prune trees so there is more seating area.
- 'Legends' award presented to us.

## **Disc Golf**

Graeme introduced the concept and we watched a PPoint presentation that outlined more details including costs. After a brief discussion, we agreed to look further into introducing Disc Golf into Brook Park. M-Neil S-Gerald.

## **MTB Track**

No news from Bill re track metalling. Guy sprayed the track. Line fines spread.

## **Carols in the Park**

- Martha Ash outlined the Choir's involvement: a ½ hour of traditional carols, with song booklets provided. Guy to copy these from Martha's PDF file. Booklets to be available and collected afterwards-box provided.
- TKHS, Emma Hunt, to be approached re the school being involved.
- Sound system available-Guy to check.
- 'Plendy' to be approached by Guy re brass band involvement.
- Date / time-Sat 16 Dec @ 5.-8.30 pm.
- Community to bring own picnic tea; some BBQ sausages, bread, sauce, onions, provided by us.
- Primary Schools Festival Choir not available.
- Publicity through fliers in town, Wai News article.
- Own instruments encouraged.
- Set up @ 5 pm-Guy to bring 2 BBQs, and arrange generator. All available to help.

## **General Business**

Pine tree cutting delayed and now likely to be WDC concern, due to Health and Safety concerns. Costs of track and +- \$10 000 may be reimbursed to us. Further discussion at next meeting .

Fertiliser to be spread early in the new year.

Meeting closed 6.30 pm

Next meeting is Monday 12 February 2018. Agenda items to Guy please by Thursday prior. Agenda sent out Friday 9 February . Reminder email sent out in January.

Neil Brooks  
Secretary.

**BROOK PARK**  
INCORPORATED SOCIETY

**BROOK PARK INCORPORATED  
SOCIETY**

**Meeting  
Minutes**

Monday 12 February 2018  
5.30 pm

Council Chambers  
Queen Street  
**TE KUITI**

## BROOK PARK INCORPORATED SOCIETY

THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY  
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON MONDAY 12  
February 2018 COMMENCING AT 5.30 PM

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### MINUTES

**Attendance:** Guy Whitaker, Gerald Kay, Graeme Churstain,  
Jane Murray, Neil Brooks, Phillip Houghton, Robin Charteris, Elly Kroef,  
Helen Sinclair.

**Apologies** – Sue Wagstaff. Accepted-M Elly, Sec Grame

#### Confirmation of Minutes – 4 December 2017

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

#### Matters Arising from Minutes

None.

#### Financial Report

Financial report tabled. Opening balance-\$ 34 905; Closing balance \$ 34 683  
Invoices to be paid: Fertiliser, Waitomo News, Weed control. Agreed that  
'Carols in the Park' donations be sent to : Lyceum Choir-\$250, Te Awamutu Brass Band-  
\$ 400, Ross Smith-\$100. Also thanks be given to Debbie Chappell, via Neil, for the cakes,  
Elly Kroef for the bbq food.

Report accepted - M-Phillip, S-Gerald.

#### Correspondence

Inwards: Te Kuiti Lions Club-\$500 donation  
Outwards: Te Kuiti Maori Wardens-thank you for parking supervision at  
Guy Fawkes.

#### Maintenance/Fencing

Boundary fence is 'OK', but a discussion needed with neighbours over fence repairs.

#### Weed Control

Sycamores dying, thanks to Graeme and Gerald's efforts. Other areas need spraying.

#### Firewood

Needs an organised, safe approach. Working Bee Sunday 18 March @ 9 am.

#### Opossums

Need trapping. Guy to talk to Council Tuesday 13 Feb., to find out what's permissible .  
Possumible funding from Environment Waikato - EW ( Did you get that one?)

#### National Children's Day

Rotunda area to be used to celebrate that day.

## **Disc Golf**

Map handed out showing the possible locations of 9 and 18 'hole' courses.

## **General Business**

### **Pine trees**

Cutting delayed as traffic management plan to be arranged. Phillip to re-contact contractor.

### **Pineapple Palm**

Guy has one to give away but no takers at the meeting.

### **Carols in the Park**

Positive feedback about the choir, band, food, venue and weather.

Suggestions for 2018: Have it earlier, make it a Concert in the Park, upgrade the sound system, have a programme, possible schools' involvement. Bring ideas to the next meeting.

Meeting closed 6.35 pm

**Next meeting** is Monday 5 March 2018. Agenda items to Guy please by Thursday prior. Agenda and second set of Minutes, sent out Friday 2 March

Neil Brooks  
Secretary

**Document No:** A385269

**Report To:** Council



**Meeting Date:** 27 February 2018

**Subject:** Waitomo Sister City – Minutes of Meetings  
16 October 2017 and 14 December 2017

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this Business Paper is to provide Council with information relating to the Waitomo Sister City meetings of 16 October 2017 and 14 December 2017.

## Background

- 2.1 On 22 March 1994 it was adopted that Waitomo District Council (WDC) would have a Waitomo Sister City Committee (WSCC). This committee would comprise of; His Worship the Mayor, the Chief Executive, Customer Services Executive and such members from the public as may from time to time be agreed.
- 2.2 A Sister City relationship was formed on 30 March 1995 with the signing of a formal agreement by Waitomo District Council and the Tatsuno Township on behalf of their communities. The agreement was later signed in Tatsuno on the 26 April 1995. This agreement outlines key factors such as the promotion of friendship and goodwill along with the endeavour to encourage an understanding and awareness of the separate cultures and the exchange of ideas and people between the communities.
- 2.3 The relationship with the Tatsuno International Association has been led from the WSCC on which the WDC staff and Councillors of different appointments have historically sat.
- 2.4 There has been varied levels of membership and association to external supporting groups over the years as a means to enhance the Sister City relationship.
- 2.5 Waitomo Sister City Terms of Reference and Guidelines have been developed to support the WSCC, WDC and Host Schools involved in the maintenance and enhancement of the Sister City relationship with Tatsuno Township. These documents were adopted by the Committee and Council in October 2017.

## Commentary

- 3.1 In accordance with clause 6 of the WDC Terms of Reference, attached for Councils reference is a copy of the minutes of meetings held on 16 October 2017 and 14 December 2017.

**Suggested Resolution**

The business paper on Waitomo Sister City – Minutes of Meetings: 16 October 2017 and 14 December 2017 be received.



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

February 2018

- Attachments
1. Meeting Minutes – 16 October 2017 (A380111)
  2. Meeting Minutes – 14 December 2017 (A383072)

## WAITOMO DISTRICT SISTER CITY COMMITTEE

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### MINUTES OF A MEETING OF THE WAITOMO SISTER CITY COMMITTEE HELD IN THE MAYOR'S MEETING ROOM, QUEEN STREET, TE KUITI ON MONDAY 16 OCTOBER, 2017 AT 4:00pm

#### **1 Purpose of Report**

- 1.1 The purpose of these minutes is to present the Waitomo Sister City Committee with an account of the business discussed in the meeting held 16 October 2017, in the Mayors Meeting room at 4pm.

#### **2 Previous Agenda**

- 2.1 The set agenda was
- Apologies
  - Confirmation of previous Minutes
  - Japanese Gardens
  - General Business
  - Guidelines and Terms of Reference (document review)

#### **3 Minutes**

- 3.1 The Meeting opened at 4pm
- 3.2 The Chairperson role was nominated by the full committee and accepted by Janis Mac Donald
- 3.3 No previous Minutes were available so the committee agreed to continue with the proposed agenda items.
- 3.4 Apologies were received from:
- Mayor Brian Hanna
  - Jenny Crown
  - Winston Cotidis
- 3.5 In attendance was:
- Janis Mac Donald
  - Marilyn MacKinder
  - Andrea Hanna
  - Cr Janene New
  - Cr Guy Whitaker

#### **4 Japanese Gardens**

- 4.1 The committee confirmed that no graffiti or noted damage could be reported which was pleasing.

## 5 General Business

- 5.1 The committee decided that the Tatsuno school student's visit needed a better programme provided to support the Waitomo District schools that would be hosting the visiting students to understand the commitment that will need to be taken on when hosting the students and how much support the committee will be offering.

The full committee considered the type of programme that they would support the schools with the visit, and factored in time and resources available from the committee.

Janis agreed to develop a programme for the hosting school to consider.

- 5.2 Clowdy was to make contact with the nominated Te Kuiti based school principal about hosting and to provide the programme to them for consideration.
- 5.3 Clowdy was also to make contact with the Tatsuno based contact: Akemi Ishikawa

## 6 Guidelines and Terms of Reference documents

- 6.1 The Guidelines and Terms of Reference documents were reviewed with minor changes made to the text and amendments made to point 3.4 and 3.6 of the Guidelines. The changes have been presented to the Council and adopted.

## 7 Next meeting

- 7.1 The committee asked for another letter to be sent to Mrs M. Buttimore to ask if she would like to remain on the committee.
- 7.2 The next meeting was to be set for 4:30pm, 12th December 2017.



CLOWDY NGATAI  
**COMMUNITY DEVELOPMENT COORDINATOR**

Attachments: 1 Programme

## WAITOMO DISTRICT SISTER CITY COMMITTEE

### MINUTES OF A MEETING OF THE WAITOMO DISTRICT SISTER CITY COMMITTEE HELD IN THE MAYOR'S MEETING ROOM, QUEEN STREET, TE KUITI ON TUESDAY 12 DECEMBER, 2017 AT 4:00pm

**PRESENT:** Mayor Brian Hanna, Councillor Guy Whitaker, Councillor Janene Janene New;  
Community Representatives: Janis Mac Donald (Chairperson), Andrea Hanna, Marilyn Mac Kinder  
Staff Member: Clowdy Ngatai

#### 1 Purpose of Report

- 1.1 The purpose of these minutes is to present the Waitomo Sister City Committee with an account of the business discussed in the meeting held 12 December 2017, held in the Mayors Meeting room at 4pm.

#### 2 Agenda

- 2.1
- Apologies
  - Confirmation of previous Minutes
  - Programme for visiting Students
  - Principal Suzanne Downey to attend
  - Resignation from the group – Letter from Valerie Sherriff
  - Japanese Gardens
  - Guidelines and Terms of Reference (documents to be adopted)
  - General Business

#### 3 Apologies

- 3.1 The Meeting opened at 4pm
- 3.2 Apologies were tabled for Jenny Crown, Andrea Hanna and Winston Cotidis, these were received and unanimously accepted.

#### 4 Minutes

- 4.1 The previous minutes were adopted as a true and correct record.

#### 5 Programme for visiting students

- 5.1 Clowdy has received confirmation from Akemi Ishikawa to confirm the students travelling to Waitomo District in March, 2018. The visiting group will consist of 6 girls and 2 boys with a chaperone.
- 5.2 Clowdy will revise the programme for the students visit starting 22 March – 27 March.
- 5.3 The programme is to be sent to Suzanne Downey for review and an invite extended to her to attend the next meeting.
- 5.4 The Ruaruki Spiral cave could be considered as an activity for the students to do - Clowdy to get costings.

## 6 Resignation letter

- 6.1 A resignation letter has been received from Val Sherriff as she has moved out of the community to be closer to her family in Whakatane and to better support family health issues.
- 6.2 A presentation to honor Mrs Sherriff's time with the Sister City Committee was attempted to be organised with Val but health complications meant this was not able to happen.
- 6.3 The Committee has asked that a Thank You card be sent to Mrs Sherriff to acknowledge her much valued contribution to the committee over many years.

## 7 Japanese Gardens

- 7.1 The committee confirmed that no graffiti or noted damage could be reported at the Japanese Gardens

## 8 General Business

- 8.1 It is anticipated that a trip to Tatsuno would happen mid-year 2019.
- 8.2 Mayor Hanna talked about setting a date to make a trip back to Tatsuno now that they have recently had a new Mayor elected. The committee decided to invite the new Mayor to come and visit with an encouragement to attend for the Great NZ Muster.  
The programme for the Mayor's party would be kept independent of the student programme and likely to last no more than three days. Clowdy will check with Donna about how we accommodated the last visiting group, were they hosted at homes or at hotels. Clowdy to ask Michelle to send a letter to invite the Tatsuno Mayor to visit from the Mayor's office and the Chair of the committee.
- 8.3 The committee acknowledged the passing of Mrs Buttimore. A sympathy card has been sent to the Buttimore family from the Sister City Committee.

## 9 Guidelines and Terms of Reference documents

- 9.1 The Guidelines and Terms of Reference documents were adopted following the changes made at the last meeting.

## 10 Next meeting

- 10.1 The next meeting is set for Tuesday 13<sup>th</sup> February 2018, 4pm in the Mayors meeting room.

Meeting closed at 4:50pm



CLOWDY NGATAI  
**COMMUNITY DEVELOPMENT COORDINATOR**

Document No: A385706

**Report To: Council**



**Meeting Date:** 27 February 2018

**Subject:** **Waikato Region Community Facilities Funding Framework**

## Purpose of Report

- 1.1 The purpose of this business paper is to present for Council consideration the Waikato Region Community Facilities Funding Framework (CFFF).

## Commentary

- 2.1 The CFFF's origins arise from a need of local authorities within the Waikato Region to have a framework which enables collective and strategic investments within and on behalf of the community in sports, recreation, arts and cultural facilities.
- 2.2 This framework provides opportunities to leverage and consolidate funding from Central Government, Community Funders and other funders aside from Government, whilst facilitating partnerships that might not have been as readily assessable under the previous structure or as separate operating organisations.
- 2.3 The CFFF was considered by Council at its Workshop on 15 August 2017 by way of PowerPoint Presentation. A copy of that PowerPoint Presentation is attached to and forms part of this business paper.
- 2.4 Council's position at that time was that it did not support the CFFF in its current form and provided feedback for WRC on recommended changes.
- 2.5 Feedback from Waikato Councils was taken into account and the CFFF revised and presented to the Waikato Mayoral Forum (WMF) for endorsement on 11 September 2017. A copy of the paper presented to the WMF on 11 September 2017 is attached to and forms part of this business paper.
- 2.6 The WMF at its meeting of 11 September 2017 resolved as follows:
1. *That the report "Draft Community Facilities Funding Framework – for endorsement" (Doc #11002792 dated 28 August 2017) be received for information.*
  2. *That the draft Framework attached to this report (Doc # 10374937 dated 28 August 2017) is endorsed by the Waikato Mayoral Forum.*
  3. *That the Waikato Mayoral Forum invite councils to adopt the Framework to guide investment in community facilities.*
- 2.7 The CFFF (as included in the attached WMF business paper) is now presented to Council for formal consideration.

<b>Suggested Resolutions</b>
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1. The business paper on Waikato Region Community Facilities Funding Framework be received.
2. Council adopt / not adopt the Waikato Region Community Facilities Funding Framework.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Attachments:    1    PowerPoint Presentation – 15 August 2017  
                      2    Waikato Mayoral Forum Business Paper – 11 September 2017



**Council Workshop**  
**15 August 2017**

Draft Community Facilities  
Funding Framework



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**Purpose**

- Enable Waikato Regional TLA's to make collective, strategic investments in community facilities so that communities benefit from these invests now and in the future by:



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## Purpose Cont.....

- Developing partnerships and leveraging funding – TLA's, government, community funders
- Supporting aligned delivery of facilities
- Enabling a more sustainable delivery mechanism for community infrastructure
- Ensuring community facilities receive proportionate support from each TLA
- Supporting regional facilities on a prioritised basis



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## Scope

- Contributing TLA's - capital and operational contributions based on viable business case and where beneficiaries span more than one TLA boundary.
- Not Funded:
  - Significant adverse impacts on economic, environmental, social or cultural outcomes.
  - Retrospective
- Partnership Approach



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## Process



- Develop proposal and business case
- Lodge with TLA where planned facility is located
  - Location, purpose, scope, operational details
  - Area of benefit
  - Financial model – sustainability
  - Form of financial support required
  - Evidence on benefit to community
  - Strategic alignment
  - Priority relative to other community facilities



Level of Risk, Partnerships, External Funding, Life

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## Assessment



- Contributing TLA's assess and agree in principle
- Determine proportionality of funding – TLA's
- Determine quantum of TLA investment
- Engage independent expertise – due diligence and advice to TLA's
  - CAPEX or OPEX Funding
  - How much?
  - Ownership?
  - Funding type – grant or loan?
  - Funding conditions?



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## Decision Making



- TLA considers investment, makes final decision.
- If approved:
  - How much
  - Ownership
  - Funding type – grant or loan
  - Funding conditions
- Where TLA supports with funding – formal offer setting out T's and C's issued.



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## Community Facilities



- Local, Sub-Regional, Regional Facility ????
  - Based on evidence on how benefit accrues to the community
- One TLA benefits – out of scope
- Sub Regional Facility - more than one TLA benefits
  - Expectation contributing TLA provides funding
    - Proportional based on location of beneficiaries
    - Population in close proximity to facility
    - Broader economic and strategic considerations



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## Community Facilities



- Regional Facility
  - Part of national programme
  - Accompanied by central government funding
  - Beneficiaries spanning majority of TLA's
  - Significant benefit to regional community
- Expectation Waikato Regional Council will provide funding



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## Quantum of TLA Funding



- Criteria, weighted to contributing TLA's priorities:
  - Strategic alignment
  - Projected community needs
  - Priority, relative to other community facilities
  - ROI – Capex and Opex
  - Level of risk
  - Potential for partnerships and level of funding
  - Ownership
  - Life of facility
  - Consequence of not funding



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## Funding Mechanisms



- Four mechanisms:
  - Grant by contributing TLA's
  - Loan by contributing TLA's
  - Equity investment by contributing TLA's
  - Underwrite – direct grant by contributing TLA's
- Multiple mechanisms may be used



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## Framework Review



- Framework Review - start of each triennium
  - Has Framework been equitable for contributing TLA's?
  - Has Framework enabled collaboration between TLA's?
  - Has funding improved community outcomes?
  - Has Framework assisted parties to undertake projects?
  - Has Framework supported additional investment?
- Annual Review – operational component
  - Catchment areas, criteria, fairness, ease of process



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## Where to From Here



- Does Council agree to the concept of a Regional Community Facilities Funding Framework?
- If Yes, does Council agree to the key points discussed?



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# Report to Waikato Mayoral Forum September 2017

**File No:** 20 00 09

**Date:** 28 August 2017

**To:** Waikato Mayoral Forum

**From:** Katie Mayes, Manager Strategy, Waikato Regional Council

**Subject:** Draft Community Facilities Funding Framework – for endorsement

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## Purpose

This memo provides a final draft Community Facilities Funding Framework for endorsement, based on feedback provided by councils.

### Recommendations:

1. That the report “*Draft Community Facilities Funding Framework – for endorsement*” (Doc #11002792 dated 28 August 2017) be received for information.
2. That the draft Framework attached to this report (Doc # 10374937 dated 28 August 2017) is endorsed by the Waikato Mayoral Forum.
3. That the Waikato Mayoral Forum invite councils to adopt the Framework to guide investment in community facilities.

## Rationale for Framework

The purpose of developing a Community Facilities Funding Framework is to enable local authorities in the Waikato region to make collective, strategic investments in new sub-regional and regional community sports, recreation, arts and cultural facilities. In addition to helping councils work together better, the Framework will help develop partnerships and leverage funding from central government, community funders and other funders beyond councils.

It is neither efficient nor effective for each council, school, and community group to develop and maintain their own sports, leisure, arts and cultural assets. A paradigm shift is therefore needed in the way that we plan for and fund community facilities so that communities benefit from these investments now and into the future.

## Feedback on the draft Framework

As agreed at the previous Mayoral Forum meeting on 17 July, the Draft Community Facilities Funding Framework was circulated to councils for feedback. Feedback on the draft Community Facilities Funding Framework was received from five councils, namely Hauraki District Council, South Waikato District Council, Waikato District Council, Waitomo District Council and Waikato Regional Council. Feedback was provided by Chief Executives at their meeting on 25 August with specific concerns raised by Waipa District Council’s Chief Executive.

Positive feedback on the draft Framework was received from Sport Waikato, Creative Waikato, Trust Waikato and WEL Energy Trust.

Track changes to the draft Framework presented to the Mayoral Forum on 17 July are set out in the final draft Community Facilities Funding Framework attached, in an effort to address the various concerns raised.

#### Council feedback

**Hauraki District Council** provided the following feedback:

“The Hauraki District Council considered the Community Facilities Funding Framework at its meeting on Wednesday 16 August 2017. At this meeting the Council resolved to agree in principal with the details contained within the draft Community Facilities Funding Framework.

Those Councillors in support of the Framework have concerns that the discretionary nature of the funding framework means Councils could opt out of funding certain facilities because of a change of political focus and not because of good business case information. For a joint approach for funding regional facilities to be effective it is likely there will need to be a regional funding mechanism in place (such as a regional rate).

The Council also believes that funding should not be provided for opex costs where facilities have had historical underfunding and are subsequently not in good condition”.

#### ***Commentary on Hauraki District Council’s position:***

- i. It has been proposed that councils are invited to adopt the Framework as part of their funding policies through their Long Term Plan consultation so that there is some certainty that councils will apply the Framework into the future;
- ii. The draft Framework requires the regional council to make a contribution to those facilities that meet the criteria of a ‘regional facility’. The updated draft Framework is more explicit about the range of funding methods WRC could use for this contribution, including a regional rate;
- iii. The draft Framework only covers new facilities and not existing facilities that need renovations, although there is nothing preventing councils from using a similar approach for these situations. One of the criterion determining the quantum of funding from each contributing local authority (Clause 5.5(vii)) refers to the “Level of funding from other funders, including other contributing local authorities”. It is expected that any historic under-funding of similar facilities could be taken into account in discussions between councils when determining relative contributions.

**South Waikato District Council** asked that consideration be given to the inclusion of the South Waikato Gym Sport arena, which is a component of the South Waikato Sports and Events Centre. This facility is not listed as a priority sports facility in the 2014 Waikato Regional Sports Facilities Plan. Consideration of the centre’s potential geographic area of benefit and relative priority is not a matter for the Framework to consider. Rather, this is a discussion for South Waikato District Council to have with Sports Waikato and others.

**Waikato District Council** reiterated the following:

- “WDC supports the coordinated and collaborative approach to supporting and funding regional and sub-regional facilities
- WDC acknowledges that the framework does not commit Council to funding – allowing Council-centric issues to be considered when deciding whether to support a project, or in fact whether a Council can afford to at that time
- Other than this, the Council supports the intention of the framework”.

**Waipa District Council's** Chief Executive was concerned that (i) the Framework may be too complicated, and (ii) that principles regarding equity and level of benefit between contributing local authorities are not sufficiently clear.

***Commentary on Waipa District Council's concerns:***

- i. The Framework tries to provide a signal to other potential funders that local government is serious about taking a collaborative and strategic approach to funding new community facilities and provide sufficient guidance to be useful about how proposals will be considered without tying councils into one way of approaching what will be very varied situations. It is noted that Sport Waikato considers the draft Framework does not provide enough specifics on some areas that will be managed on a case by case basis.
- ii. In addition to the existing references (eg. cls 5.4 & 6), proposed changes to clause 5.5 are marked in the draft Framework to make it explicit that principles of levels of benefit to each council and equity are central to considering the quantum of funding from each contributing local authority.

**Waitomo District Council** provided the following feedback:

- “The funding framework is **not supported** in its present form.
- As it stands, and based on the items in the table attached to the Memo to Mayors, Council’s concern is that a significant number of the items refer to “Upgrades”. Council does not support the use of the framework to fund upgrades. These works are part of the cycle of Local Government infrastructure funding and Depreciation collected should be used to fund these works. It is not the role of wider cross boundary funding to support “upgrade work”. Founders Theatre is a case in point. One of the concerns is the potential for upgrades to be re-classed as a “Regional” asset and funded using the framework when depreciation has already been collected.
- The framework must ensure that it is for facilities that are truly regional i.e. the benefits of such a facility accrue across the region.
- The criteria for deciding on what a regional facility is needs to be much more robust and clear.
- The funding methodology for local or sub-regional facilities mentioned within the framework is to develop it through collaboration. This is the process currently, so the need to include this is questioned. Again, the focus should be on ‘Regional facilities’”.

***Commentary on Waitomo District Council's position:***

- i. It was intended by the governance sub-group that the Framework would only apply to new facilities and not to upgrades. This could be made explicit in the Framework (refer proposed change to clauses 1, 3.1 and 4)
- ii. The intent of the Mayoral Forum has always been that the Framework would be used for sub-regional and regional facilities. Indeed, the vast majority of facilities identified in the 2014 Waikato Regional Sports Facilities Plan and Waikato Creative Infrastructure Plan (updated in July 2017) are sub-regional in nature. The Framework would therefore be of limited utility if it were restricted to regional facilities
- iii. For regional facilities, Waikato Regional Council would retain the ability to determine how funding would be raised, including the ability to do so via differential and targeted rates (that could apply to only some of the region). A new sentence in clause 5.3 is proposed to make this explicit. In addition, it is proposed that an addition be made to clause 5.5 that makes it explicit that (in the case in point) Waikato Regional Council would consider the level of funding provided by territorial authorities when it considers both the quantum of funding provided by WRC and the method used to raise these funds

- iv. Proponents of facilities such as the Regional Theatre and the regional cycle trail network would be expected to demonstrate the regional benefit before they are accepted by WRC as meeting the criteria in clause 5.4 and being regional facilities.

**Waikato Regional Council** signalled desired changes to the draft Framework. These are set out in track changes in the attached draft, along with those proposed to address concerns raised by other councils. Rationale for changes sought by Waikato Regional Council is as follows:

- Cl.1 Council was concerned that we would be setting up unrealistic expectations if we refer to local authorities providing 'sustainable' funding.
- Cl.5.1 and cl.5.2 Council wanted to see more flexibility about which local authority promotes proposals and leads discussions, so this can suit individual situations.
- Cl.5.3 Council wanted the Framework to be explicit that local authorities can raise funds in a variety of ways to suit a particular situation. For WRC, this may be via a targeted rate over only some of the region if not all of the region would benefit from a facility.
- Cl.5.5 Council wanted to see additional criteria to guide the quantum of funding provided by a contributing local authority to increase focus on equity and the level of benefit for a local authority.

#### Feedback from interested parties

Creative Waikato, Sport Waikato, Trust Waikato and WEL Energy Trust are all extremely complimentary that the Mayoral Forum has taken the initiative to develop a shared approach to funding facilities. They are also supportive of the specific draft Framework.

WEL Energy Trust stressed the need to retain a focus in the draft Framework on "alignment with sub regional, regional, and or national direction" (as is provided for in Clause 5.5 - Criteria determining the quantum of local government funding) to ensure that projects are assessed as part of a strategic vision of what the Waikato region needs and not just on their individual merits.

Sport Waikato raised a number of practical questions that do not need require amendments to the draft Framework, relating to:

- i. whether the Framework would apply to existing facilities - the Framework currently only applies to new facilities, and not maintenance or upgrades of existing facilities as this has been considered too complicated to address at this stage. Having said that, there is nothing preventing councils taking a similar approach to discussions about upgrading existing facilities;
- ii. how trusts and gaming funders would be involved in discussions about proposals – addressed in Clause 4 - Partnerships;
- iii. how benefit would be derived for each council – addressed in clause 5.4 which requires proponents of project to estimate where benefit lies for each contributing local authority;
- iv. the mechanics of how funding decisions would be made between councils - the Framework anticipates the specifics would be addressed on a case by case basis rather than the Framework prescribing an approach as the Framework addresses a wide range of situations and facilities; and
- v. the timing of proposals and their relationship with councils' budget planning cycles – again, how this works will depend on when projects are identified and whether they can be foreshadowed in asset plans, LTPs and the like.

#### **Next steps**

It is **recommended** that the attached draft Community Facilities Funding Framework is endorsed by the Mayoral Forum, including the track changes to address amendments sought by Waikato Regional Council and proposed amendments to meet the concerns raised by Hauraki, Waipa and Waitomo District Councils.

It is further **recommended** that the Mayoral Forum invites councils to adopt the Community Facilities Funding Framework to provide a commitment to using the Framework to guide decisions about funding of sub-regional and regional community facilities.

Once endorsed by the Mayoral Forum, Councils can apply the Framework to discussions about particular facilities.

The Chief Executives propose that a regular forum is established to discuss and prioritise community facilities identified in the Waikato Plan, Waikato Regional Sports Facilities Plan, Waikato Regional Creative Facilities and the regional cycle trail network business case. This would help ensure facilities were understood, planned for and accommodated in long term plans, asset plans and the like as far as possible. All councils in the region would be part of the forum. Community funders, Ministry for Education, Sport Waikato and Creative Waikato would also be invited to be forum members.

A copy of the final Community Facilities Funding Framework would be sent to interested parties, informing them of the Mayoral Forum's commitment to work in a strategic and collaborative way and inviting them to take part in the regular forum referred to above.

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**Katie Mayes**

*Manager Strategy*

*Waikato Regional Council*

## Contents – DRAFT Community Facilities Funding Framework

1	Purpose of the Community Facilities Funding Framework .....	2
2	Definitions .....	2
3	Scope of Community Facilities Funding Framework .....	2
3.1	What can be funded.....	2
3.2	Who is eligible to apply for funding .....	2
3.3	What will not be funded .....	3
4	Partnership approach.....	3
5	Process to assess and decide on project proposals .....	3
5.1	Lodging a proposal .....	3
5.2	Assessment .....	4
5.3	Decision making .....	5
5.4	Local, sub-regional and regional community facilities.....	5
5.5	Quantum of local government funding.....	6
5.6	Funding mechanisms.....	7
6	Review of the Community Facilities Funding Framework.....	7

## 1 Purpose of the Community Facilities Funding Framework

The purpose of the Community Facilities Funding Framework (“the Framework”) is to enable local authorities in the Waikato region to make collective, strategic investments in [new](#) community facilities so that communities benefit from these investments now and into the future by:

- a. developing partnerships and leveraging funding from central government, community funders and other funders beyond local authorities;
- b. supporting aligned delivery of facilities to broader communities than just those defined by local authority boundaries;
- c. enabling a more financially [sustainable-robust](#) delivery mechanism for local authorities in delivering community infrastructure;
- d. ensuring community facilities receive support from each local authority commensurate with the level of benefit to each authority’s community now and into the future; and
- e. identifying, analysing and funding sports, recreation, arts and culture facilities for the region on a prioritised basis over time using a robust funding framework.

The Framework therefore delivers on Waikato Plan action 1.5.1:

*“1.5.1 Top priorities for regional facilities: Work with lead agencies to identify the most important sports, recreation, arts and culture investment opportunities for the region, and agree on a selection ranking and funding process to deliver these in a prioritised way”.*

The Framework will also be a significant step towards meeting Key action 6 of the Waikato Plan “Encourage development of a nationally significant cycling and walking experience”.

## 2 Definitions

*Community facilities* - All community sports, recreation, arts and cultural facilities.

*Contributing local authorities* - Those local authorities from which beneficiaries are drawn for a proposed community facility.

*Project provider* - Any organisation or agency, public or private, developing a community facility within the Waikato region which is a legal entity with a track record that satisfies the contributing local authorities. Potential project providers include local authorities, iwi, central government, trusts, private organisations or a joint venture.

## 3 Scope of Community Facilities Funding Framework

### 3.1 What can be funded

Contributing local authorities will consider making capital and operational contributions to projects that have a viable business case to develop a [new](#) community facility that is located in the Waikato region where beneficiaries span more than one local authority boundary.

### 3.2 Who is eligible to apply for funding

Any project provider is eligible to have a proposal considered for funding provided funding is not excluded by clause 3.3.

### 3.3 What will not be funded

#### 3.3.1 Significant adverse impacts

Where it is determined at the time of assessment that any project would have significant adverse impacts on economic, environmental, social or cultural outcomes, the project will not be eligible for funding, regardless of the positive impacts.

#### 3.3.2 Retrospective funding

Retrospective funding will not be provided.

No project expenses or costs will be reimbursed that were incurred before an agreement on the terms and conditions on which funding support will be provided is agreed between the project provider and contributing local authorities. This includes repayment of debt.

Proposals may be made for components of projects that have begun where components can be isolated into stand-alone projects. The benefit of the project will be assessed on the basis of the scope included in the project proposal.

## 4 Partnership approach

Partnerships with other funders will be sought for the construction and [ongoing](#) maintenance of community facilities covered under this Framework. This will help ensure aligned and strategic investments are made. It is expected that central government will contribute using this Framework to facilities owned and operated by government departments (including the Ministry of Education), national sporting bodies and so on. Other funders may include iwi, community trusts and private organisations.

Project providers are encouraged to identify potential facilities to contributing local authorities early in the development process to enable aligned analysis, prioritisation, funding and delivery of facilities.

Contributing local authorities will take a 'no surprises' approach with other contributing local authorities so that strategic and aligned debate and planning can occur.

Contributing local authorities will work with project providers, any independent experts appointed by contributing local authorities and other potential funders through the development, assessment and implementation process. Contributing local authorities will decide on a case by case basis whether parties other than the proponent of the project and funding partners will be involved in the development, assessment and implementation process, determined by their material contribution to each project or their particular expertise.

## 5 Process to assess and decide on project proposals

### 5.1 Lodging a proposal

1. Project providers should work with ~~the all contributing~~ local authorities ~~iesy in which the planned facility is located~~ to develop proposals to ensure relevant information is provided to contributing local authorities for assessment.
2. A proposal may be lodged with the local authority in which the planned facility is located at any time [and this local authority will call together all contributing local authorities to start the assessment process.](#)
3. No proposal will be accepted without an accompanying viable business case supporting the proposal.

4. A proposal does not need to take a prescribed form but it must identify:
  - a. Location, purpose, scope and operational details;
  - b. Area of benefit;
  - c. Financial model to ensure long term sustainability;
  - d. Form of financial support sought;
  - e. Matters set out in clause 5.4; and
  - f. Matters set out in clause 5.5.
5. More information about a proposal may be sought by contributing local authorities to ensure a robust assessment can be made.

## 5.2 Assessment

1. Contributing local authorities will work collaboratively to assess project proposals.
2. Contributing local authority staff will administer the assessment process. [The lead authority will be determined by contributing local authorities on a case by case basis.](#) Staff will also undertake work as required to support assessment of proposals by any independent experts and recommendations by contributing local authorities.
3. Contributing local authorities will use clause 5.4 of the Framework to guide proportionality of funding between contributing local authorities.
4. Contributing local authorities will use clause 5.5 of the Framework to guide the quantum of local government investment, if it is determined that investment is merited.
5. Independent expertise may be sought by contributing local authorities to help provide due diligence on a proposal. Contributing local authorities will determine how this expertise is sought on a case by case basis. Costs of contributing local authorities obtaining this advice will be negotiated with the project provider. Any independent experts will assess proposals against the Framework and make recommendations to contributing local authorities:
  - a. Whether to fund CAPEX and/or OPEX of the project;
  - b. How much the project should receive;
  - c. Comments about any ownership interest;
  - d. The type of funding (e.g. grant or loan); and
  - e. Conditions that should be attached to funding.
6. The collaborative group will seek to agree in principle on funding arrangements and make joint recommendations to each contributing local authority.

### 5.3 Decision making

- 1 Local authorities will consider investing in facilities on a case-by-case basis. Investment in any facility is at the discretion of each local authority.
- 2 Local authorities will make all final decisions on the funding of projects by individual Council resolution. This includes:
  - i. Whether the project(s) will be funded;
  - ii. How much each project will receive;
  - iii. Any ownership interest;
  - iv. The type of funding (e.g. grant or loan);
  - iv-v. How funding will be raised by the local authority, eg. general, targeted or differential rates, UAGC, return on investment funds, loan; and
  - v-vi. Conditions attached to funding.
- 3 If a local authority decides to support a project with funding, it will issue a formal offer setting out the terms and conditions for funding to successful projects. This offer will include funding dates, milestones, accountability mechanisms, key performance indicators and evaluation requirements.

### 5.4 Local, sub-regional and regional community facilities

1. The decision about whether a facility is local, sub-regional or regional will be determined by evidence of how benefit accrues to the community.
2. Where beneficiaries of a community facility would be drawn from the community of one local authority, funding of the facility would fall outside the scope of this Framework.
3. Where beneficiaries of a community facility would be drawn from the communities of more than one territorial authority but not all, a facility will be considered as a sub-regional facility. Contributing local authorities will be expected to provide funding. Benefit, and therefore proportional funding from contributing local authorities, will be determined by considering:
  - i. where potential beneficiaries are located;
  - ii. population in close proximity to facility; and
  - iii. broader economic and strategic considerations.
4. For a community facility to be considered regional, the facility needs to:
  - i. be part of a national programme and accompanied by central government funding; and/or
  - ii. have potential beneficiaries drawn from the majority of territorial authorities; and/or
  - iii. provide significant benefit to the regional community.

Waikato Regional Council will be expected to provide funding towards a regional facility. Benefit, and therefore the funding model used by the regional council and any other contributing local authorities, will be determined by considering:

- i. where potential beneficiaries are located;

- ii. population in close proximity to facility; and
- iii. broader economic and strategic considerations.

## 5.5 Quantum of local government funding

In determining the total quantum of local government funding for any project and proportionality of funding between contributing local authorities, contributing local authorities will consider the criteria set out below. Each criterion will be weighted to reflect contributing local authorities' priorities on a case by case basis.

### Criteria

- i. Strategic alignment – sub-regional, regional and national:
  - a. the extent to which the project is aligned with strategic sub-regional, regional and/or national direction<sup>1</sup>;
  - b. the extent to which the project complements the vision of other organisations in the sub-region and/or region; and
  - c. the extent to which the project aligns with the users' needs;
- ii. Projected needs of the community within the core catchment area, now and into the future;
- iii. Extent and type of community benefit for each contributing local authority, now and into the future;
- ~~iii-iv.~~ \_\_\_\_\_ The priority of the facility, relative to other community facilities;
- ~~iv.~~ Return on capital and operational investment ~~(including extent and type of community benefit for each contributing local authority);~~
- v. Level of risk;
- vi. Potential for operational and/or capital partnerships between multiple stakeholders;
- vii. Level of funding from other funders, including other contributing local authorities;
- viii. Ownership mechanisms;
- ix. The intended life of the facility;
- x. Optimisation of the facility network;
- xi. Operational sustainability;
- xii. The extent to which the project provider demonstrates the capacity and capability to undertake the project;
- xiii. The extent to which the project is inter-dependent with other projects;

<sup>1</sup> As provided through relevant documents including, but not limited to, the Waikato Plan, Waikato Regional Sports Facilities Plan, Waikato Regional Creative Facilities and the regional cycle trail network business case.

[xiv.](#) The consequence of not funding the project; and

~~xiv-xv.~~ [The relative priority of the facility when considered alongside other council works and services.](#)

## 5.6 Funding mechanisms

Contributing local authorities may fund community facilities through different mechanisms. Once the characteristics of the facility and the needs of a project provider are known, a decision will be made on the funding mechanism(s). All parties will need to agree on the mechanism(s).

In general terms, there are four mechanisms that contributing local authorities may use:

- i. Grant – a direct grant by the contributing local authorities to the project provider, which may have conditions attached;
- ii. Loan – a loan by the contributing local authorities to the project provider, which is to be repaid at some specified, future date, with an interest rate specified by the contributing local authorities;
- iii. Equity – an equity investment in the project by contributing local authorities on condition of sufficient capital expenditure committed to the project and a satisfactory business plan and risk assessment and suitable governance arrangements; and
- iv. Underwrite – a direct grant by contributing local authorities to the project provider that will only be drawn upon in full or in part if necessary to meet agreed financial obligations.

More than one mechanism may be used to fund any particular project and the choice and conditions will reflect:

- i. the risk for contributing local authorities associated with the project;
- ii. the ownership model of the facility; and
- iii. the level of community benefit.

## 6 Review of the Community Facilities Funding Framework

The Framework will be reviewed at the start of each triennium. The operational component of the Framework will be reviewed annually.

The purpose of the three yearly review is to evaluate the efficiency and effectiveness of the Framework, funding process and funding decisions made. The review will include, but not be limited to the following matters:

- i. the extent to which the Framework has been equitable for contributing local authorities;
- ii. the extent to which the Framework enabled contributing local authorities to work together to fund facilities;
- iii. the extent to which funding has improved community outcomes;

- iv. the extent to which the Framework has assisted parties to undertake projects that have benefited the community; and
- v. how successful the Framework has been in attracting additional investment to facilities funding in the region.

The annual review of the operational component of the Framework will include, but not be limited to, the following matters:

- i. ensuring core catchment areas (now and into the future) and contributing local authorities can be identified;
- ii. ensuring criteria are useful to assess the benefits and impacts of projects;
- iii. ensuring there is fairness in the assessment process across eligible projects;
- iv. ensuring contributing local authorities are able to clearly and easily identify projects that provide the greatest value in respect to the Framework criteria; and
- v. ensuring the process is not so difficult that opportunities provided by the Framework are not taken up by project providers or local authorities.

**Document No:** A385650

**Report To:** Council



**Meeting Date:** 27 February 2018

**Subject:** Waikato Regional Theatre – Funding Proposal

### Purpose of Report

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

### Background

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

### Commentary

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

### Suggested Resolutions

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

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

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Separate Enclosure: 13 February 2018 Workshop Paper and Attachments

**Document No:** A381612

**Report To:** Council



**Meeting Date:** 27 February 2018

**Subject:** Progress Report – Communications Strategy

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress made with regard to the Communications Strategy as well as any other projects that have arisen in the past six months.

## Background

- 2.1 The Communications Strategy 2015 was adopted by Council in December 2015.
- 2.2 The focus of the strategy is to guide Council's day-to-day communications activities, set Council's expectations for media and allow better and more genuine engagement between Council and the community.

## Commentary

### 3.1 Corporate Communications

- 3.2 The following is a summary of the communications tasks that have been completed in support of achieving the seven key objectives of the Strategy.

### 3.3 Waitomo District Youth Council

- 3.4 The 2017 Waitomo District Youth Council (WDYC) was announced in June 2017. Promotion of the Youth Council's activities is ongoing. A summary is as follows:

- 3.4.1 Promotion of the 'free family movie night' in the Waitomo News and on facebook during August. The facebook post was shared 29 times and liked by 40 people.
- 3.4.2 In September a media release was published in the Waitomo News covering the WDYC's working bee in Te Kuiti, as part of Keep NZ Beautiful week.
- 3.4.3 In November 2017 the Youth Council organised entertainment and activities ahead of the Brook Park Fireworks Extravaganza. To promote the event, an advertorial was published in the 31 October edition of the Waitomo News. Number 12's video clip of the pre-event entertainment was shared on facebook and viewed by around 800 people.

- 3.4.4 In December, the WDYC joined WDC staff in the preparation of the Christmas Parade Float. A media release was published in the Waitomo News as part of the promotion of the Parade.
- 3.5 Annual Report
- 3.6 The Annual Report 2016/17 was adopted on 31 October 2017.
- 3.7 A public notification was published in the Waitomo News in November 2017.
- 3.8 The full and Summary Annual Report were published on the website and made available in hardcopy format.
- 3.9 An overview of the Report was published in the December issue of Waitomo Way, and a copy of the Summary Annual Report was also distributed District-wide to residents and ratepayers.
- 3.10 District Plan Review
- 3.11 Development of an District Plan Review (DPR) section on the website <http://www.waitomo.govt.nz/district-plan-review/>
- 3.12 An introduction to the DPR was published in the December newsletter, and was followed by an article in the Waitomo Way (February).
- 3.13 Development of a specific facebook page featuring upcoming open days.
- 3.14 Publication of information in the Tainui Trading Post, and on the Mokau Community Connection facebook page.
- 3.15 Infrastructure Updates
- 3.16 The community were regularly updated on the impacts of last year's storm events, surface flooding and the impact it had on local roads. Communications methods used include facebook, radio, the website, Waitomo News and the Waitomo Way.
- 3.17 Funding and Grants opportunities
- 3.18 An advertorial was published in the Waitomo News in October, to inform the community of the availability of funding for local arts projects. This was followed up by an advertisement in the Waitomo News on November 2.
- 3.19 Long Term Plan 2018-28
- 3.20 An article in the October issue of Waitomo Way and on our website.
- 3.21 A follow-up article was published in this month's newsletter.

#### 4.0 Summary of Corporate Communications

##### 4.1 Promote the value of Council's role in the community

Communications method	Description	Date
Waitomo Way Website	<ul style="list-style-type: none"> <li>• Waitomo District Libraries range of services, reading programmes, electronic resources, recommended books etc.</li> </ul>	<i>Ongoing</i>
Community Update Newspaper Radio Facebook	<ul style="list-style-type: none"> <li>• Civil Defence Emergency preparedness in conjunction with Waikato CDEM. <ul style="list-style-type: none"> <li>○ Never happens, happens campaign.</li> <li>○ Sharing of social media posts</li> <li>○ Tsunami preparedness information/community meetings</li> </ul> </li> </ul>	<i>Ongoing</i>
Printed Guides and Forms Community newsletters: Piopio Birdtalk Tainui Trading Post	<ul style="list-style-type: none"> <li>• Community Services activities and projects <ul style="list-style-type: none"> <li>○ Les Munro Centre</li> <li>○ Public gardens and amenities</li> <li>○ Improvements to cemeteries</li> <li>○ Brook Park</li> </ul> </li> </ul>	<i>Ongoing</i>
	<ul style="list-style-type: none"> <li>• Solid Waste Management and Minimisation <ul style="list-style-type: none"> <li>○ Promotion of kerbside collection service</li> <li>○ Promotion of Love Food Hate Waste Campaign</li> <li>○ Benefits of composting at home</li> <li>○ Development of Guides including 'Visitors Guide to Recycling and Waste Disposal'</li> </ul> </li> </ul>	<i>Ongoing</i>
	<ul style="list-style-type: none"> <li>• Responsible dog ownership and Bylaw information.</li> <li>• Information on our impounding process.</li> <li>• Educational information about the hazards posed by stock wandering on roads - owner's responsibilities to check fences and manage stock.</li> </ul>	<i>Ongoing</i>
Website Community Update Newspaper Facebook	<ul style="list-style-type: none"> <li>• Community Development – Funding and Grants opportunities</li> </ul>	<i>Ongoing</i>
Website Facebook	<ul style="list-style-type: none"> <li>• Citizenship Ceremonies</li> </ul>	<i>Ongoing</i>

4.2 Encourage involvement in local decision-making

Communications method	Description	Date
Website Waitomo Way Facebook Community newsletters	<ul style="list-style-type: none"> <li>District Plan Review</li> </ul>	<i>Ongoing</i>
Website Waitomo Way Newspaper Facebook Radio	<ul style="list-style-type: none"> <li>Consultation for the Long Term Plan 2018-28</li> </ul>	<i>Ongoing</i>
Website Facebook	<ul style="list-style-type: none"> <li>NZ Transport Agency consultation information about Mt Messenger and Awakino Tunnel bypass projects.</li> <li>Road Safety Improvements SH3.</li> </ul>	<i>Ongoing</i>
Website Newspaper	<ul style="list-style-type: none"> <li>Change to Transfer Station opening hours (Marokopa and Piopio).</li> </ul>	December 2017

4.3 Ensure communities are well informed on Council's activities/operations

Communications method	Description	Date
Waitomo Way Website Newspaper Facebook Twitter	<ul style="list-style-type: none"> <li>Capital Works Projects including Stormwater infrastructure upgrades, and the Te Kuiti Water Treatment Plant Upgrade</li> <li>Roads closures, road sealing and footpath repairs</li> </ul>	<i>Ongoing</i>
Waitomo Way Website Newspaper Facebook	<ul style="list-style-type: none"> <li>Community Services project updates i.e. Brook Park Entranceway</li> </ul>	<i>Ongoing</i>
Waitomo Way Website Newspaper Facebook	<ul style="list-style-type: none"> <li>Water conservation and restrictions</li> </ul>	<i>Ongoing</i>
Waitomo Way Website	<ul style="list-style-type: none"> <li>Interim arrangement for Marokopa Camping Ground</li> </ul>	January 2018
Waitomo Way Website	<ul style="list-style-type: none"> <li>Marokopa Erosion Protection Structure</li> </ul>	February 2018

4.4 Support Council's reputation in the District

Communications method	Description	Date
Website	<ul style="list-style-type: none"> <li>Renewal of public information/ publications (Policy, Bylaw, Plans, Forms and Guides).</li> </ul>	<i>Ongoing</i>
Piopio Birdtalk Trading Post	<ul style="list-style-type: none"> <li>Contribution of Council service information and news in community newsletters.</li> </ul>	<i>Ongoing</i>
Media	<ul style="list-style-type: none"> <li>Coordination of media requests and responses.</li> </ul>	<i>Ongoing</i>

4.5 Support Council's reputation within the Local Government (LG) sector

Communications method	Description	Date
Website Facebook	<ul style="list-style-type: none"> <li>Publication of shared media releases: <ul style="list-style-type: none"> <li>Waikato Plan</li> <li>Waikato Civil Defence HQ and regional council flood room monitoring weather developments</li> </ul> </li> </ul>	<i>Ongoing</i>
Website Facebook	<ul style="list-style-type: none"> <li>Local Government New Zealand media releases.</li> </ul>	<i>Ongoing</i>
Waitomo Way Facebook	<ul style="list-style-type: none"> <li>Continued promotion of the services provided by WDC in relation to its role as a Local Government, and reference to Legislation.</li> </ul>	<i>Ongoing</i>

4.6 Attract people to live or work in and visit the Waitomo District

Communications method	Description	Date
Facebook	<ul style="list-style-type: none"> <li>Sharing of posts from Hamilton and Waikato Tourism's Facebook page.</li> </ul>	<i>Ongoing</i>
Publications	<ul style="list-style-type: none"> <li>Distribution of 'New Resident Welcome Packs'.</li> </ul>	<i>Ongoing</i>
Facebook Instagram	<ul style="list-style-type: none"> <li>Sharing of District landscape, community and tourism images.</li> </ul>	<i>Ongoing</i>

4.7 Promote a sense of community and pride of place

Communications method	Description	Date
Waitomo Way Facebook Youtube Google	<ul style="list-style-type: none"> <li>Sharing of information about our District – imagery, sights and activities etc.</li> <li>Sharing of local achievements i.e. Maraeroa C Inc. funding from MPI's Māori Agribusiness fund for Pure-ora Mountain Ginseng.</li> </ul>	<i>Ongoing</i>
Waitomo Way Website Facebook	<ul style="list-style-type: none"> <li>Educational information on the importance of recycling and reducing household waste</li> </ul>	<i>Ongoing</i>

4.8 Statistics

Communications method	Description	Date
Waitomo District Council Facebook	<ul style="list-style-type: none"> <li>Page <b>likes</b> have increased from 1,818 to 2,038</li> <li>People who like the page are predominantly in the age group 18-34 years. 35% are male and 65% are female.</li> <li>The top 10 New Zealand locations of fans are: <ol style="list-style-type: none"> <li>Waitomo (<i>includes Te Kuiti</i>) 333</li> <li>Hamilton 276</li> <li>Otorohanga 92</li> <li>Piopio 75</li> <li>Te Awamutu 69</li> <li>Auckland 68</li> <li>Hangatiki 54</li> <li>New Plymouth 51</li> <li>Wellington 43</li> <li>Tauranga 40</li> </ol> </li> </ul> <p>Summary of posts that have performed very well:</p> <ul style="list-style-type: none"> <li>Completion of Benneydale Public Toilets. 2,319 people reached, 273 likes, comments &amp; shares.</li> <li>Photo Album created from Waitomo District Christmas Parade. 3,192 people reached, 663 likes, comments &amp; shares.</li> <li>Water conservation update for all water supplies. 1,967 people reached, 32 likes, comments &amp; shares.</li> <li>Photos from the December Citizenship Ceremony. 2,046 people reached, 154 reactions, comments &amp; shares.</li> <li>Video of the Marokopa Falls, Waitomo. 7,526 people reached, 3,136 video views, 41 shares, 19 comments.</li> </ul>	February 2018

Communications method	Description	Date
Animal Control Facebook	<ul style="list-style-type: none"> <li>• Page <b>likes</b> have increased from 948 to 1,042.</li> <li>• People who like the page are predominantly in the age group 25-34 years. 20% are male and 79% are female.</li> <li>• The top 10 New Zealand locations of fans are:               <ol style="list-style-type: none"> <li>1. Waitomo 212</li> <li>2. Hamilton 164</li> <li>3. Otorohanga 106</li> <li>4. Hangatiki 48</li> <li>5. Te Awamutu 48</li> <li>6. Piopio 36</li> <li>7. Auckland 18</li> <li>8. Cambridge 17</li> <li>9. Tauranga 16</li> <li>10. Wellington 12</li> </ol> </li> </ul> <p>Types of posts that perform very well:</p> <ul style="list-style-type: none"> <li>• Advice on how to avoid having your dog impounded. 6,096 people reached, 75 reactions, comments &amp; shares.</li> <li>• Information about WDC's impounding process. 1,554 people reached, 11 reactions, comments &amp; shares.</li> </ul>	February 2018
Te Kuiti Visitor Information Facebook	<ul style="list-style-type: none"> <li>• Page <b>likes</b> have increased from 849 to 896</li> <li>• People who like the page are predominantly in the age group 25-44 years. 38% are male and 62% are female.</li> <li>• The top 10 locations of fans are:               <ol style="list-style-type: none"> <li>1. Waitomo 138</li> <li>2. Hamilton 92</li> <li>3. Auckland 34</li> <li>4. Otorohanga 34</li> <li>5. Wellington 24</li> <li>6. Tauranga 23</li> <li>7. New Plymouth 19</li> <li>8. Piopio 19</li> <li>9. Te Awamutu 19</li> <li>10. Palmerston North 18</li> </ol> </li> </ul> <p>Summary of posts that have performed very well:</p> <ul style="list-style-type: none"> <li>• Hamilton &amp; Waikato Tourism's post of Omaru Falls. 643 people reached, 62 reactions, comments &amp; shares.</li> <li>• Tatsuno Japanese Garden 'Wisteria in flower photo'. 265 people reached, 26 reactions, comments &amp; shares.</li> </ul>	February 2018
Mayor Facebook	<ul style="list-style-type: none"> <li>• Page <b>likes</b> have increased from 351 to 538</li> <li>• People who like the page are predominantly in the age group 18-34 years. 41% are male and 58% are female.</li> <li>• The top 10 New Zealand locations of fans are:               <ol style="list-style-type: none"> <li>1. Waitomo 96</li> <li>2. Hamilton 57</li> <li>3. Auckland 27</li> <li>4. Otorohanga 16</li> </ol> </li> </ul>	February 2018

Communications method	Description	Date
	5. Wellington 16 6. Christchurch 16 7. Piopio 14 8. Hangatiki 14 9. Te Awamutu 9 10. Rotorua 8  Summary of posts that have performed very well: <ul style="list-style-type: none"> <li>• Parade thankyou post. 958 people reached, 63 reactions, comments and shares.</li> <li>• Supporting Tuia leadership rangitahi for 2017. 1,670 people reached, 255 reactions, comments and shares.</li> </ul>	
Waitomo Way	<ul style="list-style-type: none"> <li>• There are 241 people subscribed to the online newsletter.</li> <li>• October, December, and February issues of the newsletter have been published, covering a range of articles about Council projects and services.</li> </ul>	February 2018
Website	For the six month period the website had: <ul style="list-style-type: none"> <li>• A total of 8,500 visitors to website (7,265 new).</li> <li>• 35,546 page views.</li> <li>• 60.7% via desktop, 32.2% via mobile and 7.1% via tablet.</li> <li>• The average user viewed two pages per session.</li> <li>• Top viewed pages: rating and property information, online mapping, contact, current vacancies.</li> </ul>	February 2018

### Suggested Resolution

The business paper Progress Report Communications Strategy be received.



VIBHUTI CHOPRA  
**GROUP MANAGER-CORPORATE SERVICES**

9 February 2018

**Document No:** A385040

**Report To:** Council



**Meeting Date:** 27 February 2018

**Subject:** 2017 Christmas Parade Report

**Type:** Information Only

### Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with a briefing on the outcome of the Waitomo District Christmas Parade 2017.

### Background

- 2.1 The Waitomo District Christmas Parade is held annually in Te Kuiti.
- 2.2 The 2017 Christmas Parade was held on Friday 8 December 2017.

### Commentary

- 3.1 The theme for the 2017 Waitomo District Christmas Parade was "A Child's Christmas Magic".
- 3.2 Celebrations commenced at 6:30pm with the Te Kuiti Highland Pipe Band once again leading the parade.
- 3.3 Weather conditions were good on the day and the start time of 6.30pm was well received by participants as the heat of the day had passed.
- 3.4 Fifteen floats participated in the parade which was less than other years. Participants included schools, community groups and local businesses.
- 3.5 The quality and creativeness of the floats was very good and the effort that was put into each float was evident.
- 3.6 First, second and third placeholders were:
  - 1<sup>st</sup> Place: Te Kuiti Paly Centre
  - 2<sup>nd</sup> Place: The Cottage (Te Kuiti Childcare Centre)
  - 3<sup>rd</sup> Place: Maniapoto Family Violence Intervention Network
- 3.7 The judging was done by local residents Dot Ball and her great grandson Tukairangi Wi (7yrs) due to the theme of "A Child Christmas Magic".
- 3.8 Legendary Te Kuiti supported the event once again by providing Santa and his sleigh at the end of the parade.
- 3.9 TKDI also provided an opportunity to local residents to sell their arts and crafts which was very well received by the public.

- 3.10 The Te Kuiti Rod and Custom Club provided a display of vehicles at the south end of the street for families to view.
- 3.11 As an addition to the Christmas events the "Wonky Donkey Man" author and presenter Craig Smith provided entertainment to approximately 50 children and their families from 7:00pm - 8:00pm outside Railway Building 3. Many observers reported enjoying the presentation.
- 3.12 Following the parade a number of photos depicting observers having a good time were loaded onto WDC's Facebook page and an editorial printed in the local newspaper.
- 3.13 The theme for 2018 Christmas Parade will be confirmed and socialised with the community within the next coming months.

### **Suggested Resolution**

The business paper on the 2017 Christmas Parade Report be received.



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

February 2018

**Report To: Council Meeting****Meeting Date: 28 February 2018****Subject: 2018 Citizens Awards - Timeline****Type: Decision Required****Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with a proposed timeline for the 2018 Waitomo District Citizens Awards.

**Background**

- 2.1 In 2011, Council agreed that it wished to recognise the contribution that both individuals and community organisations make in the achievement of improved community well-being and positive community outcomes.
- 2.2 The Citizens Awards concept was identified as a way to recognise the significant contribution made to the Waitomo District by individuals within the community.
- 2.3 Council, at its meeting on 13 December 2011, adopted a Waitomo District Council Citizens Awards Policy.
- 2.4 Annual award ceremonies have been held since 2012 and the achievements of numerous District residents have been recognised.
- 2.5 The Citizens Awards Policy was reviewed by Council at its meeting held 13 December 2016.
- 2.6 Council adopted two amendments to the Citizens Awards Policy:
  1. Citizens Award Ceremonies be convened on a biennial basis (i.e. every second year).
  2. Members of the Citizens Award Working Party be appointed for a four year term.

**Commentary**

- 3.1 The Policy identifies two award types as follows:
  1. **Lifetime Achievement Award:** it is envisioned that Recipients of the Lifetime Achievement Award would have, over a number of years, demonstrated an outstanding community spirit and through their involvement in community projects and initiatives, made a significant difference to the Waitomo District.
  2. **Citizens Award:** it is envisioned that Recipients of the Citizens Award would have, over the relevant two year period, demonstrated an

outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.

3.2 The proposed timeline for the 2018 Waitomo District Citizens Awards is as follows:

- Nominations Open – Thursday 1 March 2018
- Nominations Close – Monday 2 April 2018
- Citizens Awards Working Party assess nominations by Friday 27 April 2018
- Citizens Awards celebration held on Sunday 27 May 2018 at the Les Munro Centre, Te Kuiti.

3.3 In accordance with the Policy, nominations will be called via the following methods:

- WDC website and Facebook
- Local Radio
- Waitomo News
- Liaison with community groups/ organisations

3.4 The Citizens Awards Policy is attached to this business paper for Councils reference.

## Considerations

### 4.1 **Risk**

4.2 There are no identified risks with this decision.

### 4.3 **Consistency with Existing Plans and Policies**

4.4 The Citizens Awards proposed timeline is consistent with Council's plans and the Citizens Awards Policy.

### 4.5 **Significance and Community Views**

4.6 Under the Significance and Engagement Policy 2014 this matter is of low significance.

## Suggested Resolutions

1 The business paper on 2018 Citizens Awards – Timeline be received.

2 Council approve / not approve the Proposed Timeline for the 2018 Waitomo District Citizens Awards.



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

February 2018

Attachment: 1 Waitomo District Council Citizens Awards Policy (A192087)



# **Waitomo District Council**

## **Citizens Awards Policy**

**November 2015**

Policy Created	<b>November 2011</b>
Last Reviewed	<b>November 2016</b>
Review Date	<b>November 2019</b>
Review Date	<b>In the month of November following each Triennial Elections or earlier if required</b>

## Table of Contents

1.0	Background.....	1
2.0	Introduction .....	1
3.0	Policy Objective .....	1
4.0	Commencement of Policy .....	1
5.0	Scope .....	1
6.0	Citizens Awards Working Party.....	2
7.0	Nominee Categorisation.....	2
8.0	Communication .....	2
9.0	Eligibility.....	2
10.0	Assessment of Nominations .....	3

## **1.0 Background**

- 1.1 Waitomo District Council recognises the contribution that both individuals and community organisations make in the achievement of improved community well-being and positive community outcomes.
- 1.2 To recognise the significant contribution made to the Waitomo District by individuals within the community, Waitomo District Council has created the Waitomo District Council Citizens Awards.
- 1.3 These awards will be held on a biennial basis in May (every second year).

## **2.0 Introduction**

- 2.1 The purpose of this policy is to establish and document the principles, that form the basis for the Waitomo District Council Citizens Awards, which celebrate the extraordinary contribution that Waitomo residents make to their community.
- 2.2 The policy outlines the parameters by which Waitomo District Council makes the presentation of awards to members of the community who have made a significant contribution to the achievement of positive community outcomes.
- 2.3 This policy will identify all areas of the Waitomo District Council Citizens Awards.
- 2.4 The area served by this policy is the Waitomo District.

## **3.0 Policy Objective**

- 3.1 The objective of the Waitomo District Council Citizens Awards Policy is to ensure it is aligned to Waitomo District Councils Awards Criteria.

## **4.0 Commencement and Review of Policy**

- 4.1 This policy comes into effect from 27 November 2012 and will be reviewed in the month of November following each Triennial Election or earlier if required.

## **5.0 Scope**

- 5.1 The Waitomo District Council Citizens Awards include the presentation of two types of awards on a biennial basis; The Life-Time Achievement Award and The Waitomo Citizens Award.
- 5.2 Waitomo residents are nominated for these awards via a formal nomination process.
- 5.3 Consideration is given to all nominees who demonstrate a clear contribution to the achievement of positive community outcomes and who have displayed exemplary community service within a specified timeframe.
- 5.4 All nominations for the awards are assessed by the Citizens Awards working party (CAwp).
- 5.5 If the CAwp does not consider nominations received within the time frame allocation to be suitable, awards may not be allocated for that two year period. .
- 5.6 All decisions made by the CAwp are final and no correspondence will be entered into once a decision has been made.

## 6.0 Citizens Awards Working Party (CAwp)

- 6.1 The CAwp is appointed by Council and is made up of community members who have a strong knowledge of the district. The working party can have up to 4 community members plus one Council representative.
- 6.2 The CAwp will serve a term of 4 years.

## 7.0 Nominee Categorisation

- 7.1 In each biennial time frame nominations will be called for two types of awards.
1. **The Lifetime Achievement Award:** Recipients of the Lifetime Achievement Award will, over a number of years, have demonstrated an outstanding community spirit and through their involvement in community projects and initiatives, made a significant difference to the Waitomo District.
  2. **The Citizens Award:** Recipients of the Citizens Award have, over the relevant two year period, demonstrated an outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.
- 7.2 In order to assist the CAwp when assessing nominations, specific information is collected about the nominee.
- 7.3 This information includes:
- Service History - associations/organisations involved with and roles held
  - Key Projects
  - Key Achievements
  - Examples/Stories
  - Letters of Support for Nomination

## 8.0 Communication

- 8.1 Nominations are called via the following methods:
- WDC Website and Facebook
  - Local Media : Radio
  - Waitomo News
  - Liaison with community groups/ organisations

## 9.0 Eligibility

### 9.1 Life Time Achievement Award

- 9.2 To be eligible the Life Time Achievement Award nominees should live within the Waitomo District and have displayed a strong community spirit and made significant community contributions over an extended period.

### 9.3 Exceptions

- 9.4 In exceptional circumstances, and on a case-by-case basis, nominees may be considered if they have moved away from the Waitomo district, but prior to that had lived within the district for a significant time and there is evidence of significant community contribution.

## 9.5 Waitomo District Citizens Award

- 9.6 To be eligible for the Waitomo District Citizens Award nominees must live within the Waitomo District and have displayed a strong community spirit and made significant community contributions over the last two years.

## 10.0 Assessment of Nominations

- 10.1 The following information is required to enable the CAwp to adequately assess and evaluate the merits of the individual nomination.

- 10.2 Nominations are not considered for **Lifetime Achievement Award** unless the following information is provided:

- A completed Nomination Form
- Details of the nominees service history - associations/organisations involved with and roles held
- Details of key projects the nominee has been involved in
- Details of the nominees key achievements
- Further information to support the nomination i.e. any examples/stories/anecdotes that are applicable
- Referee/ reference details
- 2 Letters of support for the nomination

- 10.3 Nominations are not considered for the **Waitomo Citizens Award** unless the following information is provided:

- A completed Nomination Form
- Details of key projects the nominee has been involved over the last two years
- The nominees key achievements over the last two years
- Further information to support the nomination i.e. service history details/stories/ anecdotes that are applicable
- Referee/ reference details
- 2 Letters of support for the nomination

- 10.4 Nominators and authors of support letters will be invited to speak to the CAwp in support of their nomination.

## 10.5 Incomplete Nominations

- 10.6 All incomplete nominations will be returned to the nominator for completion before consideration by the CAwp.

## 10.7 Accountability

- 10.8 Waitomo District Council and the CAwp expect all information contained within a nomination to be true and correct. The Nominator is expected to have made all reasonable investigations and enquires into the validity of information before it is submitted.

Waitomo District Council and the CAwp will undertake reasonable enquiry into the validity of the information submitted before presenting the awards.

## 10.9 Conflicts of Interest

- 10.10 CAwp members are required to declare any direct or indirect conflict of interest in relation to any Nomination being considered.

**Document No: A385154**

**Report To: Council**



**Meeting Date: 27 February 2018**

**Subject: Progress Report: Southern Waikato Economic Development Action Plan**

**Type: Information Only**

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress regarding development of the Southern Waikato Economic Development Action Plan.

## Background

- 2.1 The Waikato Plan was finalised in June 2017. The Plan unites the Waikato Region with a regional vision of one voice about important issues that affect the region now and, in the future, specifically the next 30 years.
- 2.2 The Plan aims to “build champion communities, together’. To achieve this the Plan has identified five regional priorities:
1. People – Planning for population change
  2. Connections – Connecting our communities through targeted investment
  3. Iwi/Maori – Partnering with iwi/Maori
  4. Environment – Addressing water allocation and quality
  5. Economy – Advancing regional economic development
- 2.3 Waikato Means Business (WMB) forms the economic pillar of the Waikato Plan. It is the Economic Development Strategy of the Waikato Region.
- 2.4 Waikato Means Business has identified 5 strategic priorities:
1. Telling the Waikato story
  2. Making business easier
  3. Building, attracting and retaining skills and talent
  4. Growing global industries
  5. Maintaining and building our location advantage
- 2.5 Upon finalisation of the Waikato Plan the WMB Steering Group proposed a new project - the Southern Waikato Economic Development Action Plan (SWEAP) which would focus on the sub-region comprising Waitomo, Otorohanga and South Waikato Council areas.
- 2.6 The proposal was initially canvassed with Council at a Workshop held on 8 August 2017. Council were advised the majority of funding to support this project would be jointly funded by Waikato Regional Council and central government. The estimated cost of the work being \$150,000 to \$200,000 spread over an 18-month timeframe.

- 2.7 It was noted the project is aligned with the Government Regional Growth programme which is jointly managed by the Ministry of Business, Innovation and Employment and the Ministry for Primary Industries.
- 2.8 The Regional Growth Programme consists of a study culminating in the production of a Regional Growth Report and subsequent Regional Economic Plan. Regional Growth Studies are aimed at cataloguing significant economic opportunities in regions to increase employment and incomes. Regional Economic Development Action Plans are developed by regions in conjunction with Central Government and outline actions that seek to realise opportunities identified in the Growth Report.
- 2.9 The focus of the SWEAP project is to accelerate progress on economic growth by identifying existing and new potential programmes of action which will build on the strengths of the sub-region and help address any limitations or areas for further improvement.
- 2.10 The WMB Programme Manager, Harvey Brookes, presented a funding proposal to Council at the 26 September 2017 Council meeting. Council were advised a Project Governance Group (PGG) and a Project Management Group (PMG) would be formed to guide and oversee this project.
- 2.11 Following discussion Council approved funding of \$10,000 per annum towards the development of the SWEAP. Mayor Hanna was appointed the WDC Representative on the PGG with Councillor Goddard appointed as the Mayor's Alternative.
- 2.12 Council's feedback was requested for potential business representatives to join the PSG.

## Commentary

- 3.1 The first meeting of the SWEAP Governance Group was held on 30 November 2017 at the South Waikato District Council.
- 3.2 The purpose of the meeting was to bring the parties together to discuss the SWEAP project scope and action points.
- 3.3 The PGG is made up of the three TLA elected members, three Southern Waikato business representatives, two Iwi representatives, and one Central Government official (senior regional officer). Membership of the PGG includes:
- Mayor Brian Hanna – Waitomo District
  - Mayor Jenny Shattock – South Waikato District
  - Mayor Max Baxter – Otorohanga District
  - Nicky Atkinson – Waitomo Business Representative
  - John Waldon – South Waikato Business Representative
  - Marain Hurley – Otorohanga Business Representative
  - Vanessa Epirairama – Raukawa Charitable Trust Board
  - Representatives for the Maniapoto Maori Trust Board and Raukawa Settlement Trust are to be confirmed.
- 3.4 The PGG is accountable to the WMB Steering Group for all aspects of the SWEAP. The role of the PGG is to:
- Ensure development of the SWEAP advances growth goals of the Waikato Economic Development Strategy and is aligned to the Government's Regional Growth Programme
  - Approve terms of reference for the PMG

- Approve the preferred supplier regarding the contract to develop the SWEAP
  - Share experience, business and sector knowledge
  - Identify key stakeholders for consultation to inform the SWEAP
  - Provide high level guidance to the project and advice to the PMG
  - Provide line of sight for the WMB Steering Group to the actions recommended in the completed SWEAP
  - Report back to key stakeholders
  - Assist in the facilitation of large, multi-agency, cross-boundary regional development projects/actions once the action plan moves into the implementation phase
- 3.5 The PMG is made up of three TLA representatives, up to four representatives from Central Government Agencies (MBIE, MSD, MPI and Te Puni Kokiri) and the WMB Programme Manager. Membership of the PMG includes:
- Harvey Brookes – Waikato Means Business
  - Helen Beever – Waitomo District Council
  - Trish Ambury – Otorohanga District Council
  - Sam Marshall – South Waikato District Council
  - Nease Carroll – Ministry of Business Innovation and Employment
  - Terry Curran – Ministry of Social Development
  - Cathy Stephenson – Ministry for Primary Industry
  - Michelle Paki – Te Puni Kokiri
- 3.6 The role of the PMG is to:
- Form a sub-group to oversee the Request for Proposal process and make recommendations to the PGG on a preferred supplier
  - Keep the project process on track
  - Assist consultants to ensure key resources are provided
  - Oversee secretariat and other support
  - Ensure council entities/subsidiaries and central government agencies are engaged and kept informed of the project
  - Provide advice to the PGG on resources required to implement the SWEAP.
- 3.7 A copy of the Project Scope and Terms of Reference for the PGG and PMG is attached to this Business Paper for Councils reference.
- 3.8 It was agreed at the 30 November 2017 Governance Group Meeting that the engagement of a Contractor to develop the SWEAP was the next step. The Request for Proposal (RFP) documentation was subsequently finalised and released in mid-December 2017.
- 3.9 RFP responses are scheduled to be evaluated on 19 February 2018 with Contractor candidates shortlisted for interview on 26 February 2018.
- 3.10 It is intended the SWEAP will give confidence to local, regional and national scale funding and support agencies in that there is an integrated Plan and set of actions for this area so as to help unlock the resources which are potentially available to assist with implementation. The Plan is about developing a collaborative, concerted effort at a sub-regional level to boost jobs, incomes and investment in the Southern Waikato.
- 3.11 Council will be kept informed of progress in the development of the SWEAP.

**Suggested Resolution**

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



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

February 2018

Attachment 1. Project Scope and Terms of Reference

## Attachments:

### Attachment A: Scope - Southern Waikato Economic Action Plan

#### Project scope

##### Background

In developing the Waikato Means Business (WMB) programme over the past two years, there has been an awareness from the steering group that its current suite of actions may not be fully realising the potential of the distinctive sub-regional geographies of the Waikato region, and that in particular it may not have paid specific attention to the Southern Waikato sub-region with its declining population, high unemployment rates and low household incomes. Focus to date has primarily been on the northern, growth part of the region around Hamilton.

This is a major project for economic growth in the Waikato, and will address some of the issues identified in both Waikato Means Business and the Waikato Plan. The data and evidence-gathering that was undertaken between 2010 and 2013 to underpin the WMB strategy identified numerous areas of growth potential for the Southern Waikato sub-region, including forestry, energy, tourism, agriculture and the Māori economy. It also identified numerous issues for the sub-region, such as poor digital infrastructure, lack of industry, high youth unemployment and an infrastructure deficit. While there has been some activity in the southern Waikato since this work was undertaken, such as the successful Mayors Taskforce for Jobs programme in Otorohanga, the establishment of a rail hub in Tokoroa, and Fonterra's investment in its Lichfield Plant, there has been no joined-up, concerted effort at a sub-regional level to boost jobs, incomes and investment in the Southern Waikato.

This proposal to develop an Economic Action Plan for the Southern Waikato is a standalone project but supports the broader Waikato Means Business economic development strategy, and the Waikato Plan. The strategic objectives of the Waikato Means Business strategy include:

- Maintaining and building on the region's location advantage
- Growing global industries
- Building, attracting and retaining skills and talent
- Telling the Waikato Story

<http://www.waikatomeansbusiness.nz/>

The proposal also supports the regional priorities identified in the Waikato Plan, including:

- Planning for population change
- Connecting communities through targeted investment
- Partnering with iwi/Māori
- Advancing regional economic development

<http://www.waikatoplan.co.nz/>

Central government will be a key partner in this work. Government is supporting the implementation of the Waikato Means Business strategy through the Regional Growth Programme, and considers there is significant scope to understand the true nature of the economic issues and opportunities facing the Southern Waikato, and to come up with a series of pragmatic and focused action points which would enhance the strengths of the sub-region.

Commencing and successfully undertaking this project will require a broad base of support from local, regional and central government, local community and business leaders and the philanthropic sector.

For the purposes of the project, the Southern Waikato is defined generally as the geographic area contained within the South Waikato, Otorohanga and Waitomo District Councils. It is not proposed that the study formally include the Taupō and Rotorua districts, as these districts are already involved in the Bay of Connections Action Plan. However, the exact boundaries will depend on the sectors/issues being addressed and so neighbouring districts and regions may need to be engaged with, or kept informed, as stakeholders for the project.

The project has received in principle support from the following individuals and groups:

- South Waikato District Council-
- Waitomo District Council-
- Otorohanga District Council
- Chair and senior council staff of the Waikato Plan
- Central government agencies

Funding for the project will be provided by WMB, local authorities and central government

### **The Action Plan**

The importance of finding ways of boosting the Southern Waikato has been emphasized by Minister Joyce at the launch of the Waikato Story on Friday 2nd December 2016 when he urged the 200+ participants to the

event to “include the whole Waikato, in particular the South Waikato”. Minister Joyce went on to state that this process should focus on attracting investment, and noted that “the key is creating job opportunities”.

The Southern Waikato Economic Action Plan (SWEAP) is designed to accelerate progress on economic growth in the Southern Waikato by identifying existing and new potential programmes and actions which will build on the strengths of the sub-region and help address any limitations or areas for further improvement. The plan will give confidence to local, regional and national scale funding and support agencies that there is an integrated plan and set of actions for this area, so as to help unlock the resources which are potentially available to assist with implementation.

This proposal is about developing a joined-up, concerted effort at a sub-regional level to boost jobs, incomes and investment in the Southern Waikato. The project will need to identify opportunities and develop an action plan in a similar way to the Action Plans developed in other Regional Growth Programme regions, albeit at a sub-regional level.

While the project will need to be data and evidence-driven, it is not designed to be an academic exercise. Rather, it will provide a rapid response analysis of economic growth potential and constraints (building on the data and evidence-gathering that was undertaken between 2010 and 2015 to underpin the Waikato Means Business strategy and Waikato Plan development), and then move directly to pragmatic action points which can be implemented in the short to medium term. This sub-regional action plan will then be integrated into the broader WMB implementation plan for 2018-19.

While the precise methodology for the project will be determined through a procurement process, the proposed approach would likely be similar to the Regional Growth Programme process undertaken in other regions, whilst taking into account relevant work that has already been completed. The following components are expected to be required:

- **Background report** – based on data collection and analysis of information in existing regional reports, official economic data and local economic development or related plans and research (including information on industry sectors, export activity, population profiles and projections, education and training participation, labour/skills demand, investment and construction activity, iwi assets and utilisation, economic links with the rest of the Waikato Region and other regions etc.). The background report should build on previous work by taking account of Business Growth Agenda themes as they apply to the Southern Waikato and identifying any significant recent changes in the economic development situation (issues and opportunities) of the sub-region;
- **Stakeholder engagement process**—development of an efficient and effective approach to:
  - i. seeking stakeholder perspectives on the major economic development opportunities and challenges facing the sub-region, and options to respond to these<sup>1</sup>; and
  - ii. securing their buy-in to actions included in the Southern Waikato Economic Action Plan.

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<sup>1</sup> Note that particular issues, opportunities and options may relate to one or more parts of the sub-region (i.e. they may not necessarily be common to all three council areas or the communities or industry sectors within them).

- **Development of Southern Waikato Economic Action Plan** – using the background report and the stakeholder engagement process as its basis, this will be developed by the sub-region, with support from central government, and should:
  - i. include specific, measurable, achievable projects with clear outcomes and timelines for delivery;
  - ii. have clearly identified leaders and key support partners for each proposed action;
  - iii. be well understood, accepted and supported by the region.

The Action Plan does not guarantee Government support or funding for the actions. Working with the Government in the process of creating the plan, however, will help the region and the Government to understand how current Government activity and funding might be able to be leveraged to support those actions where there is a clear role for Government.

#### **Project Timeline**

It is expected that the project will be formally commissioned in the next 1-2 months, and will take between 12-15 months to complete. At that stage the action plan will move into the implementation phase, as part of the broader Waikato Means Business implementation plan.

#### **Relevant resources:**

1. Martin Jenkins and BECA 2013 Economic development issues and opportunities Final Report A background report to inform the Waikato regional economic development strategy
2. McMillan, R. C. (2015). Anticipating subnational depopulation: Policy responses and strategic interventions to regional decline (Thesis, Master of Social Sciences (MSocSc)). University of Waikato, Hamilton, New Zealand. Retrieved from <http://hdl.handle.net/10289/9873>
3. South Waikato District Council Economic Development Strategy & Action Plan <http://www.southwaikato.govt.nz/our-services/economic-development/Pages/default.aspx#strategyandaction>
4. The Otorohanga District Development Board <http://otorohanga.co.nz/Living-here/Development-Board> Waitomo District Council Economic Development Strategy <http://www.waitomo.govt.nz/PageFiles/2992/A333594.pdf>
5. Waikato Means Business economic development strategy <http://www.waikatomeansbusiness.nz/>
6. Waikato Plan <http://www.waikatoplan.co.nz/>
7. Regional Growth Programme: <http://www.mbie.govt.nz/info-services/sectors-industries/regions-cities/regional-growth-programme>

## **Attachment B: Terms of Reference for Project Governance Group and Project Management Group**

### **Introduction**

Implementation of the Waikato Regional Economic Development Strategy (Waikato Means Business) is being led by the Waikato Means Business (WMB) Steering Group. The WMB programme has been developed over the past two years, including initiatives such as The Waikato Story and a Review of Regional Economic Development Capability and Capacity (currently in train). The WMB steering group, working with central government, wishes to commission a new project – a Southern Waikato Economic Action Plan (SWEAP) that is focussed on the sub-region comprising the South Waikato, Waitomo and Otorohanga District Council areas. WMB is seeking to form a Project Governance Group (PGG) and a Project Management Group (PMG) to guide and oversee this project.

### **Background**

The SWEAP project will be jointly funded by local and central government. It is a key part of the Government's Regional Growth programme in the Waikato. Through the Regional Growth Programme, central government works with regions to identify potential growth opportunities in selected regions and help increase jobs, income and investment. The programme is jointly managed by the Ministry of Business, Innovation and Employment (MBIE) and the Ministry for Primary Industries (MPI).

Previous research (over 2010-15) undertaken for the WMB strategy identified numerous areas of growth potential for the Southern Waikato sub-region, including forestry, energy, tourism, agriculture and the Māori economy. It also identified numerous issues for the sub-region, such as: lack of industry, high youth unemployment, low household incomes, declining population and an infrastructure deficit (including poor digital infrastructure). While there has been some activity in the southern Waikato since this work was undertaken, such as the successful Mayors Taskforce for Jobs programme in Otorohanga, the establishment of a rail hub in Tokoroa, and Fonterra's investment in its Lichfield Plant, there has been no joined-up, concerted effort at a sub-regional level to boost jobs, incomes and investment in the Southern Waikato.

For the purposes of the project, the Southern Waikato is defined generally as the geographic area contained within the South Waikato, Otorohanga and Waitomo District Councils. It is not proposed that the study formally include the Taupō and Rotorua districts, as these districts are already involved in the Bay of Connections Action Plan. However, the exact boundaries will depend on the sectors/issues being addressed and so neighbouring districts/regions may need to be included as stakeholders in the course of the project.

The study area (i.e. based on the three council districts) is also within the rohe of two iwi/hapu: (Tainui) Maniapoto and Raukawa. The project is expected to identify focused initiatives that will support iwi-led economic development aspirations and have positive outcomes for Māori within the study area.

## The Southern Waikato Economic Action Plan

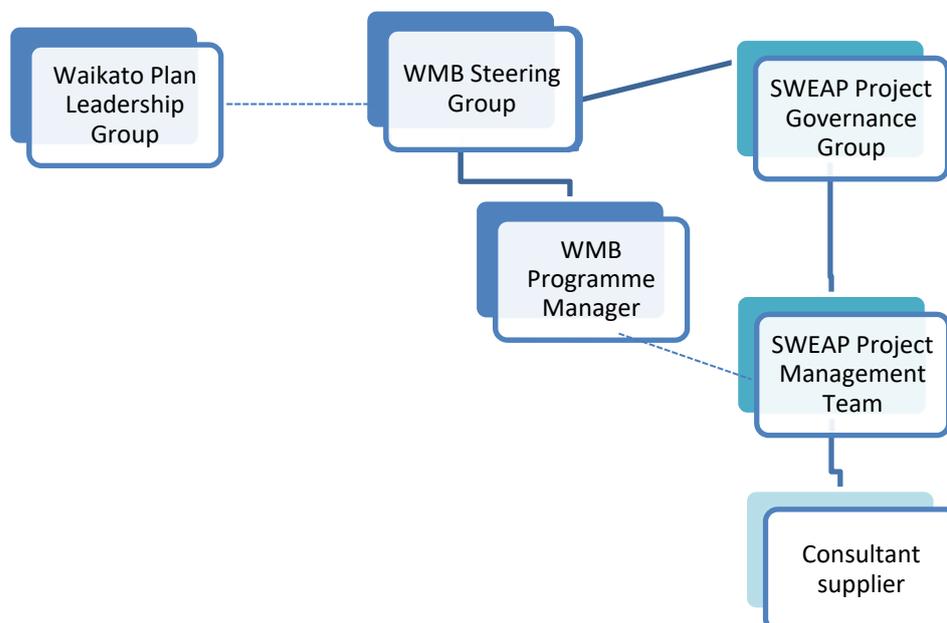
The SWEAP is designed to accelerate progress on economic growth in the Southern Waikato by identifying existing and new potential programmes and actions which will build on the strengths of the sub-region and help address any limitations or areas for further improvement.

While the project will need to be data and evidence-driven, it is not designed to be an academic exercise. Rather, it will provide a rapid response analysis of economic growth potential (building on the data and evidence-gathering that was undertaken between 2010 and 2015 to underpin the WMB strategy and Waikato Plan development), and then move directly to pragmatic action points which can be implemented in the short to medium term. This sub-regional action plan will then be integrated into the broader WMB implementation plan for 2018-19.

### Project governance

The SWEAP project will be overseen by a **Project Governance Group** (PGG), with support from a **Project Management Group** (PMG) which will have more direct involvement with the project. As the Sponsor for the project the WMB Steering Group will assemble a PGG comprising industry, iwi/Māori, local and central government representatives. The PMG will include local government and central government officials. Direction will be sought from the PGG as to whether iwi representative should also join the PMG.

The SWEAP PGG will also have a direct connection to the WMB Steering Group (the sponsor of the project), through a member of WMB joining the PGG.



### **Project Sponsors - Waikato Means Business Steering Group**

- Champion the SWEAP
- Political liaison (e.g. with Waikato Mayoral Forum, Ministers)
- Support the work of the Project Governance Group, including advice on key stakeholders to be consulted, regional level economic issues to be aware of etc.

### **Project Governance Group Roles and Key Relationships**

The PGG role is to:

- a) ensure that development of the SWEAP advances the growth goals of the Waikato Economic Development Strategy and is aligned to the Government's Regional Growth Programme;
- b) approve a final terms of reference for the PMG and a final brief for the SWEAP to be procured;
- c) approve the preferred supplier for awarding the contract to and sign-off that the SWEAP has been completed to a satisfactory standard;
- d) share experience, business and sector knowledge and networks, and on-the-ground understanding of the sub-region, in order to provide overview and input into the SWEAP at key points in the process;
- e) identify key stakeholders with an interest in the SWEAP for consultation in the course of the project;
- f) provide high level guidance to the project by considering periodic progress reports from the supplier) and provide advice to the PMG to resolve any issues relating to the project;
- g) provide line of sight from the Waikato Means Business Steering Group to the actions recommended in the completed SWEAP;
- h) report back to key stakeholders including individually to the bodies the members represent, and collectively to the councils, iwi, government agencies and industry groups.
- i) Assist in the facilitation of large, multi-agency, cross-boundary regional development projects/actions once the action plan moves into the implementation phase.

The PGG is accountable, through its Chairperson, to the WMB Steering Group for all aspects of the SWEAP.

### **PGG Membership**

The PGG will have no more than nine members, consisting of:

- a) Three Southern Waikato businesspeople/entrepreneurs representing a range of sectors, of whom:
  - One is the Chairperson [the group will need to select a Chair]
  - One is a member of the WMB Steering Group

b) Two iwi/Maori representatives, consisting of:

- one representative each from the Maniapoto Maori Trust Board and Raukawa Settlement Trust

c) Three local authority elected members, with one each from:

- South Waikato District Council
- Otorohanga District Council
- Waitomo District Council

d) One central government official (Senior Regional Official)

Members shall:

1. Not be in any way associated with an organisation which might directly benefit from, or provide professional services, in relation to the SWEAP project;
2. Be available and willing to act as the face and voice of the SWEAP
3. Have expertise, skill and experience relevant to the diverse economic development issues and opportunities characterising the Southern Waikato area
4. Connections with organisations, businesses, community groups and mandated iwi organisations in the Southern Waikato area
5. A strong level of understanding and experience of Waikato Māori and Māori business interests

The PGG will be supported with secretariat support (including management of progress reports, meeting administration, and contract management).

### **Project Management Group Roles and Key Relationships**

The PMG role is to:

- h) Form a sub-group to oversee the procurement process to request proposals, evaluate the proposals received, make recommendations to the PGG on a preferred supplier, and complete contract negotiations
- i) Keep the project process on track (e.g. arrange access to reports/data for the supplier, compile stakeholder lists, provide input to the supplier's work, review documents etc.)

- j) Work with the consultants to ensure that key resources are provided to undertake the project in accordance with the agreed contract, including appropriate support for key stakeholders to participate (e.g. iwi organisations, businesses, community groups)
- k) Oversee secretariat and other support (e.g. supplier's periodic progress reports) to the PGG
- l) Escalate any significant issues that may arise in the course of the project to the PGG for resolution
- m) Ensure any relevant council entities/subsidiaries and central government agencies are engaged and kept informed of the project
- n) Provide advice to the PGG and the Waikato Means Business Steering Group (and potentially other regional funders) on the resources required to implement the SWEAP.

### **PMG Membership**

The PMG may have up to eight members, consisting of:

- a) Three local authority representatives, with one each from:
  - South Waikato District Council
  - Otorohanga District Council
  - Waitomo District Council
- b) Up to four representatives from central government agencies including Ministry of Business, Innovation and Employment, Ministry of Social Development, Ministry of Primary Industries and Te Puni Kokiri.
- c) The WMB Programme Manager
- d) Direction will be sought from the PGG as to whether iwi representatives should also join the PMG.
- e) The group will need to select a Chair/Convenor

Members shall:

1. Not be currently elected to any public office including a Council-Controlled Organisation or Crown entity;
2. Not be in any way associated with an organisation which might directly benefit from, or provide professional services, in relation to the SWEAP project; and
3. Have expertise, skill and experience relevant to the economic development issues and opportunities characterising the Southern Waikato area, the Waikato region or national economic policy.

The need for a PGG or a PMG to play any on-going role in implementation of the plan will be considered as the action plan is being compiled. It may for example be appropriate to form SWEAP Working Group(s) to co-ordinate implementation of specific actions.

**Contract**

All contract management matters will be handled by the PMG.

The preferred supplier will be selected through a contestable procurement process and approved by the PGG. A sub-group of the PMG will be formed to undertake the RFP evaluation part of the procurement process.

**PGG and PMG Term of Appointment**

The term of appointment for members of the PGG and PMG is expected to be 12 months (e.g. December 2017- December 2018).

**Appointment Process**

All PGG members will be appointed by the WMB Steering Group.

Each PGG member's term and other terms and conditions of their appointment will be set out in their letter of appointment.

**Delegation**

Membership of the PGG including attendances at PGG meetings cannot be delegated.

**Vacancies**

If at any time a vacancy arises for a position on the PGG (including the Chairperson), the WMB Steering Group will select a replacement using whatever process it considers appropriate.

When a vacancy arises for a PGG member other than the Chair, the WMB Steering Group will take advice of the PGG Chair when making its decision.

**Reimbursement of Members' Expenses**

Participation on the PGG will be voluntary and unpaid. The commitment to this group would amount to approximately 6-7 meetings over the period from December 2017 – December 2018 plus time to review findings/agenda at key points in the process.

Reasonable travel and other expenses will be reimbursed upon request and the provision of original receipts.

**PGG Meetings**

The PGG is anticipated to meet approximately monthly to six-weekly during the period over which the contract is procured and completed. Time and location is at the discretion of the PGG but should be timed to in conjunction with reporting milestones from the supplier and to ensure that PGG can report back as appropriate to the WMB Steering Group. Meetings will take place in the southern Waikato area.

The PMG Convenor will ensure secretariat support is provided to the PGG for such meetings.

**Quorum**

The quorum for all PGG meetings is all nine members.

The PMG will determine its own operating procedures including frequency of meetings and quorum.

Technology such as video conferencing and teleconferencing can be used where required/available.

**Communications**

The sub-region will develop a Communications Strategy, with support from central government, which will outline the approach to communication about the Southern Waikato Economic Action Plan. All communications activities should be (as far as possible) proactively managed to ensure no party is surprised by an action of another. The Strategy will include key messages, which may evolve as the project develops. Agencies involved in the Action Plan are expected to liaise with their own communications teams as required. The Project Governance Group will sign off on the Communications Strategy.

**Reporting**

The PGG will maintain a collaborative relationship with the WMB Steering Group built on regular communication. Progress reports will be provided to the WMB Steering Group at key milestones (to be determined once the contract has been finalised). Reports will also be provided to relevant government ministers from time to time.

**Decision Making**

All decisions must be proposed for approval by a member of the PGG and seconded by another. Once a decision has been proposed, the group will reach final decisions by way of verbal consensus. The Chairperson will ensure most decisions are reached by this method.

Where there is no decision by consensus the Chairperson may call for a show of hands or other such method to count votes for and against. In such cases the Chairperson should consider what changes

could be made to the recommendations to ensure a consensus decision, including deferring the decision to allow for further consideration at a later meeting.

**Other Rules of Procedure**

Other than for decision making, the PGG determines its rules of procedure (covering matters such as calling of meetings, preparation of agenda, transaction of business between meetings etc.) as necessary from time to time.

**Conflicts of Interest**

It is accepted and acknowledged that PGG members have outside business interests. On an on-going basis, each PGG member must however disclose any conflict or potential conflict of interest (between those outside interests and their role as a PGG member) to the Chairperson, and follow directions of the Chairperson to manage the relevant conflict.

**Approved/Revised**

By Waikato Means Business

Date.....

**Document No: A385363**

**Report To: Council**



**Meeting Date: 27 February 2018**

**Subject: Progress Report – Civil Defence**

**Type: Information Only**

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current activities within the Civil Defence portfolio.

## Background

- 2.1 Waitomo District Council provides Civil Defence functions for the District for the protection and security of residents.
- 2.2 The range of emergencies that occur in New Zealand are mostly related to flooding or earthquakes. Council must not only react to the immediate emergency to counteract the immediate effect of any disaster, but must also manage the medium and long term recovery in the District to help residents live their lives as normally as possible after an emergency.

## Commentary

- 3.1 Civil Defence Emergency Management (CDEM) is a statutory requirement for local government and is an intrinsic part of community well-being. Territorial Local Authorities (TLAs) provide leadership and coordination and are a critical structural layer in enabling local, regional and national CDEM capacity and capability.

### 3.2 Civil Defence Shared Service Arrangement

- 3.3 A shared service arrangement for CDEM has been in place between Waitomo, Otorohanga and Waipa District Councils for a number of years. The agreement came into force on 1 July 2013, the purpose, to enable the delivery of efficient and effective CDEM within the three districts in a way that maximises collective resources while meeting obligations under the CDEM Act 2002 and assisting in the implementation of the Waikato CDEM Group Plan within our Districts.
- 3.4 Underpinning the agreement has been the philosophy of working smarter and being innovative to obtain a 'best value low cost' model for the three partnering Councils. Waipa District Council has provided the administering role for the shared service provision.
- 3.5 The Emergency Management Operations Manager for the three Councils, Martin Berryman, tendered his resignation in November 2017. Martin's last day of work was 26 January 2018.

- 3.6 In late December 2017 a proposal was received from Waipa District Council for the delivery of CDEM services for the Western Waikato Group through the Waikato Group Emergency Management Office (GEMO).
- 3.7 It was proposed the first 12 months of this arrangement would be undertaken on a trial basis with the newly appointed Western Waikato Civil Defence Manager and Administrator seconded to the GEMO.
- 3.8 The Western Waikato CD staff would remain employed by Waipa District Council however, the day-to-day management and oversight of work programme delivery would be provided through the GEMO. If the trial secondment was considered successful a longer-term, formal commitment would be considered.
- 3.9 In parallel, discussions have also taken place with Otorohanga District Council regarding a potential shared service arrangement between the two Councils. The similarities of size and scale for both Districts has been discussed.
- 3.10 Determining an effective and sustainable pathway is the priority, as is filling the gap following the departure of the Emergency Management Operations Manager.
- 3.11 Discussions are continuing.

### **3.12 Ministerial Review – Better Responses, Natural Disasters, Other Emergencies**

- 3.13 On 17 December 2017, the Minister of Civil Defence released a Ministerial Review report titled “Better Responses to Natural Disasters and Other Emergencies” (“the Report”).
- 3.14 The Report, drafted by a Technical Advisory Group, provides advice to the Minister on the most appropriate operational and legislative mechanisms to support effective responses to natural disasters and other emergencies in New Zealand.
- 3.15 The Report made a number of findings and recommendations. A summary of these are as follows:
- a) Establishment of a new National Emergency Management Agency (hosted by Department of Prime Minister and Cabinet (DPMC) to replace the Ministry of Civil Defence and Emergency Management (MCDEM).
  - b) A need to strengthen the regional CDEM structure, requiring the development of shared emergency management services across the Civil Defence Emergency Management (CDEM) regions, which requires:
    - Groups to take a regional approach consistent with the intent of the Act;
    - Groups to ensure that they provide adequate resourcing, funding and administration;
    - Consistent Emergency Management Office structures, with Emergency Operating Centres (EOCs) across the Group area;
    - Regional appointment and oversight of all Controllers, with clear line management and an emphasis on appointments embedded within territorial authorities; and
    - Defined functions and responsibilities for respective territorial and regional councils.

- c) Declarations – the Report considered a number of options around who should make State of Emergency declarations, and also considered whether an additional option should be included to declare a ‘major incident’ as an alternative to a State of Emergency. The following was recommended:
- Confirmation that the Mayor has the primary authority to declare states of local emergency for their districts.
  - Require training and advice as a precondition for any person (primarily the mayors) using their authority to declare a state of local emergency.
  - Provide an option for a Mayor to declare a ‘major incident’. This approach formalises the activation of EOCs pre a formal emergency declaration. Legislative powers available under this approach would be limited to those that the councils and emergency services (such as Police) can use under other Acts.
- d) Iwi participation in emergency management:
- Recognise the capability that Iwi bring to emergency management.
  - Strengthened role – enable Iwi to participate in planning for and responding to a natural disaster. Require Iwi representatives to be appointed on the Coordinating Executive Group (CEG) and and Group Joint Committee.
- e) Capability and Capacity – The Report authors came to the view that there is no clear definition of what ‘trained’ means when referring to the capability of Controllers or other roles in the CDEM framework. Recommendations include:
- Require all Controllers (Group and National) to meet one mandatory national standard of technical and personal competency, prior to being accredited as a CDEM Controller.
  - Confirm that only accredited Controllers are permitted to act as Controllers during any declared state of emergency.
  - Establish national ‘fly in’ teams of professionals to assist with responses (in all EOC roles).
- f) Authority for Command, Control, and Coordination – The Report authors considered that having clear lines of authority, both across agencies and within structures, is critical to having a well-managed and efficient response. To address some difficulties in this area, they recommended:
- Enabling the Director to direct Group Controller(s) during an emergency under the CDEM Act when there are matters of national interest.
  - Providing for qualified people to be brought in during events (fly-in teams) and be able to access the relevant CDEM Act powers of a Controller, and act in the role of CDEM Controller anywhere in the country.
  - Require any ‘local’ or secondary Controllers to be under the clear command authority of the Group Controller in charge of an event.
  - Reinforce that there is no mandate for the Group Controller to be subject to direction by those that might have a different relationship

to them outside a state of emergency (i.e. Council Chief Executives etc.).

- Require clear control authority for Group Controllers; ensuring that when a state of emergency is declared under the Act, the Group Controller has control over the emergency response. This includes being able to task other agencies.
- Require use of CIMS (2nd edition) by all agencies.

g) Intelligence – The Report authors noted that the EOC intelligence function needs the capacity and tools to do more than just receive, store and show data. It also needs to be able to generate useful robust, accurate and verified information to guide response and recovery decisions. The report recommends:

- That a new national emergency management facility is established (replacing the Bunker) with a fit-for-future physical layout and technological functionality.
- Establishing an integrated 24/7 operation for the monitoring, alerting and warning of emergencies.

h) Information and Communications – The Report authors noted that maintaining public trust and confidence through effective communications is important. Two issues at the forefront of the review were the time taken to access up-to-date information on current emergencies, and the way that information is gathered and disseminated. Recommendations include:

- Confirming the Local Mayor as the primary spokesperson and providing them with supported strategic communications advice (the report highlights that in a modern media context the spokesperson needs the support of a senior and experienced communications practitioner who can brief and counsel them).
- Recognise Strategic Communications as an essential element of effective response.
- Include and deploy trained and experienced public information and communications experts in 'Fly In Team'.
- Ensure timely, consistent, and proactive use of the range of appropriate media channels both for communication, and for gathering intelligence.

3.16 The Report, drafted by a Technical Advisory Group, provides advice to the Minister on the most appropriate operational and legislative mechanisms to support effective responses to natural disasters and other emergencies in New Zealand.

### **3.17 Local Civil Defence Controller**

3.18 Council endorsed the appointment of Terrena Kelly as Waitomo District Councils' Local Civil Defence Controller at its 26 September 2017 Council meeting.

3.19 In accordance with the Waikato CDEM Controllers Policy, endorsement from Otorohanga District Council and Waipa District Council on Terrena's appointment was requested and subsequently received.

3.20 On Friday 16 February 2018 (in accordance with Group policy), a panel comprising the Waikato Group Controller, a Senior Sergeant Police Officer and a CEG representative held an interview with Terrena Kelly and the Chief Executive.

- 3.21 The process now involves the Group Controller formally reporting back to the Waikato CDEM Group Joint Committee, which is expected to occur in March 2018. WDC now awaits approval of the appointment from Waikato CDEM Group Joint Committee.

### Suggested Resolutions

The Progress Report: Safety (Civil Defence) be received.



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

20 February 2018

**Document No:** A384183

**Report To:** Council



**Meeting Date:** 27 February 2018

**Subject:** Progress Report: Solid Waste Services

**Type:** For Information

## 1.0 Purpose of Report

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

## 2.0 Local Government Responsibilities

- 2.1 The Waste Minimisation Act 2008 encourages a reduction in the quantity of waste generated and disposed of in landfills, with the aim of reducing the environmental harm of waste while providing economic, social and cultural benefits.
- 2.2 Waitomo District Council has a statutory responsibility to promote effective and efficient waste management and minimisation within the Waitomo district under section 42 of the Act and to review its Solid Waste Management and Minimisation Plan (SWaMMP) no later than every six years. The SWaMMP 2012-2018 is currently being reviewed for inclusion in the special consultation process which will be undertaken for the draft LTP 2018-2028.
- 2.3 A key element of the Act is the waste levy applied to all wastes disposed to landfill. The levy is \$10 per tonne. The purpose of the levy is to increase the price of waste disposal to better reflect the cost of waste on the environment, society and the economy and to generate money for waste minimisation initiatives.

## 3.0 Risk Considerations

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

## 4.0 Waitomo District Council's Internal Planning Documents

- 4.1 SWaMMP - The key internal planning document influencing this SWaMMP is Council's 2018 – 2028 Long Term Plan (LTP) which sets out Council's role in maintaining and promoting community well-being in the District. The SWaMMP is a "tactical" plan in support of the Council's LTP, with linkages to the Council's District Plan, Structure Plans and Council bylaws pertaining to waste management related matters.
- 4.2 Waste Assessment 2017 – 2018 The Waste Minimisation Act 2008 requires Councils to complete a waste assessment and to have regard to the assessment in preparation of the plan. The assessment provides the necessary background information on waste and diverted material streams to determine priorities. The most recent assessment is completed and being send away to the medical officer for review and sign off. This will be included in the SWaMMP 2018-2021.

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

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

## 5.0 Solid Waste Management

- 5.1 Solid Waste Management is the combination of asset management, financial, engineering and technical practices to reduce and dispose of general refuse and the promotion of waste minimisation.
- 5.2 The Solid Waste Activity provides for education on waste minimisation, collection and separation of recyclables, and the disposal of residual waste to landfill.
- 5.3 WDC is meeting its obligations under the Waste Minimisation Act 2008 and SWaMMP by providing:
- Weekly Kerbside Refuse and Recyclables Collection Services
  - Rural transfer Stations, including free recycling services
  - Street Side Recycling Units
- 5.4 The service levels, strategies and information requirements contained in the SWaMMP become the basis for performance orientated contracts let for service delivery. Risks associated with delivery of the collection, waste transfer stations and landfill are mitigated by effective contract management including monitoring of contractor performance and ensuring regular reporting of core service and activity data.

## 6.0 Waitomo District landfill : 0500/16/041

- 6.1 The Waitomo District Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.
- 6.2 Emissions Trading Scheme**
- 6.3 The Government has started on a review of New Zealand's carbon footprint and this may have a more significant impact on the cost of disposing rubbish in the future.
- 6.4 The impact of this review will be taken into account during the assessment of the future of the Landfill in preparation of the next LTP.
- 6.5 Landfill Volumes**
- 6.6 Landfill Consented Volume: 232,000 Tonnes

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

Description	Tonnes Deposited Jan 2018	Tonnes Deposited Feb 2018	Tonnes Deposited March 2018	Tonnes Deposited April 2018	Tonnes Deposited May 2018	Tonnes Deposited June 2018
Deposited to Date	187927.37					
WDC Bags Collected	1.3					
Total over Weighbridge	853.62					
Less Diverted Recycle	30.22					
Less Stock out Gate	33.17					
Total To Landfill	787.53					
Tonnage Space Available	44072.63					

## 6.7 Recyclables

6.8 To date a total of 233.32 tons of recyclables has been diverted from the landfill for this financial year.

## 6.9 Health and Safety at Work (Asbestos) Regulations 2016

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

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

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

### 6.13 Capital Projects

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

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

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

6.15 Fall restraint barriers has been installed at all transfer station tip heads.

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

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

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

6.19 Access control at the landfill has been completed to ensure manage entry to the landfill section of the Waitomo District landfill and better manage H&S risks.

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

### 6.21 Contractual Reporting – 0500/16/041

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

Month	Score	%
Jul-17	370	79%
Aug-17	400	100%
Sep-17	400	100%
Oct 17	400	100%

Month	Score	%
Nov 17	400	100%
Dec 17	400	100%

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

6.23 Contract performance is tracking well.

## 7.0 Rural transfer stations and kerbside collection : 500/16/038

7.1 The following is a snapshot from the Envirowaste Kerbside and Recycling collection services contract report of recycling volumes from the Kerbside and transfer stations for September 2017.

### Kerbside Totals & Transfer Station Totals

#### Mokau Tuesdays m3

DATE	BROWN	GREEN	CLEAR	PLASTIC	ALI	TIN	PAPER	C/BOARD
05.09.17	0.1	0.3	0.4	1	0.1	0.1	0.5	0.75
12.09.17	0.5	0.7	0.6	1	0.1	0.1	1.5	2.5
19.09.17	0.5	0.65	0.45	1	0.1	0.1	1	2
26.09.17	0.6	0.7	0.4	1	0.1	0.1	1.5	0.75
<b>TOTAL</b>	<b>1.7</b>	<b>2.35</b>	<b>1.85</b>	<b>4</b>	<b>0.40</b>	<b>0.40</b>	<b>4.5</b>	<b>6</b>

#### Piopio Tuesdays m3

DATE	BROWN	GREEN	CLEAR	PLASTIC	ALI	TIN	PAPER	C/BOARD
05.09.17	0.4	0.5	0.1	2.2	0.1	0.1	1.4	1.5
12.09.17	0.5	0.4	0.4	1.5	0.5	0.5	1.8	2.5
19.09.17	0.5	0.5	0.5	2	0.65	0.3	1.65	2
26.09.17	0.4	0.3	0.4	2	0.45	0.3	2	2
<b>TOTAL</b>	<b>1.8</b>	<b>1.7</b>	<b>1.4</b>	<b>7.7</b>	<b>1.7</b>	<b>1.2</b>	<b>6.85</b>	<b>8</b>

#### Waitomo Tuesdays m3

DATE	BROWN	GREEN	CLEAR	PLASTIC	ALI	TIN	PAPER	C/BOARD
05.09.17	1	0.5	0.3	0.5	0.1	0.1	1	1
12.09.17	0.5	0.65	0.2	0.5	0.1	0.1	0.5	0.5
19.09.17	0.5	0.5	0.2	0.5	0.1	0.1	1	1
26.09.17	0.5	0.5	0.2	0.5	0.1	0.1	0.5	0.5
<b>TOTAL</b>	<b>2.5</b>	<b>2.15</b>	<b>0.90</b>	<b>2</b>	<b>0.40</b>	<b>0.40</b>	<b>3</b>	<b>3</b>

## 7.2 Contractual Reporting – 500/16/038

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

Month	Score	%
Jul-17	455	91%
Aug-17	460	92%
Sep-17	380	76%
Oct-17	420	84%
Nov-17	420	84%
Dec-17	460	92%

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

7.4 The drop in grade for **September** related to service delivery and minor non-compliance with work specs ie clearing recyclables from a non WDC bin.

## 8.0 Service Requests / Complaints

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

8.2 It must be noted that almost all Service Request complaints received for kerbside refuse or recyclables not being collected are due to the person placing the bag or recycle bin out too late. Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2017/2018 include:

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

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

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

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

### Suggested Resolution

The Progress Report: Solid Waste Activity be received.



KOBUS DU TOIT  
**GROUP MANAGER – ASSETS**

**Document No: A834181**

**Report To: Council**



**Meeting Date: 27 February 2018**

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

For Information

## **1 Purpose of Report**

1.1 The purpose of this business paper is –

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

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

1	Purpose of Report .....	1
2	Local Government Act S.11a Considerations .....	1
3	Risk Considerations .....	2
4	Introduction .....	2
5	Background.....	2
6	Roading Subsidies .....	2
7	Road Safety .....	2
8	Roading Business Unit .....	4
9	Operating Expenditure 2017/18 .....	5
10	Capital Expenditure 2017-18 .....	7
11	Network Maintenance .....	8
12	REG and the One Network Road Classification (ONRC).....	9
13	RATA (Road Asset Technical Accord).....	11
14	Streetlighting (LED) .....	12
15	Road Maintenance Contract – Progress.....	12
16	Long Term Plan .....	14

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

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

### 3 Risk Considerations

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

### 4 Introduction

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

### 5 Background

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

### 6 Roding Subsidies

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

### 7 Road Safety

#### 7.1 Road Safety Promotion

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

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

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

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

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

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

#### 7.7 **Road Safety Projects**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### 7.19 **Guard Rails**

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

#### 7.21 **Shoulder Widening**

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

#### 7.23 **Tree Removal**

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

#### 7.25 **Intersection 3: SH 3 Awakino to Mt Messenger**

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

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

## **8 Roding Business Unit**

### 8.1 **Introduction**

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

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

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

8.5 **Professional Services Activity**

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

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

<b>9 Operating Expenditure 2017/18</b>
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9.1 **Budget Update**

9.2 The table below is representative of the latest financial figures representing Year to date (September 2017) figures.

DESCRIPTION OF SERVICE	2017/18 BUDGET	EXPENDITURE TO DATE At end of January 2018	COMMENTS
<b>Total Maintenance Expenditures (excluding Loss on Asset Disposal)</b>	5,917,759	1,507,541	<b>Expenditure to date = 6% of original 2017/18 Budget</b>
Road Safety Promotion 431 – 433	130,000	37,917	Driver Training Program is delivered under contract by Community House for WDC and ODC.
Emergency First Response 106 (GL = 730 31 715)	250,000	839,988	Unforeseen weather events requiring emergency first response works under this category (include trees blown down, slips, and erosion). More detail is recorded in this business paper
Environmental Maintenance 121	600,000	287,563	Typical works include Hazardous Trees, Pest Plant Control, Mowing, Spraying, Drainage control, etc.
Environmental Maintenance 121 For Stock Effluent Facility + Time	42,000	9,343	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings	30,000	3,327	Kiwi Rail determines repairs and does the work required and then invoices WDC.
Combined RBU Unit Costs	758,729	464,992	Includes consultant fees for Professional Services
Routine Drainage Maintenance 113	440,000	227,202	Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	1,400,000	931,120	Pre-reseal repairs and general sealed pavement maintenance.
Structures Maintenance 114	170,000	34,158	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	150,000	63,109	District wide maintenance of signs and road furniture.
Street Lights Maintenance 122	320,000	131,921	Cyclic maintenance and electricity costs. The maintenance of street lights are affected by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	1,000,000	313,429	Re-metalling of unsealed roads.
Asset Management Plans	0	21,507	The Asset Management Plan is updated and a new LTP version is being written
Minor events: NZTA Budget	0	0	NZTA Budget item, not in WDC Budget
Administration Services for Roading	627,030	257,244	Overheads to support delivery of service.

## 10 Capital Expenditure 2017-18

- 10.1 The CAPEX for 2017/18 is \$5,674,000 (including \$650,000 for Emergency Projects).
- 10.2 It should be noted that although the Emergency Projects budget is fully subsidised, there are several conditions for this subsidy and the NZTA does not allocate a specific budget for the Emergency Works category. NZTA allows for subsidy of such projects as and when they are approved upon applications received on a case by case basis for "qualifying" events, which requires that they are over \$100,000 per event, and also meets other approval qualification thresholds. WDC has submitted a report to NZTA after the April 2017 Weather events to register storm damages estimated at a total amount of \$1,440,000 and the repairs are intended to be funded over more than one financial year.
- 10.3 Unspent but approved budget was carried over from 2016/17 to 2017/18 in order to complete capital projects that could not be completed during 2016/17.
- 10.4 These include the Pavement Rehab Project (\$254,000), the Bridge Structural Maintenance Repairs Project (\$140,000), the Mangatōa Rd Under slip at RP3.04 (\$180,000) and the Storm Damages Emergency Reinstatement projects (\$260,000).
- 10.5 Storm damage caused by Cyclone Debbie and Cyclone Cook during April 2017 will require additional funding in 2017/18 FY as the estimated total costs for the Cyclone damages are \$1,440,000 of which \$341,989 worth of repairs was completed during 2016/17. This means that Storm damage repairs to the value of about \$1,098,000 is still to be completed after June 2017.
- 10.6 The available WDC Capital Emergency Reinstatement budget for 2017/18 is only \$650,000. It was proposed that the 2016/17 FY budget (Mangatōa Road Under slip RP 3.04 project and from the Emergency Reinstatement budget, totalling about **\$440,000**) be carried over to the 2017/18 Emergency Reinstatement budget in order to increase that available budget to **\$1,090,000**.
- 10.7 A funding shortfall of about \$350,000 may occur. Any funding shortfall would mean that storm damage work may be postponed until the 2018/19 FY unless savings from other budgets can be effected during 2017/18.
- 10.8 The unexpected turn in weather patterns over the month of August 2017 has resulted in an abnormal amount of rainfall. This has resulted in damage to the Roothing infrastructure and is dealt with under the heading "Network Maintenance"
- 10.9 The cost for the remedial work in collaboration with our Maintenance Contractor is estimated to be approximately \$500 000 (five hundred thousand dollars).
- 10.10 The largest contributor to this is the extensive cost to repair the under slips that occurred in the district during the latest weather patterns.

DESCRIPTION OF SERVICE	2016/17 BUDGET	EXPENDITURE TO DATE	COMMENTS
<b>Total Capital Expenditures (excluding Capitalisable Overheads)</b>	<b>5,674,000</b>	<b>294,277</b>	Expenditure to date = 5% of original 2017/18 Budget
Minor Improvements 341	650,000	30,290	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, and slip repairs.
Drainage Renewals 213	\$400,000	144,522	Upgrading of Network wide drainage issues.

DESCRIPTION OF SERVICE	2016/17 BUDGET	EXPENDITURE TO DATE	COMMENTS
Pavement Rehabilitation 214	\$1,451,800	445,751	The annual Pavement Rehabilitation Contract, Totoro Rd section (km 8.378 to 11.316) is completed. The 2017/18 Road Rehabilitation Contract 500/16/33B has been awarded
Sealed Road Surfacing 212	\$1,400,000	43,555	Reseal program is underway with pre-seal repairs being carried out
Combined Structures Components Replacement 215	\$300,000	131,883	Annual replacing of structural bridge components on various bridges contract is being prepared.
Traffic Services Renewals 222	\$200,000	14,417	Annual Traffic Signs replacement and the District wide Line Remark project.
LED Street Light Upgrades	\$0.0	0.0	
Unsealed Road Metalling 211	\$622,200	366,716	Unsealed Road Metalling is done under the Maintenance Contract, during the wet season.
Emergency Reinstatements Projects 141	\$650,000	130,514	To be prioritised as they happen.
Structures Maintenance - Oparure Rd Ret Wall	\$380,000	0	New item, not for this year.
Te Waitere Rd Slips	0	0	Design completed. Further works to be funded under Minor Improvements. Report submitted to NZTA for action
Mangatoa Rd Under slip RP3.04	0	0	Option Report completed. Further works to be funded under Minor Improvements. Report submitted to NZTA for action.

## 11 Network Maintenance

### 11.1 Trees

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

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

### 11.2 Rehabilitation Program

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

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

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

The 2017/18 Financial Year Road Rehabilitation program consists of three road sections, being Rangitoto Road (RP 5,784 – 6,415), Totoro Road (RP 1,581 – 2,664) and Totoro Road (RP 3,141 – 5,140) the design work is completed construction is bound to start in the month of February and is to be completed by the end of April 2018.

### 11.3 **Bridge Maintenance**

The structural Bridge Maintenance Contract for 2016/17 FY is at about 74% completion and work will carry on during 2017 to complete. The balance of the budget for this project was carried over for this purpose.

The 2016/17 programme is now completed and the 2017/18 inspections is underway.

### 11.4 **Emergency Reinstatement works**

11.4.1 During May 2017 a report was tabled at the Council meeting wherein Council was advised of significant damages that were caused on parts of the network due to two cyclones that visited the district during April 2017

11.4.2 Storm damage caused by Cyclone Debbie and Cyclone Cook during April 2017 has an estimated cost of \$1,440,000 of which \$341,989 worth of repairs was completed during 2016/17. This meant that Storm damage repairs to the value of about \$1,098,000 was still to be completed

11.4.3 Due to the urgency and time constraints to get the numerous failures around the district reinstated, meetings were held with NZTA and Inframax to see how WDC can expedite the reinstatement process.

11.4.4 It was proposed to cluster the failures into manageable packages. A total of 12 standalone manageable packages were created all with a value of less than \$100,000. The quotes from Inframax Construction Ltd varies between \$44,479.20 excluding GST and \$85,510.30 excluding GST.

11.4.5 These standalone contracts have been awarded and have been negotiated with Inframax Construction Limited, and the various packages for the reinstatement of the pavement failures are staged in order of importance in terms of the Roding road classification hierarchy and routes of higher importance and extent of damages are dealt with first.

## **12 REG and the One Network Road Classification (ONRC)**

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

12.2 REG focuses on three key areas:

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

12.3 The ONRC has three elements.

- The first element is classifying roads into categories based on their function in the national network. This was completed in December 2014.
  - The second element is the Customer Levels of Service (CLOs), defining the "fit for purpose outcomes" for each category in terms of mobility, safety, accessibility and amenity.
  - The third element is the development of the performance measures and targets, which effectively determine how the categories and customer levels of service translate into specific maintenance, operational and investment decisions.
- 12.4 The process of applying performance measures to our network, is underway. WDC will need to consider the ONRC CLOs and performance measures when applied in the local context to the network, and assess current performance in relation to the REG provisional targets.
- 12.5 Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.
- 12.6 A number of required actions have been identified over the coming three year period to ensure that the ONRC is embedded fully by 2018. This is in line with the expectation from REG that all funding applications for the 2018-2021 National Land Transport Plan will be based on a fully implemented ONRC - enabling investment in outcomes that are consistent and affordable throughout the country. The actions identified to be relevant for WDC have been documented into a preliminary "Transition Plan".
- 12.7 Financial Status**
- 12.8 As evaluated there are no specific financial implications on the current budget other than an administrative cost to engage adequately to the level required by NZTA through the likes of REG. This additional time requirement to assist the REG effort is being closely monitored.
- 12.9 The regional roading collaboration for strategic asset management (RATA - Road Asset Technical Accord) is supporting the work being undertaken to implement the ONRC within the Waikato.
- 12.10 Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience, Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance measure outcomes, are anticipated as being completed by RATA with support from each participating Council.
- 12.11 Assessment of Significance and Engagement**
- 12.12 The issues discussed in this report have a medium degree of significance because this work will affect the delivery of future levels of service on the roading network. Community feedback will be gauged as a part of embedding the ONRC into the strategic and tactical asset management planning and delivery. The purpose of the ONRC is to develop consistent levels of service across the country. This will have to be communicated with the public in order to manage expectations. The final LoS may or may not be affordable or appropriate when applied in the local context.
- 12.13 Maintenance and renewing sealed pavements under ONRC**
- 12.14 The customer focused service levels of the ONRC require a modified approach to traditional asset management if they are to be delivered effectively and efficiently. This is because they focus effort on customers and outcomes and not on outputs,

requiring outputs to be sufficient to minimise long term life cycle costs and meet service level targets.

- 12.15 The One Network Road Classification framework has customer levels of service related to:
- Effective access
  - Pavement safety
  - Ride comfort, and
  - Cost effective provision.
- 12.16 The level of service targets and performance measures essentially require that there should be no pavement defects that, at the operating speed :
- Impede access
  - Are unsafe
  - Are uncomfortable
  - And that Maintenance and renewal of the surface and pavement should be cost effective and efficient.

### **13 RATA (Road Asset Technical Accord)**

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

## 14 Streetlighting (LED)

- 14.1 The upgrade of the street lighting within the Waitomo District in particular the Te Kuiti Town area has suffered a minor setback. Our expectation was that our contractor would have been installing some of the luminaires before the close of business of the last festive season.
- 14.2 WDC has been advised by our Streetlight Maintenance Contractor, Alf Downs Street Lights that due to an extended lead time in receiving the luminaires, the installation of the LED conversion lights are likely to start around middle February 2018.
- 14.3 WDC decided to acquire two different types of luminaires. One is the Techlite I-Tron which is provided by Techlite and the other is the Phillips Road Grace as provided by Phillips.
- 14.4 Phillips has advised our contractors that due to the major demand in LED street light luminaires with the LED conversions taking place throughout New Zealand that they were falling behind in the provision of the much sought after products.
- 14.5 WDC's streetlight contractor has advised that Phillips do now have our stock and is in dispatch to the contractor for installation in due course
- 14.6 WDC has been advised by our contractor that they are expecting the delivery of the luminaires around the middle of February and installation of the new luminaries are to start soon.

## 15 Road Maintenance Contract – Progress

- 15.1 The current Roothing Maintenance Contract started on the 1 March 2017.
- 15.2 The maintenance contract has been divided into 24 maintenance zones.
- 15.3 An annual routine (zonal) road maintenance programme is based on two complete maintenance cycles of the entire network per year.
- 15.4 Monthly routine maintenance programmes has been drawn from 24 roading zones of approximately 40km road length each (sealed and unsealed) based on geographical sequence and asset planning data.
- 15.5 The indication so far is that the new zonal format is delivering a good outcome on the whole.
- 15.6 An average score of 400 over the next two and a half years will qualify the Contractor for an extension to the Contract term. They have caught up on the zonal works program and their Service Requests achievements have improved in terms of significantly reducing the number of overdue items. Some minor issues are still to be improved on, for example the safety maintenance of paved sidewalks, the depth control maintenance of side drains, Cut-out drains etc.
- 15.7 The monthly scores for the current Road Maintenance and Reseals Contract (500/16/028) are as follows:

	2017	2018	2019
<b>January</b>			
<b>February</b>	Start of Contract		
<b>March</b>	435		
<b>April</b>	440		
<b>May</b>	400		

	2017	2018	2019
<b>June</b>	410		
<b>July</b>	430		
<b>August</b>	410		
<b>September</b>	430		
<b>October</b>	425		
<b>November</b>	Under review		
<b>December</b>	Under review		

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

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

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

## 16 Long Term Plan

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

## Suggested Resolution

The Progress Report: Land Transport Activity be received.



KOBUS DU TOIT  
**GROUP MANAGER – ASSETS**

Document No: A385234

**Report To: Council**



Meeting Date: 27 February 2018

Subject: Progress Report – Recreation and Culture

Type: Information Only

## Purpose of Report

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

## Background

- 2.1 Waitomo District Council is committed to ensuring that opportunities for recreation and cultural activities are provided within the District.
- 2.2 The management of the infrastructures that has been historically managed by the Community Service Group has been transferred to the newly formed infrastructures Services group at the end of November 2017.
- 2.3 This will align all asset and infrastructures management and allow for better project and skills utilisation.
- 2.4 The Recreation and Culture activity, provides recreation and cultural facilities and opportunities in order to support the health, well-being and social interaction of the community.
- 2.3 The range of recreation and culture facilities provided by Waitomo District Council includes; Waitomo District Aquatics Centre, Aerodrome, Reserve and Community Facilities and the Les Munro Centre.
- 2.4 Currently a full stock take and review on all facilities and parks and reserves is being undertaken to ensure all lease agreements are in place. This stock take also includes condition assessments and maintenance inspections to determine the current structural condition of these facilities. This will enable better planning and inform further maintenance works which may need to be done to bring these facilities up to standard. A planned maintenance program will be developed to ensure cost effective management of these community facilities going forward.

## Commentary

- 3.1 **Lease Agreements**
- 3.2 An initial investigation and assessment of the current status of existing lease and deed documentation has found numerous concerning issues.
- 3.3 Many of the agreements are outdated, some for over ten years, with no rent reviews or increases to annual fees taking place as specified within the

agreements. A concern was also raised that in some cases agreements may not contain clauses to adequately shield Council from liability in certain circumstances.

3.4 Information sources used to obtain information relating to WDC's deeds and agreements and the findings is set out below.

- 203 records - NCS land information
- 169 – Original Lease and deed document entries
- 135 – Updated Lease and deed document - Infrastructure structure document
- 54 sections of land not for lease
- 43 - Debtors List
- 140 - Hardcopy Lease and deed agreement files
- 70% documents signed - not always by the correct authorised signatory
- Most of the approx. 80 agreements terms expired
- 59 – Identified locations not on NCS
- 203 +59 =262 total – 54 properties = 208 Estimated Total of sections for Lease

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

3.6 It became clear from the findings of this initial investigation that some of the remedial work could not be undertaken in-house, that specialist legal input was required. Discussions have been held with a recommended solicitor about the issues and challenges facing WDC in this matter and a written proposal to outline the scope of the project and OOS was requested. This OOS has been received from a Director of Brent Kelly Law firm and the tender subcommittee has approved the OOS received by them.

### 3.7 **Waitomo District Aquatic Centre - 2017/2018 Season**

3.8 The Waitomo District Aquatic Centre opened on 1 October for the 2017/2018 season under the management of Contract Leisure Management (CLM). CLM have been managing the operation of the Aquatic Centre since 2015.

3.9 Attendance numbers during the 2016/17 season were 17,991.

3.10 A maintenance inspection was carried out and work on the facility will commence soon after the season end.

3.11 Changes were made to the skimmer steel covers to address an identified safety risk.

### 3.12 **Les Munro Centre – 2017/18 Final Works**

3.13 A new pre- and post-inspection system were introduced and is carried out by the customer services desk. This has proven to be very effective in order to ensure that the user are made aware and familiarise themselves with equipment use and all H&S matters.

3.14 Bonds are only returned when the post inspection was completed and no defects found.

**3.15 Marokopa Campground**

3.16 November 2017 the lessees' who have managed the campground for 16 years gave notice that they were terminating the current arrangement effective 31 January 2018. The lease had expired in July 2017 with a three year roll over option available. They were not interested in utilising the roll over option.

3.17 In order to provide the necessary time to prepare an expressions of interest tender and draft a new lease agreement a campground manager has been appointed to manage the camp until May 2018.

3.18 The Expression of interest tender has been finalised and will be placed within the next week.

3.19 No change to the LOS has been made and bookings are managed through the Customer services desk and Camp manager.

**3.20 Brook Park Entrance Upgrade**

3.21 After delays late 2017 work on the Brook Park entrance upgrade has started in mid-January 2018 and will be finalised by the 15 March 2018.

3.22 Weather conditions is hampering the completion of the project.

**3.23 Aerodrome**

3.24 At its meeting on 29 August 2017 Council resolved to defer the development of the Aerodrome Reserve Management Plan in favour of its inclusion in an overall Reserve Management Plan work program associated with the District Plan Review.

3.25 The decision to defer was considered to be effective and efficient as it will enable all Reserve Management Plans and their subsequent reserve purposes to be considered holistically alongside the development of the draft Proposed Reserve Zone in the Proposed District Plan (subject to formal RMA processes and consultation).

**Suggested Resolutions**

The Progress Report: Recreation and Culture be received.



KOBUS DU TOIT  
**GENERAL MANAGER – INFRASTRUCTURE SERVICES**

February 2018

Document No: A385235

**Report To: Council**



**Meeting Date: 27 February 2018**

**Subject: Progress Report – Public Amenities**

**Type: Information Only**

## Purpose of Report

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

## Background

- 2.1 The Public Amenities Activity provides public amenities in order to support the health and well-being of the community by providing areas for burial, restroom facilities for the comfort and convenience of residents and visitors and improved town street amenities.
- 2.2 The management of the infrastructures that has been historically managed by the Community Service Group has been transferred to the newly formed infrastructures Services group at the end of November 2017.
- 2.3 This will align all asset and infrastructures management and allow for better project and skills utilisation.
- 2.4 Currently a full stock take and review on all facilities is being undertaken to ensure all lease agreements are in place. This stock take also includes condition assessments and maintenance inspections to determine the current structural condition of these facilities. This will enable better planning and inform further maintenance works which may need to be done to bring these facilities up to standard. A planned maintenance program will be developed to ensure cost effective management of these community facilities going forward.

## Commentary

### 3.1 Benneydale Public Toilets

- 3.2 The Benneydale Public Toilets were opened on 25 August 2017. Feedback received from members of the public has been positive and the facility is operating well.
- 3.3 No tenders were received for the removal of the old facility thus options to demolish the structure will be looked at.

## 3.4 Marokopa Public Toilets

- 3.5 The design for the new public toilets at Marokopa has been approved and construction has been completed onsite at the Permaloo Factory located in Gisborne.
- 3.6 The new onsite soakage field has been completed.
- 3.7 The old facility has been listed for tender for removal.
- 3.8 This project was postponed due to planned installation during the December 2017 holiday period. This was not practical. Site works will commence mid-March for the installation of the structure.
- 3.9 The planned completion date is mid-April 2018.

## Suggested Resolutions

The Progress Report: Public Amenities be received.



KOBUS DU TOIT  
**GENERAL MANAGER – INFRASTRUCTURE SERVICES**

February 2018

**Document No: A385391**

**Report To: Council**



**Meeting Date: 27 February 2018**

**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)

- 3.7 **No further review of the Road Map Work Programme will be undertaken until after adoption of the 2018-2028 LTP and at that time the new version of the Road Map will take into account the work streams included in the LTP.**

### Suggested Resolution

The Progress Report: Road Map Work Programme as at **27 February 2018** be received.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Attachment: Road Map Monitoring Schedule as at **27 February 2018 (Doc A385390)**



# Road Map Work Programme

## Monthly Monitoring Schedule

as at 27 February 2018

## CONTENTS

<b>Development of 2018-2028 LTP</b>	<b>8</b>
Council Controlled Organisations .....	8
Policy on Remission of Rates (including Remissions and Postponements of Rates on Māori Freehold Land) Policy .....	8
SWaMMP .....	8
Definition and Application of Separately Used and Inhabited Parts (SUIP) .....	9
Consultation Document Development .....	9
Long Term Plan – Final Document .....	10
Strategic Direction for 2018-28 Long Term Plan.....	11
Forecasting Assumptions.....	11
Financial Strategy .....	12
Infrastructure Strategy .....	12
Assessment of Water and Sanitary Services .....	12
Performance Management Framework.....	13
Iwi Engagement.....	13
Appointment of Directors to a Council-Controlled Organisation.....	13
Treasury Policy .....	13
Asset and Activity Management Plans – Updating for 2018-2028 LTP Purpose .....	14
<b>Leadership</b>	<b>16</b>
Section 17A Delivery of Services Reviews .....	16
Risk Management: Oversight and Governance .....	16
Information Services Strategic Plan: Review .....	16
Procurement Policy Review .....	17
Review of Representation Arrangements (including Māori Representation) & Electoral Systems .....	17
2016/17 Annual Report.....	18
Communications Strategy Progress.....	18
Resident Satisfaction Survey (for 2016/17 Annual Report) .....	19
<b>District Planning</b>	<b>20</b>
District Plan – Review .....	20
Review of Development/Financial Contributions .....	22
Town Concept and Structure Plans.....	22
Te Maika Zone.....	22
Mokau Adaptive Management Strategy.....	22
<b>Regulation and Compliance Services</b>	<b>23</b>
Policy: General .....	23
Policy: Gambling Venues.....	24
Policy: Dog Control Policy and Practices Report 2016/2017 .....	24
Bylaws: General.....	24
Bylaws: Land Transport Bylaw – Review .....	25
Bylaws: Freedom Camping .....	26

<b>Community Development</b>	<b>27</b>
Introduction .....	27
Community Development Fund Policy – Review .....	28
Youth Liaison/Youth Council.....	28
Community Events .....	29
Citizen Awards Working Party .....	29
Waitomo District Citizens Awards .....	29
Combined Mayoral ITO Graduation Ceremony .....	30
Sister City Relationship .....	30
Service Level Agreement - Sport Waikato .....	30
Service Level Agreement – Waitomo Caves Discovery Centre .....	30
Service Level Agreement – Hamilton Waikato Tourism.....	31
Motor Home Friendly District.....	31
Customer Services Strategy – Review .....	31
Waitomo’s Digital Journey .....	31
Economic Development.....	31
Waitomo District Library Strategy – Review .....	32
Community Development Strategy - Review .....	32
<b>Community Services</b>	<b>33</b>
Property: Divestment – Old Ministry of Works Building .....	33
Parks & Reserves: Brook Park Entrance Development.....	33
Parks & Reserves: Walking Track Strategy .....	33
Parks & Reserves: Reserves Management Plan .....	33
Public Amenities: Te Kuiti Cemetery Development Plan.....	34
Public Amenities: Marokopa Public Toilet Replacement .....	34
Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan.....	34
Recreation and Culture: North King Country Indoor Sport and Recreation Centre.....	34
AMP Improvement and Monitoring: Housing and Other Property .....	35
AMP Improvement and Monitoring: Parks and Reserves .....	36
AMP Improvement and Monitoring: Public Amenities .....	37
AMP Improvement and Monitoring: Recreation and Culture .....	38
<b>Community Services – Project Management</b>	<b>40</b>
Parks & Reserves: Centennial Park Clubrooms Staged Upgrade.....	40
Public Amenities: Te Kuiti Security Camera Upgrade.....	40
Public Amenities: Benneydale Public Toilet Replacement .....	40
Public Amenities: Benneydale Caravan Dump Station .....	40
Recreation and Culture: Les Munro Centre – Renewal Works: Main Bathroom Upgrade ...	41
Public Amenities: Te Kuiti Rail Overbridge Renewals.....	41
<b>Asset Management</b>	<b>42</b>
Land Transport: Roading Activity Influences.....	42
Land Transport: Streetlight Conversion to LED Technology.....	42
Land Transport: Erosion Protection – Te Kumi Station Road Bridge... <b>Error! Bookmark not defined.</b>	

Land Transport: Footpath Renewals .....	43
Solid Waste: District Transfer Station Improvements.....	43
Solid Waste: Waitomo District Landfill .....	43
Solid Waste: Feasibility Study – Relocation of Mokau/Awakino Transfer Station .....	44
Solid Waste: SWaMMP Improvement and Monitoring .....	44
Wastewater: General .....	45
Wastewater: Te Kuiti Wastewater Treatment Plant Improvements .....	45
Wastewater: Piopio Wastewater Treatment Plant Improvements .....	45
Wastewater: Te Kuiti Sewerage - Carroll Street under Railway.....	46
Wastewater: Te Kuiti Sewerage Sewer Main under River .....	46
Water: Te Kuiti Water Supply.....	46
Water: Mokau Water Treatment Plant and Storage Facility .....	46
Water: Mokau Water Reticulation Network – Renewal Programme .....	46
Water: Backflow Preventers .....	47
Water: Seismic Strengthening of Reservoirs.....	47
Strategic: Te Waitere Water and Wastewater .....	47
Strategic: Waitomo Village Water and Wastewater .....	47
Capital Renewal Programme – Year 3 (2017/2018) .....	48
Capital Renewal Programme – Year 4 (2018/2019) .....	49
Capital Renewal Programme – Year 5 (2018/2019) .....	51
AMP Improvement and Monitoring: Land Transport .....	52
AMP Improvement and Monitoring: Stormwater.....	53
AMP Improvement and Monitoring: Solid Waste.....	55
AMP Improvement and Monitoring: Wastewater.....	55
AMP Improvement and Monitoring: Water Supply .....	56

## 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	Completed
Prepare recommended disclosure for inclusion in 2018-2028 LTP	May 2018	
<b>Council Meeting</b> Receive performance targets from CCOs for review	24 April 2018	Performance measures due from CCOs on 30 March 2018.
<b>Council Meeting</b> Adopt CCO disclosure for inclusion in the 2018-28 LTP	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	Completed
<b>Council LTP Workshop #6</b> • Rates Remission Policy	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	
<b>Council Meeting</b> • Adoption of information and policies that form part of the final LTP proposal including Rates Remission Policy	12 June 2018	

### SWaMMP

Key Milestone	Indicative Timeframe	Commentary
Internal review of SWaMMP	March – August 2017	Completed
<b>Council LTP Workshop #3</b> Review outcomes/requirements for change, discuss any significant variations with Council.	5 September 2017	Completed
<b>Council Meeting</b> Adopt for consultation	27 March 2017	(Timelines will follow the CD consultation process).
Consultation Period	5 April to 4 May 2018	
<b>Hearing</b>	14 – 15 May 2018	
<b>Deliberations</b>	29 May 2018	
<b>Council Meeting</b> 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	Completed September
<b>Council LTP Workshop #6</b> Presentation and discussions of results of review for incorporation into the RFP	9 November 2017	Completed

## Consultation Document Development

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

Key Milestone	Indicative Timeframe	Commentary
<b>Council LTP Workshop #7</b> • • Infrastructure Strategy #1	21 November 2017	• <i>Strategic Financial Issues moved to 13 February workshop</i>
<del><b>Council LTP Workshop #8</b></del> • <del>Budget Forecasts #1</del> • <del>Recap of issues</del> • <del>Revisit 'right debate' to be included in the CD.</del>	<del>5 December 2017</del>	Workshop cancelled. Items moved to 13 February workshop.
<b>Council LTP Workshop #9</b> • 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	Completed
<b>Council LTP Workshop #10</b> • 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.
<b>Council LTP Workshop #11</b> • Consultation Document for Audit • Draft Financials for Audit • Other Supporting Info for Audit	6 March 2018	
Audit of CD	5 March – 14 March 2018	
Hot Review (OAG)	15 March 2018	
<b>Council Meeting</b> • Adopt Consultation Document for consultation • Adopt Supporting Information for consultation – 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	
<b>Council Hearings</b>	14 – 15 May 2018	
<b>Council Deliberations</b>	29 May 2018	

### Long Term Plan – Final Document

Key Milestone	Indicative Timeframe	Commentary
Collation of 2018-28 Long Term Plan Document	April - May 2018	
<b>Council Meeting</b> • Receive performance targets from CCOs for review	24 April 2018	Performance measures due from CCOs on 30 March 2018.
<b>Council Meeting</b> • Adopt information and policies forming part of the final LTP proposal: – Significance and Engagement Policy;	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"> <li>- Appointment of Directors to CCOs Policy;</li> <li>- Māori decision making statement;</li> <li>- Treasury Policy;</li> <li>- Rates Remission Policy;</li> <li>- Adopt CCO disclosure information (e.g. Targets and Objectives)</li> <li>- Receive variation statement between WSSA and LTP (if required)</li> </ul>		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 - 18 June 2018	
Hot Review	18 June 2018	
<b>Council Meeting</b> Adoption of LTP	26 June 2018	

### Strategic Direction for 2018-28 Long Term Plan

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

### Forecasting Assumptions

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

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

## Financial Strategy

Key Milestone	Indicative Timeframe	Commentary
Desktop Review and recommendations	July 2017	Completed
<b>Council LTP Workshop #2</b> <ul style="list-style-type: none"> <li>Financial Strategy #1</li> </ul>	15 August 2017	Completed
<b>Council LTP Workshop #6</b> <ul style="list-style-type: none"> <li>Financial Strategy #2 (if required)</li> </ul>	9 November 2017	Completed
<b>Council LTP Workshop #10</b> <ul style="list-style-type: none"> <li>Financial Strategy #3 (if required)</li> </ul>	20 February 2018	
<b>Council Meeting</b> <ul style="list-style-type: none"> <li>Adopt Financial Strategy as part of Supporting Information for consultation</li> </ul>	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	
<b>Council Hearings</b>	14 – 15 May 2018	
<b>Council Deliberations</b>	29 May 2018	

## Infrastructure Strategy

Key Milestone	Indicative Timeframe	Commentary
<b>Council LTP Workshop #7</b> <ul style="list-style-type: none"> <li>Infrastructure Strategy #1</li> </ul>	21 November 2017	Moved to 21 November workshop Completed
<b>Council LTP Workshop #11</b> <ul style="list-style-type: none"> <li>Infrastructure Strategy #2 (if required)</li> </ul>	6 March 2018	
Audit of CD	5 March – 14 March 2018	
Hot Review (OAG)	15 March 2018	
<b>Council Meeting</b> <ul style="list-style-type: none"> <li>Adopt Infrastructure Strategy as part of Supporting Information for consultation</li> </ul>	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	
<b>Council Hearings</b>	14 – 15 May 2018	
<b>Council Deliberations</b>	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	
<b>Council LTP Workshop #11</b> <ul style="list-style-type: none"> <li>Review any variations between adopted WSSA and LTP documentation</li> </ul>	6 March 2018	If no variations found in the review, it will not form part of this workshop

Key Milestone	Indicative Timeframe	Commentary
<i>In case of variation:</i> <b>Council Meeting</b> <ul style="list-style-type: none"> <li>Adopt 'variation between LTP and WSSA' for the LTP Document</li> </ul>	12 June 2018	

### Performance Management Framework

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

### Iwi Engagement

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing Māori Contribution to Decision Making	July - August 2017	Completed
<b>Council LTP Workshop # 2</b> Outcomes of review presented to Council	15 August 2017	Completed
<b>Council Meeting</b> <ul style="list-style-type: none"> <li>Adoption of Māori decision making statement as part of information and policies that form part of the final LTP Document</li> </ul>	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
<b>Council LTP Workshop #1</b> Present desktop review findings	8 August 2017	Completed
<b>Council Meeting</b> Adopt Policy as part of information and policies that form part of the final LTP Document	12 June 2018	

### Treasury Policy

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing policy	July 2017	Completed
<b>Council LTP Workshop #2</b> <ul style="list-style-type: none"> <li>Outcome of review of Treasury Policy</li> </ul>	15 August 2017	Completed
Finalisation of Long Term Plan Document	April - May 2018	

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

Key Milestone	Indicative Timeframe	Commentary
All finalised AMP documents due for Management Review	30 January 2018	<i>Underway</i>
<b>Council LTP Workshop #9</b> <ul style="list-style-type: none"> <li>Information Technology AMP (if required)</li> </ul>	<b>13 February 2018</b>	<i>Completed <del>Underway</del></i>
<b>Council LTP Workshop #11</b> Supporting Info for Audit	6 March 2018	
<ul style="list-style-type: none"> <li>Audit of CD</li> </ul>	5 March – 14 March 2018	
Hot Review (OAG)	15 March 2018	
<b>Council Meeting</b> <ul style="list-style-type: none"> <li>Adopt Consultation Document for consultation</li> <li>Adopt Supporting Information for consultation <ul style="list-style-type: none"> <li>AMPs (Asset and Activity Management Plans)</li> </ul> </li> </ul>	27 March 2018	

## Leadership

### Section 17A Delivery of Services Reviews

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> 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.
<b>Council Workshop</b> Draft outcomes of internal s17A Reviews	20 July 2017	Completed
<b>Council Meeting</b> 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.
<b>Council Meeting</b> Report back on assessment work to Council	1 August 2017	Completed. A business paper was presented to Council on 1 August 2017.
<b>Council Meeting</b> 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
<b>Council LTP Workshop #5</b> 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
<b>Council Workshop</b> Review of Procurement Policy	14 September 2016	Completed
<b>Council Meeting</b> – Policy presented to Council for adoption of amendments or updates.	April 2018	Moved to April 2018

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

### Electoral Systems

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Resolution to change/not change the electoral system	29 August 2017	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. At the time of preparing this business paper not requirement for a poll has been received.

### Māori Wards and Constituencies

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> 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
<b>Council Meeting</b> Resolution to be taken in respect to Council's consideration of Māori Wards and Constituencies	29 August 2017 Statutory Deadline 23 November 2017	Completed

### Representation Arrangements

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> Consider options for representation arrangements	31 July 2018	
<b>Council Meeting</b> 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	

Key Milestone	Indicative Timeframe	Commentary
If no submissions then proposal becomes final		
<b>Council Meeting</b> 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
<b>Council Meeting</b> 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
<b>Council Meeting</b> 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
<b>Council Meeting</b> Adopt Annual Report	31 October 2017	Completed
Audit of Summary Annual Report	8-10 November 2017	<del>Completed</del> Underway
Audit Opinion on Summary Annual Report	13 November 2017	<del>Completed</del> Underway
Public notification of final Annual Report and Summary	23 November 2017	<del>Completed</del> Underway

## Communications Strategy Progress

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Six monthly progress report to end of June	1 August 2017	Completed. A business paper was presented to Council on 1 August 2017.
<b>Council Meeting</b> Six monthly progress report to end of December	27 February 2018	A business paper is contained elsewhere in this Agenda. <del>Report provided at next meeting following end of six monthly period</del>

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> 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	
<b>Council Meeting</b> 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.
<b>Council Workshop</b> Discuss process and detailed project plan and Commence review	12 April 2017	Completed. This Workshop - <ol style="list-style-type: none"> <li>1 Outlined the purpose of the RMA and the hierarchy of statutory documents that the District Plan is required to give effect to.</li> <li>2 Enabled discussion about the potential impact of this cost and resource intensive project on WDC staff and Councillors.</li> <li>3 Provided an explanation of what is included in a District Plan and why the District Plan requires updating.</li> <li>4 Engaged Councillors in some planning activities</li> <li>5 Enabled initial discussions regarding the underlying philosophy of the new rural zone.</li> </ol>
<b>Council Meeting</b> Adoption of process for plan development	7 June 2017	Completed. The RMA has been amended and now offers three options for plan development)
<b>Council Workshop</b> Residential Zone issues Rural-residential Zone issues	20 June 2017	Completed. <del>First draft of Rural Chapter</del>
<b>Council Workshop</b> Iwi engagement Designations	20 July 2017	Completed <del>Business paper and PowerPoint Presentation prepared for 20 July 2017 Council Workshop</del>
<b>Council Workshop</b> Standalone coastal issues	15 August 2017	Completed
<b>Council Workshop</b> Consultation Plan and consultant engagement <del>Commercial Zone Issues</del> Industrial Zone Issues	19 September 2017	Completed <del>First draft of Residential, Rural Residential Chapters</del>
<b>Council Workshop</b> Papakainga Zone issues <del>Subdivision issues</del>	17 October 2017	Completed <del>First draft of Industrial Chapter</del>
<b>Council Workshop</b> Settlements/Village Zone Issues Summer workshops – coastal issues	21 November 2017	Completed
<b>Council Workshop</b> Summary of Feedback – Te Kuiti TCP and Mokau SP. Plan for 2018 <del>Iwi liaison update</del> <del>Initial approach open space and conservation chapters</del> <del>Tentative date – catch up and additional issues as needed</del>	<del>13</del> February 2018	Completed

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> Initial approach Open Space and Conservation chapters Zones	20 February 2018	Completed
<b>Council Workshop</b> Subdivision Chapter issues <del>Deferred Zone issues</del> Hazards Commercial Zone issues Iwi liaison update Summary of Feedback – coastal hazards consultation First draft of papakainga and settlements chapters Beca – Waitomo, Benneydale Piopio approaches	6 March 2018	Summary of Feedback – coastal hazards consultation First draft of papakainga and settlements chapters Initial approach to subdivision and commercial chapters Beca – Waitomo, Benneydale Piopio approaches First draft of Subdivision and Papakainga Chapter
<b>Council Workshop</b> <del>Tentative date – catch up and additional issues as needed</del> Transport Chapter issues Works and Utilities Chapter issues Reserve Management Plan Update Update on Landscapes project First draft of open space and conservation chapters Initial approach to transport and works/utilities chapters Beca – Waitomo, Benneydale Piopio approaches	10 April 2018	Reserve Management Plan Update Update on Landscapes project First draft of open space and conservation chapters Initial approach to transport and works/utilities chapters Beca – Waitomo, Benneydale Piopio approaches Beca – Benneydale Piopio draft sign-off Beca – Waitomo approach
<b>Council Workshop</b> Tourism Zone issues Deferred Zone issues Update on SNA and Heritage projects First draft of subdivision and commercial chapters Beca - Waitomo draft sign off Beca – Te Kuiti and Mokau sign off <del>Transportation, Hazardous substances and general amenity issues</del> <del>Works and Utilities</del>	4-8 May 2018	Initial approach to tourism and deferred zone chapters Update on SNA and Heritage projects First draft of subdivision and commercial chapters Beca – Waitomo draft sign-off Beca – Te Kuiti and Mokau sign-off First draft of Settlements and Deferred Zone Chapters
<b>Council Workshop</b> Hazards Chapter issues Landscape Chapter issues Update on coastal hazards project Outline of flooding hazards project <del>Tentative date – catch up and additional issues as needed</del>	5 June 2018	Initial approach to hazards and landscapes chapters Update on coastal hazards project Outline of flooding hazards project
<b>Council Workshop</b> <del>Transportation, Hazardous substances and general amenity issues</del> <del>Works and Utilities</del> Consultation update Consultation progress – Waitomo, Piopio, Benneydale. Consultation progress – SNAs. Landscapes, heritage First draft of transport and works/utilities chapters	24-27 July 2018	Consultation progress – Waitomo, Piopio, Benneydale. Consultation progress – SNAs. Landscapes, heritage First draft of transport and works/utilities chapters First draft of Transportation, Hazardous substances and general amenity
<b>Council Workshop</b> Heritage Chapter issues Indigenous biodiversity Chapter issues First draft of tourism and deferred zone chapters Update on flooding hazards project and consultation Update on Iwi consultation	21 August 2018	First draft of tourism and deferred zone chapters Update on flooding hazards project and consultation Update on Iwi consultation

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> Lakes and Water bodies Chapter issues Amenity Chapter issues Strategic Chapter issues First draft of hazards and landscapes chapters Beca – Waitomo, Benneydale and Piopio sign off	18 September 2018	First draft of hazards and landscapes chapters Beca – Waitomo, Benneydale and Piopio sign off
<b>Council Workshop</b> First draft of heritage and indigenous biodiversity chapters	23 October 2018	First draft of heritage and indigenous biodiversity chapters
<b>Council Workshop</b> First draft of water bodies, amenity and strategic chapters	20 November 2018	First draft of water bodies, amenity and strategic chapters
First Draft Complete	December 2018	
Tentative Notification	Third <del>First</del> 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.

**Note:** The Earthquake Prone Buildings Policy references have been deleted due to the fact Earthquake Prone Buildings are now encompassed within the Building Act removing the requirement for a Policy.

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
<del>Earthquake Prone Buildings ④</del>	<del>July 2011</del>	<del>⊕</del>	<del>No longer applicable</del>
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
<b>Council Workshop</b>	20 July 2017	Completed
<b>Council Meeting</b> 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
<b>Council Meeting</b> – 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		
<b>Council Workshop</b> Review of Land Transport Bylaw		
<b>Council Workshop</b> If further workshopping required		
<b>Council Meeting</b> Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
<b>Council Hearing</b>		
<b>Council Deliberations</b>		
<b>Council Meeting</b> Adopt Land Transport Bylaw		

<b>Bylaws: Freedom Camping</b>
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Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> 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.  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.
<b>Council Workshop</b> Review of Freedom Camping Bylaw		
<b>Council Workshop</b> If further workshop required		
<b>Council Meeting</b> Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
<b>Hearing</b>		
<b>Deliberations</b>		
<b>Council Meeting</b> Adopt Freedom Camping Bylaw		

## Community Development

### Introduction

Key Milestone	Indicative Timeframe	Commentary
<b>Discretionary Grants - Round 1</b>	<b>Quarterly</b>	
Advertising (x2)	August	
Applications close and are considered	1 September	
Announcements & Funding Allocation	September	
<b>Discretionary Grants - Round 2</b>	<b>Quarterly</b>	
Advertising (x2)	November	
Applications close and are considered	1 December	
Announcements & Funding Allocation	December	
<b>Discretionary Grants - Round 3</b>	<b>Quarterly</b>	
Advertising (x2)	February	
Applications close and are considered	1 March	
Announcements & Funding Allocation	March	
<b>Discretionary Grants - Round 4</b>	<b>Quarterly</b>	
Advertising (x2)	May	
Applications close and are considered	1 June	
Announcements & Funding Allocation	June	
<b>Triennial Grants</b>	<b>3 Yearly (as part of LTP)</b>	
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	
<b>Services Grants</b>	<b>3 Yearly (as part of LTP)</b>	
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	
<b>Community Partnership Fund</b>	<b>Annually (2<sup>nd</sup> Round if required)</b>	
Advertising	October – November	
Applications close	November	
<b>Council Workshop</b> Consideration of Applications	December	
<b>Council Meeting</b> Consideration of Applications	December	
Announcements & Funding Allocation	December	
Advertising	February (if required)	
Applications close	March (if required)	
<b>Council Workshop</b> Consideration of Applications	March (if required)	
<b>Council Meeting</b> Consideration of Applications	March (if required)	
Announcements & Funding Allocation	March (if required)	
<b>Community Halls Grants</b>	<b>3 Yearly (as part of LTP)</b>	
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	
<b>Creative Communities</b>	<b>6 Monthly</b>	
Applications invited and advertised	April/May October/November	
Applications close	May November	
<b>Committee Meeting</b> Consideration of Applications	June December	
Announcements & Funding Allocation	June December	
<b>Sport NZ Rural Travel Fund</b>	<b>Annually</b>	
Applications invited and advertised	September/October	
Applications close	October	
<b>Committee Meeting</b> Consideration of Applications	November	
Announcements & Funding Allocation	November	
<b>DC Tynan Trust Fund</b>	<b>Annually</b>	
Applications invited and advertised	June/July	
Applications close	July	
<b>Committee Meeting</b> Consideration of Applications	August	
Announcements & Funding Allocation	August	

#### Summary of Grants Paid

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> 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.

#### **Community Development Fund Policy – Review**

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> Review Community Development Fund	15 August 2017	Completed
<b>Council Meeting</b> Adoption of revised Community Development Fund Policy	<del>29 August 2017</del> 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	
<b>Council Meeting</b> 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	Completed
<b>Council Meeting</b> Management Report on the event identifying success	27 February 2018	A business paper is contained elsewhere in this Agenda.

### 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	
<b>Council Meeting</b> Management Report on the main event (The Muster) identifying success	26 June 2018	

## Citizen Awards Working Party

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

## Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
<del>Calling of Nominations</del>	<del>February 2018</del>	
<b>Council Meeting</b> Presentation of Timeline and promotion of Nominations	27 February 2018	A business paper is contained elsewhere in this agenda
<b>Call for Nominations</b>	March 2018	
Consideration of Nominations by Working Party	<del>March</del> /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	May/June 2018 <del>October 2017</del>	Due to other workloads, including the Muster, Citizens Awards and Long Term Plan, the 2018 Graduation Ceremony will not be convened until 15 November 2018. As a result the timeline for this work stream has been revised accordingly.
Graduate names received from Industry Training Organisations	June/July 2019 <del>December 2017/January 2018</del>	
Invitation to Graduates and Families/Supporters	August/September 2018 <del>March 2018</del>	
Graduation Ceremony	15 November 2018 <del>May/June 2018</del>	

### Sister City Relationship

Key Milestone	Indicative Timeframe	Commentary
Review of Sister City portfolio	June/July 2017	Completed
<b>Council Workshop</b> Findings of review. Consideration of guidelines to support the relationship between WDC and the Sister City Committee	15 August 2017	Completed-

### Service Level Agreement - Sport Waikato

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

### Service Level Agreement – Waitomo Caves Discovery Centre

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

### Service Level Agreement – Hamilton Waikato Tourism

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Deputation by HWT – End of Year Report	28 November 2017	Complete. A deputation was made to Council on 28 November 2018.
<b>Council Meeting</b> Deputation – Six Monthly Report	24 April 2018	

### Motor Home Friendly District

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> 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.
<b>Council Meeting</b> Progress Report – Motor Home Friendly District		

### Customer Services Strategy – Review

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

### Waitomo's Digital Journey

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> 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
<b>Council Workshop</b> Review Strategy and Implementation Plan	10 October 2017	This strategy has been included in the Community Development Activity Management Plan (AMP). Council workshoped that revised AMP at its Workshop on 17 October 2017 as part of the 2018-2028 LTP development process.

<b>Waitomo District Library Strategy – Review</b>
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Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> 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.

<b>Community Development Strategy - Review</b>
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Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> 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.

## Community Services

### Property: Divestment – Old Ministry of Works Building

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> 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 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. <b>Contract nearing completion – Mid March 2018</b>

### Parks & Reserves: Walking Track Strategy

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Report to Council outlining findings of walking track audit	27 February 2018	
Development of Walking Track Strategy	March to May 2018	
<b>Council Meeting</b> Draft Walking Track Strategy presented to Council	29 May 2018	
<b>Council Meeting</b> 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.

### 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
<b>Council Meeting</b> 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.

### 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.
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
<b>Council Meeting</b> 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
<b>AMP Improvements</b>		
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	Harcourt's has been appointed as management agent for all WDC housing properties.
3. Ensure the right level of funding is being allocated to maintain the asset service potential.	June 2017	
<b>Data Improvements</b>		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
<b>AMP Process Improvements</b>		
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	
<b>AM System Improvements</b>		
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	
<b>Specific Improvement Projects</b>		
21. As per projects identified in AMP		

## AMP Improvement and Monitoring: Parks and Reserves

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvements</b>		
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	
<b>Data Improvements</b>		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
<b>AMP Process Improvements</b>		
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	
<b>AM System Improvements</b>		
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	
<b>Specific Improvement Projects</b>		
21. As per projects identified in AMP		

### AMP Improvement and Monitoring: Public Amenities

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvements</b>		
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	
<b>Data Improvements</b>		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
<b>AMP Process Improvements</b>		
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	
<b>AM System Improvements</b>		
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	
<b>Specific Improvement Projects</b>		
21. As per projects identified in AMP		

### AMP Improvement and Monitoring: Recreation and Culture

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvements</b>		
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	
<b>Data Improvements</b>		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
<b>AMP Process Improvements</b>		
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	
<b>AM System Improvements</b>		
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	
<b>Specific Improvement Projects</b>		
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	
<b>Council Meeting</b> Report to Council on findings of assessment and future options	29 August 2017	A progress report was presented to Council on 29 August 2017.

### 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.
<b>Council Meeting</b> 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	
<b>Council Meeting</b> 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
<b>Council Meeting</b> 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
<b>Council Meeting</b> 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.
<b>Council Meeting</b> 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. Council advised that alternative options must be pursued for a level crossing. Calibre Consultants have been appointed to carry out this investigation. The OOS had a five step approach: <ul style="list-style-type: none"> <li>• Stage 1 – Consultation and concept design</li> <li>• Stage 2 – WDC report and engineers estimates</li> <li>• Stage 3 – Final design</li> <li>• Stage 4 – Contract documentation and Procurement</li> <li>• Stage 5 – MSQA and removal of existing overbridge</li> </ul>

## Asset Management

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

### Land Transport: Roothing Activity Influences

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress on work streams	Monthly	Progress Reports provided to Council as required.
Amend Road Maintenance Contract Document	<del>June 2015</del> <del>1 December 2016</del> 1 March 2017 to 2020	<del>Complete—Contract Awarded</del> <del>Revised as per NZTA direction</del> <del>Award of new Road Maintenance and reseals contract 2017–2020</del> <del>Complete—Contract Awarded—</del> <del>Contractor on Site 1 March 2017</del> Progressing – WDC's maintenance contract is underway and the contractor progress well. Work is delivered to required standards with regular monitoring
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	<del>Progressing-</del> WDC's Activity Management Plan was submitted and accepted by NZTA. WDC was the first in the region to submit their plan. WDC's AMP for the rooding division form part of the LTP

### Land Transport: Streetlight Conversion to LED Technology

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> 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	<del>October 2017</del> June 2018,	<del>Suppliers of LED luminaires have delivered the conversion lighting to WDC's contractor. Installation is in process and starts 1 March</del> <del>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-</del> <del>An update on the streetlight conversion to LED technology was</del>

Key Milestone	Indicative Timeframe	Commentary
		<del>provided in the Land Transport Progress Report presented to Council on 31 October 2017.</del>

### 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 <sup>3</sup> to 500,000m <sup>3</sup> .	December 2016	Two options must be considered. The first would be to extend the volume of the landfill to 500,000m <sup>3</sup> 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 <sup>3</sup> consent limit is reached and cart waste to other landfills. The estimated time frame to reach the 232,000m <sup>3</sup> 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. A survey was done and feedback sought from the community regarding this proposal. The proposal was not widely accepted by the community and further consultation will be done.
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
<b>Council Meeting</b> 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		The design has now been agreed. Demolition of old plant is complete

### Water: Mokau Water Treatment Plant and Storage Facility

Key Milestone	Indicative Timeframe	Commentary
Clarifier	July 2017	Complete

### Water: Mokau Water Reticulation Network – Renewal Programme

Key Milestone	Indicative Timeframe	Commentary
Oha Street / Tainui and Rangī Street	2017 / 2018	Ongoing

### 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.
<b>Council Meeting</b> Progress Report	As required	On completion of each action.

### Strategic: Waitomo Village Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meetings</b> 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.
1. 2. 3. 4. 5. 6.		
1. 2. 3.		
1. 2. 3.		

Key Milestone	Indicative Timeframe	Commentary
4. 5.		
1. 2. 3.		
1. 2. 3. 4. 5. 6.		
1. 2. 3. 4. 5. 6. 7.		
1. 2. 3. 4.		
1. 2. 3.		

### 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 <sup>2</sup> )	Est. Rate \$/m <sup>2</sup>	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 <sup>2</sup> )	Estimated Rate \$/m <sup>2</sup>	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.

<b>Capital Renewal Programme – Year 5 (2018/2019)</b>
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**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 <sup>2</sup> )	Est. Rate \$/m <sup>2</sup>	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
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.

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
Training in the use of relevant Activity Management programmes such as Bizze@sset 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
<b>Unachievable due to Budget Restrictions</b>		
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). <b>Priority 2</b>	Next review 2017	Levels of service survey for SW last completed in 2012.

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
Ensure the right level of funding is allocated to maintain the asset service potential. <b>Priority 2</b>	Next review 2017/18	Annually
Formalise asset inspection and data collection procedures. <b>Priority 3</b>		Ongoing. Additional Resource Required: Required contractors
Improve contractor maintenance reporting and integrate costing information with spatial data in Bizze@sset. <b>Priority 4</b>		Ongoing.
Develop accurate and complete asset inventory registers for each urban drainage area. <b>Priority 2</b>		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. <b>Priority 4</b>	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. <b>Priority 4</b>		Require Catchment Management Plans to be completed.
Cost and prioritise the works developed from the risk assessment exercise. <b>Priority 3</b>		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. <b>Priority 4</b>		Require Catchment Management Plans to be completed.
Improve the definition of standards for maintenance. <b>Priority 3</b>		Using Hamilton City Infrastructural Standards.
Complete environmental impact studies for each stormwater drain and receiving water. <b>Priority 4</b>	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. <b>Priority 2</b>	Catchment Management Plans to be completed	Require Catchment Management Plans to be completed. WDC uses Hamilton City Infrastructural Standards. Additional Resource Required: Consultant
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). <b>Priority 4</b>		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). <b>Priority 2</b>	Ongoing	Engage the community with current waste minimisation topics through local advertising
Manage relevant data and information and provide feedback on performance. <b>Priority 2</b>	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. <b>Priority 2</b>	Ongoing	Education will continue to schools and the rural communities.
Explore into WDC landfill becoming a clean fill site only. <b>Priority 2</b>	December 2018	Dependant on future Cross Boundary Collaboration between WDC and RDC.
Reduction in onsite disposal of agricultural products. <b>Priority 2</b>	Ongoing	Agricultural waste education and collection will continue in conjunction with WRC.
Prepare and maintain an audit procedure. <b>Priority 3</b>	Ongoing	Audit procedure prepared and reporting ongoing
Prepare and maintain data base. <b>Priority 3</b>	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). <b>Priority 3</b>	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. <b>Priority 2</b>	Next review 2017/18	Review frequency consistent with annual and long term planning cycle

Formalise asset data collection procedures. <b>Priority 1</b>	On going	Monitor progress
Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino. <b>Priority 4</b>	After 2025	Require District Plan update Outside planning period
Investigate extension of the Te Waitere scheme to further development of the area. <b>Priority 4</b>	After 2025	Require District Plan update Outside planning period
Develop accurate and complete asset inventory registers for each scheme. <b>Priority 2</b>	On-going	Monitor progress
Updating of asset inventory data and input to database. <b>Priority 1</b>	On-going	Monitor progress
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. <b>Priority 2</b>	Following above actions	
Prioritise the works developed from risk assessment exercises. <b>Priority 2</b>	Following above actions	
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements. <b>Priority 2</b>	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. <b>Priority 4</b>	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. <b>Priority 2</b>	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. <b>Priority 2</b>	Ongoing	Monitor.
Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios. <b>Priority 3</b>	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. <b>Priority 1</b>	Ongoing	Monitor
Improve standard of contractor collection and reporting of maintenance data and integration of information with spatial data in Bizze@sset. <b>Priority 2</b>	Ongoing	Monitor
Initiate a long term zoned metering and leak detection programme, initially for Te Kuiti. <b>Priority 3</b>		Commenced in ad hoc way from 2008. Monitor
Initiate a scheme proposal for Marokopa. <b>Priority 4</b>	2025-45	Outside 2015– 2025 planning period. District Plan & Structure Plan
Upgrade supply main from Mokau to Awakino. <b>Priority 2</b>	2025-45	Outside 2015– 2025 planning period.
Develop accurate and complete asset inventory registers for each scheme. <b>Priority 3</b>	Ongoing	Monitor
Develop a greater focus on risk identification and management for critical assets. <b>Priority 3</b>	Ongoing	Monitor
Prioritise the works developed from the risk assessment exercise. <b>Priority 3</b>		
Construct additional treated storage at Te Kuiti to meet 24 hours demand. <b>Priority 3</b>	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. <b>Priority 2</b>	December 2016	Phase 1 of WTP Upgrade
Improve definition of standards for maintenance. <b>Priority 2</b>	Ongoing	Monitor
Review pump station and treatment plant maintenance programmes. <b>Priority 2</b>	Ongoing	Monitor
Update and implement water treatment plant operating procedures. <b>Priority 2</b>	Ongoing as plants get upgraded	Monitor
Review and improve the financial information outlined in Section 10 and produce an updated financial forecast by 30 June each year. <b>Priority 2</b>	March each year	Monitor
Assess all water services available within the District in accordance with the Local Government Act 2002. <b>Priority 4</b>	2017	Last completed in 2014. Assessments consistent with provisions in Draft 2015 – 25 LTP

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