

**Document No: A336233**

**Report To:**

**Council**



**Meeting Date: 29 November 2016**

**Subject: Deputation: Te Kuiti Community House – End of Year Report**

**Type: Information Only**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that Lorrene Te Kanawa will be in attendance at 9.00am to present the Te Kuiti Community House end of year report.

### **Suggested Resolution**

The Deputation from Te Kuiti Community House be received.

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

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

## WAITOMO DISTRICT COUNCIL

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### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON WEDNESDAY 26 OCTOBER 2016 AT 9.00AM

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

**IN ATTENDANCE:** Celina Yapp (Waitomo Caves Discovery Centre); David Beck (Waitomo News)

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

<b>1. Council Prayer</b>
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<b>2. Apologies</b>
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**Resolved**

The apology from Councillor Janene New and the apology for lateness from the Chief Executive be received and leave of absence granted.

Brodie/Smith Carried

<b>3. Deputation: Waitomo Caves Discovery Centre – Reporting against Service Level Agreement</b>	<b>A332277</b>
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Celina Yapp, Managing Director of the Waitomo Caves Discovery Centre was in attendance and presented the Waitomo Caves Discovery Centre's Annual Report 2015/2016 as per the Service Level Agreement.

Cr Brodie thanked Celina for her involvement with the Summer Nature Project

**Resolved**

The Waitomo Caves Discovery Centre Report against the Service Level Agreement for 2015/2016 be received.

Whitaker/Smith Carried

Celina Yapp (Waitomo Caves Discovery Centre) and the Group Manager – Community Services left the meeting at 9.20am.

<b>4. Declarations of Conflicts of Interest</b>
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No Declarations were made.

**5. Confirmation of Minutes – 18 October 2016****A331983****Resolution**

The Minutes of the Waitomo District Council meeting of 18 October 2016 be confirmed as a true and correct record subject to the following amendments:

Item 6 – Elected Member Roles and Responsibilities –

Add – Speed Management Governance Group Membership - Cr Phil Brodie

Add – Waitomo Caves Museum – Cr Sue Smith

Whitaker/Brodie Carried

**6. Verbal Reports: Individual Councillor Roles and Responsibilities**Cr Brodie

- Piopio Wastewater Treatment Plant Community Liaison Group Meeting
- Te Kuiti New World Opening
- Piopio Schools Pet Day
- WDC Staff Meeting
- Mokau Water Main Upgrade
- Mokau Erosion
- Mokau Museum

Cr Davey

- Te Kuiti New World Opening
- Te Kuiti Community House Trust

Cr Smith

- Waitomo Caves Discovery Centre and Museum
- Tere Waitomo

Cr Whitaker

- Te Kuiti New World Opening
- Te Kuiti Development Incorporated
- Meadsville Workgroup
- WDC Staff Meeting

Mayor Hanna

- Social Sector Trials
- Thai Student Exchange Visit
- WDC Staff Meeting
- Iwi RMCs – Promotion of Hillview
- Tourism Holdings Ltd
- Breakfast Meeting with Barbara Kuriger
- Te Kuiti and District Historical Society

**Resolution**

The verbal reports be received.

Brodie/Goddard Carried

<b>7. Brook Park Incorporated Society: Minutes – 3 October 2016</b>	<b>A332081</b>
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Meetings (General Meeting and Annual General Meeting) convened on 3 October 2016.

Councillor Whitaker expanded verbally on the Minutes and answered Members' questions.

**Resolution**

The business paper on Brook Park Incorporated Society: Minutes – 3 October 2016 be received.

Whitaker/Smith                      Carried

The meeting adjourned at 9.34am and reconvened at 9.50am.

The Chief Executive and Group Manager – Corporate Services entered the meeting at 9.50am

<b>8. Quarterly Financial and Non-Financial Report for the Period ended 30 September 2016</b>	<b>A331665</b>
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Council considered a business paper presenting the Quarterly Financial and Non-Financial results for the period ended 30 September 2016.

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

**Resolution**

The business paper on Financial and Non-Financial Report for the period ended 30 September 2016 be received.

Smith/Goddard                      Carried

<b>9. Progress Report: Road Map Work Programme</b>	<b>A332158, A331456</b>
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Council considered a business paper presenting the monthly update on progress against the Road Map Work Programme adopted by Council on 5 April 2016.

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

**Resolution**

The Progress Report: Road Map Work Programme as at 26 October 2016 be received.

Davey/Whitaker                      Carried

<b>10. Progress Report: Civil Defence Emergency Management Joint Committee Minutes</b>	<b>A332317, A332316</b>
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Council considered a business paper providing information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting convened on 5 September 2016.

**Resolution**

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

Goddard/Whitaker Carried

The Group Manager – Community Services entered the meeting at 10.05am.

<b>11. Development of Te Kuiti Aerodrome Management Plan</b>	<b>A332145</b>
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Council considered a business paper providing details of the Action Plan for development of the Te Kuiti Aerodrome Reserve Management Plan in accordance with the Reserves Act 1977.

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

**Resolution**

The business paper on Development of Te Kuiti Aerodrome Reserve Management Plan be received.

Whitaker/Goddard Carried

<b>12. Progress Report: Les Munro Centre – Staged Upgrade</b>	<b>A332083</b>
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Council considered a progress report on the Les Munro Centre Staged Upgrade.

**Resolution**

The Progress Report: Les Munro Centre – Staged Upgrade be received.

Smith/Davey Carried

<b>13. Progress Report: Te Kuiti Railway Station Building Project</b>	<b>A332084</b>
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Council considered progress report on the Te Kuiti Railway Station Building Project.

**Resolution**

The Progress Report: Te Kuiti Railway Station Building be received.

Brodie/Whitaker Carried

<b>14. Progress Report: Resource Consent Applications</b>	<b>A331971</b>
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Council considered a progress report on outstanding resource consent applications and those applications currently being processed

**Resolution**

The Progress Report: Resource Consent Applications be received.

Whitaker/Smith Carried

The Group Manager – Community Services left the meeting at 10.13am.

The Group Manager – Assets entered the meeting at 10.14am.

<b>15. Progress Report: Major Capital Works Report</b>	<b>A329577</b>
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Council considered a progress report on major new and renewal projects as identified in Council's Activity Management Plans and also projects which have arisen during the course of normal maintenance and operation of the Roding Infrastructure, the three Waters and some projects in the Community Services area.

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

**Resolution**

The Progress Report: Major Capital Works Report be received.

Brodie/Goddard Carried

<b>16. Progress Report: Mokau Water Supply</b>	<b>A331952</b>
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Council considered a progress report on capital works improvements to the Mokau Water Supply Network.

The Group Manager - Assets and Chief Executive expanded verbally on the business paper and answered members' questions.

**Resolution**

The Progress Report: Mokau Water Supply be received.

Smith/Brodie Carried

<b>17. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater</b>	<b>A331912</b>
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Council considered a progress report on the three Waters activities, including contracted services.

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

**Resolution**

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater be received.

Whitaker/Goddard Carried

<b>18. Progress Report: Solid Waste Activity</b>	<b>A332073</b>
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Council considered a progress report on Solid Waste operations, maintenance and capital development activities.

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

The Chief Executive and Group Manager – Assets asked Councillor Whitaker to pass on WDC’s appreciation to the Te Kuiti Voluntary Fire Brigade for their assistance at a landfill fire over Labour Weekend.

**Resolution**

- 1 The Progress Report: Solid Waste Activity be received.
- 2 Council make appropriate acknowledgement of the efforts of the Te Kuiti Voluntary Fire Brigade in assisting with a fire at the Waitomo Landfill over Labour Weekend.

Brodie/Goddard Carried

<b>19. Progress Report: Monitoring Against 2015-25 LTP – Land Transport</b>	<b>A332072</b>
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Council considered a progress report on implementation of the Work Plan for the Land Transport activity as contained in Year Two (2016/2017) of the 2015-25 LTP.

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

**Resolution**

The Progress Report: Monitoring Against 2015-25 LTP – Land Transport be received.

Goddard/Whitaker Carried

<b>20. Progress Report: WDC Resource Consent – Compliance Monitoring</b>	<b>A332068</b>
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Council considered a progress report on compliance reporting against Resource Consent conditions.

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

### Resolution

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

Goddard/Davey Carried

David Beck (Waitomo News) left the meeting at 10.45am.

<b>21. Motion to Exclude the Public for the consideration of:</b>	<b>A332086</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 the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making: ...
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Progress Report: Civil Defence Emergency Management Co-ordinating Executive Group Minutes	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. 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)
3. Progress Report: Digital Enablement Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Hillview Resthome and Hospital	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)

# 9

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.

Smith/Whitaker      Carried

There being no further business the meeting closed at 11.39am

Dated this 29<sup>th</sup> day of November 2016.

BRIAN HANNA  
**MAYOR**

Confidential

Confidential

**Document No: A335783**

**Report To:**

**Council**



**Meeting Date: 29 November 2016**

**Subject: Brook Park Incorporated Society:  
Minutes – 7 November 2016**

**Type: Information Only**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society meeting convened on 7 November 2016.

### **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**

- 2.1 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.
- 2.2 Development of the Brook Park Management Plan (MP) was completed following a public consultation process, including a Hearing of submissions in February 2010.
- 2.3 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.
- 2.4 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.
- 2.5 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.
- 2.6 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.

- 2.7 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.*
- 2.8 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.
- 2.9 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.
- 2.10 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.
- 2.11 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.
- 2.12 To improve the financial viability and robustness of the BPIS, in October 2012 a Memorandum of Understanding (MOU) between WDC and BPIS was developed and approved and Council also agreed to provide an annual grant to BPIS for the operational management of the reserve, equivalent to the annual derived lease income.

<b>Commentary</b>
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- 3.1 Since early in 2014, BPIS has kept WDC informed of its progress in the day to day operations/development of Brook Park by providing copies of BPIS Minutes.

- 3.2 Attached to and forming part of this business paper are copies of the minutes from monthly October 2016 BPIS meeting convened on 3 October 2016 as well as a copy of the minutes from 2016 BPIS Annual General Meeting which was also convened on 3 October 2016.

**Suggested Resolution**

The business paper Brook Park Incorporated Society: Minutes – 7 November 2016 be received.



MICHELLE HIGGIE  
**EXECUTIVE OFFICER**

Attachments: Brook Park Incorporated Society Minutes – 7 November 2016 (zA769)

**BROOK PARK INCORPORATED SOCIETY**


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**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED  
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,  
TE KUITI ON 7<sup>th</sup> November 2016, at 5.30pm**

**PRESENT:** Guy Whitaker, Rob Buckley, Elly Kroef, Gerald Kay, Graeme Churstain, Jane Murray, Helen Sinclair, Sheralee Buchanan, Phillip Houghton, Robin Charteris, Suzie Hoare

<b>1. Apologies</b>
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Anrea Hanna, Bruce Maunsell

Elly/Graeme

<b>2. Confirmation of Minutes</b>
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Correction to both the AGM minutes and the last meeting was Jane Murray was not present but Amanda Murray was and Suzie Hoare was to be added to the elected committee on the AGM minutes. With these amendments, the previous minutes were passed as a true and correct record.

Phillip/Elly

<b>3. Correspondence In/Out</b>
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None

<b>4. Financial Report</b>
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Opening balance \$22,581.09

Sponsorship for Guy Fawkes \$4,700.00

Interest received \$5.94

Closing Balance \$27,287.03

Account to be paid to Waitomo News \$133.86

That the financial report be received.

Phillip/Graeme

<b>5. MTB Trail</b>
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There have been two more crossings completed but there are still three to be done. The crossing that needed moving has been moved. Gerald will get these completed as soon as possible.

Andrea and Rob have been in contact with Inframax and two truckloads of metal have been organised to be delivered to the top carpark. Guy to check if PD workers have started on the Park work as yet or when this may start.

## 6. Maintenance & Fencing

No other work done recently.

Guy to follow up with Sandra Buchanan as to what Councils plan is with the lease renewal that is due 1<sup>st</sup> March 2017

## 7. Weed Control

Still no contact from Caroline Lewis Weed Busters. Elly and Andrea to follow up with her.

Waikato Regional Council has a bigger job now with the Wolley Nightshade as this has taken off in the area that was cleared of Brazilian Pepper Trees.

Carey Murphy returning to spray gorse and blackberry he has indicated that this will probably be his last year but is happy to have a real go at the gorse to clean this out.

Dawn Anselmi will continue to target Inkweed.

Elly and her group are still chipping away at the Brazilian Pepper Tree, Maples and Jerusalem Cherry.

Next concentrated working bee on weeds is realistically not going to be until late February.

## 8. Memorial Grove

No further information on where this is at.

## 9. Tree Harvesting

Tracking has started and should be completed in a couple of days' weather permitting. Malcom McKenzie had a look at the Tasmanian Blackwood trees that will be a by-product of the pine harvest and has said there will be some value in approx.10 trees. Pine harvest is targeted for Feb/March but could be later.

## 10. Disc Golf

Nothing further

## 11. Guy Fawkes Event

Sponsorship has covered the cost of the pyrotechnic display.

Guy to ask Otorohanga coffee cart if they are interested in bringing it down to the event. Maniapoto Maori Wardens have asked if they can help, Guy to see if they will protect the back boundary. (Robin Azahiah Street)

Te Kuiti Maori Wardens are happy to do car parking again.

Guy to contact Amanda Murray re sparklers that will be made available for primary aged children only.

Suzie to organize prizes for Guy competition.

Guy to contact Lines Company and Jim McIndoe about judging the Guy competition.

Guy to finalize the safety plan and liaise with Donna McDonald, also to organize port-a-loos. Also to request Councils Hi-Viz vests.

Elly to find out if Andrea is happy to supply standards for the public exclusion zone.

Guy to get more tape from the Lines Company.

Suzie to check on availability of hay bales.

Gerald to pick up rubbish bins.

Graeme & Gerald to pick up more pellets from Sorenson's and Placemakers.  
Guy to print off letters to neighbours and Robin to deliver.  
Guy to ring Colleen Coleman and Mark Brittenden re carpark availability.  
If weather is suitable working bee to get it all organised will start at 9.00am and if not a decision will be made by 1.00pm if the event is to be postponed, this will be advertised on Cruise FM and possibly the i-site.

<b>12. General Business</b>
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Grass at the conifer grove got too long and one of the new conifers got mown over as it was not seen due to the length of the grass.

Next meeting Monday December 5<sup>th</sup> bring a drink to celebrate the festive season.

Meeting closed 6.55pm

**Document No: A333103**

**Report To:**

**Council**



**Meeting Date:** 29 November 2016

**Subject:** **Policy on Easter Sunday Trading**

## **Purpose of Report**

- 1.1 The purpose of this business paper is to present to Council for consideration a draft Policy on Easter Sunday Trading for public consultation.

## **Background**

- 2.1 The Shop Trading Hours Act 1990 (the Act) was amended in 2016 to enable territorial authorities to decide whether retailers in their districts can open on Easter Sunday.
- 2.2 Council can introduce a local policy to allow for shop trading in their entire district or in limited areas on Easter Sunday.
- 2.3 A Local Easter Sunday Trading Policy cannot:
- Permit shops to open only for some purposes, or
  - Permit only some types of shops to open, or
  - Specify times at which shops may or may not open, or
  - Include any other conditions as to the circumstances in which shops in the area may open.
- 2.4 Prior to this amendment to the Act, the only shops permitted to open on Easter Sunday in our District were:
- (a) shops where—
- (i) the goods for sale include nothing that is not food, drink, a household item, a personal item, an automotive fuel, an automotive lubricant, an automotive part, or an automotive accessory, of a kind that people may reasonably need to be able to buy at any time, and
  - (ii) the quantity of goods for sale is no greater than that sufficient to meet the demands of the people who live or are staying in the area where the shop is, and people (other than people travelling in order to buy goods at the shop) travelling through the area, or
- (b) a shop whose principal business is selling goods falling into one or other of the following categories:
- (i) goods intended to be bought as souvenirs,
  - (ii) duty free goods (that is to say goods sold from or through any premises licensed as an export warehouse under Part 4 of the Customs Act 1966 to people intending to take the goods out of New Zealand),

- (iii) prepared or cooked food ready to be eaten immediately in the form in which it is sold, or
  - (c) a shop at any public passenger transport terminal, or at any station where public passenger transport services stop, whose principal business is selling goods falling into one or other of the following categories:
    - (i) books, magazines, and newspapers,
    - (ii) the categories specified in paragraph (b), or
  - (d) a pharmacy, or
  - (e) a shop in premises where a bona fide exhibition or show devoted (entirely or primarily) to agriculture, art, industry, and science, or any of those matters, is being held, or
  - (f) garden centers.
- 2.5 Local Easter Sunday Trading policies will not be able to control or override shop trading provisions in other legislation, such as alcohol licencing provisions.
- 2.6 Easter Sunday continues to be a day of significance across New Zealand and some people would rather not work on this day. Because of this, all shop employees will be able to refuse to work on Easter Sunday without any repercussions for their employment relationship.
- 2.7 Council gave direction at its meeting on 6 October 2016 that it wished to develop a Policy on Easter Sunday Trading for consultation.

### Commentary

- 3.1. A draft Easter Sunday Trading Policy is attached to and forms part of this paper. This draft has been prepared using Waitomo District Council's standard policy template and draft documentation circulated regionally.
- 3.2. Due to the restrictions in the Act on what can and cannot be included in this policy, the only substantive matter to address in respect of policy development is whether shops should be able to open on Easter Sunday in the entire Waitomo District, or in only parts of the District.
- 3.3. The table below sets out four options for Council to consider along with advantages and disadvantages.

Option	Advantages	Disadvantages
<b>Option 1</b> Status Quo	Retains existing Easter Sunday values held by some members of the Community.	Only shops currently exempt under the Act would be able to trade on Easter Sunday.  Potentially disadvantages retailers who would otherwise open if they could.

<p><b>Option 2:</b></p> <p>Policy applies to whole district</p>	<p>Shops throughout the district currently not allowed to open on Easter Sunday can open if they choose to.</p> <p>No restrictions on goods which can be sold at shops currently permitted to be open.</p>	<p>There are no perceived disadvantages of this option, as shops don't have to open, employees don't have to work if they choose not to, and people may choose whether to shop or not.</p>
<p><b>Option 3:</b></p> <p>Policy applies only to our main holiday destinations:</p> <p>Our coastal towns and Waitomo Caves Village</p>	<p>Shops in our main holiday destinations that are not currently allowed to open could do so if they choose.</p> <p>No restriction on goods which can be sold at shops currently permitted to be open in our main holiday destinations.</p>	<p>Shops outside our main holiday destinations would not be able to take advantage of additional trade on Easter Sunday from locals and passing holiday traffic.</p> <p>People situated outside main holiday destinations do not have freedom to shop locally on Easter Sunday.</p> <p>Perceived disadvantage to shops outside the main holiday destinations.</p>
<p><b>Option 4:</b></p> <p>Policy applies only to our main townships:</p> <p>Te Kuiti and Piopo</p>	<p>Shops in our main townships not currently allowed to open could do so if they choose.</p>	<p>Loss of potential trade from locals and holiday makers in our main holiday destinations, but only in respect of those shops currently not allowed to open.</p> <p>Restrictions on goods which can be sold at shops currently permitted to be open would still apply in our main holiday destinations.</p> <p>Perceived disadvantage to shops outside main townships.</p>

- 3.4. The draft policy attached to this paper includes the recommended approach of permitting shops to open on Easter Sunday in the entire district (option 2).

### Next Steps

- 6.1 Introducing a Local Easter Sunday Trading Policy requires the use of the special consultative procedure pursuant to the Local Government Act 2002 (LGA). This process requires the:
- adoption of specific consultation documentation,
  - allowing a period of not less than one month for people to provide their views, and

- an opportunity for submitters to be heard by Council if they elect to.
- 6.2 The proposed timetable for the consultation and adoption process is set out below.

Key Milestone	Indicative Timeframe
<b>Council Meeting:</b> Adopt draft policy and documentation for public consultation	29 November 2016
Consultation period	Thursday 7 December 2016 to Friday 27 January 2017
<b>Hearing:</b> Hearing of submitters	14 February 2017
<b>Council Meeting:</b> Deliberation of submissions and (if required) adoption of Local Easter Sunday Shop Trading Policy	28 February 2017

### Suggested Resolutions

1. The business paper on the Policy on Easter Sunday Trading be received.
2. Council resolve to:
  - (a) Approve the proposed Waitomo District Council Local Easter Sunday Trading Policy for public consultation and adopt the statement of proposal pursuant to section 83 of the Local Government Act 2002.

TERRENA KELLY  
**GROUP MANAGER – COMPLIANCE**

24 November 2016

Attachment: Draft Local Easter Sunday Shop Trading Policy (A330892)  
Statement of Proposal (A336026)



**DRAFT**

**LOCAL EASTER SUNDAY  
SHOP TRADING POLICY**

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Create Date	<b>October 2016</b>
Adoption Date	
Review Due Date	<b>February 2022</b>
Responsibility	<b>Corporate Group</b>

## **1. PURPOSE**

- 1.1. The purpose of the Local Easter Sunday Shop Trading Policy (“the Policy”) is to enable shops to trade on Easter Sunday if they wish to. The Policy neither requires shops to open, or individuals to shop on Easter Sunday.

## **2. BACKGROUND**

- 2.1 This Policy is made under Part 2 (subpart 1) of the Shop Trading Hours Act 1990 (“the Act”) which provides Council with the ability to establish a local policy to permit shops to open on Easter Sunday.

## **3. SCOPE**

- 3.1 This Policy applies to the entire Waitomo District (refer to Schedule 1 for a map of the Waitomo District).
- 3.2. This Policy does not:
- a) Control the types of shops that may open, or their opening hours,
  - b) Limit Council’s ability to undertake its duties, powers or functions under any other Act,
  - c) Apply to the sale and supply of alcohol which is regulated under the Sale and Supply of Alcohol Act 2012, or
  - d) Address shop employee rights, which are governed by the requirements of the Act.
- 3.3 Council is not responsible for the enforcement of this Policy. Enforcement is undertaken by the central government department that is responsible for the administration of the Act.

## **4. DEFINITIONS**

- 4.1. Shop means a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail; and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include –
- a) A private home where the owner or occupier’s effects are being sold (by auction or otherwise), or
  - b) A building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them, or
  - c) A building or place where the only business carried on is that of selling goods to people who are dealers, and buy the goods to sell them again.
- 4.2. Goods includes all personal chattels other than alcohol (within the meaning of the Sale and Supply of Alcohol Act 2012), money, and things in action.

## **5. POLICY**

- 5.1. Any shop is permitted to open on Easter Sunday throughout the Waitomo District.

Schedule 1 – Map of Waitomo District





# Statement of Proposal

Draft Local Easter Sunday Shop  
Trading Policy

November 2016

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## Background

The Shop Trading Hours Act 1990 (the Act) was amended in 2016 to enable Councils to decide whether retailers in their districts can open on Easter Sunday. Previously the Act only allowed shops selling certain types of goods (for example dairies, service stations and garden centres) to remain open on Easter Sunday.

The Act allows Waitomo District Council (WDC) to introduce a local policy to allow for shop trading in their entire district or in limited areas on Easter Sunday.

- A Local Easter Sunday Trading Policy cannot:
- Permit shops to open only for some purposes, or
  - Permit only some types of shops to open, or
  - Specify times at which shops may or may not open, or
  - Include any other conditions as to the circumstances in which shops in the area may open, or
  - Override shop trading provisions in other legislation, such as alcohol licensing provisions.

WDC will not be responsible for the enforcement of this policy. Enforcement will be undertaken by the central government department responsible for the administration of the Act.

## Purpose of the Policy

The purpose of the Local Easter Sunday Shop Trading Policy is to enable shops to trade on Easter Sunday if they wish to.

## Reasons for the Proposal

WDC has adopted a draft policy for consultation which allows trading on Easter Sunday throughout the entire Waitomo District. Council considered a number of options, including maintaining the status quo and only allowing Easter Sunday trading in parts of the district, but decided upon a consistent approach across the district.

WDC recognises the importance of the retail sector to the district, particularly during peak holiday periods such as Easter. It is important that not only our local community has a choice as to whether to shop on Easter Sunday, but that retail businesses in our main holiday destinations and along our state highways can benefit from trade from visitors and passing traffic.

Many of the retail businesses in our main holiday destinations are already permitted to open through the existing exemptions in the Act. However, WDC recognises the potential economic benefit to the district in allowing all shops in the district to open if they choose and dispensing with the restrictions imposed by the current exemptions.

This consultation is an opportunity for the community to have their say. We would like to hear from you as to whether:

- you would like to see shops in the district which are currently not allowed to open on Easter Sunday open if they choose, and
- if you agree with having a policy which allows more shops to open on Easter Sunday, do you think this policy should apply to shops across the district, or just in certain areas.

## Consultation and Submissions

In adopting this Policy, Council must use the Special Consultative Procedure set out in section 83 of the Local Government Act 2002.

Anyone can make a submission about the draft Local Easter Sunday Shop Trading Policy and we encourage you to tell us your views. A submission form is included in this Statement of Proposal.

Copies of the Statement of Proposal are available on WDC's website [www.waitomo.govt.nz](http://www.waitomo.govt.nz), or alternatively, hard copies are available from Waitomo District Library, Te Kuiti i-SITE and our main reception Queen Street, Te Kuiti. For any queries, please phone 07 878 0800.

When you complete the submission form or write to us, please indicate if you wish to speak at the hearing, and we will send you more details closer to the time.

Consultation will take place during the period Thursday 7 December 2016 and Friday 27 January 2017.

Submissions close 5.00pm on Friday 27 January 2017.

Submissions may be submitted to Council in the following manner – post, hand delivery or email.

Details of each of these methods are as follows:

- **Email:** [consultation@waitomo.govt.nz](mailto:consultation@waitomo.govt.nz)
- **Post:**  
Waitomo District Council,  
PO Box 404,  
Te Kuiti 3941
- **Hand Delivery:**  
Waitomo District Council, Queen Street,  
Te Kuiti

## Key Dates

Date	Step
7 December 2016	Submissions Open
27 January 2017	Submissions Close
14 February 2017	Council Hearing of Submissions
28 February 2017	Council Deliberations
28 February 2017	Adoption of Local Easter Sunday Shop Trading Policy



**DRAFT**

**LOCAL EASTER SUNDAY  
SHOP TRADING POLICY**

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Create Date	<b>October 2016</b>
Adoption Date	
Review Due Date	<b>February 2022</b>
Responsibility	<b>Corporate Services</b>

## **1. PURPOSE**

- 1.1. The purpose of the Local Easter Sunday Shop Trading Policy (“the Policy”) is to enable shops to trade on Easter Sunday if they wish to. The Policy neither requires shops to open, or individuals to shop on Easter Sunday.

## **2. BACKGROUND**

- 2.1 This Policy is made under Part 2 (subpart 1) of the Shop Trading Hours Act 1990 (“the Act”) which provides Council with the ability to establish a local policy to permit shops to open on Easter Sunday.

## **3. SCOPE**

- 3.1 This Policy applies to the entire Waitomo District (refer to Schedule 1 for a map of the Waitomo District).
- 3.2. This Policy does not:
- a) Control the types of shops that may open, or their opening hours,
  - b) Limit Council’s ability to undertake its duties, powers or functions under any other Act,
  - c) Apply to the sale and supply of alcohol which is regulated under the Sale and Supply of Alcohol Act 2012, or
  - d) Address shop employee rights, which are governed by the requirements of the Act.
- 3.3 Council is not responsible for the enforcement of this Policy. Enforcement is undertaken by the central government department that is responsible for the administration of the Act.

## **4. DEFINITIONS**

- 4.1. Shop means a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail; and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include –
- a) A private home where the owner or occupier’s effects are being sold (by auction or otherwise), or
  - b) A building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them, or
  - c) A building or place where the only business carried on is that of selling goods to people who are dealers, and buy the goods to sell them again.
- 4.2. Goods includes all personal chattels other than alcohol (within the meaning of the Sale and Supply of Alcohol Act 2012), money, and things in action.

## **5. POLICY**

- 5.1. Any shop is permitted to open on Easter Sunday throughout the Waitomo District.

Schedule 1 – Map of Waitomo District





**Document No: A335926**

**Report To:**

**Council**



**Meeting Date: 29 November 2016**

**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 adopted by Council on 5 April 2016.
- 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 November 2016**.

## Background

- 2.1 This Road Map sets out the identified work programme leading up to adoption of the 2018-2028 LTP in June 2018. 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.
- 2.2 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.
- 2.3 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.
- 2.4 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.

## Commentary

- 3.1 The current edition of the Road Map was adopted by Council on 5 April 2016.
- 3.2 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.
- 3.3 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.

- 3.4 The Monitoring Schedule for the Road Map adopted on 5 April 2016 includes the Key Milestones for all projects occurring in the current year (2016/2017) and includes the indicative timeframe and a commentary on progress for each project of work.

### **3.5 Amendments to Timelines and Projects of Work**

- 3.6 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**.

## **New Projects**

- 4.1 As other new projects are identified, they are detailed in this section of the business paper and are included in the next edition of the full Road Map Work Programme document.

### **Proposed Waikato Regional Plan Change 1**

- 4.2 As Council is aware, the Waikato Regional Council (WRC) has been working on the Healthy Rivers/Wai Ora (Proposed Waikato Regional Plan Change 1) to address water quality within the Waikato region.
- 4.3 The plan change addresses water quality within the Waikato Region and also gives effect to Government legislation on the management of fresh water and Te Ture Whaimana o Te Awa o Waikato (The Vision and Strategy for the Waikato and Waipa rivers) which was adopted by Government as part of Treaty Settlement legislation.
- 4.4 The Plan change has been developed using a collaborative process that involved establishment of a Collaborative Stakeholder Group (CSG) in 2014 with industry, community and sectors putting forward their own delegates to sit on the group.
- 4.5 In September 2016, CSG delivered its recommendations to the Healthy Rivers/Wai Ora committee and this Committee further delivered its recommendations to WRC. WRC made the decision to publicly notify the proposed plan change on 15 September and then formally notified the plan change on 22 October 2016.
- 4.6 Submissions on the plan change are due on 8 March 2017.
- 4.7 There is much interest among the stakeholders and the farming community in particular on this plan change and its implications and no doubt Councillors views will be sought.
- 4.8 It would be advisable for Council to submit to this plan change and for that arriving at a 'Waitomo District Council view' will be required.
- 4.9 This is a key piece of work and will need to be incorporated into the Roadmap. A timeline and task plan proposal for developing the submission is as follows:
- Council Workshop – **13 December 2016** (*following the Council Meeting*)  
(To discuss issues and points that Council will submit on)
  - Draft Submission presented – **14 February 2017**  
(To obtain Council feedback on the draft)
  - Council endorse Submission – **28 February 2017**  
(this is a reserve date)

4.10 Discussions are on at the present time on developing the main content of the submission from local government perspective (within the Waikato region), collaboratively. Any developments and outputs this process will be incorporated into the WDC submission.

**Suggested Resolution**

The Progress Report: Road Map Work Programme as at 29 November 2016 be received.



VIBHUTI CHOPRA  
**GROUP MANAGER – CORPORATE SERVICES**

Attachment: Road Map Monitoring Schedule as at 29 November 2016 (Doc A334471)



# Road Map

## Monitoring Schedule

### **2016-2017 Work Programme** (Year 2 of 2015-2025 Long Term Plan)

as at 29 November 2016

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## Development of 2018-2028 LTP

### Council Controlled Organisations

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting:</b> Consideration of DC Tynan Trust's exemption from CCO status.	27 April 2016	Completed
Desktop Review of CCO wording in 2015-2025 LTP	October 2017	
Prepare recommended disclosure for inclusion in 2018-2028 LTP	November 2017	
<b>Council Meeting</b> – Adopt CCO disclosure for inclusion in draft LTP	27 February 2018	

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

Key Milestone	Indicative Timeframe	Commentary
Review RRP and prepare recommendations	September – October 2016	Underway
<b>Council Workshop</b> Present review findings and preliminary draft RRP	21 February 2017	
<b>Council Meeting</b> Adopt Policy for Consultation	28 March 2017	If the review suggest changes that are not material or significant then the remaining process will change
Consultation Period	7 April – 7 May 2017	
<b>Hearing</b>	16 May 2017	
<b>Deliberations</b>	7 June 2017	
<b>Council Meeting:</b> Adopt RRP	27 June 2017	

### SWaMMP

Key Milestone	Indicative Timeframe	Commentary
Internal review of SWaMMP	November 2016	<b>Underway</b>
<b>Council Workshop</b> Consideration of review outcomes and requirements for change	7 March 2017	The rest of the process will be followed if no amendments are required to the SWaMMP. If amendments are required then the SCP will be carried out as part of the LTP process and the remaining milestones will be updated to reflect that.
<b>Council Meeting</b> – Adoption of SWaMMP for consultation using special consultative procedure	28 March 2017	
Consultation Period	7 April – 7 May 2017	
<b>Hearing</b>	16 May 2017	
<b>Deliberations</b>	7 June 2017	
<b>Council Meeting:</b> Adopt SWaMMP	27 June 2017	

### Affordability Review

Key Milestone	Indicative Timeframe	Commentary
Initial Scope/Development of review.	January 2017	
<b>Council Workshop</b> Guidance and buy in from Council on scope of review.	21 March 2017	
<b>Council Workshop</b> Present results of Affordability Review and next steps	20 April 2017	Implementation will form part of the 2018-28 LTP financials

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

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> – review of existing definition and application of SUIPs	12 April 2017	If the changes required to the Guidance notes are material, these will form part of the RFP review and consulted through that process.

## Leadership

### District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Waitomo District Plan Gaps and Needs Assessment (GNA)	July/August 2015	Completed
<b>Council Workshop</b> Feedback into the Gaps and Needs Assessment	11 August 2015	Completed
<b>Council Meeting</b> Discuss GNA outcome and agree on Review Option and timeline	29 September 2015	Completed
Commence planning for full DP Review including resourcing and Professional Services Engagement	March 2016	New milestones added based on Council Resolution at 29 Sep 2015 meeting
<b>Council Workshop</b> Discuss process and detailed project plan and Commence review	15 November 2016	Further milestones will be added once the detailed planning is complete <b>Workshop complete. Council worked through the timeline and process for the DP Review. The next step is to resource the Review and commence. This is planned to be completed by February 2017. The timeline for the RDP review will be incorporated into the Roadmap early in 2017.</b>

### Urban Structure Plans

It would be advisable to run this work stream in conjunction with the District Plan review. Further details on the need and scope of this work stream will be developed as part of the Scoping for the District Plan Review process. **The detailed planning for DP Review has been undertaken and workshopped with Council earlier in November 2016. Structure Planning has been included as a work-stream in the DP Review Process.**

### Review of Development/Financial Contributions

It is suggested that a contributions regime (whether financial contributions or development contributions) be assessed and developed as part of the District Plan review work stream.

### Enhanced Iwi Engagement

Key Milestones and a timeline will be considered as part of the 2017/18 year work plan.

### Section 17A Delivery of Services Reviews

Key Milestone	Indicative Timeframe	Commentary
Outcome of regional discussions on a collaborative approach to s17A Reviews.	29 September 2015	At the WMF meeting on 7 September 2015, it was agreed to set up a regional collaborative project to be led by Cindy Kent from Waipa DC.
<b>Council Meeting:</b> Update on result of regional discussions and a forward programme for s17A reviews cognisant of regional programme.	24 November 2015	A business paper was considered by Council at the 24 November 2015 meeting. The detail will be developed once the outcomes of the Regional

Key Milestone	Indicative Timeframe	Commentary
		Collaboration are clearer. Some collaborative work is being progressed through LASS but not much output has been produced as part of that process. This work-stream will be progressed internally over the next 4-5 months.

### 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.
Assessment of Organisational Risks	November 2016	
Develop measures that can be reported in relation to significant risks	March 2017	
Risk Management Reporting to Council	August 2016, November 2016, March 2017, May 2017 and August 2017	

### Communications Strategy Review

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> - Key communication outcomes to be achieved	10 November 2015	Complete
<b>Council Meeting</b> - Adoption of Communications Strategy 2015	15 December 2015	Complete
<b>Council Meeting</b> - Six monthly progress report to end of December	23 February 2016	Complete
<b>Council Meeting</b> - Six monthly progress report to end of June	2 August 2016	Complete
<b>Council Meeting</b> - Six monthly progress report to end of December	28 February 2017	
<b>Council Meeting</b> - Six monthly progress report to end of June	25 July 2017	

### Information Services Strategic Plan: Review

Key Milestone	Indicative Timeframe	Commentary
Review of IS Strategic Plan	January - March 2016	This review will be aligned with Activity Plan development for LTP 2018-28.

Key Milestone	Indicative Timeframe	Commentary
<b>MagiQ Performance</b>		
Analysis and Testing	April 2015	Complete
Software setup	May 2015	Complete
Business Process Mapping	June – August 2015	Complete
Training	September 2015	Complete
Go Live	September – October 2015	Complete
Assessment of information output	November – December 2015	Complete
Reporting Setup	February – December 2016	Underway

### Local Government Funding Agency (Debenture Trust Deed)

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – report on the LGFA recommendation of whether to apply to LGFA	2 August 2016	Complete
Application to LGFA	August 2016	Discussion has taken place with members of LGFA.
<b>Council Meeting</b> – to adopt amended Debenture Trust Deed	6 October 2016	The rest of the process and timelines will be dependent on feedback from the LGFA Board. Initial feedback received that the Board is supportive of the proposal. Formal application to be made in November.  Formal application has been made to LGFA. Once the approval comes through, LGFA will inform us of the legal requirements which will have to be completed subsequently before borrowing can commence.

### Procurement Policy Review

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> Review of Procurement Policy	14 September 2016	Complete
<b>Council Meeting</b> – Policy presented to Council for adoption of amendments or updates.	29 November 2016	As discussed with Council previously, review of the Procurement Policy is part of the risk assessment and gap analysis work that will be undertaken by KPMG. Changes to the Procurement Policy prior to that process being completed will be premature and therefore it is suggested that the Policy be presented for adoption by Council in March-April 2017.

### 2016 Elected Member Induction Process

Key Milestone	Indicative Timeframe	Commentary
Provisional Result available	8 October 2016	Complete
Official Declaration	8-19 October 2016	Complete
Distribution of Induction Package	19 October 2016	Progressing
<b>Inaugural Council Meeting</b>	18 October 2016	Complete
Elected Member Training (LGNZ)	TBA by LGNZ	Complete

### 2016 Code of Conduct Review

Key Milestone	Indicative Timeframe	Commentary
Review of current Code of Conduct (Doc No. 161530)	October/November 2016	Desktop review underway.
<b>Council Meeting</b> Adopt Code of Conduct	29 November 2016	Adoption date to be confirmed once review complete.

### 2016 Governance Statement Review

Key Milestone	Indicative Timeframe	Commentary
Review current Governance Statements (Doc No. 244068)	December 2016/January 2017	
<b>Council Meeting</b> Adopt reviewed Governance Statement	28 February 2017	

### 2016-2019 Triennial Agreements – Waikato and Manawatu-Wanganui Regions

Key Milestone	Indicative Timeframe	Commentary
WMF to review the Agreement for consideration by Councils	November 2016 – February 2017	Review led by Regional Councils (Waikato and Manawatu-Wanganui).
<b>Council Meeting</b> – must be adopted by 1 March 2017	28 February 2017	

### 2017/2018 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2017/18 development	August 2016	Underway
Identification of any “strategic” amendments for 2017/18 year.	September - December 2016	Underway
Managers complete 2017/18 budgets in consideration of 2017/18 Budgets contained in LTP.	October 2016	Underway
Council Workshop #1 of 4: Strategic Issues impacting on EAP 17/18 development	15 November 2016	Complete
Modelling of budgets and finances for 2017/18	November 2016	Underway
Management Review of 2017/18 budgets	November 2016	Underway
<b>Council Workshop</b> # 2 of 4: Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	6 December 2016	
<b>Council Workshop</b> # 3 of 4: <ul style="list-style-type: none"> <li>Preliminary draft financial forecasts including Rating Implications</li> <li>Assessment of dEAP against consultation threshold (significant or material differences from content of LTP)</li> </ul>	14 February 2017	The assessment against consultation threshold will assist Council in deciding whether consultation is required or not.

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop #4 of 4:</b> <ul style="list-style-type: none"> <li>• Draft financial forecasts</li> <li>• Working draft CD (if required)</li> <li>• Council endorse EAP and CD for Audit</li> </ul>	7 March 2017	If no material or significant changes to information contained in the LTP for the 2017/18 year, then the rest of the process will not be required. Alternative methods for communicating with the Community on the EAP will be discussed with Council should this be the case. The EAP could be adopted sooner if that is the case.
Audit of dEAP	13 March - 22 March 2017	
<b>Council Meeting:</b> Adopt CD and Supporting Information for public consultation (if required)	28 March 2017	
Consultation Period	7 April - 7 May 2017	
<b>Hearing</b>	16 May 2017	
<b>Deliberations</b>	7 June 2017	
<b>Council Meeting:</b> Adopt EAP	27 June 2017	

# Community Development

## Introduction

Waitomo District Council recognises the importance of a proud and capable community, being involved in Community Development, and the significant contribution organisations like community groups, voluntary groups, Maori, commercial operators and business owners make to the well-being of the District. Groups such as these contribute in different ways, and they help to build a strong District identity. Through a partnership approach both Community and WDC can achieve more together than they can alone.

In addition to fostering community pride, there is also a need for WDC to create a framework for working with community organisations and local businesses to foster, and assist in, growing capacity and the economy for the District. Within Waitomo, this can be achieved through supporting economic development initiatives and by making strategic tourism decisions.

Community Development is a group of activities where WDC, in a number of diverse roles, is actively involved in 'helping the community to help itself'. Community Development activities represent a group of collaborative and partnership approaches and initiatives involving many agencies and organisations. These activities involve a common theme of promoting a better quality of life and a better living environment within the District.

Waitomo District Council's Community Development group involves Community Support, Customer Services, District and Regional Promotions and Economic Development. These activities form the foundation for engagement and the focus of work.

The Community Development Group comprises the following functions:

### 1 Community Support

Community Support seeks to improve social outcomes within Waitomo District by working closely with the District community. The Community Support goals are:

- To create a better quality of life for our community
- To create a better living environment, helping local groups create local opportunities and solutions
- To encourage active engagement within the community as well as fostering international relationships.

### 2 Tourism Development and District Promotion

Tourism is a partnership between central government, local government and the visitor industry. The key goals are to:

- Provide an excellent visitor experience to those travelling to our district
- Grow the economy through visitor spend
- Maintain a high quality environment
- Make smart strategic decisions to support Regional Tourism outcomes within our District

### 3 District Development

District Development involves the facilitation and support of initiatives that will enhance the District's economic sustainability including

- Marketing Waitomo as a vibrant District where people want to live, work and play
- Identify opportunities for economic development initiatives within the District
- Facilitating projects that benefit the District
- Promotion of the District through Te Kuiti i-SITE Visitor Information Centre
- District Events

### 4 Customer Service

Customer Services enables service delivery and support for residents across three Council sites:

- Council's Administration Building (Queen Street)
- Waitomo District Library (Taupiri Street)
- Te Kuiti i-SITE (Rora Street)

<b>Community Development Fund</b>
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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	
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	

Key Milestone	Indicative Timeframe	Commentary
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	2 August 2016 August 2017	A business paper was presented to Council at the 2 August 2016 meeting.

#### **Youth Liaison/Youth Council**

Key Milestone	Indicative Timeframe	Commentary
Advertise for new Youth Council Member(s) to fill vacancies ( <i>only if required</i> )	October/November 2016	Liaison regarding appointment of Youth Council Members underway.
New Youth Council Member(s) appointed ( <i>only if required</i> )	November 2016	
A Youth Council submission is to be made annually to either an EAP or LTP	This submission will be made during WDC's EAP consultation period	

#### **Youth Citizenship Achievement Awards**

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Report on completion of the project and development of the Youth Citizenship Achievement Awards Ceremony	by December 2016	Youth Citizenship awards to be held on 14 December 2016.

#### **Waitomo District Youth Strategy**

Key Milestone	Indicative Timeframe	Commentary
Youth Strategy Scoping (Research, Assessment and Community Liaison)	September / October 2016	Project scoping for development of the Waitomo District Youth Strategy has commenced.
<b>Council Workshop</b> Strategy direction setting	15 November 2016	The Draft Waitomo District Economic Development Strategy was presented to Council at the 15 November 2016 Workshop. Youth initiatives from part of this

Key Milestone	Indicative Timeframe	Commentary
		Strategy. A separate business paper is contained elsewhere in this Agenda regarding adoption of the Strategy. The Strategy will be reviewed as part of the LTP 2018-2028 planning cycle and a combined Community and Economic Development Strategy developed.
<b>Council Workshop</b> Consideration of Preliminary Draft Waitomo District Youth Strategy	14 February 2017	
<b>Council Meeting</b> Adoption of Strategy for public consultation	28 February 2017	
<b>Public Consultation</b>	6 March – 14 April 2017	
<b>Hearing</b>	16 May 2017	
<b>Deliberations</b>	30 May 2017	
<b>Council Meeting</b> Adoption of Waitomo District Youth Strategy	27 June 2017	

## Community Events

### Review of Events Portfolio

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> Review of Events Portfolio	14 September 2016	A business paper was presented to Council at the 14 September 2016 workshop.

### 2016 Christmas Parade

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders	September/October 2016	Completed
Review and implement Project Plan	October 2016	Completed
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	November/December 2016	Underway
Execution of event	December 2016	The 2016 Christmas Parade will be held on 9 December 2016.
<b>Council Meeting</b> Management Report on the event identifying success and the budget	28 February 2017	

### 2017 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Review scope of Great NZ Muster including Health and Safety requirements	September/October 2016	Commenced.
Identify and consult with key stakeholders	September/October 2016	Underway and will continue to event day
Development and implementation of a Project Plan	October 2016	Underway
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	January to March 2017	
Execution of event	April 2017	
<b>Council Meeting</b> Management Report on the main event (The Muster) identifying success and the budget	June 2017	

## Waitomo District Citizens Awards (including Policy Review)

### Policy Review

Key Milestone	Indicative Timeframe	Commentary
Internal Review of Citizens Awards Policy	November 2016	Underway
<b>Council Meeting</b> Presentation of reviewed Policy and recommendations to Council	13 December 2016	

### 2017 Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2017	
<b>Council Meeting</b> Presentation of Timeline and promotion of Nominations	28 February 2017	
Consideration of Nominations by Working Party	March/April 2017	
Awards Ceremony	May 2017	

## Combined Mayoral ITO Graduation Ceremony

### 2016 Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	March 2016	Completed
Graduate names received from Industry Training Organisations	August 2016	WDC has received advice from the ITOs Liaison Representative that the Mayoral ITO Graduations are under review. No further planning can be done until the outcome of this review is known. WDC will proceed with the Mayoral ITO Graduation, however a date is yet to be set. The Community Development Coordinator met with the Primary ITO Coordinator on Thursday 21 April and it was agreed to defer the Graduation until later in the year. An actual date is yet to be agreed.
Invitation to Graduates and Families/Supporters	September 2016	November is the date supplied by MTFG for Graduations
Graduation Ceremony	November 2016	The Graduation Ceremony was held in the Les Munro Centre on 10 November 2016.

### 2017 Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	June/July 2017	
Graduate names received from Industry Training Organisations	August 2017	
Invitation to Graduates and Families/Supporters	September/ October 2017	
Graduation Ceremony	November 2017	

### Sister City Relationship

Key Milestone	Indicative Timeframe	Commentary
Review of Sister City portfolio	December 2016	
<b>Council Workshop</b> Findings of review. Consideration of policies and guidelines to support the relationship between WDC and the Sister City Committee	14 February 2017	

### Service Level Agreement - Sport Waikato

**2016/2017**

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Deputation – Sport Waikato. Six Monthly Report to Council - (including presentation of Schedule of Services for 16/17 year)	6 October 2016	Completed
<b>Council Meeting</b> Deputation – Sport Waikato. Six Monthly Report to Council	28 March 2017	

### Service Level Agreement – Waitomo Caves Discovery Centre

**2016/2017**

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Deputation – Reporting against Service Level Agreement (including presentation of annual report)	6 October 2016	The Waitomo Caves Discovery Centre presented their six monthly report to Council at the 26 October 2016 Council meeting.
<b>Council Meeting</b> Deputation – Reporting against Service Level Agreement	28 March 2017	

### Service Level Agreement – Hamilton Waikato Tourism

**2016/2017**

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Deputation by HWT – End of Year Report	6 October 2016	Completed
<b>Council Meeting</b> Deputation – Six Monthly Report	2 May 2017	

### Motor Home Friendly District

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Report in conjunction with Freedom Camping report	24 November 2015	Completed
Determine potential camp site locations	December 2015	Completed

Key Milestone	Indicative Timeframe	Commentary
Feasibility of dump stations and location thereof	December 2015	Progressing
Determine WDC criteria – location/duration of stay/vehicle type, etc	February 2016	Completed
<b>Council Workshop</b> Freedom Camping Monitoring Programme	22 March 2016	Completed
Consultation with key stakeholders	April – June 2016	Progressing
<b>Council Workshop</b> Site(s) review and development recommendations	14 June 2016	A business paper was presented to Council at the 14 September 2016 workshop.
Further milestones will be confirmed following the Council Workshop		A separate business paper is contained elsewhere within this Agenda

### Customer Services Strategy – Monitoring and Review

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Annual Progress Report	28 June 2016	A business paper was presented to Council at the 2 August 2016 meeting.
Internal Review of Strategy	March 2017	
<b>Council Workshop</b> Review of Strategy	12 April 2017	
<b>Council Meeting</b> Adoption of reviewed Strategy	30 May 2017	

### Waitomo's Digital Journey

Key Milestone	Indicative Timeframe	Commentary
Lodgement of Digital Enablement Plan with MBIE	18 September 2015	Completed
<b>Council Meeting</b> Progress Report to Council	29 September 2015	Completed
Roll-out of projects as per Digital Enablement Plan	September 2015 – June 2016	Ongoing
<b>Council Meeting</b> Progress Report to Council	5 April 2016	Completed
<b>Council Meeting</b> Progress Report to Council	26 October 2016	Completed
<b>Council Meeting</b> Progress Report to Council	2 May 2017	
<b>Council Meeting</b> Progress Report to Council	31 October 2017	

### Economic Development

Key Milestone	Indicative Timeframe	Commentary
Gaps and needs analysis, includes collection of a complete set of baseline data	November 2015	Progressing
Liveability and Business Questionnaires undertaken	March/April 2016	Progressing
Data analysis and development of the Waitomo District Economic Profile	May/June 2016	Progressing
<b>Council Meeting</b> Presentation of Draft Waitomo District Economic Profile, Draft Communications Plan and Draft	2 August 2016	The Waitomo District Profile and Draft Discussion Paper was presented to Council at the 2 August 2016 meeting.

Key Milestone	Indicative Timeframe	Commentary
Discussion Paper		
<b>Council Meeting</b> Presentation of stakeholder feedback	6 October 2016	Complete
<b>Council Workshop</b> Draft Waitomo District Economic Development Strategy	15 November 2016	The Draft Waitomo District Economic Development Strategy was presented to Council at the 15 November 2016 Workshop.
<b>Council Meeting</b> Adoption of Draft Waitomo District Economic Development Strategy	29 November 2016	A business paper is contained elsewhere within this Agenda
<b>Council Meeting</b> Adoption of Draft Waitomo District Economic Development Strategy Implementation Plan	13 December 2016	

### Waitomo District Age-Friendly Strategy

Key Milestone	Indicative Timeframe	Commentary
Age-Friendly Strategy Scoping (Research, Assessment and Community Liaison)	September / October 2016	Project scoping for development of the Waitomo District Age-Friendly Strategy has commenced.
<b>Council Workshop</b> Strategy direction setting	15 November 2016	The Draft Waitomo District Economic Development Strategy was presented to Council at the 15 November 2016 Workshop. Age-Friendly initiatives from part of this Strategy. A separate business paper is contained elsewhere in this Agenda regarding adoption of the Strategy. The Strategy will be reviewed as part of the LTP 2018-2028 planning cycle and a combined Community and Economic Development Strategy developed.
<del><b>Council Workshop</b> Consideration of Preliminary Draft Waitomo District Age-Friendly Strategy</del>	<del>14 February 2017</del>	
<del><b>Council Meeting</b> Adoption of Strategy for public consultation</del>	<del>28 February 2017</del>	
<del><b>Public Consultation</b></del>	<del>6 March – 14 April 2017</del>	
<del><b>Hearing</b></del>	<del>16 May 2017</del>	
<del><b>Deliberations</b></del>	<del>30 May 2017</del>	
<del><b>Council Meeting</b> Adoption of Waitomo District Age-Friendly Strategy</del>	<del>27 June 2017</del>	

## Regulation 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

Policy	Last Review Date	Next Review	Review Cycle
Dangerous and Insanitary Buildings ①	July 2011	June 2016	5 Years (legislative requirement)
Gambling Venues ②	August 2014	August 2017	3 Years
Dog Control ③	December 2015	September 2020	5 Years
Earthquake Prone Buildings ④	July 2011	⑤	5 Years (legislative requirement)
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.

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 Policy on Earthquake Prone Buildings will be affected by the pending changes to the Building Act resulting from the Canterbury Earthquakes Royal Commission and the Building (Earthquake-Prone Buildings) Amendment Bill. Until the outcome the Amendment Bill is known, no action will be taken to review the Policy.

- 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	March 2017	
Prepare recommendations	March 2017	
<b>Council Workshop</b>	12 April 2017	
<b>Council Meeting</b> Adopt draft policy for consultation	30 May 2017	
Finalise draft policy for consultation	May 2017	
Public notification	June 2017	
Consultation Period	7 June 2017 – 7 July 2017	
<b>Hearing</b>	18 July 2017	
<b>Deliberations</b>	25 July 2017	
Policy changes after deliberations	July 2017	
<b>Council Meeting</b> Adoption of Policy	29 August 2017	

### Bylaws: General

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. (This Review is programmed elsewhere in this Road Map).
- 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 to identify any issues		If issues are identified in this desktop review a full review will be programmed.
<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>Hearing</b>		
<b>Deliberations</b>		
<b>Council Meeting</b> Adopt Land Transport Bylaw		

### Bylaws: Freedom Camping

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	A business paper regarding a Motor Home Friendly District was presented to Council at the 14 September 2016 workshop.
Development of draft Freedom Camping Bylaw	Timeline to be confirmed following Council Workshop	A separate business paper is contained elsewhere within this Agenda.
<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		

### District Plan: Administration – Hoarding Signs

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Six monthly progress reports to Council	31 May 2016	Business Paper received by Council at its June 2016 meeting.
	13 December 2016	

### Waikato River Catchment Economic Studies

Key Milestone	Indicative Timeframe	Commentary
Strategy Finalised	June 2017	

### Mokau Erosion: Managed Retreat Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of draft Action Plan	July 2016	A business paper was presented to Council at the 6 October 2016 meeting.
<b>Council Meeting</b> Consideration and adoption of Action Plan for Managed Retreat of erosion affected properties	February 2017	Note: Once an Action Plan has been adopted by Council, further Key milestones will be added to this activity subject to the content of that Action Plan
<b>Council Meeting</b> Progress Report	As required	

### Te Maika Zone

Council staff will continue to pro-actively engage with the Trust in an effort to at least be able to review the draft provisions that have apparently been prepared by the Trust and Council will be advised of any progress made.

## Community Services

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

Key Milestone	Indicative Timeframe	Commentary
Letter to Crown seeking approval to relinquish Councils involvement in the property	September 2016	At its meeting on 6 October 2016 Council approved alternative options for this site be considered. Staff are currently researching this.

### Property: Divestment – Mokauiti Hall

Key Milestone	Indicative Timeframe	Commentary
Meet with Hall Representatives to discuss ongoing management of the facility	November 2016	Contact has been made with Hall Representatives to arrange a meeting. The representatives will advise a suitable time. Due to the delay in setting up an initial meeting the timeline has been adjusted to reflect this.  A meeting was held with representatives from the Mokauiti Hall Committee on 9 November. Staff will now develop a draft proposal to present to the committee for feedback.
Draft proposal developed and provide to Committee for discussion and feedback	January 2017	
Draft proposal presented to Council for consideration	February 2017	
<b>Council Meeting</b> Proposal Approved	March 2017	
Implementation including legal documentation associated with proposal	April – July 2017	

### Parks & Reserves: Brook Park Entrance Development

#### Brook Park Entrance

Key Milestone	Indicative Timeframe	Commentary
Base Topographical survey of entrance	May 2015	Completed
Entrance design and preparation of contract documentation for the entrance along with pretender estimate	September 2015 – October 2015	Instruction issued to Engineering Consultant. Awaiting design completion. Draft drawings received.
Call for Tenders	June 2016	Final Drawings and tender documentation completed. Tenders advertised 17 July 2016.
Construction Commences	September 2016	Council approved at its meeting on 6 October 2016 to include the upgrade to the entrance as a strategic issue for the 2017/18 EAP.

### Parks & Reserves: Redwood Park Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Report on condition assessment of Redwood tree stand	31 May 2016	Completed
Further milestones to be developed upon receipt and review of assessment report		A further assessment will be undertaken in 2019.

### Parks & Reserves: Walking Track Strategy and Maintenance Contract

Key Milestone	Indicative Timeframe	Commentary
Base information gathering	March 2015 – June 2015	Completed
Audit of tracks and walkways completed, including classification and survey of track locations and gradients and engineering assessment on all track structures	March 2017	
<b>Council Meeting</b> Report to Council outlining findings of audit	May 2017	

### Parks & Reserves: Passive Reserves Management Plan

Key Milestone	Indicative Timeframe	Commentary
Project Scope - detail and timeline	October 2016	Initial scoping has commenced. Milestones to be identified and confirmed upon completion of project scope.
Further Milestones will be identified and confirmed upon completion of Project scoping	To be confirmed	

### Parks & Reserves: Active Reserves Management Plan

Key Milestone	Indicative Timeframe	Commentary
Project Scope - detail and timeline	October 2016	Initial scoping has commenced. Milestones to be identified and confirmed upon completion of project scope.
Further Milestones will be identified and confirmed upon completion of Project scoping	To be confirmed	

### 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> Business Paper to Council with options and budget estimates	27 April 2016	Investigations into various options are continuing so that a business paper can be presented to Council.
Confirmation of user numbers to identify requirements / size of toilet structure	September 2016 – January 2017	Reliable counting system is currently being sought to carry out this assessment. User numbers will be collected during the December/January holiday period.
Investigate suitability of adapting new Piopio toilet Design for use in Marokopa and confirmation of location	January 2017 – February 2017	
Finalisation of design and tender documentation	February 2017 – March 2017	
Tender	March 2017 – April 2017	
construction	April 2017 – June 2017	

### Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Establish WDC Working Group for Development of the Aerodrome Reserve Management Plan	26 October 2016	A Business paper is contained elsewhere in this agenda.
Initial internal Working Group meeting	November 2016	A business paper was presented to Council at 26 October meeting to advise timelines. A meeting of the internal working group is now being arranged.
Consultation aerodrome users	February 2017	
Preparation of Management Plan		
<b>Council Workshop</b> Draft Reserve Management Plan	June/July 2017	
<b>Council Meeting</b> Adopt draft Plan for Consultation	25 July 2017	
Public Consultation	2 August 2017 – 2 October 2017	
<b>Hearing</b>	October 2017	
<b>Deliberations</b>	October / November 2017	
<b>Council Meeting</b> Adoption of Finalised Plan	12 December 2017	

### 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	
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 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	

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
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: Parks and Reserves

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvements</b>		
1. Review AMP every three years	June 2017	
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	

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
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: Public Amenities

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvements</b>		
1. Review AMP every three years	June 2017	
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	

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
11. Compile up to date information on Public Amenities	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		

### 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	
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	Ongoing	

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
minimise lifecycle costs		
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 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

### Property: Te Kuiti Railway Building

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Report to Council	Monthly	Ongoing

### Railway Building: Project 2 – Plaza Tidy Up

Key Milestone	Indicative Timeframe	Commentary
Development of Conceptual designs		Underway
Workshop with Council Representative and TKDI	May 2016	Timelines to be confirmed on completion of building 1 and i-SITE. Plaza tidy up is underway.
<b>Council Meeting</b> Presentation of Concept Designs	<del>28 June 2016</del>	
<del>Finalisation of contract documentation and contract estimates</del>	<del>July – August 2016</del>	
<del>Tender</del>	<del>September 2016</del>	
<del>Construction</del>	<del>October – December 2016</del>	

### Railway Building: Project 4 – Community Space Revitalisation (Building 1)

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed
<b>Building 1:</b> Preparation of Tender Documentation to completely refurbish the existing building layout	May – June 2014	Completed
<b>Building 1:</b> Refurbishment construction to allow use of building	September 2015 - December 2015	Documentation completed and Building Consent applied for.
<b>Building 1:</b> Building use by tenants		
<b>Building 1 and i-Site:</b> Redevelopment Building Consent approval	July 2015 - August 2015	Consent lodged July 2015
<b>Building 1 and i-Site:</b> Redevelopment Tender process	August 2015 – September 2015	This project was tendered on 30 October 2015 along with the linkage to the i-SITE. Tenders closed on 1 December 2015. Considerable changes to the documents had to be undertaken and this has necessitated amended consent plans to be submitted.
Acceptance of Tender		Completed
Construction	April – July 2016	Construction works associated with Building 1 and i-Site Linkage are now complete. The i-Site was relocated back to their building on 1 November 2016.

### Property: Parkside Subdivision

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Notification of Section Sales	As required	Ongoing. Council will be kept informed of Section sales by way of Progress Reports to monthly

Key Milestone	Indicative Timeframe	Commentary
		Council meetings.
Investigations into alternative land use for divestment purposes	July 2014 – October 2014	Completed
Preparation of discussion material for use in discussions with other land owners and interested parties	May 2105 – June 2015	Completed
Discussions with other land owners	July 2015 – August 2015	Progressing. Initial discussion with Parkside landowners undertaken by the Mayor was positive. Follow-up to obtain written agreement is required.
Legal documentation sent to all land owners for discussion and signing with completion due 22 February 2016	February 2016	Awaiting responses from land owners. WDC was only respondent by 22 February. No further progress can be made until signed documentation is received from all landowners involved. The Mayor is liaising with property owners to progress this.
Preparation of information pack and discussion with landowners	April 2016	Completed
Liaise and finalise agreements with landowners	April – May 2016	Still on going. Due to the sale of properties the documents need to be updated.
Agreement documents returned from landowners	May – June 2016	Negotiations with land owners underway.
Finalise legal submission and submit to LINZ	July 2016	Timeframe to be confirmed upon finalization of documentation.

### Property: Te Kuiti Campground

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and development of draft layout plan for discussion		Completed. A Concept Plan was considered by Council at the 26 May 2015 meeting.
Concept design forwarded to motor Caravan Association for comment	June 2015 – July 2015	Completed
Investigations into consenting requirements, development of initial staging and preparation of draft costings	September 2015 – November 2015	Completed. Concept design forwarded to Quantity Surveyor to prepare preliminary costings.
<b>Council Meeting</b> Reporting on the outcomes of the above investigations and seeking direction for further development of the proposal	December 2015	Completed. Monetary allowance to be included in the 2016/2017 budgets for undertaking of feasibility study and business case.
Prepare an extension to existing Te Kuiti Campground lease	May 2016	Lease is rolling over on a month to month basis.
Feasibility Study / Business Case development	August – October 2016	A business paper was presented to Council 6 October 2016.
<b>Council Meeting</b> Draft report to Council	October – November 2016	A business paper is contained elsewhere within this Agenda.

### Parks & Reserves: Albion Soccer Club Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of existing building and base plans prepared	April 2015	Completed
Application for funding to Trust Waikato	September 2015	Completed
Trust Waikato Grant approval	November 2015	Completed
Documentation for the sourcing of quotations to undertake upgrade works	June 2016	Scope of works currently being reviewed.

Key Milestone	Indicative Timeframe	Commentary
Quotations for individual parcels of work	July 2016	Ongoing
Construction	July – August 2016	Quotations for individual parcels of work have been received. Construction date to be confirmed, working towards January/February 2017.
Evidence of costs to Trust Waikato for release of funds	August 2016	
Accountability Report to Trust Waikato	September 2016	Accountability report is not due until June 2017 but will be prepared as soon as the project is complete.

### Public Amenities: Te Kuiti Security Camera Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of scope and requirements	May – June 2016	This project has been deferred to the 2016/2017 financial year.
Development of implementation estimate	September 2016	Scope of works required is currently being developed.
Funding application to Lion Foundation	Dependant on Scope	Working Group meeting held on 6 September 2016. <del>Further information being sought from providers to inform funding application.</del> Scope and requirements discussed. Scoping document being finalised to inform procurement process and funding applications.
Funding Approval	Dependant on Scope	
Finalisation of costs and implementation	30 June 2017	

### Public Amenities: Benneydale Public Toilet Replacement

Key Milestone	Indicative Timeframe	Commentary
Confirm user numbers to identify requirements/size of toilet structure	September 2015 – January 2016	Completed. Counters have been established on site periodically over last three months
Site survey	October 2015	Completed
Investigate suitability of adapting new Piopio toilet design for use in Benneydale and confirm location and other feasibility options	April 2016	Progressing
<b>Council Meeting</b> Business Paper to Council with options and budget estimates	27 April 2016	Completed - a business paper was presented at the 27 April Council meeting.
NZTA Signoff of location	May 2016	
Finalise design and tender documentation	May 2016	Design drawings in progress.
Construction price negotiation / tender	July 2016	Design drawings complete and tender documents being prepared.
Tender Subcommittee Report and awarding of tender	August 2016	Target date for tender is mid October subject to Resource Consent approval.
Construction	September 2016 – December 2016	Waiting on Resource Consent Approval. Approval received.
Call for Tenders	October 2016	<b>Tenders close 24 November 2016.</b>
Construction Commences	December 2016	

### Public Amenities: Benneydale Caravan Dump Station

Key Milestone	Indicative Timeframe	Commentary
Identification and agreement with the Benneydale community group and council as to most suitable location for the dump station	November 2015	This project has been deferred to the 2016/2017 financial year.
Prepare sketches and details of construction and seek assistance for funding from Motor Caravan Association		Revised dates to be confirmed
Tender construction		
Construction		

### Recreation and Culture: Cultural and Arts Centre – Renewal Works: Court Yard

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Reports	Ongoing as required	
Development of a new concept plan for the Courtyard		This project was rescheduled due to other work priorities.
<b>Council Meeting</b> Concept proposals	June 2015 – July 2015	Completed. Draft sketches were prepared and presented to Council. Council will be kept briefed by way of Progress Reports.
Draft Detailed working drawings	August 2015	Completed
Completion of Tender Documents	April 2016	Completed
Tender for works	May 2016	Work is currently out for tender with the closing date being 9 June.
Tenders Subcommittee and awarding of contract	June 2016	Tender has been awarded to PJ McCarthy.
Implementation / Construction	June – July 2016	Construction–will commence on 5 September 2016
Planting upgrade by ISU	October - November 2016	A business paper is contained elsewhere in this agenda.
Fencing changes	September 2016	<del>This will be completed as part of the upgrade works.</del> Completed

### Public Amenities: Te Kuiti Rail Overbridge Renewals

#### Stage 1 – 2015/2016

Key Milestone	Indicative Timeframe	Commentary
Instructions for the investigation into options for improvement to the safety railing associated with the overbridge given to consultant	August 2015	Completed
Report from engineer into options and costing	September 2015 – October 2015	Awaiting finalised Engineering options, costings and phasing of works.
Development of construction drawing and tender documentation	To be confirmed	Kiwi Rail Permit process commenced. The permit conditions will inform the final construction and tender documentation. Scope of works being reviewed.
Tender for works		
Construction		

**Stage 2 – 2016/2017**

Key Milestone	Indicative Timeframe	Commentary
Review of the initial report integrity of the structure with a view to prioritizing the works required	To be confirmed	
Report from engineer into options and costing		
Development of construction drawing and tender documentation associated with prioritised work		
Tender for works		
Construction		

## Asset Management

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

### Land Transport: Roading Activity Influences

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meetings</b> – progress on work streams	Monthly Council Meetings	Progress Reports provided to Council as required.
Amend Road Maintenance Contract Document	June 2015  1 December 2016	Complete – Contract Awarded Revised as per NZTA direction Award of new Road Maintenance and reseals contract 2017-2020
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	

### Solid Waste: Cross Boundary Collaboration (WDC/RDC)

Key Milestone	Indicative Timeframe	Commentary
Future Cross Boundary Collaboration between WDC and RDC	2015/2016	A further approach will be made to RDC to ascertain certainty around the interest they may still have in cross boundary collaboration regarding solid waste matters for LTP development purposes. RDC appointed a Consultant to investigate their options. There have been meetings to provide information of WDC's position. No further feedback from RDC.

### Solid Waste: Para Kore "Marae Working Toward Zero Waste"

Once key milestones are identified, an indicative timeline will be included in a future version of the full Road Map document.

### Solid Waste: District Transfer Station Improvements

It is intended that WDC's Transfer Stations will continue to operate within those standards for the period of the 2015–25 LTP with the exception of minor upgrades such as fence and signage renewals.

### Solid Waste: Waitomo District Landfill

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	<p>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.</p> <p>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.</p> <p>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.</p> <p>At the Council workshop of the 15 November Council indicated that the option of Expanding the Landfill must be pursued and will be incorporated in the 2017/18 EAP process.</p>

### Solid Waste: Waitomo Landfill Operations and Kerbside Collection Contract Renewal

#### Landfill Operations

Key Milestone	Indicative Timeframe	Commentary
WDC Landfill operations contract renewal	2016	<p>The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal 1st November 2012 to 1st November 2014 and the second 1st November 2014 to 1st November 2016.</p> <p>In procurement phase</p> <p>The contract term has been extended to 1 May 2017. This in order to ensure a well procured service and that the contract start date does not fall within an extremely busy period.</p> <p>A separate Business paper is enclosed elsewhere in this agenda.</p>

#### Transfer Station – Refuse and Recycling Collection

Key Milestone	Indicative Timeframe	Commentary
Transfer station refuse and recycling collection contract renewal	2016	<p>The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal 1st November 2012 to 1st November 2014 and the second 1st November 2014 to 1st November 2016.</p> <p>This contract has been merged with the Refuse collection and disposal contract.</p> <p>The contract term has been extended to 1 May 2017. This in order to ensure a well procured service and that the contract start date does not fall within an</p>

Key Milestone	Indicative Timeframe	Commentary
		extremely busy period. This contract has now been joined to the refuse collection service and will be procured as such. <b>A separate Business paper is enclosed elsewhere in this agenda.</b>

### Refuse Collection and Disposal

Key Milestone	Indicative Timeframe	Commentary
Refuse collection and disposal services contract renewal	2016	The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal 1st November 2012 to 1st November 2014 and the second 1st November 2014 to 1st November 2016. In procurement phase The contract term has been extended to 1 May 2017. This in order to ensure a well procured service and that the contract start date does not fall within an extremely busy period. <b>A separate Business paper is enclosed elsewhere in this agenda.</b>

### Solid Waste: SWaMMP Improvement and Monitoring

Key Milestone	Indicative Timeframe	Commentary
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 late 2014. The next Survey is due late 2016.
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) following completion of structure plans	Ongoing	The Mokau Transfer Station is under-utilised, however dumping of rubbish next to street bins in Mokau is increasing. An investigation into the possible relocation of the Transfer Station into Mokau township is underway.
Review progress with implementation of Improvement Plan		Reviewed as part of the 2015-18 AMP.
Undertake Waste Audit every two years	The first was done in June 2012 then every two years thereafter	An audit was completed in 2014. The 2016 waste audit was recently completed in July 2016. The

Key Milestone	Indicative Timeframe	Commentary
		results were reported to Council in August 2016.
Investigate ETS Liability (Start June 2013)	Ongoing	Progressing.

### Stormwater: Health and Safety Issues

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Report	Monthly	Ongoing
Storm water safety audit	End June 2016	The field work has been completed and the Consultants are progressing with the data to develop a risk matrix for the Storm Water Safety Risk Assessment.

### Stormwater: Edward Street

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	January 2017	

### Stormwater: Hill Street

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	January 2017	

### Wastewater: Te Kuiti Sewerage Carroll Street under Railway

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	January 2017	

### Wastewater: Te Kuiti Sewerage Sewer Main under River

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	March 2017	Lowest possible river water level is ideal for the drilling work to commence under the river bed

### Wastewater: Te Kuiti Sewerage Nettie Street Reroute

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	March 2017	Liaison with property owner to commence once tender is accepted for best possible time

### Wastewater: Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	April 2017	This project is postponed due to more urgent work at the Te Kuiti WTP and Mokau Water main

### Water: Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b>	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Phase 1	Target completion December 2016	Filter 3 has been identified as showing the same symptoms as Filter 1 and 2 with cracking and water loss. A separate report to Council deals with this.
Phase 2	Target completion December 2017	Final design is in progress. The Water Take consent has been obtained. Consent to construct an Extraction Pump Station has been obtained. <b>Tender closes 15 December 2016</b>
Phase 3		Design has started and critical components have been procured.

### Water: Awakino Pump Station

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Delayed due to the Te Kuiti WTP upgrade. Being done in-house
Construction	End December 2016	Dependent on completion of the Te Kuiti WTP filter upgrade. <b>Construction delayed</b>

### Water: Backflow Preventers

Key Milestone	Indicative Timeframe	Commentary
Backflow preventer installation throughout the District	Ongoing throughout 2015-16	Approximately 20 <b>2480</b> have been replaced throughout the district since June 2015.

### Water: Henderson / Earl Street Ring Main

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	<del>December 2016</del> January 2017	<b>Construction programme has been pushed forward to allow more urgent progress on the Te Kuiti WTP upgrade to proceed.</b>

### Water: Awakino / Blackmans Reservoir Main

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	<del>November 2016</del> January 2017	This work has also been reprogrammed to allow for the work to proceed at the Te Kuiti WTP.

### Water: Hetet Street Main Replacement

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	October 2016	Tender Evaluation and Acceptance
Construction	February 2017	

### Water: Seismic Strengthening of Reservoirs

#### Piopio Reservoir

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	November 2015	
Construction	September 2018	Soil testing and evaluation were completed and the design is being done. This work will be programmed for the 2018/19 financial year.

### 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		Completed - Additional land will need to be acquired for wastewater disposal. Future development will be assessed as part of the District Plan review.
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		On completion of each action.

### Strategic: Waitomo Village Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
1. Development of detailed scoping and associated project plan for inclusion in Road Map.	Completed	WDC condition assessment and valuation complete. Preliminary design and cost estimate complete. Met with THL around existing asset value and cost new systems. Financial modelling completed. Results sent to THL.
2. Define proposed planning map and develop development scenarios which will indicate demand		Structure Plan by Beca Consultants considered in identifying area to be serviced.
3. Investigate high technology		Estimated cost of refurbishment

Key Milestone	Indicative Timeframe	Commentary
solutions with cost and establish economic feasibility		of systems not much different from replacement and have shorter expected asset life than total replacement.
4. Report to Council on conclusions	On completion of each section	<p>WDC met with THL who indicated that the indicative cost is not financially feasible from a business point of view.</p> <p>The only possible solution to make the cost of the service more affordable is to obtain Government funding.</p> <p>There is no funding available from the normal avenues. The only way would be to lobby the Minister directly on the basis of the high risk of National reputational harm should tourist get sick or die from water borne disease contracted from these services.</p> <p>Discussion with THL and community is ongoing.</p> <p>Ongoing liaison with lawyer representing different Iwi to resolve land tenor.</p> <p>To this end, and as agreed at the 24 March 2016 stakeholder hui, WDC has since prepared a draft MoU, initially for consideration by Council.</p> <p>The draft MoU not only documents the notional agreements to date, it also records in detail the legal status, mandates, accountabilities, processes and timetable for all those tasks which must be advanced by the "ownership" parties before the matter can progress to a stage where Council can be presented with a proposal for consideration as part of a future EAP/LTP process.</p> <p>On 13 May 2016, the Prime Minister announced, ahead of Budget, a new Regional Mid-Sized Tourism Facilities Fund. The fund totals \$12M over four years and is designed to assist provision of smaller scale infrastructure projects that deliver tourism related facilities.</p> <p>WDC has communicated the fund announcement to the ownership parties and highlighted the need for preparedness ahead of requests for funding applications. Ownership, programming and community consultation could well be matters that would need to be in place ahead of an eligible funding application.</p> <p>Full report included in the 28 June 2016 council meeting Full report included in the 2 August 2016 council meeting</p> <p><b>Council provided direction at its Workshop on 15 November 2016 which will be further pursued.</b></p>

## Capital Renewal Programme – Year 1 (2015/2016)

### WATER - Te Kuiti

It was found that the several water pipes other than those planned were in need of replacement and/or upgrading. These include a new 100mm along Rora Street, ring main in Henderson and Earl as well as in Te Kumi Loop Road due to water quality issues.

Street	LTP Budget = Opt Rep Value	Comment
58 Awakino Road (Pump Station)	\$2,126.63	Done when Awakino pump station is being rebuilt
Awakino	\$67,811.25	With Awakino pump station
Henderson	\$9,041.50	January 2017
Henderson	\$3,718.25	January 2017
Henderson	\$4,308.09	January 2017

### 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	\$8,816.80	Deferred due to North Street (SH3) arterial main replacement
Oha Street	\$1,550.16	Deferred due to North Street (SH3) arterial main replacement
Tainui Street	\$1,416.41	Deferred due to North Street (SH3) arterial main replacement
Tainui Street	\$15,702.25	Deferred due to North Street (SH3) arterial main replacement
Tainui Street	\$15,662.13	Deferred due to North Street (SH3) arterial main replacement

### WATER - Piopio

Street	Replacement Cost	Comments
Moa Street	\$13,952.80	Deferred due to North Street (SH3) arterial main replacement
Moa Street	\$642.00	Deferred due to North Street (SH3) arterial main replacement
Moa Street	\$1,008.48	Deferred due to North Street (SH3) arterial main replacement
Moa Street	\$22,737.50	Deferred due to North Street (SH3) arterial main replacement

### ROADING

Hangatiki East Road will be deferred and addressed as part of the OMYA route.

Totoro Rd (~~Section A Phase 1~~) was completed in 2014/15. ~~but Section B Phase 2 was postponed to allow for Oparure Rd, but is now in Tender phase. split into two parts (Section B and Section C) of which Section B is deferred to the next year for consent and budgeting reasons and Section C earmarked for the year after, depending on the revised priorities of the Forward Works Program.~~

Road Name	RP	Length (m)	Width (m)	Area (m <sup>2</sup> )	Cost Estimate Estimated Rate \$/m <sup>2</sup>	Cost Estimate Comments
Oparure Rd	4,414 – 5,800	1,386	6.4	8,870	\$406,507 <del>\$45.83</del>	\$406,507 Completed
Oparure Rd	6,900 – 8,100	1,200	8.0	9,600	\$452,575 <del>\$47.14</del>	\$452,575 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

Tenders are invited from several competent contractors to replace the pipe under the railway line, as well as additional rerouting in Nettie Street from underneath a building.

Street	LTP Budget = Replacement Cost	Comments
Rora Street	\$20,521.00	
Rora Street	\$38,048.00	
Rora Street	\$6,651.00	
Rora Street	\$5,397.00	
Rora Street	\$17,016.00	
Rora Street	\$21,226.00	
Rora Street	\$16,447.00	
Rora Street	\$6,281.00	

#### **STORMWATER - Te Kuiti**

Tenders have been invited for the replacement of the storm water pipe along Edward Street. In addition a storm water pipe in Hill Street will be rerouted from underneath buildings.

Street	LTP Budget = Replacement Cost	Comments
King Street East	\$170,000	Completed.
Kiwi Street	\$12,517.66	Condition is still adequate and estimated to project beyond the 2025 LTP
Massey Street	\$3,969.49	Condition is still adequate and estimated to project beyond the 2025 LTP
Mary Street	\$29,289.97	Condition is still adequate and estimated to project beyond the 2025 LTP

### **Capital Renewal Programme – Year 2 (2016/2017)**

#### **STORMWATER - Te Kuiti**

Street	LTP Budget = Replacement Cost	Comments
Mary Street	\$13,582.15	
Mary Street	\$14,976.26	
Hill Street	\$22,636.92	
King Street	\$70,422.59	

#### **WATER - Te Kuiti**

Street	LTP Budget = Optim Rep Val	Comment
Grey	\$38,957.36	
Henderson	\$5,845.41	The Henderson main is still in good condition after a condition assessment was done. The work in the current financial year will see a ring main being completed.
Hetet	\$18,457.50	The Hetet Street pipe will be replaced during this financial year due to several failures that have occurred on this pipe.
Rora Street	\$12,223.68	
Hetet	\$906.02	The Hetet Street pipe will be replaced during this financial year due to several failures that have occurred on this pipe.
Ngarongo	\$12,960.38	

#### **WATER - Mokau**

Street	LTP Budget = Opt Rep Value	Comment
Rangi Street	\$11,807.45	
Rangi Street	\$436.03	
Rangi Street	\$12,093.68	
Tainui Street	\$10,903.30	
Tainui Street	\$13,021.90	

**WATER - Piopio**

Street	Replacement Cost	Comments
Moa Street	\$17,317.95	
Moa Street	\$10,012.53	
Weka Street	\$2,736.53	

**WASTEWATER – Te Kuiti**

Street	LTP Budget = Replacement Cost	Comments
Rora Street	\$53,919.00	
Rora Street	\$14,039.00	
Rora Street	\$25,740.00	
Rora Street	\$15,208.00	
Alexandra Street	\$25,631.00	

**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 ~~is split into two parts (Phase 2A and Phase 2B) and Phase 2A~~ was deferred to the 2016/17 year due to consent and budgeting reasons, and ~~Phase 2B for 2017/18, subject to any revised priorities of the Forward Works Program, is now scheduled for 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
Totoro Rd Phase 2A Sep Port 1	<del>8,378 - 470</del> - 9,800	<del>1,330</del> 1422	<del>7.0</del> 6.4	<del>9,310</del> 9,100	<del>\$50.00</del> \$60.00	2016/17	<del>\$466,000</del> \$546,000
Totoro Rd Phase 2B Sep Port. 2	9,800 - 11,316	1,516	<del>7.0</del> 6.4	<del>10,612</del> 9,700	<del>\$50.00</del> \$60.00	<del>tbc</del> 2016/17	\$582,000
Rangitoto Rd	5,784 - 6,415	631	7.0	<del>4,417</del> 4,340	\$50.00	<del>2016/17</del> 2017/18	<del>\$221,000</del> \$217,000
Oparure Rd (Section C)	14,587 - 15,588	<del>1,001</del> 1,010	<del>7.0</del> 8.0	<del>7,007</del> 8,080	\$50.00	<del>2016/17</del> tbc	<del>\$350,000</del> \$404,000
Ramaraoa Rd Section 1	0 - 630	630	7.0	<del>4,410</del> 4,676	\$50.00	<del>2016/17</del> 2017/18	<del>220,500</del> \$233,800
Ramaraoa Rd Section 2	630 - 1,630	1,000	7.0	7,000	\$50.00	<del>Tbc</del> 2017/18	\$350,000
<del>Ramaraoa Rd Section 3</del>	<del>1,630 - 2,299</del>	<del>799</del>	<del>7.0</del>	<del>6,392</del>	<del>\$50.00</del>	<del>tbc</del>	

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	<del>1,760</del> 1,780	<del>1,760</del> 1,780	<del>6.0</del> 7.0	<del>10,320</del> 13,130	<del>\$48.00</del> \$61.77	<del>\$500,000</del> \$811,000

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. Because the pavement Rehabilitation projects are revised in accordance with the FWP on an annual basis in view if changing priorities, these Rehab projects are subject to changes.

**AMP Improvement and Monitoring: Land Transport**

Key Milestone	Indicative Timeframe	Commentary
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

Key Milestone	Indicative Timeframe	Commentary
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.
Training in the use of relevant Activity Management programmes such as Bizze@sset at WDC	Dec 2016	In progress
Upgrade of all culverts to a minimum size of 375mm diameter taking account of appropriate sizing for catchment areas	Ongoing	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.
Design life (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
<b>Delayed 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
Street Light LED Renewal Programme	July 2016 onwards	Planning underway. To be implemented over Five years. Exploiting NZTA subsidy scheme available to introduce new technology and save on energy consumption of street lights
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

Key Milestone	Indicative Timeframe	Commentary
Network Safety Audit	2016/17 onwards	Identification of all hazards and development of plan to improve deficiencies

### AMP Improvement and Monitoring: Stormwater

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
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.
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

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

### AMP Improvement and Monitoring: Solid Waste

Solid Waste AMP		
Key Milestones	Indicative Timeframe	Commentary
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. <b>Complete</b>
Initiate and foster waste minimisation in community targeting schools and rural communities. <b>Priority 2</b>	<b>Ongoing</b>	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

Wastewater AMP		
Key Milestone	Target Completion Date	Comment
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

Water AMP		
Key Milestone	Indicative Timeline	Commentary
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.

Water AMP		
Key Milestone	Indicative Timeline	Commentary
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 Bizzo@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 Bizzo@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

## Completed Projects

### 2016 Triennial Elections

Key Milestone	Indicative Timeframe	Commentary
Public notice of election	13 July 2016	Complete
Nominations/Roll opens for inspection	15 July 2016	Complete
Nominations and electoral roll close	12 August 2016	Complete
Public notice of candidates	17 August 2016	Public notice 23 August 2016
Delivery of Voting Documents	16 September to 21 September 2016	Complete
<b>Council Meeting</b> Delegations to the Chief Executive	6 October 2016	Complete
Voting Period	16 September to 8 October 2016	Complete
Election Day	8 October 2016	Complete
Provisional Results available	As soon as practicable after closing	Complete
Official Count	8-13 October 2016	Complete
Official Result Declaration	13 October 2016	Complete

### Parks & Reserves: Remotely Piloted Aircraft Systems

Key Milestone	Indicative Timeframe	Commentary
Development of draft Policy	May – July 2016	Progressing
<b>Council Workshop</b> Draft Policy	14 September 2016	Completed
<b>Council Meeting</b> Adoption of Draft Policy	6 October 2016	Completed.

### 2015/16 Annual Report

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – Brief Council on timeframe.	31 May 2016	Complete
WDC Audit. Deloitte will be onsite for 2 weeks.	September 2016	Complete
Deloitte technical/final review. Once the audit field work is complete the final document is sent to Deloitte technical team for final review.	September 2016	Complete
Signed Audit Opinion available	4 October 2016	Complete
<b>Council Meeting</b> – Adopt Annual Report.	6 October 2016	<i>Note early Council meeting required as annual report must be adopted prior to Election</i> Complete
Audit of Summary Annual Report.	10-14 October 2016	The summary Annual Report is also audited by Deloitte and must be made available to the public within one month of adoption.
Audit Opinion received on Summary	17 October 2016	Complete
Summary Annual Report published	2 November 2016	Complete

### Policy: Psychoactive Substances

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Report to Council	5 April 2016	Completed
<b>Council Workshop</b> Outcome of Regional Review – Position and Policies	14 June 2016	A business paper was presented to Council at the 14 September 2016 workshop. Council decided not to pursue the development of a Psychoactive Substances Policy.

### Policy: Dog Control Policy and Practices Report 2015/2016

Key Milestone	Date	Commentary
<b>Council Meeting</b> Dog Control Policy and Practices Report	6 October 2016	Complete
Public notification	October 2016	Complete

### Water: Mokau Dam Upgrades

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Completed
Construction	End March 2016	Completed
Completion	End June 2016	Completed

### Property: Divestment – 2 Jennings Street, Te Kuiti

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Report on Issues and Upgrade vs Demolition Options	27 April 2016	Completed

### Service Level Agreement – Otorohanga District Development Board

#### 2015/2016

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Deputation: ODDDB – Reporting on delivery of services against Schedule of Services	29 September 2015	Completed
<b>Council Meeting</b> Final Report – Delivery of Services 2015/2016 year	30 August 2016	Completed

**Document No:** A336010

**Report To:**

**Council**



**Meeting Date:** 29 November 2016

**Subject:** **Adoption of Draft Economic Development Strategy**

**Type:** Decision Required

### Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Draft Economic Development Strategy.

### Background

- 2.1 Council's vision of '**Creating a better future with vibrant communities and thriving business**' was introduced as part of the 2012-2022 Long Term Plan consultation.
- 2.2 The Waitomo District's residents and ratepayers have endorsed WDC's economic development intent.
- 2.3 The 2015-2025 Long Term Plan identified the need for WDC to create a framework for working with community organisations and local businesses to foster and assist in growing the economy for the District.
- 2.4 A framework and action plan was agreed to guide the development of WDC's Economic Development Strategy.
- 2.5 Key milestones included the collection of quantitative and qualitative data, analysis of the data, development of a District Profile and Draft Discussion Document. These documents were presented to Council at the 2 August 2016 meeting.
- 2.6 Following Council feedback the Discussion Document was socialised with the local business sector, community groups and key stakeholders. The community at large was invited to provide feedback to the Discussion Document via the submission form.
- 2.7 Feedback was considered in the drafting of the Economic Development Strategy, Waitomo District Prepared for the Future.
- 2.8 Waitomo District Council's LTP 2015-2025 outlines the strategic intent for the District and key outcomes for the Community. The WDC Economic Development Strategy will align with the vision of building a better future for the Waitomo District with vibrant communities and thriving business.
- 2.9 Council considered the Draft Economic Development Strategy at a workshop held on the 15 November 2016.

## Commentary

- 3.1 Waitomo District will experience an aging population, as will all New Zealand. In addition, Waitomo District is *projected* to experience a decline in population. These predications underpin the draft Economic Development Strategy. Focusing on economic growth alone will overlook the heart of a viable community – people.
- 3.2 Considering our strategic intent the economic aspirations for the district are as follow:
- Flying the Waitomo flag; promoting live, work and play.
  - Supporting a business friendly environment for existing and new business.
  - Minimising the impact of population decline.
- 3.3 Key economic goals for the district that will support WDC’s community outcomes and economic vision are:
- Retaining and attracting new residents to the Waitomo District.
  - Supporting business access to recruitment assistance and workforce readiness programmes.
  - Support youth development opportunities in particularly workforce related.
  - Enabling the District Plan to support and guide business growth.
  - Ensure Council assets and provisions of services are appropriate for all ages of the community.
  - Maximise the benefit that visitors bring to our district.
- 3.4 The Draft Economic Development Strategy outlines three strategy stands within which there are a number of priorities. These priorities have been broken down into Current and Proposed Priorities.
- 3.5 A Place to Live and Learn**
- 3.6 The focus of this stand is to retain our youth, encourage ex-residents to return, embrace New Zealand’s aging population, and promote our District as a great place to live.
- 3.7 Current priorities include supporting the investigation of housing development initiatives in particular focused on elderly housing. Priorities have also been placed on the planning/research leading towards the development of age friendly initiatives. The later will be informed via communications and relationship building with youth and elderly groups and key stakeholders.
- 3.8 Proposed initiatives include the extension/enhancement of WDC infrastructure and public services specific to the future needs of youth and seniors. Deployment of these initiatives in turn will assist in retaining our current population and, enticing back former residents and attracting new people to the district.
- 3.9 With an exodus of Aucklanders to the regions and immigration favouring the regions, the time is ripe for the promotion of the Waitomo District as a place to live, work and play. District marketing initiatives are an immediate priority and will extend into the 2017/2018 financial year.

### **3.10 A Place to do Business**

- 3.11 The focus of this strand also has a youth focus; preparing our businesses for working with youth and empowering our youth to be successful employees. Our district's workforce also desperately needs more skilled workers to ensure a sustainable and innovative business community.
- 3.12 It is WDC's goal to optimise itself for doing business with local business. Another priority is supporting the development of infrastructure that digitally connects our communities in particular in the rural areas.
- 3.13 Current priorities include the lobbying, submitting of applications and building relationships with key stakeholders in the telecommunications industry to extend broadband and mobile coverage.
- 3.14 Priorities include supporting the establishment of initiatives to support business in the hiring of youth, preparing our youth for the workforce, and attracting skilled workers to the District. Again, working with key stakeholders will be a priority.
- 3.15 The District Plan review is a priority and work has commenced in this regard.
- 3.16 Our current business successes should be promoted to demonstrate that the Waitomo District is a viable place to do business. This will link in with district marketing initiatives.

### **3.17 A Place to Stay and Play**

- 3.18 The focus off this strand is in leveraging off the large volume of visitors to the Waitomo Caves at the same time ensuring that their experience is of a high quality. Also of importance is that we have appropriate infrastructure, accommodation and housing in place to cater for visitors and tourism and hospitality staff.
- 3.19 Current priorities have been focused around facilitating opportunities for investment or development of hotel and campground accommodation facilities, and the development of a marketing entity for the Timber Trail.
- 3.20 Research to determine the impact of freedom camping has also been a priority and recommendations have been presented to Council on how to best manage this sector of the visitor industry.
- 3.21 Planned initiatives include a co-ordinated local effort to promote the Waitomo District. This will complement the efforts Hamilton and Waikato Tourism are engaged to perform and will provide a more 'on-the-ground' effort to enhance visitor experiences.

### **3.22 Implementation of the Strategy**

- 3.23 A number of economic development initiatives are in progress in varying shapes and form, for example Timber Trail Marketing, Digital Enablement Plan, Motor Home Friendly project, the Retirement Housing project and the Brook Park Campground Feasibility Study.
- 3.24 The focus for the remainder of the year and leading up to the 2018-2028 LTP planning cycle will be a continuation of the above mentioned projects. Staff will also work closely with key stakeholders regarding the delivery of youth and aged initiatives.
- 3.25 District promotion will also be an immediate key priority. Initiatives including development of a district portal, branding, image library, videography and printed promotional material.

3.26 **Waitomo District Community Economic Development Strategy**

3.27 The Waitomo District Economic Development Strategy: Prepared for the Future will be reviewed as part of the LTP 2018-2028 planning cycle. At this time a combined Community and Economic Development Strategy will be presented to Council for consideration. This Strategy will incorporate both community and economic development aspirations and initiatives for the Waitomo District. Planning for the **Community Economic Development Strategy** will commence mid-2017.

3.28 Attached to and forming part of this business paper is the Draft Economic Development Strategy; Prepared for the Future for Council's consideration.

### 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 Waitomo District Economic Development Strategy is consistent with Council's plans and policies. Council's LTP 2015-2025 outlines the strategic intent for the District and key outcomes for the Community.

**4.5 Significance and Community Views**

4.6 The Economic Development Strategy is a significant document to be shared with the District Community. The Community has contributed to the development of the Strategy via a range of forums including discussion groups, surveys and submissions to the Discussion Document.

### Recommendation

5.1 It is recommended that the Draft Economic Development Strategy be adopted.

### Suggested Resolutions

1. The business paper on Adoption of Draft Economic Development Strategy be received.
2. Council adopt / not adopt the Draft Economic Development Strategy.

HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

29 November 2016

Attachment: 1. Draft Waitomo District Economic Development Strategy (A333594)



# **Draft Waitomo District Economic Development Strategy**

***Prepared for the Future***



## The purpose of our Economic Development Strategy

Economic development can be defined as actions that positively influence economic growth and improve the economic and social well-being of a community.

Economic Development is the key element for a prosperous and thriving community which in turn leads to enhanced economic activity.

Waitomo District Council can contribute by providing good quality infrastructure and regulatory services, actively promoting business and industry development and attracting people to the District by providing appealing and well-serviced public assets and services.

By becoming more prepared for the future we can offer reassurance to the existing community and provide an appealing factor for potential new residents looking for the advantages of rural New Zealand.

There is currently a sense of positivity about doing business in the Waitomo District. When we asked our local businesses and residents what they thought about doing business and living in the Waitomo District the following positive perceptions were reported:

- There is good cooperation with other business in the District
- There are sufficient local suppliers and support services for doing business in Waitomo
- We have a strong sense of community
- People are proud of their community
- Our central location, beautiful countryside and the quietness are major influencers for living in the District

Working with community organisations and local businesses to help foster and assist in growing the economy for the District will continue to be a priority in implementing this Economic Development Strategy.



## What we want to achieve

Waitomo District Council's Long Term Plan 2015-2025 outlines the strategic intent for our District and key outcomes for our Community. The Waitomo District Economic Development Strategy will align with Council's vision:

***"Create a better future with vibrant communities and thriving business"***

This Economic Development Strategy identifies where we can best influence economic growth. The key economic goals for our District that will support our community outcomes and economic vision are:

- To fly the Waitomo flag; promoting living, working and visiting our District
- To work towards providing a business friendly environment for existing and new business
- To retain and attract new residents to the Waitomo District
- To support business access to recruitment assistance and employer readiness programmes
- To support youth development opportunities in particular workforce related
- To ensure Council assets and provisions of services are appropriate for all ages of the community
- To maximise the benefit that visitors bring to our District



## Our situation now

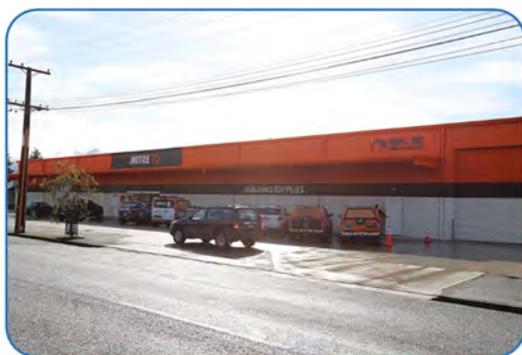
Waitomo District encompasses 354,649 hectares of predominantly rural and conservation land on the west coast of the Central North Island.

The western boundary is the sea. It is adjacent to Otorohanga District to the north, Taupo District to the east and Ruapehu and New Plymouth Districts to the south. While the District is predominantly contained within the Waikato Region, the south-eastern corner of the District is within the Manawatu-Wanganui (Horizons) Regional Council's jurisdiction.

Te Kuiti is the main township of the Waitomo District, with approximately 45% of the district's population residing here. The other two main centres are Waitomo Caves Village and Piopio. Other smaller settlements in the District include Aria, Benneydale, Mokauiti, Mahoenui, Mapiu, Taharoa, and the beach settlements of Mokau, Awakino, Marokopa and Te Waitere.

## Our Local Economy

- Agriculture, tourism, meat processor plants, and natural resource mining are the main drivers of economic activity in the district. The majority of the population work in the primary sector followed by manufacturing and education.
- 4,550 people are employed in the Waitomo District as wage and salary earners.
- Tourism plays an important part in our local economy. Currently, estimated tourism expenditure in the Waitomo District is \$71 million per annum.
- The number of businesses in the District officially reported by Statistics New Zealand in 2016 was 1,581 employing 4,523 people.



## Our Challenges

Our challenges are not large scale or directed at any one activity.

### The current challenges facing our District

- A skills shortage in our labour market
- A projected decline in our population
- Net migration of our youth
- A limited telecommunication service in parts of our rural community
- Limited housing options in our urban communities
- A lack of commercial investment to support our tourism sector – i.e. accommodation
- Limited availability of industrial and commercial zoned premises

## Our Opportunities

In light of the challenges facing the District, the launch of a focused economic development strategy can be used to create awareness and stimulate a collective response by the community and businesses across the District. There are many opportunities within the District that can be leveraged.

### Aging Population

New Zealand and Waitomo District's aging population is viewed as an opportunity. Residents of the Waitomo District want to continue to reside in their local area when they retire. This will provide economic opportunities for business servicing this market, ranging from industry growth opportunities in specific niche sectors such as design for life products, health, retirement and assisted living to increasing demand for trades people.

### Low median house prices and rents compared to New Zealand nationally

Waitomo District has lower than average house prices and rental costs, nationally and compared to neighbouring population centres such as Hamilton and Auckland. This is an attractive proposition to potential migrants.

### Positive Net Migration

Now is an opportune time to attract migrants and returning New Zealanders in particular those that grew up in the area and wish to return.

### **Planned review of Waitomo District Plan**

The District Plan is scheduled for review. The key priorities of the Economic Development Strategy will be front of mind during the District Plan review.

### **Primary Industry: Alternative Land Use**

Waitomo District has a strong and stable primary sector. However, to stimulate further economic growth, the District could consider other uses of existing land and / or potential change in land use.

### **Construction**

The local construction sector scene is buoyant. Local tradespeople are busy, supported by out of town contractors on the bigger projects. This provides an opportunity for local tradespeople to consider taking on apprentices to ensure the sustainable supply of labour in the construction sector, and provide opportunity for local young people.

### **Infrastructure**

The Southern Link and improvements to State Highway 3 (Awakino to Mount Messenger and Te Kuiti to Ohaupo) will enhance linkage for our local businesses and to domestic and international visitors.

### **Predicted growth in international visitor numbers and expenditure**

International tourism to New Zealand is set to grow significantly over the next decade. International visitor arrivals to New Zealand are expected to grow 5.4 per cent a year, reaching 4.5 million visitors in 2022 from 3.1 million in 2015 and total international spend is expected to reach \$16 billion in 2022, up 65.5 per cent from 2015.

Waitomo District has strong foundations on which to capture an increased share of this predicted growth in numbers and expenditure.

### **Potential to increase share of the domestic tourist market**

The Waitomo District is located within a "tank's drive" of many major population centres. With increasing emphasis from existing caving operators on the domestic market, the ongoing attraction of new businesses and amenities and the continuing promotion of the Timber Trail and Te Araroa Walkway, the Waitomo District is in a strong position to significantly increase domestic visitor numbers and expenditure in line with spend in neighbouring Districts.

## Our Priorities

The Economic Development Strategy has identified three areas of focus. Within these areas there are a range of goals and initiatives to contribute to the development of vibrant communities and thriving business.

### A Place to Live and Learn

The focus of this stand is to retain our youth, encourage ex-residents to return, embrace New Zealand's aging population, and promote our District as a great place to live.

- *Keeping youth at heart*
- *Preparing our district for an ageing population*
- *Connecting the different age groups within the population*
- *Providing an adequate supply and appropriate places for our community to live*
- *Ensuring functional and attractive town centres*
- *Promoting our district as a place to live and learn*

### Current Initiatives

- Housing development planning initiatives

### Proposed Initiatives

- Develop a promotions campaign that showcases the key attributes of living in the Waitomo District
- Age friendly initiatives to be undertaken in conjunction with key stakeholders
  - Stocktake of current youth and senior related projects/groups
  - Conduct an age-related needs analysis to identify gaps with particular focus on existing provision/management of Council services/assets, e.g. Library, Parks and Reserves
  - Formation of a network focusing on age specific challenges and opportunities

## A Place to do Business

The focus of this strand also has a youth focus; preparing our businesses for working with youth and empowering our youth to be successful employees. Our district's workforce also desperately needs more skilled workers to ensure a sustainable and innovative business community.

- *Optimising our workplaces and workforce for new entrants to the workforce*
- *Attracting and recruiting skilled workers*
- *Being a Business Friendly Council*
- *Ensuring the District is digitally connected in particular the rural sector of the community*

## Current Initiatives

- Continue to lobby, submit applications and build relationships with key stakeholders in the telecommunication community to extend broadband and mobile coverage

## Proposed Initiatives

- Support the establishment of an initiative to attract skilled workers to the District
- Support our business for working with youth
- Facilitate stakeholder collaboration to ensure a local response to youth employment
- Support the establishment of an initiative to assist job seekers in preparing for the workforce
- Promote and communicate business success in the community to a nationwide and worldwide audience

## A Place to Play and Stay

The focus off this strand is in leveraging off the large volume of visitors to the Waitomo Village at the same time ensuring that their experience is of a high quality. Also of importance is that we have appropriate infrastructure, accommodation and housing in place to cater for visitors and tourism and hospitality staff.

- *Educate and inform to encourage overnight and multi-day stays in the Waitomo District*
- *Ensure appropriate infrastructure is in place to accommodate and service visitors to the District*

### Current Initiatives

- Supportive approach to the development of Waitomo Village as a tourism hub
- Sustainable development of freedom camping in the District
- Continue to support the growth of the Timber Trail cycleway
- Continue to facilitate the opportunities for investment or development of accommodation in the District

### Proposed Initiatives

- Develop an overriding brand for the District
- Develop a website to provide a co-ordinated effort to tell the whole Waitomo story and encourage overnight stays and participation in extra activities
- Co-ordinated planning to support the accommodation needs of people seeking to move to Waitomo to undertake a career in tourism and hospitality
- Application to Regional Mid-Sized Tourism Facilities Fund for provision of infrastructure utilised by visitors



**Document No:** A336003

**Report To:**

**Council**



**Meeting Date:** 29 November 2016

**Subject:** **Progress Report: Les Munro Centre – Staged Upgrade**

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this report is to update Council on progress with the Les Munro Centre (LMC) Staged Upgrade.

## Background

- 2.1 WDC has progressively, over the last five years, undertaken staged upgrade works at the LMC to modernise it, so as to promote its use as a premier venue for functions within the District.
- 2.2 An integral part of the refurbishment process is the revitalizing of the Courtyard in an endeavor to recapture the "Wedding Venue" market. This has, to a degree, been achieved through the building upgrade works already completed, however revitalisation work now needs to extend into the Courtyard.
- 2.3 The 2009-2019 LTP included, in the 2014/15 financial year, a preliminary budget of \$52,900 for the revitalisation of the Courtyard, subject to an agreed design.
- 2.4 The 2015-25 LTP also continued the funding for the progressive upgrade of the LMC. Council previously prioritised building works with the next project to be a kitchen upgrade.

## Courtyard

### 3.1 23 June 2015

- 3.2 Mansergh Graham, Landscape Architects were commissioned to provide a draft sketch promoting ideas for the upgrade of the Courtyard.
- 3.3 At Mansergh Graham's initial site visit with Council's Group Manager – Community Services, the following issues were identified as requiring to be addressed in any concept sketches:
  - the level difference at the sliding doors that create a trip hazard (one major accident resulting in the glass door being broken)
  - the need to make the outside area more user friendly (accessible)
  - ensure the open area is maintained so that marquee space is available
  - reinvigorate the plantings
  - replacement of broken fences
  - keep feature tree and as much of existing plantings as possible to reduce the impact of the revitalisation project

- create a useable area that can double as a photo area (weddings)
- remove dated crazy paving
- retaining wall to remain
- incorporate lighting in conjunction with the existing tree lighting

3.4 Attached to and forming part of this agenda item is a copy of the initial pencil ideas sketch promoting ideas for the upgrade. This has been transformed into the computer plan which is also attached for Councillors information and comment.

### **3.5 Progress as at 25 August 2015**

3.6 Developed designs have now been received for the courtyard and these will be worked into tender documentation along with the development of a tender estimate.

3.7 The developed designs take account of queries raised since presenting the initial concept to Council e.g. ramp access. A copy of plans L3, L4 and P1 are attached to and form part of this business paper. (Note A3 copies will be printed for the Council meeting)

3.8 It is anticipated that these documents will be completed early September to allow tendering of the works, taking account of existing bookings.

### **3.9 Progress as at 29 September 2015**

3.10 Contract documentation has been completed for this project which clearly defines three distinct sections of work, including

- The decking area at the same level as the Civic Centre (which will eliminate the current series of trip hazards) and will also create a focal point area for ceremonies.
- The redeveloped fencing at both ends off the courtyard
- Replanting / grassed area development

3.11 The decking (and associated hard surfacing) has been included in the initial contract documentation which is currently out to tender. A copy of the final decking / hard surface plan is attached to and forms part of this business paper.

3.12 Tenders for this work close mid October and depending on agreed construction timeframes, will be completed by the end of November 2015. Other works will follow on from this point.

### **3.13 24 November 2015**

3.14 The tender documents for this project are being held pending establishment of the kitchen contract and rebranding and will now be tendered for early in the New Year for construction.

### **3.15 Progress as at 6 October 2016**

3.16 A request for tender for the upgrade to the Les Munro Centre Courtyard was issued. Three tenders were received.

3.17 The contract was awarded to P J McCarthy Construction Limited and work commenced on 5 September 2016.

3.18 The scope of works include:

- construction of a deck area with seating,
- new ramp access to the main building from outdoor area,
- new fencing at the north end,
- new plantings to existing gardens, and
- relocation of existing garden seats

3.19 The expected completion date for construction is early October 2016.

### **3.20 Progress as at 26 October 2016**

3.21 The new deck and seating area has been completed. Footings have been poured for the new ramp and the new fence. The recent weeks of rain have resulted in lengthy delays and construction work is now on target to be completed by 28 October 2016.

3.22 Once construction work has been completed work will commence on the new plantings to the existing gardens. Planning for this is underway.

### **3.23 Progress as at 29 November 2016**

3.24 All construction work has been completed, the new ramp and fences are now installed and paving finished.

3.25 The planting and re-turf of the green space is targeted to be completed by 25 November 2016.

## **Kitchen**

### **4.0 25 August 2015**

4.1 Upgrade documentation for the kitchen upgrade is also well advanced and key draft drawings AR-003 and AR-005 are attached to and form part of this business paper.

4.2 The primary focus of this upgrade includes:

- Removal of the under bench cupboards
- Inclusion of new stainless legs to benches
- Inclusion of some stainless shelving under benches
- New hardglaze wall linings
- New vinyl flooring
- Bar upgrade
- Toilet upgrade
- Central cooking hub upgrade

4.3 The central cooking hub upgrade will create a central island utilizing commercial equipment. A recommendation for the equipment to be included in the hub has been sort from Wildfire Kitchens – commercial designers. A plan of a proposed hub will be available for circulation at the council meeting.

### **4.4 Progress as at 29 September 2015**

4.5 Contract documentation for the kitchen, bar to the main hall and associated toilets has been completed. As this block of work is unaffected by the “cooking hub”, it is being progressed to completion.

4.6 The works have been tendered with tenders closing late October. The documentation recommends that the successful contractor make use of the long lead in time before construction, to be well advanced in fabrication and material supplies, as the window of opportunity to undertake this work is limited to the month of December 2015 up until Christmas.

**4.7 24 November 2015**

4.8 This project has been tendered and a tender let to P J McCarthy Construction Ltd from Hamilton. Minor works are currently underway at times when the Les Munro Centre is not booked, with the main tender period being the month of December 2015.

4.9 The works involve new finishings to the walls, ceilings and floor of the kitchen, upgrade of the kitchen benches, new linings to cleaning room, replacement cabinetry in the bar area, kitchen toilets upgrade, replacement lighting and the installation of alarms. Minor work to the kitchen hood will also be undertaken to allow additional equipment to be added at a later date.

**4.10 23 February 2016**

4.12 Construction was completed on time prior to the Christmas period. Construction included the provision of a lockable cabinet and this has now been stocked with crockery and cutlery for 150 settings. The use of the crockery/ cutlery has been included in WDC's Fees and Charges.

4.13 This project is now in the defects period which will run for a period of 3 months for architectural works and 12 months building services, allowing sufficient time for any defects to be identified and addressed.

**4.14 Progress as at 26 October 2016**

4.15 An onsite meeting has been scheduled for 27 October 2016 with catering equipment companies to discuss requirements and options.

**4.16 Progress as at 29 November 2016**

4.17 A procurement process has been completed. Catering equipment suppliers were invited to price supply of the kitchen equipment. The purchase has been completed.

<b>Suggested Resolution</b>
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The Progress Report: Les Munro Centre – Staged Upgrade be received.



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

29 November 2016

**Document No: A331987**

**Report To:**

**Council**



**Meeting Date:** 29 November 2016

**Subject:** **Reestablishment of the Waitomo District Licensing Committee and Reappointment of Members and Deputy Chairperson**

**Type:** Decision Required

### **Purpose of Report**

- 1.1 The purpose of this business paper is for Council to reestablish the Waitomo District Licensing Committee ("DLC").

### **Background**

- 2.1 Under Section 186 of the Sale and Supply of Alcohol Act, Council is required to appoint a District Licensing Committee (with a quorum of three members, one of whom must be the Chairperson). The Committee is responsible for considering applications made under the Sale and Supply of Alcohol Act 2012 (the Act).
- 2.2 As a result of the recent local elections, Section 30(7) of the LGA states that unless the local authority resolves otherwise, a committee is deemed to be discharged on the coming into office of the members of the local authority elected or appointed following the triennial general election.
- 2.3 It is noted that while Council shares the Chair and members (excluding Councillors) with Otorohanga District Council and Waipa District Council, each Council essentially has its own separate DLC.

### **Commentary**

- 3.1 DLC's hear and determine all applications (including those with opposition), with only enforcement applications (applications by Police and Inspectors to suspend or cancel licenses) and appeals of DLC decisions going to the Alcohol Regulatory and Licensing Authority.
- 3.2 DLC's have the powers of Commissions of Enquiry, and function in a similar way to a Court in that they are able to require attendance and examination of witnesses and the presentation of evidence as required; and hear all applications and reports from reporting agencies.
- 3.3 The Act is clear that members of the DLC must have experience in matters related to alcohol licensing and that Chairpersons or Commissioners must have good standing in the community and sufficient skills and knowledge to manage hearings.

- 3.4 Waitomo District Council has been sharing resources for its District Licensing Committee with Waipa District Council and Otorohanga District Council since 2013.
- 3.5 The current Commissioner, Diane Sharpe will retire on 26 November 2016. As a result, Waipa District Council conducted an expression of interest process for a new Commissioner on behalf of all three Councils.
- 3.6 Three persons expressed interest in the Commissioner role. Of the three applicants, staff agreed that Sara Brown was the preferred candidate, and an interview was subsequently conducted with Ms Brown on 17 November 2016. Based on Ms Brown's knowledge and experience, it is recommended that Sara Brown be appointed as the Chairperson of the committee.
- 3.7 Councilor Guy Whitaker has been a member and deputy chairperson of the District Licensing Committee during the last term, and he has made himself available to continue serving on the District Licensing Committee.
- 3.8 In respect of the third member of the DLC quorum, this must be selected from list of approved members who meet the criteria in section 192 of the Act. The third member is chosen from the list as matters requiring hearing arise.
- 3.9 In 2013, Council (along with Waipa and Otorohanga) approved the following as members of the DLC:
- Mr Ross Murphy
  - Ms Patsi Davies
  - Dr Michael Cameron
  - Dr Brett McEwan
  - Mr Roy Johnstone
- 3.10 With the exception of Dr McEwan who resigned during the year, all others have been contacted by Waipa District Council and have confirmed they are available for reappointment. All members have been effective in the role, and it is therefore recommended that all members making themselves available be reappointed.

## Analysis of Options

- 4.1 Section 186 of the Sale and Supply of Alcohol Act 2012 requires all councils to appoint a District Licensing Committee to deal with licensing matters for its district. In addition, the Act requires 3 members to be appointed to the DLC, one of whom must be a Chairperson. Therefore there is no option to be considered in respect of the DLC.
- 4.2 While Council has options in terms of who it appoints to the DLC, as per the discussion in section 3 above, it is recommended that Council appoints the chairperson and members to the list for efficiency and effectiveness reasons.

## Considerations

### 5.1 Risk

- 5.2 Should Council not establish a DLC and appoint a Chairperson and members, Council will not be able to undertake its duties and functions under the Act.

**5.3 Consistency with Existing Plans and Policies**

5.4 There are no inconsistencies with Council's plans and policies.

**5.5 Significance and Community Views**

5.6 This proposal is not a significant decision under the Local Government Act 2002 and does not trigger Waitomo's Significance and Engagement Policy. No public consultation is required.

<b>Suggested Resolutions</b>
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1. The business paper on Reestablishment of the Waitomo District Licensing Committee and Reappointment of Members and Deputy Chairperson be received.
2. Council resolve that:
  - (a) One District Licensing Committee be retained for Waitomo District;
  - (b) Pursuant to section 193 of the Sale and Supply of Alcohol Act 2012, Council recommend to the Chief Executive that Sarah Brown be appointed Commissioner (Chairperson) to the District Licensing Committee;
  - (c) Council appoint:
    - (i) Councillor Guy Whitaker as Deputy Chairperson and member;
    - (ii) The following persons as members of the District Licensing Committee:
      - Mr Ross Murphy
      - Ms Patsi Davies
      - Dr Michael Cameron
      - Mr Roy Johnstone
    - (iii) All appointments be for a period of five years.



TERRENA KELLY  
**GROUP MANAGER - COMPLIANCE**

29 November 2016

**Document No: A334740**

**Report To: Council**



**Meeting Date:** 29 November 2016

**Subject: Progress Report: Resource Consent Applications**

**Type: Information Only**

### **Purpose of Report**

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

### **Background**

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

### **Commentary**

- 3.1 Attached to and forming part of this business paper is a schedule of resource consents processed as at 26 October 2016.

### **Suggested Resolution**

The Progress Report: Resource Consent Applications be received.

A handwritten signature in blue ink, appearing to read "Terrena Kelly".

TERRENA KELLY  
**GROUP MANAGER – COMPLIANCE**

November 2016

Attachment: 1. Resource Consent Schedule (A334756)

## RESOURCE CONSENTS PROCESSING AS AT 29 NOVEMBER 2016

WDC Ref	Applicant	Brief Outline of Application / Location	Date Application Formally Received	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
160035	Alan John Day	Boundary Dispensation - Construction of outbuilding within 10m from rural boundary, Gadsby Road, Te Kuiti	11/11/16	No				Yes		No		Conditional Consent Granted 23/11/2016
160036	R A Coote	Subdivision - Gadsby Road, Te Kuiti	11/11/16	No				Yes		No		

## RESOURCE CONSENTS GRANTED (FOR 2016/17) AS AT 29 NOVEMBER 2016

WDC Ref	Applicant	Brief Outline of Application	Date Application Formally Received	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
160016	D Greathead - Farmright Limited	Certificate of Compliance, Boundary Relocation, Oniao Road, Aria	08/06/16	Yes	LINZ Approval	08/06/16	29/06/16	Yes		No		Conditional Consent Granted 05/07/16
160017	D Greathead - Farmright Limited	Certificate of Compliance, Boundary Relocation, Kaeaea Road, Aria	08/06/16	Yes	LINZ Approval	08/06/16	22/06/16	Yes		No		Conditional Consent Granted 05/07/16
160018	Lena Zankl	Relocatable dwelling to be sited within 10m of boundary, Mangarino Road, Te Kuiti	07/06/16	Yes	Site plan and additional neighbour consent	24/06/16	28/06/16	Yes		No		Conditional Consent Granted 29/06/16
160020	G and L Brier	Subdivision to create one additional Lot - Ngapaenga Road, Piopio	06/07/16	No				Yes		No		Conditional Consent Granted 09/08/2016
160021	Vodafone NZ Limited	Co location of Vodafone telecommunication antennas on existing Chorus facility - Taumatamaire Road, Awakino	18/07/16	No				Yes		No		Conditional Consent Granted 27/07/16
160022	Erling and Noeline Riches	Dwelling to be situated within the 10m of rural boundary, Kawhia Harbour Road, Taharoa	29/07/16	No				Yes		No		Conditional Consent Granted 22/08/16
160019	Tourism Holdings Limited	New Signage - Waitomo Homestead, State Highway 3, Hangatiki	21/06/16	Yes	NZTA consent required	24/06/16		Yes	08/08/16	No		Conditional Consent Granted 22/08/16
160023	G Churstain	Certificate of Compliance Boundary Relocation - 129 Gadsby Road, Te Kuiti	11/08/16	Yes	LINZ Approval	11/08/16	24/08/16	Yes		No		Conditional Consent Granted 30/08/16
160024	Debra Davies	Construction of pole shed within 10 metres of rural boundary - Te Mahoe Road, Mokau	14/09/16	No				Yes		No		Conditional Consent Granted 12/10/16
160025	Waitomo District Council	Construction of ablution block with 5 metres of residential front boundary - State Highway 30, Benneydale	20/09/16	No				Yes		No		Conditional Consent Granted 03/10/16
160028	Piopio Primary School	Outline Plan of Works Waiver, New ablution block - Aria Road, Piopio,	13/10/16	No				Yes		No		Conditional Consent Granted 17/10/16
160026	White Rock Dairies (Ben Watson)	Subdivision - Mairoa Road Piopio	06/10/16	No				Yes		No		Conditional Consent Granted 27/10/16
160027	Cherie Beard	Boundary Relocation - 99 Awakino Road, Te Kuiti	06/10/16	Yes	LINZ reference number	06/10/16	18/10/2016	Yes		No		Conditional Consent Granted 21/10/16
160029	Woodlyn Park Trust	Boundary Dispensation - Locate toilet and shower block within 10m of rural boundary for campervan accommodation	17/10/16	No				Yes		No		
160030	The Gauntlett	Subdivision to create one	10/10/16	Yes	LINZ reference number	10/10/16	31/10/2016	Yes		No		Conditional Consent

WDC Ref	Applicant	Brief Outline of Application	Date Application Formally Received	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
	Family Trust	additional lot - Kahuwera Road, Piopio										Granted 04/11/16
160031	John Evington	Boundary Dispensation - To construct shed within 10m of Rural Boundary, Fullerton Road, Te Kuiti	14/10/16	No				Yes		No		Conditional Consent Granted 20/10/16
160032	Campbell Stewart	Boundary Relocation - Te Waitere Road, Te Waitere	07/10/16	Yes	LINZ reference number	07/10/16		Yes		No		Conditional Consent Granted 15/11/16
160033	LM and MJ van Houtte	Boundary Relocation - McBeth Road, Mapiu	25/10/16					Yes		No		Conditional Consent Granted 27/10/16
160034	Ruakuri Holden Trust	Construction of helicopter hangar within the Landscape Policy Area - 99 Tumutumu Road, Waitomo	01/11/16	No				Yes		No		Conditional Consent Granted 15/11/16

**Document No: A329577**

**Report To:**

**Council**



**Meeting Date: 29 November 2016**

**Subject: Progress Report: Major Capital Works Report**

### Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of progress on major new and renewal projects as identified in Council's Activity Management Plans, or which have arisen during the course of normal maintenance and operation of the Roothing infrastructure, the three Waters and some projects in the Community Services area.

### 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 renewal of all its assets as determined through prudent asset management to consistently meet the needs of the community.

### Commentary

#### 3.1 Roads

Location	Description	Action	Progress
Oparure Road	Rehabilitation	Tender	Awarded ICL
		Construction	Completed
Kawhia Harbour Road	13 points of erosion on sea side	Consent applied	Consent for 11 sites received
		Design & Contract documentation	Complete Tenders evaluated
		Construction	<b>In progress</b> Site handover 18 October 2016. Further erosion apparent which increase scope of work and cost
Totoro Road	RP 8.378 to RP11.316 Various slips – retreat into bank and improve drainage	Design & Contract documentation	<b>Completed</b>
		Tender	<b>Out to Tender</b>
		Construction	<b>Target January 2017 – May 2017</b>
Kumara Road	RP 3.61 Ground water induced slip – retreat into bank and improve drainage	Tender Award	End March 2016
		Construction	Complete
Ramaroa Road	2016-17 Rehabilitation site	Pre Design process in progress	
Rangitoto Road	2016-17 Rehabilitation site	Pre Design process in progress	

Location	Description	Action	Progress
Mangatoa Road	RP 3.04 Very steep slope Slip encroaching sealed road surface	Design & documentation	Targeted December 2016
Te Waitere Road	RP 0.45 & two other Sea undermining road	Concept Designs	Alternative solutions identified and being developed
		Seashore Consent	To follow
Taharoa Road	RP 7.1 Hill side moving	Concept Designs	On hold while monitoring earth movement
Maraeroa Road	Seal extension	Design & Contract documentation	Complete
		Construction	Construction completion targeted early part of 2017 summer period

#### 4.1 Waters

Location	Description	Action	Progress
Te Kuiti Water Treatment Plant - <b>Phase 1</b>	Stage 1 - Buffer tanks		Complete
	Stage 2 - Building, high and low level pump stations, UV installation, chemical dosing, main electrical supply and associated pile work		Complete
	Filter pipe work renewal	Pipe work manufacture Installation - 2 stages	Complete Target dates Stage 1 - 4 to 8 April Stage 2 - Target completion 20 December 2016
Te Kuiti Water Treatment Plant - <b>Additional work</b> that become apparent	Renewal of reservoir roof structure	Steel structure corrosion turned out much worse than original assessment	Complete
	Filter & clarifier backwash storage & disposal	"Healthy rivers"	Complete
	Structural failure of filters 1 & 2	Investigation	Complete
Te Kuiti Water Treatment Plant - <b>Phase 2</b>	Intake pump station renewal	Take Consent	Completed
		Prelim design and WRC construction Consent	Completed
		Final design & Tender documentation	Out to Tender
		Construction	January 2017 - May 2017
Te Kuiti Water Treatment Plant - <b>Phase 3</b>	Clarifier super structure renewal	Concepts identified	
	Clarifier refurbishment	Design, documentation & Tender	January 2017 to August 2017
		Construction - 4 stages	September 2017 to June 2018
Te Kuiti Water Treatment Filter shells	Structural failure of shells of filters 1 & 2 (of 4)	Investigation	Floor settled Remedy - Grouted
		Installation of new filters 1 & 2	Demolish existing filter 1 Completed
		Construct new filters Prefabricated stainless steel Replacement of Filter 3	Target completion 20 December 2016
		Replacement of Filter 4	Target completion end January 2017

Location	Description	Action	Progress
Mokau Upper Dam safety	Upgrade of dam walls and Over flow provision to meet Building Act	Design & Tender	Complete
		Construction	Completed

#### 4.2 Community Projects

Location	Description	Action	Progress
Railway Building - 1		Tender awarded	
		Construction	Project complete
Railway Station platform Phase -1	Section from ramp between 1 & 2 to end of rubbish enclosure	Initial quote – patch with overlay	Specification for platform surfacing confirmed
		Quote for good finished preparation with concrete and or asphalt overlay	Received and approved
		Construction	Kiwi Rail site safety approval and sign off received Construction targeted for early December 2016
Security Fence	Behind I- site	Design	Complete
		Tender docs	Being finalised
		Tender & Railway approval	Approved Alternative construction being investigated
		Limited time construction	Require Kiwi Rail site safety approval and sign off.
		Construction & Kiwi Rail oversight	Tentative February 2017
Over Bridge	At I- Site	Structural investigation	Complete
		Design - Tender & Railway approval	Complete Alternative construction being investigated
		Limited time construction	Require Kiwi Rail site safety approval and sign off.
		- Kiwi Rail oversight – Close proximity to high tension power	Tentative – March 2017
TK Campground	New development	Preliminary concepts	Complete
		QS Rough Order of costs and Staging	Complete
		Feasibility study & business case	August 2016
		Funding	2016-17 EAP process
Brook Park Entrance	Entrance Construction	Design & Tender documentation	Tenders evaluated Work scope to be revisited due to much higher than expected tenders. This will be considered as a strategic issue for the EAP 17/18.
Benneydale Toilet	Toilet construction	Design and tender documentation	Complete Tenders close 24 November 2016 Resource Consent obtained

**Suggested Resolution**

The Progress Report: Major Capital Works be received.

A handwritten signature in blue ink, appearing to read 'C. van Rooyen', with a stylized flourish at the end.

CHRISTIAAN VAN ROOYEN  
**MANAGER CAPITAL WORKS**

**Document No:** A333954

**Report To:**

**Council**



**Meeting Date:** 29 November 2016

**Subject:** **Progress Report: Monthly Report for Water, Sewerage and Stormwater**

**Type:** Information Only

## 1.0 Purpose of Report

- 1.1 The purpose of this business paper is to provide a progress report on the three Waters activities, including contracted services.

## 2.0 Background

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

- 2.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

- 2.3 Wastewater networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

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

- 2.5 There are three activities under each of the three Waters activities:

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

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

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

- 3 **Service Requests:** Service Requests are initiated by Ratepayers or Businesses across the District and are phoned in, emailed or they could be provided to the Customer Services by means of walk-in. Service Requests

are logged and forwarded to the Water Services Unit to resolve with the Contractor as a resource as needed.

## **2.6 Capital Works**

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

## **2.8 Water Rates and Charges**

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

## **3.0 Commentary**

### **3.1 Drinking Water Standards 2005 (Amended 2008)**

- 3.2 The Health (Drinking Water) Amendment Act 2007 amended the Health Act 1956. This impose a duty on all water suppliers to ensure their water is safe to drink.
- 3.3 Drinking water supplies must meet the standards as set out by the Drinking Water Standards 2005 (Amended 2008).
- 3.4 These Standards are to ensure a minimum safe standard for drinking water, appropriate for the level of population and compliance with statutory monitoring requirements.

### **3.5 Treatment Process and Log Reduction**

- 3.6 The supply of treated of drinking water is a process that takes place from the abstraction from the source through to the final consumption. To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.
- 3.7 There are 3 dominant levels of potential contaminants that may cause harm to public health, namely:
- 3.7.1 Protozoa with the standard organism determining the level of treatment being Cryptosporidium.
  - 3.7.2 Bacteria with the standard organism determining the level of treatment being Escherichia Coli (E.Coli).
  - 3.7.3 Pollutants that occur with specific treatment for the type of environmental, chemical or other pollutants.

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

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

- 3.8 The Drinking Water Assessor appointed by the District Health Board assigns the Log Credits after an assessment is made of the raw water source and abstraction location.
- 3.9 The level of treatment is determined by the Log Reduction required with resulting Credits obtained to assign a score to the treatment barriers provided.
- 3.10 Treatment processes range from:
- Bores – secure, interim and non-secure.
  - Coagulation / flocculation – chemical treatment to settle out heavier contaminants by attracting particles together for easier removal.
  - Filtration - this can be through various types of filters with sand being the most common type.
  - Disinfection – can either be chemical (chlorine, ozone, etc) or by means of irradiation (ultra-violet light).
  - A combination of the above.
- 3.11 Each treatment process, or barrier, reduces the risk of harm to public health. To test for the effectiveness of the treatment, the water quality is tested and monitored for compliance both with operational and regulatory requirements. The regulatory compliance results are reported to the District Health Board.
- 3.12 The appropriate level of monitoring is determined by the population size of the drinking water scheme. The smaller the population the lower the risk of a major outbreak of disease with a resultant smaller impact. The drinking water schemes in the Waitomo District under Council's control fall in a small scale range:
- Te Kuiti – Minor (permanent population less than 5,000)
  - Benneydale – Small (permanent population less than 500)
  - Piopio – Small (permanent population less than 500)
  - Mokau – Small (permanent population less than 500)
- 3.13 The DWS NZ prescribes the number, frequency and maximum period of days between sampling for various compliance criteria. The test has to be performed to strict standards at an accredited laboratory. WDC currently send all compliance samples to Watercare Laboratories in Auckland. Operational sampling is done by means of portable analysers and on-line instrumentation.
- 3.14 **Te Kuiti Water Supply**
- 3.15 In accordance with the DWS NZ, the Te Kuiti water supply is classified as a Minor Water Supply due to Te Kuiti's permanent population being less than 5,000 residents.
- 3.16 At this time, the water treatment process cannot comply with the standard set for the Log 4 requirement due to a technicality (each water filter within the TKWTP (4) must be fitted with its own turbidity meter). Currently there is only one turbidity meter to measure the operation for the four filters, resulting in technical non-compliance for Protozoa treatment, although the physical barrier for protozoa removal is in place.

- 3.17 The Te Kuiti Water Treatment Plant upgrade project will address this in that each filter will have a separate turbidity meter. In addition the upgrade will introduce an additional contaminant barrier through the introduction of Ultra Violet disinfection to ensure protection for Protozoa contamination.
- 3.18 The Te Kuiti treated reticulation water supply conforms to bacteriological disinfection compliance.
- 3.19 The Te Kuiti water supply has been confirmed safe to drink and the supply is continuously monitored for compliance utilising on-line analysers for direct compliance reporting.
- 3.20 More sampling is done than the minimum required by the DWS NZ to manage any potential risk as a result of potential failure of one of the treatment processes.
- 3.21 Progress has resumed with the filter pipe work. A new valve was installed to isolate the WTP from the reticulation.
- 3.22 The new Filter 3 will be installed once the old concrete filter structure is demolished and is scheduled to be fully operational by 20 December 2016.
- 3.23 At that time the WTP will have 3 new filters operating with the old filter 4 also operating with new pipe work and discharging to the new WTP portion and will, in essence, be operating at full capacity.
- 3.24 After the Christmas shut-down Filter 4 will be taken off line in January 2017 and will be demolished to make way for the new Filter 4.

### **3.25 Te Kuiti Wastewater**

- 3.26 A bypass pipe was installed to allow the waste water treatment plant to remain operational when the filters are shut down for maintenance or break downs.
- 3.27 There has been a non-compliance in the E.Coli component of the Resource Consent. This was reported to the Waikato Regional Council in the Resource Consent Report. This will be elaborated on in that business paper to Council.

### **3.28 Te Kuiti Stormwater**

- 3.29 No flooding incidents occurred during the reporting period.

### **3.30 Piopio Water Supply**

- 3.31 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms) There have been no issues with the Piopio water supply and the water is safe to drink.
- 3.32 The Piopio Water Supply is classed as a Small Water Supply.
- 3.33 Piopio's treated reticulation water supply complies with the Log 4 treatment requirements.
- 3.34 The Piopio treated reticulation water supply is compliant with the bacteriological requirements and is safe to drink.

**3.35 Piopio Wastewater**

- 3.36 The Piopio Waste Water Treatment Plant Discharge Consent requires that the Ammoniacal Nitrogen levels remain below 10 mg/l throughout the year.
- 3.37 The parameters have stabilized below the threshold.
- 3.38 The Piopio WWTP discharge is compliant in terms of the Waikato Regional Council discharge consent.
- 3.39 All aspects of the WWTP are within expectations.

**3.40 Benneydale Water Supply**

- 3.41 The water source was assessed to require treatment to Log 3 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms).
- 3.42 The Benneydale Water Supply is classed as a Small Water Supply.
- 3.43 The current configuration of the treatment process does not allow this Log reduction to be achieved. WDC is in discussion with the Waikato District Health Board to address certain restrictions that currently prevent the Plants compliance with the required barrier arrangements. These restrictions are technical in nature that prevents log credits being obtained for treatment barriers in place.
- 3.44 The Benneydale reticulated treated water supply is compliant for bacteriological requirements and is tested safe to drink.
- 3.45 There were no problems with the Benneydale water supply.

**3.46 Benneydale Wastewater**

- 3.47 Similar to the Piopio Waste Water Discharge Consent limits for Ammoniacal Nitrogen, Benneydale also showed an increase in the concentrations with the limits of 35 mg/l exceeded.
- 3.48 The operators also dosed soda ash here and the results have shown an improvement in the concentration limits.
- 3.49 Further dosing is required and the operators are monitoring progress.
- 3.50 This dosing process is still ongoing and dosing rates are being trialed to determine optimum results.
- 3.51 During the investigations of the high ammoniacal nitrogen concentrations in the effluent discharge it has become apparent that wetland treatment is in need of a renewal due to issues with the liner.
- 3.52 A new liner is being installed and the plants are going to be renewed. This work is in progress

**3.53 Mokau Water Supply**

- 3.54 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms)
- 3.55 Water quality of Mokau is good and within limits of the Drinking Water Standards.

- 3.56 The Mokau Water Supply is classed as a Small Water Supply.
- 3.57 Although the WTP is currently non-compliant for Log 4 treatment, the plant incorporates both chlorine and Ultra-Violet disinfection treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the plant is not designed for iron removal. This causes the water to be aesthetically being affected by colour, taste and odour.
- 3.58 The Manager: Water Services is reviewing the treatment process to determine alterations, if required, to bring the WTP to comply with the Log 4 treatment requirements.
- 3.59 Price proposals have been obtained and a process engineer will be appointed in due course to investigate and report on the plant performance and how to be able to claim the log credits
- 3.60 The water in Mokau has shown an improvement in quality since chemical dosing is being trialed.
- 3.61 Investigation into providing a permanent solution to the Mokau water issue is being undertaken. This includes both the water quality and pressure issues.
- 3.62 Prices have been obtained and a contractor will be employed in due course to start installing the high level reservoir tanks to improve the supply pressure to all residents.

### **3.63 Te Waitere Wastewater**

- 3.64 Te Waitere Wastewater pump stations operated without any faults and the pump operation is monitored remotely.

## 4.0 Capital Projects

### 1. Water

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade – Pipe Work Installation	\$850,000 (Engineer Estimate - \$737,311 original estimate) plus variations to date \$775,784	August 2015	Work is delayed due to backwash pump issues and the unforeseen filter break down	\$
Water Treatment Plant Upgrade Electrical, SCADA & Telemetry	Tender plus variations \$1,324,379	April 2015	Progress is maintained as civil works progress	\$
Hetet Street water main replacement	\$60,000	January 2017	Tenders received and evaluation in progress.	\$3,005.00
Awakino / Blackmans water main replacement	\$35,000	January 2017	Tenders received and evaluation in progress.	\$3,005.00
Henderson / Earl Street water ring main	\$35,000	January 2017	Tenders received and evaluation in progress.	\$1,995.00

### 2. Wastewater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Te Kuiti River Crossing	\$95,000	March 2017	Tenders received and evaluation in progress.	\$8,079.00
Carroll Street Pipe Insertion	\$45,000	February 2017	Tenders received and evaluation in progress	\$17,879.00
Nettie Street Pipe Reroute	18,000	March 2017	Tender received and evaluation in progress.	\$4,087.50
Benneydale Sewer Rehabilitation	\$35,000	Due to current work load this has been delayed and will be completed before the end of April 2017	One pipe bridge requires repairs and 3 minor faults are to be rectified	\$21,485.00

### 3. Stormwater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Edwards Street 450 mm	\$80,000	January 2017	Tenders received and evaluation in progress.	\$5,292.50
Hill Street Storm Water	\$42,000	January 2017	Tenders received and evaluation in progress	\$1,500.00

## Suggested Resolution

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

A handwritten signature in black ink, appearing to read 'Kobus Du Toit', is positioned above the printed name.

KOBUS DU TOIT  
**GROUP MANAGER - ASSETS**

18 October 2016

Document No: A336105

File No: 037/005B

**Report To:****Council****Meeting Date: 29 November 2016****Subject: Progress Report: WDC Resource Consent  
- Compliance Monitoring****Information Only**

## 1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on compliance reporting against Resource Consent conditions.

## 2.0 Local Government Act S.11A Considerations

- 2.1 Section 11A of the LGA reads as follows:

**11A Core services to be considered in performing role**

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

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

- 2.2 Compliance and monitoring against Resource Consent conditions is consistent with Section 11A of the Local Government Act 2002.

## 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 Commentary

- 4.1 WDC is required to report on Resource Consent compliance to the Waikato Regional Council (WRC) in accordance with the conditions that regulate the various Resource Consents held by WDC.
- 4.2 The following tables set out details of the compliance reporting requirements for WDC's Resource Consents.

RESOURCE CONSENT	REPORT DUE
<b>Monthly</b>	
No. 112639 - Te Kuiti Wastewater Treatment Plant Conditions 7 to 19 (Discharge) Condition 30 (Reasonable Mixing)	Monthly
No. 116844 - Benneydale Water Treatment Plant Condition 9 (Surface Water Take)	Monthly
No. 117290 - Piopio Wastewater Treatment Plant Condition 26 (Discharge)	Monthly
<b>Quarterly</b>	
No. 101753 - Rangitoto Quarry Landfill, William Street, Te Kuiti Condition 11 TEKLR 20	February, May, August, November
No. 124718 - Rangitoto Quarry Landfill, William Street, Te Kuiti Conditions 7 and 14 (SW2) TEKLR 32	February, May, August, November
<b>Six Monthly</b>	
No. 133317 - Te Kuiti Water Treatment Plant Condition 11 (Water Take)	January/July
No. 118813 - Benneydale Wastewater Treatment Plant Condition 16 to 23	January/July
No. 120048 - Te Kuiti Wastewater Treatment Plant Condition 6 (Groundwater b1 to b7)	February and August ( <i>also include in Annual Report 30th September</i> )
No. 117945 - Benneydale Water Treatment Plant (Backwash)	April/October
No. 124718 - Te Kuiti Landfill (William Street) Condition 6 and 14 DH2/3/4/7 (Oct to March, April to Nov)	April/October
No. 107477 - Piopio Water Treatment Plant Conditions 6 and 9 (Water Take) (Nov-April, May-Oct)	May/November
No. 107478 - Piopio Water Treatment Plant (Backwash) (Nov-April, May-Oct)	May/November
No. 101753 - Rangitoto Quarry Landfill, William Street, Te Kuiti Condition 10 TEKLR10 (*)	May/October

RESOURCE CONSENT	REPORT DUE
<b>Annually</b>	
No. 118813 - Benneydale Wastewater Treatment Plant Condition 23 (Discharge to Land and Water)	31st March
No. 124718 - William Street, Te Kuiti Conditions 7 & 14 (SW1,SW2, SW3, SW4, SW5)	April or May
No. 120340 - Mokau Closed Landfill Condition 3, 6 & 10	May
No. 113038 - Te Kuiti Water Treatment Plant Conditions 1 & 2 (Ground Water Take)	1st of May
No. 105054/55/56/57/58/59/60 - Waitomo Stormwater Schedule A (22) Conditions 4,5 & 6	31st May
No. 105054 - Te Kuiti Stormwater Condition 6	31st May
No. 116274 - Benneydale Water Treatment Plant Conditions 2, 3, 4 & 7 (Groundwater Take)	1st of June
No. 113544 - Mokau Water Treatment Plant (Water Take)	July
No. 113545 - Mokau Water Treatment Plant (Backwash)	July
No. 101753, 101754 and 124718 - Rangitoto Quarry Landfill, William Street, Te Kuiti Annual Report Condition Schedule 1(5) and 13	1st August
No. 101753, 101754 - Rangitoto Quarry Landfill, William Street, Te Kuiti Annual Report Consents Schedule 1 (6) <b>Independent Peer Reviewer</b>	1st September
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 20 (Discharge)	September 30th
No. 103287, 103288 and 103289 - Te Kuiti Walker Road - Closed Landfill Discharge to Land, Air and Divert (Nov, Jun)	November <i>(within two months of sampling)</i>
No. 103193 - Benneydale Closed Landfill SH30 Conditions 2, 3 and 5	November <i>(within two months of sampling)</i>
No. 103194 - Conditions 2 and 3	

RESOURCE CONSENT	REPORT DUE
No. 103196 - Piopio Closed Landfill Condition 2, 3 and 4	November ( <i>within two months of sampling</i> )
No. 103198 - Aria Closed Landfill Conditions 2 and 4	November ( <i>within two months of sampling</i> )
<b>Biennial</b>	
No. 120048 - Te Kuiti Wastewater Treatment Plant Condition 7 (Groundwater b1 to b7)	December 2016
No. 117290 - Piopio Wastewater Treatment Plant Condition No 7 and 9 (Discharge) (Operations and Management)	September 2014, 2016, 2018, etc.
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 24	June 2015 ( <i>and every two years after</i> )
No. 118813 - Benneydale Wastewater Treatment Plant Condition 27 (Management Plan Review)	from 2010 every two years
<b>Other</b>	
No. 112639 - Te Kuiti Wastewater Treatment Plant Condition 28 (after 3 years Fish Passage/Migration Barrier Assessment)	Monday, 18 December 2017
No. 133317 - Te Kuiti Water Treatment Plant Condition 10 (Telemeter)	1st July 2018

4.3 The following Resource Consent Compliance Reports have been made to WRC:

1. RC 112639 – Te Kuiti WWTP – Monthly Report for September 2016 (Doc A331048)
  - Compliance Achieved
2. RC 101753 – Te Kuiti Landfill – Leachate Monitoring (Doc A331838)
  - Compliance achieved
3. RC 124718 – Te Kuiti Landfill – Discharge to Land (Doc A332117)
  - Compliance achieved
4. RC 117290 – Piopio WWTP Effluent Discharge (Doc A332151)
  - Compliance was not achieved due to an E.Coli exceedence. This was due to the UV Transmissivity sensor fouling up and reporting incorrect readings to the lamp controller. This was immediately rectified and the lamps are working well again. This activity is also now placed on a stricter maintenance schedule and will be monitored.
5. RC 124718 – Te Kuiti Landfill – Leachate Monitoring in Groundwater (Doc A334629)
  - Compliance achieved
6. RC 116844 – Benneydale Water Supply – Surface Water Take (Doc A333259)
  - Compliance achieved
7. RC 112639 - Te Kuiti WWTP – Monthly Report for October 2016 (Doc A334143)
  - Total Suspended Solids exceeded the trigger limit, but overall compliance was achieved. The sand filters were undergoing maintenance work and were taken off line to repair and adjust the automatic sand cleaning mechanisms. Usually the clarifier would be able to remove most suspended solids, but heavy rain spells meant the usual manual chemical dosing settings were not appropriate for effective TSS removal.
8. RC 117290 – Piopio WWTP Effluent Discharge (Doc A 334245)
  - Compliance achieved
9. RC 101753 – Te Kuiti Landfill – Leachate Monitoring (Doc A332863)
  - Compliance achieved

4.4 Copies of these Compliance Reports can be made available at Council's request.

**Suggested Resolution**

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



KOBUS DU TOIT  
**GROUP MANAGER – ASSETS**

**Document No: A335924**

**Report To:**

**Council**



**Meeting Date: 29 November 2016**

**Subject: Progress Report: Solid Waste Activity**

## **1.0 Purpose of Report**

1.1 The purpose of this business paper is to brief Council on Solid Waste operations, maintenance and capital development activities. This business paper is set out under the following headings:

- 1.0 Purpose of Report
- 2.0 Local Government Responsibilities
- 3.0 Risk Considerations
- 4.0 Introduction
- 5.0 Background
- 6.0 Service Requests / Complaints
- 7.0 Te Kuiti

## **2.0 Local Government Responsibilities**

- 2.1 The Waste Minimisation Act 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 WDC is meeting its obligations under the 2008 Waste Minimisation Act and the Solid Waste (asset) Management and Minimisation Plan (SWaMMP), by providing a weekly Kerbside Refuse and Recyclables Collection Service and disposal thereof in parts of the district and Transfer station for the remainder of the district.

## **3.0 Risk Considerations**

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

## **4.0 Introduction**

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

## **5.0 Background**

- 5.1 Solid Waste Management is the combination of asset management, financial, engineering and technical practices to reduce and dispose of general refuse and the promotion of waste minimisation.

5.2 The Solid Waste Activity provides for education on waste minimisation, collection and separation of recyclables, and the disposal of residual waste to landfill.

### **5.3 Solid Waste Services**

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

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

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

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

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

3 **Street Side Recycling Stations** at -

- Waitomo Village
- Piopio
- Mokau
- Marokopa

### **5.5 Management of Solid Waste Services**

5.6 Collection Services (both Refuse and Recyclables) are carried out under contract. The present Contractor is Envirowaste.

5.7 Management of the refuse at **Te Kuiti Landfill** is carried out under contract. Envirowaste also holds this contract.

5.8 **Piopio Litter Bins** are serviced by WDC's Internal Services Unit on Mondays and Fridays.

5.9 **Te Kuiti and Waitomo Village Litter Bins** are serviced through WDC's Road Maintenance Contract.

5.10 **Mokau Litter Bins** are serviced under contract with a private person.

5.11 **Marokopa Litter Bins** are serviced by the Marokopa Community Trust under a long standing agreement with WDC.

5.12 **Benneydale Litter Bins** are serviced by the Council Transfer station operator.

## **6.0 Service Requests / Complaints**

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

- 6.2 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.
- 6.3 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2016/2017 include:

Description	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016
Kerbside Refuse not collected	1	1	2	2		
Landfill Complaint				2		
Transfer Station Complaint						
Litter Bins not being emptied	1			2		

- 6.4 On Friday 21 October 2016 a fire was noticed by Envirowaste at the Te Kuiti Landfill. The incident was reported to Council at the time of detection. The Te Kuiti Fire Service responded and put out the fire. However the seat of the fire was much deeper and flamed up several times over three days. The fire was extinguished completely on Sunday 23 October. Almost 5000 m<sup>3</sup> of rubbish were moved over this period to expose "hotspots" that could lead to further fires within the landfill.
- 6.5 Subsurface spontaneous fires are considered the most dangerous and difficult to detect and extinguish among landfill fires
- 6.6 There are several factors and or a combination of factors that lead to spontaneous combustion. These could be any of the following factors.
- delivery of undetected burning material;
  - delivery of highly flammable materials;
  - combination of reactive materials within the fill;
  - spontaneous combustion through aerobic decomposition;
  - malicious intent by site trespassers;
  - cigarette smoking; and/or
  - flammable debris on hot parts of equipment.
- 6.7 During the dugout and search for possible causes on the Friday, a melted lead cell battery was found that might have contributed to the start of the fire.

## **7.0 Te Kuiti**

- 7.1 The Waitomo District Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.
- 7.2 Revenue for the Landfill is trending downward as a direct result of reduced levels of waste being deposited.
- 7.3 Emissions Trading Scheme**
- 7.4 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.

- 7.5 Consideration should be given to forward purchasing NZU's for all of remaining consented volume.
- 7.6 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.

### 7.7 Landfill Volumes

7.8 Landfill Consented Volume: 232,000 Tonnes

Description	Tonnes Deposited July 2016	Tonnes Deposited Aug 2016	Tonnes Deposited Sept 2016	Tonnes Deposited Oct 2016	Tonnes Deposited Nov 2016	Tonnes Deposited Dec 2016
Deposited to Date	172,293.78	173,114	173,970	174823.41		
WDC Bags Collected	1.95	1.94	1.98	1.72		
Total over Weighbridge	806.91	890.68	933.01	912.02		
Less Diverted Recycle	-21.53	30.40	52.67	30.14		
Less Stock out Gate	-28.33	42.03	26.32	30.16		
Total To Landfill	759.00	820.19	856.00	853.44		
Tonnage Space Available	59,706.22	58,886.03	58030.03	57176.59		

### 7.9 Recyclables

7.10 Diverted recyclables = 30.14 tonnes

### 7.11 Capital Projects

Description	Estimate / Budget	Actual July 2016	Actual August 2016	Actual September 2016	Actual October 2016
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$25,650	\$0.00	\$0.00	\$ 5,000.00	\$ 5000.00
Recycling Shed	\$	\$	\$		0.00

### 7.12 Development of the Cell 3

7.13 Development of Cell 3 is largely complete with only some remedial work outstanding. A total of \$41,580.00 excl. GST has been retained for repairs. This was included as an addendum to the practical completion certificate. The contract is now in the retention period. The retention amount is \$37,704.97 excl. GST.

7.14 The final contract value for this project was \$720,971.17 excl. GST.

### 7.15 High Wall Shaping

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

### 7.17 Recycling Shed

7.18 In order to promote recycling and provide a customer friendly, all weather recycling service, a roof over the recycling area has been constructed.

7.19 This project has been completed and has been well received by the public utilising the facility.

## **Suggested Resolution**

The Progress Report: Solid Waste Activity be received.

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

KOBUS DU TOIT  
**GROUP MANAGER – ASSETS**

22 November 2016

<b>Document No: A335793</b>		<b>File No: 037/020/12B</b>	
<b>Report To:</b>	<b>Council</b>		
	<b>Meeting Date:</b>	<b>29 November 2016</b>	
	<b>Subject:</b>	<b>Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport</b>	
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 Year One (2015/2016) of the 2015-2025 Long Term Plan (LTP)
  - To establish a framework for monitoring the ongoing 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
  - 2 Local Government Act S.11a Considerations
  - 3 Risk Considerations
  - 4 Introduction
  - 5 Background
  - 6 Roading Subsidies
  - 7 2016/2017 Maintenance Expenditures Budget
  - 8 Road Safety Promotion
  - 9 2016/17 Operating Expenditure
  - 10 2016/17 Capital Expenditure
  - 11 Summary of Network Issues
  - 12 REG and the One Network Road Classification (ONRC)
  - 13 RATA (Road Asset Technical Accord)
  - 14 Streetlighting (LED)
  - 15 The Road Maintenance Contract – Progression Report

## 2 Local Government Act S.11a Considerations

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

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

### **3 Risk Considerations**

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

### **4 Introduction**

- 4.1 This business paper focuses on informing the Council on the operational and maintenance activities of the Roding division. 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
- 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 63% FAR rate) for works that meet agreed criteria via the Land Transport Programme.
- 6.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2016/17 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2012-22 LTP due to transfers from one budget to another as required.)

### **7 2016/2017 Maintenance Expenditures Budget**

- 7.1 The 2016/17 FY Maintenance budget is \$5,225,000 (excluding Loss on Asset Disposal) but including the total Road Safety Promotion budget of \$120,000 (The corresponding NZTA budget is \$130,000, which is the budget used for the current driver training program).

## 8 Road Safety Promotion

### 8.1 Introduction

8.2 Waitomo DC and Otorohanga DC are working together on this activity and share the allocated budget.

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

8.4 At present there is no Road Safety coordinator for the Waitomo District Council. The Road Safety Action Plan is **limited to the Driver License Training program**. Otorohanga District Council has obtained the temporary use of a Road Safety Coordinator for specific activities they were committed to.

### 8.5 Road Safety Funding

8.6 The Road Safety Promotion activity started out at a higher FAR-rate funding than the rest of the NZTA funding. It started at 100% and was reduced each year until from 1 July 2015 it is at the WDC standard FAR rate (63% for 2016/17, but changing each year if the FAR rate changes). It is noted that the ODC FAR rate is not the same as for WDC.

### 8.7 Future Situation

8.8 Because the changes in the FAR funding rate required a higher local share, it was deemed opportune to review the future delivery model options in order to fit a delivery solution to best match the needs of the communities in the two councils.

- The following considerations forms part of this review: To bring all the stakeholders, both agencies and our local community together in developing a delivery plan.
- To establish stronger governance arrangements in developing programmes and in overseeing delivery.
- Assess opportunities to deliver part of the promotion effort through local providers and to target our local youth in particular.
- Assess opportunities to use a grants funding arrangement to encourage both local community engagement and targeted grass roots delivery.

8.9 WDC and ODC have developed a 3-year program with a primary focus on young driver training outcomes.

8.10 The proposal was developed by a joint WDC and ODC team, assisted by Hillary Karaitiana - the Social Sector Trials manager and also the NZTA. The primary objective is to reduce road accidents by creating the best practice model for driving training in rural New Zealand towns. A Service Delivery Agreement has been signed between the Te Kuiti Community House, WDC and ODC.

8.11 **The Program is now ongoing and quarterly reports will be provided by Community House as the WDC Contractor.**

## 9 2016/17 Operating Expenditure

### 9.1 Budget Update

9.2 The over expenditure of some sub-categories in this Maintenance expenditure budget is balanced for by under expenditures on other Maintenance expenditure sub-categories. These budgets will have to be adjusted with the start of the next 3-Year GOP funding cycle.

DESCRIPTION OF SERVICE	CURRENT WDC BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Maintenance Expenditures (excluding Loss on Asset Disposal)	\$5,225,552	1,288,954	Expenditure to date = 32.4%
Road Safety Promotion 431 - 433	\$120,000	43,333	Currently under re-evaluation.
Emergency First Response 106 (GL = 730 31 715)	\$180,000	181,727	Works done under this category include trees blown down over roads and slips.
Environmental Maintenance 121	\$300,000	168,695	The NZTA has changed their criteria. Emergency Work, is now funded under this Environmental Category. Other work includes Hazardous Trees, Pest Plant Control, Mowing, etc.
Environmental Maintenance 121 For Stock Effluent Facility	\$30,000	1,662	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings	\$15,000	1,494	Kiwi Rail is involved.
RBU Unit Costs	\$719,440	228,437	Salaries, overheads and some consultant fees
Routine Drainage Maintenance 113	\$380,000	136,198	Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	\$1,400,000	511,043	Pre-reseal works and general sealed pavement maintenance.
Structures Maintenance 114	\$133,000	74,514	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	\$50,000	18,540	District wide maintenance of Signs and road furniture.
Street Lights Maintenance 122	\$320,000	86,500	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	129,419	Re-metalling of unsealed roads.
Asset Management Plans	\$0	-	As required every 3 <sup>rd</sup> year.
Minor events: NZTA Budget		-	
Administration Services for Roading	\$578,112	111,736	New item in budget.

**9.3 Spending and Budgeting Advisory**

- 9.4 In general, it is of note that the current budget falls within the 3-Year GOP budget grouping of 2015/16 to 2017/18. This means that the NZ Transport Agency allows flexibility in the budget so that funding can be carried over between the different financial years.
- 9.5 Due to the reasons explained above, the intention is that the balance of the 2015/16 budget for Road Safety Coordination will be carried over to the 2016/17 financial year.
- 9.6 The current budget for Emergency First Response is \$180,000 and we expect to spend up to about \$240,000 by the end of this financial year based on historic requirements.
- 9.7 Current budget for Environmental Maintenance is only \$300,000 and we expect to spend up to about 560,000 by the end of this financial year due to the reason that works that previously qualified under Emergency works, now has to be done under this category. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance and any available Emergency funds.
- 9.8 The current budget for Stock Effluent is \$30,000 and we expect to spend up to about \$45,000 by the end of this financial year due to the fact that more trucks are using this facility than anticipated. The Regional Council contributes a maximum of \$15,000 to this and NZTA pays the FAR rate on the full amount. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 9.9 The current budget for Level Crossings is \$15,000 and we expect to spend up to about \$27,000 by the end of this financial year due to Kiwirail costs for repairs which they pass on. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 9.10 The current budget for Routine Drainage Maintenance is \$380,000 and we expect to spend up to about \$395,000 by the end of this financial year due to having to do more culverts cleaning. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 9.11 The current budget for Sealed Pavement Maintenance is \$1,400,000 and we expect to spend up to about \$1,400,000 by the end of this financial year.
- 9.12 The current budget for Structures Maintenance is \$133,000 and we expect to spend up to about that amount on this activity by the end of this financial year.
- 9.13 The current budget for Street Lights is \$320,000 and we expect to spend up to about that amount on this activity by the end of this financial year.
- 9.14 The current budget for Unsealed Pavement Maintenance is \$1,000,000 and we expect to spend up to about \$800,000 by the end of this financial year due to this being rated as a lower maintenance priority to allow for a balance to be used to fund other higher priority maintenance categories.

## 10 2016/17 Capital Expenditure

- 10.1 The available Capital budget for 2016/17 is \$6,500,000 (including the budget of \$820,000 for Emergency Projects).
- 10.2 It should be noted that although 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.
- 10.3 The combined budget of \$345,000 for Minor Improvements is included here, but is noted that this is separately grouped under the NZTA budget. Also included, are the two budgets for the Maraeroa Road Seal Extension (\$505,000) and the Oparure Road Retaining Structure (\$380,000), but we have not received separate funding for these two projects from NZTA and unless that is received, these projects will have to be sharing NZTA FAR rate from other capital budgets. Carry over budgets may be available for this.
- 10.4 There are a number of mismatches between the WDC budget items compared with the NZTA categories. In some cases the NZTA has changed the description slightly or the budget is different. This has occurred due to the fact that the WDC budgets were finalised more than six months before NZTA finalised their budget.
- 10.5 The over expenditure of some sub-categories in this Capital expenditure budget is balanced for by under expenditures on other Capital expenditure sub-categories.
- 10.6 A separate report to Council serves to report progress details on the Major Capital Works projects. The Reseals Project has been delayed. Some work categories like Drainage Renewals, Traffic Services Renewals and Unsealed Road Metalling had also been delayed.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures (excluding Capitalisable Overheads)	\$6,500,000	469,629	Expenditure to date = 7.2%
Minor Safety Improvements 341	\$240,000	44,876	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc.
Preventative Maintenance 241	\$250,000	-	Oparure Retaining Walls: the investigation and design work was completed during this financial year and the construction work is planned to be phased over two years.
Associated Improvements for Renewals 231	\$80,000	-	In association with Rehabs or other projects.
Drainage Renewals 213	\$400,000	82,654	Upgrading of Network wide drainage issues.
Minor Improvements 341	\$105,000	-	In association with other projects.
Pavement Rehabilitation 214	\$1,400,000	1,708	The annual Pavement Rehabilitation Contract.
Sealed Road Surfacing 212	\$1,300,000	123,105	Now part of the new Maintenance Contract.
Structures Components Replacement 215	\$300,000	17,537	Annual replacing of structural bridge components on various bridges.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Traffic Services Renewals 222	\$120,000	14,175	Annual Traffic Signs replacement and the District wide Line.
Unsealed Road Metalling 211	\$600,000	183,432	Unsealed Road Metalling is done under the Maintenance Contract.
Emergency Reinstatements Projects 141	\$820,000	1,704	To be prioritised as they may happen.
Maraeroa Rd Seal Extension	\$505,000	438	New item in budget
Structures Maint - Oparure Rd Ret Wall	\$380,000	0.00-	New item in budget
		-	

## 11 Summary of Network Issues

- 11.1 Kawhia Harbour Road Slip Sites: - Thirteen Slip sites have been identified along this section of road. All but two of them consist of both Underslips/Washouts on the lagoon side and Fretting/Over slips on the opposite side. These sites have been inspected and measured up and prioritised. Mass concrete blocks have been installed along some sections of the over slip sites in order to reduce the effects of continuing fretting from the cutting side. Further sections will be completed over time as funding allows. This method is proving to be effective in reducing the problem of small rocks and stones landing on the road with risk to the traffic. A work programme has been compiled, subject to Consent approval from WRC and Iwi consultation and is reported under the Major Capital Works Report.
- 11.2 Extreme weather over the last few summers resulted in an increased expenditure on our unsealed roading network due to more frequent pavement repairs, lost aggregate and dust. This work is ongoing and is showing improvement in the general condition of unsealed roads.
- 11.3 Potentially hazardous trees are an issue. These are dealt with under the emergency reaction budget. Work is ongoing on a priority basis as it is identified.
- 11.4 The new Road pavement rehabilitation program is in the design and tender phase and further detail is reported under the Major Capital Works Report.
- 11.5 The Totoro Road pavement rehabilitation. Phase 1 was completed in 2014/15. Phase 2 was split in two separable portions, due to consent issues and budget considerations. This has now been resolved and both Separable Portion 1 (- between RP8,378 and RP9,800) and Separable Portion 2 (- between RP9,800 and RP11,316) is currently in the tender process as Tender Document 500/15/013, This work is reported under the Major Capital Works Report
- 11.6 The structural Bridge Maintenance Contract is underway.

## 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, meanwhile, is underway. WDC will need to consider the ONRC CLoS and performance measures when applied in the local context to the network, and assess current performance in relation to the REG provisional targets.

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 for managing all of the extra activities that is required by NZTA through the likes of REG. We are in the process to measure this additional time requirements.

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. 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.

## 12.10 **Assessment of Significance and Engagement**

12.11 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.

## 12.12 **Maintenance and renewing sealed pavements under ONRC**

12.13 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.

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

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

12.15 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 WDC is participating in the RATA Multi-Party Data Collection contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as two additional Services, namely Footpath Condition Rating and Traffic Counting.

13.3 The RAPT report (report on road maintenance and renewal practices across the region) was first made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation. A RAPT Tour was done on the 13 October 2016 with the intention to inspect our selection of roads identified for the upcoming Reseals programme and for the Pavement Rehabilitation programme. The discussions included a

review of the business case approach for the selected treatments. Some recent projects were visited to “showcase” good examples of how we dealt with specific challenges.

- 13.4 In February 2015 a Road Asset manager’s forum was formed under the auspices of RATA. The group is meeting once month to discuss RAMM, ONRC Transition Planning, ONRC Performance Measures (the Customer Outcome Measures, Technical Outcome Measures and Cost Efficiency Measures) and the Transition Plan. Monthly meetings are scheduled to share developments and learning about a range of topic including Seal age, ONRC, Forward Works Programmes, treatment selection decision making, Data use in asset management and RAMM.
- 13.5 WDC is participating in the RATA managed traffic counting program. This work is currently contracted to BECA. BECA has prepared program to include a list of specific sites that WDC requires to include quarry and logging sites.
- 13.6 The Business Case methodology, which the NZTA now requires the new Activity Management Plans to be prepared by mid-2017, is currently a main focus at RATA to develop understanding and best practice.
- 13.7 A new Multi-Party Funding Agreement for the next 3 Year is now in place.

## **14 Streetlighting (LED)**

- 14.1 NZTA see LED lighting as a major potential cost saver. Indications gleaned from industry information are that the expected savings are being realized more and more as technology rapidly advances and more experience with LED Streetlighting are being recorded. The whole argument is based on energy saving and lower maintenance costs for installations. Feedback from contractors indicates promising performance levels with 5 year maintenance free operations from LED installations already recorded
- 14.2 LED lights now have similar light intensity levels as the existing equipment and when correctly installed the electrical controls have shown to be quite robust and maintenance free for extended periods.
- 14.3 Most of the existing street light equipment in Waitomo is mounted on aging power poles, but the latest LED streetlight options could possibly utilize spacing and light fittings from existing lighting installations. Changing over to LED streetlights will not alter the requirements for pole renewal.
- 14.4 WDC will access NZTA subsidies to convert to LED street lighting. Technology has reached the point where LED Street lighting could be the better choice offering reduced energy consumption and proven maintenance savings. A business case has been prepared for the conversion subsidy offered.
- 14.5 The current Street Light Maintenance Contract was signed with Alf Downs. This document was prepared to also accommodate the LED Replacement project scheduled over the next five years and incorporates an adjustment to allow for the expected reduced maintenance cost requirement of LED lights.
- 14.6 At the moment the proposal is to start the first batch of LED replacements at one of the smaller towns in the District in order to optimize the maintenance savings by not having to pay for maintenance crews to go out to remote small villages to do maintenance repairs.

- 14.7 In order to finalise the decision on the specific type of LED luminaire to use, we are busy with a business case investigation, which will be reported to Council by end of November 2016.
- 14.8 The proposed upgrading to LED technology over the next five years is expected to reduce costs significantly, both through reduced electricity consumption and reduced maintenance requirements. Calculations indicated a payback of the initial expense of the conversion of about five years. NZTA offers various support packages to Councils to assist with the upgrades.
- 14.9 In order to access NZTA support, a business case will be developed. Power Solutions Limited (PSL) will develop a business case to identify costs and savings over a period of time appropriate for the project. PSL has experience with similar business cases for other Councils.
- 14.10 Through co-operation with the Waikato LASS Energy Management Programme (part of the Energy Efficiency and Conservation Authority Collaboration Agreement) WDC can access funding to offset a part of the cost.

## **15 The Road Maintenance Contract – Progression Report**

- 15.1 The new maintenance contract started on the 1<sup>st</sup> of October 2015 with the entered agreement between Inframax Contractors Limited and Waitomo District Council.
- 15.2 The maintenance contract has been divided into 24 maintenance zones. The zonal maintenance work to give an equal distribution of ratepayer funding to the entire roading network. This ensures that there is a measure of attention given to general maintenance of the entire network
- 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 will be drawn from 24 roading zones of approximately 40km each (sealed and unsealed) based on geographical sequence and asset planning data.
- 15.5 Full compliance with all the zonal requirements was not achieved (the target threshold performance scores for October and November were not met.) The main issues being the new zonal requirements for full compliance rather than the historical general physical works outcomes. The indication so far is that the new zonal format is resulting in an improving outcome on the whole.
- 15.6 The contractor term sits at the nine month mark (by end of June 2016) and the evaluation to assess progress and performance levels is ongoing. The new minimum performance level standards for the first four consecutive months have not been achieved. The technical performance in executing works is mostly acceptable, but an administrative issue such as late submission of programs and reports is a frustration. The start of the new form of contract (first six months period) was a settling in period for many new requirements and the first six months scores are not counted for the initial (Two years and six months) evaluation period. The target is a minimum average score of 400.
- 15.7 The Contractor has achieved an improved evaluation score over the last months. An average score of 400 over the next two and a half years will be required in order for the Contractor to qualify 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 issues are still to be improved on, for example the safety maintenance of paved sidewalks, the depth control maintenance of side drains, etc.

15.8 The monthly scores are as follows:

October 2015 .....	305	
November 2015 .....	315	
December 2015 .....	330	
January 2016 .....	325	
February 2016.....	355	
March 2016.....	385	
April 2016.....	400	
May 2016 .....	400	
June 2016.....	410	
July 2016.....	410	
August 2016 .....	360	<i>(The lower score was a direct outcome of the funding uncertainty during this period)</i>
September 2016.....	460	
October 2016 .....		being finalised

15.9 The NZTA/Broadspectrum has asked if the WDC Road Maintenance Contractor could maintain the Kerb and Channel, the Sumps/catchpits and lead pipes and sweeping on State Highways inside the urban areas of the Waitomo District on their behalf and then WDC invoice them accordingly. A price for this work was requested from ICL.

15.10 NZTA is also 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.

15.11 The Current Road Maintenance and Reseals Contract are coming to an end on the 28 February 2017. A new Road Maintenance and Reseals contract 2017-2020 is currently being procured including a once off 2016/17 Reseals contract.

**Suggested Resolution**

The Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport be received.



KOBUS DU TOIT  
**GROUP MANAGER – ASSETS**

October 2016

**Document No: A336089****Report To:****Council****Meeting Date: 28 November 2016****Subject: Motion to Exclude the Public for the Consideration of Council Business****Purpose of Report**

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

**Commentary**

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

**Suggested Resolutions**

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

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
1. Inframax Construction Limited – 2016 Annual General Meeting	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: 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)
3. Solid Waste Services Procurement	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
4. Contractual Issues: 12 Month Review	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

November 2016