

Document No: 378594**File No:** 037/042A**Report To: Council****Meeting Date:** 24 November 2015**Subject:** **Deputation: Otorohanga Kiwi House****Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that Jo Russell, Manager of Otorohanga Kiwi House will be in attendance at 9.00am to present to Council on activities at the Kiwi House.

Suggested Resolutions

The Deputation from Jo Russell of the Otorohanga Kiwi House be received.

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

November 2015

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON WEDNESDAY 28 OCTOBER 2015 AT 8.00AM

PRESENT: Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Phil Brodie and Allan Goddard

IN ATTENDANCE: Greg Tims (Greg Tims & Associates)
Kiri Goulter (Chief Executive, Hamilton Waikato Tourism)
Bill McMaster (Waikato Regional Council)
John Garvitch (New Zealand Transport Agency)
Richard Allen and Stuart Robinson (QVNZ)

Nigel McAdie (Partner at Le Pine & Co)
Stephen Bigwood (Consultant Planner of Bloxam Burnett & Oliver)

Mike Bain (Waitomo News)
Rachel Thomas (Waikato Times)

Chris Ryan, Chief Executive; Michelle Higgie, Executive Assistant (for part only); Helen Beever, Group Manager – Customer Services (for part only); Vibhuti Chopra, Group Manager – Corporate Services (for part only); Christiaan van Rooyen, Group Manager – Assets (for part only); John De Luca, Group Manager – Community Services (for part only);

1. Council Prayer	File 037/003
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2. Apologies	File 037/003
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Resolution

The apologies from Councillors Terry Davey, Lorrene Te Kanawa and Sue Smith be received and leave of absence granted.

Brodie/Goddard Carried

3. Declarations of Member Conflicts of Interest	File 037/051A
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No Declarations were made.

4. Motion to Exclude the Public for the consideration of:	File 037/043
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right

by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

Resolution

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
Contractual Issues: <ul style="list-style-type: none"> ▪ Setting of Key Performance Indicators for 2015/2016 ▪ 2014/2015 Annual Review ▪ Section 35 Review Considerations 	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Goddard/Whitaker Carried

1.	Resolution to Re-open Meeting to the Public	File 037/043
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Resolution

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

Whitaker/Brodie Carried

The meeting adjourned for morning tea at 10:25am and reconvened at 10:40am.

Greg Tims left the meeting at 10.40am.

Mike Bain of Waitomo News; Kiri Goulter, Chief Executive of Hamilton Waikato Tourism, the Group Manager – Customer Services and Executive Assistant entered the meeting at 10:40am

5. Deputation: Hamilton Waikato Tourism – Annual Report 2014/2015 and Waitomo District Council 2014/2015 Activity Report	File 400/180A
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Council received a Deputation from Kiri Goulter, Chief Executive of Hamilton and Waikato Tourism presenting the Hamilton Waikato Tourism Annual Report Executive Summary 2014/2015 and Waitomo District Council 2014/2015 Activity Report.

Kiri Goulter tabled further statistical information for consideration, gave a PowerPoint Presentation and answered Members' questions.

Mr Bill McMaster from the Waikato Regional Council and Mr John Garvitch, from the New Zealand Transport Agency entered the meeting at 11:16am.

Kiri Goulter and the Group Manager – Customer Services left the meeting at 11:19am.

Resolution

The Deputation from Hamilton and Waikato Tourism Limited be received.

Brodie/Goddard Carried

6. Deputation: Regional Transport Committee Speed Management Governance Group: Regional Speed Management	File 037/042A
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Council received a Deputation from Mr Bill McMaster from the Waikato Regional Council and Mr John Garvitch, Senior Safety Engineer from the New Zealand Transport Agency on the Regional Speed Management Plan work being undertaken by the Regional Transport Committee Speed Governance Group and seeking Council's support for the project.

Mayor Hanna took the opportunity to push for an answer from NZTA to reinstate Driver Licence Testing in Te Kuiti.

Rachel Thomas (Waikato Times) entered the meeting at 11:34am

Resolution

- 1 The Deputation from the Regional Transport Committee Speed Management Governance Group on the Regional Speed Management be received.
- 2 Council support in principle a Waikato Regional Transport Committee led regional approach to the Regional Speed Management Plan work being undertaken by the Regional Transport Committee Speed Governance Group.

Brodie/Goddard Carried

Bill McMaster and John Garvitch left the meeting at 11:45am.

Richard Allen, QVNZ Regional Manager Waikato/Bay of Plenty and Stuart Robinson, QVNZ Lead Valuer for the Waitomo District Valuations and the Group Manager – Corporate Services entered the meeting at 11:46am.

7. Deputation: Quotable Value New Zealand – File 130/008/2015 General Revaluation 2015 of Waitomo District

Council received a Deputation from Quotable Value New Zealand's Richard Allen, Regional Manager Waikato/Bay of Plenty and Stuart Robinson, Lead Valuer for the Waitomo District Valuations, providing an overview of the results of the 2015 General Revaluation of the Waitomo District.

Richard Allen, Stuart Robinson and the Group Manager – Corporate Services left the meeting at 12:11pm

Resolution

- 1 The business paper Deputation: Quotable Value New Zealand - General Revaluation 2015 of Waitomo District be received.
- 2 The Deputation from Quotable Value New Zealand - 2015 General Revaluation of Waitomo District be received.
- 3 The report from the Valuer General on his review of the general revaluation of the Waitomo District as at 1 September 2015, as undertaken by Quotable Value, be received.
- 4 Subject to the outcome(s) of the objections process, Council approve the 2015 District General Revaluation.

Whitaker/Brodie Carried

The meeting adjourned for lunch at 12:11pm and reconvened at 12:45pm

The Group Manager – Community Services, Group Manager – Customer Services and Environmental & Regulatory Services Leader entered the meeting at 12:45pm

8. Verbal Reports: Individual Councillor Roles and File 037/040A Responsibilities
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No verbal reports were made.

9. Confirmation of Minutes – 29 September 2015 File 037/040A

Resolution

The Minutes of the Waitomo District Council meeting of 29 September 2015 including the public excluded Minutes, be confirmed as a true and correct record.

Goddard/Brodie Carried

10. Dog Control Policy and Practices for the period 1 July 2014 to 30 June 2015	File 037/054A
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Council considered a business paper providing a report on the administration of Dog Control Policy and Practices for the period 1 July 2014 to 30 June 2015.

The Group Manager – Customer Services and Environmental & Regulatory Services Leader expanded verbally on the business paper and answered Members' questions.

Resolution

- 1 The business paper on Dog Control Policy and Practices Report for the 2014/2015 financial year be received.
- 2 The Waitomo Dog Control Policy and Practices Report for 2014/2015 be adopted pursuant to Section 10A of the Dog Control Act 1996.

Brodie/Goddard Carried

The Environmental & Regulatory Services Leader left the meeting at 12:55pm

11. Renaming and Rebranding of the Waitomo Arts & Cultural Centre	File 401/0588424200
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Council considered a business paper to discuss with Council options for implementation of the renaming and rebranding of the Waitomo Arts & Cultural Centre.

The Group Manager – Community Services tabled two Photoshopped pictures showing the proposed new signage for the Les Munro Centre.

Resolution

- 1 The business paper: Renaming and Rebranding of the Waitomo Arts & Cultural Centre be received.
- 2 Council approve the new signage proposal for the Les Munro Centre as tabled.

Whitaker/Goddard Carried

The Group Manager – Corporate Services entered the meeting at 1.00pm.

12. Quarterly Financial and Non Financial Report for the period ended 30 September 2015	File 100/018B
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Council considered a business paper presenting -

- The Financial Report for the period ended 30 September 2015
- Detail of non-financial performance of service performance (i.e. performance against key indicators) for the period to 30 September 2015

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

Resolution

The business paper on Quarterly Financial and Non Financial Report for the period ended 30 September 2015 be received.

Goddard/Whitaker Carried

13. Adoption of 2014/15 Draft Annual Report	File 037/013/2015AR
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Council considered a business paper presenting the Draft 2014/15 Annual Report for Council’s consideration and adoption.

The Mayor advised –

- Deloitte will be in attendance at 2.30pm to brief Council confidentially on the outcome of the audit process and to present the Audit Opinion
- Adoption of the Annual Report will be deferred until after Deloitte have made their Deputation and presented the Audit Opinion.

The Group Manager – assets entered the meeting at 1:20pm.

The Senior Management Team gave a PowerPoint Presentation highlighting the key highlights of each activity for the 2014/2015 year.

The Group Manager – Customer Services left the meeting at 1:25pm.

Few adjustments due to disclosure requirements i.e. moved things around, numbers did not change in any significant way.

Vote of thanks to the whole Senior Management Team for the huge effort through the 2014/2015 year to arrive at the result “astute management

Resolution

- 1 The business paper on 2014/15 Draft Annual Report be received.
- 2 The Chief Executive be delegated authority to ensure any formatting/grammatical changes and feedback is accurately reflected in the Final Annual Report prior to publication.
- 3 Adoption of the Annual Report be deferred until after Deloitte’s have presented the Audit Opinion later in this meeting.

Goddard/Brodie Carried

14. Motion to Exclude the Public for the consideration of:	File 037/043
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

Resolution

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1 Deputation: Le Pine & Co – Mokau Sands Ltd -v- Waitomo District Council – Resource Management Act Appeal	7(2)(h) Maintain legal professional privilege	48(1)(a)
2 Deputation: Deloitte – Presentation of Audit Opinion for 2014/2015 Annual Report	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3 King Country Hoiho Maniapoto Education Programme Proposal and Land Requirement	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 Progress Report: Waitomo Village Water and Wastewater Services - Current Position and Process Forward	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)
5 Progress Report: Te Kuiti Meat Processors Ltd – Trade Waste Charges	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)
6 Inframax Construction Limited – 2015 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)

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

Brodie/Goddard Carried

15. Resolution to Re-open Meeting to the Public	File 037/043
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Resolution

The meeting be re-opened to the public for adoption of the audited 2013/2014 Annual Report.

Goddard/Whitaker Carried

16. Adoption of 2014/15 Draft Annual Report continued	File 037/013/2015AR
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Resolution

- 1 The Deloitte "Report to Councillors" for the year ended 30 June 2015" be received.
- 2 The audited 2014/15 Annual Report be adopted.

Whitaker/Goddard Carried

There being no further business the meeting closed at 3.10pm

Dated this 24th day of November 2015.

BRIAN HANNA
MAYOR

Confidential

Confidential

Confidential

Confidential

Confidential

Confidential

Document No: 379114	File No: 335/004
Report To: Council	
	Meeting Date: 24 November 2015 Subject: Deliberation of Submissions to the Setting of Fees for functions under the Food Act 2014

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the analysis of submissions received in relation to the setting of fees under the Food Act 2014.

Background

- 2.1 The Food Act 2014 was enacted on 6 June 2014 as a result of the Food Bill receiving Royal Assent. The Act will eventually replace the Food Act 1981 and the Food Hygiene Regulations 1974 and is expected to improve the interface of the regulatory processes across food sectors.
- 2.2 The requirements of the Act will be phased in from March 2016 through to June 2019. Territorial Authorities will continue to perform a range of roles including registration, verification (audit / inspection), investigations, advice, monitoring and enforcement, with the Environmental Health Officer approved as a Verifier and Food Act Officer under the Act.
- 2.3 The new legislation recognises that each business is different. This means that a 'corner' dairy operator who reheats meat pies will not be treated in the same way as the meat pie manufacturer. These will be differentiated under two new categories:
- Food Control Plans for higher risk activities; and
 - National Programmes for lower risk food businesses.
- 2.4 Fees for functions in regard to the Food Act 2014 will eventually replace WDC's current fees. Until they transition to the Act, premises will be subject to WDC's current fees.
- 2.5 Council confirmed the draft Fees for functions under the Food Act 2014 on 29 September 2015 and approved the Statement of Proposal for public consultation.
- 2.6 Public consultation was carried out during the period 2 October 2015 to 2 November 2015. Three public submissions were received of which one was on behalf of 16 submitters.

Commentary

- 3.1 Of the three public submissions received, two Submitters requested to be heard in support of their submission.

- 3.2 One of the submissions consisted of a set of questions on how the Food Act will operate and how the submitter would be impacted by the new legislation. The other individual submitter raised concern with the high yearly licence fee under the current regime.
- 3.3 The submission on behalf of 16 business owners strongly objected to the proposed fees. The concern raised by these submitters is that the hourly rate (\$160) for all administration and verification activities including annual verification, reporting, non conformance visits, etc is too high. The submitters compared this fee to other service provider's fees such as plumbers, electricians and builders.
- 3.4 Section 205(1) of the Food Act enables Council, by resolution to fix fees to recover the direct and indirect costs of any registration, verification, compliance and monitoring functions performed under the Act.
- 3.5 Section 305(3) of the Act states that a territorial authority must not provide for the recovery of more than the reasonable costs incurred by the territorial authority in performing its functions.
- 3.6 Section 198(2) of the Act sets out the criteria that must be taken into account when considering fees to be charged. These are:
1. **Equity:** in that funding for a particular function, should generally, and to the extent practicable, be sourced from the users or beneficiaries of the relevant function, at a level commensurate with their use or benefit from the function.
 2. **Efficiency:** in that costs should generally be allocated and recovered in order to ensure maximum benefits are delivered at minimum cost.
 3. **Justifiability:** in that costs should be collected only to meet the actual and reasonable costs (including indirect costs) of the provision or exercise of the relevant function.
 4. **Transparency:** in that costs should be identified and allocated as closely as practicable in relation to tangible service provision for the recovery period in which the service is provided.
- 3.7 The current fees for the Environmental Health function (regulation of food premises is part of this function) are guided by Council's Revenue and Financing Policy (RFP) which states that 60% of costs are to be recovered from fees and charges, 20% from UAGC and 20% from the General Rate.
- 3.8 In proposing the new fees the criteria set out in s 198(2) were taken into account.
- 3.9 In regard to the equity criteria, full cost recovery from the users of the service/activity was considered; however, consideration was also given to the affect on food premise operators from an affordability perspective.
- 3.10 Funding considerations set out in the RFP were followed (stated in 3.7 above), being partial recovery from the direct beneficiaries (the users of the service) and the rest to be funded through the District Allocation (UAGC and General rate). This split takes into account the public health benefits accruing to the entire District from ensuring safe and hygienic food premises are maintained.

- 3.11 The proposed new fees, based on a combination of fixed fees or charges and fees based on an hourly rate were determined based on estimated time and costs to process registration, verification and compliance functions. The MPI fee structure was used as a guideline.
- 3.12 Following the hearings staff has further reviewed the hourly administration and verification fee.
- 3.13 There is some scope to reduce the administration and verification fee from \$160 to \$130 per hour. This reduction would however need to be closely monitored, particularly in year two of implementation to ensure WDC is meeting cost recovery obligations for this service in accordance with WDC's Revenue and Financing Policy.
- 3.14 The following table outlines amended proposed fees following the hearings:

Description	Proposed WDC Fees (incl GST)
All administration and verification activities including annual verification, reporting, non performance visits and any activity not specified in the schedule below.	\$130 per hour
Application for new registration of Template Food Control Plan	\$180
Application for renewal of registration of Template Food Control Plan	\$160
Application for amendment of registration of Template Food Control Plan	\$150
Voluntary suspension of Template Food Control Plan	\$85
Application for new registration of premises under a National Programme	\$120
Application for renewal of registration of premises under a National Programme	\$100
Voluntary suspension of National Programme	\$85
Issue of improvement notice, or review of an improvement notice	\$150 plus hourly rate after the first hour.
Application for statement of compliance.	\$150 plus hourly rate after the first hour.

- 3.15 Based on feedback received at the hearings, it is proposed that staff hold an informal information session with Licensees in the coming weeks to discuss the impact of the new Food Act and how the new fee structure will work.

Recommendation

- 4.1 It is recommended that the administration and verification fee be amended from \$160 per hour to \$130 per hour.

Suggested Resolutions

- 1 The business paper on Deliberation of Submissions to the Setting of Fees for Functions under the Food Act 2014 be received.
- 2 That the administration and verification fee be amended from \$160 to \$130 per hour.

ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

JO GREAD
POLICY PLANNER

November 2015

Attachment: Setting of Fees under the Food Act 2014 – Analysis of Submissions
 (Doc 379546)

Setting of Fees under the Food Act 2014 – Analysis of Submissions

Sub No	Submitter	Topic	Comment
001	Clare and Dave Harding (Whitebait Inn)	We can't give feedback when we don't know how the new Act and proposed fees will affect us.	<p>All operators of food businesses operating a general alcohol on licence, were written to by Waitomo District Council's Environmental Health Officer in June 2015 outlining the requirements of the Food Act 2014. A link was provided to the Ministry for Primary Industries (MPI) website where the template food control plan and the associated diary pages could be viewed and downloaded from. A fact sheet 'Food Act 2014 The Facts' published by MPI was enclosed with the letter.</p> <p>In essence the proposed fees will replace the existing charges for registration under the Food Hygiene Regulations 1974. There will be a registration fee to register your template Food Control Plan and a separate audit fee. Food businesses under the Food Act 2014 will no longer receive an inspection but instead will receive an audit. The auditor will assess an operators degree of implementation of the requirements of the food control plan and examine the completed records required. An operator who has a high level of understanding of the Food Control Plan and adheres to the record keeping requirements will result in less time been spent on site by the auditor and it therefore follows that less time will be spent on administration and following up on any non conformances resulting in a relatively lower audit fee, which is charged at an hourly rate. On the other hand a food business operator who fails to demonstrate he/she has an understanding of the Food Control Plan and/or where record keeping is limited resulting in corrective action requests been issued to the operator will result in a higher audit fee.</p>
		We are currently paying \$450 per year. Are the proposed fees on top of this?	The proposed fee structure is instead of this fee.
		Are we an "existing" or "new" applicant	An existing food business.
		We would like to know what training the Council will put in place for establishments to comply with the Act.	A training session is planned for March 2016. All existing food business operators required to make the transition to operating a template food control plan in 2016/2017 will be invited to attend.
		The Act could be interpreted in different ways; therefore training under different Councils will be imperative for establishments to comply.	The Act should be interpreted by all Councils in the same way. Officers from Waitomo District Council, along with officers from neighbouring, Councils attend regular meetings with representatives from the Ministry for Primary Industries on a regular basis so as to achieve a consistent approach.
		Will all food handling businesses be treated the same?	Some moderate risk food businesses, such as Dairies, will not be required to operate a Food Control Plan and will have to register a National Programme instead. Other food businesses, such as bed and breakfast establishments, are not required to come under either a Food Control Plan or National Programme but food safety and food standards will still apply to these businesses.
		Will there still be inspections with a pass or fail?	Audits will be carried out. The outcome of an audit is either an acceptable conformance or an unacceptable conformance.

Sub No	Submitter	Topic	Comment
		What certificate will be displayed?	We anticipate a certificate or a notice of approval will be issued but the official format has yet to be notified to us by MPI.
002	Shaan Ali (Te Kuiti Superette)	<p>The submitter does not prepare any food themselves, but only sells pre packed groceries, confectionaries, drinks etc.</p> <p>Concern that the \$450 yearly license fee is exorbitant and is totally against any further increases.</p>	<p>As the submitter does not prepare any food and only sells pre packed groceries they are part of the National Programme under the Food Act.</p> <p>The proposed fee for new registration of premises under a national programme is \$120, compared to \$450, however, MPI audit fees will also apply.</p>
003	<p>Multiple Owner Submission</p> <p>Hari Nahna Queen Street Dairy Debbie Cloke (Woolpress Café) Ngan Heng Pizza Zone Young Seafoods Raymond Dong (Golden Lantern) Tuok Taing BP 2Go Te Kuiti Nicki Waghorn (The Cat's Whiskers) Linare Ryan (Panorama Motor Inn) Ivan Haines (Caves Motor Inn) Sandra Jones (Riverside Lodge) Peter Jones (Riverside Lodge) Fish Town Takeaways Elvis Lim (Te Kuiti Bakery)</p>	<p>These owners were represented by Linare Ryan and Ivan Haines at the 10 November 2015 Council hearing.</p> <p>The concern raised by these submitters is that the hourly rate (\$160) for all administration and verification activities including annual audit, reporting, non-conformance visits is too high.</p> <p>The submitters compare this fee to other service providers e.g. plumber, electrician and builder fees and consider it to be double that of any other service provider to the food industry.</p> <p>The submitters request justification as to Councils costs and want to know how Council has reached such high fees.</p> <p>Food businesses are struggling to recover costs in the current market with excessive rates, sewer charges, waste charges and now also Fees under the Food Act.</p>	<p>Council has set the fees under the Food Act using a combination of fixed fees and fees charged on an hourly basis in line with MPI guidance. As this legislation is new, exactly how this will impact on food businesses is still uncertain. During the three year transition phase of the Food Act 2014 the fees and charges will be continually monitored by Council and amended if appropriate.</p> <p>Many of the charges are fixed fees rather than hourly rates, for example, applications for new registration of template food control plans. An example of where the hourly fees will be used is for businesses that will require a Food Control Plan. These business will be required to undergo an audit in the first year of implementation of the new scheme. The auditor will assess how the businesses have implemented the requirements of the Food Control Plan and examine the completed records. A business who has a high level of understanding of the Food Control Plan and adheres to the record keeping requirements will require less time to be spent on site by the auditor and therefore less time will be spent on administration and following up on any non conformances. This will result in a relatively lower audit fee, as the audit is charged at an hourly rate.</p> <p>On the other hand a food business operator who is not prepared for the audit and fails to demonstrate he/she has an understanding of the Food Control Plan and/or where their record keeping is limited, resulting in corrective action requests, will be subject to higher audit fee as more time will be required to undertake the audit.</p> <p>Discussion sessions are in the process of being arranged in close cooperation with Otorohanga and Waipa District Councils to provide training and share information regarding the Food Act 2014 with the different food businesses in the District. The objective of these sessions is to provide business owners with information that they need to prepare themselves for the audit process so that when the actual audit occurs, less time is required on site and with follow up by the auditor. This should, reduce the number of hours required by the auditor on site and on time required for additional administration and therefore the overall fee charged.</p> <p>The report includes a discussion on the scope to reduce the hourly rate.</p>

Document No: 379067v3**File No:** 306/001A**Report To: Council****Meeting Date:** 24 November 2015**Subject: Deliberations on Submissions – Dog Control Policy and Bylaw Review**

Purpose of Report

- 1.1 The purpose of this business paper is to present the analysis of the submissions received in relation to the review of the Dog Control Policy and Bylaw.

Local Government Act S.11A Considerations

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

Background

- 3.1 The Dog Control Policy and Bylaw have been the subject of a recent review. These documents are legislatively linked, therefore it was prudent that these two documents were reviewed and consulted on together.
- 3.2 Council discussed the draft Dog Control Policy and Bylaw under consideration at a workshop on 22 September 2015 and subsequently approved the amended policy and bylaw for public consultation at the Council meeting on 29 September 2015.
- 3.3 The draft Policy and Bylaw introduced a new education element which will be implemented combined with proactive enforcement. The proposal provides for additional dog exercise areas and new areas where dogs are prohibited. A new provision was also included which provided for neutering of dogs classed as menacing due to their breed and dogs repeatedly caught roaming.
- 3.4 During the consultation period two round table discussions were held between Councilors and members of the community. One during the day on 14 October 2015 at the Railway Building which was attended by 3 people and the other held in the evening on 21 October 2015, which had 8 attendees (notes attached).
- 3.5 A total of 32 submissions were received on the Dog Control Policy and Bylaw under review with 4 submitters requesting to be heard in support of their submissions. The submission form included a set of questions to seek specific feedback from the community on aspects of the proposed policy and bylaw.

Commentary

- 4.1 The consultation phase of the review of the bylaw and policy is intended to seek feedback from the community on the appropriateness or not of policy and bylaw provisions.
- 4.2 The significant number of submissions received and community members attending the two round table discussions on the policy and bylaw would appear to indicate that the community is actively involved and sharing their views in the appropriate manner on this topic.
- 4.3 Attached to and forming part of this business paper is a table which provides a summary of each submission and a discussion/response to the issues raised. This table will be updated post deliberations to incorporate the conclusions reached at this meeting, prior to responses being sent to submitters.
- 4.4 This report will now consider each of the questions included in the submission form in the order on the form, followed by any additional issues raised as part of the consultation process.

Question One

Dog Exercise Areas: Do you feel there are enough dog exercise areas in our District?

- 4.5 In response to this question on dog exercise areas, 16 people felt that there were enough dog exercise areas in our District, 11 felt there were not enough areas and 5 people did not provide an answer to this question.
- 4.6 A number of people who raised the lack of exercise areas as an issue had concerns about providing somewhere for the travelling public to exercise and water their dog while passing through our district.
- 4.7 Areas that were identified by submitters as potential new exercise areas for consideration were:
- Kara Park, Piopio,
 - Old BMX area (already included in the proposed policy/bylaw as Redwood Forest),
 - Both sides of the Mangaokewa River,
 - Brook Park,
 - Park areas away from playgrounds when not used by others, for example during the early evenings, and
 - Beaches.
- 4.8 The proposal from the community in relation to Kara Park applied mainly to making provision for the travelling public to have an area where they could stop with their dog.
- 4.9 Kara Park is included in the draft bylaw and policy currently as a prohibited area as it is heavily frequented by families and people having picnics. In order to effectively split the park in two and create a new dog exercise area fencing would need to be erected to safely separate dogs off the lead and families using the park.

- 4.10 As an alternative to creating a Dog Exercise Area at Kara Park an on-leash area could be considered as the concerns in relation to Kara Park related mainly to the needs of the travelling public. If part of the park was removed from the prohibited area people could stop in a designated area adjacent to the state highway and let their dog out on a lead. This should be sufficient for the dog to have a toilet stop and receive some exercise before travelling on, while not impacting on other users of the park. A suitable area where dogs could be exercised on the lead is outlined in red on the attached map as Appendix Two.
- 4.11 The eastern bank of the Mangaokewa River between Lawrence Street and the Te Kuiti Bowling Club is designated as a Dog Exercise Area in our current bylaw and in the draft bylaw. Some submitters have recommended that Council consider both sides of the river as dog exercise areas. However, there are some issues with this suggestion due to the close proximity of the road on parts of the eastern side and the fact that some properties on the western side of the river are not fenced.
- 4.12 Options for the Council to consider in terms of the Mangaokewa River are:
- Both sides of the river along the whole length are classified as dog exercise areas, or
 - Retain the status quo and only have the eastern bank of the Mangaokewa River between Lawrence Street and the Te Kuiti Bowling Club designated as a dog exercise area and the remaining areas are on leash areas, or
 - Both sides of the length of the Mangaokewa River are on leash areas.
- 4.13 Brook Park has been suggested by a submitter as a Dog Exercise Area. It is currently designated as an on-leash area as the park is frequented by families and small children. Stock are also often grazed in this area, which also it makes unsuitable for dogs off the lead.
- 4.14 The suggestion to allow park areas away from playgrounds as dog exercise areas when not used by others, for example, during the early evenings would provide additional areas for dogs to be exercised off the lead. However, this would be difficult to control and during the summer months in the early evenings, these parks are still likely to be frequented by families making the most of longer days.
- 4.15 It has been proposed by one submitter that dogs be permitted on beaches without being on a leash if under responsible control. Another submitter under the prohibited areas commented that dogs should be allowed at the Flower Pot Mokau before 9am and 5pm. It was not clear from this submission whether the proposal in relation to the Flower Pot related to the dog being on or off the lead.
- 4.16 The Dog Control Bylaw is linked to the Public Amenities Bylaw. The Public Amenities Bylaw states that:
- No person shall take any dog or allow any dog in his/her custody to be on any beach except as permitted by the current Waitomo District Council Dog Control Policy and Bylaw.*
- 4.17 In the current Dog Control Bylaw and proposed Bylaw, beaches are not included as dog exercise areas. Beaches by default are designated as on leash areas, with the exception of the Mokau Flower Pot which is a prohibited area. Both the current and the proposed bylaw makes special provision for a dog to be removed from a beach if the presence of the dog is considered likely to cause annoyance, inconvenience, danger or be hazardous to the health of the public.

- 4.18 Despite the provision in our current bylaw, dogs are currently, and have been for some time, exercised on our beaches off the lead. This practice has not caused any problems to date. The beaches in our district are large areas with lots of space to accommodate a number of uses by dogs, families and other users.
- 4.19 There is one area at Mokau from the bridge on State Highway 3 to the river mouth (adjacent to the Flower Pot) that has the potential to be an issue, see attached map as Appendix Three. This area is heavily frequented by families with young children as it is an ideal location for young swimmers. This area may be more appropriate as an area where dogs should be kept on a lead.
- 4.20 It should be noted that other districts that have more people on their beaches allow dogs to be either off lead, off lead in certain areas or at certain times, for example, Auckland, Tauranga, Waihi and Whangamata.
- 4.21 The options for Council to consider in relation to dogs on beaches (excluding the Flower Pot Mokau) are:
- Continue with its current policy position, which is to allow dogs on beaches on leads;
 - Allow all beaches to be off lead areas provided dogs are kept under control and droppings collected (current practice);
 - Allow all beaches to be off lead areas provided dogs are kept under control and droppings collected with the exception of the area at Mokau from the bridge on Stage Highway 3 to the river mouth, which will remain an on-lead area.
- 4.22 In relation to dog exercise areas, the issue of fencing was also raised. It was advised that in Australia there are fully fenced parks which helps to socialize dogs in the community. Dogs that are good at interacting are allowed to run free, otherwise they are kept on a leash. Any fencing of dog exercise areas would need to be included as part of the annual budgetary setting process as there are no funds set aside for this at present.

Question Two

Do you agree with the areas that have been identified as prohibited dog areas in our District?

- 4.23 In response to the question about the proposed dog prohibited areas, 15 people agreed with the areas that were identified as prohibited and 10 did not agree and 7 people did not answer this question.
- 4.24 Some of the submitters that felt we had too many prohibited areas thought we should be doing more to encourage families to go to the park with their dog on a lead as this was good exercise or that we should make provision for the travelling public to be able to walk their dog on a lead in these areas.
- 4.25 The following are areas designated in the proposed policy/bylaw as prohibited areas where people thought WDC should allow dogs:
- Kara Park;
 - Cemeteries (so people can take their pet to visit a deceased family member);
 - Te Kuiti town centre around the picnic tables;

- Railway side of Rora Street; and
 - Flower Pot Mokau before 9am and after 5pm.
- 4.26 In determining the location of prohibited areas, WDC needs to balance the needs of dog owners against the needs of other people using busy public places, particularly with young children.
- 4.27 The potential for part of Kara Park to be removed from the list of prohibited areas is discussed under Question One.
- 4.28 Cemeteries are not included in the list of prohibited areas in the current bylaw and policy. This was a new proposal in the draft policy/bylaw. Council may wish to revert to the status quo position, which would be to allow dogs in cemeteries as long as they were on a lead. This would allow people to take their pet to visit a deceased family member.
- 4.29 A number of submitters raised the issue of having somewhere in Te Kuiti township where people passing through the district could stop to let their dog out. In response to this there is a proposal to reduce the prohibited area in the Te Kuiti CBD to allow dogs on a lead on the railway line side of Rora Street from, but not including, the Japanese Gardens, to the current CAB buildings as well as on the railway line side of Rora Street in the area opposite the Warehouse at the northern end of town to Ward Street. The reduced prohibited area in the Te Kuiti township for consideration is shown on the map attached as Appendix One.
- 4.30 Council may wish to consider allowing dogs at the Flower Pot Mokau before 9am and after 5pm in response to this submission. Some other coastal locations in other districts do allow this, however, enforcement could be an issue.

Question Three

Dogs on Leashes: Dogs must be on a leash at all times when in a public area (unless in a designated dog exercise area). Do you agree with this?

- 4.31 The majority of submitters supported Council's approach, with 23 submitters agreeing with Council that dogs should be on a leash at all times when in a public area.
- 4.32 There were a few submitters that felt that as long as dogs stayed by their owner's side they did not need to be on a leash, however, the issue is that owners have varying degrees of control over their dogs.
- 4.33 One submitter thought that dogs should be on a leash even in a dog exercise area because of the issues caused with roaming out of control dogs.

Question Four

Education: Council is proposing to introduce a new education element in the dog control policy in order to drive and promote responsible dog ownership. This will include the distribution of easy to read information leaflets, education programmes and school visits. Do you think this type of information programmes would be useful to the community?

- 4.34 The majority of submitters supported Council's approach, with 21 submitters agreeing that the distribution of easy to read information leaflets, education programmes and school visits would be useful to the community.

- 4.35 Of those submitters who raised concern with the Council's new education approach, this related mainly to the belief that those that really need to read the information would not be interested. It needs to be recognised that some people are more receptive to education initiatives than others. However, WDC have already seen behavioural changes as a result of its current education initiatives and believes there is real benefit on continuing and promoting this aspect of our policy.

Question Five

Number of Dogs: We allow no more than two dogs to be kept on urban properties unless a permit is obtained. Do you agree with this?

- 4.36 There was one submitter who considered that there should only be one dog per property before a permit is required. The majority of submitters, 27, supported Council's approach to only allowing no more than two dogs to be kept on an urban property unless a permit is obtained.

Question Six

Nuisances: Every dog owner is required to take all steps possible to stop their dog from being a nuisance (e.g. roaming, behaviour). Dogs must also be housed in conditions that do not create health or nuisance issues for dogs or people. Do you have any comments on managing nuisance dogs?

- 4.37 A number of comments were received on nuisance dogs. The majority of the comments concerned:
- Roaming dogs;
 - De-sexing of roaming dogs;
 - Need for education to manage the problem; and
 - Fines and the ability to seize and destroy nuisance dogs.
- 4.38 WDC is aware that roaming dogs are a problem in parts of our district. As part of a proactive enforcement approach WDC intends to focus on this issue. This will involve working to identify 'hot spots' in the district for roaming dogs and increasing our monitoring in these areas.
- 4.39 In response to roaming dogs, Council already has powers under the Dog Control Act 1996 to seize a dog that is found roaming. This power can be exercised as and when required. The proposed policy and bylaw adds an additional deterrent for roaming dog owners by including a provision which allows the Council to have a dog neutered which has not been kept under control on two or more occasions.
- 4.40 There is no provision in the Dog Control Act 1996 to require roaming dogs to be de-sexed. Council is only able to require menacing or dangerous dogs to be de-sexed under the legislation.
- 4.41 The introduction of the education element of the policy will better enable WDC to manage the problem of nuisance dogs. Council staff will undertake education initiatives with dog owners to enhance the knowledge and skill of dog owners on the care and control of dogs, with a particular focus on the owners of dogs with behavioural issues.

- 4.42 The Dog Control Act 1996 makes provision for fines and seizure of dogs in a variety of circumstances, such as when a dog is found roaming on private land without the consent of the land owner or occupier or the dog is not under the direct control of a person. There are powers available under the legislation for Council to use when required in relation to nuisance dogs.

Question Seven

Menacing and Dangerous Dogs: WDC is proposing that all dogs classified as menacing are neutered, including those that move to the Waitomo District. It is also proposed that Council's Chief Executive can require owners to neuter their dog that has not been kept under control on two or more occasions in a 12 month period. Do you agree with this?

- 4.43 Twenty submitters supported Council's proposal in relation to menacing and dangerous dogs and 8 did not agree with the approach.
- 4.44 A number of submitters did not agree with the Council introducing compulsory neutering of menacing dogs based on breed. They thought that the decision to neuter should be on a case by case basis and not simply determined on breed.
- 4.45 Amongst the submitters there appeared to be a lack of understanding as to which breeds were classified as menacing under the Dog Control Act. Some thought breeds such as Labrador and Rottweiler's were considered menacing. The Act currently limits the menacing breed provision to any dogs who belong wholly or predominately to the following breeds:
- Brazilian Fila
 - Dogo Argentino
 - Japanese Tosa
 - Perro de Presa Canario
 - American Pit Bull Terrier.
- 4.46 There is an objection process to the classification of menacing due to breed, however, it should be noted that this objection process applies to the menacing by breed classification not the requirement to have the dog neutered.
- 4.47 Some submitters thought that dangerous and menacing dogs should be banned completely. However, Council is not able to completely ban menacing or dangerous dogs in its bylaw or policy, but is only able to rely on the provisions in the Dog Control Act 1996 to control their behaviour as far as possible.
- 4.48 The opposition to Council's approach focused on not making an assessment of the need for neutering a menacing dog simply on breed. There were many supporters who favored Council taking a hard line against menacing and dangerous dogs and those dogs that are found uncontrolled on two or more occasions in a 12 month period.
- 4.49 Council could proceed with the approach in the draft bylaw/policy which is to require neutering of all menacing dogs (including those classified as menacing due to breed) as well as have the option to require those dogs that are found uncontrolled on two or more occasions in a 12 month period to be neutered. Alternatively Council may wish to reconsider the proposal that all menacing dogs by breed are neutered.

Other Issues Raised

- 4.50 A suggestion was made that all farm working dogs should be exempt from paying a registration fee and pay a small administration fee. The fee for a rural dog (\$37) is currently just under quarter that of the basic dog registration fee (\$156). Dog registration fees are set annually as part of Council's fees and charges process.
- 4.51 The public also raised the issue of free poo bags. However, this is not something WDC currently budgets to provide.

Next Steps

- 4.52 Following deliberation of submissions any amendments will be made to the Dog Control Policy and Bylaw with the amended policy and bylaw then presented to Council for adoption on 15 December 2015.

<h3>Suggested Resolutions</h3>

- 1 The business paper on Deliberations on Submissions – Dog Control Policy and Bylaw Review be received.
- 2 If required, changes to the Dog Control Policy and Bylaw, be made following deliberations on submissions.

ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

JO GREAD
POLICY PLANNER

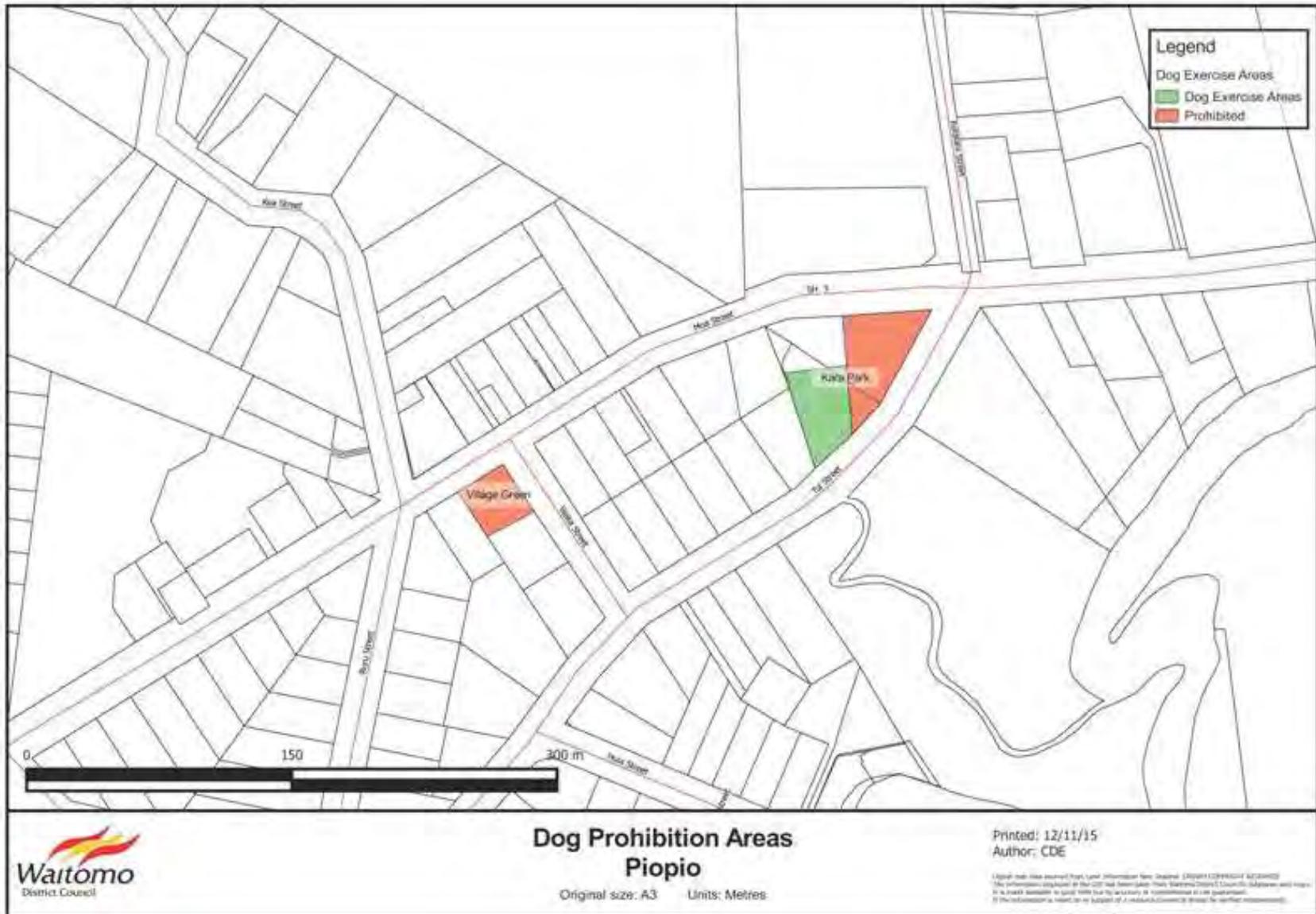
November 2015

Attachment: 1 Analysis of Submissions (Doc 379068)

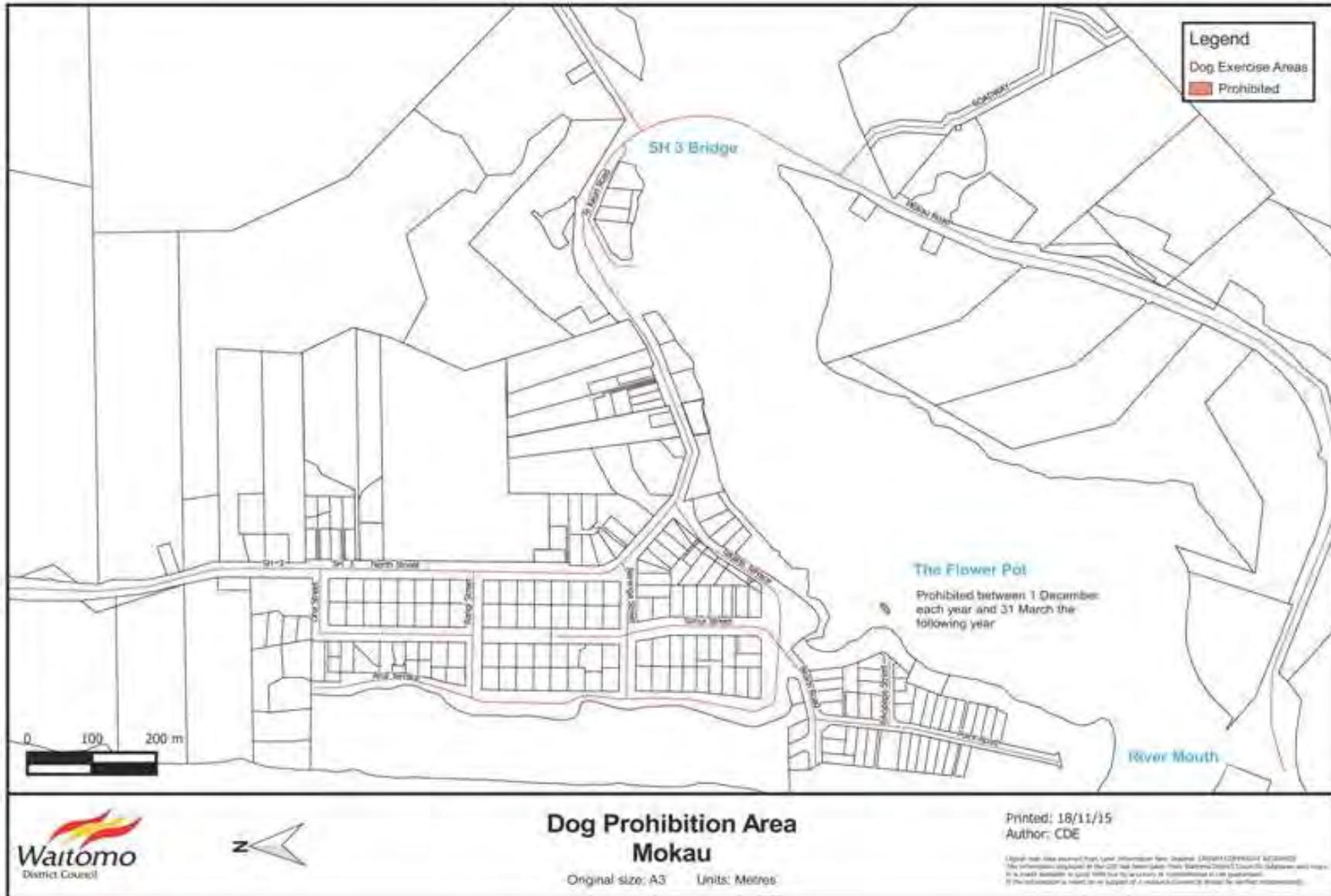
Appendix One



Appendix Two



Appendix Three



2015 Dog Control Policy and Bylaw Review – Analysis of Submissions

Sub No	Submitter	Topic No	Topic	Comment
001	John Thom	1	Dog Exercise Areas: Is the Mangaokewa River and Mangaokewa Reserve considered to be dog exercise areas?	Mangaokewa Scenic Reserve and the eastern bank of the Mangaokewa River between Lawrence Street and the Te Kuiti Bowling Club are currently proposed as Dog Exercise Areas.
		2	Prohibited Areas What areas are left to exercise in?	In the draft bylaw and policy, the following Dog Exercise Areas are proposed: <ul style="list-style-type: none"> • The eastern bank of the Mangaokewa River between Lawrence Street and the Te Kuiti Bowling Club, • Ward Street Reserve, • Mangaokewa Scenic Reserve, and • The reserve adjacent to Redwood Forest. In determining the location of Dog Exercise Areas, the needs of dog owners (who have varying degrees of control over their dogs) must be balanced against the needs of other people using busy public places, particularly with young children.
		3	Dogs on Leashes	Supports recommendation
		4	Education	Supports recommendation
		5	Number of Dogs	Supports recommendation
		6	Nuisances: Does not like roaming dogs. In the case of roaming dogs the owner is the problem and not the dog.	The new emphasis on education of dog owners will assist with the problem of roaming dogs.
		7	Menacing and Dangerous Dogs: Agrees with neutering menacing and dangerous dogs. Pit bulls and the like need outlawing.	Council adopted a strict approach to menacing and dangerous dogs in the draft bylaw and policy.
002	Tony Buckman	1	Dog Exercise Areas: Concerned about the lack of dog exercise areas generally, and in particular Piopio and believes that exercise areas should be provided for the travelling public to use.	In the draft dog policy and bylaw there were no dog exercise areas proposed in Piopio. Several submitters have raised this as a concern. The report includes a discussion on the use of Kara Park.
		2	Prohibited Areas: Unaware of the ownership status of the Village Green in Piopio and therefore question whether or not Council can prohibit dogs from this area.	The Village Green is WDC owned and dogs are prohibited in this area in the draft bylaw and policy.

Sub No	Submitter	Topic No	Topic	Comment
		3	Dogs on Leashes: Dog owners should be allowed to take greater responsibility for whether their dog is on a lead or not. Concerned about the lack of dog exercise areas and places for the travelling public to exercise their dogs.	In deciding upon Dog Exercise Areas and areas where dogs are required to be on a leash, the needs of dog owners (who have varying degrees of control over their dogs) must be balanced against the needs of other people using busy public places, particularly with young children. A number of submissions raised concern regarding the lack of dog exercise areas. The options for further areas are discussed in the report.
		4	Education	Supports recommendation
		5	Number of Dogs	Supports recommendation
		6	Nuisances	No Comment
		7	Menacing and Dangerous Dogs	Supports recommendation
003	Sandra Squier	1	Dog Exercise Areas	Supports recommendation
		2	Prohibited Areas	Supports recommendation
		3	Dogs on Leashes	Supports recommendation
		4	Education: Good initiative	Supports recommendation
		5	Number of Dogs: Must be enforced	Council inspects all dog owner's properties at least once a year. During these inspections the Animal Control Officer checks the number of dogs kept on the property and requires an owner to take action if they are keeping too many dogs on a premises located in an urban area without a permit or are in breach of any of their permit conditions.
		6	Nuisance: Expectation of adequate fencing if roaming persists.	The Council encourages fencing or alternative means of keeping dogs on the property at all times, by offering discounts on dog registration fees, if owners meet fencing and other criteria.
		7	Menacing and Dangerous Dogs: Strongly agrees with the position adopted in the draft policy and bylaw regarding the neutering of dogs. Comments that WDC is taking huge steps to improve animal control in the Waitomo Area.	
004	Susan O'Halloran		Supports all recommendations	

Sub No	Submitter	Topic No	Topic	Comment
005	S Van Houtte	1	Dog Exercise Areas: Concern that people who travel with their dogs are stopping to let their dogs out for toilet stops outside farm gateways/driveways as there are not enough designated dog areas.	A number of submissions raised concern regarding the lack of dog exercise areas. The options for further Dog Exercise Areas are discussed in the report.
		2	Prohibited Areas: Concern raised that dogs need to be able to access the vets/SPCA/Stock yards/trucking firms.	The Bylaw allows dogs to be in the prohibited area in the Central Business District of Te Kuiti if they are: <ul style="list-style-type: none"> • Attending a vet clinic in the area, • If the dog is contained within or on any vehicle and is securely confined within or on that vehicle so as not to constitute a nuisance or endanger any person. Stock yards, trucking firms and vets in Piopio are not located within proposed prohibited areas. The SPCA in Te Kuiti only takes cats now so this should not be an issue.
		3	Dogs on Leashes	Supports recommendation
		4	Education: Does not agree with the education drive as most people who deliberately don't heed the current rules/regulations, either just don't care/or believe that those regulations don't apply to them for whatever reason.	It is acknowledged that some people are more receptive to education initiatives than others. However, WDC have already seen behavioural changes as a result of its current education initiatives and believes there is real benefit in continuing and promoting this aspect of our policy.
		5	Number of Dogs	Supports recommendation
		6	Nuisances: Roaming dogs is a cause for concern to traffic, kids and farm stock.	The Council already has powers under the Dog Control Act 1996 to seize a dog that is found roaming on private land without the consent of the owner or in any public place in contravention of our bylaw. The proposed policy and bylaw adds an additional deterrent for roaming dog owners by including a provision which allows the Council to have a dog neutered which has not been kept under control on two or more occasions.

Sub No	Submitter	Topic No	Topic	Comment
		7	<p>Menacing and Dangerous Dogs neutering: This should be done on a case by case basis and not on breed.</p>	<p>In the draft bylaw and policy those dogs which are classified as menacing due to their breed under the Dog Control Act 1996 are required to be neutered. The Act currently only identifies dogs who belong wholly or predominately to the following breeds as menacing due to breed:</p> <ul style="list-style-type: none"> • Brazilian Fila, • Dogo Argentino, • Japanese Tosa, • Perro de Presa Canario, or • American Pit Bull Terrier. <p>Please note that there is an objection process to the classification for owners when a dog is classified as menacing due to their breed.</p> <p>Further discussion on neutering of menacing and dangerous dogs is included in the report.</p>
006	Tracy Neal	1	Dog Exercise Areas	Supports recommendation
		2	<p>Prohibited Areas: Suggested a section of Kara Park (possibly fenced) be a dog exercise area for travelers to exercise and water their dogs.</p>	<p>In the draft dog policy and bylaw there were no dog exercise areas proposed in Piopio. Several submitters have raised this as a concern.</p> <p>The options for further dog exercise areas are discussed in the report.</p>
		3	Dogs on Leashes	Supports recommendation
		4	<p>Education: Suggested education to start with school children.</p>	Special educational sessions with school children are planned for the year ahead.
		5	Number of Dogs	Supports recommendation
		6	<p>Nuisances: Roaming dogs are a problem – more frequent patrols and seizing of dogs in Piopio are suggested, for example Kaka street.</p>	<p>The Council already has powers under the Dog Control Act 1996 to seize a dog that is found roaming on private land without the consent of the land owner or occupier or in any public place in contravention of our bylaw. The proposed policy and bylaw adds an additional deterrent for roaming dog owners by including a provision which allows the Council to have a dog neutered which has not been kept under control on two or more occasions.</p> <p>Council plans to enhance its monitoring of roaming dogs. This will focus on particular hot spots. If Piopio is an issue it would assist WDC if the community reported incidents of roaming to increase our knowledge of the problems occurring in Piopio.</p>
		7	Menacing and Dangerous Dogs	Supports recommendation
007	Anna Martyn	1	Dog Exercise Area's	Supports recommendation
		2	Prohibited Areas	Supports recommendation

Sub No	Submitter	Topic No	Topic	Comment
		3	Dog's on Leashes	Supports recommendation
		4	Education: Needs to be hands on training and not information to read only.	Hands on training sessions will be carried out as well as the supply of educational information booklets.
		5	Number of Dogs	Supports recommendation
		6	Nuisances: Nuisance dogs could possibly be de-sexed as well. Consideration should also be given to looking at bitches with unwanted litters.	<p>The Dog Control Act 1996 specifically makes provision for Councils to make bylaws and policies in relation to neutering of menacing dogs.</p> <p>The Council can classify a dog as menacing if it considers that it may pose a threat to any person, stock, poultry, domestic animal, or protected wildlife because of –</p> <ul style="list-style-type: none"> • Any observed or reported behaviour of the dog, or • Any characteristics typically associated with the dog's breed or type. <p>It is possible that some dogs that may well be considered more a 'nuisance' than 'menacing' will be caught by the definition of menacing and can be dealt with appropriately under this provision. A 'nuisance' dog may also fall into the category of dogs that can be required to be neutered when the owner has not kept that dog under control on two or more occasions in a 12 month period.</p> <p>Council currently addresses the issue of unwanted litters of puppies via education and reduced registration if neutered.</p>
		7	Menacing and Dangerous Dogs: Supports the approach in the draft policy and bylaw but comments that it will be hard to enforce.	<p>The Dog Control Act 1996 provides a number of tools to use if an owner of a dog does not comply with a Council notice requiring them to neuter their dog.</p> <p>In the case of a dog classified as dangerous, this can result in a fine of up to \$3,000 and unless exceptional circumstances apply, the dog will be destroyed by order of the Court. If the dog is classified as menacing, failure to comply with the notice can result in a fine of up to \$3,000 and the dog can be seized and removed from its owner. The dog will remain in custody of the dog control officer until the officer is satisfied that the owner will comply with the notice or the dog is disposed of.</p>

Sub No	Submitter	Topic No	Topic	Comment
008	Tenielle Brown	1	<p>Dog Exercise Areas:</p> <p>Should be fenced off with notification that it is a Dog Exercise Area and suggests an affordable entry fee charged.</p> <p>Australia have nice fully fenced parks where if dogs were good at interacting with other dogs they were allowed to run free, otherwise they were kept on a leash.</p> <p>Supports the old BMX area as a good spot for a Dog Exercise Area.</p>	<p>All Dog Exercise Areas will be signposted.</p> <p>The fencing of Dog Exercise Areas would need to be considered as part of the annual budgetary process as no funds are currently allocated. Collecting an entry fee would be difficult as Council would need to rely on an honesty box and this could also deter the use of the facility by some. We want to encourage all dog owners to use the Dog Exercise Areas when exercising their dogs in public places off the lead.</p> <p>Old BMX area is included as a Dog Exercise Area in the draft policy and bylaw (called Redwood Forest).</p>
		2	Prohibited Areas	Supports recommendation
		3	Dogs on Leashes	Supports recommendation
		4	<p>Education:</p> <p>Feels cost could be a barrier.</p>	There are no charges for education initiatives undertaken by Council staff, so this service is accessible by all.
		5	Number of Dogs	Supports recommendation
		6	<p>Nuisance:</p> <p>Obedience training and health care classes should be made available to manage nuisance dogs.</p>	<p>Council has introduced in the draft Dog Policy a new education element.</p> <p>Council staff will undertake education initiatives with dog owners to enhance the knowledge and skill of dog owners on the care and control of dogs, with a particular focus on the owners of dogs with behavioural issues.</p>
		7	<p>Menacing and Dangerous Dogs:</p> <p>Does not agree with position in policy/bylaw – believes it comes back on the owner themselves and not on the breed (but menacing dogs that become nuisances should be put down).</p> <p>Responsible owner of a pit bull which has never attacked anyone. Does not want to breed dogs, but would prefer not to have her dog neutered.</p>	<p>In the draft bylaw and policy those dogs which are classified as menacing due to their breed under the Dog Control Act 1996 are required to be neutered. The Act currently only classifies dogs who belong wholly or predominately to the following breeds as menacing due to breed:</p> <ul style="list-style-type: none"> • Brazilian Fila, • Dogo Argentino, • Japanese Tosa, • Perro de Presa Canario, or • American Pit Bull Terrier. <p>Please note that there is an objection process to the classification for owners when a dog is classified as menacing due to their breed.</p> <p>Further discussion on neutering of dangerous and menacing dogs is included in the report.</p> <p>Under the Dog Control Act 1996 Council is only able to destroy a dog because it is menacing if the owner does not comply with the Council's requirement to have the dog neutered or if they allow the dog to be at</p>

Sub No	Submitter	Topic No	Topic	Comment
				large in a public place without being muzzled or confined in a vehicle or cage. The Council must give notice to the owner of the intention to put the dog down and give the owner a right to appeal. Menacing dogs may commit other offences under the Dog Control Act 1996 which can result in destruction, such as the running at large amongst stock or poultry, attacking any person or protected wildlife and causing serious injury or rushing at a vehicle in a manner which is likely to cause injury.
009	Carien du Toit	1	Dog Exercise Area's	Supports recommendation
		2	Prohibited Areas	No answer provided
		3	Dog's on Leashes	Supports recommendation
		4	Education: Special education on the effect on a dog which is chained all day is required.	The impact on chaining dogs all day will be addressed as part of Council's education initiatives.
		5	Number of Dogs	Supports recommendation
		6	Nuisances: Chained dogs bark a lot and should be addressed as part of the education programme.	The impact on chaining dogs all day will be addressed as part of Council's education initiatives.
		7	Menacing and Dangerous Dogs:	Supports recommendation
010	Clive Morgan	1	Dog Exercise Area's	Supports recommendation
		2	Prohibited Areas	Supports recommendation
		3	Dogs on Leashes	Supports recommendation
		4	Education	Supports recommendation
		5	Number of Dogs	Supports recommendation
		6	Nuisances: The management of nuisance dogs must be part of the education programme.	Council staff will undertake education initiatives with dog owners to enhance the knowledge and skill of dog owners on the care and control of dogs, with a particular focus on the owners of dogs with behavioural issues.
		7	Menacing and Dangerous Dogs: Neutering will not stop a dog from being menacing – banning them completely does and might cause public protest initially.	Council is not able to completely ban menacing or dangerous dogs in its bylaw or policy, but is only able to rely on the provisions in the Dog Control Act 1996 to control their behaviour as far as possible.
011	P Carr	1	Dog Exercise Areas: Not enough dog exercise areas in the District. Piopio has nowhere.	New dog exercise areas are discussed in the report.

Sub No	Submitter	Topic No	Topic	Comment
		2	Prohibited Areas: Keep Piopio Village Green clear of dogs, but consider allowing dogs in Kara Park.	New dog exercise areas are discussed in the report.
		3	Dogs on Leashes	Supports recommendation
		4	Education	Supports recommendation
		5	Number of Dogs	Supports recommendation
		6	Nuisances: It is not the dog's fault – owner needs education.	Council staff will undertake education initiatives with dog owners to enhance the knowledge and skill of dog owners on the care and control of dogs, with a particular focus on the owners of dogs with behavioural issues.
		7	Menacing and Dangerous Dogs: If dogs are not kept under control they must be removed.	The Council already has powers under the Dog Control Act 1996 to seize a dog that is not kept under the direct control of a person, or is kept in such a way that it can freely leave the land or premises. Council can also seize any dog found not under control on private land without the consent of the owner or occupier of the land or in any public place in contravention of our bylaw. The proposed policy and bylaw adds an additional deterrent for roaming dog owners by including a provision which allows the Council to have a dog neutered which has not been kept under control on two or more occasions.
012	Kim and Glen Bailey	1	Dog Exercise Areas: Would prefer both sides of the Mangaokewa river to be dog exercise areas.	New dog exercise areas are discussed in the report.
		2	Prohibited Areas	Supports recommendation
		3	Dogs on Leashes	Supports recommendation
		4	Education	Supports recommendation
		5	Number of Dogs	Supports recommendation
		6	Nuisances	No comment provided
		7	Menacing and Dangerous	Supports recommendation
013	Lance and Diane Hugo	1	Dog Exercise Areas	Supports recommendation
		2	Prohibited Areas: Cemeteries need some leeway as people like to take their pet to visit a deceased family member. The dogs should be on a leash and under control.	Cemeteries as prohibited areas are discussed in the report.

Sub No	Submitter	Topic No	Topic	Comment
		3	Dogs on Leashes	Supports recommendation
		4	Education	Supports recommendation
		5	Number of Dogs	Supports recommendation
		6	Nuisances: It is the owner's responsibility to take control of their dogs. There should be heavy fines for those owners who continually ignore Council laws.	The level of fines are prescribed by legislation.
		7	Menacing and Dangerous Dogs: These dogs must be muzzled in public places as well.	The Dog Control Act 1996 already requires menacing and dangerous dogs to be muzzled when in a public place unless they are confined completely within a cage or vehicle.
014	J Petel	1	Dog Exercise Areas	Supports recommendation
		2	Prohibited Areas: More prohibited areas are needed.	In determining the location of Prohibited Areas, Dog Exercise Areas and areas where dogs must be kept on a lead, the needs of dog owners must be balanced against the needs of other people using highly frequented public places. Prohibited Areas are discussed further in the report.
		3	Dogs on Leashes	Supports recommendation
		4	Education The people who need it most will not bother to look at them.	It is acknowledged that some people are more receptive to education initiatives than others. However, WDC have already seen behavioural changes as a result of its current education initiatives and believes there is real benefit in continuing and promoting this aspect of our policy.
		5	Number of Dogs	Supports recommendation
		6	Nuisances: Noise control should be able to seize dogs like they seize stereos. Chances are no one has looked after it properly.	If dogs are not kept under the direct control of a person, or are kept in such a way that they can freely leave the land or premises or do not have access to proper and sufficient food, water, or shelter a dog control officer is already entitled under the Dog Control Act 1996 to remove the dog.
		7	Menacing and Dangerous dogs neutering: Any unneutered menacing dog caught roaming should be put down.	Under the Dog Control Act 1996 Council is able to destroy a menacing dog if the owner does not comply with the Council's requirement to have the dog neutered and/ or if they allow the dog to be at large in a public place without being muzzled or confined in a vehicle or cage. The Council must give notice to the owner of the intention to put the dog down and give the owner a right to appeal.

Sub No	Submitter	Topic No	Topic	Comment
015	Anonymous	1	Dog Exercise Areas: Brook Park might be a good area. It has to be large with trees, paths and open to the public and highly visible to deter problems.	Additional Dog Exercise Areas are discussed in the report.
		2	Prohibited Areas: Enquired where they are – did not see the maps attached.	The proposed prohibited areas in the draft bylaw/policy are: <ul style="list-style-type: none"> • The Central Business District of Te Kuiti from Rora Street (between Alexandra Street and the South End Loop Road) and King Street East and Sheridan Street (between Rora Street and Taupiri Street) unless the dog is attending any veterinary clinic located in this area or the dog is contained within or on any vehicle and is securely confined within or on that vehicle so as not to constitute a nuisance or endanger any person; • The area known as the Flower Pot Mokau (between 1 December each year and 31 March the following year); • Any land or premises used as a public school, kindergarten, play centre, private school and public swimming baths, unless the person or body in charge of such prohibited area has granted prior permission in writing to take or allow the dog within the limits of such prohibited area; • Centennial Park; • Redwood Park (identified on the attached map); • In the immediate vicinity of any public playground • Any Cemetery; • Kara Park, Piopio; and • Village Green, Piopio.
		3	Dogs on Leashes	Supports recommendation
		4	Education: Those who need it most will not read the information. Education in schools would be good.	It is acknowledged that some people are more receptive to education initiatives than others. However, WDC have already seen behavioural changes as a result of its current education initiatives and believes there is real benefit in continuing and promoting this aspect of our policy. Special educational sessions with school children are planned for the year ahead.

Sub No	Submitter	Topic No	Topic	Comment
		5	Number of Dogs: It should be one animal per so many square feet.	Council has put a limit in the urban area of no more than two dogs of greater age than three months on a premises unless a permit is obtained. The permit is subject to the owner comply with the following conditions: <ul style="list-style-type: none"> • The physical suitability of land to hold more than two dogs, • Written approval from the neighbours on all sides of the applicant, • Kennels clean and sited a minimum of 1 metre from the boundary, • Complying with the Special Owner criteria set out in the Dog Control Policy, • Dogs must be kept under control at all times, • Dogs must not create a nuisance. The above criteria are considered to put in place a process which only allows the keeping of more than two dogs over the age of three months on a property where the property and the location are suitable for not only the dogs but also in terms of the impact on neighbouring properties.
		6	Nuisances: Manage the owners	Council staff will undertake education initiatives with dog owners to enhance the knowledge and skill of dog owners on the care and control of dogs, with a particular focus on the owners of dogs with behavioural issues.
		7	Menacing and Dangerous Dogs They should be removed from society. Owner and dog can attend training together and if it does not work – it should be removed.	Council is not able to completely ban menacing or dangerous dogs in its bylaw or policy, but is only able to rely on the provisions in the Dog Control Act 1996 to control their behaviour as far as possible.
016	Dorothy Lowry		Supports all proposals	
017	Avril Proud	1	Dog Exercise Areas:	Supports recommendation
		2	Prohibited Areas: Families often go to the park with their children and the family dog on a lead. They need to walk their dog and it is good exercise for everyone. If a dog is on a lead, under control and droppings are picked up this healthy pursuit should be encouraged.	Council encourages healthy exercise for dogs however we need to ensure everyone feels they can enjoy our parks and reserves safely with children and family. The best way to do this is to have designated exercise areas for dogs.
		3	Dogs on Leashes	Supports recommendation
		4	Education	Supports recommendation
		5	Number of Dogs	Supports recommendation

Sub No	Submitter	Topic No	Topic	Comment
		6	Nuisances: Concerned about young puppies out in public places and potentially spreading parvo disease.	The importance of vaccinations and the spreading of parvo disease will be included as part of Council's future education initiatives.
		7	Menacing and Dangerous Dogs: Does this mean neuter males and spay females? It should cover both male and female.	The provision in the policy/bylaw covers both male and female dogs. The definition of neuter is "to have a dog spayed or castrated but does not include to have a dog vasectomised".
018	R Shaw	1	Dog Exercise Areas	Supports recommendation
		2	Prohibited Areas	Supports recommendation
		3	Dogs on Leashes	Supports recommendation
		4	Education: Children should be educated about proper and safe behaviour around dogs.	Special educational sessions with school children are planned for the year ahead.
		5	Number of Dogs	Supports recommendation
		6	Nuisances: Fines for breaches and seizure of dogs if needed.	The Dog Control Act 1996 makes provision for fines and seizure of dogs in a variety of circumstances, such as when a dog is found roaming on private land without the consent of the land owner or occupier or the dog does not have sufficient food, water, or shelter.
		7	Menacing and Dangerous Dogs Why even have these dogs if they are not needed.	Council is not able to completely ban menacing or dangerous dogs in its bylaw or policy, but is able to rely on the provisions in the Dog Control Act 1996 to control their behaviour as far as possible.
		8	Suggested discounted worming and micro chipping with registration and reduced registration fees for neutered dogs.	Council offers micro chipping at discounted rate. Reduced registration fees are already in place for dogs in urban areas that are neutered.
019	Connie Paulini	1	Dog Exercise Areas	Supports recommendation
		2	Prohibited Areas	Supports recommendation
		3	Dogs on Leashes	Supports recommendation

Sub No	Submitter	Topic No	Topic	Comment
		4	<p>Education</p> <p>Focus should be on encouraging responsible dog ownership – it is the owner not the dog that needs training. Designated areas for dogs to learn the skills of socializing would be good.</p> <p>A low cost regular event sponsored by Council for education purposes could be used to encourage responsible dog ownership.</p>	<p>Council has introduced in the draft Dog Policy a new education element.</p> <p>Council staff will undertake education initiatives with dog owners to enhance the knowledge and skill of dog owners on the care and control of dogs, with a particular focus on the owners of dogs with behavioural issues.</p> <p>There are no charges for education initiatives undertaken by Council staff, so this service is accessible by all.</p>
		5	<p>Number of Dogs</p>	
		6	<p>Nuisances</p> <p>Suggests owners, property and individual animal need to be assessed/vetted to help control nuisance animals large or small.</p>	
		7	<p>Menacing and Dangerous Dogs</p> <p>Requests retention of the current policy position that every dog classified as menacing for reasons other than breed be neutered and remove the compulsory neutering of certain breeds of dog in the bylaw.</p> <p>It should be the nature of the individual animal not the breed that defines a dangerous dog. It should be the owner and the property containing the animals that are proactively assessed.</p> <p>Concerns that her dogs, Neapolitan Mastiff and Rottweiler, are on dangerous dog breeds lists on the internet. Council's approach could lead to the extinction of certain breeds.</p> <p>Neutering a nuisance dog may reduce the occurrence of nuisance wandering for some male dogs but it won't get rid of menacing character flaws or irresponsible owners.</p> <p>Supports destruction of dogs that worry stock.</p>	<p>In the draft bylaw and policy only those dogs which are <u>classified as menacing due to their breed under the Dog Control Act 1996</u> are required to be neutered. The list of breeds is included in Schedule 4 of that Act and this provision currently only applies to dogs who belong wholly or predominately to the following breeds:</p> <ul style="list-style-type: none"> • Brazilian Fila, • Dogo Argentino, • Japanese Tosa, • Perro de Presa Canario, or • American Pit Bull Terrier. <p>The provision does not apply to any other breeds which appear on other lists of dangerous/menacing dogs. Please note that there is an objection process to the classification for owners when a dog is classified as menacing due to their breed.</p> <p>The neutering of menacing dogs is discussed further in the report.</p> <p>The Dog Control Act 1996 makes provision for dogs running at large among stock or poultry to be either seized or destroyed.</p>
020	Margaret Peacocke	1	<p>Dog Exercise Area:</p> <p>Concern for travelers passing through Te Kuiti with a dog. There needs to be a place to walk dogs on a leash on the grass next to the Railway line.</p>	<p>See report for discussion on additional dog exercise areas.</p>

Sub No	Submitter	Topic No	Topic	Comment
		2	<p>Prohibited Areas: CBD</p> <p>If you stopped in TK for a picnic at one of the tables and had a dog with you, you should be allowed to walk your dog on a leash like most other places.</p> <p>Flower Pot Mokau – people should be able to take their dogs at designated times like all other beaches i.e. before 9am and after 5pm</p>	See report for further discussion on prohibited areas.
		3	Dogs on Leashes	Supports recommendation
		4	<p>Education</p> <p>Does not support Council's new education element in the policy. Considers this a waste of money and that dog owners need to be educated re owning a dog and being responsible.</p>	It is acknowledged that some people are more receptive to education initiatives than others. However, WDC have already seen behavioural changes as a result of its current education initiatives and believes there is real benefit in continuing and promoting this aspect of our policy.
		5	Number of Dogs	Supports recommendation
		6	Nuisances	No comment provided
		7	Menacing and Dangerous Dogs	Supports recommendation
021	Mark Coleman		All farm working dogs should be exempt from a registration fee or just a small administration fee.	<p>Registration fees for dogs are set every year as part of the Council's fees and charges.</p> <p>Farm working dogs already receive a discount. Rural dogs currently pay just under a quarter of the basic dog registration fee.</p>
022	Melody Baines		<p>Supports all proposals</p> <p>Congratulated Council for good work.</p>	
023	Graeme and Linda Connor	1	<p>Dog Exercise Areas:</p> <p>Only one exercise area added but plenty more prohibited areas.</p>	<p>In the draft bylaw and policy, the following Dog Exercise Areas are proposed:</p> <ul style="list-style-type: none"> • The eastern bank of the Mangaokewa River between Lawrence Street and the Te Kuiti Bowling Club, • Ward Street Reserve • Mangaokewa Scenic Reserve, and • The reserve adjacent to Redwood Forest. <p>In determining the location of Dog Exercise Areas the needs of dog owners (who have varying degrees of control over their dogs) must be balanced against the needs of other people using busy public places, particularly with young children.</p> <p>Discussion on additional Dog Exercise Areas is included in the report.</p>

Sub No	Submitter	Topic No	Topic	Comment
				<p>Six more prohibited areas were added in the draft policy/bylaw, namely:</p> <ul style="list-style-type: none"> • Centennial Park • Redwood Park • Immediate vicinity of any public playground • Any cemetery • Kara Park, Piopio • Village Green, Piopio <p>These additional prohibited areas were added as these are high use areas often frequented by children and families, or in the case of cemeteries, added for sensitivity reasons.</p>
		2	<p>Prohibited areas: Concerned for travelers who want to take a break with their dogs given the number of prohibited areas and suggests dogs could be on leads in these areas.</p>	See discussion in report on Prohibited Areas.
		3	Dogs on Leashes	Supports the recommendation
		4	<p>Education It will not reach those who need it most. Generally responsible owners are already educated in dog care and control.</p>	It is acknowledged that some people are more receptive to education initiatives than others. However, WDC have already seen behavioural changes as a result of its current education initiatives and believes there is real benefit in continuing and promoting this aspect of our policy.
		5	Number of Dogs	Supports the recommendation
		6	<p>Nuisances: How easy is it to complain, who decided if the nuisance is real and how long does it take to get a response?</p>	People are able to complain via ringing, emailing or otherwise writing in to the Council. If a complaint is received during the working week, depending on the seriousness of the complaint, it is responded to within 12 hours and investigated within 24 hours. During the weekend, complaints are dealt with on the next working day.
		7	<p>Menacing and Dangerous Dogs: The owner is responsible. Who or what classifies a dog as dangerous? Any dog regardless of breed can be dangerous or menacing in the wrong hands or wrong conditions. Perhaps the problem is not always the dog but more onus should be on the owner to keep it under control. Responsible dog owners are being punished for the sake of the minority who don't care.</p>	<p>In the draft bylaw and policy those dogs which are classified under the Dog Control Act 1996 as menacing either due to their breed or their behaviour are required to be neutered.</p> <p>This provision in relation to breed currently only applies to dogs who belong wholly or predominately to the following breeds:</p> <ul style="list-style-type: none"> • Brazilian Fila, • Dogo Argentino, • Japanese Tosa, • Perro de Presa Canario, or • American Pit Bull Terrier. <p>Dogs can also be classified as menacing due to their behaviour if the Council considers that the dog may pose a threat to any person, stock,</p>

Sub No	Submitter	Topic No	Topic	Comment
				<p>poultry, domestic animal or protected wildlife because of:</p> <ul style="list-style-type: none"> • Any observed or reported behaviour of the dog, or • Any characteristics typically associated with the dog's breed or type. <p>Please note that there is an objection process to the classification for owners when a dog is classified as menacing due to their breed.</p> <p>The Council is obligated to classify a dog as dangerous if:</p> <ul style="list-style-type: none"> • The owner has been convicted of an offences in relation to a dog being in a public place that rushes at, or startles, any person or animal in a manner that causes: <ul style="list-style-type: none"> ○ Any person to be killed, injured, or endangered; or ○ Any property to be damaged or endangered, or ○ Rushes at any vehicle in a manner that causes, or is likely to cause an accident, or • The Council determines based on sworn evidence that the dog constitutes a threat to the safety of any person, stock, poultry, domestic animal or protected wildlife, or • The owner of the dog admits in writing that the dog constitutes a threat to the safety of any person, stock, poultry, domestic animal or protected wildlife. <p>Council has decided to focus on owners by introducing in the draft Dog Policy a new education element.</p> <p>Council staff will undertake education initiatives with dog owners to enhance the knowledge and skill of dog owners on the care and control of dogs, with a particular focus on the owners of dogs with behavioural issues. These education initiatives should assist with enhancing responsible dog ownership.</p>
024	Michelle Edkins	1	Dog Exercise Areas	Supports the recommendation
		2	Prohibited Areas	Supports the recommendation
		3	Dogs on Leashes Have no problem with dogs not on leashes as long as they stay by the side of their owner and under control.	In determining the location of where dogs must be on a lead, Dog Exercise Areas and Prohibited Areas, the needs of dog owners (who have varying degrees of control over their dogs) must be balanced against the needs of other people using busy public places, particularly with young children.

Sub No	Submitter	Topic No	Topic	Comment
		4	Education: Time would be better spent dealing with problem dogs and unregistered dogs. It would be a waste of money.	It is acknowledged that some people are more receptive to education initiatives than others. However, WDC have already seen behavioural changes as a result of its current education initiatives and believes there is real benefit in continuing and promoting this aspect of our policy.
		5	Number of Dogs: Only 1 dog per property should be allowed. Any more than 1 dog should require a permit. More than one dog causes problems – roaming and mauling stock.	Council has put a limit in the urban area of no more than two dogs of greater age than three months on a premises unless a permit is obtained. The permit is subject to the owner comply with the following conditions: <ul style="list-style-type: none"> • The physical suitability of land to hold more than two dogs, • Written approval from the neighbours on all sides of the applicant, • Kennels clean and sited a minimum of 1 metre from the boundary, • Complying with the Special Owner criteria set out in the Dog Control Policy, • Dogs must be kept under control at all times, • Dogs must not create a nuisance. The above criteria are considered to put in place a process which only allows the keeping of more than two dogs over the age of three months on a property where the property and the location are suitable for not only the dogs but also in terms of the impact on neighbouring properties.
		6	Nuisances: Firstly talk to the owner – they may not be aware of the situation. If not addressed then the dog must be removed. Some owners will not comply unless they realise they could lose the dog.	The Dog Control Act 1996 only makes provision for the seizure of dogs in set circumstances, for example when a dog is found roaming on private land without the consent of the land owner or occupier, if the dog is not under the direct control of a person and in some instances where a barking dog causes distress.
		7	Menacing and Dangerous Dogs	Supports the recommendation
		9	Pound: Disappointed at how many dogs stay in the pound for an extended time period. Not all dogs are re-homeable. We should not be creating a 5 star hotel at the pound.	The service level at the Pound has improved significantly.
		025	Tuti Hinekahukura Aranui	1
		2	Prohibited Areas	Supports recommendation
		3	Dogs on Leashes	Supports recommendation

Sub No	Submitter	Topic No	Topic	Comment
		4	Education: The onus is on the owner	It is acknowledged that some people are more receptive to education initiatives than others. However, WDC have already seen behavioural changes as a result of its current education initiatives and believes there is real benefit in continuing and promoting this aspect of our policy.
		5	Number of dogs: There should be leniency for farmers who own many dogs.	The restriction on the keeping of no more than two dogs without a permit only applies to urban properties and not rural properties.
		6	Nuisances: A dog becomes a nuisance because the owner is not caring for it as well as they should. The owner needs education.	Council has introduced in the draft Dog Policy a new education element. Council staff will undertake education initiatives with dog owners to enhance the knowledge and skill of dog owners on the care and control of dogs, with a particular focus on the owners of dogs with behavioural issues. These education initiatives should assist with enhancing responsible dog ownership.
		7	Menacing and Dangerous Dogs: Permission must be granted by the owner prior to neutering. One should care for and take responsibility for your animal the same as for your children.	The Dog Act 1996 requires all dangerous dogs to be neutered. The draft bylaw and policy proposes that all dogs which are classified as menacing under the Dog Control Act 1996 due to their breed or behaviour are neutered without the owner's permission. A dog is only classified as menacing in relation to breed if the dog belongs wholly or predominately to the following breeds: <ul style="list-style-type: none"> • Brazilian Fila, • Dogo Argentino, • Japanese Tosa, • Perro de Presa Canario, or • American Pit Bull Terrier. Dogs can be classified as menacing due to their behaviour if the Council considers that the dog may pose a threat to any person, stock, poultry, domestic animal or protected wildlife because of: <ul style="list-style-type: none"> • Any observed or reported behaviour of the dog, or • Any characteristics typically associated with the dog's breed or type. Please note that there is an objection process to the classification for owners when a dog is classified as menacing due to their breed.
026	Edith McIndoe	1	Dog Exercise Areas	Supports recommendation
		2	Prohibited Areas	Supports recommendation

Sub No	Submitter	Topic No	Topic	Comment
		3	<p>Dogs on leashes: Dogs should be on a leash whenever in a public area, even designated areas. A long lead or rope would give freedom to roam but still be under control. No longer walks her dogs in the weekends due to big dogs roaming and not under control. She has been knocked over twice and her dog grabbed.</p>	<p>In determining the location of where dogs must be on a lead, Dog Exercise Areas and Prohibited Areas the needs of dog owners (who have varying degrees of control over their dogs) must be balanced against the needs of other people using busy public places, particularly with young children.</p> <p>Council intends to enhance its monitoring of roaming dogs. This will focus on particular 'hot spots'. At the present time we encourage people to report incidents of roaming so Council can increase its knowledge of where roaming dogs are a problem in the district.</p>
		4	<p>Education: But will the owners who need to read the information act on the advice provided. Cleaning up after your dog is a must.</p>	<p>It is acknowledged that some people are more receptive to education initiatives than others. However, WDC have already seen behavioural changes as a result of its current education initiatives and believes there is real benefit in continuing and promoting this aspect of our policy.</p>
		5	<p>Number of dogs:</p>	<p>Supports recommendation</p>
		6	<p>Nuisances: People who cannot look after their dogs properly should not have dogs. These dogs are left to roam at night.</p>	<p>Council has introduced in the draft Dog Policy a new education element.</p> <p>Council staff will undertake education initiatives with dog owners to enhance the knowledge and skill of dog owners on the care and control of dogs, with a particular focus on the owners of dogs with behavioural issues. These education initiatives should assist with enhancing responsible dog ownership, including the problems caused by allowing your dog to roam.</p>
		7	<p>Menacing and Dangerous Dogs: A dog should be neutered on the first attack.</p>	<p>A dog that has undertaken an attack could be classified as either dangerous or menacing under the Dog Control Act 1996 and therefore be required to be neutered under the bylaw. Note that the nature of some attacks will led to the destruction of the dog as opposed to just neutering.</p>
027	Trish and Leo Leitch	7	<p>Fed up with roaming dogs in Benneydale. Our children will not allow our grandchildren to visit us here because of uncontrolled dogs.</p> <p>All menacing dogs found to be loose or located at properties lacking secure, adequate fencing should be destroyed not just neutered. No more than one 'second chance' should be allowed.</p>	<p>The Dog Control Act 1996 sets limitations around when dogs can be destroyed. Roaming dogs are able to be seized and impounded under the Dog Control Act, but only destroyed when they are involved in more serious offences while roaming.</p> <p>The proposed policy and bylaw adds an additional deterrent for roaming dog owners by including a provision which allows the Council to have a dog neutered which has not been kept under control on two or more occasions.</p>
		10	<p>A firm penalty should be introduced for those who fail to undertake the owner education programme.</p>	<p>The Dog Control Act 1996 sets a maximum fine of \$3,000 for a probationary owner that does not undertake an education programme directed by the Council.</p>

Sub No	Submitter	Topic No	Topic	Comment
028	Robbie Kay	1	Dog Exercise areas: Suggests the Redwood Forest area (on eastern side of stream only).	This area is already included in the draft policy/bylaw.
		2	Dog prohibited areas: Agreed that Redwood park (only on eastern side of the stream) should be a dog exercise area. Agrees with Centennial Park as a Prohibited Area.	
		3	Dogs on Leashes	Supports the recommendation
		4	Education: Irresponsible dog owners only understand fines. Should be fined. Save the education money, and rather help fund a de-sexing programme.	Fines are set under the Dog Control Act 1996 and can be utilised when necessary. It is acknowledged that some people are more receptive to education initiatives than others. However, WDC have already seen behavioural changes as a result of its current education initiatives and believes there is real benefit in continuing and promoting this aspect of our policy.
		5	Number of Dogs	Supports the recommendation
		6	Nuisances: Inform dog owners of their responsibilities for caring for the dog. Inform the public that they should make complaints to Council if they have an irresponsible neighbour.	Council will inform owners of their responsibilities for caring for dogs via its education initiatives. We also encourage people to report any concerning behaviour in relation to dogs.
		7	Menacing and Dangerous Dogs: All dogs should be registered, microchipped and de-sexed (unless registered as a breeding dog). Congratulations to Lucas – job well done. Great communication and follow up.	All dogs are required by the Dog Control Act 1996 to be registered. In relation to micro chipping and de-sexing, Council can promote this as appropriate but is unable to require owners to micro chip or de-sex their dogs unless they are a dangerous or menacing dog or have been found not under control on two or more occasions in 12 months.

Sub No	Submitter	Topic No	Topic	Comment
029	Mark Ammon	1	<p>Dog Exercise Areas: Asks Council to consider dogs be permitted on beaches without being on a leash if under responsible control (excluding Mokau Flower Pot area).</p> <p>The documents do not recognise the exercise needs of dogs and their owners outside of Te Kuiti.</p>	<p>The Dog Control Bylaw is linked to the Public Amenities Bylaw.</p> <p>The Public Amenities Bylaw states that: <i>No person shall take any dog or allow any dog in his/her custody to be on any beach except as permitted by the current Waitomo District Council Dog Control Policy and Bylaw.</i></p> <p>In the current Dog Control Bylaw and proposed Bylaw beaches are not included as dog exercise areas. Beaches are designated as on leash areas, with the exception of the Mokau Flower Pot which is a prohibited area. Both the current and the proposed bylaw makes special provision for a dog to be removed from a beach if the presence of the dog is considered likely to cause annoyance, inconvenience, danger or be hazardous to the health of the public.</p> <p>Further discussion on the inclusion of beaches as dog exercise areas is included in the report.</p>
030	Adam Muraahi	1	<p>Dog Exercise Areas: Suggests old BMX track and old rubbish dump.</p> <p>The eastern side of the Mangakewa River needs fencing. Leads should be used in that area to keep others safe.</p>	<p>The BMX track at Red wood forest area is already included in the draft policy/bylaw.</p> <p>For further discussion on Dog Exercise Areas see the report.</p>
		2	<p>Prohibited Areas Suggests opening up grass side of Rora street.</p>	See report for further discussion on prohibited areas.
		3	<p>Dogs on Leashes</p>	Supports the recommendation
		4	<p>Education: Basic training is essential to control and have obedience with dogs.</p>	Council staff will undertake education initiatives with dog owners to enhance the knowledge and skill of dog owners on the care and control of dogs, with a particular focus on the owners of dogs with behavioural issues. These education initiatives should assist with enhancing responsible dog ownership, including the problems caused by allowing your dog to roam.
		5	<p>Number of Dogs Must manage noise i.e. (barking, population, numbers) in a small built up town.</p>	<p>Council has put a limit in the urban area of no more than two dogs of greater age than three months on a premises unless a permit is obtained.</p> <p>The permit is subject to the owner comply with the following conditions:</p> <ul style="list-style-type: none"> • The physical suitability of land to hold more than two dogs, • Written approval from the neighbours on all sides of the applicant, • Kennels clean and sited a minimum of 1 metre from the boundary, • Complying with the Special Owner criteria set out in the Dog Control Policy,

Sub No	Submitter	Topic No	Topic	Comment
				<ul style="list-style-type: none"> • Dogs must be kept under control at all times, • Dogs must not create a nuisance. <p>The above criteria are considered to put in place a process which only allows the keeping of more than two dogs over the age of three months on a property where the property and the location are suitable for not only the dogs but also in terms of the impact on neighbouring properties.</p>
		6	<p>Nuisances:</p> <p>Strict policy to have dogs contained in their own back yards unless they are otherwise supervised by owners. A written warning should be given to owners of roaming dogs and fined thereon after. Educating the public would be important.</p>	<p>The Council has specific powers under the Dog Control Act 1996 to seize a dog that is found roaming on private land without the consent of the owner or in any public place in contravention of our bylaw. Where an owner does not keep a dog confined within the land or premises in such a manner that it cannot freely leave, they can be convicted and fined up to \$3,000 by the Court.</p> <p>The proposed policy and bylaw adds an additional deterrent for roaming dog owners by including a provision which allows the Council to have a dog neutered which has not been kept under control on two or more occasions.</p> <p>Council staff will undertake education initiatives with dog owners to enhance the knowledge and skill of dog owners on the care and control of dogs, with a particular focus on the owners of dogs with behavioural issues. These education initiatives should assist with enhancing responsible dog ownership, including the problems caused by allowing your dog to roam</p>
		7	<p>Menacing and Dangerous Dogs:</p> <p>Should be considered on a case by case basis. Charging the owner with negligence. There should be a warning system in place. Putting the dog down in the worst case scenario, e.g. when it attacks. Provide information for people to understand dogs better. Owners to train their dogs properly.</p>	<p>The draft bylaw and policy proposes that all dogs which are classified as menacing under the Dog Control Act 1996 due to their breed or behaviour are neutered without the owner's permission. A dog is only classified as menacing in relation to breed if the dog belongs wholly or predominately to the following breeds:</p> <ul style="list-style-type: none"> • Brazilian Fila, • Dogo Argentino, • Japanese Tosa, • Perro de Presa Canario, or • American Pit Bull Terrier. <p>Council has a place a system of written warnings where dogs come to its attention for behavioural reasons.</p> <p>A dog that has undertaken an attack could be classified as either dangerous or menacing under the Dog Control Act 1996 and therefore be required to be neutered under the bylaw. Note that the nature of some attacks will led to the destruction of the dog as opposed to just neutering.</p>

Sub No	Submitter	Topic No	Topic	Comment
				Via Council's education initiatives we will provide information to people to understand their dogs better.
031	Gillian Kearns		Dog Exercise Areas: Park areas away from playgrounds should be made available when not being used by other members of the public, especially during early evenings.	See report for discussion on dog exercise areas.
		2	Prohibited Areas Railway side of Rora street should be made accessible for dogs on leashes as well as a section of Kara Park.	See report for discussion on prohibited areas.
		3	Dogs on Leashes If a dog is walking by your side it does not have to be on a leash. Allowing freedom increases the dog's level of activity and improves well being.	In deciding upon Dog Exercise Areas and areas where dogs are required to be on a leash, the needs of dog owners (who have varying degrees of control over their dogs) must be balanced against the needs of other people using busy public places, particularly with young children. A number of submissions raised concern regarding the lack of dog exercise areas. The options for further areas are discussed in the report.
		4	Education	Supports the recommendation
		5	Number of Dogs	Supports the recommendation
		6	Nuisances Dogs become a nuisance if there is a lack of socializing, training and exercise. Increasing opportunities for these rather than restrictions should be provided.	Council staff will undertake education initiatives with dog owners to enhance the knowledge and skill of dog owners on the care and control of dogs, with a particular focus on the owners of dogs with behavioural issues. These education initiatives should assist with enhancing responsible dog ownership.
		7	Menacing and Dangerous Dogs	Supports the recommendation
032	Paul Buist	1	Dog Exercise Areas	Does not support the recommendation
		2	Prohibited Areas	Supports the recommendation
		3	Dogs on Leashes: In Te Kuiti there is a problem with dogs not being tied up or confined within owner's properties. Owners' properties must be fenced and needs stronger enforcement. There are a lot of roaming dogs in Te Kuiti. People should have their dogs taken off them and face a financial penalty when this occurs.	The Council encourages fencing or alternative means of keeping dogs on the property at all times, by offering discounts on dog registration fees, if owners meet fencing and other criteria. The Council has specific powers under the Dog Control Act 1996 to seize a dog that is found roaming on private land without the consent of the owner or in any public place in contravention of our bylaw. Where an owner does not keep a dog confined within the land or premises in such a manner that it cannot freely leave, they can be convicted and fined up to \$3,000 by the Court. The proposed policy and bylaw adds an additional deterrent for roaming dog owners by including a provision which allows the Council to have a

Sub No	Submitter	Topic No	Topic	Comment
				dog neutered which has not been kept under control on two or more occasions
		4	Education	Supports the recommendation
		5	Number of Dogs	Supports the recommendation
		6	Nuisances: Dogs are being kept in the pound for too long. Strong enforcement of the by-law is required.	The service level at the Pound has improved significantly. Council plans to enhance its monitoring of problem dogs to focus on particular hot spots in the district.
		7	Menacing and Dangerous Dogs Supports the proposal in the bylaw. Notes, the scrutiny of dangerous and menacing dogs must be followed up. Dog biting is an issue and neutering needs to be looked at as a way of eventually reducing the number of dogs.	The Dog Control Act 1996 specifically makes provision for Councils to make bylaws and policies in relation to neutering of menacing dogs and dangerous dogs are automatically required to be neutered by that Act. A dog that has undertaken an attack could be classified as either dangerous or menacing under the Dog Control Act 1996 and therefore be required to be neutered under the bylaw. Note that the nature of some attacks will led to the destruction of the dog as opposed to just neutering. Council currently addresses the issue of unwanted litters of puppies via education.

Document No: 379226		File No:400/130M	
Report To:	Council		
	Meeting Date:	24 November 2015	
	Subject:	Community Development	Fund Assessment Process

Purpose of Report

- 1.1 The purpose of this business paper is to provide details of the agreed Community Development Fund Assessment Process.

Local Government Act S.11A Considerations

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

Background

- 3.1 The Community Development Fund Policy was created in 2009 and reviewed in 2011 and 2014.
- 3.2 The Community Development Fund Policy establishes funding policies and principles which form the basis for the provision of funding grants to assist organisations than provide projects and activities that benefit communities within the Waitomo District.
- 3.3 The Policy provides a guide as to how funding can be obtained from WDC and assists Elected Members and Council staff when making decisions and recommendations about funding applications.
- 3.4 The following two funds are assessed by the Council and distributed through a formal process:
- Community Partnership – Annual distribution.
 - Triennial Grants – Allocated once every three years for a period of three years as part of Councils Long Term Plan.
- 3.5 At the Council Meeting on 26 May 2015, Council requested a review of the Community Development Fund assessment process as it pertains to Community Partnership and Triennial Grant applications.

Commentary

- 4.1 The Community Development Fund assessment process was reviewed by Council at a Workshop held on the 10 November 2015.

- 4.2 To inform the review and ensure best practice methodology is being applied, staff evaluated the assessment process used by a range of external funding providers.
- 3.3 Following discussion Council agreed that a refined assessment process be implemented. Attached to and forming part of the business paper is a copy of the proposed Assessment Sheet.
- 3.4 Council further agreed that a Workshop be convened to discuss funding applications.

Suggested Resolution

The business paper on the adoption of the Community Development Fund Assessment Process be received.



DONNA MACDONALD
COMMUNITY DEVELOPMENT COORDINATOR

November 2015

Attachments: 1. Vetting and Assessment Sheets (Doc 379564)

Funding Application Vetting Sheet

Name of Applicant	
Project	
GST Registered	
Meet criteria	
Total Cost	\$
Funds Raised	\$
Amount Requested	\$
Received previous funding	
Community Benefit	
Use of Council Property/Facilities	
Declaration signed	



Community Partnership Fund Assessment Sheet

Organisation

Application Value

Connection - Is there a linkage to Community Outcomes?

4 = Has significant linkage to community outcomes

3 = Strong links to community outcomes

2 = Small connection with community outcomes

1 = Not directly connected to projected community outcomes but has community benefits

Score

Reach - Does this project benefit a wide range of District residents?

4 = Large district wide benefits

3 = Medium town wide benefit

2 = Localised benefit - school or direct associated

1 = Limited community benefit

Score

Priorities - Is the aim of this project of social, wellbeing or enjoyment purposes?

4 = Strong focus on addressing social issues

3 = Contribution to addressing social issues

2 = Providing entertainment value

1 = Nice to have

Score

History - Does this group or organisation have a proven track record in project delivery?

4 = Well established

3 = Solid foundation

2 = New group with good prospects

1 = Not sure of the capabilities of this group

Score

Comments and Recommendation

Connection	<input type="text"/>
Reach	<input type="text"/>
Priorities	<input type="text"/>
History	<input type="text"/>
Total	<input type="text"/>

Comments for recommendations

Recommended Value

Document No 378960

File No: 400/120

Report To: Council Meeting**Meeting Date:** 24 November 2015**Subject:** Adoption of Waitomo District Council Citizens Awards Policy**Purpose of Report**

- 1.1 The purpose of this business paper is to present the revised Citizens Awards Policy to Council for adoption.

Local Government Act S.11A Considerations

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

Background

- 3.1 In 2011, Council agreed that it wished to recognise the contribution that both individuals and community organisations make in the achievement of improved community well-being and positive community outcomes.
- 3.2 The Citizens Awards concept was identified as a way to recognise the significant contribution made to the Waitomo District by individuals within the community.
- 3.3 Council, at its meeting on 13 December 2011, adopted a Waitomo District Council Citizens Awards Policy. The Policy identified two award types as follows:
1. **Lifetime Achievement:** it is envisioned that Recipients of the Lifetime Achievement Award would have, over a number of years, demonstrated an outstanding community spirit and through their involvement in community projects and initiatives, made a significant difference to the Waitomo District.
 2. **Citizen of the Year:** it is envisioned that Recipients of Citizen of the Year Award would have, over the relevant year, demonstrated an outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.
- 3.4 Annual award ceremonies have been held since 2012 and the achievements of numerous District residents have been recognised.

Commentary

- 4.1 The Citizens Awards Policy was reviewed by Council at a workshop held on the 10 November 2015.

- 4.2 Council discussed a number of items including the nomination process, timing of awards, Policy review and promotion of the awards,
- 4.3 At the conclusion of discussions Council requested minor Policy amendments. It was agreed the 'Assessment of Nominations' clause would be amended to reflect the requirement of 2 letters of support for each nomination and further that nominators be invited to speak to the Citizens Awards Working Party Committee in support of their nomination.
- 4.4 Further Policy changes included clarity of wording in regard to the Policy review timeline and noting that liaison with community groups/ organisations will form part of the communication method when calling for nominations.
- 4.5 Attached to and forming part of this business paper is a copy of the amended Waitomo District Citizens Awards Policy for Councils consideration.

Suggested Resolutions

- 1 The business paper on the adoption of the Waitomo District Council Citizens Awards Policy be received.
- 2 The Waitomo District Council Citizens Awards Policy be adopted as amended.



DONNA MACDONALD
COMMUNITY DEVELOPMENT COORDINATOR

November 2015

Attachment: 1 Waitomo District Council Citizens Awards Policy (Doc 379492)



Waitomo District Council

Citizens Awards Policy

November 2012

Policy Created	November 2011
Last Reviewed	November 2012
Review Date	November 2015
Review Date	In the month of November following each Triennial Elections or earlier if required

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1.0 Background

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

2.0 Introduction

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

3.0 Policy Objective

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

4.0 Commencement and Review of Policy

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

5.0 Scope

- 5.1 The Waitomo District Council Citizens Awards include the presentation of two types of awards; The Life-Time Achievement Award and Waitomo Citizen of the Year Award.
- 5.2 Waitomo residents are nominated for these awards via a formal nomination process.
- 5.3 Consideration is given to all nominees who demonstrate a clear contribution to the achievement of positive community outcomes and who have displayed exemplary community service within a specified timeframe.
- 5.4 All nominations for the awards are assessed by the Citizens Awards working party (CAwp).
- 5.5 If the CAwp does not consider nominations received within any year to be suitable, awards may not be allocated in that year.

- 5.6 All decisions made by the CAwp are final and no correspondence will be entered into once a decision has been made.

6.0 Citizens Awards Working Party (CAwp)

- 6.1 The CAwp is appointed by Council and is made up of community members who have a strong knowledge of the district. The working party can have up to 4 community members plus one Council representative.
- 6.2 The CAwp will serve a term of 3 years.

7.0 Nominee Categorisation

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

8.0 Communication

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

9.0 Eligibility

9.1 Life Time Achievement Award

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

9.3 Exceptions

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

9.5 Waitomo District Citizen of the Year Award

- 9.6 To be eligible for the Waitomo District Citizen of the Year Award nominees must live within the Waitomo District and have displayed a strong community spirit and made significant community contributions over the last year.

10.0 Assessment of Nominations

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

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

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

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

- A completed Nomination Form
- Details of key projects the nominee has been involved over the last year
- The nominees key achievements over the last year
- Further information to support the nomination i.e. service history details/stories/ anecdotes that are applicable
- Referee/ reference details
- **2 Letters** ~~1 Letter~~ of support for the nomination

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

10.5 Incomplete Nominations

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

10.7 Accountability

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

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

10.9 Conflicts of Interest

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

Document No: 378931

File No: 306/001A

Report To: Council**Meeting Date:** 24 November 2015**Subject: Progress Report: Freedom Camping Monitoring**

Purpose of Report

- 1.1 The purpose of this business paper is to update Council on the freedom camping monitoring programme.

Local Government Act S.11A Considerations

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

Background

- 3.1 The Freedom Camping Act 2011 (Act) came into force on 30 August 2011 and provides local authorities with access to stronger regulatory measures to better manage the nuisance created by errant freedom campers.
- 3.2 There are a variety of options available to Councils in respect of freedom camping. The table below was produced by Local Government New Zealand and is a summary of the options, including relevant advantages /disadvantages and considerations.

Regime	Management Approach
No Bylaw	- Freedom camping is considered to be a permitted activity in all parts of a district (but does not trump reserve management plans or district plan rules).
District Plan Rules	- Some Council's will control freedom camping via District Plan rules. WDC's District Plan does not contain rules to control camping.

Regime	Management Approach
Reserves Act	<ul style="list-style-type: none"> - Freedom camping is effectively prohibited under section 44(1) of the Reserves Act 1977 in reserves unless any of the statutory exceptions apply. - Note Council will need to consider what practical enforcement options apply if it relies on this prohibition. - Where Council makes a freedom camping bylaw, any relevant reserves management plans should be consistent with the bylaw.
Local Government Act	<ul style="list-style-type: none"> - Bylaw making powers under sections 145 and/or 146 of the Local Government Act 2002, but need to be exercised carefully. - Bylaw able to regulate or prohibit freedom camping in the district but must not be repugnant to the general laws of New Zealand. (This would include section 12 of the Freedom Camping Act 2011). - Bylaw must be reasonable. - No access to instant fines for bylaw breaches. Council will need to consider what practical enforcement options apply.
Freedom Camping Act	<ul style="list-style-type: none"> - Freedom camping is considered to be a permitted activity but some parts of a district can be designated as prohibited for freedom camping or where restrictions apply. - Access to instant fines for bylaw breaches. - Consider consistency issues as between bylaws made under the Freedom Camping Act 2011 and any reserves management plans. - Look at issue of restrictions and prohibitions in total.

3.3 The business paper presented to Council on 25 November 2014 considered the option of a bylaw under the Freedom Camping Act 2011. Under the Freedom Camping Act freedom camping is permitted on public land controlled or managed by a local authority unless it is already prohibited under another enactment (e.g. Reserves Act, District Plan, Traffic Legislation) or the local authority makes a bylaw prohibiting or restricting freedom camping in some areas for one or more of the following purposes:

- to protect the area;
- to protect the health and safety of people who may visit the area; or
- to protect access to the area.

3.4 Council may not prohibit freedom camping in all local authority land it controls or manages.

3.5 Prohibited areas are locations where no camping may take place. Restricted areas are locations where camping may occur subject to certain conditions. This could include conditions such as the maximum number of freedom camping vehicles permitted at a location, maximum number of consecutive nights of freedom camping in the same area by the same campers or requiring campers to camp in self contained vehicles.

- 3.6 Any bylaw that is developed must make it clear to prospective campers where they can and cannot camp. For this reason the bylaw must include a map and/or clear description of the areas where camping is restricted or prohibited.
- 3.7 Council agreed at the November 2014 meeting to install signage at Council reserves where camping is known to take place to endeavour to control the practice. It was further agreed that this interim strategy will be monitored over a period of 12 months to see if nuisance conditions associated with indiscriminate camping abate.

Commentary

- 4.1 Freedom camping can at times create a nuisance when campers stay for extended periods of time or over the busy summer period and when camp sites are left in an untidy state when campers depart.
- 4.2 As outlined in the Business Paper presented to Council in November 2014, a review of WDC's Service Request System suggested there did not appear to be a significant problem in this District.
- 4.3 Although only a limited number of service requests were lodged with WDC informal feedback indicated that freedom camping can be a problem at Kiritehere over the Christmas holiday period and in the Awakino/Mokau area during the whitebait season.
- 4.4 Detailed below are areas where camping has been known to take place and mechanisms that can be used to control such camping.

Land Category	Land Status	Possible Legislative Controls
Various lay bays and pull off areas adjacent to State Highways throughout the District	Road Reserve	NZTA administered legislation
Privately owned property	Private Property	No direct legislative tools available
Local Road Reserves and/or Esplanade Reserves	Road Reserves or Esplanade Reserves	Reserve Act Freedom Camping Bylaw
Council Reserves and/or beaches	Generally Reserve land	Reserve Act Freedom Camping Bylaw
Department of Conservation land	DOC Estate	Freedom Camping Act

- 4.5 Monitoring of camping activities in the District commenced in March 2015 and signs were erected in June of this year at designated areas advising camping was prohibited.
- 4.6 As outlined in the Motorhome Friendly Town Scheme business paper, Council has now confirmed its intent to obtain motorhome friendly status.

- 4.7 For a town to obtain motorhome friendly status the requirements of the New Zealand Motorhome Caravan Association are as follow:
- A freedom camping-related bylaw consistent with the premise of the Freedom Camping Act 2011, i.e. responsible freedom camping is generally a permitted activity.
 - A public dump station, Council owned
 - Access to potable water at Dump station site
 - Refuse and recycling facilities
 - Access to medical facilities
 - A general shopping area for groceries
 - A vehicle service centre
- 4.8 A staged provision to support a motorhome friendly district has been included as a project in the 2015-2025 LTP and budget allocated.
- 4.9 Monitoring of camping activities in the District will continue during the summer holiday period. Data collected will inform the development of a Freedom Camping Bylaw. Focus areas will include:
- Mahoenui River picnic area;
 - Waikawau Road;
 - Mangapohue Natural Bridge;
 - The lookout at Waitomo Caves;
 - The Mangaokewa Reserve; and
 - Coastal areas.
- 4.10 As part of the monitoring programme and to further inform development of the Freedom Camping Bylaw, staff will assess areas where freedom camping may be prohibited or restricted due to:
- Protection of the area;
 - To protect the health and safety of people who may visit the area; or
 - To protect access to the area.

<p>Suggested Resolution</p>

The Progress Report : Freedom Camping Monitoring be received

ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

November 2015

Document No: 378760V2

File No: 097/001E

Report To: Council**Meeting Date:** 24 November 2015**Subject: Progress Report: Resource Consent Applications**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Risk Considerations

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

Background

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

Commentary

5.1 **Waipa Networks Limited**

- 5.2 Waipa Networks Limited (WNL) has applied to Waipa, Otorohanga and Waitomo District Council for approval to construct a new 110kV transmission line from Te Awamutu to the Hangatiki substation.
- 5.3 WNL has applied for designations in the three district plans to correspond with the proposed corridor for the transmission line and for land use consents for earthworks associated with the project.
- 5.4 The applications were publicly notified on 14 August 2014 with submissions closing 11 September 2014.
- 5.5 Within the submissions timeframe 42 submissions were received with 11 submitters supporting the application, 5 neutral and 26 in opposition.
- 5.6 Those in opposition were concerned primarily that an inadequate assessment had been carried out of alternatives and the visual impact of the transmission poles.
- 5.7 One of the submitters in opposition was a WDC property owner who was concerned that the transmission lines could impact on his ability to further develop his Hangatiki property.
- 5.8 A hearing was held on 8, 9 and 10 December 2014 at Waipa District Council – Council Chambers. This hearing was chaired by an Independent Commissioner, Mr Alan Withy. Mr Withy was tasked with making recommendations on the Notices of Requirements and decisions on the resource consents on behalf of the three Councils.
- 5.9 After hearing all the evidence presented, Mr Withy, provided a report dated 21 January 2015 which set out his recommendation, under s.171(2) of the Resource Management Act 1991, on the Notices of Requirements from WNL for their designations. This recommendation was to confirm the designations, subject to conditions relevant to each Council.
- 5.10 This recommendation was provided to WNL on 21 January 2015. On 28 January 2015, WNL advised each of the Councils that it accepts in substantial part the recommendations of the Independent Hearing Commissioner, subject to some amendments to the associated condition sets.
- 5.11 Notice of the WNL decision was sent to all submitters and all affected landowners/occupiers on 4 February 2015.
- 5.12 Submitters had 15 working days from receipt of those decisions to appeal the decision, pursuant to Section 174 of the Resource Management Act 1991.
- 5.13 WNL also lodged concurrent resource consents with Waipa, Otorohanga and Waitomo District Councils. The Independent Commissioner reached the conclusion that the resource consents could be granted, subject to conditions. Notices of those decisions were also sent to submitters on 4 February 2015 and similarly, those parties had 15 working days from receipt of those decisions to appeal them.
- 5.14 No appeals were received. Preparatory work for construction started in April 2015 with the clearing of vegetation. Meetings were held with the 3 Councils (Waipa, Otorohanga and Waitomo) including monitoring and compliance staff to ensure complaints are managed properly during the construction period and relevant contact details were provided.

- 5.15 The Waitomo District Plan has been updated with the new designation and is available on the website.
- 5.16 Waipa Networks Limited has submitted an 'Outline Plan of Works' in support of the required designation of land and associated works with the proposed construction work for the Te Awamutu Reinforcement Project. The application is made under section 176A(1) of the Resource Management Act 1991. The application was received on 5 June 2015.
- 5.17 The Waipa Networks Outline Plan of Works application (for works within the designation) was confirmed on 16 June 2015 with no changes requested.
- 5.18 Enabling works have commenced as provided for in the conditions and physical construction activities associated with the transmission line is scheduled to commence this month.
- 5.19 It is likely that, once construction commences, there will be increased public interest in this project.
- 5.20 WDC staff will be monitoring the construction works for the duration of the project and will liaise with Waipa Networks Limited regarding any complaints/ issues that arise during construction.
- 5.21 Approval of the various sections of the Management Plan (Construction Management Plan, Ecological Management Plan, and Landscape Management Plan) has been completed.
- 5.22 **Waipa Networks Limited has commenced construction of the Te Awamutu Reinforcement Project, with Electrix being the contractor for both the physical works (tracking / foundations) and for the pole erection and stringing.**

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

November 2015

Attachment: Resource Consent Schedule (Doc 378764)

RESOURCE CONSENTS PROGRESSING AS AT 24 NOVEMBER 2015

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
150004	L & M Reed	Operation of Eatery from Caravan, North Street, Mokau	18/02/15	Yes	Letter of approval from NZTA	6/03/15						
150005	KEA Exploration Limited	To undertake a seismic survey in a conservation area in the Waitomo District	8/02/15	Yes	Consultation with land owners and title deeds required	20/02/15						
150027	R Green	Subdivision 70 Mairoa Road, Piopio	3/11/15									

RESOURCE CONSENTS GRANTED (FOR 2014/15) AS AT 29 September 2015

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
110019	Mokau Sands Limited	Holiday apartments and 50 seat café, Seaview Motor Camp site, Mokau	2/5/12	Yes	Applicant requested application be placed on hold	17/5/12	21/10/14			Yes	Hearing Held 20-22 May 2015	Conditional Consent Granted 3/08/15
140015	B Tang & M Sun	Development of a Retail Outlet, Rora Street, Te Kuiti	05/06/14	Yes	Amended site layout to be provided	17/06/14	20/06/14			No	16/07/14	Conditional Consent Granted 25/06/14
140016	R Gorrie	2 Lot Rural Subdivision, Te Mahoe Road, Mokau	12/06/14	Yes	Amended application to be provided	17/06/14	01/07/14			No	30/07/14	Conditional Consent Granted 09/07/14
140017	P Moreland	Side Yard Dispensation, Oparure Road, Oparure	24/06/14	No						No	21/07/14	Conditional Consent Granted 30/06/14
140018 140019	Waipa Networks Limited	Designation and Land Use Consent for 110kv Transmission Line	21/07/14	Yes	Information on landscape and visual effects.	22/9/14				Yes	Hearing Held 8-10 December 2014	Conditional Consents Granted 4/02/15
130026	Mokau Sands Limited	Proposed Dune Restoration, Seaview Motor Camp, Mokau	23/10/13	Yes	Affected parties approval required	30/10/13	23/06/14			No	21/07/14	Conditional Consent Granted 30/06/14
140020	D Bevege	Construction of a non-residential building over 160m ² , Huia Street, Piopio	05/08/14	No	Granted					No	04/09/14	Conditional Consent Granted 14/8/14
140021 140022	Transpower NZ Limited	Designation and Land Use Consent, Switchyard Extension, Hangatiki Substation	16/9/14	No						No	14/10/14	Conditional Consent Granted 7/10/14
140023	NZ Transport Agency	Designation, New Intersection, SH 3/SH 27, Hangatiki	17/9/14	No						No	15/10/14	Conditional Consent Granted 15/10/14
140024	D Klein	Side Yard Dispensation, Ailsa Street, Te Kuiti	30/9/14	No						No	24/10/14	Conditional Consent Granted 3/10/14
140006	Transpower NZ	Replacement of 2 existing power poles, Rangitoto Road, Rangitoto	20/10/14	No						No	18/11/14	Conditional Consent Granted 29/10/14
140027	A Todd and D Putaranui	Side Yard Dispensation, Taumatotara West Road, Te Anga	6/11/14	No						No	4/12/14	Conditional Consent Granted 10/11/14
140028	AW Proud	2 Lot Rural Subdivision, Boddies Road, Oparure	26/11/14	No						No	14/1/15	Conditional Consent Granted 1/12/14
140029	VA & RL Wheeler	Development of Mitre10 retail outlet, Taupiri Street, Te Kuiti	2/12/14	Yes	Applicant has requested that the application be placed on hold to allow further information to be provided. Traffic Management Plan and Title deeds received.	2/12/14 20/2/15	13/02/15 6/3/2015	 Yes		No	9/04/15	Conditional Consent Granted 17/03/2015

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
140030	Davis Family Trust	2 Lot Rural Subdivision, Mangaotaki Road, Piopio	4/12/14	No						No	22/01/15	Conditional Consent Granted 11/12/14
140031	Mighty River Power	Installation of Advance Metering Infrastructure	19/12/14	No						No	10/02/15	Conditional Consent Granted 13/2/15
140032	PGG Wrightson Limited	Proposed Subdivision of 2 Kea Street, Piopio	24/12/14	No						No	11/02/15	Conditional Consent Granted 6/1/15
150001	Gull Group of Companies	Proposed 24 hour unmanned Gull Service Station, café /restaurant and retail outlet.	19/01/15	Yes	Clarification required on a number of items pertaining to District Plan Rules.	23/01/15	01/10/15	Yes		No		Conditional Consent Granted 3/10/15
150002	Simeon Gilbert	Front Boundary Dispensation, 411 Marokopa Road, Marokopa	4/02/15	No	Site Plan required					No	13/03/15	Conditional Consent Granted 20/2/15
150003	Peter Chandler	Building in Rural Zone (Landscape Policy Area), Waitomo Caves Road, Waitomo	2/02/15	Yes	Site Plan required.	17/02/15	17/03/15	Yes		No	13/04/15	Conditional Consent Granted 19/03/15
150006	Waituhi Pastoral	Boundary Relocation, 69 Walker Road, Te Kuiti	24/02/15	No	Approval of Amalgamation Condition by Land Information NZ	13/03/15		Yes		No	14/04/15	Conditional Consent Granted 20/03/15
150007	Troll Cave Limited, Nick Andreef	Two Lot Rural Subdivision, Waitomo Valley Road, Waitomo	3/3/15	No				No		No	31/03/15	Conditional Consent Granted 26/3/15
150008	NZTA	Improvement Works - Awakino River	13/3/15	Yes	Provide evidence of Iwi consultation	20/03/15		No		No		Conditional Consent Granted 10/6/2015
150009	K Adam	Subdivision: Relocation of boundary Section 41 and 42, Awakino Village	19/03/15	Yes	Application Incomplete - Returned (section 88(3) RMA 1991) Further Information requested regarding entranceways	24/03/15 14/05/15	06/05/15 14/05/15	No		No	4/6/15	Conditional Consent Granted 22/5/15
150010	Waitomo District Council	Earthworks to install retaining walls to reinstate sections of Totoro Road	19/03/15	No				Yes		No	30/04/15	Conditional Consent Granted 8/04/15
150011	HR JH and M Rauputu	Subdivision State Highway 3, Mokau	2/04/15	Yes	The suitability of Lot 2 is questioned.	8/04/15	24/04/15	Yes		No	26/5/15	Conditional Consent Granted 5/05/15
150012	GW and VMS Shaw	Proposed ROW Section 348 Local Government Act, Te Waitere Road, Te Waitere	9/04/15	No				Yes		No	11/05/15	Conditional Consent Granted 17/04/15
150013	Russell Proffit	Proposed Subdivision, State Highway 3, Mahoenui	14/04/15	No				No		No	26/5/15	Conditional Consent Granted 5/05/15
150014	Te Ana Valley Farms Limited. Kyle Barnes	To construct a non-agricultural building with floor area exceeding 200m squared.	1/5/15	No							8/6/15	Conditional Consent Granted 15/5/15

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
150015	Stephen Mahoney	Front Boundary Dispensation to build garage, 285 Te Anga Road, Waitomo	7/5/15	No				No		No	2/6/15	Conditional Consent Granted 11/5/15
150016	J Timmins	Front Boundary Dispensation to build carport, 9 Ngatai Street, Te Kuiti	14/5/15	No				No		No	8/6/15	Conditional Consent Granted 15/2/15
150017	Vodafone New Zealand Ltd	Installation of Telecommunications mast in vicinity of heritage site, Aria Road, Aria	27/05/15	No				No		No	25/6/15	Conditional Consent Granted 9/6/2015
150018	Waipa Networks	Outline Plan for Designation, Transmission Line, Hangatiki	5/06/15					No		No	7/07/15	Conditional Consent Granted 16/06/15
150019	E Rayner	Subdivision of part Uekaha A17 Block Te Anga Road, Waitomo	10/06/15					Yes		No	29/07/15	Conditional Consent Granted 17/07/15
150020	RE Buckley	Subdivision of Part Rangitoto Tuhua 35H2 Block	8/07/15	Yes	Application incomplete as per section 88 RMA 1991. Returned to applicant.	7/07/15	7/10/15	Yes		No	05/11/15	Conditional Consent Granted 30/10/15
150021	R Gorrie	Subdivision of Lot 1 DP 478662. Te Mahoe Road Mokau.	16/07/15	Yes	Application incomplete as per section 88 RMA 1991. Returned to applicant.		25/08/15			No	1/10/15	Conditional Consent Granted 10/09/15
150022	DJ and SL Knight	Construction of Farm Shed within 10m of boundary, Walker Road, Te Kuiti	21/07/15	No						No	25/08/15	Conditional Consent Granted 30/07/15
150023	Spark New Zealand	Outline Plan Waiver request – upgrade of Te Kuiti Telecommunications Facility, Awakino Road, Te Kuiti	27/07/15	No						No	24/08/15	Outline Plan waiver request approved. 28/07/15
150025	Z Energy Limited	Redevelopment of Z Service Station, Te Kumi Road, Te Kuiti	11/08/15	Yes	Application Amended by Applicant. NZTA approval no longer required. HAIL site assessment still required.	19/08/15	17/09/15	Yes		No	10/11/15	Conditional Consent Granted 19/10/15
150026	Trevor Neal	Build onto existing dwelling a 23m2 living room with attached covered deck area. New garage with attached sleep-out.	5/08/15	No						No	22/09/15	Conditional Consent Granted 7/9/15

Document No: 340978**File No:** 130/016C**Report To: Council****Meeting Date:** 24 November 2015**Subject:** Report on Policy on Remissions of Rates for the 2014/15 year

Purpose of Report

- 1.1 The purpose of this business paper is to provide a summary of rates remissions granted for the 2014/15 financial year under the Policy on Remission of Rates (Including Remissions and Postponements of Rates on Maori Freehold Land).

Local Government Act S.11A Considerations

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

Risk Considerations

- 3.1 No risks have been identified in regards to matters contained in this business paper.

Background

- 4.1 The Policy on Remission of Rates was updated during the 2014/15 year as part of the LTP process and adopted by Council in February 2015.
- 4.2 Section 4.3(g) and Section 6.3(e) requires a schedule of Community Organisations and Club and Societies to be maintained and reported to Council on an annual basis.
- 4.3 In addition to the required schedule this report includes commentary and a summary of all rates remissions and rates penalty remissions processed during the 2014/15 financial year.

Commentary

- 5.1 The total rates remissions (including penalties) processed for the 2014/15 year was \$437,412 - (2014: \$234,404) from 394 applications (2014: 490). The breakdown per remission type is detailed in the following table:

Remission Category	2013/14 \$	2013/14 No. of Remissions	2014/15 \$	2014/15 No. of Remissions
Properties used jointly as a single unit	19,891	26	28,617	37
Community Organisations	16,530	13	18,159	14
Organisations Providing Care for the Elderly	24,884	2	25,478	2
Land Owned by Clubs and Societies	26,203	14	26,785	14
Rates on Maori Freehold Land	80,650	116	202,545	94
Penalties	54,538	316	124,113	230
New Residential Subdivisions	0	0	0	0
Cases of Genuine Financial Hardship	557	1	557	1
Total Remissions under Policy	223,253	488	426,254	392
Remission granted by Council resolution	11,151	2	11,158	2
Total Remissions Granted	\$234,404	490	\$437,412	394

5.2 During the year there were additional Maori freehold land properties that were identified that were eligible for remission but where the owners were not able to be contacted. Under the Remission Policy, Council staff processed remissions on behalf of these owners which resulted in a significant increase in the value of Maori freehold land remissions as both arrears and current years rates were eligible for remission. Penalty remissions were also greater due to lump sum payments and payment arrangements entered into during the year.

5.3 There were two applications declined during the year for remission for properties used jointly as a single unit. One application was declined as the customer had already received remission for the properties used jointly and was requesting remission on the master farm property which was not available under the remission policy. The second application was declined as the value of improvements was sufficient to it to be operated as a separate farming unit.

5.4 Community Organisations

5.4.1 The following Community Organisations were granted the following rates remissions during the 2014/15 year. Remissions were granted to the same organisations in 2013/14 year with the exception of Te Kuiti Historical Society who did not apply in the prior year.

- St Johns Trust Board, Mokau
- Waitomo Caves Museum
- Aria Toy Library
- St John Ambulance Association - Te Kuiti
- The Order of St John - Piopio
- St John Benneydale
- Plunket
- Tainui Playgroup
- Senior Net Computers
- Scout Association of NZ (Piopio)
- Piopio Senior Citizens
- Te Kuiti Lyceum Club
- Tainui Historical Society
- Te Kuiti Historical Society

5.5 Land Owned by Clubs and Societies

5.5.1 The following Clubs and Societies were granted the following rates remissions during the 2014/15 year. These Clubs and Societies also received remissions during the 2013/14 year.

- Piopio Bowling Club
- Piopio-Aria Golf Club
- Maniapoto Rugby Football
- Te Kuiti A & P Association
- Piopio Tennis Club
- Te Kuiti Indoor Bowling
- Te Kuiti Bowling Club
- Te Kuiti Pig Hunting Club
- Awakino Bowling Club
- Waitete Rugby Football Club
- Waitomo Scuba Club
- Hamilton Tomo Club
- Te Kuiti Motorcycle Club
- Otorohanga Club (Waitomo Golf Club)

Suggested Resolution

The business paper on Rates Remissions granted for the 2014/15 financial year be received.



VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

10 November 2015

Document No: 378786**File No:** 037/060**Report To: Council****Meeting Date: 24 November 2015****Subject: Section 17A Reviews**

Purpose of Report

- 1.1 The purpose of this business paper is to provide information to Council on the Section 17A review requirements under Local Government Act 2002 (LGA).

Background

- 2.1 The new 'delivery of service' reviews in section 17A of the LGA were introduced in August 2014 to encourage councils to seek greater effectiveness and efficiencies in service delivery through exploring different (or collaborative) mechanisms for the delivery of services.
- 2.2 A service delivery review is a process of determining whether the existing means for delivering a service remains the most efficient, effective and appropriate means for delivering that service.
- 2.3 The process of undertaking service reviews is not new in local government except it is now legislatively required and there are two legal triggers for the review process. Legislation also sets a deadline for completion of the first set of reviews of 7 August 2017. Thereafter, each service must be reviewed at least every 6 years.
- 2.4 Service delivery reviews are a spur to seek efficiencies and to talk to other stakeholders to achieve cost effectiveness of service delivery. Cost effectiveness does not mean least cost, but least cost consistent with the achievement of the objectives of delivering the service.
- 2.5 A service delivery review must consider options for the governance, funding, and delivery of infrastructure, services and regulatory functions, including but not limited to, the following options (s17A:4):
- Responsibility for governance, funding and delivery is exercised by the local authority; or
 - Responsibility for governance and funding is exercised by the local authority; and responsibility for delivery is exercised by a Council CCO, a joint council-owned CCO, delivery by another local authority, or delivery by another person or agency; or
 - Responsibility for governance and funding is delegated to a joint committee or other shared governance arrangement and responsibility for delivery is exercised by one of the above entities; or

Other options for delivery can be considered, for example, carrying out some internal improvements may also be an option in terms of gaining efficiencies.

- 2.6 Outside of the first overall service assessment required by 7 August 2017, there are two other triggers for a review:
- When considering a significant change to relevant service levels; and
 - When current contracts relevant to the delivery of that infrastructure, service or regulatory function are within 2 years of expiring.
- 2.7 The intent behind the legislation is that Councils 'periodically review all services', but however a lot of times the costs and benefits of conducting a review will not 'stack up'. The legislation makes provision for this and does not require a s17A review where:
- Council believes the cost of doing a review would outweigh the benefits (usually where a service is small, significant cost savings are unlikely; or a review has been conducted recently), or
 - Delivery of that infrastructure, service or regulatory function is governed by legislation, contract or other binding agreement such that it cannot be changed within the next 2 years.
- 2.8 It has been estimated in guidance received through SOLGM and other discussions in the sector that as much as two thirds of the time the costs and benefits of conducting a review may not stack up.

Commentary

- 3.1 The potential for a regional collaborative approach to section 17A reviews was the subject of a report to LASS and subsequently the Waikato Mayoral Forum.
- 3.2 The regional collaborative approach to s17A reviews was discussed at the LASS meeting and received support. Each Council in the region (that wanted to collaborate) were asked to identify a section 17A liaison person from their Council to carry out the stock take of any previous reviews and become the contact person for the s17A regional collaboration discussions.
- 3.3 The collaborative project is led by Cindy Kent formerly at Waipa District Council.
- 3.4 The proposed key outputs that have been identified for this regional collaborative project are:
- Hyperlinked activity review documents that will be shared by all Waikato Councils as a section 17A resource. These will be loaded onto a shared website (LASS).
 - A report and associated spreadsheet that identifies joint review opportunities across all Councils or clusters of Councils. This will also capture all necessary underlying data.
- 3.5 The first meetings with the s17A liaison people in each Council begin on 16 November 2015. The region has been divided into three separate groups/meetings for these initial discussions. These meetings will address; a stock take of existing reviews, principles of service delivery and whether we need a shared approach to section 17A reviews and the types of services that could be reasonably delivered in partnership with other Councils.

Next Steps

3.6 The next steps in the process for WDC are:

- Undertake a stock take of previous reviews,
- Identify what the WDC "services" are for review. SOLGM advice is that "services" are the activities (not groups) that are disclosed in your long-term plan and that consideration also needs to be given to including 'back-office' services,
- Group like services together and consider if any services require disaggregation,
- Identify trigger points for services reviews. The most common trigger point is likely to be when current contracts relevant to the delivery of that infrastructure, service or regulatory function are within 2 years of expiring. A system for capturing this information needs to be developed,
- Identify those services where one of the exceptions to a review may apply where the costs and benefits of a review do not 'stack up' and prepare the required documentary evidence,
- Participate in regional collaboration and develop an initial forward programme for review, which:
 - Identifies those services that could be put forward as a joint review opportunity with other Councils,
 - Prioritises the remaining reviews based on those services where efficiency gains are most likely to sit or where a review has otherwise been triggered due to the expiry date of a contract or changes to levels of service, and
 - Identifies potentially exempt services,
- Present the initial forward programme to Council for consideration, once the regional discussions have firmed up more.
- Determine the scale and objectives of each review,
- Gather background information,
- Determine resource required, and
- Perform the analysis and document results.

3.7 A service delivery review template proposed by SOLGM is attached as an Appendix of this report.

Suggested Resolution

The business paper on Section 17A reviews be received.



VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

11 November 2015

Attachment: SOLGM Service Deliver Review Template (378947)

4 SERVICE DELIVERY REVIEW TEMPLATE

Author's notes:

The template that follows is one way of meeting the legislative requirements, and is consistent with the guidance above. It is intended to be 'scalable' to the size of the review. Readers are encouraged to amend, add or subtract as meets the needs of their local authority – noting that SOLGM advises that templates receive a legal review before their first use.

The template is not as scary as it looks. It presents different combinations of options for funding, service delivery and governance. Having rejected some options will generally lead to the rejection of others. For example, if delivery by CCO is not feasible or viable and cost effectiveness then rejection of option 2 in the template, means that generally options 3,7, and 8 will also be rejected.

Don't forget that there may be other reasonably practicable options that you need to look at.

Present arrangements	
Name of the service and scope	(Identify the service and briefly describe the service. Try to keep this consistent with descriptions of the service in documents such as the long-term plan, asset/activity plan etc.)
Rationale for service provision	<p>(Describe the reasons why the service is provided. Please consider:</p> <ul style="list-style-type: none"> • the community outcomes that the service contributes to • any council strategy or plan that this service contributes to • any legal requirements to provide or have the service provided). <p>The rationale should be consistent with any rationale for the service stated in the long-term plan.</p>
Present arrangements	(Briefly describe the current arrangements for governing, funding and delivery of the service).
Last review	(When was the last review of this service undertaken? Briefly describe the results of the review.)
Performance	<p>(Describe how the council knows or is able to assess the effectiveness of the current arrangements in achieving the rationale for service delivery.</p> <p>Consider levels of service and performance measures for the activity. You might also consider any benchmarking information that is available.)</p>
Cost	(Note the total operating and capital cost of the service over the past three and next 10 years).

Decision to review	
Why is the review required? (s17A(2))	<p>(Describe the reasons why the review must be undertaken. Either:</p> <ul style="list-style-type: none"> • there is a significant change to a relevant level of service – don't forget that this includes increases and decreases • a contract for delivery of the service is due to expire within 2 years or • it has been six years or more since the last review of service delivery under <i>section 17A</i> was undertaken or • set out other reasons for undertaking the review.)
Does the cost of undertaking a review outweigh the benefits? (s17A(3))	<p>(Consider:</p> <ul style="list-style-type: none"> • the anticipated cost of the review • the total cost of providing the service – both operating and capital • the elapsed time since the last review • any changes in the policy and regulatory environment since the last review • the effectiveness of current arrangements • the ability of other local authorities to participate in the review • cost and capacity implications – especially where those relate to a statutory function • views and preferences of the users/beneficiaries of the service and of the community.) <p>Author's note: If your local authority has other criteria it wishes to have considered as part of this process, it should include/substitute as desired.</p>
Recommendation whether or not to review	<p>(Record your recommendation to review and your reasons for undertaking or not undertaking the review.</p> <p>Recommendations require the approval of [insert name of delegated officer])</p>
Place in review programme	<p>(Describe the service's place in the review programme (if any). How urgent is the review, and what are your reasons for reaching this conclusion)</p>

Analysis of options (The options listed below are those listed in s17A(4))	The Working Paper on page 25 has been developed to document the analysis in more detail.
1. Governance, funding and delivery by (insert your council name).	(Insert summary comment on the cost effectiveness of this option – your evidence base should be appended.)
2. Governance and funding by (insert your council name) with delivery by a CCO wholly owned by (insert your council name).	(Insert summary comment on the cost effectiveness of this option – your evidence base should be appended.)
3. Governance and funding by (insert your council name) with delivery by a CCO partly owned by (insert your council name) and partly owned by other local authorities.	(Insert summary comment on the cost effectiveness of this option – your evidence base should be appended.)
4. Governance and funding by (insert your council name) with delivery by another local authority.	(Insert summary comment on the cost effectiveness of this option – your evidence base should be appended.)
5. Governance and funding by (insert your council name) with delivery by a person or agency not listed above.	(Insert summary comment on the cost effectiveness of this option – your evidence base should be appended.)
6. Governance and funding by joint committee or other shared governance with delivery by (insert your council name)	(Insert summary comment on the cost effectiveness of this option – your evidence base should be appended.)
7. Governance and funding by joint committee or other shared governance with delivery by a CCO wholly owned by (insert your council name).	(Insert summary comment on the cost effectiveness of this option – your evidence base should be appended.)
8. Governance and funding by joint committee or other shared governance with delivery by a CCO partly owned by (insert you council name) and partly owned by other parties.	(Insert summary comment on the cost effectiveness of this option – your evidence base should be appended.)

9. Governance and funding by joint committee or other shared governance with delivery by another local authority.	(Insert summary comment on the cost effectiveness of this option – your evidence base should be appended.)
10. Governance and funding by joint committee or other shared governance with delivery by a person or agency not listed above.	(Insert summary comment on the cost effectiveness of this option – your evidence base should be appended.)
11. Other reasonably practicable options (identify in detail).	(Insert summary comment on the cost effectiveness of this option – your evidence base should be appended.)
<p><u>Conclusion</u> Which of the above options is most cost effective?</p>	(Insert comment on most cost-effective option.)
<p>Recommendations from the service delivery review:</p>	<p>(Insert recommendations, note this includes a decision to retain the status quo.</p> <p>Please include recommendations for any next steps such as whether engagement is required (and why?)</p> <p>Where your recommendation is for a separation of governance and delivery you will need to ensure a contract or other binding arrangement is in place. This should include:</p> <ul style="list-style-type: none"> • service levels and the associated performance measures and targets • how performance will be assessed and reported on • funding • risk management • any sanctions or other means for enforcing performance and accountability expectations.)

5 WORKING PAPER: ANALYSIS OF OPTIONS

Authors note: The working paper that follows has been designed to work in conjunction with the template in the preceding pages. It is intended to be 'scalable' to the size of the review and to help those conducting the reviews to draw the evidence together. Readers should note that this is a device for recording evidence to support their conclusions – this working paper is not a substitute for the generation of this evidence.

Options analysis: Name of service review	
Name of the option	(Insert the option name here – include <i>section</i> reference from the <i>LGA</i> .) Is this the 'status quo' option?
Feasibility	Is a change to governance or delivery subject to a contract or binding agreement that is not reasonably practicable to alter in the next two years? If not, why not? Is the option feasible under current law – if not, why not?
Community views and preferences	Note any relevant information that your council holds on community views and preferences. Also include an assessment of when and how this information was gathered and how 'on point' this is to the issue at hand. Authors note: This is not an obligation to engage or consult in and of itself.
Assessment of the effectiveness of this option	How would this option impact on (i) the achievement of the council's objective(s) for the service (ii) the use of, experience of, or benefit received by the users or beneficiaries of the service? Be objective in your assessment and be prepared to justify your assessment with evidence.

Cost of the options	<p>Identify the operating and capital cost for the option. SOLGM recommends taking a ten year horizon – unless the service is one of the mandatory inclusions in the infrastructure strategy (in which case thirty year horizons might be justified).</p> <p>Be prepared to justify your comments with objective analysis.</p>
Overall assessment of cost-effectiveness	Record your judgement of the overall cost effectiveness of the option.
Enhancements to status quo option	If this option is the status quo option, then are there any enhancements that would improve the cost effectiveness of the option.

Document No: 378646v2

File No: 037/020/12B

Report To: Council**Meeting Date: 24 November 2015****Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (November 2015)****1 Purpose of Report**

1.1 The purpose of this business paper is –

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

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

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

5 Background

- 5.1 The scope of Land Transport activities in the Waitomo District is almost entirely related to the roading assets. This includes:
- Roads (excluding state highways),
 - Footpaths, bridges,
 - Traffic services,
 - 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 Roading Subsidies

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

7 2015/2016 Maintenance Expenditures Budget

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

8 Safer Journeys 2013 to 2015 (Road Safety Promotion 431-433)

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

- 8.4 At present there is no Road Safety coordinator. The Road Safety Action Plan for the current year will be similar to the typical examples of the different actions successfully completed in the past:

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

8.5 **Road Safety Funding**

- 8.6 The Road Safety Promotion activity started out at a higher FAR-rate funding than the rest of the NZTA funding. It started at 100% and was reduced each year until the current 2014/15 level of 65.5%. From 1 July 2015 it will be at the WDC standard FAR rate of 61% for 2015-16.
- 8.7 A Road Safety Coordinator was contracted for a fixed period from 1 September 2014 to 30 June 2015 (- which also is the end of the current GPS). This activity is currently funded as a shared service agreement with Otorohanga District Council.

8.8 **Future Situation**

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

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

8.11 The following considerations forms part of this review:

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

9 **2015/2016 Operating Expenditure**

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Maintenance Expenditures (excluding Loss on Asset Disposal)	\$5,000,528	\$1,047,033	Expenditure to date = 20.9%
Road Safety Promotion 431 - 433	\$120,000	\$1,594	Currently under re-evaluation.
Emergency First Response 106 (GL = 730 31 715)	\$180,000	\$111,234	Works done under this category include trees blown down over roads and slips.
Environmental Maintenance 121	\$370,000	\$141,605	The NZTA has changed their criteria on what they allow under Emergency Works and the result of that is that some work we previously could do under Emergency Work, now has to be funded under this Environmental Category. Other work includes Hazardous Trees, Pest Plant Control, Mowing, etc.
Environmental Maintenance 121 For Stock Effluent Facility	\$30,000	\$13,184	Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings	\$15,000	\$2,188	As required by Kiwi rail
RBU Unit Costs	\$1,051,528	\$230,357	Salaries, overheads and some consultant fees
Routine Drainage Maintenance 113	\$380,000	\$94,194	The bulk of these costs were from Water table maintenance and Culvert maintenance.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Sealed Pavement Maintenance 111	\$1,400,000	\$72,330	Pre-reseal works and general sealed pavement maintenance.
Structures Maintenance 114	\$175,000	\$25,238	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	\$100,000	\$10,310	District wide maintenance of Signs and road furniture.
Street Lights Maintenance 122	\$179,000	\$81,306	Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	\$1,000,000	\$263,493	Re-metalling and grading of unsealed roads.
Asset Management Plans	\$	\$0-	As required every 3 rd year.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
<u>Total Maintenance Expenditures (excluding Loss on Asset Disposal)</u>	<u>\$5,030,528</u>	<u>\$305,928</u>	<u>Expenditure to date = 6.1%</u>
<u>Road Safety Promotion 431 - 433</u>	<u>\$120,000</u>	<u>\$791-</u>	<u>Currently under re-evaluation.</u>
<u>Environmental Maintenance 121</u>	<u>\$580,000</u>	<u>\$50,342</u>	<u>The NZTA has changed their criteria on what they allow under Emergency Works and the result of that is that some work we previously could do under Emergency Work, now has to be funded under this Environmental Category. Other work includes Hazardous Trees, Pest Plant Control, Mowing, etc.</u>
<u>Environmental Maintenance 121 For Stock Effluent Facility</u>	<u>\$30,000</u>	<u>\$1,597</u>	<u>Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.</u>
<u>Level Crossings</u>	<u>\$15,000</u>	<u>\$2,019</u>	<u>As required by Kiwi rail</u>
<u>RBU Unit Costs</u>	<u>\$1,051,528</u>	<u>\$81,768</u>	<u>Salaries, overheads and some consultant fees</u>
<u>Routine Drainage Maintenance 113</u>	<u>\$380,000</u>	<u>\$6,748</u>	<u>The bulk of these costs were from Water table maintenance and Culvert maintenance.</u>
<u>Sealed Pavement Maintenance 111</u>	<u>\$1,400,000</u>	<u>\$49,269</u>	<u>Pre-reseal works and general sealed pavement maintenance.</u>
<u>Structures Maintenance 114</u>	<u>\$175,000</u>	<u>\$10,020</u>	<u>Routine maintenance on guardrails and bridge decks.</u>
<u>Traffic Services Maintenance 122</u>	<u>\$100,000</u>	<u>\$3,325</u>	<u>District wide maintenance of Signs and road furniture.</u>
<u>Street Lights Maintenance 122</u>	<u>\$179,000</u>	<u>\$34,401</u>	<u>Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the amount of lights that has to be replaced.</u>
<u>Unsealed Pavement Maintenance 112</u>	<u>\$1,000,000</u>	<u>\$65,648</u>	<u>Re-metalling of unsealed roads.</u>
<u>Asset Management Plans</u>	<u>\$</u>	<u>\$0-</u>	<u>As required every 3rd year.</u>

8.12 — Report on the Annual Spending on Streetlights

8.13 — The current budget for WC 114 (Street Lights Maintenance) of \$179,000.00 is insufficient for the expected expenditures, estimated to be about \$309,000.00.

8.14 — ~~For 2011/12, 2012/13 and 2013/14 there appear to be no specific budgets for streetlight expenditure.~~

8.15 — ~~The 2014/15 budget for streetlights was exceeded by 43% or \$82,883 as far as can be ascertained the overspend is The Lines Co charges that was not budgeted for.~~

8.16 — ~~This overspend was covered by corresponding savings achieved from the Traffic Services budget.~~

8.17 — ~~Spending on streetlights, inclusive of electricity (energy and network charges) and maintenance is reflected in the table below. For the period 2011–2014 Street light expenditure was lumped into gross NZTA categories and therefore budgets can not easily be extracted.~~

	2011/12	2012/13	2013/14	2014/15	Budget 2015/16
Streetlights	120,167	194,075	234,807	276,883	309,000
Budget	0	0	0	194,000	179,000

8.18 — 2015-16 Budget Requirements

Maintenance contract for streetlights	\$140,000
The Lines Company	\$120,000
King Country Electricity	\$ 49,000
TOTAL	\$309,000

8.19 — ~~The variance for 2014-15 and 2015-16 is the Lines Co charges that was not specifically budgeted for.~~

8.20 — ~~The short fall of \$130,000.00 for 2015-16 will be financed by re-allocating an amount of \$100,000.00 from WC 112 (Unsealed Pavement Maintenance) and an amount of \$30,000.00 from WC 122 (Traffic Services), but the cost will be reflected in the street light category to inform future budgets.~~

9.1 Current budget for environmental maintenance is \$400 000 for the 2015/2016 financial year

9.2 Forecast expenditure for the 16/16 year is \$414, 835.00 This is made up of:

9.2.1 Environmental maintenance - \$343, 335.00 which includes maintenance aspects such as roadside mowing, spraying and removal of exotic trees and weeds

9.2.2 Pest Plant Contract - \$71, 500.00 which is allocated for the spraying of noxious / pest Plants/weeds

9.3 The district now has numerous trees that have reached maturity and require removing due to the hazards they pose. This activity is funded from the Environmental Maintenance Budget.

9.4 Expenditure for hazardous trees removal in the 14/15 financial year was \$50, 940.00. It is estimated that a similar amount will be required for the 15/16 financial year

9.5 Estimated spend on hazardous trees removal for the 15/16 financial year is expected to be in the region of around \$65, 000.00. This will be financed from the

sealed pavement maintenance budget, the largest of the operational budgets (\$1.4 Million)

- 9.6 It is proposed that future environmental maintenance budgets be increase from \$400,000 to \$480,000 to take into account the costs of pest plant control and hazardous trees removal.

10 2015/2016 Capital Expenditure

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

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures (excluding Capitalisable Overheads)	\$5,500,000	\$229,699	Expenditure to date = 2.9%
Minor Safety Improvements	\$230,000	\$0	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc.
Preventative Maintenance 241	\$250,000	\$0	Oparure Retaining Walls: the investigation and design work was completed during the previous financial year. The construction work is planned to be phased over two years starting in 2015-16 year.
Associated Improvements for Renewals 231	\$80,000	\$231	In association with Rehabs or other projects.
Drainage Renewals 213	\$400,000	\$60,995	Upgrading of Network wide drainage issues.
Minor Improvements 341	\$100,000	\$21	In association with other projects.
Pavement Rehabilitation 214	\$1,400,000	\$58,816	The annual Pavement Rehabilitation Contract.
Sealed Road Surfacing 212	\$1,300,000	\$18,856	The annual Reseals Contract is now part of the new Maintenance Contract.
Structures Components Replacement 215	\$200,000	\$2,037	Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222	\$120,000	\$29,763	Annual Traffic Signs replacement and the District wide Line.
Unsealed Road Metalling 211	\$600,000	\$54,656	Unsealed Road Metalling is done under the Maintenance Contract.
Emergency Reinstatements Projects 141	\$820,000	\$4,324	To be prioritised as they may happen.

11 Summary of Network Issues recently inspected

Underslip on Gribbon Rd at RP9.42 – A walk over inspection was completed on 14/08/2015 by BCD which revealed no obvious further failures or change to stability subsequent to the last appraisal during July 2014. Safety monitoring to continue in line with the last geotechnical engineer's recommendations.

- 11.1 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. We have installed mass concrete blocks along some of the over slip sites in order to reduce the effects of

continuing fretting from the cutting side. 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 Iwi consultation the start of construction is targeted for early January 2016.

- 11.2 Extreme weather over the last few summers resulted in an increase of expenditure on our unsealed roading network as a result of more frequent pavement repairs, lost aggregate and dust.
- 11.3 Hazardous trees are becoming a regular issue on Te Anga, Boddies, Fullerton and Lees Block Roads these are dealt with under the emergency reaction budget, Inframax has priced for these reactive works and it is currently estimated that the removal of these trees should be approximately \$18, 000.00

12 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 This report focuses on the work completed to date on the ONRC. The ONRC has three elements.
- 12.3.1 The first element is classifying roads into categories based on their function in the national network. This was completed in December 2014.
- 12.3.2 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.
- 12.3.3 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"

Financial Status

- 12.7 As evaluated there are no specific financial implications on the current budget other than an administrative cost for managing this transition process. We are in the process to measure this additional time requirement.
- 12.8 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.

Assessment of Significance and Engagement

- 12.9 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.

Maintenance and renewing sealed pavements under ONRC

- 12.10 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.
- 12.11 The One Network Road Classification framework has customer levels of service related to:
1. Effective access
 2. Pavement safety
 3. Ride comfort, and
 4. Cost effective provision.
- 12.12 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)
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- 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 with the one additional Service of Footpath Condition Rating.
- 13.3 WDC had at the time, opted out of the RATA arranged Traffic Counts collections, because it was deemed cheaper by about \$6,000.00 per annum. This option has now been reviewed, as there are benefits to be gained by being part of the RATA data collection process. The current procedure of data collection through the Road Maintenance contractor is proving to be less efficient when compared to being part of the RATA contract due to issues with uploading the collected data into RAMM which is caused by the different software being used by our current system. It is also of benefit to be part of the collective RATA Contract because the data is used for comparative benchmarking and if WDC collect data differently, it cause additional time to analyse any differences.
- 13.4 The cost difference is \$10,500.00 per annum through the RATA contract while the Cost through the past Downer Maintenance Contract was about \$4,090.00 but this Downer price did not include the cost of uploading into RAMM. The problem was that the software used by the hardware gave errors when trying to convert the data to a format that can be uploaded into RAMM, requiring additional time to sort out each RAMM upload. This was a continuing problem until the end of the Downer contract. This rate was a negotiated rate and was not part of the old contract. It is therefore recommended that WDC use the collective RATA data collection contract in future.
- 13.5 RATA has an Offer of Service form BECA consultants to carry out traffic volume counts and vehicle classification counts on behalf of RATA. The intention of engaging BECA is to review and improve participating councils RAMM data quality. The benefits in engaging the services of one service provider is:
- Consistent confirmation of data health
 - Identified numerous deficiencies and improvement requirements
 - Saving \$17,000 vs engaging consultants separately
- 13.6 The RAPT report (report on road maintenance and renewal practices across the region) was made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation. A new RAPT Tour is scheduled for 1 October 2015 at which time the intention is to inspect our selection of roads identified for the upcoming Reseals programme and for the Pavement Rehabilitation programme. The discussions will include a review of the business case approach for the selected treatments. We shall also visit some recent projects to "showcase" good examples of how we dealt with specific challenges.
- 13.7 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.

- 13.8 RATA has recently done a seal age assessment, but the draft report had an error in that it only referred to a very small sample, which skewed the seal lives to some very short outcomes and we have asked for a revision.
- 13.9 RATA has recently released a customer satisfaction report detailing the recent customer satisfaction survey results and a benchmarking report. This report will be shared by RATA with the CE forum in August 2015. This draft benchmarking report has now been reviewed and Waitomo has achieved relatively good outcomes in terms of levels of service. However the result also shows that the Waitomo customers are relatively less satisfied with the levels of service than those of some other Districts, in spite of the actual levels of service being better. The report also indicates that the WDC financial investments on the various categories compare well within the norm (example \$ per kilometre) with most other District Councils. The report further indicates that the WDC financial investments on the various categories compare relatively high (example \$ per vehicle kilometres travelled) with most other District Councils. This is to be expected due to the WDC having relatively lower traffic volumes than other Districts. The draft RATA report is attached as APPENDIX 1

14	Streetlighting (LED)
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- 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 be well served by making use of NZTA available subsidies to start converting to LED street lighting, even if at a slow pace initially. Technology has now reached the point where LED street lighting could be the better choice when taking reduced energy consumption and proven maintenance savings into account and subsidies from NZTA would only improve the business case. The Roding Division is preparing a business case in line with requirements by NZTA to qualify for the conversion subsidy offered. A further report will follow as soon as this is completed.

15	Road Maintenance - Procurement
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- 15.1 Five tenders were received (Downer, Fulton Hogan, HEB, Inframax and Schick) ranging from \$17 million to \$28 million for the three year contract period. Evaluation of the attributes and prices have been completed and reported to the Tenders Sub-committee.

- 15.2 This tender has recently been awarded to Inframax. The Start Date is 1 October 2015 and the contract is awarded for three years with provision for an additional two years if performance levels are met.

16 Road Maintenance – Progression Report

- 16.1 The new maintenance contract started on the 1st of October 2015 with the entered agreement between Inframax Contractors Limited and Waitomo District Council.
- 16.2 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
- 16.3 An annual routine (zonal) road maintenance programme is based on two complete maintenance cycles of the entire network per year.
- 16.4 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.
- 16.5 As can be expected full compliance with zonal requirements has not been met the first month however there is willingness by the contractor to work together and reach that goal as soon as possible.

Suggested Resolution

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



VIKUS JOUBERT
MANAGER – LOCAL ROADS

November 2015

Document No: 378634

File No: 037/005B

Report To: Council

Meeting Date: 24 November 2015

Subject: Progress Report: Solid Waste Activity –
November 2015

1.0 Purpose of Report

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

- 1.0 Purpose of Report
- 2.0 Local Government Responsibilities
- 3.0 Risk Considerations
- 4.0 Introduction
- 5.0 Background
- 6.0 Te Kuiti
- 7.0 Mokau
- 8.0 Piopio
- 9.0 Benneydale
- 10.0 Waitomo Village
- 11.0 Kinohaku
- 12.0 Marokopa

2.0 Local Government Responsibilities

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

3.0 Risk Considerations

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

4.0 Introduction

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

5.0 Background

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

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

5.3 Solid Waste Services

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

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

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

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

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

3 **Street Side Recycling Stations** at -

- Waitomo Village
- Piopio
- Mokau
- Marokopa

5.5 Management of Solid Waste Services

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

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

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

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

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

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

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

5.13 Service Requests / Complaints

5.14 Service requests are initiated by Ratepayers or Businesses across the District. The Service Requests are then followed up by council staff.

5.15 It was found that almost all the Service Request complaints received for kerbside refuse or recyclables not being collected, was due to the person placing the bag or recycle bin out too late.

- 5.16 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2014/2015 include:

Description	14/15	July 2015	Aug 2015	Sep 2015	Oct 2015
Kerbside Refuse not collected	13	2	2	1	1
Landfill Complaint	2	0	0	0	0
Transfer Station Complaint	3	0	1	1	0
Litter Bins not being emptied	13	1	1	1	1

5.17 Comments on Exceptional Incidents

- 5.18 EnviroWaste was instructed to ensure that their Kerbside Service is carried out within the requirements of the WDC Service Level Agreement as set out by the Bylaw i.e. only official WDC blue rubbish bags and green recycle bins with the correct recycling will be collected on the specified collection days. All other non compliant bags and recycling will be tagged and not collected.
- 5.19 A public information editorial was placed in the Waitomo News and Waitomo Way. This will also be included in the Council's electronic media.

6.0 Te Kuiti

- 6.1 The Te Kuiti Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.
- 6.2 Revenue for the Landfill is trending downward as a direct result of reduced levels of waste being deposited.
- 6.3 The Solid waste beautification project has kicked off and work has started off at the landfill with cleaning, painting and minor repairs to buildings and structures on site.

6.4 Landfill Volumes

- 6.5 Landfill Consented Volume: 232,000 Tonnes

Description	Tonnes Deposited June 2015	Tonnes Deposited July 2015	Tonnes Deposited Aug 2015	Tonnes Deposited Sept 2015	Tonnes Deposited Oct 2015	Tonnage Space Available
Deposited to Date	161,656.26	162,589.81	163,378.82	164,437.24	165,217.73	66,782.27
WDC Bags Collected		1.49	1.25	1.74	1.71	
Total over Weighbridge		987.62	834.51	1086.00	838.44	
Less Diverted Recycle		- 41.25	- 33.46	-16.13	-28.25	
Less Stock out Gate		- 12.82	- 13.29	-13.19	-29.70	
Total To Landfill		933.55	789.01	1058.42	778.49	

6.6 Recyclables

Diverted recyclables – 28.25 tonnes

6.7 Capital Projects

Description	Estimate / Budget	Actual July 2015	Actual August 2015	Actual September 2015	Actual October 2015
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High wall safety work	\$51,600.00	\$49,643.64	\$49,643.64	\$49,643.64	\$49,643.64
Recycling Shed	\$50,000.00	\$2,348.70	\$27,778.70	\$27,778.70	\$ 104,681.31

6.8 **Development of the Cell 3**

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

6.10 **High Wall Shaping**

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

6.12 **Recycle Shed**

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

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

The final inspection and handover completion date for this project was on the 30th October 2015.

A change in foundation details had to be made due to a large amount of concrete fill that was dumped in that specific area in the past. All of this had to be dug out to a depth of 2.2 meters and replaced with suitable material and compacted. The foundation detail change incorporating the piles and the slab into one continuous section, this lend to the opportunity to concrete the full area under the roof and to the kerb. This all led to a significant increase in the construction cost and led to the overspending. Unfortunately none of this could have been foreseen.

6.15 The funding for the shed is from the Waste Minimisation fund which is allocated to WDC, only to be used for waste minimisation related projects. There is money available in the Waste Minimisation fund that can be utilised for this expenditure.

7.0 Mokau

7.1 Mokau Bins

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

7.3 Signs have been made up to advise the public that it is an offence to dump household rubbish in or around the bins.

7.4 Mokau/Awakino Transfer Station

7.5 Relocation of this Transfer Station is being investigated to determine whether it would be more effective if situated closer to Mokau Township.

8.0 Piopio

- 8.1 There has been a recent increase in the illegal dumping of refuse at the Piopio Transfer Station during non-operating hours. Offenders' are climbing over the low fence and disposing of refuse without paying.
- 8.2 Sometimes discarded furniture is left at the gate or a few black bags thrown into the bin. The volumes average about 8 bags per week or one or two loose items.
- 8.3 Various bags that were dumped during non-operating hours were opened by the Transfer station attendant. Contact details for some of the offenders were found inside the bags. This detail was given to the regulatory department for further action.

9.0 Benneydale

- 9.1 Operating well.

10.0 Waitomo Village

- 10.1 Operating well.

11.0 Kinohaku

- 11.1 Council has adopted the change to the service level of the facility and the transfer station will only be open on Sundays and Mondays as from the 14th October 2015.

12.0 Marokopa

- 12.1 Operating well.

Suggested Resolution

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



KOBUS DU TOIT
MANAGER – OPERATIONAL SERVICES

Document No: 378617v2**File No:** 037/005B**Report To: Council****Meeting Date: 24 November 2015****Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – November 2015**

1.0 Purpose of Report

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

2.0 Local Government Act S.11A Considerations

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

3.0 Risk Considerations

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

4.0 Background

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

4.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

4.3 Wastewater networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

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

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

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

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

- 2 **Emergency Repairs:** Emergency Repairs are dealt with as they occur. They are usually dealt with immediately, and at times this impacts on the delivery of Planned Maintenance and Service Requests, which is postponed to a later time.
- 3 **Service Requests / Complaints:** Service Requests are initiated by Ratepayers or Businesses across the District and are phoned in, emailed or they could be provided to the Customer Services by means of walk-in. Service Requests are logged and forwarded to the Water Services Unit to resolve with the Contractor as a resource as needed.

4.6 Capital Works

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

4.8 Water Rates and Charges

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

5.0 Service Requests/Complaints

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

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

5.3 Water

5.4 37 Water related Service Requests/Complaints received in **September and October** as follows:

Description	Cumulative from 1 July 2015				August 2015				September 2015				October 2015			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Water Pressure	5	2			2				1	1				1		
Water Quality (Taste / Odour)	6			2	±				5			1				
Water Supply	29	1		10	±2				6			9	5	1		1
Miscellaneous	8			2					4							2
Sub Totals	48	3		14	±5				16	1		10	5	2		3
Totals	65				±5				27				10			

5.5 Water supply issues include lack of water, leaks and bursts. All of the 9 complaints received for the Mokau Water Supply in September relate to a major water burst on the primary main along State Highway 3.

5.6 Wastewater

5.7 16 Wastewater related Service Requests/Complaints were received **September and October** as follows:

Description	Cumulative from 1 July 2015				August 2015				September 2015				October 2015			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Manhole overflows																
Pump Station overflows	1								1							
Smells / Odours / Miscellaneous	2								1				1			
Blockages	6		2				±		3		1					
Piopio Sewer		15				2				4				5		
Sub Totals	9	15	2			2	±		5	4	1		1	5		
Totals	26				3				10				6			

5.8 The Benneydale sewer issue was a private matter that WDC assisted the home owner with while investigating the issue **and the complaint was about the lime disinfection left on site that the resident was unhappy about.** The Piopio sewer issues relate to a tank overflowing due to a blocked filter (fats) and a float that got stuck and the alarm came on.

5.9 Stormwater

5.10 One Stormwater related Service Requests/Complaints were received in **September and October** as follows:

Description	Cumulative from 1 July 2015			August 2015			September 2015			October 2015		
	TK	Pio	Ben	TK	Pio	Ben	TK	Pio	Ben	TK	Pio	Ben
Manhole overflows	1						1					
Flooding properties												
Open Drains												
Blockages	2			±								
Overland flow												
Sub Totals	4			±								
Totals		4			±			1			0	

5.11 The storm water blockage during September was in Te Kumi Side Road and is identified as a private area although it forms part of the overall storm water reticulation.

6.0 Treatment Plant Statistics

Water Treatment Plants	Estimated Average Annual Water Production m ³	Cumulative Water Produced 1 July 2015 m ³	Water Produced August 2015 m ³	Water Produced September 2015 m ³	Water Produced October 2015 m ³	Ave Residential Water Usage August 2015 per person /per-day Litres	Ave Residential Water Usage September 2015 per person /per day Litres	Ave Residential Water Usage October 2015 per person /per day Litres
Te Kuiti	1,100,000	171,937 356,616	83,964	96,150	88,529	464	592	531
Piopio	63,000	13,300 25,853	6,544	6,193	6,360	505	494	507
Benneydale	26,000	3,495 6,624	1,611	1,493	1,636	260	249	273
Mokau	33,000	5,488 12,547	2,549	3,072	3,987	206	256	332

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

Wastewater Treatment Plants	Estimated Average Annual Wastewater Treatment (discharged) m³	Cumulative Wastewater Discharged From 1 July 2015 m³	Wastewater Discharged August 2015 m³	Wastewater Discharged September 2015 m³	Wastewater Discharged October 2015 m³
Te Kuiti	1,250,000	284,794 539,059	149,459	144,782	109,483
Piopio	36,000	5,843 11,173	2,937	2,797	2,533
Benneydale	6,900	1,590 4,329	993	1,248	1,491

7.0 Commentary

7.1 Te Kuiti Water Supply

7.2 ~~No exceptional incidents have occurred this month.~~ The Water Treatment Plant Building is substantially completed, but not final. The electrical and mechanical equipment is being installed and once this part of the project is complete, the rest of the building will be completed.

7.3 Te Kuiti Wastewater

7.4 No exceptional incidents have occurred this month.

7.5 Te Kuiti Stormwater

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

7.7 No exceptional incidents have occurred this month.

7.8 Piopio Water Supply

7.9 A reservoir inspection recently showed up serious shortcomings in the Piopio water supply reservoir. The roof has structural damage that will require a complete replacement.

7.10 The inspection was also done to ascertain earthquake compliance and the reservoir will require extensive structural work to bring it up to standard.

- 7.11 A preliminary estimate has concluded that it will be more cost effective to replace the existing concrete reservoir with a steel tank on concrete slab to new technical standards.
- 7.12 A geotechnical investigation was conducted that proved the ground conditions are suitable to construct the new reservoir on the existing land adjacent to the old concrete reservoir.
- 7.13 The new reservoir will be included in the 2017/2018 Works Programme.

7.14 Piopio Wastewater

- 7.15 ~~No exceptional incidents have occurred this month.~~ Three gravity waste water tanks were converted to pumped system due to system back pressure resulting in overflows on properties. Since the conversion was completed no further problems occurred.

7.16 Benneydale Water Supply

- 7.17 No exceptional incidents have occurred this month.

7.18 Benneydale Wastewater

- 7.19 No exceptional incidents have occurred this month.

7.20 Mokau Water Supply

- 7.21 The Mokau valve and hydrant replacement has shown up deficiencies in the reticulation that required immediate action to rectify a situation that the whole village could be without water for a period of time when maintenance on the reticulation is performed. Additional valves had to be installed to allow for less disruptive future maintenance on the reticulation. Several valves were also not functioning and required repair work or replacement. This added to the cost of the project.
- 7.22 The pipe work also showed severe sign of deterioration. A photo is attached (Figure1). The pipe was very soft and collapsed when the gibault fitting was installed and tightened up.

7.23 Te Waitere Wastewater

- 7.24 Te Waitere Wastewater pump stations operated without any faults.

8.0 Capital Projects

1. Water

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade - Building	\$116,870	April 2015	99% complete	\$119,641

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	Progress is good however about 4 weeks delay due to reservoir roof that had to be completely rebuilt	\$526,519
Water Treatment Plant Upgrade Electrical, SCADA & Telemetry	Tender plus variations \$1,324,379	April 2015	Progress is maintained as civil works progress	\$838,047
Tui Street Augmentation (Piopio)	\$30,000	May 2015	95% complete	\$9,910
Mokau Valves	\$13,000	July 2015	Completed	\$21,398 (See 7.19)
Piopio Valve	\$8,000	July 2015	100%	\$0
Edward Street Pipe Replacement	\$85,000	November 2015	Design	\$0

- Mokau dams upgrade to meet building regulations will be tendered in January 2016 for completion by end March 2016

2. Wastewater

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

3. Stormwater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Cotter Street Completion	\$85,000	July 2015	100%	\$95,743
King Street East Pipe insertion	\$70,000	November 2015	Design	\$0

Suggested Resolution

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

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line extending to the right.

ANDREAS SENGER
MANAGER – WATER SERVICES

November 2015

Document No: 378799**File No:** 401/0581153000**Report To: Council****Meeting Date:** 24 November 2015**Subject:** Brook Park Incorporated Society Minutes**Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society Meeting convened on 2 November 2015.

Local Government Act S.11A Considerations

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

Commentary

- 3.1 Attached to and forming part of this business paper is a copy of the minutes of the Brook Park Incorporated Society meetings of 2 November 2015

Suggested Resolution

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

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

JOHN DE LUCA

GROUP MANAGER – COMMUNITY SERVICES

Attachment: Brook Park Incorporated Society Minutes – Doc 379392

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,
TE KUITI ON 2nd November 2015, at 5.30pm**
PRESENT:

Guy Whitaker, , Elly Kroef, Suzie Hoare, Karen Houghton, Gerald Kay, Robin Charteris, Jane Murray, Bruce Maunsell, Sheralee Buchanan, Andrea Hanna, Sue Wagstaff, Phillip Houghton

1. Apologies

Apologies were received from Rob Buckley
Karen/Elly

2. Confirmation of Minutes – for meeting 5th October 2015

There were no matters arising from the previous minutes and they were passed as a true and correct record.
Elly/Suzy

3. Correspondence In/Out

Inwards – None
Outwards – Thanks to Lionel Smith & Associates for accounts

4. Financial Report

Balance as at 31st Sept \$20,308.35
Balance as at 31st October \$31,336.15

That the financial report be received.
Phillip/Robin

6. Maintenance & Fencing

Nothing to report

7. Weed Control

Working Bee planned for November 8.
Focus on maples – parent trees. Cut & spray.
Bruce to arrange ad in Thursday Waitomo News re working bee.
Also to arrange update and sending email to mailing list re working bee.
Guy & Sue to arrange baking for morning tea. Elly to bring tea & coffee, thermos'

5. MTB Trail

Work progressing on crossings. Bruce to check on expected finish date. Need to arrange galvanizing.
Dave Smith has asked for 15cum lime chip for track, to be delivered for spreading by volunteers mid January. Bruce to check with Rob.

8. Memorial Grove

Nothing to report.

9. Guy Fawkes Event

Sponsorship over \$7000 cash, plus \$1500 advertising Waitomo News, 2 weeks radio advertising on CruiseFM, Signs Alone providing signage, D&M Jewelry \$100 voucher

Karen to arrange distribution of flyers to shops south end of town.

Stalls – Lions, Coffee Truck from TA, TK Cubs – glowsticks, TK Playcentre – BBQ & cupcakes, Ice Cream Truck – Derbies.
Suzy also arranging drinks to sell from Brook Park table – checking with Warehouse re returns of unused.

Buckets at entrance for gold coin – Jane & Robin. Possibly use fire brigade buckets
Tape for fences – Guy has picked up. Andrea supplying lots of fence standards.

Rubbish tins – same as last year – from 100% Guy checking with Council re free emptying on Sunday

Pallets – Greymount. Phillip & Karen organising. Graeme to help. Also check with Sorensens.

Andrea arranging 20l diesel.

Guy to complete Safety Plan.

Tre Aitken performing. Might be sufficient cash to pay him.

Generator. Guy to arrange

Cancellation date is Sunday 14th.

Friends of Brook Park table – need to collect names & follow up people who are interested in membership. (also need to do better job of staying in touch with emails etc.) Sue preparing membership form. Sell drinks at table

Guy to arrange hi viz vests from Council

Boards for cattlestop – Roger Burt. Guy

Suzy arranging Warehouse prizes for guy competition.

Suzy to talk to Hilary K re her students doing sparkler distribution. Getting 125 sparklers – possibly only give out to under 10s. Need small gas torches.

Judges – Pip from TLC, Jim McIndoe?

Sorensens truck – Guy to arrange for Sat. morning.

Tape to be put up 9am, pick up rubbish bins

Graeme & Gerald to arrange approx. 12 haybales

Flyer drop – Andrea to find template & print. Robin to distribute – also attach membership forms. Need approx.. 100.

Maori Wardens organised for parking – also 2 police community volunteers

10. General Business

2or 3 culverts needed between carpark and rotunda. To be done during summer. Possibly use limestone that has been removed from bike trail.

Entranceway – still waiting for progress. Guy to check with John de Luca.

Next meeting December 7th

Meeting Closed 6.43pm.

Document No: 379215**File No: 400/010/2****Report To: Council****Meeting Date: 24 November 2015****Subject: Progress Report: Civil Defence Emergency Management Joint Committee Minutes**

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 4 September 2015

Background

- 2.1 The Waikato Civil Defence Emergency Management (CDEM) Group is a consortia of local authorities, emergency services, lifeline utilities, welfare organisations, Government departments and non-government organisations.
- 2.2 The role of the group is to work in partnership with communities ensuring effective and efficient delivery of emergency management within the Waikato region.
- 2.3 The Waikato CDEM Group boundary is based largely on Waikato Regional Council's boundary. The CDEM Group area covers approximately 24,000 square kilometres of the central North Island extending from Mt Ruapehu in the south to Port Jackson (at the tip of the Coromandel Peninsula) in the north.
- 2.4 Eleven local authorities within the Waikato region have joined together to establish a CDEM Joint Committee. Each council is represented by one elected member who is the Mayor/Chair or delegated elected representative.
- 2.5 The Joint Committee works together to minimise the potential effects of emergencies, prepare the people to respond to emergencies and help the community to recover as quickly as possible following an emergency.
- 2.6 The members of the Waikato CDEM Joint Committee are:
- | | | |
|-----|--------------------------------------|--------------------------------------|
| 1. | Councillor Hugh Vercoe (Chair) | (Waikato Regional Council) |
| 2. | Councillor Leo Tooman | (Hamilton City Council) |
| 3. | Mayor John Tregidga | (Hauraki District Council) |
| 4. | Mayor Jan Barnes | (Matamata-Piako District Council) |
| 5. | Mayor Max Baxter | (Rotorohanga District Council) |
| 6. | Councillor Thomas Lee | (South Waikato District Council) |
| 7. | Councillor Anna Park | (Taupo District Council) |
| 8. | Councillor Peter French (Dep. Chair) | (Thames-Coromandel District Council) |
| 9. | Councillor Jacqui Church | (Waikato District Council) |
| 10. | Councillor Judy Bannon | (Waipa District Council) |
| 11. | Councillor Allan Goddard | (Waitomo District Council) |

- 2.1 The Co-ordinating Executive Group (CEG) for Civil Defence has requested that all minutes for the CDEMG and CEG be circulated to Council Members in an endeavour to increase the profile of Civil Defence in our Region.

Commentary

- 3.1 Attached to and forming part of this business paper are the confirmed minutes of the Committee meetings convened on 4 September 2015.

Suggested Resolution

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



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

November 2015

Attachment: 1 Joint Committee Minutes – Doc 379389

**WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP
JOINT COMMITTEE**

Minutes of the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Council Chambers, Waikato Regional Council, 401 Grey Street, Hamilton East at 1.00pm on Friday 4 September 2015.

MEMBERS:	<p>Waikato Regional Council Cr H Vercoe Hamilton City Council Representative Cr L Tooman Hauraki District Council Representative Mayor JP Tregidga Matamata Piako District Council Representative Cr B Hunter Otorohanga District Council Representative Cr R Prescott South Waikato District Council Representative Cr T Lee Taupo District Council Representative Cr A Park Waikato District Council Representative Cr J Church Waipa District Council Representative Cr J Bannon Waitomo District Council Representative Cr A Goddard</p>
IN ATTENDANCE	<p>Ministry of Civil Defence & Emergency Management S Stuart-Black J Rollin</p>
STAFF:	<p>Director Community and Services (N Williams), CEG Chair (L Cavers), Group Controller (L Hazelwood), Team Leader GEMO (G Ryan), Democracy Advisor(J Cox)</p>
APOLOGIES	<p>Cr P French, Mayor G Leach, S Vowles</p>

Accepted

Confirmation of Agenda

(Agenda Item 1)

Cr T Lee moved/Cr B Hunter seconded

RESOLVED

CD15/17

THAT the agenda of the Waikato Civil Defence Emergency Management Group of 4 September 2015 as circulated be confirmed as the business for the meeting.

The motion was put and carried (CD15/17)

Disclosures of Interest

(Agenda Item 2)

There were no disclosures of interest.

SECTION A: (FOR RECOMMENDATION TO WAIKATO CDEM GROUP)**Minutes of Previous Meeting**

File: 03 04 18 (Agenda Item 3) Docs # 3417515

Cr B Hunter moved/Cr J Church seconded

RESOLVED

CD15/18

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 8 June 2015 be received and approved as a true and correct record.

The motion was put and carried (CD15/18)

GEMO Report

File: 03 04 18 (Agenda Item 4) Doc # 3488786

Presented by Team Leader GEMO (G Ryan), the report provided a consolidated update on the work the Group Emergency Management Office is undertaking, including key projects and any additional matters for Joint Committee attention.

- The increase in June Group Emergency Co-ordination Centre (GECC) response and in the Welfare level of effort was as a result of assisting other regions with their emergency response.
- The increased level of the CDEM Project area reflects the conclusion of two major MCDEM Resilience Fund projects.
- The Welfare level of effort has increased through the year as the member has passed on the responsibility of the Lifeline.
- The labour budget has been under spent due to 7 month vacancy that has been reduced by commissioning an additional piece of work to review the website and develop a mobile friendly version.
- There have been a number of capable controllers trained for the region.
- There has been a comprehensive review of public alerting what will work, what might work and how to fill the gaps where technology is no so readily available.
- Foundational ITF training has become a part of the Council Induction training across much of the region.
- Successful coordination of the CIMS training across organisations.
- Built on the capability by having a way forward working with Volunteer organisations in times of emergency.
- A better understanding into the CDEM role within the group plan.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The focus up to now has been on building the group welfare plan. All Territorial Authorities can expect to see progress in the Welfare space in the coming year, the next step will be to appoint local Welfare managers and reach out to the local welfare agencies.
- Welfare involves numerous agencies and the CDEM role is to co-ordinate all these agencies together in an emergency.
- Every agency has a role in the Civil Defence Plan and each have been tasked to determine based on legislation who is responsible and which agency is best placed to deliver in these areas. As an example the Ministry of Primary Industries (MPI) holds the responsibility for animal welfare, and Ministry of Building – for shelter.
- Ellen Thomas was introduced to the Joint Committee as the new Business Support Specialist. She is a Team Leader of the New Zealand Red Cross Response Team for Waikato and is currently completing a Masters in Emergency Management.
- The Joint Committee were advised that the GEMO were now recruiting for a replacement Emergency Management Coordinator (ICT) and expected the process to be complete by the end of September 2015.
- As the budget for Civil Defence comes from a targeted rate from all of the regions ratepayers, the budget is specifically for Civil Defence and as such any under spend in budget is carried forward. It cannot be redistributed by Waikato Regional Council for any other function.

Cr J Bannon moved/Cr L Tooman seconded

RESOLVED

CD15/19

THAT the Waikato CDEM Group Joint Committee receive this report “GEMO Report” (Doc #3488786, dated 27 August 2015) for information.

The motion was put and carried (CD15/19)

SECTION B: (FOR RECOMMENDATION TO COUNCIL)

Group Controllers Report

File: 03 04 18 (Agenda Item 5) Doc # 3488787

Presented by the Group Controller (L Hazelwood), the report provided the Joint Committee with an overview of the current priorities of the Group Controller.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The All Hazards Centre is still a project under discussion. The Joint Committee were updated with the latest results from a meeting between the Chair of Waikato CDEM Joint Committee, the Group Controller and the Region 2 Fire Manager. As a result it was recommended that Council or CDEM appoint a property consultant that would be able to interact with the Fire Service property manager to look after the interests of the CDEM and come back to the Joint committee with figures and suggestions.

- The priority for a relocation rebuild for the Fire Service is changing and the latest information suggests that it may be as far as 5 years before a commitment is made.
- Discussion focussed on the matter of relocating CDEM from their temporary premises and co-locating with emergency services as soon as practically possible and that it should be progressed from the Waikato Regional Council as the administrating authority for the CDEM. That CDEM should not wait for the Fire Services to be ready to come on board with the plan and should now lead the discussion.
- It was acknowledged that all of the agencies, via a Chief Executives Group including Police, Fire, Ambulance, MCDEM and Ministry of Health, are agreed that there will need to be a capital investment across the agencies from a Central Government level
- Police involvement has been determined as technology within an office and staff in times of emergency.
- The ideal location for the building from the Fire Service perspective is North Hamilton, as it will be the relocation of the Pukete station and a number of the services and training from the Anglesea Street station.

Mayor J Tregidga moved/Cr B Hunter seconded

RECOMMENDED

CD15/20

THAT Waikato Regional Council identify staff or retain a property consultant to work with the Emergency Services to negotiate on behalf of the Waikato CDEM Group for an All Hazards Centre.

The motion was put and carried (CD15/20)

- Waikato CDEM sent three staff in support of the Taranaki CDEM (one) and the Manawatu – Wanganui CDEM (two) during the floods in June.
- A number of points were learned from those regions by our team and bought back to the Waikato CDEM. As a result after the emergency a number of their decisions were analysed and resolutions were made to look at checklists and complete analysis for needs and determine the best course of action for support in the region in the future.
- Waikato CDEM has been invited to be participate in a large tabletop Police exercise. Recently training has been provided to Police command staff for large scale emergencies. This shows how the relationship between Police and CDEM has progressed over the years.
- Disaster media training was completed for a number of the elected officials around the region and members who attended felt it was beneficial for all of the regions Mayors to attend in the future. The focus was on how controllers and Mayors communicate in a disaster situation.
- Members were advised of two recent Controllers who have been nominated for appointment by their own councils. They have come through the controller appointment process, but their nomination is yet to be endorsed by their local councils. CEG have put their endorsement to the candidates for the Joint Committee approval.
- The Joint Committee heard from Sharon Robinson the nominated local controller on behalf of the South Waikato District. She provided the Committee with her council background.
- Councillor A Park was able to support the nomination of Ariell King for local controller for the Taupo District, and provided background to Ariell's role with the Council.

- Hamilton City Council will have another local controller nominated but Waikato CDEM was yet to be formally advised of the nomination.

Cr R Prescott moved/Cr J Bannon seconded

RESOLVED

CD15/21

THAT the Waikato CDEM Group Joint Committee:

- ...receive this report “Group Controllers Report” (Doc # 3488787, dated 27 August 2015) for information.**
- ...appoint Sharon Robinson to the role of Local Controller for the South Waikato District (subject to receiving an endorsement from the South Waikato District Council).**
- ...appoint Ariell King to the role of Local Controller for the Taupo District (subject to receiving an endorsement from the Taupo District Council).**

The motion was put and carried (CD15/21)

SECTION A: (FOR RECOMMENDATION TO WAIKATO CDEM GROUP)

Summarised CEG Minutes

File: 03 04 18 (Agenda Item 6) Doc # 3488789

The minutes were taken as read. Group Controller (L Hazelwood) provided the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group meeting on 21 August 2015.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The Joint Committee were advised of the efforts of the Community Resilience Coordinator with social media interaction. This has included increasing the profile of the Waikato CDEM through their Facebook page, Twitter account and Instagram. The new methods of engagement include cartoons providing a simple message in a way that appeals to a varied audience. With each simple message is a link to the formal information such as the Met Service reports.
- The new medium has increased the profile whereby posts from CDEM have gone from being viewed or shared by a few hundred people to over 240,000 people. This has gained national attention which is seen in the comments from the posts and One News interviewing Waikato CDEM about the social media updates.
- Members of the Joint Committee suggested that when posts are made by CDEM that each council be tagged in to the post, and they can then ensure that the message is shared on a wider scale again.
- Waikato CDEM has identified campaigns in preparation for NZ Shakeout 2015 and Get Ready Week. One is Disaster House working with the University student demographic and another working with school age students.
- Disaster House is a project being aimed at the student demographic of the community whereby actors will be put in to an emergency evacuation situation at a property for three days. The results of this will be shared

via social media. This is being advertised now on social media, posters and buses around Hamilton. The exercise is to demonstrate the importance of preparedness.

- The next project is working with year 12 and 13 students over a 24 hour period to consider what they would do in a situation with no power or water.

Presented by the former Emergency Management Co-ordinator (ICT) (D Phyn), the presentation provided the Joint Committee with a summary Review of Public Alerting options with recommendations.

- The Emergency Response System leaders are NZ Police and Ministry of Business, Innovation and Employment. They are working with partners being NZ Fire Service, St John Ambulance and Civil Defence.
- Consideration is being given to a geographically locatable function for emergency calls and targeted alerts based on a cell phone users' location. There are a number of applications already being used in New Zealand by different agencies. The decision around what kind and model of applications will be made in July 2016. It is important for consistency that it be a national system.
- Alternative solutions are being identified and explored for any of the gaps that a single App may not cover (reception, technology, mental or physical impairment).
- Public education for natural warnings is also another simple technique that can be widely employed.
- There have been a number of recommendations for the group and local territorial authorities. These are all contained within the report "Review of public alerting options with recommendations for the Waikato CDEM Group" available to all members through the website. <http://waikatocivildefence.govt.nz/Member-area/Joint-Committee/JC-documents/>.

Cr R Prescott moved/Cr A Park seconded

RESOLVED

CD15/22

THAT the Waikato CDEM Group Joint Committee receive this report "Summarised CEG minutes" (Doc # 3488789, dated 27 August 2015) for information and congratulate the Waikato Civil Defence Group for their Social Media work.

The motion was put and carried (CD15/22)

The Chair of the Joint Committee thanked Derek for his expertise and the work completed in his 3 years with the Waikato CDEM Group. The work he has put in to the latest public alerting project was valued and appreciated by CDEM and the Joint Committee.

Waikato CDEM Group Annual Planning (2016/2017)

File: 03 04 18 (Agenda Item 7) Doc # 3492132

Presented by the Group Controller (L Hazelwood), the report provided the Joint Committee with an initial opportunity to discuss the 2016/2017 annual planning process for the Waikato CDEM Group, including the GEMO work

programme and budget that will be presented to the Joint Committee in November for approval.

It was noted that the priorities will remain unchanged from what was confirmed in the Long Term Plan.

Mayor J Tregidga moved/Cr J Bannon seconded

RESOLVED

CD15/23

THAT the Waikato CDEM Group Joint Committee receive this report “Waikato CDEM Group annual plan (2016/2017)” (Doc #3492132, dated 27 August 2015) for information.

The motion was put and carried (CD15/23)

MCDEM Work Programme Status Report

File: 03 04 18 (Agenda Item 8) Doc # 3488788, 3477768

The item was taken as read. The Director of MCDEM (S Stuart-Black) outlined for the Joint Committee the work that is going on nationally.

- For the last 18 months MCDEM has been working towards the ambitious project of creating a new national strategy.
- CDEM is ready to start looking to the future.
- There will be a National Conference 1-3 June 2016 to which Joint Committee members, CEG chairs and CDEM staff of all levels are encouraged to attend and share good practice with their peers. Provides an opportunity to talk together and the Ministerial awards will be presented as a part of the Conference.

Cr B Hunter moved/Cr T Lee seconded

RESOLVED

CD15/24

THAT the Waikato CDEM Group Joint Committee receive this report “MCDEM work programme status report” (Doc # 3488788, dated 27 August 2015) for information.

The motion was put and carried (CD15/24)

Items for next meeting

File: 03 04 18 (Agenda Item 9)

There were no items indicated by the Joint Committee for the next meeting.

Meeting closed at 3.00pm

Doc # 3496432

Document No: 374922**File No:** 502/001**Report To: Council****Meeting Date:** 24 November 2015**Subject:** **Progress Report: Proposed Waikato / Thames Valley Enlarged Rural Fire Authority**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

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

Commentary

4.1 30 July 2013

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

4.6 27 August 2013

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

4.8 23 June 2015

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

4.17 25 August 2015

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

4.24 **29 September 2015**

4.25 No further information has come to hand related to the Enlarged Rural Fire District. Martin Jenkins Consultancy is awaiting NZ Fire Service information to be provided before finalising and distributing the draft business case.

4.26 **24 November 2015**

4.27 The development of the ERFD proposal advanced during October to the stage of the distribution of a draft business case, for discussion at a meeting of the stakeholders on 12 November 2015.

4.28 The indicative ERFC funding levels in the draft business case were radically different to what had previously been looked at under the West Waikato ERFD model. The difference being a considerable increase in funding required from Council's such as Otorohanga DC and Waitomo DC. The funding levels being discussed were quite prohibitive.

4.29 The meeting to discuss progress on the formation of the ERFD for the Waikato Region/ Thames Valley and the business case proposed was held on the 12 November 2015 in Ngaruawahia. Waitomo District Council was represented at this meeting by Dave Clibbery and Dave Brown from Otorohanga District Council.

4.30 Any potential to further progress the ERFD discussion at this time was pretty much extinguished by comments at the start of the meeting from the NZ Fire Service representative that a formal announcement would be made on the 13 November 2015, regarding the outcome of the Fire Service Review, which was likely to be pursuit of an option where there was little if any local control of rural fire activities.

4.31 The general view of all other representatives present was however that the likely changes and uncertainties arising from the Fire Service Review, combined with the fact that the currently proposed Waikato ERFD model is far from being acceptable to all parties (particularly in respect of funding) made it pointless to have further detailed discussions about a potential Waikato ERFD at this time, but it might be worthwhile to consider re-opening discussions in a few months, once there was greater clarity regarding how rural fire would fit into the new Fire Service model.

4.32 The formal announcement regarding the Fire Service Review was made via a Ministerial speech to the 137th Annual Fire Brigades Association Conference. A copy of the Minister's speech is attached to and forms part of this business paper.

4.33 Key extracts from the speech include:

"The Government has also agreed to bring together volunteer, career, urban and rural fire fighters together in one, integrated, new national fire service"

"The new organisation will be an amalgamation of the NZFS, the NRFA, and RFAs (including ERFDs)"

4.34 Currently, as it stands the project to develop a Waikato ERFD is on hold. No further reports will be submitted to Council until information regarding the new Fire Organisation comes to hand.

Suggested Resolution

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



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

November 2015

Encl: Speech to 137th Annual United Fire Brigades Association Conference.

Document No: 378802**File No:** 401/9992000100**Report To: Council****Meeting Date: 24 November 2015****Subject: Progress Report: Te Kuiti Railway Station Building Project**

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress with the Te Kuiti Railway Station Building Project.
- 1.2 This business paper is set out under the following headings:
- 1.0 Purpose of Report
 - 2.0 Local Government Act S.11A Considerations
 - 3.0 Background
 - 4.0 Project 1 – Building Restoration
 - 5.0 Project 2 – Plaza Redevelopment
 - 6.0 Project 3 – Roading Renewal
 - 7.0 Project 4 – Community Space
 - 8.0 Project 5 – Commercial Space Internal Refurbishment
 - 9.0 Work Plan / Timeline / Budget

Note: This business paper covers the period from March 2015. For detailed information on the respective work stream prior to March 2015 refer to the Progress Report presented to Council at the 26 May 2015 Council meeting (Doc No. 363307).

2.0 Local Government Act S.11A Considerations

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

3.0 Background

- 3.1 For some time Waitomo District Council has been engaged with KiwiRail and New Zealand Railways Corporation in an endeavor to secure a long term future for the historic railway station building, featured in the central area of Te Kuiti Township.
- 3.2 KiwiRail has agreed in principle to a long term lease arrangement for the land with Waitomo District Council, but before final documentation and the question of the buildings, Waitomo District Council have been required to prepare a Conservation Assessment to inform the best way forward.
- 3.3 A service proposal was sought from Laura Kellaway of Architect & Heritage Consultants who have previous experience in conservation plans for railway station buildings.
- 3.4 A proposal for the preparation of a conservation plan, preparation of a heritage management plan and preliminary structural plan was accepted on the 19 March 2012.

4.0 Project 1 – Building Restoration

4.1 25 March 2015

4.2 While this project has taken an extended amount of time to bring to fruition it is on track to be completed by the 27 March 2014. The overall project has been difficult to co-ordinate because of the extent of unknowns, and the required amount of design work required to work through the issues as they arose.

4.3 A major part of the extension in time was the result of the inclusion of the finishing work associated with Building 3. As reported previously, this finishing work was necessitated by the extent of structural strengthening required.

4.4 The following Project 1 works are not completed at the time of writing this report:

Building 1: Completion of the steel portal installation (underway)
Testing of the sprinkler system
Installation of fire mimic panel

Building 2: Completion of the steel portal installation (underway)
Internal wooden framing to the chimney- completed after
Steel portal installation
Floor repairs at chimney
Guttering to complete
Testing of the sprinkler system

Canopy: Down pipes to complete

Building 3: Painting to complete (underway)
Dividing door installation (scheduled for 23 March)
Electrical works to complete (after completion of painting)
Sub frame connectors to install
Decking and ramp to complete (underway)
Accessible toilet fitout (completed as separate project)
Floor finishings (completed as separate project)
Testing of the sprinkler system
Door hardware currently being installed

4.5 The band rotunda has been removed from Project 1 and is being relocated direct by WDC and is scheduled to be relocated the week of the 30 March 2015. The removal from the master contract allows the relocation to be undertaken within the initial budget estimate and will not impact on the Project 1 completion date.

4.6 29 April 2015

4.7 Project 1 has effectively wound down with Building 3 completed and was used during the Muster. Building 1 & 2 have some minor works to complete, which will be undertaken by the contractors when undertaking any repair works identified during a defects site meeting to be held on 6 May 2015.

4.8 26 May 2015

4.9 The defects meeting with the Architect and the Engineer was held on 6 May 2015 and the various schedules prepared which were forwarded to the contractor on 13 May 2015. At the time of writing this report we are awaiting confirmation of when the contractor will be on site to undertake the works.

4.10 23 June 2015

4.11 DML Construction (2003) Ltd. has returned to the work site on 9 June 2015 to work through the defects list and uncompleted items over the coming days.

4.12 28 July 2015

4.13 While much of the defects list has been completed it has yet to be finalized and another inspection undertaken. DML Construction (2003) Ltd. have been advised that where this interferes with other contracts that WDC will undertake the works deemed as necessary and deduct the cost from the retentions.

4.14 25 August 2015

4.15 DML Construction has still not returned to the site or supplied requested information and therefore defect works have been undertaken on their behalf. The cost of these works will be covered by the retentions held for the project.

5.0 Project 2 – Plaza Redevelopment**5.1 29 April 2015**

5.2 A site meeting was held with Michael Graham from Mansergh Graham on 20 April 2015 to progress proposals for the courtyard, now that areas associated with the building, e.g. decking, i-site access etc has been finalized. Draft plans will be available over the next couple of months.

5.3 The contractor responsible for the relocation of the band rotunda is still proving difficult to commence the works.

5.4 The development of the electricity charge point for vehicles, in conjunction with The Lines Company is to commence with a meeting with the Lines Company on 28 April 2015 and the outcomes of this will be reported verbally at the Council meeting.

5.5 26 May 2015

5.6 A preliminary meeting has been held on 20 April 2015 to discuss the initial concepts for the plaza and provide current design information related to the buildings 1 and 2.

5.7 Meetings have been held on 29 April 2015 and 13 May 2015 with representatives of The Lines Company to further the development and installation of two power charge points in Rora Street near to the Plaza.

5.8 The Lines Company has confirmed their commitment to this project, with the next stage being sketch designs for approval of the parties involved. The location being as originally discussed at the August 2014 Council meeting – on Rora Street near the southern pedestrian crossing.

6.0 Project 3 – Roading Renewal

6.1 Completed.

7.0 Project 4 – Community Space**7.1 25 March 2015**

7.2 The development of the community space projects is progressing well.

7.3 A recent application to the North King Country Development Trust (NKCDT) for the amount of \$100,000 to assist with the development of the community space was made to the NKCDT February meeting. This application was successful in securing \$60,000 towards the project.

- 7.4 Historic Places Trust (HPT) approval has been gained for the removal of the internal walls to Building 1 and the link from Building 1 to Building 1A. Prior approval had already been given to the linking of Building 1 & i-Site.
- 7.5 An unbudgeted amount of \$38,000 was received in the later half of 2014, meaning the \$100,000 of external funding has been obtained for this project.
- 7.6 Draft drawings / contract documentation for Building 1, the links and i-site works are well advanced and should be completed by the end of March, which is a delay of approximately 8 weeks from programme. This delay has been partly caused due to obtaining HPT approvals and inclusion of the i-Site into the project. A copy of the draft layout plan is attached to and forms part of the agenda
- 7.7 The internal engineering structural strengthening plans for Building 1 are complete.
- 7.8 Refer to notes for Project 1 for the update on the Building 3 Community space.
- 7.9 Discussions with WINTEC are well advanced, and a legal agreement and commercial valuation are currently being prepared and are likely to be available within the next week. These documents are based on WINTEC utilising the building 2 days of the week, 40 weeks of the year.
- 7.10 The balance of the time and the rear room of this building are available for other community uses.
- 7.11 Building 3 was originally scheduled for completion in August 2015 but will now be completed at the end of March 2015.
- 7.12 29 April 2015**
- 7.13 This building has now been completed and is in use through a Certificate of Public Use even though the building consent has not been completed as this covers the other buildings as well.
- 7.14 A lease has been prepared and discussed with Wintec as well as a commercial valuation for the space, based on their usage times. It is anticipated that these will be signed over the next few days and occupancy is scheduled for the beginning of May 2015.
- 7.15 A storage cupboard has been installed for Wintec computers etc. A dishwasher donated by Wintec has also been installed.
- 7.16 Planning for building 1 and the linkage to the i-Site is well advanced with a consultants meeting held recently on 17 April 2015. It is anticipated that this documentation will be submitted for building consent in the first week of May 2015, enabling tendering later in May 2015.
- 7.17 26 May 2015**
- 7.18 Building 3**
- 7.19 The lease document for the lease of building 3 has been completed and forwarded to WINTEC for signing at the commercial valuation as provided by Curnow & Tizard.
- 7.20 Furniture for the meeting room has been ordered and we await delivery.

7.21 WINTEC have confirmed their tentative start date for use of the building is 26 May 2015. An extension to the Certificate of Public Use has been obtained until November to allow for this use by WINTEC and other users of building 3.

7.22 Discussions have recently been held on 7 May 2015 With Maniapoto Maori Wardens Charitable Trust to discuss the lease of the rear room of building 3 by this group as well as the main meeting room for one day a month. The intention is to have up to 3 work stations in this room.

7.23 A valuation and lease documents for this proposal is currently being prepared.

7.24 Building 1 / i-Site Connection

7.25 Documentation for the internal finishes and structural works of Building 1 along with the specification have been completed and a building consent applied for. It is anticipated that this project will be "out to tender" at the time of the Council meeting.

7.26 Copies of the key plans are attached to and form part of this business paper for Councilors' reference.

7.27 23 June 2015

7.28 While the building consent has been applied for, there are minor alterations required to the drawings and documents to allow the tender process to proceed. These are currently being worked through, but priority at the current time is being given to Project 5.

7.29 28 July 2015

7.30 Corrections to the documents have been completed and the building consent process and tender process can now proceed. It is anticipated that the tender process will commence before the end of July

7.31 25 August 2015

7.32 While the amendments to the drawings were completed as per the above, the tender has not progressed and further changes to the drawings will be made as a result of the learnings from undertaking the construction works on Building 2.

7.33 It is now anticipated that revised drawings will be submitted for building consent and tendering undertaken in early September. This will impact on the timeline for Building 1 & i-site development.

7.34 24 November 2015

7.35 The Building 1 & i-Site project documentation has been completed and was issued for tender on 30 October 2015, with tenders closing 1 December 2015. The contract has been advertised through Tenderlink, Waikato Times and Waitomo News. Several contractors have uplifted the documents.

7.36 Upon acceptance of a tender, construction is scheduled to commence mid January 2015. Tenderers are required to confirm a construction period.

7.37 Building 3

7.38 Maniapoto Maori Wardens Charitable Trust has responded to the documentation forwarded to them for consideration and agreement has been reached on the lease of the room to the rear of Building 3 and partial use of the main room.

7.39 Final documentation is currently being prepared ready for signing

7.40 24 November 2015

- 7.41 Maniapoto Maori Wardens Charitable Trust has now signed the lease documentation and is now established on site.

8.0 Project 5 – Commercial Space Internal Refurbishment**8.1 25 March 2015**

- 8.2 Historic Places Trust approval has been granted for the removal and alterations to the internal walls of building 2 to allow construction of the restaurant/café/bar.
- 8.3 A letter of intent, to be used for the basis of a commercial lease, has been signed by the operator WDC has been holding discussions with and a draft layout plan has been agreed. The letter of intent includes a capital contribution by the operator towards the cost of the project as allowed for in the budgeting. A copy the draft plan is attached to and forms part of the agenda.
- 8.4 A draft commercial lease has been prepared and is ready to be sent to the operator. The commercial valuation is underway and should be completed next week.
- 8.5 Draft working drawings and contract documentation are underway and should be completed early April.
- 8.6 This timeline is behind schedule as preparation of documentation was limited until the letter of intent was signed. It is believed that the completion date for this project of October 2015 can still be met as per the letter of intent.
- 8.7 Discussions have been held with Vector Energy, owners of the gas network and a gas line can be extended to the restaurant/café/bar. This line would be thrust under Rora Street from Sheridan Street at a cost of approximately \$1,000. The necessary connection / metering facilities would be an additional cost from Nova Energy – WDC preferred gas supplier.

8.8 29 April 2015

- 8.9 As with the building 1 / i-site planning, the plans for the commercial area are also well advanced and it is anticipated that this will also be lodged for building consent during the first week of May 2015
- 8.10 A draft lease agreement, based on the letter of intent, along with a commercial valuation has also been prepared and is currently with the operator. While the building consent will be lodged and tenders for construction sought, the lease is to be signed before acceptance of a tender for construction.

8.11 26 May 2015

- 8.12 A meeting was held on 29 April 2015 with local valuer Adie Doyle, representing the operators for the restaurant/café/bar. WDC had previously obtained a commercial valuation for the proposal and the amount of the valuation had been forwarded. If this second valuation is significantly different there will need to be some arbitration to reach common ground. This is quite common in setting this type of lease valuation.
- 8.13 Documentation for the internal finishes and structural works and exterior areas of Building 2 along with the specification have been completed and a building

consent applied for. It is anticipated that this project will be "out to tender" at the time of the Council meeting.

- 8.14 Copies of the key plans are attached to and form part of this business paper for Councilors' reference.

8.15 23 June 2015

- 8.16 The building consent process is nearing completion with some minor queries to be answered before the issue of a building consent.

- 8.17 Negotiations for the lease of the commercial space have taken longer to bring to fruition than originally envisaged, with the problem areas being the lease value and payment of a contribution towards the development. While the market rental assessed by WDC's valuer was \$37,750 per annum, the negotiated lease rental for the first three years has been agreed at \$25,000 per annum. Agreement was reached on 16 June 2015.

- 8.18 After the initial three year period, the rental reverts to a market assessment.

- 8.19 The contribution of \$45,000 is to be paid in three installments before opening of the facility.

- 8.20 Some relief from market rental during the formative years of business establishment is a common business practice, to ensure the goals of the lessor are met and in this case will assist in ensuring that the "central hub" that WDC wishes to create succeeds.

- 8.21 The late agreement of the lease has meant that the tender documentation was issued later than anticipated meaning it will be difficult to achieve completion by 1 October 2015. During the negotiations of the lease, the lessee was advised in writing that this was the case.

- 8.22 With the agreement now being resolved, the project has been put out to tender with a closing date of 2 July 2015.

- 8.23 The gas connection to the building has been installed, although the final location is to be moved marginally by the contractor as it was positioned incorrectly.

8.24 28 July 2015

- 8.25 Construction works commenced 13 July 2015. At this stage the target completion date is 1 October 2015.

- 8.26 Progress to date has primarily been around demolition of internal walls, preparations for the structural portals and reframing of the new walls.

- 8.27 A meeting between the Architect, kitchen designers (Wildfire Kitchens) and Group Manager Community Services was undertaken on 29 June in Auckland where the very draft initial proposal was discussed to enable developed sketches to be developed.

- 8.28 A meeting is scheduled between the parties above and the operator for 23 July 2015 in Te Kuiti to finalise dimensions and design.

- 8.29 Prefabrication of the kitchen will take at least 4-6 weeks and is part of the critical path to completion on 1 October 2015.

8.30 25 August 2015

- 8.31 Construction has progressed well with most of the structural strengthening, lining, prewire, base services completed.
- 8.32 A major issue related to achieving a solution to the required bracing proved difficult to resolve. While this has now been resolved several days were lost in this area and the impacts on the timeline will be confirmed at the proposed site meeting of 26 August 2015. The completion date has likely moved a week to the 8 October 2015
- 8.33 While the bracing was being resolved several other aspects of the project continued including the decking framework, kitchen design, bar design, material orders for lights etc.
- 8.34 The kitchen and bar layout has now been agreed and prefabrication will commence on confirmation of pricing.

8.35 29 September 2015

- 8.36 Construction work has been progressing rapidly and the status of the components is itemised below:
- Electrical – bulk of the wiring is complete along with the lighting
 - Painting is nearing completion
 - Vinyl laying in the kitchen is complete along with most of hter service area
 - Toilet facilities are currently being installed
 - Lining of the kitchen is complete
 - Many of the kitchen and bar appliances have arrived
 - Balance of the bar / kitchen items are due 24 September 2014
 - Cabinetry is due 24 September 2014
 - External decking has been completed
 - Outdoor canopy area concrete is laid and glass panels to be installed 24 September 2014
- 8.37 Items that are yet to commence include
- Floor sanding, polish to the wooden floors and carpet laying
 - Roof ducting for the kitchen hood
- 8.38 At the present time the final completion date agreed with the contractor is the 6th October 2015, although this date has not been reviewed since the beginning of September 2015.
- 8.39 Several issues have arisen in recent times related to tenant related items and this is being strictly monitored to ensure works undertaken are within the contract and suit WDC's long term ownership of the facility.
- 8.40 The ability to renovate a historic building and its associated unknowns, along with areas requiring planning as the project has progressed, and the costs of some chattels which were unknown at the time of contract, has meant that the overall cost of the project will not be within the tendered price but are contained within the overall railway station buildings budget. The costs are however being closely monitored through the use of a Quantity Surveyor.
- 8.41 This project is nearing completion and all contractors are well aware of the completion timeframe. An official Opening Ceremony is being scheduled for Friday 9 October 2015 at 1.00pm.

8.42 25 November 2015

- 8.43 A successful opening was held on the 9 October 2015 and the restaurant officially opened to the public on the 28 October 2015. This delay was as a result

of considerable work that was required to meet the ventilation requirements around the kitchen. It had been assumed that the ventilation requirements would be met by the numerous window openings.

- 8.44 The Architect and Group Manager Community Services have undertaken a detailed site inspection so as to enable a defects list to be prepared. This list will be finalized over the coming fortnight and then forwarded to the contractor, who has six months to undertake the work from practical completion.

9.0 Work Plan / Timeline / Budget

9.1 25 March 2015

- 9.2 Alterations to the timelines for different projects are recorded within the content of each project.

- 9.3 As considerable further information on designs, construction periods and budgeting will become clearer as projects 4 & 5 are prepared for consenting and tender, it is our intention to update Council with the programme graph and budgets for the April Council meeting.

29 April 2015

- 9.4 The budgeting and timeline documents were to be included in the April agenda. The quantity surveyor will not have the documents completed before the Council meeting as the drawings will not be complete, but the timelines will be circulated to Councilors as a separate document.

9.5 26 May 2015

- 9.6 As the documents have only just come to hand the tender estimate has not been completed at the time of preparing this business paper. The key timeline for completion of the restaurant /café / bar in October is still on track.

Suggested Resolution

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

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

November 2015

Document No: 378833

File No: 401/0588424200

Report To: Council**Meeting Date:** 24 November 2015**Subject:** **Progress Report: Les Munro Centre – Staged Upgrade (Courtyard and Kitchen)**

Purpose of Report

- 1.1 The purpose of this progress report is to update Council on progress with the Waitomo Cultural and Arts Centre (C&AC) Staged Upgrade for 2015/2016 being upgrades of the Courtyard and Kitchen.

Local Government Act S.11A Considerations

- 2.1 The provision of community infrastructure, such as the C&AC, is consistent with Section 11A of the Local Government Act 2002 (including amendments).
- 2.2 Upgrading of the facility will lead, over time, to increased usage and subsequent increased income, making the facility more cost effective to administer.

Background

- 3.1 WDC has progressively, over the last five years, undertaken staged upgrade works at the C&AC to modernise it, so as to promote its use as a premier venue for functions within the District.
- 3.2 An integral part of the refurbishment process is the revitalising 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.
- 3.3 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.
- 3.4 The 2015-25 LTP also continued the funding for the progressive upgrade of the C&AC. Council previously prioritised building works with the next project to be a kitchen upgrade.
- 3.5 Renewals funding available in the 2015/2016 year for further upgrade works is \$130,000.

Courtyard

- 4.1 **23 June 2015**
- 4.2 Mansergh Graham, Landscape Architects were commissioned to provide a draft sketch promoting ideas for the upgrade of the Courtyard.

4.3 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

4.4 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.

4.5 Progress as at 25 August 2015

4.6 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.

4.7 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)

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

4.9 Progress as at 29 September 2015

4.10 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

4.11 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.

4.12 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.

4.13 24 November 2015

- 4.14 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.

5.0 Kitchen

5.1 25 August 2015

- 5.2 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.

- 5.3 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

- 5.4 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.

5.5 Progress as at 29 September 2015

- 5.6 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.

- 5.7 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.

5.8 24 November 2015

- 5.9 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.

- 5.10 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.

6.0 Rebranding to Les Munro Centre

- 6.1 Council at its meeting of 28 October 2015 approved the lettering and style to be used for the rebranding of the centre’s name to “Les Munro Centre”

- 6.2 The stainless steel lettering for the brick wall is currently being manufactured and a mockup of the front entrance sign is being prepared for approval. It is anticipated that the rebranding will be undertaken before mid December 2015

Suggested Resolution

The Progress Report: Les Munro Centre – Staged Upgrade (Courtyard and Kitchen) and rebranding be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

November 2015

Attachments:

Document No: 378612**File No:** 037/048B**Report To: Council****Meeting Date:** 24 November 2015**Subject:** Progress Report: Road Map Work Programme Monthly Monitoring Schedule

Purpose

- 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 25 August 2015.
- 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 24 November 2015.

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 25 August 2015.
- 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 for the current year (2015/2016) and includes the indicative timeframe and a commentary on progress for each project of work.

3.4 Amendments to Timelines and Projects of Work

3.5 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 new projects are identified, they will be detailed in future versions of this business paper and will be included in the next edition of the full Road Map Work Programme document.

Suggested Resolution

The Road Map Monitoring Schedule as at **24 November 2015** be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Road Map Monitoring Schedule as at **24 November 2015 (Doc 375624)**



Road Map

Monitoring Schedule

2015/2016 Work Programme (Year 1 of 2015-2025 Long Term Plan)

as at 24 November 2015

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Development of 2018-2028 LTP

Council Controlled Organisations

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

Leadership

2015 General Revaluation for Rating Purposes

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Brief Council on timeframe and process for revaluation	29 April 2015	Complete
Data Integrity checks	April to September 2015	Complete
Market Surveys sent to random sample of property owners in district	May 2015	Complete
Farm amalgamations	April/May 2015	Complete
Communication to ratepayers via rates newsletter and Waitomo Way	July and August	Complete
Revaluation of Utilities	September 2015	Underway
Final District Valuation Roll sent to OVG for audit	25 September 2015	Complete
Communication to public that roll is open for inspection and notification of objection timeframes	21 October 2015	Complete
Notice of general revaluation sent out to all owners and ratepayers detailing new values	28 October 2015	Complete
Council Meeting - Quotable Value will present key highlights of revaluation to elected members	28 October 2015	Complete
Objections close	3 December 2015	
Ratepayers notified of result of objection process	<i>As each objection is reviewed</i>	

2014/15 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Brief Council on timeframe.	26 May 2015	Complete
Interim Audit of financials.	7-18 September 2015	Complete
Council Meeting - Progress Report on Interim June results.	29 September 2015	Complete
Deloitte final review.	5-15 October 2015	The AR document is sent to Deloitte technical team for final review.
Signed Audit Opinion available	28 October 2015	
Council Meeting - Adopt Annual Report.	28 October 2015	Complete
Audit of Summary Annual Report.	4-6 November 2015	The summary Annual Report is also audited by Deloitte and must be made available to the public within one month of the Annual Report adoption.
Audit Opinion received on Summary	6 November 2015	The audit is currently being carried out and the Audit Opinion is expected by 19 November
Summary Annual Report published	27 November 2015	

2016/2017 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2016/17 development	August 2015	Complete

Key Milestone	Indicative Timeframe	Commentary
Identification of any "strategic" amendments to LTP for 2016/17 year.	August - November 2015	In progress
Managers complete 2016/17 budgets in consideration of 2016/17 Budgets contained in LTP.	October 2015	Complete
Modelling of budgets and finances for 2016/17	November 2015	In progress
Management Review of 2016/17 budgets	November 2015	In progress
Council Workshop #1 of 3: Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	9 December 2015	
Council Workshop #2 of 3: <ul style="list-style-type: none"> Preliminary draft financial forecasts including Rating Implications Assessment of dEAP against consultation threshold (significant or material differences from content of LTP) 	10 February 2016	The assessment against consultation threshold will assist Council in deciding whether consultation is required or not.
Council Workshop #3 of 3: <ul style="list-style-type: none"> Draft financial forecasts Working draft CD (if required) Council endorse EAP and CD for Audit 	8 March 2016	If there are no material changes in the EAP compared with the LTP for 2016/17, then the rest of this process will not be required. If this is the case, an alternative method for communicating with the Community on the EAP will be considered. The EAP may also be adopted sooner should consultation as per s.82 not be required.
Audit of dEAP	14- 23 March 2016	
Council Meeting: Adopt CD and Supporting Information for public consultation (if required)	5 April 2016	
Consultation Period	13 April – 13 May 2016	
Hearing: Hearing of Submitters to dEAP (if required)	19 May 2016	
Council Meeting: Deliberation of Submissions (if required)	8 June 2016	
Council Meeting: Adopt EAP	28 June 2016	

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Waitomo District Plan Gaps and Needs Assessment (GNA)	July/August 2015	Complete
Council Workshop Feedback into the Gaps and Needs Assessment	11 August 2015	Complete
Council Meeting Discuss GNA outcome and agree on Review Option and timeline	29 September 2015	Complete
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
Council Workshop Discuss process and detailed project plan and Commence review	November 2016	Further milestones will be added once the detailed planning is complete

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.

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 Milestone	Indicative Timeframe	Commentary
Council Workshop Consider options for enhancement in Iwi engagement.	22 September 2015 22 March 2016	

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.
Council Meeting: Update on result of regional discussions and a forward programme for s17A reviews cognisant of regional programme.	24 November 2015	The detail will be developed once the outcomes of the regional collaboration are clearer. This matter is discussed in separate paper contained elsewhere in the Agenda.

Risk Management: Oversight and Governance

Key Milestone	Indicative Timeframe	Commentary
Review of risk identification, management and mitigation options	September-October 2015	
Council LTP Workshop Initial workshop to consider core concepts, basic ideas and options	10 November 2015 22 March 2016	Future timelines might need to change depending on the outcome of the workshop
Council Meeting Endorse outcomes of Workshop	24 November 2015 27 April 2016	
Implementation of risk management and audit processes	December 2015 May 2016	

Communications Strategy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop - Key communication outcomes to be achieved	10 November 2015	Complete
Council Meeting - Adoption of Communications Strategy 2015	24 November 2015 15 December 2015	Council adopts Communications Strategy

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Six monthly progress report to end of December	23 February 2016	Report provided at next meeting following end of six monthly period
Council Meeting - Six monthly progress report to end of June	26 July 2016	Report provided at next meeting following end of six monthly period

Information Services Strategic Plan: Review

Key Milestone	Indicative Timeframe	Commentary
Review of IS Strategic Plan	Jan - March 2016	
Council Workshop IS Strategic direction for 3 years	22 March 2016	

Information Services Strategic Plan: Key Projects Implementation

Key Milestone	Indicative Timeframe	Commentary
Objective Implementation		
Objective Implementation Start	August 2015	Complete
Definition Stage	August – September 2015	Complete
Analysis and Design Stage	October – November 2015 December 2015	Underway
Build Stage	December 2015 – January 2016	
Implementation Stage	February – March April 2016	

Key Milestone	Indicative Timeframe	Commentary
MS Office Migration		
Project Planning	March 2016	
Procurement	April 2016	
Migration	May 2016	
User Training	May 2016 onwards	

Key Milestone	Indicative Timeframe	Commentary
MagiQ Performance		
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	Underway
Reporting Setup	February – April 2016	

Key Milestone	Indicative Timeframe	Commentary
Service Provision to ICL		
Agreement to proceed	September 2015	Timeline subject to this Agreement This has not been agreed yet. Discussions had in early November and ICL has been asked to confirm by end of month
Planning	September 2015	
ICL migration	October 2015	

Resident Satisfaction Survey (for 2015/16 Annual Report)

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Customer Satisfaction (Levels of Service) Survey	May 2016	
Survey to test: <ul style="list-style-type: none"> Importance of Service Satisfaction with Service Provide for commentary/suggestions 	May 2016	
Undertake Survey	June - July 2016	
Analyse / Report Survey Results	August 2016	
Council Meeting - Customer Satisfaction Survey Results to Council	30 August 2016	
Customer Satisfaction Results ready for inclusion in Annual Report	1 September 2016	

Pre-Election Report

Key Milestone	Indicative Timeframe	Commentary
Pre-election report prepared	June 2016	
Pre-election report advertised	28 July 2016	

2015/16 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Brief Council on timeframe.	31 May 2016	
WDC Audit. Deloitte will be onsite for 2 weeks.	September 2016	
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	
Signed Audit Opinion available	4 October 2016	
Council Meeting - Adopt Annual Report.	6 October 2016	<i>Note early Council meeting required as annual report must be adopted prior to Election</i>
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 the Annual Report adoption.
Audit Opinion received on Summary	17 October 2016	
Summary Annual Report published	2 November 2016	

Community Development

Community Development Fund

Key Milestone	Indicative Timeframe	Commentary
Discretionary Grants - Round 1	Quarterly	
Advertising (x2)	August	
Applications close and are considered	1 September	
Announcements & Funding Allocation	September	
Discretionary Grants - Round 2	Quarterly	
Advertising (x2)	November	
Applications close and are considered	1 December	
Announcements & Funding Allocation	December	
Discretionary Grants - Round 3	Quarterly	
Advertising (x2)	February	
Applications close and are considered	1 March	
Announcements & Funding Allocation	March	
Discretionary Grants - Round 4	Quarterly	
Advertising (x2)	May	
Applications close and are considered	1 June	
Announcements & Funding Allocation	June	
Triennial Grants	3 Yearly (as part of LTP)	
Applications invited and advertised	1 October 2017 – 31 January 2018	
Applications close	31 January 2018	
Applications assessed for LTP	February 2018	
Final adoption of the LTP	June 2018	
Services Grants	3 Yearly (as part of LTP)	
POS Grant applications invited	November 2017 – January 2018	
Applications assessed for LTP	February 2018	
Final adoption of the LTP	June 2018	
Announcement to recipients	July 2018	
Payment of annual allocations	As per agreed Terms and Conditions	
POS Grant applications invited	November 2017 – January 2018	
Community Partnership Fund	Annually (2nd Round if required)	
Advertising	October – November	
Applications close	November	
Council Workshop and Meeting		
Consideration of Applications	December	
Announcements & Funding Allocation	December	
Advertising	February (if required)	
Applications close	March (if required)	
Council Workshop and Meeting		
Consideration of Applications	March (if required)	
Announcements & Funding Allocation	March (if required)	
Community Halls Grants	3 Yearly (as part of LTP)	
Budget consideration for LTP	September 2017 – March 2018	
Final adoption of the LTP	June 2018	
Announcement to recipients	July 2018	
Funding allocation	Annually in September	
Creative Communities	6 Monthly	
Applications invited and advertised	April/May October/November	
Applications close	May November	

Key Milestone	Indicative Timeframe	Commentary
Committee Meeting Consideration of Applications	June December	
Announcements & Funding Allocation	June December	
Sport NZ Rural Travel Fund	Annually	
Applications invited and advertised	September/October	
Applications close	October	
Committee Meeting Consideration of Applications	November	
Announcements & Funding Allocation	November	
DC Tynan Trust Fund	Annually	
Applications invited and advertised	June/July	
Applications close	July	
Committee Meeting Consideration of Applications	August	
Announcements & Funding Allocation	August	

Key Milestone	Indicative Timeframe	Commentary
Review of Application Process		
Council Workshop Consideration and agreement on process for future Triennial Grant and Community Partnership Fund applications	10 November 2015	Complete
Council Workshop Consideration of Community Development Fund Applications	15 December 2015	
Council Meeting Allocation of Community Development Funds	15 December 2015	

Key Milestone	Indicative Timeframe	Commentary
Summary of Grants Made		
Council Meeting Summary of Grants paid out in 2014/2015 financial year	25 August 2015	Complete

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Review of Youth Council Portfolio (including Terms of Reference, work program, meeting schedule and best practice methods)	September 2015	
Advertise for new Youth Council Member(s) to fill vacancies (<i>only if required</i>)	October/November 2015	
New Youth Council Member(s) appointed (<i>only if required</i>)	November 2015	
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
Council Meeting Report on completion of the project and development of the Youth Citizenship Achievement Awards ceremony.	28 June 2016	

Community Events

Key Milestone	Indicative Timeframe	Commentary
2015 Christmas Parade		
Consultation: Identify and consult with key stakeholders.	September/October 2015	
Review and implement Project Plan	October 2015	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November/December 2015	
Execution of event	12 December 2015	
Council Meeting: Management Report on the event identifying success and the budget.	23 February 2016	

Key Milestone	Indicative Timeframe	Commentary
2016 Great NZ Muster		
Council Workshop Review scope of Great NZ Muster including Health and Safety requirements	September/October 2015 9 December 2015	
Identify and consult with key stakeholders.	September/October 2015	
Development and implementation of a Project Plan	October 2015	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	January to March 2016	
Execution of event	2 April 2016	
Council Meeting: Management Report on the main event (The Muster) identifying success and the budget.	28 June 2016	

Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Policy Review	10 November 2015	Complete
Council Meeting Adoption of Policy	24 November 2015	
Calling of Nominations	February/March 2016	
Council Meeting Presentation of Timeline and promotion of Nominations	23 February 2016	
Consideration of Nominations by Working Party	March/April 2016	
Citizens Awards Ceremony	May 2016	

Combined Mayoral ITO Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	October 2015	Complete
Graduate names received from Industry Training Organisations	December 2015/January 2016	
Invitation to Graduates and Families/Supporters	March 2016	
Graduation Ceremony	April 2016	

Sister City Relationship

Key Milestone	Indicative Timeframe	Commentary
Review of Sister City portfolio	December 2016	
Council Workshop Findings of review. Consideration of policies and guidelines to support the relationship between WDC and the Sister City Committee.	10 February 2016	

Service Level Agreement - Sport Waikato

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: Sport Waikato – Six Monthly Report (including Schedule of Services for 15/16 year).	29 September 2015	Complete
Council Meeting Deputation: Sport Waikato – Six Monthly Report.	5 April 2016	

Service Level Agreement - Otorohanga District Development Board

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: ODDDB – Reporting on delivery of services against Schedule of Services	29 September 2015	Complete
Council Meeting Deputation: ODDDB – Reporting on delivery of services against Schedule of Services	5 April 2016	

Service Level Agreement – Waitomo Caves Discovery Centre

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement (including presentation of annual report).	29 September 2015	Complete
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement.	5 April 2016	

Service Level Agreement – Hamilton Waikato Tourism

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: HWT – End of Year Report	28 October 2015	Complete
Council Meeting Deputation: HWT – Six Monthly Report	27 April 2016	

Motor Home Friendly District

Key Milestone	Indicative Timeframe	Commentary
Confirm criteria to achieve motor home friendly status.	September 2015	
Identify and confirm current popular freedom camping sites in the Waitomo District.	November 2015	
Review findings from freedom camping monitoring programme.	November 2015	
Council Meeting Progress Report in conjunction with Freedom Camping report.	24 November 2015	
Determine potential camp site locations.	December 2015	
Feasibility of dump stations and location thereof.	December 2015	
Determine WDC criteria – location/duration of stay/vehicle type, etc.	February 2016	
Communication strategy implemented.	February 2016	
Council Meeting Progress Report to Council	5 April 2016	
Motor home friendly status achieved.	June 2016	

Customer Services – Monitoring against Strategy

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports will be presented to Council annually	28 June 2016	

Waitomo's Digital Journey

Key Milestone	Indicative Timeframe	Commentary
Submission of Registration of Interest to broadband and mobile fund initiatives.	10 July 2015	Completed
Council Meeting Progress Report to Council.	28 July 2015	Completed
Council Workshop Discussion on Development of Digital Enablement Plan	11 August 2015	Completed
Community Workshops Feedback on proposed Digital Enablement Plan	28 August 2015	
Development of Digital Enablement Plan	July to September 2015	

Key Milestone	Indicative Timeframe	Commentary
Lodgement of Digital Enablement Plan	18 September 2015	
Council Meeting Progress Report to Council	29 September 2015	Complete
Roll-out of Year One projects as per Digital Enablement Plan	September 2015 – June 2016	
Council Meeting Progress Report to Council	13 December 2015	
Council Meeting Progress Report to Council	5 April 2016	
Council Meeting Progress Report to Council	28 June 2016	
Targets for the 2016/2017 Year will be determined and the Roadmap updated accordingly		

Economic Development

Key Milestone	Indicative Timeframe	Commentary
Gaps and needs analysis, includes collection of a complete set of baseline data.	November 2015	
Data analysis and development of the Waitomo District Economic Profile	January 2016	
Council Meeting Presentation of Draft Waitomo District Economic Profile, Draft Communications Plan and Draft Discussion Paper.	23 February 2016	
Council Meeting Presentation of stakeholder feedback.	27 April 2016	
Council Workshop Draft Waitomo District Economic Development Strategy.	8 June 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy.	28 June 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy Implementation Plan.	26 July 2016	

Regulation Services

Local Alcohol Policy

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Adoption of reconsidered Provisional Local Alcohol Policy	28 July 2015	Complete
Appeal Period Closed	31 August 2015	
Council Meeting Adoption of Approved Local Alcohol Policy and Effective Date	Date to be confirmed	
Policy Effective Date	Date to be confirmed	
Public Notification	Date to be confirmed	

Food Act 2014

Key Milestone	Indicative Timeframe	Commentary
Desktop review of fee structure – Food Act 2014	August/September 2015	Complete
Prepare recommendations	September 2015	Complete
Council Workshop Proposed fee structure	22 September 2015	Complete
Council Meeting: Adopt fee structure for consultation	29 September 2015	Complete
Public Notification	1 October 2015	Complete
Consultation Period	2 October to 2 November 2015	Complete
Council Hearing	10 November 2015	Complete
Council Deliberations Meeting	24 November 2015	A business paper is contained elsewhere in this Agenda
Council Meeting Adoption of Fee Structure, Food Act 2014	15 December 2015	
Statutory Deadline for implementation of fees	1 March 2016	

Resource Consent – Compliance Monitoring

Key Milestone	Indicative Timeframe	Commentary
Commencement of Monitoring Programme	October 2015	Monitoring commenced in October 2015
Council Meeting: Public Excluded Progress Report on Monitoring Results	Monthly (post September 2015)	A business paper is contained elsewhere in this Agenda

Dangerous and Insanitary Buildings Policy – Review

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	February 2016	
Prepare recommendations	February 2016	
Council Workshop Policy Review	22 March 2016	
Council Meeting: Adopt draft policy for consultation	27 April 2016	
Finalise draft Policy for consultation	April 2016	

Key Milestone	Indicative Timeframe	Commentary
Public Notification	May 2016	
Consultation Period	2 May to 2 June 2016	
Council Hearing	June 2016 – date to be confirmed	
Council Deliberations Meeting	28 June 2016	
Policy changes after deliberations	June/July 2016	
Council Meeting Adoption of Policy	26 July 2016	

Earthquake Prone Buildings Policy – Review

The Earthquake Prone Building Policy sets out the Council's policy for the management of earthquake prone buildings. This policy was last reviewed in 2011 and is due for review in 2016.

However, as this policy will be heavily influenced by (and is likely to be redundant as a result of) the Building (Earthquake-prone Buildings) Amendment Bill no further action is recommended at this time. The Bill has been reported to the Local Government and Environment Committee and they have issued an interim report and called for further submissions on the revised Bill. This submission period for the revised Bill closed on 16 July 2015.

Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council – findings from monitoring programme	24 November 2015	A business paper is contained elsewhere in this Agenda

Psychoactive Substances

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council	5 April 2016	

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	March 2016 ③	July 2021
Dog Control Bylaw	16 December 2008	25 June 2014	2015 ①	June 2024
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	2015 ②	April 2025

① Since adoption of the Dog Control Bylaw in June 2014, Council has made changes to the way in which Animal Control Services are provided and as a result both the Dog Control Policy and Bylaw require updating. (This Review is programmed elsewhere in Year 1 of this Road Map). It should be noted that once this Bylaw is adopted following review, the 10 Year Cycle date will move out accordingly.

② In August 2015, the Department of Internal Affairs requested all Councils to 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 Year 1 of this Road Map).

③ Trade Waste Bylaw review initialized to address / facilitate renewal of Discharge Agreements with Meat work companies

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.
Council Workshop Review of Land Transport Bylaw		
Council Workshop If further workshopping required		
Council Meeting Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
Council Hearing		
Council Deliberations Meeting		
Council Meeting Adopt Land Transport Bylaw		

Bylaws: Dog Control Bylaw and Policy – Review

Key Milestone	Date	Commentary
Desktop review of existing Policy and Bylaw	August/September 2015	Complete
Prepare recommendations	August/September 2015	Complete
Council Workshop	22 September 2015	Complete
Council Meeting Adopt draft Policy and Bylaw for consultation	29 September 2015	Complete
Finalise draft Policy and Bylaw for consultation	September/October 2015	Complete
Public Notification	October 2015	Complete
Consultation Period	2 October to 2 November 2015	Complete
Council Hearing	10 November 2015	Complete
Council Deliberations Meeting	24 November 2015	A business paper is contained elsewhere in this Agenda
Policy changes after deliberations	November/December 2015	
Council Meeting Adoption of Policy and Bylaw	15 December 2015	

Dog Control Policy and Practices Report 2014/2015

Key Milestone	Date	Commentary
Council Meeting – Dog Control Policy and Practices Report	29 September 2015	Complete
Public notification	October 2015	

District Plan: Administration – Hoarding Signs

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council – District Plan Administration	24 November 2015	A business paper is contained elsewhere in this Agenda

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		
Council Meeting Consideration and adoption of Action Plan for Managed Retreat of erosion affected properties	5 April 2016	Note: Once an Action Plan has been adopted by the Council, further Key Milestones will be added to this activity subject to the content of that Action Plan.
Council Meeting 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: Te Kuiti Railway Building

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council	Monthly	Ongoing

Key Milestone	Indicative Timeframe	Commentary
Railway Building: Project 2– Piazza Renewal		
Development of Conceptual designs	September 2015 – November 2015	
Workshop with Council representative and TKDI	October 2015	
Council Meeting Presentation of Concept Designs	December 2015	

Key Milestone	Indicative Timeframe	Commentary
Railway Building: Project 4– Community Space Revitalisation (Building 1)		
Expressions of Interest process	August – November 2013	Complete
Building 1: Preparation of Tender Documentation to completely refurbish the existing building layout	May – June 2014	Complete
Building 1: Refurbishment construction to allow use of building	September 2015 - December 2015	Documentation completed and Building Consent applied for.
Building 1: Building use by tenants		
Building 1 and i-Site: Redevelopment Building Consent approval	July 2015 - August 2015	Consent lodged July 2015
Building 1 and i-Site: Redevelopment Tender process	August 2015 – September 2015	This project has been tendered on 30 October 2015 along with the linkage to the i-Site, with tenders closing 1 December 2015. considerable changes to the documents had to be undertaken and this has necessitated amended consent plans to be submitted
Construction	September 2015 – January 2016 Commencement 11 January 2016	

Property: Parkside Subdivision

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Notification of Section Sales	As required	Ongoing. Council will be kept informed of Section sales by way of Progress Reports to monthly Council meetings.
Investigations into alternative land usage	July 2014 – October 2014	Progressing. Refer to paper presented as part of the Agenda 24 March 2015. Sketches of a potential layout for the alternative use will be available for Council in mid May 2015. Refer to separate business paper submitted to Council as part of the 26 May 2015 Agenda
Preparation of discussion material for use in discussions with other land owners and interested parties	May 2105- June 2015	Material completed

Key Milestone	Indicative Timeframe	Commentary
Discussions with other land owners	July 2015- August 2015	Progressing. So far all of those land owners approached are in support of the proposal.
The progress of this project and timelines to be determined by the outcomes of the above discussions		Refer to paper to Council 24 November 2015 regarding options for progressing amendments to the covenants

Property: 2 Jennings Street, Te Kuiti

Key Milestone	Indicative Timeframe	Commentary
Relocate TKCH to 28 Taupiri Street	August 2015 – October 2015	Completed October 2015
Prepare tender documentation for demolition/removal of 6 Jennings Street	November 2015	

Property: Land Disposal – Old Ministry of Works Building

Key Milestone	Indicative Timeframe	Commentary
Council Workshop 15 – presentation of background information to Council to enable informed decision on future of the building	15 November 2011	Council agreed not to spend further funds on this building and consulted with the community on the basis that Council will advise the Crown that it wishes to relinquish its holding of the property.
Letter to Crown advising outcomes of the LTP consultation process and seeking approval to relinquish Councils involvement in the property	September 2012 - ongoing	Writing to the Crown was put on hold as an offer of finance with conditions was made through the 2012-2022 LTP process. The conditions included WDC and the community matching the funding proposal. The Submitter was advised Council would not contribute to funding the renewal works but delayed contacting the Ministry to allow the community to match the proposal. No correspondence has been received to date. It is proposed to write to the Ministry seeking approval to be released from Councils commitment. Te Kuiti Historical Society has been asked to investigate alternative accommodation to allow the approach to the Ministry to be made.

Property: Mokauiti Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	Monthly	Progress updates reported to Council monthly as part of the "Progress Report: Rural Halls".
Establish a Committee to look at options for disposal.	October 2012	Hall Committee asked to nominate three working group members. Completed - December 2012.
Meeting to discuss options for the hall	May 2013	Meeting scheduled for 12 June 2013 (telephone discussion)
Proposal developed and provided	October 2015 – November 2015	

Key Milestone	Indicative Timeframe	Commentary
to committee for discussion		
Finalised proposal	December 2015	
Council Meeting Sign-off proposal	23 February 2016	
Implementation including legal documentation associated with proposal	March 2016 – June 2016	

Property: Piopio Hall Roof Replacement

Key Milestone	Indicative Timeframe	Commentary
Preparation of documentation for the roof replacement	August 2015	This project has been re-prioritised. Contract documents are currently being prepared.
Obtaining quotations	September 2015	Completed
Implementation	October 2015	Completed

Property: Joint Services Facility - Investigation

Key Milestone	Indicative Timeframe	Commentary
Scope of project to determine parameters and outcomes	January–March 2014 (to align with Customer Services Strategy 2014)	Refer business paper to Council Workshop on 1 May 2013.
Council Workshop Project scope and outcomes in conjunction with Customer Services Strategy	13 May 2014	Completed
Establishment of Project Team	30 June 2014	Completed
Investigate options for future delivery of services from a defined central location	31 October 2014	
Report findings of Investigation to Council	25 November 2014	The outcome of the investigation is heavily influenced by the inclusion of the i-SITE into the Railway Building complex. The requirement for this project needs to be reassessed in the second half of the 2015/2016 year.

Property: Te Kuiti Campground – Investigations

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and development of draft layout plan for discussion		Complete. 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	Concept design forwarded to Quantity survey to prepare preliminary costings. Due date end of November 2015
Council Meeting Reporting on the outcomes of the above investigations and seeking direction for further development of the proposal	December 2015	
Further outcomes and timelines for this project considered as part of WDC EAP development for the 20116/2017 Financial year		

Property: District Campgrounds – Essential Upgrades

Key Milestone	Indicative Timeframe	Commentary
Finalise building requirement with Operator and document	September 2015	Completed – Essential works to leaking upper windows to building at Marokopa investigated and extent of works required
Obtain quotations	October 2015	Completed
Construction	November 2015	Completed

Parks & Reserves: Brook Park Development

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
Tender to Tenders Subcommittee	November 2015	
Construction	December 2015 – February 2016	

Parks & Reserves: Redwood Park Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on condition assessment of Redwood tree stand	October 2015	Site visit organised for Treescape to undertake assessment in December 2015

Parks & Reserves: Walking Track Strategy & Maintenance Contract

Key Milestone	Indicative Timeframe	Commentary
Base information gathering	March 2015 – June 2015	Completed
Council Meeting: Initial progress report on extent of asset and its initial visual condition grade to Council including timeline for completion	September 2015	
Survey of track locations and gradients and engineering assessment on all track structures	October 2015 – February 2016	
Council Meeting: Preparation of draft outcomes of survey and recommendation for the grading of tracks	March 2016 – April 2016	

Parks & Reserves: Passive Reserves Management Plan (2014-16)

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Passive Reserves Management Plan Process/ Timeline Review	22 September 2015	Complete.

Key Milestone	Indicative Timeframe	Commentary
Notification of the intention to prepare a management plan and the call for community input into ideas for the plan	November 2015	
Quotations from Consultants to prepare plan	November 2015	
Preparation of Draft Passive Reserves Management Plan	December 2015 – March 2016	
Review of Parks and Reserves General Policies 2008	December 2015 – March 2016	
Council Workshop Draft Passive Reserves Management Plan and General Policies	22 March 2016	
Council Meeting: Adoption of Draft Passive Reserves Management Plan for Consultation	27 April 2016	
Community Consultation	June 2016 – July 2016	
Hearing of submissions and consideration	If required	
Council Meeting: Adoption of Passive Reserves Management Plan and General Policies	Dependent on need for Hearing	

Parks & Reserves: Remotely Piloted Aircraft Systems

Key Milestone	Indicative Timeframe	Commentary
Development of draft Policy	September – October 2015	
Council Meeting Adoption of draft Policy	November 2015	
Public Consultation	December 2015 – February 2016	

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	January 2016 – February 2016	
NZTA Signoff of location	February 2016	
Finalise design and tender documentation	February 2016 – March 2016	
Tender	March 2016 – April 2016	
Construction	April 2016 – June 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	
Prepare sketches and details of construction and seek assistance for funding from Motor Caravan Association	December 2015 – March 2016	

Key Milestone	Indicative Timeframe	Commentary
Tender construction	March 2016	
Construction	April 2016	

Public Amenities: Mokau Effluent Disposal Upgrade

Key Milestone	Indicative Timeframe	Commentary
As-built preparation of existing system	August/September 2010	Completed McDonald Plumbing completed initial "As Built" sketches and DM Engineering completed detailed "As Built" Plans.
Review of system and identification of suitable upgrade treatments	April 2011	On site meeting scheduled for 27 th June 2011. Completed
Letters to MOE and School BOT investigating potential land purchase	June - July 2011	Completed Mokau effluent disposal was workshopped as part of the Public Amenities AMP on 8 November 2011. A direct approach to other parties is to be made.
Report to Council once response received from MOE		Contact has been established with MOE. Councillor Brodie and Group Manager Community Services attending BOT meeting in Mokau 12 June 2012. BOT approved in principal the course of action to acquire land
Survey of the land to be undertaken to allow the quantification of land requirement	July 2012	Acceptance of Quotation from Arrow surveys to undertake this work has been accepted, with completion due 31 July 2012
Council Meeting: Draft proposals prepared and presented to the Mokau School board of Trustees for signoff	August - September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Formal application to the Ministry of Education for land purchase	January - February 2013	Completed
Declaration of land as surplus to MOE requirements and available for sale	August 2013	Completed
Negotiations for purchase of land with Government Disposal Team	August - October 2013	Commenced, proceeding through the sale process, with the process being undertaken by Darrochs. Negotiations ongoing with price only outstanding issue and this is currently being addressed by Darrochs. Related to interpretation of valuation Sale and purchase documentation completed and ready for WDC signing. Refer to Monthly Progress report contained elsewhere in this Agenda.
Valuation to be obtained for the land to be purchased	October - November 2013	Completed.
Subdivision resource consent to be obtained		Not required as done under Public Works Act.
Sale & Purchase agreed with the Crown	June 2014	Completed.
Detailed subdivision survey for submission to LIN (requires signoff by the Crown)	July 2014 - August 2014	Completed
Detailed design of effluent field	September 2015 - October 2015	Completed
Tendering of work	October 2015 - November 2015	Underway
Implementation of works	December 2015	On target

Public Amenities: Te Kuiti Rail Overbridge Renewals

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 finalized Engineering options , costings and phasing of works
Development of construction drawing and tender documentation	December 2015 – February 2016	
Tender for works	March 2016	
Construction	April 2016 – June 2106	

Public Amenities: Te Kuiti Cemetery Development Plan

Key Milestone	Indicative Timeframe	Commentary
Development of concept design for the future expansion of the cemetery	January 2016 – March 2016	On hold pending final decisions on land acquisition.
Council Meeting Presentation of Concept Plan	27 April 2016	

Recreation and Culture: Cultural and Arts Centre – Renewal Works: Stage 5

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports	Ongoing as required	
Review of renewal expenditure to date taking into account additional works undertaken as part of the Main Hall Ceiling project. Should sufficient funding be available, identify potential projects.	August 2014 – September 2014	Council at its Workshop on 9 September 2014 requested that the kitchen renewal work be the priority for 2015/16 funding.
Council Meeting Detail of Stage 5 Upgrade Progress Reports	30 September 2014	Due to insufficient funding available in 2014/2015, this Stage of the Upgrade was deferred to 2015/16.
Upgrade of Kitchen – instructions given to Architect for general upgrade and kitchen design for central island	July 2015 – August 2015	Completed
Finalised plans and contract documentation prepared	September 2015 – October 2015	Completed
Tender	October 2015 – November 2015	Completed
Construction	November 2015 - January 2016	Commenced. Refer separate business paper to council 24 November 2015

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

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports	Ongoing as required	
Development of a new concept plan for the Courtyard		This project was rescheduled due to other work priorities.

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Concept proposals	June 2015 – July 2015	Complete. 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	September 2015	Draft tender documents complete
Tender for works	October 2015 November 2015 – December 2015	
Implementation (dependent on timing of Shears)	November 2015 – January 2016 January 2016 – February 2016	

Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Establishment Working Group for Development of the Aerodrome Reserve Management Plan	10 October 2013	Completed.
Advertise intention to prepare Plan and calling for initial submissions	May 2015	This project has been rescheduled due to other work priorities. Council resolved on 29 April 2015 not to partake in this step of the management planning process.
Initial internal working group meeting	May 2015	Completed
Consultation Meeting 1 with aerodrome users	August 2015 – September 2015	
Undertake trial utilizing technology to identify user / frequency of use to be used as basis for lease preparation and charging	September 2015 – December 2015	
Consultation Meeting 2 with aerodrome users	October 2015	
Consultation Meeting 3 with aerodrome users	November 2015 if required	
Preparation of Management Plan	November 2015 – February 2016	
Council Workshop Draft Reserve Management Plan	22 March 2016	
Council Meeting Adopt draft Plan for Consultation	5 April 2016	
Public consultation	April 2016	
Council Hearing	19 May 2016	
Council Deliberations Meeting	8 June 2016	
Council Meeting Adoption of Finalised Plan	28 June 2016	

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

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on Progress	Monthly or as required	Progress reports will be submitted to Council as required

AMP Improvement and Monitoring: Housing and Other Property

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review Levels of Service	December 2014	To be conducted during the review of AMP in anticipation of the 2015
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015
4. Define current LOS/ performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle.
6. Identify and include any assets that are not included in this AMP	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify development, renewal, maintenance strategies where required	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results	December 2014	Update valuation/ depreciation information in AMP during review in anticipation of 2015-25 LTP planning cycle.
AM Data Improvements		
10. Develop and document formal asset classification system for all assets	2013-2018	Review of Biz Assets use as AM program will involve asset classification and hierarchy.
11. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect maintenance data against significant assets or asset groups	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
14. Monitor actual versus predicted growth	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
15. Measure performance in Levels of Service against targets	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
AMP Process Improvements		
16. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
17. Optimise operations to minimise lifecycle costs	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.
19. Process in place for	2012/13	Process developed to ensure

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
monitoring, analysing and reporting of performance against LOS and other performance measures.		accurate collection of KPI information based on new KPI regime.
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 2014	Review risk section of Parks and Reserves AMP and include any newly identified risks in review.
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the housing and Other Property AMP
25. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
26. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
27. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
28. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
29. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
30. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
31. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
32. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
AM System Improvements		
34. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
35. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
36. Use AM System to generate valuation	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
37. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
38. Criticality of assets identified in AM System	2013-2018	Information available for inclusion in AM System chosen 2012-2022 LTP.
39. Use AM System to store asset condition, performance and utilisation data where appropriate	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
40. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
41. Develop a risk register	December 2014	Developed in conjunction with Item 36.
42. Investigate the integration of AM System with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
43. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
44. Underground services investigations	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
45. Independent review AMP	2014	To be conducted during the review of AMP in anticipation of the 2015
46. Include Building data in a "designed" Asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
47. Adoption and funding for three year improvement plan	Annually	Completed – included in Annual Plan budgets.
48. Miscellaneous Asset Management	2016-2017	Miscellaneous Works.
49. Input leases and licences into NCS System	2012-2013	Record data into NCS

AMP Improvement and Monitoring: Parks and Reserves

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvement		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
2. Review Levels of Service.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
3. Confirm corporate AM objectives.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
4. Define current Levels of Service/performance measures.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
5. Conduct external audit of AMP.	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-22 LTP planning cycle.
6. Identify and include any assets that are not included in this AMP.	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify, development, renewal and maintenance strategies where required.	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
9. Include valuation results.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
Data Improvements		
10. Continue to collect asset attribute information.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
11. Collect maintenance data against significant assets or asset groups.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect lifecycle costs for significant assets or asset groups.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Future prediction data.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
14. Monitor actual versus predicted growth.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
15. Measure performance in Levels of Service against targets.	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
AM Process Improvements		
16. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
17. Optimise operations to minimise lifecycle costs	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.
19. Process in place for monitoring, analysing and reporting of performance against levels of service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 2014	Review risk section of Parks and Reserves AMP and include any newly identified risks in review.
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the Parks and Reserves AMP.
25. Compile up to date information on leased reserves	December 2012	Part of Asset Appendix.
26. Complete reserves management plan	Ongoing process.	The Brook Park Management Plan was finalised and adopted by Council in February 2010. Further Management Plans dependant upon funding.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
27. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
28. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
29. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
30. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
31. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
32. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
33. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
34. FRS-3 compliant valuation complete for Parks and Reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
35. Process developed for the review of levels of service (inc. customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
AM System Improvements		
36. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
37. Financial system available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
38. Use AMS to store asset condition, performance and utilisation data where appropriate.	2020/2021	AMS to be developed in long term to cover community facilities assets.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with Item 21.
41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
43. Underground services investigations.	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
44. Including building data in a "designed" Asset Management Programme such as SPM.	2013-2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
45. Adoption and funding for three year improvement plan.	Annually	Completed – included in Annual Plan budgets.
46. Asset Management planning miscellaneous.	2013; 2014; 2015- 20122	An allowance of funding for ongoing asset investigation.
47. Review of Leases and Licenses.	Register developed in NCS by 2013.	Leases/Licences Register to be developed and renewals as appropriate on an ongoing basis.

AMP Improvement and Monitoring: Public Amenities

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review LOS	December 2014	To be conducted during the review of AMP in anticipation of the 2015
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015
4. Define current LOS/performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle.
6. Identify and include any assets that are not included in this AMP	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify development, renewal, maintenance strategies where required	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results	December 2014	Update valuation/ depreciation information in AMP during review in anticipation of 2015-25 LTP planning cycle.
AMP Data Improvements		
10. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
11. Collect maintenance data against significant assets or asset groups	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Monitor actual versus predicted growth	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
14. Measure performance in LOS against targets	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
AMP Process Improvements		
15. Ensure operations and maintenance are competitively tendered where possible	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
16. Optimise operations to minimise lifecycle costs and Documentation of operations and maintenance activities	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
17. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
18. Predict failure works and identify treatment options for risks	2013-2018	Predictive failure to be part of the Advanced AMP.
19. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
20. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created during review for the 2012-2022 LTP.
21. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
22. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
23. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
24. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
25. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
26. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
27. Process in place for collecting costs against assets where appropriate	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
28. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
29. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
AM System Improvements		
30. Develop database for all community services	December 2014	Development of Asset Appendix for AMP.
31. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
32. Use "System" to generate valuation	2020/2021	Outside 2012-2015 planning period.
33. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
34. Criticality of assets identified in "System"	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
35. Use "System" to store asset condition, performance and utilisation data where appropriate	2020/2021	AMS to be developed in long term to cover community facilities assets.
36. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
37. Investigate the integration of "system" with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
38. Link electronic plans and records to GIS database	Ongoing	Developed in conjunction with Item 31.
Specific Improvement Projects 2009-2012		
39. Underground services investigations	2014; 2015; 2016	As built drawings to be compiled for key assets to improve asset base information.
40. Include Building data in a "designed" Asset management Programme such as SPM	2014-2015	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
41. Review AMP	December 2014	To be conducted during the review of AMP in anticipation of the 2015
42. Asset Management Planning miscellaneous	2015-2016 onwards	Completed – included in Annual Plan budgets.

AMP Improvement and Monitoring: Recreation and Culture

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvement		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review levels of service	December 2014	To be conducted during the review of AMP in anticipation of the 2015
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015
4. Define current levels of service/performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle.
6. Identify and include any assets that are not included in this AP	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify development, renewal, maintenance strategies where required	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results	December 2014	To be conducted during the review of AMP in anticipation of the 2015
AM Data Improvements		
10. Develop and document formal asset classification system for all assets	2013-2018	Review of Biz Assets use as AM program will involve asset classification and hierarchy.
11. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
12. Collect maintenance data against significant assets or asset groups	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
14. Monitor actual versus predicted growth	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
15. Measure performance in levels of service against targets	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
AM Process Improvements		
16. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
17. Optimise operations to minimise lifecycle costs	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.
19. Process in place for monitoring, analysing and reporting of performance against levels of service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 2011	Review risk section of Parks and Reserves AMP and include any newly identified risks in review.
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created during review for the 2015-2025 LTP.
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the Parks and Reserves AMP.
25. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
26. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
27. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
28. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
29. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
30. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
31. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
32. FRS-3 compliant valuation complete for parks and reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of levels of service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
34. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
AM System Improvements		
35. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
36. System available to allocate maintenance costs against individual assets. Use AM System to generate valuation	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
37. Link maintenance history to significant assets or asset groups Criticality of assets identified in AM System	2020/2021	Outside 2012-2015 planning period.
38. Use AM System to store asset condition, performance and utilisation data where appropriate	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with 37.
41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
43. Underground services investigations	2013; 2014;	As built drawings to be compiled for key assets to improve asset base information.
44. Undertake DRC valuation	2011	Review of valuation for Parks and Reserves assets in preparation for next asset valuation.
45. Include Building data in a "designed" asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
46. Expand recovery plans to sit with risk Analysis	2014 - 2015	Develop Recovery Plans in conjunction with Item 21.
47. Adoption of funding for three year improvement plan	Annually	Completed - included in Annual Plan budgets.
48. Operation manual established for Library and Cultural and Arts Centre	2012 - 2013	Finalised Cultural and Arts Centre Manual on completing of Stage 1 renewal.
49. Asset Management planning	2016; 2022	Miscellaneous works.

Asset Management

Land Transport: Roothing Activity Influences

Key Milestone	Indicative Timeframe	Commentary
Council Meetings – progress on work streams	Monthly Council Meetings	Progress Reports provided to Council as required.
Amend Road Maintenance Contract Document	June 2015	Tendered and award will be in August 2015 -Awarded
Develop levels of service options along with funding options (depending on outcome of FAR review)	February 2016-17	To implement 2018
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.

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

Development of the District Transfer Stations was completed to an acceptable functional standard in the 2009-2012 period. 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	December 2016	A 'whole of life' study needs to be completed to determine:- <ul style="list-style-type: none"> • Where refuse will come from for the balance of the resource consent. • The effects the statutory cost increases from the ETS will have on the landfill. • The costs of further developing the landfill. • The financial viability of the

Key Milestone	Indicative Timeframe	Commentary
		<p>landfill due to increased costs to the user following ETS legislation.</p> <ul style="list-style-type: none"> • Purchase of NZU units (Carbon Credits) has reduced the impact of the cost of the ETS legislation for the next 3 years buying time to find a feasible way forward. • Volumes of rubbish are consistently declining while operational cost of the landfill is fixed thus putting upward pressure on cost per tonne disposed.

Solid Waste: Waitomo Landfill Operations and Kerbside Collection Contract Renewal

Landfill Operations

Key Milestone	Indicative Timeframe	Commentary
WDC Landfill operations contract renewal	2016	The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal the 1st November 2012 to 1st November 2014 and the second the 1st November 2014 to 1st November 2016.

Transfer Station – Refuse and Recycling Collection

Key Milestone	Indicative Timeframe	Commentary
Transfer station refuse and recycling collection contract renewal	2016	The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal the 1st November 2012 to 1st November 2014 and the second the 1st November 2014 to 1st November 2016.

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 the 1st November 2012 to 1st November 2014 and the second the 1st November 2014 to 1st November 2016.

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.
Investigate all Waste Management Facilities to identify hazards and	Quarterly	Ongoing.

Key Milestone	Indicative Timeframe	Commentary
safety improvements		
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	June 2012 then every two years thereafter	An audit was completed in 2014. The next Survey is due in 2016.
Investigate ETS Liability (Start June 2013)	Ongoing	Progressing.

Stormwater: Health and Safety Issues

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	Monthly	Ongoing

Wastewater: Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	2015-2018	Tender documentation and cost estimate are in progress. Work is targeted for the 2014/15 year. This work was delayed to pool funding from 2014/15 and 2015/16. Preliminary tender documentation is complete and will be issued during January 2016 .

Water: Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Phase 1	Target completion December 2015	Unforeseen replacement of reservoir roof and subsequent delay pushed project in to Xmas period. Target completion date March 2016
Phase 2	Target completion December 2016	Final design in progress Water Take consent in obtained Consent to construct extraction pump station obtained

Key Milestone	Indicative Timeframe	Commentary
Phase 3		Preliminary design to start 2016

Capital Renewal Programme – Year 1 (2015/2016)

WATER - Te Kuiti

Street	LTP Budget = Optim Rep Value	Comment
58 Awakino Road (Pump Station)	\$2,126.63	
Awakino	\$67,811.25	
Henderson	\$9,041.50	
Henderson	\$3,718.25	
Henderson	\$4,308.09	

Recent investigations showed that the Henderson main appears to be in good condition and will be deferred to beyond the current LTP period. Funding will be utilised to upgrade Edward Street which proved to need replacement.

WATER - Mokau

Street	LTP Budget = Opt Rep Value	Comment
Oha Street	\$8,816.80	
Oha Street	\$1,550.16	
Tainui Street	\$1,416.41	
Tainui Street	\$15,702.25	
Tainui Street	\$15,662.13	

Replacement is on track for these mains.

WATER - Piopio

Street	Replacement Cost	Comments
Moa Street	\$13,952.80	
Moa Street	\$642.00	
Moa Street	\$1,008.48	
Moa Street	\$22,737.50	

Funding provision will be utilised to upgrade the first portion of Moa Street across Kuratahi Stream and to link up Tui Street to complete the ring main.

ROADING

Road Name	RP	Length (m)	Width (m)	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate
Oparure Rd	4,414 – 5,745	1,331	6.4	8,518	\$40.00	\$340,720
Oparure Rd	6,900 – 7,536	636	8.0	5,088	\$40.00	\$203,520
Oparure Rd	7,536 – 8,100	564	8.0	4,512	\$40.00	\$180,480
Hangatiki East Rd	0 – 2,475	2,475	6.0	14,850	\$40.00	\$594,000
Totoro Rd	8,470 – 11,316	2,846	6.4	18,803	\$40.00	\$752,120

Hangatiki East Road will be deferred and addressed as part of Omya route

WASTEWATER - Te Kuiti

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	

Recent investigations showed that the gravity mains in Rora Street are in relatively good condition and replacement will be deferred to beyond the current LTP period. The funding will be utilised to replace the mains under the Kiwi iRail corridor and SH3 along Carroll Street.

STORMWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
King Street East	\$28,735.92	
King Street East	\$8,474.40	
King Street East	\$19,246.52	
Kiwi Street	\$12,517.66	
Massey Street	\$3,969.49	
Mary Street	\$29,289.97	

Kiwi, Massey and Mary Streets storm water has proven to be in relatively good condition and replacement can be deferred to beyond the current LTP period. The funding will be utilized for the upgrading of Edward Street that had a pipe collapse and requires more urgent upgrading.

Strategic: Te Waitere Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
1. Permeability tests to assess sustainability of existing land discharge of waste water and possible future development		Completed - Results show that additional land will have to be obtained for wastewater disposal. The whole future development project will be assessed as part of the District Plan.
2. Development of detailed scoping and associated project plan for inclusion in the Road Map.	Outside 2025	Dependent on outcome of 1 above.
3. Consultation with landowners about development plans and land availability for land discharge	During the life of 2015-25 LTP	Dependent on outcome of 1 above and available resources.
4. Consultation with all property owners on separator/septic tank maintenance service	During the life of 2015-25 LTP	Dependent on available resources.
5. Report to Council on conclusions		On completion of each action.

Strategic: Waitomo Village Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
1. Development of 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 solutions with cost and establish economic feasibility		Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement.
4. Report to Council on conclusions	On completion of each section	WDC met with THL who indicated that the indicative cost is not financially feasible from a business point of view. The only possible solution to

Key Milestone	Indicative Timeframe	Commentary
		<p>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>

AMP Improvement and Monitoring: Land Transport

Roads and Footpaths AMP – Plan Improvement and Monitoring		
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
Collate 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
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 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	July 2018	Future growth related demanded 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	Extended due to appointment of new staff to critical asset roles.
Upgrade of all culverts to a minimum size of 375mm diameter taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
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	Current maintenance contract re-tender in 2015. The next In new generation maintenance contract will have a change in approach
Unachievable due to Budget Restrictions		
Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA removing funding 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	As above.
Street Light LED Renewal Programme	July 2016	Exploiting NZTA subsidy scheme now available to introduce new technology and save on energy consumption of street lights
ONRC Performance Measures	Dec 2018	Part of ONRC Transition Plan to measure the value delivered to road users according to agreed standards
Network Safety Audit	Feb 2016	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 needs/preferences and to ensure their views are considered when selecting the best level of service scenario. Priority 2	Next review 2017	Levels of service survey for SW last completed in 2012.
Ensure the right level of funding is allocated to maintain the asset service potential. Priority 2	Next review 2017/18	Annually
Formalise asset inspection and data collection procedures. Priority 3		Ongoing. Additional Resource Required: Required contractors
Improve contractor maintenance reporting and integrate costing information with spatial data in Bizze@sset. Priority 4		Ongoing.
Develop accurate and complete asset inventory registers for each urban drainage area. Priority 2		Require Catchment Management Plans to be completed. Step 1 is a Catchment flooding model Additional Resource Required: Consultant
Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere. Priority 4	December 2025	Additional Resource Required: Additional Resource Required: Planning Consultant
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. Priority 4		Require Catchment Management Plans to be completed.

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
Cost and prioritise the works developed from the risk assessment exercise. Priority 3		Require Catchment Management Plans to be completed.
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements. Priority 4		Require Catchment Management Plans to be completed.
Improve the definition of standards for maintenance. Priority 3		Using Hamilton City Infrastructural Standards.
Complete environmental impact studies for each stormwater drain and receiving water. Priority 4	2025 - 2027	Additional Resource Required: Consultant
Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency. Priority 2	Catchment Management Plans to be completed	Require Catchment Management Plans to be completed. WDC uses Hamilton City Infrastructural Standards. Additional Resource Required: Consultant
Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identification of gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through the use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.	2026-28	Additional Resource Required: Specialist Consultant
Arrange regular forums with adjacent council's stormwater officers to discuss best practice trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others). Priority 4		Ongoing.

AMP Improvement and Monitoring: Solid Waste

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). Priority 2	Will start again when Team Leader Solid Waste has been appointed	Engage the community with current waste minimisation topics through local advertising
Manage relevant data and information and provide feedback on performance. Priority 2	July 2016	Waste audit completed to be presented to council in August 2014.
Initiate and foster waste minimisation in community targeting schools and rural communities. Priority 2	Will start again when Team Leader Solid Waste has been appointed	Education will continue to schools and the rural communities.
Explore into WDC landfill becoming a clean fill site only. Priority 2	December 2016	Manager Operational Services
Reduction in onsite disposal of agricultural products. Priority 2	Will start again when Team Leader Solid Waste has been appointed	Agricultural waste education will continue

Solid Waste AMP		
Key Milestones	Indicative Timeframe	Commentary
Prepare and maintain an audit procedure. Priority 3	Ongoing	Audit procedure prepared and reporting ongoing
Prepare and maintain data base. Priority 3	Ongoing	Asset inventory. Additional Resource Required: Team Leader Solid Waste

AMP Improvement and Monitoring: Wastewater

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

AMP Improvement and Monitoring: Water Supply

Water AMP		
Key Milestone	Indicative Timeline	Commentary

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. Priority 2	Next review due August 2016	Requires incremental improvement and updating of current knowledge only. Additional Resources Required: Survey Consultant
Ensure the right level of funding is being allocated to maintain the asset service potential. Priority 2	Ongoing	Monitor.
Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios. Priority 3	2018	Requires evaluation of appropriate AMS after inventory records updated and complete. with analysis of findings and implementation over the next 3-5 years. Additional Resources Required: Consultant
Improve standard of maintenance data integration with spatial data in Bizze@sset. Priority 1	Ongoing	Monitor
Improve standard of contractor collection and reporting of maintenance data and integration of information with spatial data in Bizze@sset. Priority 2	Ongoing	Monitor
Initiate a long term zoned metering and leak detection programme, initially for Te Kuiti. Priority 3		Commenced in ad hoc way from 2008. Monitor
Initiate a scheme proposal for Marokopa. Priority 4	2025-45	Outside 2015- 2025 planning period. District Plan & Structure Plan
Upgrade supply main from Mokau to Awakino. Priority 2	2025-45	Outside 2015- 2025 planning period.
Develop accurate and complete asset inventory registers for each scheme. Priority 3	Ongoing	Monitor
Develop a greater focus on risk identification and management for critical assets. Priority 3	Ongoing	Monitor
Prioritise the works developed from the risk assessment exercise. Priority 3		
Construct additional treated storage at Te Kuiti to meet 24 hours demand. Priority 3	2025 - 2035	Outside 2015-25 planning period.
Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management. Priority 2	February 2016	Phase 1 of WTP Upgrade
Improve definition of standards for maintenance. Priority 2	Ongoing	Monitor
Review pump station and treatment plant maintenance programmes. Priority 2	Ongoing	Monitor
Update and implement water treatment plant operating procedures. Priority 2	Ongoing as plants get upgraded	Monitor
Review and improve the financial information outlined in Section 10 and produce an updated financial forecast by 30 June each year. Priority 2	March each year	Monitor
Assess all water services available within the District in accordance with the Local Government Act 2002. Priority 4	2017	Last completed in 2014. Assessments consistent with provisions in Draft 2015 – 25 LTP

Completed Projects

Resident Satisfaction Survey (for 2014/15 Annual Report)

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Resident Satisfaction Survey	May 2015	Complete
Survey to test: 1. Importance of Service 2. Satisfaction with Service 3. Provide for commentary/suggestions	May 2015	Completed
Undertake Survey	June - July 2015	Completed
Analyse / Report Survey Results	August 2015	In progress
Council Meeting - Customer Satisfaction Survey Results to Council	25 August 2015	Complete
Customer Satisfaction Results ready for inclusion in Annual Report	1 September 2015	Complete

Property: Te Kuiti Railway Building

RAILWAY BUILDING: PROJECT 1 - RESTORATION

Key Milestone	Indicative Timeframe	Commentary
Engineering structural assessment of building 1,2 and 3	August 2013	Engineers advised this will be available to WDC 23 September 2013
Preparation of working drawings and contract documents for restoration of exterior, Buildings 1,2 and 3	July – August 2013	Architect advised these will be available to WDC in draft form 20 September 2012
Historic Places Trust Approval	September 2013	Draft documents sent to HPT 10 October 2013. Approval to tender documents received.
KiwiRail Approval	September 2013	Draft documents sent to HPT 10 October 2013. Approval to tender documents received.
Tender for works	November - December 2013 (subject to approval of alternative funding services)	Funding approval granted, documents due for completion last week in November. Preparation of documentation proved difficult to complete due to HPT and engineering requirements. Project now out to tender, tenders closing 20 May 2014. Tenders closed 20 May 2014 with three tenders being received. Contract awarded to DML (2003) Builders Ltd of Wanganui
Construction works	July 2014 - October 2014 31 March 2014	Estimated construction period now July 2014 – end October 2014. Progress of contract reported to Council as separately monthly business paper. Most works will be completed early November with the exception Building 3 where the extent of works requires a program to the end of December 2014. Several aspects of the development have experienced delays as designs required

Key Milestone	Indicative Timeframe	Commentary
		revisiting. The defects listings for this completed project have been prepared, awaiting contractor to return to the site. Contractor has worked on several of the defects over the past week.

RAILWAY BUILDING: PROJECT 4 – COMMUNITY SPACE REVITALISATION (Building 3)

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed. EOI document publicised Oct/Nov, closing 28 November 2013. Six EOIs received.
Building 3: Preparation of Tender Documentation to completely refurbish the existing building layout		Completed.
Building 3: Refurbishment construction to allow use of building	31 March 2015	Completed.
Building 3: Use by tenants	April 2015	Building 3 used during Muster and will be tenanted by Wintec from beginning May 2015. Wintec lease and valuation awaiting signing. Lease and valuation for Maniapoto Maori Wardens use completed but yet to be agreed.

RAILWAY BUILDING: PROJECT 5– COMMERCIAL SPACE REVITALISATION (Building 2)

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	October – November 2013	EOI document completed and will be available 22 November, closing 23 December 2013. No expressions of interest received.
Preparation of high level draft layout plan and associated documentation for the commercial use of Building 2	July 2014 – August 2014	Complete. Council received feasibility assessment presentation at the 12 August 2014 Workshop.
Presentation of proposal to Council working committee	End August 2014	
Draft Tenancy proposals and Lease agreement negotiations	September 2014	EOI confirmed early September, finalised layout plans currently being prepared to enable lease negotiations to be completed.
Application to NKCDT for funding to assist with document preparation and development associated with Cornerstone tenant.	September – October 2014	On schedule for application to be completed end of October 2014
Preparation of working drawings and contract documentation of areas associated with Cornerstone tenant	December 2014 – February 2014 (subject to funding availability and tenancy provision) 30 April 2015	Funding secured and letter of intent signed enabling the project to proceed. On schedule for plans / specification to be lodged first week of May 2015. Draft lease and valuation prepared.
Tender process for works	May 2015	Complete
Agreement to condition of contract with cornerstone tenant	June 2015 – July 2015	Complete
Signing of contract with Cornerstone tenant	August 2015	Documentation agreed and with solicitor for signing.
Construction of internal work and site services associated with Cornerstone tenant	July 2015 – September 2015	Complete
Cornerstone tenant operational	October 2015	Complete

Document No: 378600**File No:** 037/043**Report To: Council****Meeting Date:** 24 November 2015**Subject:** Motion to Exclude the Public for the Consideration of Council Business

Purpose of Report

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. 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: Retirement Housing Proposal – Te Kuiti	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. Mokau Sands Limited v Waitomo District Council – RMA Appeal	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. Motorhome Friendly Towns Scheme	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)
5. New Initiative: Timber Trail Marketing	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)
6. Progress Report: District Plan Administration	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)
7. Progress Report: Regulatory Update	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)
8. Progress Report – Resource Consent Compliance Monitoring	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. Trade Waste Bylaw 2006 – Review Process and Timetable	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)
10. Progress Report: Te Kuiti Meat Processors Ltd - Trade Waste Charges	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)
11. Contractual Issues: Section 35 Review Considerations	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)
12. Contractual Issues: Setting of KPIs for 2015/2016	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