

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 30 AUGUST 2016 AT 9.00AM

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

IN ATTENDANCE: Heather Carston (Waitomo News)

Jason Dawson, Chief Executive and Nicola Greenwell, Development Manager (Hamilton and Waikato Tourism)

Mike Maguire, General Manager and Dede Downs, Sport Waikato Coordinator (Sport Waikato)

Chief Executive (for part only); Executive Assistant; Group Manager – Customer Services (for part only) Communications Officer (for part only); Group Manager – Corporate Services (for part only) and Group Manager – Assets (for part only)

1. Council Prayer

2. Apologies

Resolution

The apology from Cr Te Kanawa and the apology for lateness from Chief Executive, Chris Ryan be received and leave of absence granted.

Davey/Smith Carried

Mike Maguire, General Manager and Dede Downs, Sport Waikato Coordinator (Sport Waikato) entered the meeting at 9.05am.

The Communications Officer entered the meeting at 9.15am.

3. Deputation: Hamilton and Waikato Tourism Limited - Annual Report 2015/2016	A326217
--	----------------

Jason Dawson, Chief Executive and Nicola Greenwell, Development Manager of Hamilton and Waikato Tourism were in attendance at 9.00am and presented the Hamilton and Waikato Tourism Ltd Annual Report Executive Summary for 2015/2016.

Resolution

The Deputation from Hamilton and Waikato Tourism Limited be received.

Whitaker/Brodie Carried

Jason Dawson, Chief Executive and Nicola Greenwell, Development Manager of Hamilton and Waikato Tourism left the meeting at 9.24am.

4.	Deputation: Sport Waikato – Six Monthly Report (January to June 2016) and Schedule of Services	A326492
-----------	---	----------------

Mike Maguire, General Manager Sport Waikato and Dede Downs, Sport Waikato Coordinator will be in attendance at 9.15am to present the Sport Waikato Six Monthly Report (January to June 2016) and Schedule of Services.

The Mayor acknowledged Mike Maguire's upcoming retirement and thanked him for his support of Waitomo over the years.

The meeting adjourned for morning tea at 9.42am.

Mike Maguire, General Manager and Dede Downs, Sport Waikato Coordinator (Sport Waikato) and the Group Manager – Customer Services left the meeting at 10.05am

The meeting reconvened at 10.05am

Resolution

The Deputation from Sport Waikato – Six Monthly Report (January to June 2016) and Schedule of Services be received.

Smith/Davey Carried

5.	Confirmation of Minutes – 2 August 2016
-----------	--

Resolution

The Minutes of the Waitomo District Council meeting of 2 August 2016, including the public excluded minutes, be confirmed as a true and correct subject to amendment.

Page 32 – Resolution: add "be received"

Goddard/Whitaker Carried

6.	Declarations of Member Conflicts of Interest
-----------	---

No declarations were made

The Chief Executive entered the meeting at 10.07am.

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

Cr Brodie

- Waipa Catchment Committee Meeting
- Waipa Catchment Workshop – Rivers Restoration Strategy
- Freedom Camping Webinar
- Regional Land Transport - Speed Governance Meeting
- NZTA Opening of 1st Safe Roads Project for Waitomo

Cr Goddard

- Civil Defence – Deliberation of Submissions
- Inframax Construction Ltd – Breakfast Meeting
- Benneydale Hall Society

Cr Davey

- Te Kuiti Development Incorporated - AGM

Cr Smith

- Waitomo Caves Discovery Centre & Museum Trust
- NZTA Safe Roads Project – Community Comments
- West Coast Zone Meeting

Cr Whitaker

- DC Tynan Meeting
- Welcome and Open the Multi-Club
- Te Kuiti Development Incorporated – AGM
- Inframax Construction Ltd – Breakfast Meeting
- Indoor Stadium Meeting

Mayor Hanna

- Sheep Sculptures Sponsorship Meeting
- North King Country Justice of the Peace Dinner and AGM (including a farewell for Murray Loewenthal)
- Citizens Advice Bureau – AGM
- Indoor Stadium Meeting
- NZTA Stakeholder Function
- Inframax Construction Ltd – Breakfast Meeting
- Regional Transport Committee Workshop
- NZTA Opening of 1st Safe Roads Project for Waitomo
- Mayoral Forum Meeting
- Waikato Plan Meeting

Resolution

The verbal reports be received.

Goddard/Brodie

Carried

8. Brook Park Incorporated Society: Minutes – 1 August 2016	A326808
--	----------------

Council considered a business paper providing information relating to the Brook Park Incorporated Society Meeting convened on 1 August 2016.

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

Resolution

The business paper on Brook Park Incorporated Society: Minutes – 1 August 2016 be received.

Whitaker/Smith Carried

9. KiwiRail - Selwyn District Council - Deed of Grant - Proposed New Deed	A326784
--	----------------

Council considered a business paper presenting a request from Local Government New Zealand (LGNZ) for WDC's support to join in action against KiwiRail.

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

Resolution

- 1 The business paper on KiwiRail - Selwyn District Council - Deed of Grant - Proposed New Deed be received.
- 2 Council support Local Government New Zealand and Selwyn District Council drafting and circulation of a letter from local authorities to appropriate Ministers raising concerns with the approach taken by KiwiRail.

Brodie/Goddard Carried

The Group Manager – Corporate Services entered the meeting at 10.28am.

10. Unaudited Interim Financial and Non- Financial Report for the Year ended 30 June 2016	A325437
--	----------------

Council considered a business paper presenting the Unaudited Interim Financial and Non-Financial results for the year ended 30 June 2016.

The Group Manager – Corporate Services expanded verbally on the business paper, reiterating that this is an "interim" report, and answered Members' questions.

Council noted the very good financial result and particularly the public debt outcome.

Resolution

The business paper on Unaudited Interim Financial and Non Financial Report for the year ended 30 June 2016 be received.

Davey/Whitaker Carried

11. Solid Waste Activity – Section 17A LGA 2002 Review	A326286
---	----------------

Council considered a business paper requiring Council to undertake a review of the Solid Waste Activity as required under section 17A of the Local Government Act 2002 (LGA).

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

The Group Manager – Customer Services re-entered the meeting at 10.50am

Resolution

- 1 The business paper on Solid Waste Activity – Section 17A LGA 2002 Review be received.
- 2 Council confirm that the most cost effective option for provision of the solid waste management activity involves retention of the current structure of WDC governance and funding with service delivery provided by a combination of WDC and an external waste management contractor.

Goddard/Whitaker Carried

12. Progress Report: Monitoring against Road Map Work Programme	A325847
--	----------------

Council considered a business paper presenting the monthly update on progress against the Road Map Work Programme adopted by Council on 5 April 2016.

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

Resolution

The Progress Report: Road Map Work Programme as at 30 August 2016 be received.

Smith/Brodie Carried

The Group Manager – Corporate Services left the meeting at 10.53am

13. Otorohanga District Development Board – Reporting against Service Level Agreement	A326310
--	----------------

Council considered a business paper presenting the Otorohanga District Development Board's final report against the Key Performance Indicators contained in the Service Level Agreement.

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

Resolution

The business paper on Otorohanga District Development Board – Reporting against Service Level Agreement be received.

Brodie/Whitaker Carried

14. Progress Report: Civil Defence Emergency Management Joint Committee Minutes	A326330
--	----------------

Council considered a business paper presenting information relating to the Civil Defence Emergency Management Joint Committee meeting of 13 June 2016.

Resolution

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

Goddard/Davey Carried

15. Progress Report: Te Kuiti Railway Station Building Project	A326360
---	----------------

Council considered a progress report on the Te Kuiti Railway Station Building Project.

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

Resolution

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

Smith/Whitaker Carried

16. Progress Report: Resource Consent Applications	A326289
---	----------------

Council considered a progress report on outstanding resource consent applications and those applications currently being processed.

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

Resolution

The Progress Report: Resource Consent Applications be received.

Whitaker/Goddard Carried

17. Progress Report: Capital Works Projects	A326580
--	----------------

Council considered a progress report on major new and renewal projects as identified in Council's Activity Management Plans, or which have arisen during the course of normal maintenance and operation of the Roading infrastructure, the three Waters and some projects in the Community Services area.

Cr Smith advised there is a lot of community concern regarding the undermining of Te Waitere Road around the harbour and the delays in reparation due to the resource consent process timelines.

The Chief Executive expanded verbally on the business paper and answered Members' questions. The Chief Executive undertook to investigate whether there are any Governance issues which might be available to expedite the consent process timeline.

Resolution

The Progress Report: Major Capital Works be received.

Smith/Whitaker Carried

The Group Manager – Assets entered the meeting at 11.00am

The Group Manager – Customer Services left the meeting at 10.04am

18. Solid Waste Services Biennial Waste Audit	A326374
--	----------------

Council considered a business paper informing of the outcome of the 2016 Solid Waste Audit.

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

Cr Goddard noted that comparisons need to be provided by volume and not percentage and highlighted the need to be careful in how the information is reported so as to be accurate.

The Group Manager – Assets undertook to review the report and re-present the information with comparisons made by volume. The Group Manager – Assets also noted that the SWaMMP is due for review next year and the reporting method will be reviewed in the SWaMMP as part of that review.

Resolution

The Report on Solid Waste Audit Results be received.

Goddard/Brodie Carried

19. Progress Report: Solid Waste Activity**A326373**

Council considered a progress report on Solid Waste operations, maintenance and capital development activities.

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

The Group Manager – Assets advised that with regard to odour complaints, everything required regarding covering of refuse at the Landfill is being completed appropriately and now investigations are being carried out over a wider area as it is unlikely that the odour is being produced from the immediate Landfill site.

Resolution

The Progress Report: Solid Waste Activity be received.

Davey/Whitaker Carried

20. Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport**A326441**

Council considered a progress report –

- To brief Council on the implementation of the Work Plan for the Land Transport activity as contained in Year One (2015/2016) of the 2015-2025 Long Term Plan (LTP)
- To establish a framework for monitoring the ongoing implementation of the 2015-25 LTP as part of the Road Map Work Programme.

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

Resolution

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

Brodie/Goddard Carried

21. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater**A326336**

Council considered a progress report on the three waters including contracted out services.

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

Resolution

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

Brodie/Goddard Carried

The Group Manager – Corporate Services re-entered the meeting at 11.30am.

Heather Carson (Waitomo News) left the meeting at 11.34am

The Communications Officer left the meeting at 11.34am.

22. Motion to Exclude the Public for the consideration of:	A326913
---	----------------

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 in attendance:
 - Chris Ryan, Chief Executive
 - Michelle Higgie, Executive Assistant
 - Kobus du Toit, Group Manager – Assets
 - Vibhuti Chopra, Group Manager – Corporate Services
 - Helen Beever, Group Manager – Customer 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. Resident Survey 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)
2. Solid Waste Management Rate 2016/2017	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Inframax Construction Ltd – Valuation of Council’s Shareholding	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. Erosion Protection Structures - Marokopa	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Waitomo Rock Limited – Objection to Change of Consent Conditions	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: Mokau Sands Limited	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: Risk Management (Health and Safety)	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: Waitomo Village Water and Wastewater Services – May 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)
9. Progress Report: Road Maintenance and Reseals	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/Whitaker Carried

There being no further business the meeting closed at 1.28pm

Dated this 6th day of October 2016.

BRIAN HANNA
MAYOR

Confidential Confidential

Confidential Confidential

Confidential

Document No: A330046

Report To: Council



Meeting Date: 6 October 2016

**Subject: Brook Park Incorporated Society:
Minutes – 5 September 2016**

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 5 September 2016.

Local Government Act S.11A Considerations

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

Background

- 2.1 In November 2007, Council established a Work Group for the purpose of working with a Consultant and members of the community to develop a proposal and policy document for Brook Park.
- 2.2 Development of the Brook Park Management Plan (MP) was completed following a public consultation process, including a Hearing of submissions in February 2010.
- 2.3 An objective contained in the MP was to establish a Friends of Brook Park (FBP) organisation to enable the community to participate in the future of Brook Park, and, and as a primary objective, to raise funds for achieving park projects and developments.
- 2.4 The FBP was to replace the Brook Park Advisory Committee which was in place at that time, but which did not have any mandate to represent the community's interest in the Park, nor to raise funds for park projects.
- 2.5 It was envisaged that the FBP would enable the community to become more involved in their Park, through dissemination of information; being able to assist in fundraising and other activities that promote and enhance Brook Park; and by having a "voice" to assist Council with management of Brook Park.
- 2.6 As a charitable body, and an incorporated society, a FBP organisation would be able to successfully apply for third party funding to assist Council with implementing the community's vision for Brook Park.

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

Commentary

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

- 3.2 Attached to and forming part of this business paper is a copy of the minutes from BPIS meeting convened on 5 September 2016.

Suggested Resolution

The business paper Brook Park Incorporated Society: Minutes – 5 September 2016 be received.



MICHELLE HIGGIE
EXECUTIVE OFFICER

Attachment: Brook Park Incorporated Society Minutes – 5 September 2016 (A330045)

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,
TE KUITI ON 5th September 2016 2016, at 5.30pm**
PRESENT:

Guy Whitaker, Andrea Hanna, Bruce Maunsell, Sheralee Buchanan, Graeme Churstain, Sue Wagstaff, Robin Charteris, Gerald Kay, Phillip Houghton, Helen, Jane

1. Apologies

Elly Kroef, Karen Houghton, Rob Buckley,

Bruce/Andrea

2. Confirmation of Minutes

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

Graeme/Gerald

3. Correspondence In/Out

Out: The Lines Company, requesting sponsorship for Guy Fawkes event.

4. Financial Report

Opening balance \$22622.34

Payment \$52.94 – Farmlands – MTB Trail
Interest Received \$5.37

Closing Balance \$22,574.77

No accounts payable.

That the financial report be received.

Graeme/Bruce

5. MTB Trail

Gerald making good progress. 4 more crossings to be done. One to be relocated.

All materials on hand.

May need to spray for inkweed and thistles in next couple of months.

Track will need some clearing of slips and subsidence before use.

6. Maintenance & Fencing

No other work done recently.

Fence around Sommerville Grove will need repair. Sheep are going through fence at will.

7. Weed Control

Andrea has been in touch with Chris Hale (EW) who has referred her to Caroline Lewis, Weedbusters, who has experience in this type of community project. She is coming to have a look and assess our needs and help create plan of attack.

May be able to get funding for outside labour and costs.

EW continuing to work on Old Mans Beard and Wolley Nightshade.

8. Memorial Grove

Sue & Guy met with Liz Riley WDC nad had a very productive meeting going through draft guidelines. WDC has returned their draft which is much simpler and eworkable than earlier version. Sue feels some small changes required.

Resolved: that the draft guidelines from WDC be accepted with some minor amendments to be discussed and included.

Andrea/Helen

9. Tree Harvesting

Phillip has been continuing to work on this with Cameron. Met with Helen Beever and Sandra Buchanan, WDC. They are very clear that the operation needs to be done correctly.

Current view is that loading out of Colin Brook Place is not good option due to new regulations. Suggestion is that pines are loaded out through rugby ground, requiring track across bottom of park. Poplars can then be removed and loaded out in same operation via single road access.

Guy has discussed removing poplars with Chris Ryan (WDC) with agreement that removing poplars makes sense given potential plans to develop campground at rugby ground. But no decision yet made.

There is need to tie together removing pines and poplars, loading out logs to minimise cost, and timing for Guy Fawkes event to enable slash to be burnt.

Comment made that creating track across bottom of park would tidy up access through that area.

Phillip, Guy & Gerald meeting with Sandra Buchanan 6/9/16 to discuss and clarify options. Phillip to request that Chris Ryan also invited.

Cameron has estimated that pines will provide \$10k surplus, but cost of tracking and poplar removal will offset this meaning the total outcome will likely be breakeven or possible loss. Agreed that Council agreement to assist with removal of poplars and underwrite possible losses is required.

Cameron has also provided harvest plan which needs to be approved by WDC.

Also need to consider reinstatement of pine harvested area. Look at options for replanting. Natural regeneration of natives will also occur to some extent. Helen offered some Kahikatea for planting next year. Weed control will be essential. Some refencing will also be required.

Digger could do other work while in park. Tree behind Bosco which needs removal would be good additional project. Requires cable to pull tree back into carpark, and fence removal/reinstatement.

Resolved: That subject to Council agreement to underwrite, or cover any losses that may occur during harvest of pines and poplars, and associated activities, developing track for removal of pines via the rugby ground will proceed.

Phillip/Graeme

10. Disc Golf

Guy has been approached by national disc golf association in regard to establishing disc golf course in park.

Agreed that as long as there is no cost to Brook Park this project fits with the purpose of the park. The committee is open to further investigation.

Guy to circulate email outlining the proposal.

11. Guy Fawkes Event

Guy has made provisional arrangement with Martin Van Theil to provide same display as last year at same cost on November 12.

Guy has started contacting sponsors.

There may be issues getting Lines Company support as their sponsorship decisions have been made.

Need to brainstorm possible sponsors. Guy to circulate last years list so committee can make suggestions.

Decision to be made at next meeting whether to proceed with event. Suggested that event could be a bi annual event.

Guy indicated that WDC Community Partnership Fund may assist but that their grants made in November so timing not ideal.

12. General Business

Next meeting will be AGM, 3 October.

Bruce to place notice in Waitomo News, and circulate email to members.

Also circulate email to committee so they can invite others and suggest membership.

Entranceway – tenders were much higher than budget so plans are being reviewed by WDC.

Confiers – some to be removed by council staff. Replacements will be planted when weed cloth replaced. Cut trees to be placed on bonfire pile.

Next meeting Monday October 3.

Meeting closed 6.30pm

Document No: A329539

Report To: Council



Meeting Date: 6 October 2016

Subject: Adoption of Draft Annual Report 2015-2016

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present the Draft Annual Report 2015-2016 for Council's consideration and adoption.

Background

- 2.1 The Annual Report for 2015-16 shows the financial and non financial performance of Waitomo District Council for the year ended 30 June 2016.
- 2.2 Council received the Unaudited Interim Financial and Non Financial report (IFR) for the year ended 30 June 2016 at the 30 August 2016 Council meeting.
- 2.2 As well as presenting the Draft Annual Report 2015-2016 (Draft AR) for Council's consideration this paper also provides a summary of significant changes since the IFR and commentaries on Council and Group result.
- 2.3 Council's auditors (Deloitte) will be in attendance at the Council meeting to discuss the audit and to present the audit opinion.

Commentary

- 3.1 **Significant changes since the unaudited IFR**
- 3.2 The unaudited IFR was presented at 30 August Council meeting, while the financial results and position was still in the process of being finalised. There have been subsequent changes to the results due to finalising the ledgers and the significant changes are discussed in section 3.3 to 3.11.
- 3.3 **Statement of Financial Performance**
- 3.4 Total revenue has increased from \$28.7 million in the IFR to \$29.3 million in the Draft AR mainly as a result of the recognition of subsidy revenue for Te Kuiti water supply and Mokau water upper dam works and the elimination of rates paid on Council owned properties.
- 3.5 Total expenditure decreased from \$25.8 million to \$25.7 million mainly as a result of the elimination of rates paid on Council owned properties and additional depreciation expense as a result of the completion of the asset ledger.
- 3.6 As a result of these changes, the total surplus for the year has increased from \$2.9 million in the IFR to \$3.6 million in the Draft AR.

3.7 The gain on revaluation of the investment in Inframax Construction Ltd (ICL) was also recognised in Other comprehensive revenue and expense. This increase, along with the changes to total surplus discussed in 3.3 and 3.4, increased the Total comprehensive revenue and expense from \$1.1 million to \$3.7 million.

3.8 **Statement of Financial Position**

3.9 Total assets increased from \$341.2 million to \$343.5 million as a result of:

- Increase in the value of the investment in ICL
- Increase in receivables due mostly to the recognition of subsidy receivable from the Ministry of Health for Te Kuiti water and Mokau water capital projects
- These increases were partially offset by a decrease in property, plant and equipment and intangible assets as a result of finalising the asset ledger (since the IFR was reported).

3.10 Total liabilities increased from \$52.6 million to \$52.8 million mainly as a result in additional payables being recognised.

3.11 Total equity increased by \$2.0 million as a result of:

- Increase in surplus as detailed above
- Increase in Other Reserves as a result of the gain on revaluation of investment in ICL and final reserve transfers
- Decrease in Revaluation Reserve as a result of asset disposals and the prior period adjustment relating to duplicate stormwater assets.

3.12 **Draft 2015-16 Annual Report Highlights**

3.13 **Statement of Financial Performance (pg 70)**

3.14 The 2015/16 budget for year one of the LTP 2015-2025 provided for a surplus of \$2.9 million. The actual result was a greater surplus of \$3.6 million. The main variances are detailed below.

3.15 **Revenue**

3.16 Revenue was \$0.4 million less than budget due to:

- Rates revenue was \$0.3 million less than budget resulting from the accounting treatment of excluding rates revenue on Council owned properties in calculating actuals (for Annual Report). Internal adjustments are not done for budgeting.
- Subsidies and grants were also \$0.7 million less than budget. Road subsidy revenue was less than budget due to less expenditure on unsealed road maintenance, road safety and professional services. This was offset by subsidy revenue for Mokau water supply upper dam works being recognised. This revenue was included in the budget in a previous year.

- This decrease in revenue was partially offset by fees and charges revenue being \$0.3 million more than budget due to additional trade waste revenue being received. The additional revenue is due to higher volumes and nutrient content of discharge and the levying of exceedance charges.
- Other revenue was also \$0.2 million more than budget. This was partly due to contributions for the railway station building and insurance proceeds. A gain was also recognised for the revaluation of investment property.

3.17 Expenditure was \$1.1 million less than budget due to:

- Finance costs were \$0.8 million less than budget due to a lower public debt level than what was assumed when the budgets were prepared and interest rates were also less than anticipated.
- Roads and footpath costs were less than budget, \$0.3 million of which related to less expenditure on unsealed road maintenance, road safety and professional services.
- Community service costs were \$0.4 million less than budget due to rates paid on Council owned properties being excluded. The budget figure includes rates paid on Council owned properties. Repairs and maintenance expenditure was also less than budget as this work is only carried out as required.
- Leadership costs were less than budget mainly due to the District Plan workstream being deferred until after the local body elections (\$0.2 million).
- This decrease in expenditure was partially offset by \$0.4 million more being spent in the Water supply activity due to increased costs of chemicals and cost increases associated with additional health and safety requirements. Also mechanical, electrical costs and SCADA operational costs associated with the treatment plant upgrade and reservoir rehabilitation were more than budget.

3.18 **Statement of Financial Position (pg 70)**

3.19 Total equity was \$5.6 million more than forecast due to:

- The surplus was \$0.7 million more than budget which was the net result of details above in 3.16 and 3.17.
- The revaluation reserve was \$2.3 million more than budget as a result of the revaluation of water, wastewater, stormwater and land and buildings assets in the 2014/15 year.
- The increase in available for sale reserve relating to the increase in value of the investment in ICL of \$1.9 million.
- Council created reserves were also \$4.2 million more than budget due to surpluses and deficits arising from various activities of Council and depreciation reserves not utilised as a result of delays in the capital expenditure programme.

- These increases were partially offset by the loss on cashflow hedges that was transferred to the hedging reserve due to interest rate decreases.
- 3.20 Current assets were \$0.9 million more due to a higher level of receivables at balance date than was anticipated at the time the budget were prepared.
- 3.21 Current liabilities were \$10.3 million more than budget due to a greater portion of borrowings being recognised as current than when the budget was prepared.
- 3.22 Non current assets were \$0.7 million less than expected mainly due to the net of increase in the value of Investment in CCO (from the valuation increase of ICL of \$1.9 million) and property, plant and equipment being less than budget due to less capital expenditure being undertaken during the year than planned. Investment property was also more than budget due mainly to the reclassification in the previous year of some of the Parkside sections from Assets held for sale.
- 3.23 Non current liabilities were \$15.7 million less than budget due to a lower level of borrowings than what was budgeted and a lower portion of borrowings being recognised as non current. Derivative financial instruments were also \$2.1 million more than expected.
- 3.24 Rates receivable decreased from \$3,973,000 outstanding at 30 June 2015 to \$3,969,000 outstanding at 30 June 2016 (a decrease of \$4,000). Of the \$3,973,000 receivable at June 2015, this has now reduced to \$2,709,000 (a reduction of \$1,264,000). This reduction is a combination of cash received \$1,025,000 (2015: \$689,000) and remissions and amendments to the RID processed during the year \$239,000 (2015: \$443,000) and represents the successful debt recovery actions implemented during the year.
- 3.25 **Capital Expenditure (pg 21)**
- 3.26 Total capital expenditure for the year ended 30 June 2016 was \$9.81 million against a budget of \$13.9 million.
- 3.27 Capital expenditure on Community Service assets was \$0.8 million more than budget, mainly due to the timing of completion of works. The refurbishment and renewal of the Railway Station Building and the refurbishment of the upper floor of 28 Taupiri Street building were completed during the year. The budget for some of this work was included in prior year. Grant revenue was received to assist with funding this capital expenditure and was recognised in the previous year. The upgrade to Piopio public toilets was also completed during the year, the budget for this project was in last financial year.
- 3.28 Capital expenditure on Solid Waste assets was \$0.2 million more than budget with the completion of the new recycling shed. Some of the budget for this work was in the prior year. The cost of carbon credits purchased to meet the Emissions Trading Scheme obligation for landfill emissions was more than budget. Additional NZUs were purchased as the price of NZUs has been increasing.
- 3.29 Capital expenditure was \$1.5 million under budget for Roads assets as there was no significant emergency reinstatement projects completed during the year which were allowed for in the budgets. Some rehabilitation projects were not completed due to delays in obtaining environmental consents.

3.30 Capital expenditure was \$3.2 million under budget for Water Supply assets mostly due to timing changes in the Te Kuiti Water Treatment Plant upgrade resulting from the critical renewal of the backwash pump required and, the unforeseen damage to the sand filters from ground subsidence.

3.31 Borrowings and Reserves

3.32 Council's Long Term Plan (LTP) provides annual forecasts for the levels of borrowings and reserve funds. The following table illustrates favourable trends in the level of borrowings and reserve funds over the last 3 financial years.

\$000's	30 June		
	2013/14	2014/15	2015/16
Borrowings			
Forecast Public Debt (LTP)	49,890	52,120	52,834
Actual Public Debt	44,865	46,139	44,786
\$ Trend	-5,025	-5,981	-8,048
% Trend	-10.1%	-11.5%	-15.2%
Capex	8,744	10,663	9,810
Reserves			
Forecast Reserves (LTPs)	2,699	2,104	7,127
Actual Reserves	9,083	9,850	10,352
\$ Trend	6,384	7,746	3,225
% Trend	+236.5%	+368.1%	+45.2%

3.33 These trends show that actual borrowings have reduced to \$44.79 million at 30 June 2016 and are considerably less than forecast despite major capital investment of \$29.2 million over the last three years.

3.34 Council has continued to manage the funding of the capital works programme from subsidies and grants and available reserves and has also been reducing debt where possible.

3.35 The increase in actual reserves from 2015 to 2016 is mainly the result of the gain on investment in ICL and the increase in losses on cash flow hedges.

3.35 Group Balance Sheet

3.36 At 30 June 2016 total equity for the Group was \$289 million. There was a \$2.5 million increase in equity reflecting the Group's after tax surplus of \$4.3 million.

3.37 Current assets decreased by \$3.6 million mainly due to a decrease in cash and cash equivalents and receivables.

- 3.38 Current liabilities increased by \$2.4 million mainly due to an increase in the current portion of borrowings offset by a decrease in bank overdraft.
- 3.39 Non current assets increased by \$4.2 million due mostly to an increase in property, plant and equipment and deferred tax asset.
- 3.40 Non current liabilities decreased by \$4.3 million due mainly to a decrease in non current borrowings offset by an increase in derivative financial instruments.
- 3.41 **Statement of Service Performance (Key Performance Indicators)**
- 3.42 The Statements of Service Performance provide detailed information on the performance measures and targets for each of the significant activities. The performance summary is given on pages 16-18 of the Draft Annual Report with more detailed information disclosed within each activity on pages 25-66 of the Draft Annual Report.
- 3.43 Of the 80 key performance indicators measured, 65 (81%) (2015: 76%) were achieved and 15 (19%) (2015: 24%) were not achieved.
- 3.44 Audit**
- 3.45 Auditors will be present at the meeting to report on the Audit process and present the Audit report.

Analysis of Options

- 4.1 Council has the option of adopting the Annual Report or requesting further information/changes from its staff and auditors. Council must adopt the Annual Report prior to 31 October 2016 however, due to the local body elections the Annual Report should be adopted prior to the elections.

Considerations

5.1 Risk

- 5.2 There is potential risk that some revenue included in the financial statements is subsequently not converted to cash or cash equivalents. The raising of invoices and recognition of income is carried out with management review and approval to minimise this risk. Trade debtors and other receivables are actively monitored and reviewed. The risk is also mitigated by the recognition of a provision for doubtful debt at 30 June 2016.
- 5.3 There is a risk that the accounting estimates and judgments used when performing valuations over assets may not reflect the assets actual condition or, the useful lives do not reflect the actual consumption of benefits of the asset. To minimise this risk, infrastructural asset valuations have been determined in reference to industry guidelines and adjusted for local conditions. Asset inspections, deterioration and condition modeling are also carried out as part of asset management planning.

- 5.4 There is a risk that the financial results and position stated within this report is materially different for those assets were not revalued at 30 June 2016. These assets include roads, solid waste assets, wastewater, water and stormwater assets and land and buildings. To minimise this risk, an assessment of the fair value of significant assets in between revaluation years has been completed by external valuers.
- 5.5 There is a risk that some financial assets may become impaired, but that the impairment amount is unknown. This will cause an over statement of carrying value of the asset in this report, that would subsequently need to be corrected in a later report.
- 5.6 Consistency with Existing Plans and Policies**
- 5.7 This Annual Report measures our performance against Year One of the Long Term Plan 2015-2025.
- 5.8 Significance and Community Views**
- 5.9 The financial performance of council in the past year is a significant matter to be shared with the District Community. The Annual Report and Summary Annual Report will be available on Council's website and in Council offices and library.

Recommendation

- 6.1 It is recommended that Council adopt the audited Annual Report 2015-2016. A copy of the Annual Report 2015-16 is enclosed with this business paper.

Suggested Resolutions

- 1 The business paper on the Adoption of the Draft Annual Report 2015-2016 be received.
- 2 The Chief Executive be delegated authority to ensure any formatting/grammatical changes and feedback from Council is accurately reflected in the Final Annual Report 2015-2016 prior to publication.
- 3 The audited Annual Report 2015-2016 be adopted.

Vibhuti

VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES
 22 September 2016

Attachment: 1 Draft Annual Report 2015-2016

Document No: A329879

Report To: Council



Meeting Date: 6 October 2016

Subject: **Delegations to the Chief Executive during Interim Election Period**

Purpose

- 1.1 The purpose of this business paper is for Council to consider delegating to the Chief Executive during the interim election period (approximately 7-10 days) the responsibilities, duties and powers of the Council, except for certain powers.

Background

- 2.1 The Council will need to consider arrangements to ensure the effective and efficient conduct of the Council's business during the period from the day after the declaration of the electoral result (official day is 13 October 2016) until the new Council is sworn in at the inaugural meeting of the Council. This is likely to be for the period 13 – 23 October 2016.
- 2.2 Clause 14 of Schedule 7 of the Local Government Act 2002 provides that a person newly elected to Council may not act until they have made the necessary declaration at the inaugural Council meeting. This provision combines with sections 115 and 116 of the Local Electoral Act 2001 (as set out below) to the effect that, from the day after the declaration of election results (which is by way of public notice in a local newspaper), until the new members declaration is taken at the inaugural Council meeting, neither the outgoing nor the incoming elected members can act in their capacity as members of the Council. The previous members go out of office at the same time as the new members come into office (the day after the public notice in the newspaper).

115 When members come into office

Candidates at a triennial general election who are declared to be elected come into office on the day after the day on which the official result of the election is declared by public notice under section 86.

116 When members leave office

- (1) *Every member of a local authority or community board, unless vacating office sooner, vacates office,—*
- (a) *in a case where the member's office is the subject of an election, when the members elected at the next election come into office:*

- (b) *in a case where provision is made by any enactment to fill a vacancy by appointment, when the member's successor comes into office.*
- (2) *Despite subsection (1)(a), if a member's office is the subject of an election, and neither the member nor any other person is elected at the election to that office, the member vacates office at the same time as any other member of the local authority who is not re-elected at the election.]*
- 2.3 Delegating powers to a Chief Executive for the triennial election period is a common practice amongst local authorities resulting from legal advice.
- 2.4 It is recommended that the Council make a delegation to the Chief Executive of all of its responsibilities, duties, and powers for the period in question except those set out in paragraphs (a) to (h) of clause 32(1) of Schedule 7 of the Local Government Act 2002. This clause provides:-
- "Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except—*
- (a) the power to make a rate; or*
 - (b) the power to make a bylaw; or*
 - (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or*
 - (d) the power to adopt a long-term plan, annual plan, or annual report; or*
 - (e) the power to appoint a chief executive; or*
 - (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement.*
 - (g) Repealed*
 - (h) the power to adopt a remuneration and employment policy."*
- 2.5 This delegation is for the limited time period between the declaration of the election result and the first 'swearing in' meeting of the new Council. This is anticipated to be seven (7) days as the official declaration date is 13 October 2016 and the inaugural Council meeting is expected to be held within a week of this similar to the practice followed after the last election. However, these dates may be subject to change.
- 2.6 The delegation will also be subject to the proviso that the Chief Executive may only attend to those matters that cannot reasonably await the first meeting of the new Council. The Chief Executive will report any decisions made under this delegation to the first meeting of the new Council.
- 2.7 The risks involved in delegating to the Chief Executive include the Council not agreeing with the decisions made and overturning decisions at a later date. The risks of not delegating would be the risk of the Council not being able to

undertake its business during the period from the declaration of the election result until the first meeting of the new Council.

- 2.8 The limited time period and the fact that any decision by the Chief Executive is required to be made in consultation with the Mayor elect and that it would only be pressing matters that must be attended to, does provide a degree of comfort to elected members that decisions which would normally be under the authority of Council will not be made unless required for the smooth running of the Council.

Recommendation

- 3.1 The Council consider arrangements to ensure the effective and efficient conduct of the Council's business during the period from the day after the declaration of the electoral result until the new Council is sworn in at the first meeting of the Council.
- 3.2 It is recommended that the Council delegate its responsibilities, duties, and powers (with the exception of those set out in Schedule 7, Clause 32(1)) to the Chief Executive for the period from the day after the declaration of results until the swearing in of the new Council.

Suggested Resolutions

1. The business paper on Delegations to the Chief Executive during Interim Election Period be received.
2. Subject to the limitations set out in clause 32(1) of Schedule 7 of the Local Government Act 2002, Council delegate all of its responsibilities, duties, and powers to the Chief Executive for the period from the day after the declaration of the election results until the swearing in of the new Council, subject to a requirement that the Chief Executive may only exercise this delegation on the following basis:
 - (a) only attend to matters that cannot reasonably await the first meeting of the new Council and;
 - (b) any decisions made under this delegation be reported to the first meeting of the new Council



VIBHUTI CHOPRA
GROUP MANAGER-CORPORATE SERVICES

27 September 2016

Document No: A329769

Report To: Council



Meeting Date: 6 October 2016

Subject: Progress Report: Road Map Work Programme

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 5 April 2016.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at **6 October 2016**.

Background

- 2.1 This Road Map sets out the identified work programme leading up to adoption of the 2018-2028 LTP in June 2018. In addition to projects relating to the LTP, there are a number of other important projects that must also occur over this period and it is important that Council does not focus on the LTP process to the detriment of other important commitments.
- 2.2 It should also be noted that many of the projects of work contained in the Road Map are legislative requirements with statutory timelines which Council has no influence over. The majority of the non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.3 The Road Map details identified projects of work, including a brief commentary for each project. Other issues will come up over time that will need to be tested against the Road Map work programme and organisational capacity to identify priority ranking against the established work programme.
- 2.4 The Road Map is a 'living document' subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.

Commentary

- 3.1 The current edition of the Road Map was adopted by Council on 5 April 2016.
- 3.2 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.
- 3.3 In the interim period a Monthly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones.

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

3.5 Amendments to Timelines and Projects of Work

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

New Projects

4.1 As 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 Progress Report: Road Map Work Programme as at **6 October 2016** be received.



VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

Attachment: Road Map Monitoring Schedule as at **6 October 2016 (Doc A329310)**



Road Map

Monitoring Schedule

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

as at 6 October 2016

CONTENTS

Development of 2018-2028 LTP	5
Council Controlled Organisations.....	5
Policy on Remission of Rates (including Remissions and Postponements of Rates on Maori Freehold Land) Policy	5
SWaMMP.....	5
Affordability Review.....	6
Definition and Application of Separately Used and Inhabited Parts (SUIP)	6
Leadership	7
District Plan – Review	7
Urban Structure Plans.....	7
Review of Development/Financial Contributions	7
Enhanced Iwi Engagement	7
Section 17A Delivery of Services Reviews.....	7
Risk Management: Oversight and Governance	8
Communications Strategy Review	8
Information Services Strategic Plan: Review.....	8
Resident Satisfaction Survey (for 2015/16 Annual Report)	9
Local Government Funding Agency (Debenture Trust Deed)	9
Procurement Policy Review.....	10
2015/16 Annual Report.....	10
2016 Triennial Elections.....	10
2016 Elected Member Induction Process	11
2016 Code of Conduct Review	11
2016 Governance Statement Review	11
2016-2019 Triennial Agreements – Waikato and Manawatu-Wanganui Regions.....	11
2017/2018 Exceptions Annual Plan.....	11
Community Development	13
Introduction	13
Community Development Fund	14
Youth Liaison/Youth Council	15
Youth Citizenship Achievement Awards	15
Waitomo District Youth Strategy	15
Community Events.....	16
Waitomo District Citizens Awards (including Policy Review)	16
Combined Mayoral ITO Graduation Ceremony.....	17
Sister City Relationship.....	17
Service Level Agreement - Sport Waikato	18
Service Level Agreement – Otorohanga District Development Board.....	18
Service Level Agreement – Waitomo Caves Discovery Centre	18
Service Level Agreement – Hamilton Waikato Tourism.....	18

Motor Home Friendly District	19
Customer Services Strategy – Monitoring and Review.....	19
Waitomo’s Digital Journey	19
Economic Development.....	20
Waitomo District Age-Friendly Strategy	20
Regulation Services	21
Policy: General	21
Policy: Gambling Venues.....	22
Policy: Psychoactive Substances	22
Policy: Dog Control Policy and Practices Report 2015/2016	22
Bylaws: General.....	22
Bylaws: Land Transport Bylaw – Review	23
Bylaws: Freedom Camping.....	23
District Plan: Administration – Hoarding Signs	24
Waikato River Catchment Economic Studies	24
Mokau Erosion: Managed Retreat Strategy	24
Te Maika Zone	24
Community Services	25
Property: Divestment – 2 Jennings Street, Te Kuiti.....	25
Property: Divestment – Old Ministry of Works Building	25
Property: Divestment – Mokauiti Hall.....	25
Parks & Reserves: Brook Park Entrance Development.....	25
Parks & Reserves: Redwood Park Maintenance Plan.....	26
Parks & Reserves: Walking Track Strategy and Maintenance Contract.....	26
Parks & Reserves: Passive Reserves Management Plan	26
Parks & Reserves: Active Reserves Management Plan	26
Parks & Reserves: Remotely Piloted Aircraft Systems	26
Public Amenities: Te Kuiti Cemetery Development Plan	27
Public Amenities: Marokopa Public Toilet Replacement.....	27
Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan	27
Recreation and Culture: North King Country Indoor Sport and Recreation Centre	27
AMP Improvement and Monitoring: Housing and Other Property	28
AMP Improvement and Monitoring: Parks and Reserves	29
AMP Improvement and Monitoring: Public Amenities	30
AMP Improvement and Monitoring: Recreation and Culture	31
Community Services – Project Management	33
Property: Te Kuiti Railway Building.....	33
Property: Parkside Subdivision.....	33
Property: Te Kuiti Campground.....	34
Parks & Reserves: Albion Soccer Club Upgrade	34
Public Amenities: Te Kuiti Security Camera Upgrade.....	35
Public Amenities: Benneydale Public Toilet Replacement	35
Public Amenities: Benneydale Caravan Dump Station	35

Recreation and Culture: Cultural and Arts Centre – Renewal Works: Court Yard.....	36
Public Amenities: Te Kuiti Rail Overbridge Renewals.....	36
Asset Management	37
Land Transport: Roading Activity Influences.....	37
Solid Waste: Cross Boundary Collaboration (WDC/RDC).....	37
Solid Waste: Para Kore "Marae Working Toward Zero Waste"	37
Solid Waste: District Transfer Station Improvements.....	37
Solid Waste: Waitomo District Landfill	38
Solid Waste: Waitomo Landfill Operations and Kerbside Collection Contract Renewal	38
Solid Waste: SWaMMP Improvement and Monitoring	39
Stormwater: Health and Safety Issues.....	40
Stormwater: King Street East.....	40
Wastewater: Benneydale Sewerage.....	40
Water: Te Kuiti Water Supply	40
Water: Awakino Pump Station	41
Water: Backflow Preventers	41
Water: Seismic Strengthening of Reservoirs	41
Water: Mokau Dam Upgrades	41
Strategic: Te Waitere Water and Wastewater.....	41
Strategic: Waitomo Village Water and Wastewater	42
Capital Renewal Programme – Year 1 (2015/2016)	43
Capital Renewal Programme – Year 2 (2016/2017)	44
AMP Improvement and Monitoring: Land Transport	45
AMP Improvement and Monitoring: Stormwater.....	47
AMP Improvement and Monitoring: Solid Waste.....	48
AMP Improvement and Monitoring: Wastewater.....	48
AMP Improvement and Monitoring: Water Supply	49

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	Completed
Desktop Review of CCO wording in 2015-2025 LTP	October 2017	
Prepare recommended disclosure for inclusion in 2018-2028 LTP	November 2017	
Council Meeting – Adopt CCO disclosure for inclusion in draft LTP	27 February 2018	

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

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

SWaMMP

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

Affordability Review

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

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

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

Leadership

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Waitomo District Plan Gaps and Needs Assessment (GNA)	July/August 2015	Completed
Council Workshop Feedback into the Gaps and Needs Assessment	11 August 2015	Completed
Council Meeting Discuss GNA outcome and agree on Review Option and timeline	29 September 2015	Completed
Commence planning for full DP Review including resourcing and Professional Services Engagement	March 2016	New milestones added based on Council Resolution at 29 Sep 2015 meeting
Council Workshop Discuss process and detailed project plan and Commence review	15 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 Milestones and a timeline will be considered as part of the 2017/18 year work plan.

Section 17A Delivery of Services Reviews

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

Risk Management: Oversight and Governance

Key Milestone	Indicative Timeframe	Commentary
Review of risk identification, management and mitigation options	September-October 2015	Council paper presenting proposed way forward considered at Council meeting 28 June 2016.
Develop Internal Audit Plan	August 2016	Meeting with KPMG is scheduled for first week of September to get underway with this.
Implement Internal Audits	August 2016 to August 2017	
Develop Risk Management Framework and Policy	November 2016	
Assessment of Organisational Risks	November 2016	
Develop measures that can be reported in relation to significant risks	March 2017	
Risk Management Reporting to Council	August 2016, November 2016, March 2017, May 2017 and August 2017	

Communications Strategy Review

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

Information Services Strategic Plan: Review

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

Key Milestone	Indicative Timeframe	Commentary
MS Office Migration		
Project Planning	March 2016	Underway
Procurement	April 2016	This project has had to take a pause due to Objective Implementation. It will be re-started in July 2016
Migration	May 2016	Migration has been undertaken for some users. It is planned to be a steady process instead of one big change to avoid support and training issues.
User Training	May 2016 onwards	Has been undertaken (and will continue) on an as required basis

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	Complete
Reporting Setup	February – December 2016	Underway

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		New milestones to be advised once agreement has been reached.
ICL migration		ICL has engaged an external consultant to advise them on way forward. This is being undertaken at present. The original intent could be altered depending on the outcome of the review

Resident Satisfaction Survey (for 2015/16 Annual Report)

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

Local Government Funding Agency (Debenture Trust Deed)

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – report on the LGFA recommendation of whether to apply to LGFA	2 August 2016	Complete
Application to LGFA	August 2016	Discussion has taken place with members of LGFA.
Council Meeting – to adopt amended Debenture Trust Deed	6 October 2016	The rest of the process and timelines will be dependent on feedback from the LGFA Board.

Procurement Policy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review of Procurement Policy	14 September 2016	Complete
Council Meeting – Policy presented to Council for adoption of amendments or updates.	6 October 29 November 2016	The Policy would only need to be referred to a Council Meeting for adoption of amendments or updates if Council identify such amendments or updates are required when reviewing the Policy Deferred to November meeting.

2015/16 Annual Report

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

2016 Triennial Elections

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

2016 Elected Member Induction Process

Key Milestone	Indicative Timeframe	Commentary
Provisional Result available	8 October 2016	
Official Declaration	8-19 October 2016	
Distribution of Induction Package	19 October 2016	
Inaugural Council Meeting	26 October 2016	
Elected Member Training (LGNZ)	TBA by LGNZ	

2016 Code of Conduct Review

Key Milestone	Indicative Timeframe	Commentary
Review of current Code of Conduct (Doc No. 161530)	October/November 2016	
Council Meeting Adopt Code of Conduct	29 November 2016	

2016 Governance Statement Review

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

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

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

2017/2018 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2017/18 development	August 2016	Underway
Identification of any “strategic” amendments for 2017/18 year.	September - December 2016	Underway
Managers complete 2017/18 budgets in consideration of 2017/18 Budgets contained in LTP.	October 2016	
Modelling of budgets and finances for 2017/18	November 2016	
Management Review of 2017/18 budgets	November 2016	
Council Workshop #1 of 3: Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	6 December 2016	

Key Milestone	Indicative Timeframe	Commentary
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) 	14 February 2017	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 	7 March 2017	If no material or significant changes to information contained in the LTP for the 2017/18 year, then the rest of the process will not be required. Alternative methods for communicating with the Community on the EAP will be discussed with Council should this be the case. The EAP could be adopted sooner if that is the case.
Audit of dEAP	13 March - 22 March 2017	
Council Meeting: Adopt CD and Supporting Information for public consultation (if required)	28 March 2017	
Consultation Period	7 April – 7 May 2017	
Hearing	16 May 2017	
Deliberations	7 June 2017	
Council Meeting: Adopt EAP	27 June 2017	

Community Development

Introduction

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

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

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

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

The Community Development Group comprises the following functions:

1 Community Support

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

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

2 Tourism Development and District Promotion

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

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

3 District Development

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

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

4 Customer Service

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

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

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 Consideration of Applications	December	
Council Meeting Consideration of Applications	December	
Announcements & Funding Allocation	December	
Advertising	February (if required)	
Applications close	March (if required)	
Council Workshop Consideration of Applications	March (if required)	
Council Meeting Consideration of Applications	March (if required)	
Announcements & Funding Allocation	March (if required)	
Community Halls Grants	3 Yearly (as part of LTP)	
Budget consideration for LTP	September 2017 – March 2018	
Final adoption of the LTP	June 2018	
Announcement to recipients	July 2018	
Funding allocation	Annually in September	
Creative Communities	6 Monthly	
Applications invited and advertised	April/May October/November	
Applications close	May November	
Committee Meeting Consideration of Applications	June December	

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

Summary of Grants Paid

Key Milestone	Indicative Timeframe	Commentary
Council Meeting At the end of each financial year a Summary of all Grants paid throughout the year is prepared for presentation to Council	2 August 2016 August 2017	A business paper was presented to Council at the 2 August 2016 meeting.

Youth Liaison/Youth Council

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

Youth Citizenship Achievement Awards

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on completion of the project and development of the Youth Citizenship Achievement Awards Ceremony	by December 2016	

Waitomo District Youth Strategy

Key Milestone	Indicative Timeframe	Commentary
Youth Strategy Scoping (Research, Assessment and Community Liaison)	September / October 2016	Project scoping for development of the Waitomo District Youth Strategy has commenced.
Council Workshop Strategy direction setting	15 November 2016	
Council Workshop Consideration of Preliminary Draft Waitomo District Youth Strategy	14 February 2017	

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Adoption of Strategy for public consultation	28 February 2017	
Public Consultation	6 March – 14 April 2017	
Hearing	16 May 2017	
Deliberations	30 May 2017	
Council Meeting Adoption of Waitomo District Youth Strategy	27 June 2017	

Community Events

Review of Events Portfolio

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

2016 Christmas Parade

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders	September/October 2016	Commenced.
Review and implement Project Plan	October 2016	Commenced.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets	November/December 2016	
Execution of event	December 2016	
Council Meeting Management Report on the event identifying success and the budget	28 February 2017	

2017 Great New Zealand Muster

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

Waitomo District Citizens Awards (including Policy Review)

Policy Review

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

2017 Citizens Awards

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

Combined Mayoral ITO Graduation Ceremony**2016 Graduation Ceremony**

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

2017 Graduation Ceremony

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

Sister City Relationship

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

Service Level Agreement - Sport Waikato

2016/2017

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation - Sport Waikato. Six Monthly Report to Council - (including presentation of Schedule of Services for 16/17 year)	6 October 2016	Sport Waikato will be presented their six monthly report to Council at the 30 August 2016 meeting. to present their six monthly report to Council.
Council Meeting Deputation - Sport Waikato. Six Monthly Report to Council	28 March 2017	

Service Level Agreement – Otorohanga District Development Board

2015/2016

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: ODDDB - Reporting on delivery of services against Schedule of Services	29 September 2015	Completed
Council Meeting Final Report - Delivery of Services 2015/2016 year	30 August 2016	A business paper was presented to Council at the at the 30 August 2016 meeting. is contained elsewhere within this Agenda

Service Level Agreement – Waitomo Caves Discovery Centre

2016/2017

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation - Reporting against Service Level Agreement (including presentation of annual report)	6 October 2016	Due to un-availability of the Waitomo Caves Discovery Centre representative the deputation will take place at the 26 October 2016 Council meeting.
Council Meeting Deputation - Reporting against Service Level Agreement	28 March 2017	

Service Level Agreement – Hamilton Waikato Tourism

2016/2017

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation by HWT - End of Year Report	6 October 2016	Representatives from Hamilton and Waikato Tourism will be presented their end of year report to Council at the 30 August 2016 Council meeting. to present their end of year report.
Council Meeting Deputation - Six Monthly Report	2 May 2017	

Motor Home Friendly District

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report in conjunction with Freedom Camping report	24 November 2015	Completed
Determine potential camp site locations	December 2015	Completed
Feasibility of dump stations and location thereof	December 2015	Progressing
Determine WDC criteria – location/duration of stay/vehicle type, etc	February 2016	Completed
Council Workshop Freedom Camping Monitoring Programme	22 March 2016	Completed
Consultation with key stakeholders	April – June 2016	Progressing
Council Workshop Site(s) review and development recommendations	14 June 2016	Postponed to 14 September 2016 A business paper was presented to Council at the 14 September 2016 workshop.
Further milestones will be confirmed following the Council Workshop		

Customer Services Strategy – Monitoring and Review

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

Waitomo's Digital Journey

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

Economic Development

Key Milestone	Indicative Timeframe	Commentary
Gaps and needs analysis, includes collection of a complete set of baseline data	November 2015	Progressing
Liveability and Business Questionnaires undertaken	March/April 2016	Progressing
Data analysis and development of the Waitomo District Economic Profile	May/June 2016	Progressing
Council Meeting Presentation of Draft Waitomo District Economic Profile, Draft Communications Plan and Draft Discussion Paper	2 August 2016	The Waitomo District Profile and Draft Discussion Paper was presented to Council at the 2 August 2016 meeting.
Council Meeting Presentation of stakeholder feedback	6 October 2016	A business paper is contained elsewhere within this Agenda.
Council Workshop Draft Waitomo District Economic Development Strategy	15 November 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy	29 November 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy Implementation Plan	13 December 2016	

Waitomo District Age-Friendly Strategy

Key Milestone	Indicative Timeframe	Commentary
Age-Friendly Strategy Scoping (Research, Assessment and Community Liaison)	September / October 2016	Project scoping for development of the Waitomo District Age-Friendly Strategy has commenced.
Council Workshop Strategy direction setting	15 November 2016	
Council Workshop Consideration of Preliminary Draft Waitomo District Age-Friendly Strategy	14 February 2017	
Council Meeting Adoption of Strategy for public consultation	28 February 2017	
Public Consultation	6 March – 14 April 2017	
Hearing	16 May 2017	
Deliberations	30 May 2017	
Council Meeting Adoption of Waitomo District Age-Friendly Strategy	27 June 2017	

Regulation Services

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

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

The functions are:

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

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

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

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

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

Policy: General

Policy	Last Review Date	Next Review	Review Cycle
Dangerous and Insanitary Buildings ①	July 2011	June 2016	5 Years (legislative requirement)
Gambling Venues ②	August 2014	August 2017	3 Years
Dog Control ③	December 2015	September 2020	5 Years
Earthquake Prone Buildings ④	July 2011	⑤	5 Years (legislative requirement)
Local Alcohol Policy ⑥	February 2016	June 2022	6 Years ⑦ (legislative requirement)
Psychoactive Substances ⑧			

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

② The **Policy on Gambling Venues** outlines the controls in the District (e.g. location and number of machines) for Class 4 Gambling Venues and NZ Racing Board venues providing racing betting or sports betting services.

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

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

⑤ The Policy on Earthquake Prone Buildings will be affected by the pending changes to the Building Act resulting from the Canterbury Earthquakes Royal Commission and the Building (Earthquake-Prone Buildings) Amendment Bill. Until the outcome the Amendment Bill is known, no action will be taken to review the Policy.

- ⑥ The **Local Alcohol Policy** (LAP) balances the reasonable needs of the residents of Waitomo District regarding the sale, supply and consumption of alcohol, while addressing the statutory requirements of the Sale and Supply of Alcohol Act 2012, including the object of the Act to minimise the harm caused by excessive or inappropriate consumption of alcohol.
- ⑦ Whilst the LAP was adopted by Council in February 2016, its “Operative” date is 1 June 2016 and the next review of the Policy must be within 6 years of the “Operative” date.
- ⑧ The **Psychoactive Substances** Act 2013 makes provision, but is not mandatory, for Council to adopt a policy on psychoactive substances to enable the Council and its community to have influence over the location of retail premises selling such products. In March 2015, Council considered this matter and agreed to continue to monitor the requirement for a Psychoactive Substances Policy.

Policy: Gambling Venues

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	March 2017	
Prepare recommendations	March 2017	
Council Workshop	12 April 2017	
Council Meeting Adopt draft policy for consultation	30 May 2017	
Finalise draft policy for consultation	May 2017	
Public notification	June 2017	
Consultation Period	7 June 2017 – 7 July 2017	
Hearing	18 July 2017	
Deliberations	25 July 2017	
Policy changes after deliberations	July 2017	
Council Meeting Adoption of Policy	29 August 2017	

Policy: Psychoactive Substances

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council	5 April 2016	Completed
Council Workshop Outcome of Regional Review – Position and Policies	14 June 2016	Deferred to 14 September 2016 A business paper was presented to Council at the 14 September 2016 workshop.

Policy: Dog Control Policy and Practices Report 2015/2016

Key Milestone	Date	Commentary
Council Meeting Dog Control Policy and Practices Report	6 October 2016	A business paper is contained elsewhere within this Agenda.
Public notification	October 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	①	July 2021
Dog Control Bylaw	16 December 2008	25 June 2014	15 December 2015②	December 2025
Public Places Bylaw	24 March 2009	25 June 2014		June 2024
Public Health and Safety	3 November 2009	25 June 2014		June 2024

Bylaw	"New" Bylaw Adoption Date	5 Year Review Adoption Date	Other Review Date	10 Year Cycle Review Due
Solid Waste	3 November 2009	25 June 2014		June 2024
Public Amenities	10 February 2010	10 February 2015		February 2025
Water Services	10 February 2010	10 February 2015		February 2025
Land Transport	25 May 2010	29 April 2015	③	April 2025
Freedom Camping			④	

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

Bylaws: Land Transport Bylaw – Review

Key Milestone	Indicative Timeframe	Commentary
Desktop review of Bylaw to identify any issues		If issues are identified in this desktop review a full review will be programmed.
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		
Hearing		
Deliberations		
Council Meeting Adopt Land Transport Bylaw		

Bylaws: Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Motorhome Friendly District (refer Community Development Section) Site(s) review and development recommendations	14 June 2016	Deferred to 14 September A business paper regarding a Motor Home Friendly District was presented to Council at the 14 September 2016 workshop. 2016
Development of draft Freedom Camping Bylaw	Timeline to be confirmed following Council Workshop	A progress report will be presented to Council at the 29 November Council meeting, as agreed at the September workshop.
Council Workshop Review of Freedom Camping Bylaw		
Council Workshop If further workshop required		
Council Meeting Adopt Bylaw for Public Consultation		

Key Milestone	Indicative Timeframe	Commentary
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
Hearing		
Deliberations		
Council Meeting Adopt Freedom Camping Bylaw		

District Plan: Administration – Hoarding Signs

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

Waikato River Catchment Economic Studies

Key Milestone	Indicative Timeframe	Commentary
Strategy Finalised	June 2017	

Mokau Erosion: Managed Retreat Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of draft Action Plan	July 2016	A business paper is included elsewhere in this Agenda.
Council Meeting Consideration and adoption of Action Plan for Managed Retreat of erosion affected properties	30 August 2016	Note: Once an Action Plan has been adopted by Council, further Key milestones will be added to this activity subject to the content of that Action Plan
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: Divestment – 2 Jennings Street, Te Kuiti

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

Property: Divestment – Old Ministry of Works Building

Key Milestone	Indicative Timeframe	Commentary
Letter to Crown seeking approval to relinquish Councils involvement in the property	September 2016	A business paper is contained elsewhere in this Agenda.

Property: Divestment – Mokauiti Hall

Key Milestone	Indicative Timeframe	Commentary
Meet with Hall Representatives to discuss ongoing management of the facility	August 2016	Meeting with Hall Representatives to be arranged.
Draft proposal developed and provide to Committee for discussion and feedback	October 2016	
Draft proposal presented to Council for consideration	November 2016	
Council Meeting Proposal Approved	28 February 2017	
Implementation including legal documentation associated with proposal	March – June 2017	

Parks & Reserves: Brook Park Entrance Development

Brook Park Entrance

Key Milestone	Indicative Timeframe	Commentary
Base Topographical survey of entrance	May 2015	Completed
Entrance design and preparation of contract documentation for the entrance along with pretender estimate	September 2015 – October 2015	Instruction issued to Engineering Consultant. Awaiting design completion. Draft drawings received.
Call for Tenders	June 2016	Final Drawings and tender documentation completed. Tenders advertised 17 July 2016.
Construction Commences	September 2016	A business paper is contained elsewhere in this Agenda.

Parks & Reserves: Redwood Park Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on condition assessment of Redwood tree stand	31 May 2016	Completed
Further milestones to be developed upon receipt and review of assessment report		A further assessment will be undertaken in 3 years.

Parks & Reserves: Walking Track Strategy and Maintenance Contract

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

Parks & Reserves: Passive Reserves Management Plan

Key Milestone	Indicative Timeframe	Commentary
Project Scope - detail and timeline	October 2016	
Further Milestones will be identified and confirmed upon completion of Project scoping	To be confirmed	

Parks & Reserves: Active Reserves Management Plan

Key Milestone	Indicative Timeframe	Commentary
Project Scope - detail and timeline	October 2016	
Further Milestones will be identified and confirmed upon completion of Project scoping	To be confirmed	

Parks & Reserves: Remotely Piloted Aircraft Systems

Key Milestone	Indicative Timeframe	Commentary
Development of draft Policy	May – July 2016	Progressing
Council Workshop Draft Policy	14 September 2016	Completed
Council Meeting Adoption of Draft Policy	6 October 2016	A business paper is contained elsewhere within this Agenda.

Public Amenities: Te Kuiti Cemetery Development Plan

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

Public Amenities: Marokopa Public Toilet Replacement

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Business Paper to Council with options and budget estimates	27 April 2016	Investigations into various options are continuing so that a business paper can be presented to Council.
Confirmation of user numbers to identify requirements / size of toilet structure	September 2016 – January 2017	
Investigate suitability of adapting new Piopio toilet Design for use in Marokopa and confirmation of location	January 2017 – February 2017	
Finalisation of design and tender documentation	February 2017 – March 2017	
Tender	March 2017 – April 2017	
construction	April 2017 – June 2017	

Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Establish WDC Working Group for Development of the Aerodrome Reserve Management Plan	26 October 2016	
Initial internal Working Group meeting	November 2016	
Consultation aerodrome users	February 2017	
Preparation of Management Plan		
Council Workshop Draft Reserve Management Plan	June/July 2017	
Council Meeting Adopt draft Plan for Consultation	25 July 2017	
Public Consultation	2 August 2017 – 2 October 2017	
Hearing	October 2017	
Deliberations	October / November 2017	
Council Meeting Adoption of Finalised Plan	12 December 2017	

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

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

AMP Improvement and Monitoring: Housing and Other Property

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

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

AMP Improvement and Monitoring: Parks and Reserves

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

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

AMP Improvement and Monitoring: Public Amenities

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

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

AMP Improvement and Monitoring: Recreation and Culture

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years	June 2017	
2. Review renewal and maintenance strategies where required	Ongoing	
3. Ensure the right level of funding is being allocated to maintain the asset service potential.	June 2017	
Data Improvements		
4. Continue to collect asset attribute information	Ongoing	
5. Review lifecycle costs for significant assets or asset groups	Ongoing	
6. Future prediction data	Ongoing	
AMP Process Improvements		
7. Optimise operations to	Ongoing	

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

Community Services - Project Management

Property: Te Kuiti Railway Building

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

Railway Building: Project 2 – Plaza Tidy Up

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

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

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed
Building 1: Preparation of Tender Documentation to completely refurbish the existing building layout	May – June 2014	Completed
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 was tendered on 30 October 2015 along with the linkage to the i-SITE. Tenders closed on 1 December 2015. Considerable changes to the documents had to be undertaken and this has necessitated amended consent plans to be submitted.
Acceptance of Tender		Completed
Construction	April – July 2016	A business paper is contained elsewhere within this Agenda.

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 use for divestment purposes	July 2014 – October 2014	Completed
Preparation of discussion material for use in discussions with other land owners and interested parties	May 2105 – June 2015	Completed

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

Property: Te Kuiti Campground

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

Parks & Reserves: Albion Soccer Club Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of existing building and base plans prepared	April 2015	Completed
Application for funding to Trust Waikato	September 2015	Completed
Trust Waikato Grant approval	November 2015	Completed
Documentation for the sourcing of quotations to undertake upgrade works	June 2016	Scope of works currently being reviewed.
Quotations for individual parcels of work	July 2016	Ongoing
Construction	July – August 2016	Construction targeted to commence in September.

Key Milestone	Indicative Timeframe	Commentary
Evidence of costs to Trust Waikato for release of funds	August 2016	
Accountability Report to Trust Waikato	September 2016	Accountability report is not due until June 2017 but will be prepared as soon as the project is complete.

Public Amenities: Te Kuiti Security Camera Upgrade

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

Public Amenities: Benneydale Public Toilet Replacement

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

Public Amenities: Benneydale Caravan Dump Station

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

Key Milestone	Indicative Timeframe	Commentary
Tender construction		
Construction		

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.
Council Meeting Concept proposals	June 2015 – July 2015	Completed. Draft sketches were prepared and presented to Council. Council will be kept briefed by way of Progress Reports.
Draft Detailed working drawings	August 2015	Completed
Completion of Tender Documents	April 2016	Completed
Tender for works	May 2016	Work is currently out for tender with the closing date being 9 June.
Tenders Subcommittee and awarding of contract	June 2016	Tender has been awarded to PJ McCarthy.
Implementation / Construction	June – July 2016	Construction—will commence on 5 September 2016
Planting upgrade by ISU	October - November 2016	A business paper is contained elsewhere in this agenda.
Fencing changes	September 2016	

Public Amenities: Te Kuiti Rail Overbridge Renewals

Stage 1 – 2015/2016

Key Milestone	Indicative Timeframe	Commentary
Instructions for the investigation into options for improvement to the safety railing associated with the overbridge given to consultant	August 2015	Completed
Report from engineer into options and costing	September 2015 – October 2015	Awaiting finalised Engineering options, costings and phasing of works.
Development of construction drawing and tender documentation	To be confirmed	
Tender for works		
Construction		

Stage 2 – 2016/2017

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

Asset Management

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

Land Transport: Roading Activity Influences

Key Milestone	Indicative Timeframe	Commentary
Council Meetings – progress on work streams	Monthly Council Meetings	Progress Reports provided to Council as required.
Amend Road Maintenance Contract Document	June 2015	Complete – Contract Awarded
Develop levels of service options along with funding options (depending on outcome of FAR review)	February 2016-17	To implement 2018. The impact of the One Network Road Classification (ONRC) and the current changes to allow heavier trucks on all bridges and roads are to be assessed.
Develop LTP 2018-28	October 2017 – February 2018	

Solid Waste: Cross Boundary Collaboration (WDC/RDC)

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

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

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

Solid Waste: District Transfer Station Improvements

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

Solid Waste: Waitomo District Landfill

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study to increase the consented capacity from 232,000m ³ to 500,000m ³ .	December 2016	Two options must be considered. The first would be to extend the volume of the landfill to 500,000m ³ with no change to the footprint, adding another 40 year life expectancy and in doing so retaining income. The second option would be to close the landfill when the 232,000m ³ consent limit is reached and cart waste to other landfills. The estimated time frame to reach the 232,000m ³ limit as per current annual refuse volumes is estimated at about 7 years. This option will have financial impacts and monopoly exposure.

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 1st November 2012 to 1st November 2014 and the second 1st November 2014 to 1st November 2016. In procurement phase The contract term has been extended to 1 May 2017. This in order to ensure a well procured service and that the contract start date does not fall within an extremely busy period.

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 1st November 2012 to 1st November 2014 and the second 1st November 2014 to 1st November 2016. This contract has been merged with the Refuse collection and disposal contract. The contract term has been extended to 1 May 2017. This in order to ensure a well procured service and that the contract start date does not fall within an extremely busy period. This contract has now been joined to the refuse collection service and will be procured as such.

Refuse Collection and Disposal

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

Solid Waste: SWaMMP Improvement and Monitoring

Key Milestone	Indicative Timeframe	Commentary
Undertake a Topographical Survey of the Landfill every two years to determine compaction and filling rates	2012 then every two years thereafter	A full Topographical Survey of the Landfill was completed in late 2014. The next Survey is due late 2016.
Improve monitoring of Contractor Performance	Ongoing	Monitoring of Contractor performance is ongoing.
H&S audits on all Waste Management Facilities to identify hazards and safety improvements	Monthly	Ongoing.
Explore interest in development of the District Landfill as a sub-regional or regional waste disposal asset	Ongoing	Monitor
Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	Ongoing	An initial estimate was completed and monitoring is ongoing. Monitoring results to date show the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.
Review Solid Waste Management activities required to support development in growth areas (Waitomo village, Mokau etc) following completion of structure plans	Ongoing	The Mokau Transfer Station is under-utilised, however dumping of rubbish next to street bins in Mokau is increasing. An investigation into the possible relocation of the Transfer Station into Mokau township is underway.
Review progress with implementation of Improvement Plan		Reviewed as part of the 2015-18 AMP.
Undertake Waste Audit every two years	The first was done in June 2012 then every two years thereafter	An audit was completed in 2014. The next Survey is due in 2016. Completed July 2016. A Full report on this is tabled under the Solid waste Activity report.
Investigate ETS Liability (Start June 2013)	Ongoing	Progressing.

Stormwater: Health and Safety Issues

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

Stormwater: King Street East

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Contractor appointed.
Construction	Completed	The contractor has completed this project. Due to heavy rain parts of the project were delayed. However this did not impact the final cost. It was established that the manhole required rehabilitation and an abandoned storm water pipe was sealed off.

Wastewater: Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	August 2016	The re-evaluation has been completed and a sewer bridge and 3 local repairs are required. Rain delayed the start of the proposed works, but will now progress again.

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 2016	During the trial to backwash the filters with the new pump, Filter #1 has catastrophically failed. It is believed that subsidence has developed underneath the concrete footing that allowed the structure to settle, developing a crack. As the Filter #1 and #2 are connected it is now necessary to rebuild the filters. Filter 1 replaced and to be commissioned. Filter 2 replacement will progress as soon as filter 1 is in full operation. The original phase 1 construction program is still on hold up until filter 1 & 2 is fully operational.
Phase 2	Target completion December 2017	Final design is in progress. The Water Take consent has been obtained. Consent to construct an Extraction Pump Station has been obtained.
Phase 3		Preliminary design to start 2016

Water: Awakino Pump Station

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Delayed due to the Te Kuiti WTP upgrade. Being done in-house
Construction	End December 2016	

Water: Backflow Preventers

Key Milestone	Indicative Timeframe	Commentary
Backflow preventer installation throughout the District	Ongoing throughout 2015-16	Approximately 105 have been replaced throughout the district since June 2015.

Water: Seismic Strengthening of Reservoirs

Piopio Reservoir

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

Water: Mokau Dam Upgrades

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Completed
Construction	End March 2016	Tenders awarded and contractor on site
Completion	End June 2016	The contractor has substantially completed the project. Only grass seeding of the excavated areas is to be done. Completed

Strategic: Te Waitere Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
Permeability tests to assess sustainability of existing land discharge of waste water and possible future development		Completed - Additional land will need to be acquired for wastewater disposal. Future development will be assessed as part of the District Plan review.
Development of detailed scoping and associated Project Plan	Outside 2025	Dependent on outcome of 1 above.
Consultation with landowners on development plans and land availability for discharge	During the life of 2015-25 LTP	Dependent on outcome of 1 above and available resources.
Consultation with all property owners on separator/septic tank maintenance service	During the life of 2015-25 LTP	Dependent on available resources.
Council Meeting Progress Report		On completion of each action.

Strategic: Waitomo Village Water and Wastewater
--

Key Milestone	Indicative Timeframe	Commentary
1. Development of detailed scoping and associated project plan for inclusion in Road Map.	Completed	<p>WDC condition assessment and valuation complete.</p> <p>Preliminary design and cost estimate complete.</p> <p>Met with THL around existing asset value and cost new systems.</p> <p>Financial modelling completed. Results sent to THL.</p>
2. Define proposed planning map and develop development scenarios which will indicate demand		<p>Structure Plan by Beca Consultants considered in identifying area to be serviced.</p>
3. Investigate high technology solutions with cost and establish economic feasibility		<p>Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement.</p>
4. Report to Council on conclusions	On completion of each section	<p>WDC met with THL who indicated that the indicative cost is not financially feasible from a business point of view.</p> <p>The only possible solution to make the cost of the service more affordable is to obtain Government funding.</p> <p>There is no funding available from the normal avenues. The only way would be to lobby the Minister directly on the basis of the high risk of National reputational harm should tourist get sick or die from water borne disease contracted from these services.</p> <p>Discussion with THL and community is ongoing.</p> <p>Ongoing liaison with lawyer representing different Iwi to resolve land tenor.</p> <p>To this end, and as agreed at the 24 March 2016 stakeholder hui, WDC has since prepared a draft MoU, initially for consideration by Council.</p> <p>The draft MoU not only documents the notional agreements to date, it also records in detail the legal status, mandates, accountabilities, processes and timetable for all those tasks which must be advanced by the "ownership" parties before the matter can progress to a stage where Council can be presented with a proposal for consideration as part of a future EAP/LTP process.</p> <p>On 13 May 2016, the Prime Minister announced, ahead of Budget, a new Regional Mid-Sized Tourism Facilities Fund. The fund totals \$12M over four years and is designed to assist provision of smaller scale infrastructure projects that deliver tourism related facilities.</p> <p>WDC has communicated the fund announcement to the ownership parties and highlighted the need</p>

Key Milestone	Indicative Timeframe	Commentary
		for preparedness ahead of requests for funding applications. Ownership, programming and community consultation could well be matters that would need to be in place ahead of an eligible funding application. Full report included in the 28 June 2016 council meeting Full report included in the 2 August 2016 council meeting

Capital Renewal Programme – Year 1 (2015/2016)

WATER - Te Kuiti

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

Street	LTP Budget = Opt Rep Value	Comment
58 Awakino Road (Pump Station)	\$2,126.63	Done when Awakino pump station is being rebuilt
Awakino	\$67,811.25	With Awakino pump station
Henderson	\$9,041.50	June 2016
Henderson	\$3,718.25	June 2016
Henderson	\$4,308.09	June 2016

WATER - Mokau

The main arterial supply pipe is at a very deep level (+- 2 meters). The ideal level is between 800 mm and 1 m. The new internal mains will be laid at the correct depth and sealed until several have been replaced before connecting up to the upgraded main arterial that will then be laid at a shallower depth.

Street	LTP Budget = Opt Rep Value	Comment
Oha Street	\$8,816.80	June 2016
Oha Street	\$1,550.16	June 2016
Tainui Street	\$1,416.41	
Tainui Street	\$15,702.25	
Tainui Street	\$15,662.13	

WATER - Piopio

Street	Replacement Cost	Comments
Moa Street	\$13,952.80	Delayed, but will continue with the next phase.
Moa Street	\$642.00	Ditto
Moa Street	\$1,008.48	Ditto
Moa Street	\$22,737.50	Ditto

ROADING

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

Totoro Rd (Section A) was completed in 2015 but Section B is split into two parts (Section B and Section C) of which Section B is deferred to the next year for consent and budgeting reasons and Section C earmarked for the year after, depending on the revised priorities of the Forward Works Program.

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

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

WASTEWATER - Te Kuiti

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

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

STORMWATER - Te Kuiti

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

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

Capital Renewal Programme – Year 2 (2016/2017)**STORMWATER - Te Kuiti**

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

WATER - Te Kuiti

Street	LTP Budget = Optim Rep Val	Comment
Grey	\$38,957.36	
Henderson	\$5,845.41	
Hetet	\$18,457.50	
Rora Street	\$12,223.68	
Hetet	\$906.02	
Ngarongo	\$12,960.38	

WATER - Mokau

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

WATER - Piopio

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

WASTEWATER – Te Kuiti

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

ROADING

The inclusion of Maraeroa Rd seal extension will cause the deferring into next year of Taharoa Rd (- both sections A and B). Hangatiki East Road will be deferred and addressed as part of the OMYA route.

Totoro Rd Phase 2 is split into two parts (Phase 2A and Phase 2B) and Phase 2A was deferred to the 2016/17 year due to consent and budgeting reasons, and Phase 2B for 2017/18, subject to any revised priorities of the Forward Works Program.

Pavement Rehabilitation Program for 2016/17

Road Name	RP	Length (m)	Width (m)	Area (m ²)	Est. Rate \$/m ²	Program Year	Cost Estimate
Totoro Rd Phase 2A	8,470 – 9,800	1,330	7.0	9,310	\$50.00	2016/17	\$466,000
Totoro Rd Phase 2B	9,800 – 11,316	1,516	7.0	10,612	\$50.00	tbc	
Rangitoto Rd	5,784 – 6,415	631	7.0	4,417	\$50.00	2016/17	\$221,000
Oparure Rd (Section C)	14,587 – 15,588	1,001	7.0	7,007	\$50.00	2016/17	\$350,000
Ramaroa Rd Section 1	0 – 1,000 630	1,000 630	7.0	8,000 4,410	\$50.00	2016/17 tbc	220,500
Ramaroa Rd Section 2	1,000 630 = 1,630	630 1,000	7.0	4,410 7,000	\$50.00	Tbc 2016/17	\$221,000 350,000
Ramaroa Rd Section 3	1,630 – 2,299	799	7.0	6,392	\$50.00	tbc	

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Maraeroa Rd Seal Extension	0.000	1,760	1,760	6.0	10,320	\$48.00	\$500,000

Note: The above list indicates priority projects from the Road Rehabilitation Shortlist and large Capital Expenditure projects but excludes Minor Improvements projects, Slip Repairs and other emergency works. Because the pavement Rehabilitation projects are revised in accordance with the FWP on an annual basis in view if changing priorities, these Rehab projects are subject to changes.

AMP Improvement and Monitoring: Land Transport

Key Milestone	Indicative Timeframe	Commentary
Complete rating survey of footpaths and input to RAMM	July 2015	This work was completed as part of the RATA collaboration
Footpath Renewal Programme	Ongoing	Annual Footpath Renewals
Collate Falling Weight Deflectometer (FWD) data and populate RAMM records with FWD data.	Ongoing	This work will be done on an ongoing basis. Annual network wide FWD's will be done on 100m intervals for roads being evaluated for annual Reseals, while 20m FWD's will be done for roads identified for Pavement Rehabilitation.
Collate information on future planning by forestry and quarry enterprises that may impact on roading programmes.	Ongoing	To feed into 2018-2028 draft LTP and Unsealed Roads Re-metalling Programme.

Key Milestone	Indicative Timeframe	Commentary
Estimate impact of expected tourism numbers on existing road capacity	Dec 2016	Initial assessment is that the impact in vehicle numbers is not significant but it is significant from a safety perspective
Review of roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans		This will be completed once structure plans are in place. 2018-28 LTP
Quantify additional road asset capacity required to support growth versus change in LoS	Ongoing from July 2018	Future growth related demand expected to be minor and can be accommodated. Targeted Completion Date within the capacity of the existing network as part of ONRC.
Development of detailed plans and schedules for maintenance activities such as road marking and carparking within the network	Dec 2016	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling.
Training in the use of relevant Activity Management programmes such as Bizze@ssset at WDC	Dec 2016	In progress
Upgrade of all culverts to a minimum size of 375mm diameter taking account of appropriate sizing for catchment areas	Ongoing	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
Design life (depreciation) consistent with geometry and terrain	Ongoing	Important design consideration in context of asset renewal programme. Affected by underlying layers characteristics to be collected through FWD's
Improved definition of standards for maintenance	Ongoing	Incorporated in the new generation maintenance contract
Unachievable-Delayed due to Budget Restrictions		
Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA funding constraints for Walking and Cycling activities.
Install correct RP pegs on all roads.	July 2018	Depend on resource availability
Install correct Culvert Marker Pegs on all roads.	Dec 2018	Depend on resource availability
Street Light LED Renewal Programme	July 2016 onwards	Planning underway. To be implemented over Five years. Exploiting NZTA subsidy scheme available to introduce new technology and save on energy consumption of street lights
ONRC Performance Measures	Dec 2018	Forms part of ONRC Transition Plan to measure the value to road users according to agreed standards, but still being further developed by NZTA
Network Safety Audit	2016/17	Identification of all hazards and development of plan to improve deficiencies

AMP Improvement and Monitoring: Stormwater

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

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
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	Ongoing	Engage the community with current waste minimisation topics through local advertising
Manage relevant data and information and provide feedback on performance. Priority 2	July 2016	Waste audit completed to be presented to council in August 2016.
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 2018	Dependant on future Cross Boundary Collaboration between WDC and RDC.
Reduction in onsite disposal of agricultural products. Priority 2	Ongoing	Agricultural waste education and collection will continue in conjunction with WRC.
Prepare and maintain an audit procedure. Priority 3	Ongoing	Audit procedure prepared and reporting ongoing
Prepare and maintain data base. Priority 3	Ongoing	Asset inventory. Additional Resource Required: Team Leader Solid Waste

AMP Improvement and Monitoring: Wastewater

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

Wastewater AMP		
Key Milestone	Target Completion Date	Comment
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
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.

Water AMP		
Key Milestone	Indicative Timeline	Commentary
Develop accurate and complete asset inventory registers for each scheme. Priority 3	Ongoing	Monitor
Develop a greater focus on risk identification and management for critical assets. Priority 3	Ongoing	Monitor
Prioritise the works developed from the risk assessment exercise. Priority 3		
Construct additional treated storage at Te Kuiti to meet 24 hours demand. Priority 3	2025 - 2035	Outside 2015-25 planning period.
Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management. Priority 2	December 2016	Phase 1 of WTP Upgrade
Improve definition of standards for maintenance. Priority 2	Ongoing	Monitor
Review pump station and treatment plant maintenance programmes. Priority 2	Ongoing	Monitor
Update and implement water treatment plant operating procedures. Priority 2	Ongoing as plants get upgraded	Monitor
Review and improve the financial information outlined in Section 10 and produce an updated financial 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

Document No: A329660

Report To: Council



Meeting Date: 6 October 2016

Subject: Adoption of Use of Remotely Piloted Aircraft Systems (Drones) Policy

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council for formal adoption, the Use of Remotely Piloted Aircraft Systems (Drones) Policy.

Background

- 2.1 On 1 August 2015 new rules introduced by the Civil Aviation Authority of New Zealand ("**CAA**") came into effect. Part 101 of the new CAA Rules allows people to "fly" their Remotely Piloted Aircraft Systems ("**RPAS**") without having to obtain the consent of the CAA provided the RPAS is flown strictly in compliance of these rules i.e. permitted non certified operations.
- 2.2 From 1 August 2015 no one is allowed to operate a RPAS i.e. "fly a drone" over private land without first obtaining the owner's permission. Private land includes all land owned or administered by Waitomo District Council (WDC).
- 2.3 There has been a large growth in the development and use of RPAS, aeroplanes and multi-rotor 'helicopters' which are now found in most toy and electronic stores.
- 2.4 There is also a lot of interest in using RPAS for commercial use, such as in real estate aerial photography, power lines inspection and quarry inspections.
- 2.5 RPAS are aircraft and therefore present a number of safety risks, particularly when close to controlled airspace or over densely-populated areas.

Commentary

- 3.1 Council considered the Draft Policy on the Use of Remotely Piloted Aircraft Systems at a workshop held on 14 September 2016.
- 3.2 Following Council feedback minor amendments have been made to the Draft Policy. A copy is attached to and forms part of this business paper.
- 3.3 Amendments include additional prohibited areas of Waitomo District Aquatic Centre, Brook Park and Skate Parks in Te Kuiti and Piopio.

- 3.4 An amendment has also been made to point 4.3.2 of the Draft Policy, clarifying WDC's position regarding the use of RPAS by Council or its staff, contractors or authorised persons for the purposes of promotional filming, property or emergency management on or above prohibited areas.
- 3.5 Following adoption, the Use of Remotely Piloted Aircraft Systems (Drones) Policy will be made available on WDC's website.

Suggested Resolutions

- 1 The business paper on Adoption of Use of Remotely Piloted Aircraft Systems (Drones) Policy be received.
- 2 The Draft Use of Remotely Piloted Aircraft Systems (Drones) Policy be adopted.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

October 2016

Attachment – Draft Use of Remotely Piloted Aircraft Systems (Drones) Policy A325093



Draft Use of Remotely Piloted Aircraft Systems (Drones) Policy

October 2016

Contents

1.0 Purpose1
2.0 Background1
3.0 Scope1
4.0 Policy1

DRAFT

Policy Created	September 2016
Policy Adopted	October 2016
Next Review	October 2016
Responsibility	Community Services Group

1.0 Purpose

- 1.1 The purpose of this policy is to provide guidance on the use of Remotely Piloted Aircraft Systems ("RPAS") on or over Waitomo District Council (Council) property and facilities and to manage safety risks.

2.0 Background

- 2.1 This policy relates to Remotely Piloted Aircraft Systems (RPAS) as defined in Part 101 - Rules of the Civil Aviation Authority of New Zealand and which weigh less than 25kg.

3.0 Scope

- 3.1 This policy applies to both recreational and commercial operators. RPAS over 25kg have to be certified by the Civil Aviation Authority ("CAA")

4.0 Policy

4.1 Aerodromes

- 4.1.1 Operators of RPAS must not fly them within a four kilometre radius of an aerodrome boundary (even if that radius includes uncontrolled airspace).
- 4.1.2 Part 61 Pilot Licences are exempted from this, as are operators who have received a "Wings" badge from MFNZ, or are accompanied by someone who has. Operators under these categories still need prior authorisation from the aerodrome operator to fly within the four kilometre zone however they must not fly their model over any active runway strip, or any area where aircraft taxi. Control line aircraft must also remain clear of such areas.

4.2 Roads

- 4.2.1 This policy does not apply to Council roads or road reserve. If an operator wants to fly a RPAS over a Council road or road reserve, a Corridor Access request (CAR) must be applied for and approved.

4.3 Prohibited areas

- 4.3.1 Council does not allow the use of RPAS on or above the following Council properties:

WDC Prohibited Areas	
WDC Queen Street Office and Depot	Waitomo District Council Cemeteries
Waitomo District Library	Les Munro Centre and adjoining Cenotaph Memorial Garden
Te Kuiti i-Site Visitor Information Centre	Piopio Memorial Hall
Te Kuiti Railway Building Complex and Plaza area	Redwood Park Housing Complex
Waitomo District Water and Wastewater Treatment Plants	Senior Citizens Hall, Te Kuiti
Waitomo District Landfill and Rural Transfer Stations	Te Kuiti Campground

WDC Prohibited Areas	
Waitomo District Dog Pound and Stock Pound	Marokopa Campground
Shearing Statue and associated green space	Playground areas in WDC reserves and associated entry and exit points and car parking areas
Any Council Reserve or property with stock	Waitomo District Aquatic Centre
Te Kuiti and Piopio Skate Parks	Brook Park

4.3.2 This does not apply to the use of RPAS by Council or its staff, contractors or authorized persons for the purposes of promotional filming and property or emergency management in these areas.

4.4 Permitted Areas

4.4.1 Council allows the use of RPAS on or above parks and reserves, subject to the following conditions:

- The operator must comply with Part 101 Rule or such other CAA rules and regulations which apply to RPAS, in particular the requirement to obtain permission of people before flying the RPA over them.
- Booked events on Council reserves and property take priority. The permission of the occupier, site manager and/or event organizer will be required.
- The operator must immediately cease use of the RPAS if requested by a member of Council staff or its contractor.
- The RPAS operator is responsible for any damage or claims caused by the use of the drone in relation to Council or other property.
- The use of a RPAS for the application of any product or chemical is prohibited.
- The operator is responsible for ensuring compliance with the Office of the Privacy Commissioner guidance on preserving people's personal privacy and the Privacy Act 1993.

4.4.2 Any breach of the above conditions could result in termination of the operator's permission to use public land for the purpose of operating a RPAS and/or a report of any non-compliance with Part 101 Rule to the CAA.

Document No: A329002**File No: 037/000B****Report To: Council****Meeting Date:** 6 October 2016**Subject:** **Policy on Easter Sunday Trading****Type:** **Decision Required**

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider the development of a Policy on Easter Sunday Trading.

Background

- 2.0 The Shop Trading Hours Act 1990 was amended in 2016 to enable territorial authorities to decide whether retailers in their districts can open on Easter Sunday.
- 2.1 Under the new Act, territorial authorities can introduce local policies for shop trading in their entire district or in limited areas on Easter Sunday.
- 2.2 A policy cannot:
- Permit shops to open only for some purposes, or
 - Permit only some types of shops to open, or
 - Specify times at which shops may or may not open, or
 - Include any other conditions as to the circumstances in which shops in the area may open.
- 2.3 Territorial Authorities must consult their communities using the special consultative procedure on any local policy to allow shop trading on Easter Sunday.
- 2.4 Local policies cannot control or override shop trading provisions in other legislation, such as alcohol licencing provisions.
- 2.5 Easter Sunday continues to be a day of significance across New Zealand and some people would rather not work on this day. Because of this, all shop employees will be able to refuse to work on Easter Sunday without any repercussions for their employment relationship.

Commentary

- 3.1. A policy to allow for Easter Sunday trading can be viewed as growing the economic contribution of tourist/visitor spend in certain parts of the country.
- 3.2. In the Waitomo District many of our shop owners in our main tourist and holiday destination areas (our coastal towns and Waitomo Caves Village) are already permitted to open on Easter Sunday under the current legislation.

- 3.3. Shops which are permitted to open on Easter Sunday are:
- (a) shops where—
 - (i) the goods for sale include nothing that is not food, drink, a household item, a personal item, an automotive fuel, an automotive lubricant, an automotive part, or an automotive accessory, of a kind that people may reasonably need to be able to buy at any time, and
 - (ii) the quantity of goods for sale is no greater than that sufficient to meet the demands of the people who live or are staying in the area where the shop is, and people (other than people travelling in order to buy goods at the shop) travelling through the area, or
 - (b) a shop whose principal business is selling goods falling into one or other of the following categories:
 - (i) goods intended to be bought as souvenirs,
 - (ii) duty free goods (that is to say goods sold from or through any premises licensed as an export warehouse under Part 4 of the Customs Act 1966 to people intending to take the goods out of New Zealand),
 - (iii) prepared or cooked food ready to be eaten immediately in the form in which it is sold, or
 - (c) a shop at any public passenger transport terminal, or at any station where public passenger transport services stop, whose principal business is selling goods falling into one or other of the following categories:
 - (i) books, magazines, and newspapers,
 - (ii) the categories specified in paragraph (b), or
 - (d) a pharmacy, or
 - (e) a shop in premises where a bona fide exhibition or show devoted (entirely or primarily) to agriculture, art, industry, and science, or any of those matters, is being held, or
 - (f) garden centers.
- 3.4. Different Councils around the country will have different needs for a policy depending on what occurs in their districts over the Easter period.
- 3.5. In some areas a high number of visitors are experienced. Therefore, the prime motivation for considering introduction of a policy is likely to be to cater for the needs of these visitors.
- 3.6. In other areas that do not experience a high number of holiday makers over Easter, the motivation for a policy is more likely to be centered on convenience for the local community.
- 3.7. WDC has received a request from a large New Zealand grocery distributor requesting consideration on development of a policy. The distributor is of the opinion current restrictions are inconvenient for family holiday-makers and international tourists that travel away from home and require provisions for their stay.

- 3.8 If Council decide to proceed with development of a policy there is regional work underway that WDC can contribute to. Waipa District Council is currently in the process of forming a regional working group to draft a template policy which can be used by Councils in the region.

Analysis of Options

4.1 Option 1: Develop a Policy on Easter Sunday Trading

- 4.2 The majority of businesses in our main holiday destinations are permitted to open on Easter Sunday.
- 4.3 However some are not permitted, and others which fall within the exemption listed in paragraph 3.3(a), for example a dairy, may not be permitted to sell all of the products which they normally have on their shelves as the exemption is limited to those goods which people may reasonably need to buy at any time.
- 4.4 If a policy was developed all of the shops in our main holiday destinations could open and those that are already allowed to open would not be subject to the complicated subjective tests in the existing exemption when it came to determining which products can be sold.
- 4.5 In our townships, the benefit of shops being open on Easter Sunday would primarily be for the local community. Passing holiday traffic would however also benefit.
- 4.6 In summary, the advantage of a policy is to give people greater choice and avoid the complications inherent in the existing exemptions.

4.7 Option 2 : Do nothing

- 4.11 Council could decide not to develop a Policy on Easter Sunday Trading at this time and reassess the situation after Easter 2017 as many of the shops in our key holiday destinations are already permitted to trade on Easter Sunday.
- 4.12 The disadvantage of doing nothing is primarily the impact of the lack of choice for our local communities and passing holiday traffic to shop on Easter Sunday. Shop owners also face complications when applying the exemptions in the Act in terms of what products can be sold.

Considerations

5.1 Risk

- 5.2 There are no risks identified at this time.

5.3 Consistency with Existing Plans and Policies

- 5.4 Adopting an Easter Sunday Trading Policy will not be inconsistent with any existing plans and policies.

5.5 Significance and Community Views

- 5.6 If Council decides to proceed with an Easter Sunday Trading Policy, the special consultative procedure will be required. As part of the special consultative procedure community views are considered.

Suggested Resolutions

- 1 The business paper on Policy on Easter Sunday Trading be received.
- 2 Council develop/not develop a Policy on Easter Sunday Trading.



HELEN BEEVER
GROUP MANAGER: COMMUNITY SERVICES

October 2016

Document No: A321032

Report To: Council



Meeting Date: 6 October 2016

Subject: Progress Report: Les Munro Centre – Staged Upgrade

Type: Information Only

Purpose of Report

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

Local Government Act S.11A Considerations

- 2.1 The provision of community infrastructure, such as the LMC, is consistent with Section 11A of the Local Government Act 2002 (including amendments).

Background

- 3.1 WDC has progressively, over the last five years, undertaken staged upgrade works at the LMC to modernise it, so as to promote its use as a premier venue for functions within the District.
- 3.2 An integral part of the refurbishment process is the revitalizing of the Courtyard in an endeavor to recapture the "Wedding Venue" market. This has, to a degree, been achieved through the building upgrade works already completed, however revitalisation work now needs to extend into the Courtyard.
- 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 LMC. Council previously prioritised building works with the next project to be a kitchen upgrade.

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.

5.11 23 February 2016

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

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

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.
- 6.3 This project has been completed. Stainless steel lettering has been fixed to the exterior of the building.

Progress as at 6 October 2016

- 7.1 A request for tender for the upgrade to the Les Munro Centre Courtyard was issued. Three tenders were received.
- 7.2 The contract was awarded to P J McCarthy Construction Limited and work commenced on 5 September 2016.
- 7.3 The scope of works include:
- construction of a deck area with seating,
 - new ramp access to the main building from outdoor area,
 - new fencing at the north end,
 - new plantings to existing gardens, and
 - relocation of existing garden seats
- 7.4 The expected completion date for construction is early October 2016.

Suggested Resolution

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



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

6 October 2016

Document No: A329631

Report To: Council



Meeting Date: 6 October 2016

Subject: Progress Report: Te Kuiti Railway Station Building Project

Type: Information Only

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.

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 Sections 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 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 and 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 the 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 Project 4 – Railway Building 1 and i-Site Development

9.1 20 June 2016

- 9.2 Draft drawings/contract documentation for Building 1 and i-SITE works were completed at the end of March 2016. Historic Places Trust (HPT) approval was gained for removal of the internal walls to Building 1 and the link from Building 1 to Building 1A. Prior approval had already been granted for the linking of Building 1 and the i-SITE. There was a delay of approximately 8 weeks for approval from the Historic Places Trust.
- 9.3 Two tenders were received for the Te Kuiti Railway Building 1 and i-SITE Development as follows:

	P J McCarthy Construction Ltd Rotorua	ESN Construction Ltd Hamilton	Pre Tender Estimate
Tendered Amount	\$441,377.00	\$421,652.20	\$601,300.00
Contingency	\$30,000.00	\$30,000.00	
Total Amount	\$471,377.00	\$451,652.20	

Each tendered amount included:

Prime Costs: \$15,000.00 – Hardware
 \$ 4,000.00 – Metal stenciling
 \$ 7,250.00 – Lighting supply

Provisional Sum: \$25,000.00 – Heat Pumps

NOTE: No local tenders were received. All prices exclude GST

- 9.4 Due to the time delay in acceptance of the tenders, the Tenderers were written to asking if they would hold their tender until late February/early March 2016 as this allowed Council to discuss further funding requirements.
- 9.5 Council, at its Workshop on 10 February 2016, agreed additional budget allocation of \$50,000.00.
- 9.6 ESN Construction was awarded the Contract for the tendered price of \$421,652.20 with an additional \$30,000.00 contingency.
- 9.7 Before works could commence the i-SITE was relocated to the old Post Office building in Te Kuiti. A lease arrangement is in place until 31 August 2016.
- 9.8 The project commenced in early April 2016 with an initial completion date set for July 2016.
- 9.9 Works completed to date:
- Original internal walls have been removed and new walls constructed.
 - Connection to building 1A has been completed.
 - Wall insulation and lining is 90% complete.
 - Electrical and data cabling has commenced.
 - Steel portal installation in Building 1 has been completed.
 - New entrance way linking i-Site and Building 1 has commenced.
 - New Kitchen units for Community Space (Building 1) are being made.
 - External water, storm water and waste water services have been completed.
- 9.10 Works are currently 4 weeks behind schedule and the Contractor has applied for an extension of time. This is due to issues not being able to be identified until the start of the build. The expected completion date has been revised to 8 August 2016.
- 9.11 Fortnightly meetings are being held between WDC staff, the Contractor, Architects and Engineers.
- 9.12 The project is currently tracking \$19,000.00 over contingency. Variations issued to date have included additional works required for water, storm water and sewer due to existing services not being adequate (\$13,000.00), additional data cabling and phone services for AA counter and relocation of network panel (\$6,000.00). Other variations to date have been covered by contingency allowance and prime cost sums.
- 9.13 2 August 2016**
- 9.14 Construction work is progressing well and the status of the components is as follows:
- Electrical wiring and data cabling in Building 1 is complete.

- New sprinkler system in Building 1 is complete. I-SITE will be completed once new entrance way is finished.
 - Painting of Building 1 completed with the exception of the area for the new entrance way.
 - Vinyl laying in the kitchen and bathroom areas of Building 1 is complete.
 - Toilet facilities have been installed.
 - Cabinetry and fittings for the kitchen have been installed.
 - Floor sanding, polish, and carpet laying in Building 1 is complete.
- 9.15 Steel portals for the new entranceway linking the i-SITE and Building 1 have been installed and the framing is nearing completion. These form the integral part of the link and are the last of the major construction works to be completed.
- 9.16 The removal of the old canopies at the front and side of the i-SITE uncovered some substandard brick work that needs to be replaced. To repair this work has meant the removal of a lot more bricks than initially planned. Options are being worked through for the front fascia of the building. Removal of bricks on the ramp side of the building has taken place and the bricks will only be replaced to the new roof line. This will add an additional \$3,050 to the overall contract price.
- 9.17 The removal of the front canopy has resulted in sheets of iron needing replacement. It will be impossible to colour match the new sheets with the existing i-SITE roof and as this area is in the front of the building the decision has been made to replace the two sheets and repaint the roof to match Building 1. This will add an additional \$5,000 to the overall contract price.
- 9.18 The expected completion date for these works is 19 August 2016. At the time of writing this business paper work remains on track.
- 9.19 30 August 2016**
- 9.20 The new entrance way and i-SITE building work is in its final stages with work progressing steadily.
- 9.21 The status of the work components are itemised as follows:
- Cedar paneling on outside of entrance completed
 - External windows and door frames have been installed
 - New sprinkler system in i-SITE is completed
 - Cedar fins on the front window will be installed 24 August 2016
 - Final electrical and data cabling to the i-SITE building to be completed week of 26 August 2016
 - Internal painting to be completed week of 26 August 2016
 - i-SITE floor being prepared for new carpet tiles, expected completion date 29 August 2016
- 9.22 Minor changes have been made to the ramp and internal stairway. A low wall has been added between the two access ways to address potential health and safety risks due to the height of the ramp.
- 9.23 External building works are scheduled for completion on 31 August 2016. Work will then begin on the internal fit out of the building.
- 9.24 6 October 2016**
- 9.25 Practical completion of this stage of the Project has been achieved with the exception of minor maintenance works yet to be completed.

- 9.26 The construction of a new entranceway ramp and the repair and reinstatement of the Plaza area that aligns to Building 1 has commenced.
- 9.27 On completion of these works, the priority is to relocate of the i-SITE service. A target date of 31 October 2016 has been set.
- 9.28 The footprint for Building 1 includes community space, a meeting room and capacity to host the day to day delivery of a range of WDC customer facing services including the i-SITE, AA services and WDC payments, lodgments and general enquiries.
- 9.29 A detailed project plan will guide the commissioning of these 'spaces'. A target date of 23 January 2017 is scheduled for the official opening and celebration of the Community Hub.

Suggested Resolution

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



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

6 October 2016

Document No: A328641

File No: 097/001E

Report To: Council**Meeting Date:** 6 October 2016**Subject:** **Progress Report: Resource Consent Applications****Type:** **Information Only****Purpose of Report**

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

Risk Considerations

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

Background

- 3.1 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.
- 3.2 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.
- 3.3 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.
- 3.4 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

- 4.1 Attached to and forming part of this business paper is a schedule of resource consents processed as at 6 October 2016.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.

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

HELEN BEEVER

GROUP MANAGER – COMMUNITY SERVICES

6 October 2016

Attachment: Resource Consent Schedule (A328618)

RESOURCE CONSENTS PROCESSING AS AT 6 OCTOBER 2016

WDC Ref	Applicant	Brief Outline of Application / Location	Date Application Formally Received	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
130004	Rozel Farms Limited	2 Lot Rural Subdivision - Rangitoto Road, Te Kuiti	25/01/13	No	Application placed on hold by the applicant.							
160024	Debra Davies	Construction of pole shed within 10 metres of rural boundary, Te Mahoe Road, Mokau	14/09/16					Yes				
160025	Waitomo District Council	Construction of ablution block with 5 metres of residential front boundary, State Highway 30, Benneydale						Yes				

RESOURCE CONSENTS GRANTED (FOR 2016/17) AS AT 6 OCTOBER 2016

WDC Ref	Applicant	Brief Outline of Application	Date Application Formally Received	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
160016	D Greathead - Farmright Limited	Certificate of Compliance, Boundary Relocation, Oniao Road, Aria	08/06/16	Yes	LINZ Approval	08/06/16	29/06/16	Yes		No		Conditional Consent Granted 05/07/16
160017	D Greathead - Farmright Limited	Certificate of Compliance, Boundary Relocation, Kaeaea Road, Aria	08/06/16	Yes	LINZ Approval	08/06/16	22/06/16	Yes		No		Conditional Consent Granted 05/07/16
160018	Lena Zankl	Relocatable dwelling to be sited within 10m of boundary, Mangarino Road, Te Kuiti	07/06/16	Yes	Site plan and additional neighbour consent	24/06/16	28/06/16	Yes		No		Conditional Consent Granted 29/06/16
160020	G and L Brier	Subdivision to create one additional Lot - Ngapaenga Road, Piopio	06/07/16	No				Yes		No		Conditional Consent Granted 09/08/2016
160021	Vodafone NZ Limited	Co location of Vodafone telecommunication antennas on existing Chorus facility - Taumatamaire Road, Awakino	18/07/16	No				Yes		No		Conditional Consent Granted 27/07/16
160022	Erling and Noeline Riches	Dwelling to be situated within the 10m of rural boundary, Kawhia Harbour Road, Taharoa	29/07/16	No				Yes		No		Conditional Consent Granted 22/08/16
160019	Tourism Holdings Limited	New Signage - Waitomo Homestead, State Highway 3, Hangatiki	21/06/16	Yes	NZTA consent required	24/06/16		Yes	08/08/16	No	05/09/16	Conditional Consent Granted 22/08/16
160023	G Churstain	Certificate of Compliance Boundary Relocation 129 Gadsby Road, Te Kuiti	11/08/16	Yes	LINZ Approval	11/08/16	24/08/16	Yes		No		Conditional Consent Granted 30/08/16

Document No: A327746

File No: 037/054A

Report To: Council**Meeting Date:** 6 October 2016**Subject:** **Dog Control Policy and Practices Report for the period 1 July 2015 to 30 June 2016****Type:** **Information Only**

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with a report on the administration of Dog Control Policy and Practices for the period 1 July 2015 to 30 June 2016.

Background

- 2.1 The Dog Control Act 1996 requires all Councils to report annually on their Dog Control Policy and Practices.
- 2.2 The purpose of the report is to provide a publicly available summary of the discharge of dog control responsibilities.
- 2.3 The report sets out a range of statistics to provide an indication of the makeup of the District's dog population and an indication of the local administration of the provisions and responsibilities of the Dog Control Act.
- 2.4 The Act requires that public notice be given of the report in a local newspaper and that the report be made available by any other means the Council considers appropriate e.g. Council website.
- 2.5 The report must be forwarded to the Secretary for Local Government within one month of it being adopted.

Commentary

- 3.1 The Waitomo District Council Dog Control Policy and Practices Report for 2015/2016 is attached to and forms part of this business paper.
- 3.2 The report is a formal report which must by statute cover specified issues.

Suggested Resolutions

- 1 The business paper on Dog Control Policy and Practices Report for the period 1 July 2015 to 30 June 2016 be received

- 2 The Waitomo Dog Control Policy and Practices Report for 2015/2016 be adopted pursuant to Section 10A of the Dog Control Act 1996.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

6 October 2016

Attachment: 1 Waitomo Dog Control Policy and Practices Report 2015/2016
(Doc A327735)

WAITOMO DISTRICT COUNCIL

Dog Control Policy and Practices Report for 2015/2016

Introduction

Section 10A of the Dog Control Act 1996 requires each Territorial Authority to report on its dog control policy and practices, and provide statistical information.

This report covers the year 1 July 2015 to 30 June 2016, and provides the information as detailed in the legislation.

The format of the report follows that prescribed by the Secretary for Local Government, Department of Internal Affairs.

Dog Control in the Waitomo District

The total number of active dogs on Waitomo District Council's dog register at the end of the 2015/2016 registration year was 3,330.

Dog Control within the district is implemented pursuant to the Waitomo District Council Dog Control Policy and Bylaw 2015.

Dog Control Enforcement Practices

Waitomo District Council offers a seven day a week / 24 hour service. Waitomo District Council responded to 620 service requests from members of the public. The statistics confirm evidence that roaming dogs, particularly in urban environments, are a continuing problem. Routine and frequent patrols in urban areas are undertaken to ensure the nuisance of roaming dogs is kept to a minimum.

Many offences against the Dog Control Act 1996 and the Dog Control Bylaw were identified during proactive patrols forming part of daily routine activities by Animal Control staff. As a result of these service requests and proactive patrols, 195 dogs were impounded.

Waitomo District Council undertook a comprehensive review of the Dog Control Policy and Bylaw during the year.

The Policy introduces a new education element which is being implemented inline with proactive enforcement. It provides for additional dog exercise areas and new areas where dogs are prohibited. A provision was also included which provides for neutering of dogs classed as menacing due to their behaviour.

Regular contact has been maintained with dog owners via the Animal Control Officer's Facebook page, public notices, flyers and regular articles in the Waitomo Way and the Waitomo News to promote high standards of dog care.

Concerns about providing somewhere for the travelling public to exercise and water their dog while passing through our district were addressed. In determining the location of prohibited areas, Waitomo District Council needed to balance the needs of dog owners against the needs of other people using public places.

The Act requires Waitomo District Council to review dog registration and impoundment fees annually and set the fees by Council resolution. Owners who neuter their dogs and those who adhere to conditions set out in Waitomo District Council's special ownership

classification are offered discounted registration fees as an incentive to encourage responsible ownership.

The Animal Control Officer inspects properties of all dog owners in urban areas and 10% of those in rural areas. Such visits allow the Animal Control Officer to check if new dogs have been acquired and that dogs are being well looked after and adequately kennelled.

Waitomo District Council maintains a zero tolerance policy in circumstances where a dog attacks people or other animals. When incidents of this nature occur the offending dog owner is encouraged to give his or her dog over for destruction. This procedure has proved to be a useful tool in removing aggressive dogs from the local dog population.

Waitomo District Council will ensure owner education and proactive enforcement remains a priority in the on-going delivery of the District's dog control services.



ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

Dog Control Statistics 2015/2016

Registration Statistics	2015/16	2014/15
Number of registered dogs	3,330	3,698
Number of probationary owners	0	0
Number of disqualified owners	0	0

Number of Dogs Classified as Dangerous under Section 31 Dog Control Act 1996	2015/16	2014/15
Sec 31 1 (a) due to owners conviction	0	0
Sec 31 1 (b) due to sworn evidence	0	0
Sec 31 1 (c) due to owners admittance	0	0

Number of Dogs Classified as Menacing under Section 33A	2015/16	2014/15
Sec 33A (b) (i)	2	2
Sec 33A (b) (ii)	5	5

Number of Dogs Classified as Menacing under Section 33C	2015/16	2014/15
Dogs belonging to a Schedule 4 type or breed	13	9

Infringement Notices	2015/16	2014/15
Number of infringement notices issued	24	20
Number of infringement notices cancelled	3	0
Number of infringement notices sent to court	19	14

Number of Dog Related Complaints	2015/16	2014/15
Total Number of Dog Related Complaints	524	670
After hours	138	187
Barking	50	50
Roaming	241	348
Rushing/biting	44	6
Stock attacks	10	18
Domestic animal attacks	16	17
Fouling		12
Care	25	32

Number of Dogs Impounded	2015/16	2014/15
Impounded Dogs	195	148

Document No: A330085

Report To: Council



Meeting Date: 6 October 2016

Subject: **Divestment of Historic Government Building, Queen Street, Te Kuiti.**

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to seek direction from Council as to the divestment of the Historic Government Building, Queen Street, Te Kuiti.

Background

- 2.1 The Historic Government Building was built around 1909 and once held a Historic Places Category 2 listing. This was removed after the Historic Places Trust believed the Building to have been demolished.
- 2.2 Waitomo District Council was gifted the Building, exclusive of land, in 1987 by the Ministry of Works.
- 2.3 The conditions of the gifting were:
- WDC would be responsible for all maintenance and ongoing cost from the date of the gifting (26/08/1987),
 - WDC would be responsible for the payment of all rates, charges and power and other local body charges from that date, and
 - WDC agree to move the building if required to do so after 31 December 1995. This was to allow for a new courthouse and parking should it be required.
- 2.3 After gifting the building was leased to Te Kuiti Historical Society and the terms of the lease were the same as above.
- 2.4 At a Council workshop held in November 2011 it was identified the Building needed extensive repair work. At the time Council made the decision that the building had reached its useful life and no more money was to be spent on it.
- 2.5 During the LTP 2012-22 a submission was received that made an offer of finance to help restore the building with conditions that included WDC and the community match the funding proposal. The submitter was advised Council would not support this but would delay contacting the Crown to allow the community time to match the proposal. No further correspondence was received from the submitter.

Commentary

- 3.1 The Te Kuiti Historical Society has vacated the building and it is no longer required. The Genealogy Group has also vacated the building.

- 3.2 As previously discussed with Council, the building is in poor repair and would require a large investment to restore the building to a habitable state.
- 3.3 Prior to contacting the Crown, staff now wish to seek clarification from Council as to whether relinquishing ownership is still the preferred option or would Council consider investigating the potential to put the building up for tender for removal at no cost to the ratepayer.

Analysis of Options

- 4.1 **Option One –Relinquish Ownership of the Building if agreed by the Crown**
- 4.2 The potential disadvantage of this option is the Building could be left by the Crown to deteriorate further and become unsightly and dangerous.
- 4.3 **Option Two –Put the Building up for tender for removal.**
- 4.4 The building is strategically placed near the Queen Street office and should the building be removed a licence to occupy agreement could be sought with the Crown to utilise the space for alternative uses such as a parking area.
- 4.5 The removal by tender would bear no cost to the ratepayer.

Considerations

5. Risk

- 5.1 Should WDC relinquish ownership of the building it may become unsafe and unsightly.

6. Consistency with Existing Plans and Policies

- 6.1 The decision on the future of the Historic Government Building is consistent with Council's current plan to divest the building.

7. Significance and Community Views

- 7.1 The decision on how the building will be disposed is not considered significant to trigger community engagement.

Recommendation

- 8.1 It is recommended Council approve further investigation in to the options for potential removal of the building by tender and subsequent alternative use of the site.

Suggested Resolutions

- 1 The business paper on Divestment of Historic Government Building, Queen Street, Te Kuiti be received.
- 2 Council approve / not approve in principle a preferred path with the final decision subject to a detailed investigation into:

a) Relinquishing ownership of the Historic Government Building to the Crown;

OR

b) Removal by Tender of the Historic Government Building and alternative use of the site.



HELEN BEEVER
GROUP MANAGER – COMMUNITY SERVICES

6 October 2016

Document No: A329486

Report To: Council



Meeting Date: 6 October 2016

Subject: Solid Waste Biennial Waste Audit Report

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to provide additional information relating to the weight component of the Solid Waste Audit as discussed at the Council meeting 30 August 2016.

Background

- 2.1 The Solid Waste Services Biennial Waste Audit report was presented to Council 30 August 2016. A copy of that report (Doc A326374) is attached to and forms part of this business paper.
- 2.2 The purpose of the Audit is to obtain a quantitative estimate of the composition of solid waste arising from domestic premises in the survey area.
- 2.3 Audit results have historically been summarised as averaged percentage compositions with the quantitative data presented in both table and graph formats. The purpose of the report is to identify trends by tracking results against previous audits, and to provide a breakdown of the composition of waste within the kerbside bag collection survey sample.
- 2.4 A main focus of the report is on the findings as they relate to key solid waste KPIs.
- 2.5 Waste stream audits have been conducted since 2008 with the audit in 2010 being set as a benchmark against which a number of subsequent KPIs and targets were set.
- 2.6 The Long Term Plan 2012-2022 built on the 2009-2019 Strategic Goal; To minimise the creation of waste within the District (Solid Waste Management, Measuring our progress, Strategic Goal 2 pg 79) by introducing an additional level of service relating to the organic waste stream going into the landfill and by establishing quantifiable measures of success using the two yearly waste audits as a tool.
- 2.7 The 2016 audit was established as another benchmark year to assess the level of success against the goal to reduce the amount of recyclables in the kerbside bag collection.
- 2.8 Concerns were raised at the 30 August 2016 Council meeting around the information provided in the report with a request to have the results re-presented to Council in weight form rather than percentage.

Commentary

- 3.1 To date reporting results from the waste audit has not included weight information specifically. However the analysis is based on weight, with weights being used to determine the percentage composition for each waste category. This provides information on the proportion of waste type relative to the total survey sample. This methodology has been consistent across the previous audits and has enabled the necessary comparisons to be made.
- 3.2 The number of bags, locations, frequency and time frame of the audit has also been consistent over the previous few audits which is also important in terms of the comparison information.
- 3.3 With the 2016 benchmark now passed and using the experience and learning gained from previous audits it is timely to review the methodology used to conduct the waste audit to ensure it remains fit for purpose. Factors such as the sample size, how it is determined, and the frequency of the audit will be assessed against practical considerations such as costs, resourcing and time.
- 3.4 The review will also incorporate an assessment of the reporting model used, taking on board the matters raised at the 30 August 2016 Council meeting.
- 3.5 Included below are tables showing the requested supplementary information incorporating the audit findings as it relates to weight data.

Waste Audit Results in weight		
Type of waste in refuse bags	2016 Waste Audit	2014 Waste Audit
Putrescibles (<i>Organic/food waste</i>)	116.35 kgs	89.08 kgs
Sanitary & Nappies (<i>non-recyclable</i>)	48.00 kgs	30.46 kgs
Plastic Wrap (<i>non-recyclable</i>)	29.50 kgs	30.45 kgs
Paper (<i>recyclable</i>)	38.10 kgs	42.18 kgs
Textiles (<i>eg: fabric</i>)	14.50 kgs	18.70 kgs
Plastic (<i>recyclable</i>)	31.15 kgs	17.51 kgs
Glass (<i>recyclable</i>)	12.30 kgs	8.96 kgs
Metal (<i>ferrous metals</i>)	3.20 kgs	7.43 kgs
Potentially Hazardous (<i>eg: hair dye, chemicals</i>)	2.00 kgs	3.61 kgs
Metal non-ferrous metals (<i>recyclable</i>)	1.20 kgs	1.73 kgs
Rubble, concrete, timber and rubber	1.50 kgs	0.00 kgs
Timber	0.30 kgs	0.03 kgs
Rubber	0.80 kgs	1.75 kgs
Total combined weight	298.90 kgs	251.89 kgs

- 3.6 Note it is difficult making comparisons between the audits using raw weight data under the current methodology as the sample size is based on predetermined numbers of bags, not weight. An alternative methodology is to base the sample size on a predetermined weight of waste and this option will be canvassed under the methodology review.

2016 Audit	Audit areas	
Type of waste	Te Kuiti	Rural Towns
	<i>Average Weight</i>	
Paper	20.60	17.50
Plastics	14.15	17.00
Food Wrap/Plastic Bags	6.50	23.00
Ferrous Metals	2.00	1.20
Non-Ferrous Metals	1.00	0.20
Glass	4.50	7.80
Textile	2.00	12.50
Nappies and Sanitary	15.00	33.00
Rubble Concrete etc.	1.00	0.50
Timber	0.20	0.10
Rubber	0.75	0.05
Food/Organic	50.35	66.00
Potentially Hazardous	1.00	1.00
Total Weight of Bags	119.05	179.85
Average weight per bag	5.95 kgs	5.99kgs

- 3.7 An interesting finding relates to the average bag weight, showing that on average the 15kg capacity of the bags is considerably under utilised.

Suggested Resolution

The business paper on Solid Waste Biennial Waste Audit Report be received.



KOBUS DU TOIT
GROUP MANAGER – ASSETS

21 September 2016

Attachment: Copy of 30 August 2016 Business Paper (Doc A326374)

Document No: A 326374**File No: 037/005B****Report To: Council****Meeting Date:** 30 August 2016**Subject:** Solid Waste Services Biennial Waste Audit

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council on the outcome of the 2016 Solid Waste Audit.

Background

- 2.1 Solid waste management is a significant activity for the Waitomo District. The rationale for this service is to ensure that the natural environment is protected from detrimental effects of solid waste disposal, and that the waste disposal needs of the District community are met.
- 2.2 The Waste Management Act 2008 (WMA) requires that a waste assessment should include forecasts of demands for certain waste services. The minimisation of certain waste streams has follow on benefits in support of the social, economic and environmental well being of the District.
- 2.3 An inventory of waste types has been compiled from a waste audit of the contents of the kerbside bag collection. In order to set priorities and establish benchmarks by which progress are monitored, a waste audit has to be carried out every two years. This will identify all wastes being generated or recycled including quantities and source.
- 2.4 The Solid Waste Activity Management and Minimisation Plan (SWAMMP) determine that an audit of collected waste is carried out on a Biennial basis to determine the success of current waste minimisation initiatives. The waste audit also enables Council to revisit the existing performance indicators, drives and initiatives to see how these can be altered to achieve a higher success rate in the drive to minimise waste going to the landfill.

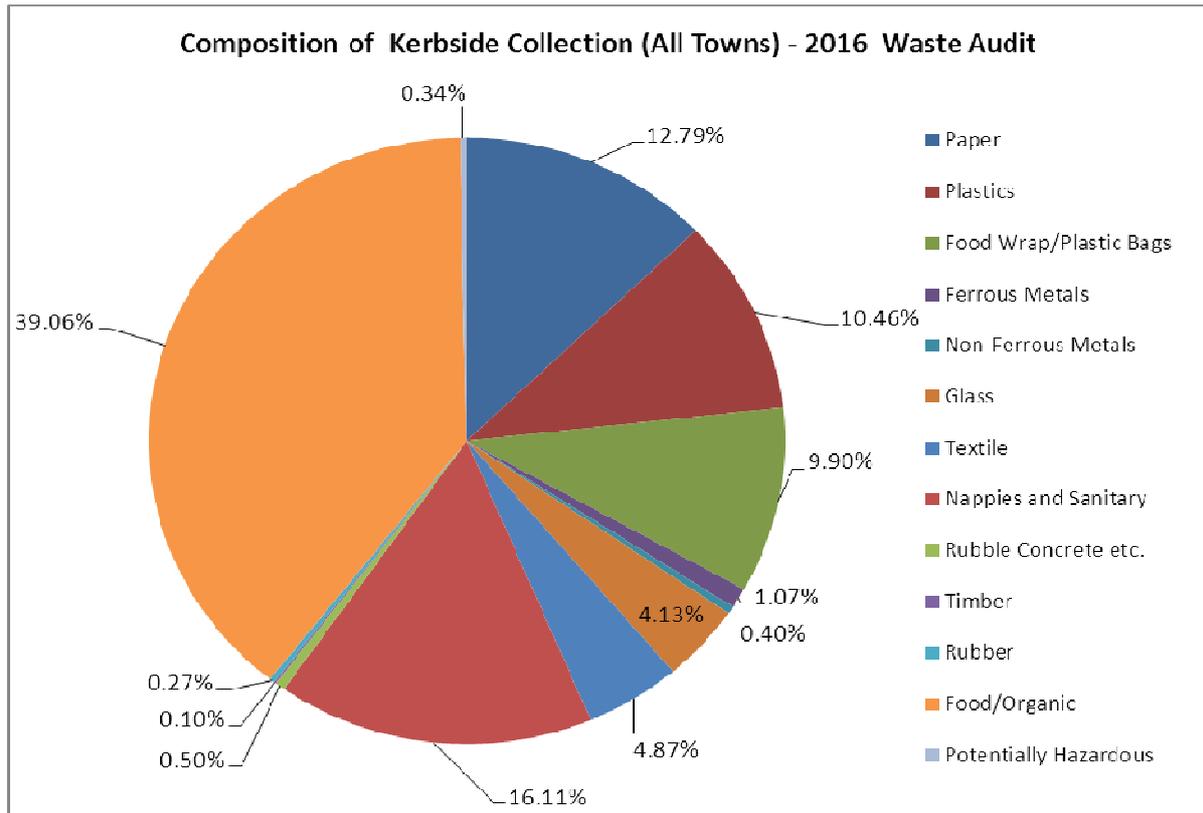
Commentary

- 3.1 The 2016 Waste Audit was carried out over four Waitomo District townships. The following number of kerbside refuse bags were collected from random properties in the following towns – Te Kuiti (20) Waitomo (10) Mokau (10) and Piopio (10).
- 3.2 The purpose of the audit is to gauge the types of waste that get disposed of into the landfill, detailing the quantity of each type of waste by weight and percentage.

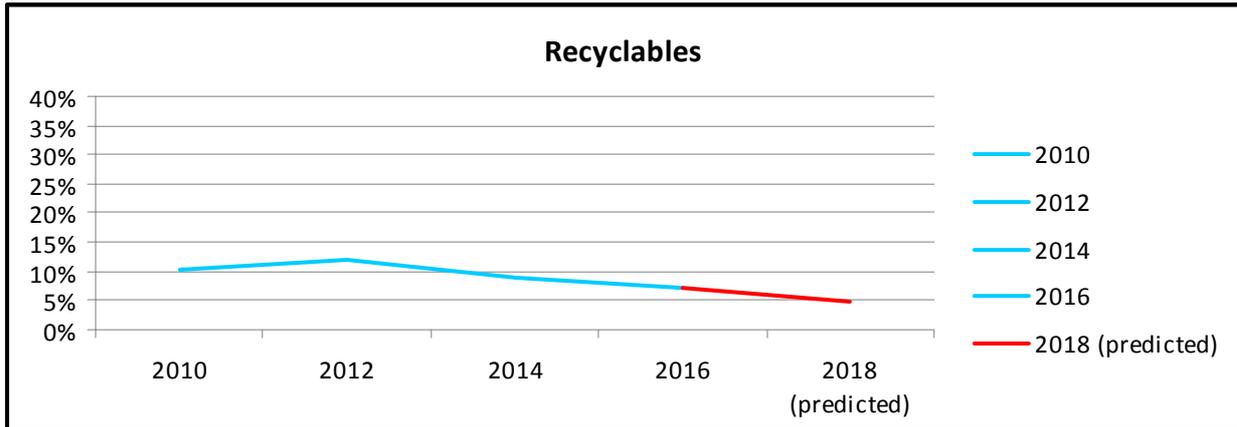
- 3.3 These results provides WDC with information as to how we form our policies around waste management such as access to recycling facilities, landfill design and the cost of Council rubbish bags.
- 3.4 The audit uses the twelve primary waste categories in the Ministry for the Environments' Waste Analysis Protocol 2002; being paper, plastics, putrescibles (organic materials/food waste), ferrous metals, non-ferrous metals (recyclable metals), glass, textiles, nappies and sanitary, rubble and concrete, timber, rubber and potentially hazardous items.

Waste Audit Results		
Type of waste in refuse bags	2016 Waste Audit (Percentage of waste contained in refuse bags)	2014 Waste Audit (Percentage of waste contained in refuse bags)
Putrescibles (<i>Organic/food waste</i>)	38.93%	36.31%
Sanitary & Nappies (<i>non-recyclable</i>)	16.06%	22.20%
Plastic Wrap (<i>non-recyclable</i>)	9.87%	17.25%
Paper (<i>recyclable</i>)	12.75%	16.34%
Textiles (<i>eg: fabric</i>)	4.85%	11.30%
Plastic (<i>recyclable</i>)	10.42%	9.83%
Glass (<i>recyclable</i>)	4.12%	8.16%
Metal (<i>ferrous metals</i>)	1.07%	5.43%
Potentially Hazardous (<i>eg: hair dye, chemicals</i>)	0.67%	3.57%
Metal non-ferrous metals (<i>recyclable</i>)	0.40%	0.67%
Rubble, concrete, timber and rubber	0.87%	Negligible

- 3.5 The amount of rubble, concrete, timber, rubber, non-ferrous metals and potentially hazardous substances contained in the refuse bags collected for the 2016 Waste Audit was nominal.
- 3.6 The 2016 Waste Audit results showed a 2.62% increase in putrescibles (organic materials/food waste). Although this increase is not significant in comparison to the previous 2014 Waste Audit, the fact remains that overall the total percentage of organic/food waste contained in the general refuse bags is nearly 40%.
- 3.7 The Pie chart below gives a visual snapshot of the waste audit results. The performance target for 'the percentage of reduction of the quantity of recyclables such as paper and plastics entering the landfill per annum leading to 10% reduction by 2016 and 15% by 2025 (both measured against the 2014 Waste Audit)' was not achieved.

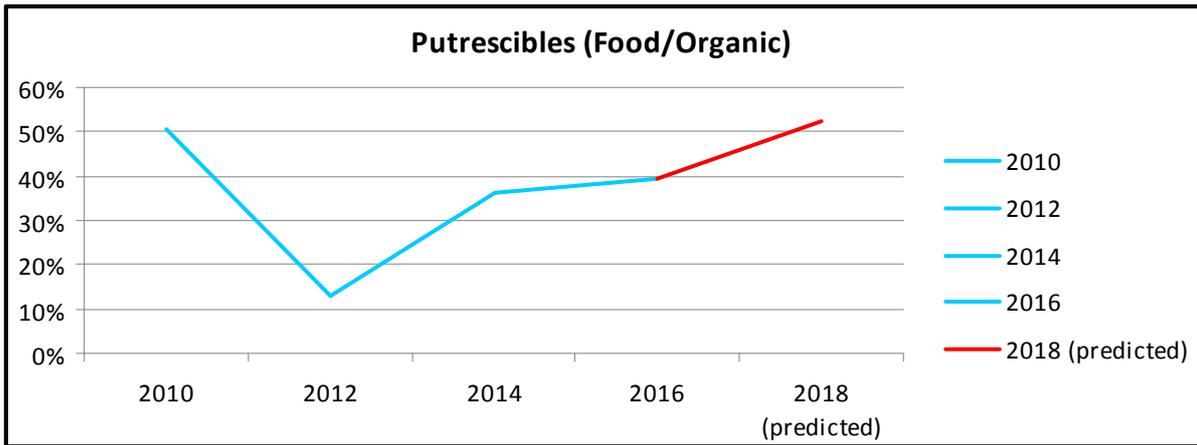


- 3.8 The results from the 2016 Waste Audit identified a 1.57% reduction in recyclables against the 2014 Waste Audit.
- 3.9 WDC provides community education articles about the importance of waste minimisation to encourage residents to assist in the diversion of recyclable waste from the general waste at the landfill. WDC continues to provide targeted educational programmes to raise awareness of the benefits of waste reduction and services available in support of this initiative.
- 3.10 A side survey of recycling bin contents undertaken during the 2016 Waste Audit identified a 99% compliance with Council's recycling requirements. Recycling Stations located around the district are well utilised and are an important asset used to reinforce council's recycling expectations to the wider public.
- 3.11 Since 2012 the trend has been tracking steadily downwards however not at the desired rate. This indicates that whilst we are tracking in the right direction the projected figures show we are unlikely to meet the required reduction target by 2025.
- 3.12 The following graph and table shows a decrease in the amount of recyclables that enter the landfill via general refuse for the 2014-2016 period



Recyclables (Average)	2012	2014	2016	2018 (Predicted)
	11.94%	8.75%	7.18%	4.80%
Percentage Change		-3.19%	-1.57%	-2.38%

- 3.13 The performance target for 'the percentage of reduction per annum achieved through continual education leading to 10% reduction by 2025 (measured against the 2014 Waste Audit)' was not achieved.
- 3.14 A total average of 39.50% of putrescibles (organic/food waste) was identified through the 2016 Waste Audit as being disposed of within the kerbside refuse bags, indicating a 3% increase since the 2014 Waste Audit.
- 3.15 The previous target to reach a 10% reduction by 2016 when measured against the 2010 Waste Audit was achieved (2010 total average was 50.4% = 11% reduction). However projected figures using the most recent data indicate those gains may be lost by 2018.
- 3.16 Reducing food waste is a key strategy for meeting the goals of the Waste Minimisation Act. WDC joined a collective of councils around New Zealand to implement a national 'Love Food, Hate Waste' campaign to reduce food waste sent to landfills. Articles promoting ways to reduce food waste are featured in the Waitomo News from time to time throughout the year. These articles are also featured in the 'Waitomo Way' newsletter. Ongoing updates promoting 'Love Food, Hate Waste' are published on WDC's website and Facebook page.
- 3.17 Other targeted educational materials include the publication of 'A guide to Composting' brochure, and promotion of composting at home as featured articles in the Waitomo Way newsletter throughout the course of the year.
- 3.18 WDC developed 'Keep our District Vibrant and Thriving' brand to support Waste Minimisation efforts.
- 3.19 The following graph and table shows an increase in putrescibles, which in turn indicates that we are unlikely to meet the required target by 2025 should this trend continue. Continual public education for home composting may minimise this particular type of waste.



Putrescibles (Food/Organic) Average	2012	2014	2016	2018 (Predicted)
	12.97%	36.31%	39.50%	52.50%
Percentage Change		23.34%	3.19%	13.00%

Suggested Resolution

The Report on Solid Waste Audit Results be received.

KOBUS DU TOIT
GROUP MANAGER - ASSETS

21 July 2016

DRAFT

Document No: A326580

Report To: Council



Meeting Date: 6 October 2016

Subject: Progress Report: Major Capital Works Report

Purpose of Report

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

Local Government Act S.11A Considerations

- 2.1 Waitomo District Council, in performing its role as a Local Authority, must have particular regard to the renewal of all its assets as determined through prudent asset management to consistently meet the needs of the community.

Commentary

3.1 Roads

Location	Description	Action	Progress
Oparure Road	Rehabilitation	Tender	Awarded ICL
		Construction	Completed Completion target end May 2016. All layer work and 50% of sealing work complete. Two week delay due to wet weather
Kawhia Harbour Road	13 points of erosion on sea side	Consent applied	Consent for 11 sites received Delayed due to WRC requirement for archeological report Expected - guess end of July 2016
		Design & Contract documentation	Complete Tenders evaluated
		Construction	Tender awarded September 2016
Totoro Road	RP 8.1 to RP11.1 Various slips - retreat into bank and improve drainage	Design & Contract documentation	Phase 1 Target end October 2016
		Tender Phase 1	End November 2016
		Construction	January 2017 - May 2017 Phase 2 Targeted for 2017-18 year

Location	Description	Action	Progress
Kumara Road	RP 3.61 Ground water induced slip – retreat into bank and improve drainage	Tender Award	End March 2016
		Construction	Complete Completion middle June 2016 – weather dependent Earthworks near complete. At least 2 weeks delay due to weather
Mangatoa Road	RP 3.04 Very steep slope Slip encroaching sealed road surface	Design & documentation	Targeted December 2016
Te Waitere Road	RP 0.45 & two other Sea undermining road	Concept Designs	Complete Complete Solution accepted and progress dependent on NZTA funding
		Consent	On shore construction – Consent application in process. Based on Kawhia Harbour Road process may take until early 2017 to get consent
Taharoa Road	RP 7.1 Hill side moving	Concept Designs	On hold while monitoring earth movement Complete Solution accepted and progress dependent on NZTA funding
Maraeroa Road	Seal extension	Design & Contract documentation	Complete Consultant appointed Tendered September 2016
		Construction	Construction completion targeted before end 2016/17 summer period

4.1 Waters

Location	Description	Action	Progress
Te Kuiti Water Treatment Plant - Phase 1	Stage 1 – Buffer tanks		Complete
	Stage 2 - Building, high and low level pump stations, UV installation, chemical dosing, main electrical supply and associated pile work		Complete
	Filter pipe work renewal	Pipe work manufacture Installation – 2 stages	Complete Target dates Stage 1 - 4 to 8 April Stage 2 - 29 May – 7 June Delayed to accommodate replacement of filter shells 1 & 2
Te Kuiti Water Treatment Plant - Additional work that become apparent	Renewal of reservoir roof structure	Steel structure corrosion turned out much worse than original assessment	Complete
	Filter & clarifier backwash storage & disposal	"Healthy rivers"	Complete
	Structural failure of filters 1 & 2	Investigation	Complete

Location	Description	Action	Progress
Te Kuiti Water Treatment Plant - Phase 2	Intake pump station renewal	Take Consent	Completed
		Prelim design and WRC construction Consent	Completed
		Final design & Tender documentation	Tender period targeted middle October to middle November 2016
		Construction	January 2017 – May 2017
Te Kuiti Water Treatment Plant - Phase 3	Clarifier super structure renewal	Concepts identified	
	Clarifier refurbishment	Design, documentation & Tender	January 2017 to August 2017
		Construction – 4 stages	September 2017 to June 2018
Te Kuiti Water Treatment Filter shells	Structural failure of shells of filters 1 & 2 (of 4)	Investigation	Floor settled Remedy - Grouted
	Installation of new filters 1 & 2	Demolish existing filter 1	Completed
		Construct new filters Prefabricated stainless steel Replacement of Filter 1 Replacement of Filter 2	Complete Final Commissioning Targeted early October 2016
Mokau Upper Dam safety	Upgrade of dam walls and Over flow provision to meet Building Act	Design & Tender	Complete
		Construction	Completed April and May 2016 80% complete delay due to weather
King Street Stormwater	Large diameter stormwater line @ Lines Co undermined by seepage	Design & Tender	Complete
		Construction	June – July 2016

4.2 Community Projects

Location	Description	Action	Progress
Railway Building - 1		Tender awarded	
		Construction	Progress report elsewhere in this Agenda Start 11 April 2016 to end July 2016
Railway Station platform Phase -1	Section from ramp between 1 & 2 to end of rubbish enclosure	Initial quote – patch with overlay	Specification for platform surfacing confirmed
		Quote for good finished preparation with concrete and or asphalt overlay	Received and approved
		Construction	Kiwi Rail site safety approval and sign off received Construction targeted for October 2016
Security Fence	Behind I- site	Design	Complete
		Tender docs	Being finalised
		Tender & Railway approval	In progress Tender Tentative November 2016

Location	Description	Action	Progress
		Limited time construction	Require Kiwi Rail site safety approval and sign off.
		- Kiwi Rail oversight	Tentative - November 2016

Over Bridge	At I- Site	Structural investigation	Complete
		Design - Tender & Railway approval	Complete
		Limited time construction	Require Kiwi Rail site safety approval and sign off.
		- Kiwi Rail oversight - Close proximity to high tension power	Tentative - November 2016
TK Campground	New development	Preliminary concepts	Complete
		QS Rough Order of costs and Staging	Complete
		Feasibility study & business case	August 2016
		Funding	2016-17 EAP process
Brook Park Entrance	Entrance Construction Existing lease	Design & Tender documentation Lease to be extended	Tenders evaluated Work scope to be revisited due to much higher than expected tenders
Benneydale Toilet	Toilet construction	Design and tender documentation	Complete Tender advertisement targeted for October 2016 subject to Resource Consent

Suggested Resolution

The Progress Report: Major Capital Works be received.



CHRISTIAAN VAN ROOYEN
MANAGER CAPITAL WORKS

Document No: A328852

File No: 037/005B

Report To: Council

Meeting Date: 6 October 2016

Subject: Progress Report: Solid Waste Activity

1.0 Purpose of Report

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

- 1.0 Purpose of Report
- 2.0 Local Government Responsibilities
- 3.0 Risk Considerations
- 4.0 Introduction
- 5.0 Background
- 6.0 Te Kuiti

2.0 Local Government Responsibilities

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

3.0 Risk Considerations

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

4.0 Introduction

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

5.0 Background

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

5.3 **Solid Waste Services**

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

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

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

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

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

3 **Street Side Recycling Stations** at -

- Waitomo Village
- Piopio
- Mokau
- Marokopa

5.5 **Management of Solid Waste Services**

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

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

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

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

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

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

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

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 WDC staff.

5.15 Almost all of the Service Request complaints received for kerbside refuse or recyclables not being collected, were 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 2016/2017 include:

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

5.17 A full investigation regarding the alleged odour nuisance matter raised over the last couple of months was made. A sewer line investigation revealed no concerns. Envirowaste had an Environmental specialist on site to look into the site operations regarding leachate and cover material. The assessment feedback also had no major concerns, it was noted that the Contractor will ensure that at no point in time more than 400m² surface area of uncovered rubbish will be exposed.

5.18 The situation will be closely monitored.

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 Emissions Trading Scheme

6.4 The Government has started on a review of New Zealand's carbon footprint and this may have a more significant impact on the cost of disposing rubbish in the future.

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

6.6 The impact of this review will be taken into account during the assessment of the future of the Landfill in preparation of the next LTP.

6.7 Landfill Volumes

6.8 Landfill Consented Volume: 232,000 Tonnes

Description	Tonnes Deposited July 2016	Tonnes Deposited Aug 2016	Tonnes Deposited Sept 2016	Tonnes Deposited Oct 2016	Tonnes Deposited Nov 2016	Tonnes Deposited Dec 2016
Deposited to Date	1727,293.78	173,114				
WDC Bags Collected	1.95	1.94				
Total over Weighbridge	806.91	890.68				
Less Diverted Recycle	-21.53	30.40				
Less Stock out Gate	-28.33	42.03				
Total To Landfill	759.00	820.19				
Tonnage Space Available	59,706.22	58,886.03				

6.9 Recyclables

6.10 Diverted recyclables = ~~21.53~~30.40 tonnes

6.11 Capital Projects

Description	Estimate / Budget	Actual July 2016	Actual August 2016	Actual September 2016	Actual October 2016
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20		
High Wall Safety Work	\$51,600.00	\$49,643.64	\$49,643.64		
Recycling Shed	\$50,000.00	\$2,348.70	\$2,348.70		

6.12 There have been no changes in capital expenditure since October 2015.

6.13 Development of the Cell 3

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

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

6.16 High Wall Shaping

6.17 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.

6.18 Some remedial work has been identified during a recent assessment of the High Wall at the Te Kuiti Landfill.

6.19 WDC has obtained the services of a local contractor to clean out the existing v-drain structure and to remove a large rock which caused a major concern and posed a significant risk.

6.20 Recycling Shed

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

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

6.23 Bi-Annual Waste Audit

6.24 In accordance with MFE requirements the Solid Waste section has carried out an audit of collected Kerbside refuse. The audit was carried out in two phases.

6.25 Phase one was carried out on Friday 8 July when the team sifted and audited 20 kerbside collected bags and recycling material from the Te Kuiti area.

6.26 Phase two was carried out on Tuesday 12 July when the team sifted and audited 30 kerbside collected bags and recycling material from the rest of the Waitomo District's wards.

- 6.27 As requested by Council at its meeting on 30 August 2016, a revised business paper including methodology detail, actual weight raw data result and impact of the waste audit is contained elsewhere in this Agenda.
- ~~6.27 A full report will be submitted to Council with the methodology, result and impact of the waste audit.~~

Suggested Resolution

The Progress Report: Solid Waste Activity be received.



KOBUS DU TOIT
GROUP MANAGER – ASSETS

Document No: A328909

File No: 037/020/12B

Report To: Council**Meeting Date: 6 October 2016****Subject: Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport**

1 Purpose of Report

1.1 The purpose of this business paper is –

- To brief Council on the implementation of the Work Plan for the Land Transport activity as contained in Year One (2015/2016) of the 2015-2025 Long Term Plan (LTP)
- To establish a framework for monitoring the ongoing implementation of the 2015-25 LTP as part of the Road Map Work Programme.

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

- 1 Purpose of Report
- 2 Local Government Act S.11a Considerations
- 3 Risk Considerations
- 4 Introduction
- 5 Background
- 6 Rooding Subsidies
- 7 2016/2017 Maintenance Expenditures Budget
- 8 Road Safety Promotion
- 9 2015/2016 Operating Expenditure
- 10 2015/2016 Capital Expenditure
- 11 Summary of Network Issues
- 12 One Network Road Classification (ONRC)
- 13 RATA (Road Asset Technical Accord)
- 14 Streetlighting (LED)
- 15 The Road Maintenance Contract – Progression Report

2 Local Government Act S.11a Considerations

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

3 Risk Considerations

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

4 Introduction

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

5 Background

- 5.1 The scope of Land Transport activities in the Waitomo District is almost entirely related to the roading assets. This includes:

- Roads (excluding state highways),
- Footpaths, bridges,
- Traffic services,
- Street lights

- ~~7-15.2~~ There are no passenger transport services available other than the inter-regional bus connections operating on the state highway network.

- ~~7-25.3~~ 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 Roothing Subsidies

- 6.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy (~~62~~63% FAR rate) for works that meet agreed criteria via the Land Transport Programme.
- 6.2 Commentaries detailing progress on activities currently subsidised by NZTA in the ~~2015/2016~~2016/17 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2012-22 LTP due to transfers from one budget to another as required.)

7 2016/2017 Maintenance Expenditures Budget

- 7.1 The available Maintenance -budget for 2016/17~~7~~ is \$5,225,000 (excluding Loss on Asset Disposal) but including the total Road Safety Promotion budget of \$120,000 (The corresponding NZTA budget is \$130,000, which is the budget used for the ~~current~~ driver training program ~~currently being set up~~).

8 Road Safety Promotion

8.1 Introduction

- 8.2 Waitomo DC and Otorohanga DC are working together on this activity and share the allocated budget.
- 8.3 The Road Safety Promotion activities for 2015-18 are guided by the NZTA/Waikato Bay of Plenty Investment section.

8.4 At present there is no Road Safety coordinator for the Waitomo District Council. The Road Safety Action Plan ~~for the 2015/16 year~~ is **on hold** until a replacement or other option is in place. Otorohanga District Council has obtained the temporary use of a Road Safety Coordinator for specific activities they were committed to.

8.5 **Road Safety Funding**

8.6 The Road Safety Promotion activity started out at a higher FAR-rate funding than the rest of the NZTA funding. It started at 100% and was reduced each year until from 1 July 2015 it is at the WDC standard FAR rate (~~6263%~~ for ~~2015-16~~2016/17, but changing each year if the FAR rate changes). It is noted that the ODC FAR rate is ~~56% for 2015/16~~not the same as for WDC.

8.7 **Historic Outcomes Targeted**

8.8 The work used to be based on the following targets (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, wrist-bands, 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 Safe'T'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	

8.9 **Future Situation**

- 8.10 Because the changes in the FAR funding rate required a higher local share, it was deemed opportune to review the future delivery model options in order to fit a delivery solution to best match the needs of the communities in the two councils.
- The following considerations forms part of this review: To bring all the stakeholders, both agencies and our local community together in developing a delivery plan.
 - To establish stronger governance arrangements in developing programmes and in overseeing delivery.
 - Assess opportunities to deliver part of the promotion effort through local providers and to target our local youth in particular.
 - Assess opportunities to use a grants funding arrangement to encourage both local community engagement and targeted grass roots delivery.
- 8.11 WDC and ODC have indicated a preference to continue working together on a joint ODC/WDC community delivery model. The WDC's stated focus is on young driver training. The other targets (as described above) are of very low priority in that context. ODC supports the primary focus, but has indicated that they would still want to also fund some other targets besides the young driver training. They may also opt to add some discretionary funding to help fund their targets. A proposed program is under development to submit to the NZ Transport Agency for approval. The objective at this stage is to develop a 3-year program that includes a primary focus on young driver training outcomes.
- 8.12 The proposal ~~is currently being~~was developed by a joint WDC and ODC team, ~~assisted by . The latest meeting was held on 18/04/2016 and~~ Hillary Karaitiana - the Social Sector Trials manager ~~attended and informed the group about important considerations and also. Also of note is that~~ the NZTA, who had appointed a consultant to assist them with this programme. His name is Kevin Collins. ~~A draft proposal is under development and is being discussed with Kevin Collins.~~
- 8.13 The primary objective is to reduce road accidents by creating the best practice model for driving training in rural New Zealand towns. The working group for this exercise ~~is was~~ Kobus du Toit, Johan Rossouw, Helen Beaver, Donna MacDonald and ~~chaired by~~ Roger Brady. Sign-off ~~will be~~was given by the executive group consisting of Chris Ryan, Brian Hanna, Max Baxter and Roger Brady.
- 8.14 ~~This working group has had several meetings over the last three months and the draft proposal has been presented to Kevin Collins of the NZ Transport Agency. Kevin Collins has sent an update dated 20 May 2016 to confirm a meeting for 2 June 2016 with the working group to discuss and decide further details in order to submit the completed proposal to NZTA by mid June. WDC and ODC will then have to put an updated activity plan into TIO from 1 July 2016, complete the evaluation of this year's program on the current activity plan and collaborate with NZRTA on some media releases about the programme.~~
- 8.15 The working team has finalised ~~aan proposal to~~agreement with the Te Kuiti Community House and ~~is awaiting~~has obtained a signed Service Delivery Agreement from them, which ~~will then be considered~~was accepted by WDC and ODC ~~for formal acceptance.~~

9 ~~2015/2016~~2016/17 Operating Expenditure

9.1 Budget Update

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

DESCRIPTION OF SERVICE	CURRENT WDC BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Maintenance Expenditures (excluding Loss on Asset Disposal)Total Maintenance Expenditures (excluding Loss on Asset Disposal)	\$5,225,552 \$5,225,552	677,124.66 365,388.06	Expenditure to date = 13.0% Expenditure to date = 7.0%
Road Safety Promotion 431 - 433Road Safety Promotion 431-433	\$120,000 \$120,000	21,666.66 -	Currently under re-evaluation. Currently under re-evaluation.
Emergency First Response 106 (GL = 730 31 715)Emergency First Response 106 (GL = 730 31 715)	\$180,000 \$180,000	85,638.24 36,053.63	Works done under this category include trees blown down over roads and slips. Works done under this category include trees blown down over roads and slips.
Environmental Maintenance 121Environmental Maintenance 121	\$300,000 \$300,000	96,185.27 54,166.55	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. 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 FacilityEnvironmental Maintenance 121 For Stock Effluent Facility	\$30,000 \$30,000	79.53 34.31	Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies. Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level CrossingsLevel Crossings	\$15,000 \$15,000	589.30 266.40	As required by Kiwi rail As required by Kiwi rail

DESCRIPTION OF SERVICE	CURRENT WDC BUDGET	EXPENDITURE TO DATE	COMMENTS
RBU Unit Costs RBU Unit Costs	\$719,440 \$719,440	118,147.30 76,256.66	Salaries, overheads and some consultant fees Salaries, overheads and some consultant fees
Routine Drainage Maintenance 113 Administration Services for Rooding	\$380,000 \$578,112	64,454.01 \$15,523	The bulk of these costs were from Water table maintenance and Culvert maintenance. New item in budget to report on?
Sealed Pavement Maintenance 111 Routine Drainage Maintenance 113	\$1,400,000 \$380,000	123,318.38 32,930.28	Pre-reseal works and general sealed pavement maintenance. The bulk of these costs were from Water table maintenance and Culvert maintenance.
Structures Maintenance 114 Sealed Pavement Maintenance 111	\$133,000 \$1,400,000	43,223.44 69,124.37	Routine maintenance on guardrails and bridge decks. Pre-reseal works and general sealed pavement maintenance.
Traffic Services Maintenance 122 Structures Maintenance 114	\$50,000 \$133,000	5,907.68 24,835.05	District wide maintenance of Signs and road furniture. Routine maintenance on guardrails and bridge decks.
Street Lights Maintenance 122 Traffic Services Maintenance 122	\$320,000 \$50,000	37,058.21 2,807.74	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. District wide maintenance of Signs and road furniture.
Unsealed Pavement Maintenance 112 Street Lights Maintenance 122	\$1,000,000 \$320,000	65,334.06 17,273.28	Re-metalling of unsealed roads. 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.
Asset Management Plans Unsealed Pavement Maintenance 112	\$0 \$1,000,000	\$0 \$36,117.21	As required every 3 rd year. Re-metalling of unsealed roads.
Minor events: NZTA Budget			
Administration Services for Rooding	\$578,112	\$15,523	New item in budget to report on?
Asset Management Plans	\$0	\$0	As required every 3 rd year.

9.3 **Spending and Budgeting Advisory**

- 9.4 In general, it is of note that the current budget falls within the 3-Year GOP budget grouping of 2015/16 to 2017/18. This means that the NZ Transport Agency allows flexibility in the budget so that funding can be carried over between the different financial years.
- 9.5 Due to the reasons explained above, the intention is that the ~~bulk balance~~ of the ~~current 2015/16~~ budget for Road Safety Coordination will be carried over to the ~~next 2016/17~~ financial year. The expectation is that only about ~~\$30,000~~ \$90,000 of the current \$120,000 budget will be ~~spent by ODC~~ carried over.

- 9.6 The current budget for Emergency First Response is \$180,000 and we expect to spend up to about \$240,000 by the end of this financial year based on historic requirements.
- 9.7 Current budget for Environmental Maintenance is only \$300,000 and we expect to spend up to about 560,000 by the end of this financial year due to the reason that works that previously qualified under Emergency works, now has to be done under this category. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance and any available Emergency funds.
- 9.8 The current budget for Stock Effluent is \$30,000 and we expect to spend up to about \$45,000 by the end of this financial year due to the fact that ~~this is the first year that this facility is in operation.~~ There are more trucks are using this facility than anticipated. The Regional Council contributes a maximum of \$15,000 to this and NZTA pays the FAR rate on the full amount. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 9.9 The current budget for Level Crossings is \$15,000 and we expect to spend up to about \$27,000 by the end of this financial year due to Kiwirail costs for repairs which they pass on. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 9.10 The current budget for Routine Drainage Maintenance is \$380,000 and we expect to spend up to about \$395,000 by the end of this financial year due to having to do more culvert cleaning. The shortfall will be funded from the unspent portion of other maintenance categories like Structures Maintenance and Unsealed Pavement Maintenance.
- 9.11 The current budget for Sealed Pavement Maintenance is \$1,400,000 and we expect to spend up to about \$1,400,000 by the end of this financial year.
- 9.12 The current budget for Structures Maintenance is \$133,000 and we expect to spend up to about that amount on this activity by the end of this financial year.
- 9.13 The current budget for Street Lights is \$320,000 and we expect to spend up to about that amount on this activity by the end of this financial year.
- 9.14 The current budget for Unsealed Pavement Maintenance is \$1,000,000 and we expect to spend up to about \$800,000 by the end of this financial year due to lower maintenance requirements and to allow for a. ~~This balance to~~ will be used to fund other maintenance categories.

10 ~~2015/2016~~2016/17 Capital Expenditure

- 10.1 The available Capital budget for 2016/17 is ~~\$5,680,000~~\$6,500,000 (excluding including the budget of \$820,000 for Emergency Projects).
- 10.2 It should be noted that the although ~~The~~ Emergency Projects budget ~~is excluded as although it~~ is fully subsidised, there are several conditions for this subsidy and the NZTA does not allocate a specific budget for the Emergency Works category. NZTA allows for subsidy of such projects as and when they are approved upon applications received on a case by case basis for "qualifying" events.

- 10.3 The **combined** budget of ~~\$351,458~~\$345,000 for Minor Improvements is included here, **but is noted that this is separately grouped under the NZTA budget.** Also included, are the two budgets for the Maraeroa Road Seal Extension (\$505,000) and the Oparure Road Retaining Structure (\$380,000), but we have not received separate funding for these two projects from NZTA and unless that is received, these projects will have to be sharing NZTA FAR rate from other capital budgets. Carry over budgets may be available for this.
- 10.4 There are a number of mismatches between the WDC budget items compared with the NZTA categories. In some cases the NZTA has changed the description slightly or the budget is different. This has occurred due to the fact that the WDC budgets were finalised more than six months before NZTA finalised its budget.
- 10.5 The over expenditure of some sub-categories in this Capital expenditure budget is balanced for by under expenditures on other Capital expenditure sub-categories.
- 10.6 A separate report to Council serves to report progress details on the Major Capital Works projects.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures (excluding Capitalisable Overheads) Total Capital Expenditures (excluding Capitalisable Overheads)	\$6,500,000 \$5,680,000	271,520.71 223,843.86	Expenditure to date = 3.5% Expenditure to date = 3.9%
Minor Safety Improvements 341Minor Safety Improvements	\$240,000 \$240,000	40,039.52 33,884.40	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc. Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc.
Preventative Maintenance 241Preventative Maintenance 241	\$250,000 \$250,000	- -	Oparure Retaining Walls: only the investigation and design work was completed during this financial year and the construction work is planned to be phased over two years. Oparure Retaining Walls: only the investigation and design work was completed during this financial year and the construction work is planned to be phased over two years.
Associated Improvements for Renewals 231 Associated Improvements for Renewals 231	\$80,000 \$80,000	- -	In association with Rehabs or other projects. In association with Rehabs or other projects.
Drainage Renewals 213Drainage Renewals 213	\$400,000 \$400,000	31,552.60 27,673.80	Upgrading of Network wide drainage issues. Upgrading of Network wide drainage issues.
Minor Improvements 341 Minor Improvements 341	\$105,000 \$105,000	- -	In association with other projects. In association with other projects.
Pavement Rehabilitation 214Pavement Rehabilitation 214	\$1,400,000 \$1,400,000	87.50 87.50	The annual Pavement Rehabilitation Contract. The annual Pavement Rehabilitation Contract.
Sealed Road Surfacing 212Sealed Road Surfacing 212	\$1,300,000 \$1,300,000	122,940.06 122,940.06	The annual Reseals Contract is now part of the new Maintenance Contract. The annual Reseals Contract is now part of the new Maintenance Contract.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Structures Components Replacement 215 Structures Components Replacement 215	\$300,000 \$300,000	7,715.32 3,146.48	Annual replacing of structural bridge components on various bridges. Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222 Traffic Services Renewals 222	\$120,000 \$120,000	2,215.30 1,695.04	Annual Traffic Signs replacement and the District wide Line. Annual Traffic Signs replacement and the District wide Line.
Unsealed Road Metalling 211 Unsealed Road Metalling 211	\$600,000 \$600,000	66,489.16 33,979.08	Unsealed Road Metalling is done under the Maintenance Contract. Unsealed Road Metalling is done under the Maintenance Contract.
Emergency Reinstatements Projects 141 Emergency Reinstatements Projects 141	\$820,000-	43.75 -	To be prioritised as they may happen. To be prioritised as they may happen.
Maraeroa Rd Seal Extension Maraeroa Rd Seal Extension	\$505,000 \$505,000	0	New item in budget to report on New item added
Structures Maint - Oparure Rd Ret Wall	\$380,000	437.50	New item in budget to report on
Structures Maint - Oparure Rd Ret Wall	\$380,000	-	New project added

11 Summary of Network Issues

- 11.1 Kawhia Harbour Road Slip Sites: - Thirteen Slip sites have been identified along this section of road. All but two of them consist of both Underslips/Washouts on the lagoon side and Fretting/Over slips on the opposite side. These sites have been inspected and measured up and prioritised. Mass concrete blocks have been installed along some sections of the over slip sites in order to reduce the effects of continuing fretting from the cutting side. Further sections will be completed over time as funding allows. This method is proving to be effective in reducing the problem of small rocks and stones landing on the road with risk to the traffic. A work programme has been compiled, subject to Consent approval from WRC and Iwi consultation and is reported under the Major Capital Works Report.
- 11.2 Extreme weather over the last few summers resulted in an increased ~~of~~ expenditure on our unsealed roading network due to more frequent pavement repairs, lost aggregate and dust. This ongoing work is now ~~starting to show~~ ~~resulting showing~~ improvement in the general condition of unsealed roads.
- 11.3 Hazardous trees ~~are becoming~~ ~~are a regular~~ ~~an~~ -issue on many roads. These are dealt with under the emergency reaction budget. Work is ongoing.
- 11.4 The new Road pavement rehabilitation program is in the planning phase and further detail is reported under the Major Capital Works Report.
- 11.5 The Totoro Road pavement rehabilitation of Phase 2A is planned for this financial year, while Phase 2B is deferred to the next financial year due to consent issues and additional funding requirements. This work is reported under the Major Capital Works Report. (The Phase 1 section of Totoro Road pavement rehabilitation was completed in 2014/15.)
- 11.6 The structural Bridge Maintenance Contract is completed for last financial year and the new project is in planning phase.

- ~~11.7 The Kumara Road underslip repair project is completed and is reported under the Major Capital Works Report.~~
- 11.7 Some of the capital projects (Mangatoa Rd slip, Te Waitere Rd underslip, Taharoa Rd subsidence) have been started only up to the phase of survey and concept Design and is reported under the Major Capital Works Report. Funding balances will be carried over -as applicable.
- 11.8 As previously reported, it has transpired that the previous Maintenance Contractor – Downer, has not completed the cleaning of all the storm water culverts under roads as part of their contractual requirements. Subsequent inspections have revealed 107 (priority one) blocked culverts, which is now being cleaned by the incumbent contractor, Inframax. This work is being done on day rates and the final cost is unsure as the amount of work required to clean these culverts can vary from about one hour to several hours per culvert. Careful record keeping is in place to record this. This work has commenced and is expected to carry on over the winter months as long as required. The budget impact may be significant and at the moment is estimated at around \$170,000 according to an estimate by ICL. A second batch of (priority two) culverts is also blocked and is under consideration for cleaning after the priority one group is completed.

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.
- The first element is classifying roads into categories based on their function in the national network. This was completed in December 2014.
 - The second element is the Customer Levels of Service (CLoS), defining the “fit for purpose outcomes” for each category in terms of mobility, safety, accessibility and amenity.
 - The third element is the development of the performance measures and targets, which effectively determine how the categories and customer levels of service translate into specific maintenance, operational and investment decisions.

- 12.4 The process of applying performance measures to our network, meanwhile, is underway. WDC will need to consider the ONRC CLoS and performance measures when applied in the local context to the network, and assess current performance in relation to the REG provisional targets.
- 12.5 Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.
- 12.6 A number of required actions have been identified over the coming three year period to ensure that the ONRC is embedded fully by 2018. This is in line with the expectation from REG that all funding applications for the 2018-2021 National Land Transport Plan will be based on a fully implemented ONRC - enabling investment in outcomes that are consistent and affordable throughout the country. The actions identified to be relevant for WDC have been documented into a preliminary "Transition Plan".
- 12.7 **Financial Status**
- 12.8 As evaluated there are no specific financial implications on the current budget other than an administrative cost for managing this transition process. We are in the process to measure this additional time requirement.
- 12.9 The regional roading collaboration for strategic asset management (RATA Road Asset Technical Accord) is supporting the work being undertaken to implement the ONRC within the Waikato. Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience, Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance measure outcomes, are anticipated as being completed by RATA with support from each participating Council.
- 12.10 **Assessment of Significance and Engagement**
- 12.11 The issues discussed in this report have a medium degree of significance because this work will affect the delivery of future levels of service on the roading network. Community feedback will be gauged as a part of embedding the ONRC into the strategic and tactical asset management planning and delivery. The purpose of the ONRC is to develop consistent levels of service across the country. This will have to be communicated with the public in order to manage expectations. The final LoS may or may not be affordable or appropriate when applied in the local context.
- 12.12 **Maintenance and renewing sealed pavements under ONRC**
- 12.13 The customer focused service levels of the ONRC require a modified approach to traditional asset management if they are to be delivered effectively and efficiently. This is because they focus effort on customers and outcomes and not on outputs, requiring outputs to be sufficient to minimise long term life cycle costs and meet service level targets.
- 12.14 The One Network Road Classification framework has customer levels of service related to:
- Effective access
 - Pavement safety
 - Ride comfort, and
 - Cost effective provision.

- 12.15 The level of service targets and performance measures essentially require that there should be no pavement defects that, at the operating speed :
- Impede access
 - Are unsafe
 - Are uncomfortable
 - and that Maintenance and renewal of the surface and pavement should be cost effective and efficient.

13 RATA (Road Asset Technical Accord)

- 13.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over roading expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.
- 13.2 WDC is participating in the RATA Multi-Party Data Collection contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as ~~with the one~~two additional Services, namely ~~of~~ Footpath Condition Rating and Traffic Counting.
- ~~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. It is 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 could affect the usefulness of that effort.~~
- ~~13.4 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~~
- 13.3 The RAPT report (report on road maintenance and renewal practices across the region) was **first** made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation. A new RAPT Tour is scheduled for ~~13~~ October ~~2015-2016~~ 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.
- 13.4 In February 2015 a Road Asset manager's forum was formed under the auspices of RATA. The group is meeting once month to discuss RAMM, ONRC Transition Planning, ONRC Performance Measures (the Customer Outcome Measures, Technical Outcome Measures and Cost Efficiency Measures) and the Transition Plan. Monthly meetings are scheduled to share developments and learning about

a range of topic including Seal age, ONRC, Forward Works Programmes, treatment selection decision making, Data use in asset management and RAMM.

- 13.5 WDC ~~will take~~ **has now taken** up the RATA managed traffic counting program ~~in future~~. This work is currently contracted to BECA. BECA has prepared program to include a list of specific sites that WDC requires to include quarry and logging sites.
- 13.6 The Business Case methodology, which the NZTA now requires the new Activity Management Plans to be prepared by mid 2017, is currently a main focus at RATA to develop understanding and best practice.
- 13.7 RATA has also sent an e-mail outlining Waitomo DC's data collection commitments (Attachment No 1) for the years ending 30 June 2017 and 30 June 2018. To note that the invoicing process will be different from 1 July 2016. The total expected commitments will be billed quarterly in four equal instalments with the first invoice ~~being~~ issued in July. At the end of the year there will be a wash up resulting in either an additional invoice or a credit.
- 13.8 A new Multi Party Funding Agreement for the next 3 Year is now in place.

14 Streetlighting (LED)

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

15 The Road Maintenance Contract – Progression Report

- 15.1 The new maintenance contract started on the 1st of October 2015 with the entered agreement between Inframax Contractors Limited and Waitomo District Council.
- 15.2 The maintenance contract has been divided into 24 maintenance zones. The zonal maintenance work to give an equal distribution of ratepayer funding to the entire roading network. This ensures that there is a measure of attention given to general maintenance of the entire network
- 15.3 An annual routine (zonal) road maintenance programme is based on two complete maintenance cycles of the entire network per year.
- 15.4 Monthly routine maintenance programmes will be drawn from 24 roading zones of approximately 40km each (sealed and unsealed) based on geographical sequence and asset planning data.
- 15.5 Full compliance with all the zonal requirements was not achieved (the target threshold performance scores for October and November were not met.) The main issues being the new zonal requirements for full compliance rather than the historical general physical works outcomes. The indication so far is that the new zonal format is resulting in an improving outcome on the whole.
- 15.6 The contractor term sits at the nine month mark (by end of June 2016) and the evaluation to assess progress and performance levels is ongoing. The new minimum performance level standards for the first four consecutive months have not been achieved. The technical performance in executing works is mostly acceptable, but an administrative issue such as late submission of programs and reports is a frustration. The start of the new form of contract (first six months period) was a settling in period for many new requirements and the first six months scores are not counted for the initial (Two years and six months) evaluation period. The target is a minimum average score of 400.
- 15.7 The Contractor has achieved an improved evaluation score over the last months. An average score of 400 over the next two and a half years will be required in order for the Contractor to qualify for an extension to the Contract term. The performance score for June 2016 is 410. They have caught up on the zonal works program and their Service Requests achievements have improved in terms of significantly reducing the number of overdue items. Some issues are still to be improved on, for example the safety maintenance of paved sidewalks, the depth control maintenance of side drains, etc.

15.8 The monthly scores were as follows:

October 2015	305
November 2015	315
December 2015	330
January 2016	325
February 2016	355
March 2016	385
April 2016	400
May 2016	400
June 2016	410
July 2016	410
August 2016	(Not finalised yet)

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

Suggested Resolution

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



KOBUS DU TOIT
GROUP MANAGER – ASSETS

September 2016

Document No: A329448

Report To: Council



Meeting Date: 6 October 2016

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

Type: Information Only

1.0 Purpose of Report

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

2.0 Background

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

- 2.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

- 2.3 Wastewater networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

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

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

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

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

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

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

2.6 **Capital Works**

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

2.8 **Water Rates and Charges**

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

3.0 **Commentary**

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

~~3.2 The Health (Drinking Water) Amendment Act 2007 amended the Health Act 1956. This marks a milestone in New Zealand in that, for the first time, all water suppliers have a duty to ensure their water is safe to drink.~~

~~3.3 Drinking water supplies must meet the standards as set out by the Drinking Water Standards 2005 (Amended 2008).~~

~~3.4 These Standards are to ensure a minimum safe standard for drinking water, appropriate for the level of population and compliance with statutory monitoring requirements.~~

~~3.5 **Treatment Process and Log Reduction**~~

~~3.6 The supply of treated drinking water is a process that takes place from the abstraction from the source through to the final consumption. To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.~~

~~3.7 There are 3 dominant levels of potential contaminants that may cause harm to public health, namely:~~

~~3.7.1 Protozoa with the standard organism determining the level of treatment being Cryptosporidium.~~

~~3.7.2 Bacteria with the standard organism determining the level of treatment being Escherichia Coli (E.Coli).~~

~~3.7.3 Pollutants that occur with specific treatment for the type of environmental, chemical or other pollutants.~~

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

related to the percentage of the protozoa the process can remove, by the expression:

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

~~3.8 The Drinking Water Assessor appointed by the District Health Board assigns the Log Credits after an assessment is made of the raw water source and abstraction location.~~

~~3.9 The level of treatment is determined by the Log Reduction required with resulting Credits obtained to assign a score to the treatment barriers provided.~~

~~3.10 Treatment processes range from:~~

~~3.10.1 Bores — secure, interim and non-secure.~~

~~3.10.2 Coagulation / flocculation — chemical treatment to settle out heavier contaminants by attracting particles together for easier removal.~~

~~3.10.3 Filtration — this can be through various types of filters with sand being the most common type.~~

~~3.10.4 Disinfection — can either be chemical (chlorine, ozone, etc) or by means of irradiation (ultra-violet light).~~

~~3.10.5 A combination of the above.~~

~~3.11 Each treatment process, or barrier, reduces the risk of harm to public health. To test for the effectiveness of the treatment, the water quality is tested and monitored for compliance both with operational and regulatory requirements. The regulatory compliance results are reported to the District Health Board.~~

~~3.12 The appropriate level of monitoring is determined by the population size of the drinking water scheme. The smaller the population the lower the risk of a major outbreak of disease with a resultant smaller impact. The drinking water schemes in the Waitomo District under Council's control fall in a small scale range:~~

~~3.12.1 Te Kuiti — Minor (permanent population less than 5,000)~~

~~3.12.2 Benneydale — Small (permanent population less than 500)~~

~~3.12.3 Piopio — Small (permanent population less than 500)~~

~~3.12.4 Mokau — Small (permanent population less than 500)~~

~~3.13 The DWS NZ prescribe the number, frequency and maximum period of days between sampling for various compliance criteria. The test has to be performed to strict standards at an accredited laboratory. WDC currently send all compliance samples to Watercare Laboratories in Auckland. Operational sampling is done by means of portable analysers and on-line instrumentation.~~

3.1 **Te Kuiti Water Supply**

~~3.2 In accordance with the DWS NZ, the Te Kuiti water supply is classified as a Minor Water Supply due to Te Kuiti's permanent population being less than 5,000 residents~~ Progress has been made with replacement of the two broken filters. The Manager: Capital Works will report separately on this.

- 3.3 The latest completion progress indicates that the Level 4 Water Restrictions can be lifted mid-November when the last filter pipe work has been completed and the backwash systems have been tested and commissioned.
- 3.4 ~~The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with the potential for associated contaminants and potential disease causing organisms)~~The drinking water supply is regularly tested as reported on in the previous Progress Report to Council and is safe to drink.
- 3.15 ~~The Te Kuiti water treatment process involves the following treatment processes:~~
- 3.15.1 ~~Abstraction — This occurs through 4 electric pumps with intake screening to eliminate larger objects from fouling the pump intakes. The pumps are controlled manually to the demand at the time.~~
- 3.15.2 ~~Chemical dosing — The treatment process makes use of coagulation and flocculation chemicals to clump together in larger particles that settle out in the clarifiers. Chemicals being used include Aluminium Sulphate, Poly Aluminium Chloride, and a poly electrolyte additive.~~
- 3.15.3 ~~Sedimentation — The clumped together particles settle out in the 4 clarifiers.~~
- 3.15.4 ~~Filtration — There are 4 sand filters that remove any floating particles and any floc carried over from the clarifiers.~~
- 3.15.5 ~~Disinfection — This is by means of chlorine dosed into the Contact Tank (Reservoir) at the WTP where it has to remain for a minimum time to properly disinfect the water through "contact time".~~
- 3.15.6 ~~Aesthetically the water is also dosed with Activated Carbon to reduce taste and odour from the treated water.~~
- 3.15.7 ~~The water chemistry is also adjusted for pH by means of Caustic Soda.~~
- 3.16 ~~At this time, the water treatment process cannot comply with the standard set for the Log 4 requirement due to a technicality (each water filter within the TKWTP (4) must be fitted with its own turbidity meter). Currently there is only one turbidity meter to measure the operation for the four filters, resulting in technical non-compliance for Protozoa treatment, although the physical barrier for protozoa removal is in place.~~
- 3.17 ~~The Te Kuiti Water Treatment Plant upgrade project will address this in that each filter will have a separate turbidity meter. In addition the upgrade will introduce an additional contaminant barrier through the introduction of Ultra Violet disinfection to ensure protection for Protozoa contamination.~~
- 3.18 ~~The Te Kuiti treated reticulation water supply conforms to bacteriological disinfection compliance.~~
- 3.19 ~~The Te Kuiti water supply has been confirmed safe to drink and the supply is continuously monitored for compliance utilising on-line analysers for direct compliance reporting.~~
- 3.20 ~~More sampling is done than the minimum required by the DWS NZ to manage any potential risk as a result of potential failure of one of the treatment processes.~~

~~3.21—A Level 4 Water Use Restriction is being maintained during the filter repair work resulting from the crack in the filter wall to allow a measure of control over consumption.~~

3.5 Te Kuiti Wastewater

~~3.6 The very heavy, persistent rain during June and July has seen an increase in the inflow and infiltration of storm water into the sewer reticulation to the Te Kuiti Waste Water Treatment Plant. Te Kuiti Pump Station is located along the Mangaokewa River bank on the northern side of Te Kuiti at the green space.~~

~~3.7 Several minor overflows were recorded and the Waikato Regional Council was informed. Environmental sampling was undertaken by an independent, accredited laboratory. Although no overflow occurred, both pumps had to be removed from service and spare pumps installed due to faults. A vacuum sewer truck was on standby to remove any excess sewer.~~

~~3.8 The pump station was restored to full service without any overflows. The overflows had a negligible affect on the receiving river environment due to the high flow in the Mangaokewa River and the resulting dilution.~~

~~3.9 Treated waste water discharge from the Te Kuiti Waste Water Treatment Plant complies with the Waikato Regional Council Discharge Consent. This will be reported on separately.~~

~~3.26—There was a major overflow of the Oxidation Pond on 4 August. WRC was informed of the event.~~

~~3.27—Accumulated storm water had to be released as the volume exceeded the available storage capacity. This volume was partially treated (oxidation pond) and also aerated prior to release.~~

~~3.28—Environmental sampling was again carried out with results showing a negligible impact on the receiving environment due again to the dilution in a high flowing Mangaokewa River, short retention from the flow path and partial treatment of the water.~~

~~3.29—The inflow and infiltration (I & I) of storm water entry into the piped sewer network is being addressed with pipe and manhole replacement of deteriorated assets, repairs to existing assets and upgrading of capacity of under performing assets.~~

~~3.30—Since the beginning of 2013, the I & I volume has been reduced from a high of 15,000m³ (one day) to a figure of below 8,000m³ per day currently during heavy rain events.~~

~~3.31—The Te Kuiti WWTP Discharge Consent limits the treated waste water discharge to the receiving environment to 7,000m³ per day. However, during times of high intensity rain events, the available oxidation pond storage is exceeded.~~

3.32 Te Kuiti Stormwater

~~3.33—The Stormwater reticulation network is designed for 1 in 2 year rainfall events.~~

~~3.34—During the recent spell of very heavy, persistent rain fall there were no issues with the Te Kuiti storm water system.~~

~~3.35—No flooding incidents occurred during the reporting period.~~

3.10 Piopio Water Supply

- 3.11 ~~The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease-causing organisms)~~ There have been no issues with the Piopio water supply and the water is safe to drink as reported also in the Progress Report to Council last month.
- ~~3.38 The Piopio Water Supply is classed as a Small Water Supply.~~
- ~~3.39 The Piopio WTP employs the following treatment processes:~~
- ~~3.39.1 Abstraction — The single electric pump has a screen that prevents large objects from being sucked up.~~
- ~~3.39.2 Chemical dosing — A coagulant is introduced into the supply stream to coagulate the suspended particles together into larger clumps that can settle out in the clarifier.~~
- ~~3.39.3 Sedimentation — A cross-flow clarifier allows the larger clumped particles to settle out.~~
- ~~3.39.4 Course filtration — A course filter removes any larger floc and floating debris that comes from the clarifier prior to being pumped through the membrane filter.~~
- ~~3.39.5 Ultra Filtration — A membrane type ultra filtration unit removes any suspended particles from the water down to a size including virus and protozoa.~~
- ~~3.39.6 Disinfection — disinfection is by means of chlorine dosing and the required contact time in the WTP reservoirs.~~
- ~~3.40 Piopio's treated reticulation water supply complies with the Log 4 treatment requirements.~~
- ~~3.41 The filtration process employs an automated backwash cycle that utilizes forced air induction to remove particles from the membrane tubes. This air scour adds significant entrapped air into the turbidity and chlorine analysers that affect the analyser readings.~~
- ~~3.42 Operationally these readings do not adversely affect the plant control. However, these recorded readings were also used for the compliance monitoring that imposes accuracy and time related limits for turbidity and chlorine concentration.~~
- ~~3.43 This resulted in several non-compliances recorded for turbidity which meant that the Piopio WTP was deemed to have failed to provide a barrier against the risk of protozoa compliance.~~
- ~~3.44 The decision was taken to change from continuous compliance monitoring through the on-line analysers for compliance monitoring to manual monitoring with E.Coli testing in terms of the DWS.~~
- ~~3.45 Both the residual chlorine and bacteriological sampling is carried out in accordance with the requirements of the Drinking Water Standards 2005 (Amended 2008).~~
- ~~3.46 The Piopio treated reticulation water supply is compliant with the bacteriological requirements and is safe to drink.~~

3.12 Piopio Wastewater

3.13 The Piopio Waste Water Treatment Plant Discharge Consent requires that the Ammoniacal Nitrogen levels remain below 10 mg/l throughout the year.

3.14 ~~Reduction in Ammoniacal Nitrogen is achieved through bacteriological activity that relies on alkalinity, temperature and oxygenation/de-oxygenation~~It was reported at the last Council meeting that the Ammoniacal Nitrogen levels exceeded the Waikato Regional Council discharge limits-.

~~3.50 During the winter months the temperature falls below the threshold and Ammoniacal Nitrogen levels rise due to a reduction in the nitrogen conversion potential of the bacteria that become less active. This rise in Ammoniacal Nitrogen levels can be managed by dosing with Soda ash to increase the denitrification process~~Dosing of soda ash was started and this proved beneficial for the process with the -

3.15 ~~There was one Ammoniacal Nitrogen level exceedance during this reporting period without compromise of the discharge consent (due to a 90 percentile compliance provision in the consent conditions).~~

3.16 The situation is still closely monitored.

~~3.53 The Waste Water Discharge is also limited to 135m³ per day.~~

~~3.54 This was exceeded twice due to the heavy, persistent rain and flooding of low lying areas where the on-site tanks are located. The tank lids are sealed by means of a rubber gasket to prevent occasional inundation. The heavy, persistent rain caused prolonged submersion of the lids.~~

~~3.55 The volume of inflow exceeded has been reduced significantly to a level that the exceedance is small compared to previous years.~~

3.17 Benneydale Water Supply

3.18 The water source was assessed to require treatment to Log 3 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms).There were no problems with the Benneydale water supply.

~~3.58 The Benneydale Water Supply is classed as a Small Water Supply.~~

~~3.59 The current configuration of the treatment process does not allow this Log reduction to be achieved. These are:~~

~~3.59.1 Intake Screen The water is gravity fed into the treatment plant through a screen that prevents large objects from entering.~~

~~3.59.2 Settling The abstracted water is allowed to settle (without chemical assistance currently) before flowing over into the Adsorption Clarifier.~~

~~3.59.3 Clarification The adsorption clarifier is a sand filtration unit comprising a larger headroom than conventional sand filters. The suspended particles that have not settled out in the settling tanks are further retained in the sand media.~~

~~3.59.4 Diatomaceous Earth (DE) Filter The DE filter has fossilized Diatoms that act as filter media with microscopic pores that further retain suspended particles.~~

~~3.59.5 Ultra Violet (UV) disinfection The UV reactor kills bacteria and protozoa.~~

~~3.59.6 Chlorine disinfection — Chlorine is dosed to maintain a required minimum residual level for bacteriological disinfection compliance.~~

~~3.59.7 The treated water is stored in a reservoir that also provides the necessary disinfection contact time.~~

~~3.60 WDC is in discussion with the Waikato District Health Board to address certain restrictions that currently prevent the Plants compliance with the required barrier arrangements. These restrictions are technical in nature that prevent log credits being obtained for treatment barriers in place.~~

~~3.61 The Benneydale WTP was continuously monitored for compliance through the on-line analysers. The same analysers are also used to operationally control the plant and this resulted in false non-compliances being recorded.~~

~~3.62 A decision was taken to change from continuous compliance monitoring to manual compliance monitoring for chlorine residual testing and E.Coli monitoring in accordance with the provisions of the WS NZ.~~

3.19 The Benneydale reticulated treated water supply is compliant for bacteriological requirements and is tested safe to drink. All the results from sampling are well within limits

3.20 Benneydale Wastewater

3.21 The Benneydale Waste Water Treatment Plant discharge is compliant with its Resource Consent. Similar to the Piopio Waste Water Discharge Consent limits for Ammoniacal Nitrogen, Benneydale also showed an increase in the concentrations with the limits of 35 mg/l exceeded.

3.22 There have been no incidents for Benneydale. The operators also dosed soda ash here and the results have shown an improvement in the concentration limits.

3.23 Further dosing is required and the operators are monitoring progress.

3.24 Mokau Water Supply

3.25 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms) quality of Mokau is good and within limits of the Drinking Water Standards as described in the Progress Report to Council last month.

~~3.68 The Mokau Water Supply is classed as a Small Water Supply.~~

~~3.69 The current WTP configuration and treatment process is as follows:~~

~~3.69.1 Inlet Screen — The newly constructed raw water storage dam gravity feeds to the WTP after passing through a screen to prevent larger objects from reaching the adsorption clarifier.~~

~~3.69.2 Adsorption Clarifier — The adsorption clarifier is similar to that in Benneydale. The sand media removes suspended particles.~~

~~3.69.3 DE Filter — Similarly to Benneydale the DE filter removes finer suspended particles from the water passing through it.~~

~~3.69.4 UV disinfection — The UV unit kills protozoa and bacteria.~~

- 3.69.5 Chlorine disinfection — Chlorine is dosed to provide residual disinfection once the treated water leaves the WTP for storage in the WTP reservoir where contact time is achieved.
- 3.70 — Although the WTP is currently non-compliant for Log 4 treatment, the plant incorporates both chlorine and Ultra-Violet disinfection treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the plant is not designed for iron removal. This causes the water to be aesthetically being affected by colour, taste and odour.
- 3.71 — However, the water is safe to drink although the treated water can appear to be below standard as a result of the iron settling out in the reticulation.
- 3.72 — The Manager: Water Services is reviewing the treatment process to determine alterations, if required, to bring the WTP to comply with the Log 4 treatment requirements.
- 3.73 — As is the case with Benneydale, Mokau has also been changed to manual monitoring due to the analysers also being used for WTP operational control.
- 3.26 An incident occurred during the weekend of 20/21 August 2016 when out of range Free Active Chlorine (FAC) readings (x2) were identified in the reticulation. On 9 and 10 September 2016 the main arterial pipe burst with a resultant loss of water supply to some sections of Mokau Township.
- 3.27 On Saturday 20 August 2016 the general Mokau area experienced a power failure that affected the Mokau Water Treatment Plant (WTP) operation and SCADA output. These two separate incidents of water main bursts will be reported on in more detail in another report to Council.
- 3.75.1 The Operator on duty was alerted to the SCADA outage and, after verifying that the alert was not a SCADA connectivity issue, responded to find that the WTP had not successfully resumed normal operations. The WTP reservoir was at a low level at the time the Operator arrived on site.
- 3.75.2 The WTP was brought back into normal service and the Operator, in consultation with WDC's Operations Manager, made operational changes to increase the water production. The potential risk was managed by a "shock" dosing of the reservoirs with chlorine.
- 3.76 — On Sunday 21 August 2016 the Operator revisited the WTP and checked the Free Available Chlorine (FAC) levels in the reticulation. The outcome of that check being that it was deemed necessary to carry out another "shock" dose of chlorine and another check was done on the reticulation FAC.
- 3.77 — In addition to chlorine, the WTP has ultra violet disinfection to further protect consumers from potential bacteria and protozoa.
- 3.77.1 On the morning of Monday 23 August 2016, a high chlorine level was noted in the Mokau reticulation. Operators responded and reduced the dosing at the WTP and also flushed the reticulation until it was brought to more acceptable levels.
- 3.77.2 The DWS NZ prescribes a Maximum Acceptable Value (MAV) of 5 mg/l. The value recorded with the WDC Operator's portable equipment being slightly over at 5.3 mg/l prior to flushing.
- 3.77.3 Immediately after flushing the value was reduced to 0.4 mg/l at the furthest sampling point and the WTP reservoir FAC had also returned to 1.4 mg/l.

3.28 Te Waitere Wastewater

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

~~3.80 Compliance Reporting~~

~~3.81 WDC is required to report Resource Consent compliance to the Waikato Regional Council (WRC) in accordance with the conditions that regulate the various Consents. The following Consent Reports, copies of which are attached, have been submitted to WRC:~~

~~3.81.1 Benneydale Water Supply Surface Take (Consent number: 116844)~~

~~3.81.2 Benneydale Waste Water Treatment Plant Discharge (Consent number: 118813)~~

~~3.81.3 Piopio Waste Water Treatment Plant Effluent Discharge (Consent number: 117290)~~

~~3.81.4 Te Kuiti Waste Water Treatment Plant Discharge (Consent number 112639)~~

~~3.81.5 Te Kuiti Waste Water Treatment Plant Non-Compliance Discharge Condition 18 of Schedule A for Storm Water Consent Number 105054~~

~~3.81.6 Te Kuiti Waste Water Manhole Non-Compliance Discharge Condition 18 of Schedule A for Storm Water Consent Number 105054~~

4.0 Capital Projects

1. Water

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade – Pipe Work Installation	\$850,000 (Engineer Estimate - \$737,311 original estimate) plus variations to date \$775,784	August 2015	Work is delayed due to backwash pump issues and the unforeseen filter break down	\$
Water Treatment Plant Upgrade Electrical, SCADA & Telemetry	Tender plus variations \$1,324,379	April 2015	Progress is maintained as civil works progress	\$

2. Wastewater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Te Kuiti River Crossing	\$95,000	November 2016	Tenders received and evaluation in progress.	
Carroll Street Pipe Insertion	\$45,000	November 2016	Tenders received and evaluation in progress	
Nettie Street Pipe Reroute	18,000	November 2016	Tender received and evaluation in progress.	
Benneydale Sewer Rehabilitation	\$35,000	Due to current work load this has been delayed and will be completed before the end of April 2017	One pipe bridge requires repairs and 3 minor faults are to be rectified	\$21,485.00

3. Stormwater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Edwards Street 450 mm	\$80,000	January 2017	Tenders received and evaluation in progress.	\$6,669.22
Hill Street Storm Water	\$42,000	January 2017	Tenders received and evaluation in progress	

Suggested Resolution

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

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

KOBUS DU TOIT
GROUP MANAGER - ASSETS

21 September 2016