



Agenda Council Meeting

**Wednesday 27 April 2016
9.00am**

**Council Chambers
Queen Street
TE KUITI**



NOTICE OF MEETING

A MEETING OF THE WAITOMO DISTRICT COUNCIL IS TO BE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON **WEDNESDAY 27 APRIL 2016 COMMENCING AT 9.00AM**

COUNCIL MEMBERS

Mayor Brian Hanna
Cr Terry Davey
Cr Lorrene Te Kanawa

Deputy Mayor Guy Whitaker
Cr Allan Goddard

Cr Phil Brodie
Cr Sue Smith

A handwritten signature in blue ink, appearing to read "Chris Ryan".

CHRIS RYAN
CHIEF EXECUTIVE

ORDER PAPER

Items of Business

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FILE 1 OF 2

1. Council Prayer

God
Grant us the serenity to accept the things we cannot change
The courage to change the things we can
And the wisdom to know the difference
These things we ask in the name of Our Lord Jesus Christ
Amen
2. Apologies
3. Declarations of Member Conflicts of Interest
4. **9.00am** Deputation: Walking Access Commission (Felicity Brough) 5
5. **9.15am** Deputation: Sport Waikato – 6 Monthly Report 6 – 22
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Items of Business

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4.	Progress Report: Te Kuiti Meat Processors Ltd – Trade Waste Charges and Compliance	14 – 27
5.	New Zealand Transport Agency – Audit Report	To be circulated under separate cover

PLEASE NOTE

1. The business papers attached to this Order Paper set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions **DO NOT** represent Council policy until such time as they might be adopted by Council resolution.
2. This Order Paper may be subject to amendment either by the addition or withdrawal of items contained therein.

Document No: 391001**File No:** 037/042A**Report To: Council****Meeting Date:** 27 April 2016**Subject:** Deputation: Walking Access Commission**Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that Felicity Brough will be in attendance at 9.00am to present to Council on the Walking Access Commission and how it can work with the Council.

Suggested Resolution

The Deputation from the Walking Access Commission be received.

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

April 2016

Document No: 390997**File No:** 400/141B**Report To: Council****Meeting Date:** 27 April 2016**Subject:** **Deputation: Sport Waikato – Six Monthly Report (July to December 2015)****Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that 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.
- 1.2 Attached to and forming part of this business paper is the Sport Waikato Six Monthly Report (July to December 2015).

Suggested Resolutions

The Deputation from Sport Waikato – Six Monthly Report be received.

A handwritten signature in blue ink that reads "H. Beever".

HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

April 2016

Attachment: Sport Waikato Six Monthly Report (Doc 391704)



Sport Waikato Council Reporting

**Waitomo District Council
1 July to 31 December 2015**

District Coordinator – Dede Downs



Sport Waikato Council Reporting

Waitomo District Council - 1 June to 31 December 2015

Vision Everyone out there and active

Purpose To inspire and enable our people to be active and healthy for life through sport, recreation and physical activity

KEY PRIORITY AREAS

<p>HEALTHY ACTIVE LIFESTYLES</p> <p>Physical activity and recreation for health, fun and a lifelong habit</p> <ul style="list-style-type: none"> Increased number, variety and quality of physical activity and recreational opportunities Increased number of people meeting the NZ Physical Activity and Nutrition Guidelines Increased number of people participating in targeted physical and recreational opportunities Increased opportunities for older adults especially over 65 	<p>YOUNG PEOPLE</p> <p>A lifelong involvement in sport, recreation and healthy active lifestyles</p> <ul style="list-style-type: none"> Improved fundamental skills development in children (0-12) Increased number of young people being physically active Increased number of young people participating in all aspects of sport and recreation activities 	<p>COMMUNITY SPORT</p> <p>Strong and capable delivery of community sport</p> <ul style="list-style-type: none"> Strengthened capability of local and regional sport and recreation providers Increased number and quality of trained volunteers in sport and recreation Increased number of adults participating in sport and recreation Promotion and celebration of success in all aspects of sport 	<p>REGIONAL LEADERSHIP</p> <p>A professional organisation providing regional leadership and influence</p> <ul style="list-style-type: none"> Ensure our organisation's sustainability Connect the sector through quality information and communication Engage in regional and national projects of significance Develop and strengthen relationships and partnerships
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KEY OUTCOMES

SPORT WAIKATO WILL ALWAYS:

- Proactively engage and support the aspirations of all Maori and Iwi
- Promote and support accessibility for people with disabilities
- Advocate for opportunities in rural communities
- Recognise and respond to the diversity of our people and the environment
- Promote fair play and positive sideline behaviour



Dede Downs

Sport Waikato

Waitomo District Coordinator

Planning		
Outcome	KPI	Evidence/Measurement
Projects Register	Compile a Projects Register for all initiatives under this agreement. This register will include details of the projects, objectives, key stakeholders, roles, responsibilities, monitoring tools and timelines.	Project Register updated December 2015 – Completed, ongoing.

Communications		
Outcome	KPI	Evidence/Measurement
Contacts Register	Compile a Contacts Register containing contact details for all participating community organisations, groups and schools throughout the Waitomo District.	Contacts Register updated December 2015 – Ongoing.

Participation		
Outcome	KPI	Evidence/Measurement
Reducing barriers and increasing participation in recreation and sport	1) Coordinate and/or support a minimum of eight KiwiSport initiatives in the district - for primary and secondary school aged children.	Assisted various KiwiSport Officers to implement the 2015 plan, with coordination and facilitation of the following: <ul style="list-style-type: none"> • Kiwisport GymSport – The 2015 North King Country GymSport Festival was successfully held in August at the Piopio College gym, coordinated and facilitated alongside KiwiSport and Hamilton GymSport. There were 66 participants and a large number of volunteers, managers and judges. There were a further 15 finalists who represented NKC at Regionals with distinction. Planning began in November to revive the Te Kuiti GymSport Club in 2016 with the aim of increasing 2016 participation. Completed – a very successful event. • KiwiSport Football – The KiwiSport Football Officer worked with the NKCJF committee and volunteers through the winter competition and into the spring. We co-facilitated The Fun

Participation		
Outcome	KPI	Evidence/Measurement
		<p>Football module for young players, five to eight years of age, working closely with the NKCJF committee to recruit and mentor new volunteers. Completed - a successful 2015 season. Continuing ongoing process to recruit 2016 committee members.</p>
		<ul style="list-style-type: none"> • KiwiSport Leadership Programme (facilitated by Waikato Institute of Leisure & Sport Studies) - The 20 students at Te Kuiti High School and 19 from Piopio College continued to receive workshop training sessions to encourage involvement in holiday programmes, community and junior sport events. We worked alongside the students to provide mentoring, training and experience for the Limitless Youth Programmes, Miniball coaching and refereeing, GymSport Festival and holiday programmes. Piopio College Sport Leaders received training in presenting and managing the sport of Ki O Rahi from Sport Waikato. Successful programme. Ongoing. • KiwiSport Volleyball – Following the volleyball taster sessions provided to Piopio College and Te Kuiti High School, students enjoyed a successful King Country Secondary Schools Tournament which was facilitated by Sport Waikato Regional Sport Director. Te Kuiti High School won the A grade division against Piopio College, who had eliminated the highly fancied Te Awamutu tournament team. Ongoing support was provided to secondary school students playing in and refereeing senior games in the NKC Winter Volleyball Competition, with the help of SportsForce. Successful project and event. • KiwiSport Badminton - Following badminton taster sessions provided to Piopio College and Te Kuiti High School, students enjoyed a successful King Country Secondary Schools tournament at Te Awamutu. Facilitated by the Sport Waikato's Regional Sport Director. Successful project and event. • KiwiSport SwimSafe - The KiwiSport SwimSafe Officer worked in Waitomo district primary schools and clubs, from November to December, providing Swim for Life sessions as well as professional development workshops for teachers. Successful, ongoing. • KiwiSport Hockey – Worked with the KiwiSport Officer, SportsForce Development Officer and King Country Junior Hockey volunteers to facilitate the 2015 Open Day. Completed. Successful Hockey Open Day with over 120 young players in attendance. • KiwiSport Hockey - Following development sessions held at a number of schools, junior players improved their skill levels and progressed to representative teams with much success. Two NKC players from Rangitoto School were selected for the prestigious Waikato Regional Hatch Cup team. Coordination of fundraising event and hands-on assistance to

Participation		
Outcome	KPI	Evidence/Measurement
	2) Work with targeted primary schools and secondary schools to increase sport opportunities and increase participation.	<p>enable one of the players to attend the tournament was provided. Successful, beyond all expectations.</p> <ul style="list-style-type: none"> • KiwiSport Cricket – Following the summer NKC Cricket Festival, we provided support with meetings and recruitment of volunteers to the Waitomo District Junior Cricket Club for the upcoming 2015-2016 season. Ongoing through summer months. • Assisted Piripiri School with planning and provision of sporting opportunities on their monthly forays into Te Kuiti. Venue and facilitators were organised. Ongoing through the winter months. Planning 2016 activities has commenced with this programme being extended to summer months and outdoor sports such as swimming and golf. • Quad tournament – The programme, into its third year, provides modified team sports and engages students not otherwise committed to regular competition. Taumarunui High School hosted the event, involving approximately 150 students from Te Kuiti, Piopio, Otorohanga and Taumarunui. Administration and skills training was provided by Sport Waikato. Successful programme and event.
	3) Support Project Energize in 16 schools in the Waitomo District - focussing on improved nutrition, increased participation, physical activity and sport opportunities.	<ul style="list-style-type: none"> • A wide range of in-school opportunities were presented by Project Energize in Terms 2 and 3. Support and promotion of these was provided.
	4) Support Te Kuiti High School (Sport in Education Project) and Piopio College to add value to their projects and increase sport opportunities and participation.	<ul style="list-style-type: none"> • In collaboration with the Sport Waikato Regional Sport Director (Secondary Schools) help with the facilitation, coordination and assistance of the following was provided: <ul style="list-style-type: none"> ○ KiwiSport funding ○ Sport Coordinator annual plans ○ Sport Coordinator cluster meetings (attendees - Te Kuiti, Taumarunui, Otorohanga, Piopio and Te Awamutu) ○ Coach management ○ Regional Secondary School Sports Awards ○ Cluster events ○ Annual Sport Coordinator Conference

Participation		
Outcome	KPI	Evidence/Measurement
		<ul style="list-style-type: none"> o Census reports <p>Support and advice was provided to Waitomo District Secondary Schools in a variety of settings:</p> <ul style="list-style-type: none"> • Ongoing support and mentoring provided to Te Kuiti High School students who assisted with hockey umpiring. • Provided school, community and club links. • Athletics - Ongoing work being done to coordinate the specialist throwing coach sessions in NKC secondary schools through to April 2016. <p>Ongoing support for all of the above.</p>
	5) Support delivery of three Secondary School cluster events.	<p>Sport Waikato facilitated and delivered (as reported in KPI 2):</p> <ul style="list-style-type: none"> • North King Country Secondary Schools Badminton Competition (venue - Te Awamutu). • North King Country Secondary School Volleyball Competition (venue – Te Awamutu) • Quad tournament held at Taumarunui High School. <p>Successful events held.</p>
	6) Provide a minimum of nine sport-specific holiday programmes and activity options that meet the needs of school children (primary school and youth) in the Waitomo district. Children are given opportunities to try different sports and are provided with club information.	<p>Facilitated, coordinated and/or presented holiday programmes and youth activities in the district. Engaged community volunteers and Sport Waikato staff to help assist or facilitate.</p> <p>Holiday programmes held in July and October 2015:</p> <ul style="list-style-type: none"> • ASB Fun Football (facilitated by WaiBOP Football) – there were 20 participants. • Football Skills Development (facilitated by G.Plenderleith) – there were 16 players and three assistant coaches. • Squash (facilitated by a local coach/club member, assisted by a junior player) – there were eight players and two volunteer leaders. • Discover Te Kuiti: Active Challenge (in partnership with Waitomo District Library) – there were 18 participants and four volunteer leaders. • Table Tennis – there were 14 players and three volunteer leaders. • Basketball (facilitated by SportsForce) – there were 15 players and two volunteers leaders. • Basketball Development Holiday Camp (two-day programme facilitated by a regional coach Colin Driscoll) – there were 16 players (10 primary, six youth) and two volunteer assistants. Provided coordination, promotion, registration and venue for the camp. <p>Successful programmes.</p>

Participation		
Outcome	KPI	Evidence/Measurement
	7) Work in partnership with MSD LIMITLESS Youth Breakaway programme, to facilitate sport days and activities.	Worked alongside Journey Church, Number 12, Youth Council, Te Kuiti Police and community volunteers to co-facilitate two days of sport and activity in July, as part of the role of LIMITLESS organising group member. There were 90 youth participants, 10 youth leaders and eight volunteers. This programme was funded by the Ministry of Social Development. Statistics provided from Te Kuiti Police and social agencies have reported reduced petty crime and vandalism from this targeted age group during and following these programmes. Linked with potential youth leaders and promoted upcoming activities and events. Completed successful programme.
	8) Facilitate Sports Day activities for Pureora Camp.	Planning for January 2016 camp activities began in November.
	9) Facilitate BikeWise events in the Waitomo district.	Planning and registration began in December for the April 2016 cycling event with BikeWise NZ.
	10) Support event organisers of local events, including hands-on involvement.	Assisted with or co-facilitated the following initiatives and events involving Waitomo communities: <ul style="list-style-type: none"> • Pink Ribbon Walk – Refer to Quality of Life, KPI 6. • Te Kuiti Primary School MUD RUN – A new event trialled with 300 plus participants of all ages. Provided administration assistance, promotion and equipment. Completed successful event. Currently working with organisers to see if this could become a viable annual event. • TKDI: Business After Five seminar - Involving Waitomo and Otorohanga districts and TKDI members. Ongoing support. • MFVIN's NKC Picnic in the Park (held in Otorohanga) – Provided extensive promotion, recruited volunteers and facilitated family games and activities on the day. Over 400 attendees with majority of presenters based outside of the Waitomo district. Completed, successful event.
	11) Work in partnership with Otorohanga District Coordinator, to lead the coordination of a bi-annual events calendar for the North King Country.	As the vacant Otorohanga District Coordinator position has not yet been replaced, we continue to promote summer participation events in the North King Country. Ongoing.
	12) Facilitate (WORK IN PARTNERSHIP) club development projects, focussed	Worked collaboratively with SportsForce, KiwiSport and community leaders to further develop the following projects over this period:

Participation		
Outcome	KPI	Evidence/Measurement
	on increasing participation and or membership in the following sports clubs/activities.	<ul style="list-style-type: none"> Te Kuiti Tennis - Social tennis occurred weekly at Te Kuiti High School courts, from November through December. Ongoing during summer months. Junior Golf - Junior golfers were supported in club championships and with regional representative commitments. One 17 year old junior reached the semi-finals of the Waitomo Golf Club's senior championships (exceeding all expectations and proving himself worthy of support and funding invested in him). This title was ultimately won by a promising 15 year old junior member (St. Peters golf squad trainee) who then progressed to contest the Waikato Champion of Champions event with distinction, subsequently earning selection in the Waikato Under 16 representative team. Successful. Ongoing support being provided. North King Country Junior Football - Worked closely with NKCFJF executives and WaiBOP officers, throughout the 2015 competition and representative season. Successful Junior Pod programme completed. Ongoing, continued to liaise with and recruit new parent volunteers leading up to the 2016 AGM. Waitomo Miniball – Engaged SportsForce Development Officer and regional referee to facilitate two coach sessions (15 participants) and two referee workshops (24 trainees aged from 12 to 55 years). Provided hands-on assistance on junior game nights. Completed, planning for 2016. Badminton – Training and support was provided to Te Kuiti High School and Piopio College leading up to the August King Country Secondary School Tournament in Te Awamutu. Completed. Waitomo Squash Club – Basic coaching sessions were facilitated to the 10 new social members. Completed successfully with skill levels improved. Ongoing. Te Kuiti and Aria squash – Met with both the SportsForce Development Officer and Waikato Squash Association as well as local clubs to plan junior programmes in 2016. Also looking ahead to Te Kuiti Squash Club's 40th Jubilee in 2016 and how we can assist. Migrant farm and freezing workers – Facilitated introductions between Filipino workers and Benneydale residents to foster inclusion in social table tennis and other community activities. Ongoing. Following a request for help to increase activity levels in the Kiribati community, we collaborated with an identified leader to provide weekly social volleyball and family basketball sessions for all ages during spring and summer months. Successful, ongoing. Waitomo District Junior Cricket – Supported the committee by hosting meetings, promoting

Participation		
Outcome	KPI	Evidence/Measurement
		<p>the junior muster day and Saturday club days. Successful, ongoing.</p> <ul style="list-style-type: none"> Te Kuiti Amateur Athletics – Facilitated the AGM and assisted with recruitment. Worked with the new committee to get the 2015-2016 season started. Successful, ongoing. Coordinated a NKC Athletics Throwing coach project. This involved bringing together the SportsForce Development Officer, our local world class masters athlete and an experienced coach to provide specialist javelin, discus and shot-put training throughout the 2015-2016 summer. Partially completed, ongoing.
	13) Social sport opportunities.	<p>Social sport competitions/pay as you play in Waitomo District - The North King Country Summer Sport database was updated and made available to community and media throughout the year. Liaised with convenors, as well as assisted with administration and promotion of social sport competitions/opportunities in the North King Country/Waitomo District:</p> <ul style="list-style-type: none"> Bowls (adults and youths) – Promoted Have-A-Go days for beginners and upcoming January 2016 social teams competition. Badminton (adults and youths) – Winter and spring leagues promoted, club nights supported. BMX club nights and new programmes – Promotion of programmes. Te Kuiti Social Touch – Promotion of weekly social competition. Waitomo and Piopio Aria golf clubs – Promotion of social golf at both clubs. Te Kuiti Table Tennis – Following a well-attended holiday programme, weekly social table tennis sessions were held October to mid-November, to gauge ongoing interest. Attendance fell away due to clashes with other codes so this activity was put on hold until further notice. Te Kuiti Volley-Net – Worked with the organiser on administration and promotion. The social competition did not progress due to lack of entries. Te Kuiti Winter Volleyball Competition – Planned, facilitated and guided volunteers to manage the nine week competition that included players from all walks of life. There were 12 teams of 10 players participating, with a number of High School youth taking on referee and scoreboard roles as a direct result of the KiwiSport initiative presented in NKC schools in mid-2015. This is still regarded as a social competition because a club has not been formed. Ongoing support of all initiatives. Sporting Club Partnerships Project - Sport Waikato has a project team available to assist with developing sporting club partnerships where clubs share resources and/or facilities with the aim to better utilise what is available. These are significant long term projects that will

Participation		
Outcome	KPI	Evidence/Measurement
		<p>require planned strategies, operational plans, engagement from the clubs involved and support from council. Ongoing as projects identified.</p> <ul style="list-style-type: none"> • Piopio Swimming Pool Trust/Incorporation – Worked closely with the SportsForce Swimming Development Officer, an interim community group and legal professional to successfully set up a Trust to manage the School/Community Pool complex. Successful part 1 of project. Ongoing - assistance being provided as needed. • Sideline Behaviour Campaign – This Sport Waikato initiative, to curb inappropriate sideline behaviour, was promoted throughout the winter season at all local junior sport venues for hockey, netball, football, rugby, miniball and BMX as well as Waitomo District School Athletics Championships in spring and summer months. Positive reports received from all codes. Ongoing.

Quality of Life		
Outcome	KPI	Evidence/Measurement
Increasing physical activity and improve nutrition for health, fun and as a lifelong habit.	1) Events and activities inclusive of people with disabilities.	Sport Waikato's aim is to have an all-inclusive approach to all events. KiwiSport leaders receive No Exceptions Training, to be able to work with people with a disability in the community. Local people are linked with the Allsports Fund provided by Halberg Trust on a needs basis. Ongoing.
	2) Support delivery of three parent education sessions.	A Parent Education Session was held in Term 3 at Te Kuiti Plunket Rooms. This was facilitated by the Sport Waikato Under Fives Coordinator and had six attendees. Successfully completed. A 'Babies in Water' Parent Education session was facilitated by the SportsForce Swimming Development Officer to Plunket parents in November. Successfully completed.
	3) Support Under-Fives activities.	Assisted Te Kuiti Kohanga Reo with their 'Jump Rope' project. Provided resources and guidance to staff and tamariki.
	4) Raise awareness of fundamental skills through KiwiBaby, KiwiToddler and KiwiPreSchooler manual distribution throughout the district.	KiwiBaby manuals were delivered to local distribution outlets – Te Kuiti Hospital Birthing Unit and Te Kuiti Plunket. Ongoing. Copies were also made available to new district families who had recently moved in to the region. Completed.
	5) Support community activity groups. To ensure quality, increase numbers and develop new opportunities.	Actively supported leaders and groups in the district. Regular promotion of and visits made: <ul style="list-style-type: none"> • Initiated and led twice-weekly aquacise/aquajogging sessions at the Waitomo District Aquatic Centre in response to an identified need – enquiries from Green Prescription clients and

Quality of Life		
Outcome	KPI	Evidence/Measurement
		<p>people recovering from surgery or injuries. Morning sessions began in early December with regular attendances from five to 10 people. Overall, approximately 16 new pool users were introduced to the warm waters of the centre, with many becoming regular users and continuing to take their families throughout the summer months. Successful project. Ongoing through to end April 2016.</p> <ul style="list-style-type: none"> • Piopio Mainly Music - Very popular and well-attended weekly sessions for under fives. • Seniors activity groups – Regularly visited and offered ongoing support, upgraded resources and promotion of these activities: <ul style="list-style-type: none"> ○ Piopio Silverados - Exercise to Music, Upright & Active. ○ Te Kuiti Lifestyle Options – Line-dancing, Tai Chi, Exercise to Music - seated or standing. ○ Waitomo Walkers – Various walks around Te Kuiti town and special trips. ○ Piopio Cross Country Walkers – Rural treks. ○ Sit & Be Fit – Seated (or standing) Exercise to Music. ○ Lifestyle Fitness Centre - Upright & Active sessions. ○ North King Country Tramping Group – Fortnightly tramps and treks. <p>Completed successfully, ongoing.</p>
	4) Support Healthy Lifestyle Coach to provide a minimum of two Healthy Lifestyle sessions/workshops, including goal setting, focussing on healthy eating and exercise.	No Healthy Lifestyle Coach assigned to Waitomo district.
	5) Encourage and refer people from the communities to the Green Prescription (GRx) programme.	Spent time with prospective and new GRx clients, recommending activity options and personally taking them to activities and supporting them to get started. Examples of activities - Sit & Be Fit, Aquacise/Aqua-Exercise and Lifestyle Options. Successes – The GRx clients we assisted have reported increased mobility, enjoyment and personal wellbeing. Ongoing.
	6) Work with Community Coalition groups to encourage people to participate in physical activity, recreation and sport. A minimum of two projects.	<p>Worked with the following groups in varying capacities, with the aim of encouraging active and healthy lifestyles:</p> <ul style="list-style-type: none"> • Summer Programme – The North King Country Summer Programme Group began planning the January 2016 programme in May. We finalised all details for 12 local tramps, treks and rural adventures in October and produced the pamphlet in readiness for bookings in November. Partners - DOC, Waitomo Caves Discovery Centre, Sport Waikato, NKC Tramping

Quality of Life		
Outcome	KPI	Evidence/Measurement
		<p>group, Waikato Regional Council, with booking support from Waitomo District Council. Completed successfully.</p> <ul style="list-style-type: none"> • Pink Ribbon Fun Run/Walk – Worked with the outgoing long-term organisers and took over facilitation of this annual event. Organised all facets of the Te Kuiti event which attracted 110 participants of all ages. On the day, the event was managed by the previous organisers and community volunteers. Completed and thoroughly enjoyed by all.
	7) Provide local community promotions to improve quality of life.	<ul style="list-style-type: none"> • SmokeFree Coalition T.T.O.A.S.T – Promoted SmokeFree sportsgrounds with banners displayed at junior rugby throughout the season. Completed successfully – smokers admitted to ‘getting the message’ and either abstained whilst at the games or smoked outside the venue. • Promoted ‘StopTober’ in partnership with Unichem Te Kuiti Pharmacy and local radio MFM. Completed. • Club CHAMPS working across the North King Country – joined the coalition working with sports clubs to implement sensible management of alcohol at their premises. Success to date – KCRFU and all local rugby clubs signed up and a Host Responsibility Workshop was planned for early 2016 to include all sports clubs who operate a bar. Successful, ongoing project. • Kaumatua Games – Member of organising group. Co-planned activities, provided games equipment, worked with Volunteering Waikato to recruit volunteers, trained the volunteers and facilitated activities on the day – over 100 participants and approximately 30 volunteers. Completed, successful event.
	8) Project to assist Samoan residents to integrate into Waitomo/Te Kuiti communities through participation, recreation and sporting activities.	<p>Refer to KPI 13, with reference to Te Kuiti Volleyball. Because the majority of Samoan families are quite transient and new families are arriving regularly, facilitation and support has remained constant in order to ensure that their preferred sport of volleyball is offered at an organised level. We also supported new Filipino residents (25 of them based in Benneydale) to join the competition, meet the locals and engage in other community activities such as basketball and social football. Completed successfully, ongoing.</p>
	9) Collaborative approach to Youth Initiatives through working with MSD, WDC and Sport Waikato.	<p>Collaboration with Waitomo District Youth Council and Number 12 Centre. Ongoing support of the Number 12 members through the Limitless Youth Breakaway Programmes and social sport organised through Journey Church. Completed successfully, ongoing.</p>

Community Development

Outcome	KPI	Evidence/Measurement
Developing capability to ensure effective delivery of physical activity, recreation and sport	1) Liaise with Project Energize to provide ongoing professional development to teachers and coaches for primary and intermediate schools.	Day to day liaison with the Energizer working in the Waitomo district schools. Supported projects with promotion and/or hands-on assistance. Ongoing.
	2) Liaise with SportsForce Development Officers to provide professional development to secondary schools.	Professional development was offered to Te Kuiti High School and Piopio College. See Participation KPI 2. Successful, ongoing.
	3) Swimming – Work with SportsForce Development Officer to support North King Country swimming.	Assisted the SportsForce Development Officer to work collaboratively to help set up the Piopio Community Pools Trust, provide ongoing training to Piopio Swimming club coaches and maintain supportive relationships with Te Kuiti Swimming Club administrators and coaches. Completed successfully, ongoing.
	4) Support Energizers to implement Physical Activity and nutrition to schools.	Maintained support to Energizers and Sport Waikato support staff to implement this target. Ongoing.
	5) Support Secondary School Sport Coordinators to develop sport plans.	North King Country Secondary School Coordinator meetings, facilitated by Sport Waikato Regional Sport Director, held at Te Kuiti High School every term – discussion and implementation of sport plans, King Country Secondary School sports dates, and sport leadership development. Quad tournament organisation. Completed successfully, ongoing.
	6) Support WILSS to provide opportunities for secondary school leadership.	Supported the 2015 Leadership intake at Te Kuiti High School and Piopio College, who received regular WILSS training and Sport Waikato guidance in volunteering situations. Completed. Ongoing.
	7) Coordinate club capability workshops. Identify opportunities for development or training for officials, administrators and coaches.	Identified possible opportunities, offered development and training and worked with officials to increase capability. <ul style="list-style-type: none"> NKC Junior Football – worked alongside WaiBOP and NKCJF to upskill volunteers both on the field and in training situations. Completed. Basketball/Miniball coach and referee training workshops coordinated and held in Te Kuiti. Refer to Participation KPI 12. Actively promoted the WILSS year-long NZQA Certificate in Coaching and Sports Administration courses.
	8) Support community projects to improve delivery of local sport.	Trust Waikato in NKC – Organised Trust Waikato Funding Advisor visits to Waitomo Rugby Club, Piopio Swimming Pool and Piopio Rugby Club. Followed-up funding applications submitted in July - Te Waitere Boat Club, Tahaaroa Kohanga

Community Development		
Outcome	KPI	Evidence/Measurement
		Reo and Tahaaroa Fitness Club were all successful. Completed. Ongoing facilitation of funding advisor meetings across the district.
	9) Coordinate North King Country Cycling opportunities information.	NKC Cycling Event information - Worked in collaboration with organisers of annual Cycletime and TrailBlazer mountain bike events, planning promotion of 2016 events. Ongoing.
	10) Work with Piopio Domain User groups and local schools to provide pathways and coordinated approach to delivery of sport to the community.	<ul style="list-style-type: none"> Piopio Domain Board/Piopio Sports Trust – Continued liaison, promotion of grounds as top regional ODE venue. Ongoing. Piopio Swimming Pool – continued liaison as reported. Ongoing.
	11) Work with Coast Rugby Football Club to build sustainable club structures.	Provided support and mentoring to new young committee members and started planning 2016 capability workshops for club officials. Ongoing.
	12) Following the Regional Facilities Strategy, work with Otorohanga and Waitomo District Councils around planning of facilities for Otorohanga and Waitomo.	Regional Facilities – Ongoing liaison with Te Kuiti High School and independent contractor Bruce Maunsell, managing the feasibility study for the planned gymnasium/sports centre upgrade. Meetings are also continuing with Sport Waikato's Michelle Holland and Waitomo and Otorohanga District Councils. Successful (relationships developed in order for continued collaboration). Ongoing project.
	13) Provide physical activity/sport expertise to TKDI group.	Financial member of TKDI - No action to report but kept in regular contact with TKDI President and attended networking functions and meetings. Ongoing.

Improve Information and Promotion		
Outcome	KPI	Evidence/Measurement
Improve coordination and promotion of information on all physical activity, recreation and sport opportunities in the Waitomo district	1) Work with the Benneydale community to provide social family recreational opportunities.	<ul style="list-style-type: none"> Ongoing liaison with Benneydale community members, activity leaders and school principal with particular regard to usage of the Benneydale Hall, school and sports club facilities. Supported community meetings and efforts to encourage new Filipino residents to join in local activities. Instigated projects involving Trust Waikato, Benneydale School and community to upgrade school facilities (playgroup area and tennis courts) to enable wider community use. Ongoing. Destination Pureora – Ongoing liaison with the Destination Pureora Committee as and when required with continuous promotion of the Gateway to the Timber Trail.
	2) Work with Te Kuiti Community House	<ul style="list-style-type: none"> Continued to work collaboratively with Te Kuiti Community House Trust offering weekly Sit &

Improve Information and Promotion		
Outcome	KPI	Evidence/Measurement
	Trust.	Be Fit sessions, supporting monthly Roopu O Waitomo Health and Welfare forums, projects and community workshops/forums. Successful, ongoing.
	3) Provide Waitomo communities with information on programmes and events, developments and funding opportunities.	<ul style="list-style-type: none"> • Promoted Sport Waikato events, courses, programmes and district events. • Promoted Waitomo District sports club and school events, competitions and results via live radio reports, Maniapoto MFM. • Promoted use of Waitomo district venues and sports grounds. • Promoted and worked with, at every opportunity, WDC Library and Aquatic Centre. • Promotions on radio community news, MFM on behalf of clubs and school. • Window displays (Sport Waikato office, 100% Te Kuiti, i-Site Te Kuiti, Piopio and Taharoa shop fronts). • NKC events calendar. • Monthly Waitomo News columns. Regular advertisements, club sports results, photos and event promotions submitted to Waitomo News. Feature articles printed in Waitomo News. • Emails, websites and facebook. • School newsletters. • Verbal promotions. • Promoted the services of Volunteering Waikato to community groups. Utilised Sport Waikato's membership of VW to recruit volunteers for events such as Kaumatua Games, MFVINS Picnic in the Park and the Pink Ribbon Fun Run/Walk. • Provided last-minute promotion of the NZ Maori vs Canada Invitational Basketball Match at Te Awamutu (which had not been well publicised). As a result, around 50 NKC basketball enthusiasts attended and enjoyed the experience. <p>The Sport Waikato office in Rora Street is an information hub fielding enquiries and requests from locals, visitors and new North King Country residents. Ongoing.</p>
	4) Feedback from the community.	<ul style="list-style-type: none"> • Continuous evaluation and feedback requested from community. Very positive emails, letters and comments from groups and community members from all ages and all walks of life. • Evaluations completed following Sport Waikato and WILSS coordinated workshops have all been positive and valuable with suggestions and requests followed up and actioned. <p>Completed, ongoing.</p>



Sport Waikato Council Reporting

Waitomo District Council – 1 June to 31 December 2015

Improve Information and Promotion		
Outcome	KPI	Evidence/Measurement
		<ul style="list-style-type: none"> Sports Awards feedback from a variety of participants/attendees – Very positive and complimentary especially from new participants.
	5) Sport Volunteers are recognised through nominations to SportMaker and Sport NZ e-card.	<ul style="list-style-type: none"> SportMaker Volunteer Recognition – Sport Waikato in Waitomo continued to recognise sport volunteers with nominations, prizes and ‘thank-you’ e-cards. All nominees were included in the NZ Lotto Volunteer campaign with the chance to win a \$500 sport equipment voucher. Ongoing, monthly nomination numbers remaining steady. Showed appreciation to senior activity group leaders by way of a ‘thank you’ morning tea at the Fat Pigeon, following a group walk around Piopio Aria golf course.

Create Pride in the Community		
Outcome	KPI	Evidence/Measurement
	1) Host Waitomo District Sports Awards ceremony to recognise contribution to and excellence in sport.	<p>The 2015 Waitomo District Sports Awards ceremony was the largest to date, with 63 nominations across all categories. We received a satisfactory number of nominations in the Referee/Umpire and Masters categories, whilst many other districts could not muster any. There were over 340 attendees at the evening, with a pleasing number of district sporting role models, local ‘Silver Ferns’ (past and present New Zealand representatives) and beautifully turned-out representatives of our two secondary schools.</p> <p>By all accounts guest speaker Honey Hireme was a very popular and appropriate speaker for the occasion.</p>
	2) Regional awards representation	Joy Jeffries was selected as a finalist in the Administrator category to represent Waitomo at the 2015 Brian Perry Waikato Regional Sports Awards evening held in late January 2016.

Document No: 390999**File No:** 037/042A**Report To: Council****Meeting Date:** 27 April 2016**Subject:** Deputation – Waitomo Caves Discovery Centre: Reporting against Service Level Agreement**Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that Celina Yapp will be in attendance at 9.30am to present and speak to the Waitomo Caves Discovery Centre's Six Monthly Report as per the Service Level Agreement.
- 1.2 Attached to and forming part of this business paper is a copy of the Waitomo Caves Discovery Centre Six Monthly Report.

Suggested Resolution

The Waitomo Caves Discovery Centre Six Monthly Report against the Service Level Agreement be received.

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

HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

April 2016

Attachment: Six Monthly Report (Doc 391665)

WAITOMO CAVES DISCOVERY CENTRE REPORT TO WAITOMO DISTRICT COUNCIL AS
PER SERVICE LEVEL AGREEMENT

INTERIM REPORT – 2015 / 2016 YEAR

**Interim report summarising the volume of visitors to
the Waitomo Caves Discovery Centre and i-SITE
1st July 2015 – 31st December 2015**

Approx Visitors to Centre: 80,043

Approx telephone enquiries: 5,300

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 5 APRIL 2016 AT 9.00AM

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

IN ATTENDANCE: Paula Southgate, Chairperson; Alan Livingston, Councillor and Chris McLay, Director Resource Use (Waikato Regional Council)

Kiri Goulter, Chief Executive and Nicole Greenwell, Development Manager (Hamilton Waikato Tourism)

Chief Executive; Executive Assistant; Group Manager – Customer Services (for part only); Group Manager – Corporate Services (for part only); Policy Planner (for part only); Communications Officer (for part only); Environmental & Regulatory Services Leader (for part only) and Community Development Coordinator (for part only)

Group Manager – Assets (for part only);

1. Council Prayer

2. Declarations of Member Conflicts of Interest	File 037/051A
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No Declarations.

3. Confirmation of Minutes – 23 February 2016	File 037/040B
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Resolution

The Minutes of the Waitomo District Council meeting of 23 February 2016, including the public excluded minutes, be confirmed as a true and correct record subject to the following amendment:

Councillor Whitaker be included as being in attendance

Whitaker/Davey Carried

4. Elected Members' Remuneration and Allowance Setting Review – Process and Timeline	File 037/002/1A
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Council considered a business paper briefing Council on the process and timeline for the review of remuneration and allowance setting for elected members' for the 2016/17 financial year.

Resolution

- 1 The business paper on Elected Members Remuneration Review – from 1 July 2016 be received.
- 2 Council submit to the Remuneration Authority that the distribution of pool funds for Waitomo District Council recognising additional responsibilities be as follows:

Additional Duties Role	Supplementary Remuneration	Total Remuneration
Deputy Mayor	35% (\$8,075.20)	\$31,147
	Goddard/Te Kanawa	Carried

Chris McLay, Director Resource Use (Waikato Regional Council) entered the meeting at 9.05am.

5. Te Kuiti Development Inc – Sheep Sculptures	File 505/238A
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Council considered a business paper regarding the gifting of sheep sculptures from Te Kuiti Development Inc to Waitomo District Council.

Resolution

- 1 The business paper on Te Kuiti Development Incorporated – Sheep Sculptures be received.
- 2 Council accept the offer of gifting 20 sheep sculptures and any future sculptures from TKDI.

Te Kanawa/Goddard Carried

6. Progress Report: Psychoactive Substances Monitoring	File 37/000B
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Council considered a business paper seeking guidance from Council in relation to the development of a Psychoactive Substances Policy.

Council agreed that it should look at what neighbouring Councils are doing and consider whether or not a Policy should be developed in preparation for any new substances which may come onto the market.

Resolution

- 1 The Progress Report: Psychoactive Substances Monitoring be received.
- 2 Council agree to defer its decision on the development of a Local Approved Products Policy and continue to monitor the situation.

Smith/Whitaker Carried

Paula Southgate, Chairperson (Waikato Regional Council) entered the meeting at 9.15am.

7.	Deputation: Waikato Regional Council – 2016/17 Draft Annual Plan	File 037/042
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Council received a Deputation by way of Powerpoint Presentation from Paula Southgate, Chairperson, Alan Livingston, Councillor and Chris McLay, Director Resource Use on the Waikato Regional Council's 2016/17 Annual Plan.

Kiri Goulter and Nicola Greenwell (Hamilton Waikato Tourism) entered the meeting at 9.27am

The Group Manager – Customer Services entered the meeting at 9.31am

Alan Livingstone noted the apology from Waikato Region Councillor Stu Kneebone and on behalf of the Regional Council thanked the Council for the continuing positive relationship.

Resolution

The Deputation: Waikato Regional Council – 2016/17 Annual Plan be received.

Whitaker/Smith Carried

Paula Southgate, Chairperson, Alan Livingston, Councillor and Chris McLay, Director Resource Use (Waikato Regional Council) left the meeting at 9.50am.

8.	Deputation: Hamilton Waikato Tourism – Six Monthly Report	File 037/042
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Council received a Deputation by way of Powerpoint Presentation from Kiri Goulter presenting Hamilton Waikato Tourism's six monthly report.

The Mayor thanked Kiri Goulter for her support of Waitomo tourism during her time as CEO of Hamilton Waikato Tourism and wished her well for the future.

Kiri Goulter and Nicola Greenwell (Hamilton Waikato Tourism) and the Group Manager – Customer Services left the meeting at 10.23am

The meeting adjourned for morning tea at 10.24am and reconvened at 10.40am.

The Group Manager – Corporate Services, Policy Planner and Communications Officer entered the meeting at 10.40am

Resolution

The Deputation from Hamilton and Waikato Tourism Limited be received.

Davey/Smith Carried

<p>9. Adoption of Draft Information for Exceptions Annual Plan 2016/17 and Summary Information for Community Engagement</p>	<p>File 037/013/2017EAP</p>
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Council considered a business paper presenting the draft information to be contained in the Exceptions Annual Plan 2016/17 (EAP 16/17) along with the summary of this information, for adoption. This draft information will be used for engagement with the community.

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

- Change date from 19th to 18th and stay in Building 1 for venue
- Amendment to paragraph 3.12 of the business paper – should read 2.86%
- Page 131 – members available at any time

The Group Manager – Customer Services, Community Development Coordinator and Environmental & Regulatory Services Leader entered the meeting at 10.47am

Resolution

- 1 The business paper on Adoption of Draft Information for Exceptions Annual Plan 2016-17 and Summary Information for Community Engagement be received.
- 2 Council adopt the information pack named ‘Information on Exceptions Annual Plan 2016-17’ for use in engagement with the District community.
- 3 Council will informally engage with the community on its plans for the Exceptions Annual Plan 2016/17 using the Waitomo Way article attached.
- 4 Council considers that the proposed variations for the 2016/17 year compared to the corresponding year in the 2015-25 LTP are not significant or material when assessed against Council’s Significance and Engagement Policy 2014 and section 95A(5) of the LGA.
- 5 Having considered the differences between the 2016/17 EAP information and the 2015-25 LTP, Council considers that consultation on the Exceptions Annual Plan 2016/17 under section 95(2) of the LGA is not required.

Brodie/Whitaker Carried

The Group Manager – Corporate Services and Policy Planner left the meeting at 10.49am

10. Progress Report: Resource Consent Applications	File 097/001E
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Council considered a business paper providing a progress report on outstanding resource consent applications and those applications currently being processed.

Resolution

The Progress Report: Resource Consent Applications be received.

Goddard/Brodie Carried

The Environmental & Regulatory Services Leader left the meeting at 10.53am.

11. 2015 Community Partnership Fund – Consideration of Out-of-Round Funding Application	File 400/130K
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Council considered a business paper seeking Council's consideration an out-of-round Community Partnership funding application.

Resolution

- 1 The business paper on the 2015 Community Partnership Fund – Consideration of Out-of-Round Funding Application be received.
- 2 Council approve grant allocation of the unexpended balance of the 2015/2016 Community Partnership Fund (\$6,370.00) to the Te Kuiti and District Historical Society Incorporated.

Te Kanawa/Davey Carried

The Mayor congratulated the Group Manager – Customer Services and Community Development Coordinator for the successful running of Muster.

The Community Development Coordinator left the meeting at 10.47am

12. Brook Park Incorporated Society Minutes	File 401/0584453000
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Meeting convened on 7 March 2016.

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

Resolution

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

Whitaker/Smith Carried

The Manager – Capital Projects, Group Manager – Assets and Manager – Local Roads entered at 11.00am.

13. Progress Report: Civil Defence Emergency Management Joint Committee Minutes	File 400/010/2
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Council considered a business paper providing information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 23 November 2015

Resolution

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

Goddard/Smith Carried

14. Progress Report: Solid Waste Activity	File 037/005B
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Council considered a business paper providing a brief on Solid Waste operations, maintenance and capital development activities.

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

Resolution

The Progress Report: Solid Waste Activity – February 2016 be received.

Brodie/Goddard Carried

15. Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport (March 2016)	File 037/020/12B
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Council considered a business paper providing –

- A brief 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)
- Establishing a framework for monitoring the ongoing implementation of the 2015-25 LTP as part of the Road Map Work Programme.

The Manager – Local Roads expanded verbally on the business paper and answered Members' questions.

Resolution

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (March 2016) be received.

Whitaker/Smith Carried

16. Progress Report: Management Project	Waikato Speed	File 503/003
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Council considered a business paper providing a brief on progress of the Waikato Speed Management Project.

The Manager – Local Roads and Councillor Brodie expanded verbally on the business paper and answered Members’ questions.

Council expressed concern at the proposal to reduce the speed limit on State Highway 3 between Te Kuiti and Hangatiki and noted -

- Council reiterates that any proposed speed reductions must not be introduced in lieu of necessary upgrades and/or safety works.
- Any changes to a speed limit on a State Highways will impact on all side roads intersecting with that State Highway within the vicinity of such intersections
- If speed limits are changed on local roads, Council will incur significant costs relating to the necessary new road signage.

Resolution

The Progress Report: Waikato Speed Management Project be received.

Brodie/Te Kanawa Carried

The Manager – Local Roads left the meeting at 10.33am

17. Review of Trade Waste Bylaw	File 505/504/3B
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Council considered a business paper seeking adoption of the draft Trade Waste Bylaw 2016 for public consultation following a comprehensive management and legal review.

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

Resolution

- 1 The business paper on Review of Trade Waste Bylaw 2006 be received.
- 2 In accordance with section 155(2)(a) of the Local Government Act 2002, Council determines that the draft Trade Waste Bylaw 2016 is the most appropriate form of bylaw.
- 3 In accordance with section 155(2)(b) of the Local Government Act 2002, Council determines that the draft Trade Waste Bylaw 2016 does not give rise to any implications under the New Zealand Bill of Rights Act 1990.
- 4 Council adopts the Summary of Information and the Statement of Proposal for the draft Trade Waste Bylaw 2016 for public consultation using the Special Consultative Procedure in accordance with section 83 of the Local Government Act 2002 in conjunction with section 148 of the same Act.

Goddard/Davey Carried

18. Progress Report: Mayor Capital Works Projects	File 037/005B
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Council considered a business paper informing 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.

The Group Manager – Customer Services re-entered the meeting at 11.44am.

Chief Executive and Manager – Capital Projects expanded verbally and advised that the entrance way to Brook Park will be included under Community Projects.

Resolution

The Progress Report: Major Capital Works be received.

Whitaker/Smith Carried

The Group Manager – Corporate Services re-entered the meeting at 11.48am.

19. Adoption of Revised Road Map Work Programme for the period April 2016 to June 2018	File 037/048B
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Council considered a business paper presenting for formal adoption, the Road Map Work Programme for the period 5 April 2016 to 30 June 2017.

The Group Managers spoke to a PowerPoint Presentation on each project contained within the Road Map Work Programme.

- **Iwi Liaison**
 - Maniapoto Maori Trust Board and Te Kuiti Marae – future invitations be sent direct to each individual Board member
- **2 Jennings Street**
 - A cost comparison of demolition –v– upgrading the property as a rental property be completed and reported to Council
- **Marokopa Public Toilets**
 - Council were advised that further options are being investigated for the public toilets at Marokopa
- **Te Kuiti Aerodrome**
 - Dates of the proposed Key Milestones are to be corrected

Resolution

- 1 The business paper on Adoption of Road Map Work Programme for the period 5 April 2016 to 30 June 2017 be received.
- 2 The Road Map Work Programme as at 5 April 2016 adopted subject to the noted amendments.

Davey/Whitaker Carried

The meeting adjourned for lunch at 12.40pm and reconvened at 1.20pm.

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

Resolution

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

Chris Ryan, Chief Executive
 Michelle Higgie, Executive Assistant
 Vibhuti Chopra, Group Manager – Corporate Services
 Helen Beever, Group Manager – Customer Services
 Rachael Laver, Economic Development Officer
 Kobus Du Toit, Group Manager – Assets
 Christiaan van Rooyen, Manager – Capital Projects

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Progress Report: WMF Work Streams – and Regional Shared Service Initiatives	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: WMF Work Streams – Waikato Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Local Authority Shared Services – Six Monthly Report to Shareholders (1 July 2015 to 31 December 2015)	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. Inframax Construction Ltd and Independent Roadmarkers Taranaki Ltd – Half Annual Reports to 31 December 2015	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
5. Draft Statement of Intent for Year Ending 30 June 2017 – Inframax Construction Ltd and Independent Roadmarkers Taranaki Ltd	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: 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)
7. Progress Report: Digital Enablement Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: Civil Defence Emergency Management Co-ordinating Executive Group Minutes	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: Te Kuiti Meat Processors Ltd - Trade Waste Charges	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report: Waitomo Village Water and Wastewater Services - Current Position and Process Forward	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
11. Recruitment of Chief Executive	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.

Whitaker/Brodie Carried

There being no further business the meeting closed at 2.24pm.

Dated this 27th day of April 2016.

BRIAN HANNA
MAYOR

Confidential

Confidential

Confidential

Confidential

Document No: 391332

File No: 064/001E

Report To: Council**Meeting Date: 27 April 2016****Subject: Local Government New Zealand – 2016 Annual General Meeting Registration and Remit Process**

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council of the process for the registration of Delegates and submitting remits for consideration at the 2016 Local Government New Zealand (LGNZ) Annual General Meeting (AGM).

Commentary

- 2.1 The 2016 LGNZ AGM is being convened in Dunedin on Sunday 24 July 2016, followed by the LGNZ Annual Conference on Monday 25 and Tuesday 26 July 2016.
- 2.2 Attached to and forming part of this business paper is a self-explanatory memorandum from LGNZ advising the process and timeline for member authorities to register Delegates and submit proposed remits for consideration at the AGM.
- 2.3 Delegates**
- 2.4 The LGNZ AGM and Annual Conference is attended each year by the Mayor and Chief Executive. Historically, the Mayor, unless unavailable for any unforeseen reason, has been appointed as Council's Presiding Delegate at the LGNZ AGM (i.e. is the person responsible for voting on behalf of Waitomo District Council). The Chief Executive is registered as an "Other Delegate" with voting rights only in the absence of the Presiding Delegate.
- 2.5 The Forms attached to the LGNZ Memorandum have been completed ready for signature by the Mayor and Chief Executive.
- 2.6 Remits**
- 2.7 The Memorandum also sets out the criteria for considering remits under the Remits Screening Policy.
- 2.8 Since 1999, it has become rare for individual councils to make remits directly to LGNZ. Due to the criteria of the Remits Screening Policy, remit issues are predominantly raised by individual councils at Zone and Sector Group Meetings, and if supported, are taken forward by the Zone or Sector Group.

Recommendation

- 3.1 Council approve appointment of the Mayor as Presiding Delegate and the Chief Executive as an "Other Delegate" for attending the LGNZ 2016 Annual General Meeting.
- 3.2 Council continue to have the Mayor and/or Chief Executive lobby key issues through Zone and Sector Group Meetings rather than initiate any individual remits to LGNZ AGMs.

Suggested Resolutions

- 1 The business paper on Local Government New Zealand – 2016 Annual General Meeting Registration and Remit Process be received.
- 2 Mayor Hanna be appointed Presiding Delegate and the Chief Executive be appointed as an "Other Delegate" to representative Waitomo District Council at the 2016 Local Government New Zealand Annual General Meeting.
- 3 Council continue to lobby key issues through Zone and Sector Group Meetings rather than initiate individual remits to Local Government New Zealand Annual General Meetings.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: LGNZ Memorandum

Date: 18 April 2016

To: Mayors, Chairs and Chief Executives

From: Malcolm Alexander, Chief Executive

Subject: **Local Government New Zealand 2016 Annual General Meeting registrations**

Registrations for the LGNZ 2016 Annual General Meeting (AGM) are now open. The AGM will take place on Sunday 24 July 2016 at the Dunedin Centre, Dunedin. A registration form is attached.

Please fill in the form and return it to leanne.brockelbank@lgnz.co.nz no later than **5pm Friday 17 June 2016**. Any apologies must also be received by this date.

All information about registering for the AGM, including the maximum number of delegates that may represent your council, is included on the form. It also contains information and key dates regarding remits and obituaries.

Before returning, please ensure that both the Mayor and Chief Executive have signed the form.

The AGM business papers and a copy of the annual report will be sent on 8 July 2016.

If you have any questions, please call Leanne Brockelbank, Chief Financial Officer, LGNZ on (04) 924 1212. Alternatively, you can email leanne.brockelbank@lgnz.co.nz

29th Annual General Meeting of Local Government New Zealand

Registration form

Date: Sunday 24 July 2016

Venue: The Dunedin Centre, Dunedin

MEMBERSHIP

As Waitomo District Council is a member of Local Government New Zealand, it is entitled to representation at the 2016 Local Government New Zealand Annual General Meeting (AGM).

The representation of each member authority is determined by the Mayor or Chair of each local authority. Representation is made up of members which include elected members and staff of all fully financial local authorities.

The Annual General Meeting is open to members only.

VOTING ENTITLEMENTS

Waitomo District Council is entitled to 2 votes at the 2016 AGM. The voting entitlement of each member authority is determined by that authority's subscription levels. No member authority whose annual subscription is in arrears is entitled to vote at the AGM. A list of voting entitlements can be found in rule H1 of the constitution.

DELEGATES

All delegates for the Annual General Meeting must register by Friday 17 June 2016.

The maximum number of delegates for each local authority at the AGM is determined by that local authority's population. Waitomo District Council is entitled to be represented by 2 delegates at the 2016 AGM.

Please note that the number of delegates at the AGM does not affect the number of delegates able to attend the conference.

PRESIDING DELEGATE

A presiding delegate is the person responsible for voting on behalf of the authority at the AGM. You must appoint one presiding delegate.

Presiding delegate's name: Brian Hanna Signature: _____

OTHER DELEGATES

Waitomo District Council may be represented by up to 1 other delegate.

If your presiding delegate is absent from the AGM, 'other delegates' may vote on behalf of the local authority. Please tick the box next to the delegate's name if they are to have this right.

Other Delegate name: Chris Ryan Signature: _____ Voting rights:

OBSERVERS

Persons attending the AGM as observers will have no speaking or voting rights and will be seated separately from the main delegation. Please list any observers below.

Observers name: _____ Signature: _____

Please ensure that all delegates are aware of the delegate role they have been nominated for.

Once this form is complete, the Mayor/Chair and Chief Executive of the local authority must sign the form below.

Mayor's/Chair's Name: Brian Hanna Signature: _____

Chief Executive's Name: Chris Ryan Signature: _____

Please return this form by **Friday 17 June 2016** either by email to leanne.brockelbank@lgnz.co.nz or post this form to:

Leanne Brockelbank
Chief Financial Officer
Local Government New Zealand
PO Box 1214
WELLINGTON 6140

REMIT PROCESS

Remits proposed for consideration at the Local Government New Zealand AGM must be received no later than **5pm Monday 13 June 2016**. All proposed remits and accompanying information must meet the remit policy. Those meeting this policy will be screened by the Remit Screening Committee, and following approval, will move forward to the Annual General Meeting for consideration by the membership.

PROXY FORM

Councils are to complete the proxy form only if they are unable to attend the AGM and wish to appoint someone to vote on their behalf. They must be a delegate of another council attending the AGM.

OBITUARIES

Local Government New Zealand request obituary notices for inclusion in the AGM proceedings for the period from the last AGM on **19 July 2015** onwards. These should be advised in writing no later than **Wednesday 13 July 2016**.

For further clarification of the requirements regarding the Annual General Meeting, please contact Leanne Brockelbank on 04 924 1212. Alternatively, you can email Leanne at leanne.brockelbank@lgnz.co.nz

29th Annual General Meeting of Local Government New Zealand

Proxy form

Waitomo District Council, a member authority of Local Government New Zealand, appoints

.....
(Name)

Of

.....
(Council Name)

as its proxy to vote on its behalf at the 2016 Annual General Meeting of Local Government New Zealand, to be held on the 24th day of July 2016 and at any adjournment thereof.

Signed this day of 2016

The Common Seal of

Was affixed in the presence of:

Document No: 391148	File No: 400/150D
Report To: Council	
	Meeting Date: 27 April 2016 Subject: DC Tynan Trust – Exemption as a Council Controlled Organisation

Purpose of Report

- 1.1.1 The purpose of this business paper is for Council to consider the exemption of the DC Tynan Trust from being a Council Controlled Organisation under the Local Government Act 2002 (LGA 2002).

Background

- 2.1 The DC Tynan Trust was established in 1982 by Daniel Tynan Estate. The purpose of the Trust is to provide financial assistance to community organisations involved in social welfare, the maintenance and advancement of education and the provision of recreational facilities of benefit to Te Kuiti residents.
- 2.2 The current Trustees are Diane Forgeson, Terry Davey, Guy Whitaker and Lorrene Te Kanawa.
- 2.3 The Trust currently has accumulated funds of approximately \$208,000.
- 2.4 The capital funds of the Trust are held in investment and the income from the investment is available for allocation to community organisations. The Trustees meet annually to review applications received and at their discretion, allocate funds to applicants.

Commentary

- 3.1 The Trust meets the definition of a Council Controlled Organisation (CCO) under the LGA 2002 because the power to appoint and remove trustees is vested with the Council.
- 3.2 Section 6 of the LGA 2002 states that

In this Act, unless the context otherwise requires,—

council-controlled organisation means a council organisation that is—

(a) a company—

(i) in which equity securities carrying 50% or more of the voting rights at a meeting of the shareholders of the company are—

(A) held by 1 or more local authorities; or

(B) controlled, directly or indirectly, by 1 or more local authorities; or

- (ii) *in which 1 or more local authorities have the right, directly or indirectly, to appoint 50% or more of the directors of the company; or*
- (b) *an entity in respect of which 1 or more local authorities have, whether or not jointly with other local authorities or persons,—*
- (i) *control, directly or indirectly, of 50% or more of the votes at any meeting of the members or controlling body of the entity; or*
- (ii) *the right, directly or indirectly, to appoint 50% or more of the trustees, directors, or managers (however described) of the entity*

3.3 As a Council Controlled Organisation additional requirements are imposed on the Trust including:

- The requirement to issue a Statement of Intent that complies with Schedule 8 of the LGA 2002,
- Submit to Council its performance monitoring in relation to its Statement of Intent and Council's objectives for the Trust,
- Submit a half yearly report, which must include information required to be included by its Statement of Intent.
- Submit an audited annual report, which must enable the reader to assess performance against the Statement of Intent and which must be prepared in accordance with generally accepted accounting standards,
- Consolidation of the Trust into the group financial statements of the Council,
- Change of balance date from 31 March to 30 June.

3.4 Under Section 7(3) of the Local Government Act 2002, the Council may exempt the Trust from being classified as a Council Controlled Organisation by resolution. Council must take into account the nature and scope of activities and costs and benefits to the community, the Trust and Council.

3.5 Once granted, the Council must review the exemption at least every three years but Council may revoke the exemption at any time. The exemption was last reviewed and approved by Council in April 2013.

3.6 The requirements imposed by legislation on a CCO would be onerous for the Trust particularly given its size and nature.

3.7 The benefits of an exemption would be removal of compliance requirements of a CCO thereby saving administrative costs and time for the Trust as well as Council. This would benefit the community by enabling the potential costs to be available for the betterment of the community instead.

3.8 It should be noted that as an exempted organisation there would be no independent audit of the Trust's financial statements. However the Trust, given its nature, is considered to be low risk.

Recommendation

- 4.1 Council resolve to exempt the DC Tynan Trust from being classified as a Council Controlled Organisation under Section 7(3) of the Local Government Act 2002.

Suggested Resolutions

- 1 The business paper on DC Tynan Trust – Exemption as a Council Controlled Organisation be received.
- 2 Council exempt the DC Tynan Trust from being classified as a Council Controlled Organisation under section 7(3) of the Local Government Act 2002.



Vibhuti Chopra

GROUP MANAGER – CORPORATE SERVICES

15 April 2016

Document No: 390103**File No:** 100/018B**Report To: Council****Meeting Date:** 27 April 2016**Subject:** **Financial and Non Financial Report for the period ended 31 March 2016**

Purpose of Report

- 1.1 The purpose of this business paper is to present the Financial and Non Financial Report for the period ended 31 March 2016.

Local Government Act S.11A Considerations

- 2.1 There are no considerations relating to Section 11A of the Local Government Act in regards to this business paper.
- 2.2 This business paper is intended to enable oversight and accountability of Council's financial performance in delivering core services to the Waitomo District and community.

Risk Considerations

- 3.1 There is potential risk that the year to date expenditure presented in this report is understated due to all costs incurred during the period not being included. This could be caused by an invoice not being received or an accrual not being included in the accounts. Processes and checking procedures are in place to mitigate this risk as much as possible.
- 3.2 There is potential risk that some revenue included in the financial statements is subsequently not converted to cash or cash equivalents due to dispute by the customer or ratepayer. The raising of invoices and recognition of income is carried out with management review and approval to minimise this risk and trade debtors and other receivables are actively monitored and reviewed.
- 3.3 Depreciation could be materially different in this report compared with the year end result due to asset additions and disposals in the process of being completed. The depreciation on additions is estimated for the purpose of this report.

Background

- 4.1 The period covered by this report is 1 July 2015 to 31 March 2016.
- 4.2 The order of the report is as follows:
- **Summary Income Statement** with comments detailing significant variances to the year to date budget on Council's operating performance for the period ended 31 March 2016.
 - **Summary Balance Sheet** with comments detailing significant balance sheet movements from 1 July 2015 to 31 March 2016.

- **Capital Expenditure** summary with commentary on material variances of expenditure for the period compared with the LTP 2015/16.
- **Summary Treasury Management** which reports on the Public Debt position, cash reserves and significant treasury transactions.
- **Cost of Service Statement** Summary and Cost of Service Statements for Council's ten significant activities are presented in **Appendix 1**.
- **Balance Sheet** as at 31 March 2016 is presented in **Appendix 2**.
- **Treasury Management Report** from Bancorp Treasury Services Limited (BTSL), Council's treasury management advisors is presented in **Appendix 3**.
- **Performance Management Report** on Levels of Service and Key Performance Indicators **Appendix 4**.

4.3 All figures in the tables, except percentages, are expressed in thousands of dollars (\$000s).

Financial Report to 31 March 2016

5.1 INCOME STATEMENT HIGHLIGHTS

5.2 Set out below is the summary of financial information for the period to 31 March 2016. Detailed Cost of Service Statements are attached as **Appendix 1**.

FINANCIAL HIGHLIGHTS (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Mar 2016	YTD Actual Mar 2016	Variance Mar 2016	% Variance
Total Expenditure						
- Direct Operating	12,187	13,926	10,183	9,997	(186)	
- Indirect Operating	12,341	12,868	9,523	8,481	(1,042)	
Total Expenditure	24,528	26,794	19,706	18,478	(1,228)	-6%
Total Revenue						
- Operating Revenue	(11,444)	(10,757)	(6,495)	(6,747)	(252)	
- Rates Revenue	(18,263)	(18,939)	(14,300)	(14,302)	(2)	
Total Revenue	(29,707)	(29,696)	(20,795)	(21,049)	(254)	1%
Net Operating Cost/(Surplus)	(5,179)	(2,902)	(1,089)	(2,571)	(1,482)	136%
Other Comprehensive Revenue and Expense						
- Revaluation of Property, plant and equipment	(6,108)	0	0	0	0	
- (Gains)/Losses from Cash Flow Hedges	1,089	0	0	0	0	
Total Other Comprehensive Revenue and Expense	(5,019)	0	0	0	0	
Total Comprehensive Revenue and Expense	(10,198)	(2,902)	(1,089)	(2,571)	(1,482)	136%

5.3 **Net Operating Surplus:** The net operating surplus of \$2,571,000 was \$1,482,000 more than budget for the period ended 31 March 2016.

5.4 **Operating Expenditure** was 6% (\$1,228,000) less than budget forecast for the period ended 31 March 2016.

- **Direct operational expenditure** was \$186,000 less than budget. The main contributors to this variance in order of magnitude are:

- Roads and Footpaths: \$332,000 less than budget mainly due to the change of the road maintenance contractor to a new supplier and weather in the early part of the financial year also delayed some programmed works. In particular network and asset management, professional and administration services, community safety, unsealed pavement maintenance are less than year to date forecast, however first response emergency reinstatement and expenditure on sealed pavement maintenance and environmental maintenance is more than budget.
- Community Service: \$259,000 less than budget due to seasonal works not yet being carried out and repairs and maintenance budgets not being spent as yet. These are carried out on an as required basis through the year.

These have been offset by:

- Water Supply: \$322,000 more than budget due to additional contractor costs incurred for health and safety reasons (supervision and safety inspections). There have also been additional costs in Te Kuiti for mechanical, electrical and SCADA operational aspects associated with the treatment plant upgrade and reservoir rehabilitation.
 - Sewerage: \$190,000 more than budget mainly due to additional operational costs at the waste water treatment plant; including mechanical and electrical maintenance, trade waste sampling and chemicals to treat high nutrient loads being received.
- **Indirect expenditure** was \$1,042,000 less than budget for the following reasons:
 - Allocated Costs: \$276,000 less than budget due to staff costs, Human Resources costs and Information Services costs tracking less than budget.
 - External Interest: \$627,000 less than budget due to the weighted average interest rate applicable being lower than budgeted for the period (4.53%). The other reason was that the budgeted interest cost was based on 1 July 2015 projected public debt of \$47.7 million while the actual public debt at that date was \$46.1 million.
 - Depreciation: \$139,000 less than forecast due to a variance in capital works in 2014/15 (on which depreciation was based) from budget mainly for roads.

5.5 **Total Revenue** was \$254,000 more than budget for the period ended 31 March 2016.

- **Operating revenue** was \$252,000 more than budget. The main contributors to this variance are:
 - Sewerage: \$421,000 more than budget due to Trade Waste revenue being more than forecast.
 - Community Service: \$112,000 more than budget due to additional lease revenue and a one off capital contribution being received for the commercial operation of the Railway Station Building complex and revenue was more than budget for the Aquatic Centre.

- **Community Development:** \$73,000 more than budget due to grant revenue of \$36,000 received from Ministry of Social Development and \$17,000 carried over from the previous year for the Reducing Risk Project, Social Sector Trials and Youth Programmes. These grants are expected to be fully spent on these initiatives in the course of the year.

These were offset by:

- **Roads and Footpaths:** \$297,000 less than budget due to less works being completed than expected and therefore lesser subsidy being received. It is expected that this will be made up as the year progresses.
- **Rates revenue** was \$2,000 more mainly due to more rates penalty revenue being received than budget, however this is offset by metered water rates being less.

6.1 **BALANCE SHEET HIGHLIGHTS**

6.2 Balance Sheet highlights presented below show the movement in Council's financial position from 30 June 2015 to 31 March 2016. The complete Balance Sheet is attached as **Appendix 2**.

BALANCE SHEET HIGHLIGHTS (Amounts in \$000's)	Actual Position 30 Jun 2015	Actual Position 31 Mar 2016	Movement from 30 Jun 2015
Assets			
- Cash and cash equivalents	2,457	125	(2,332)
- Receivables	5,561	4,028	(1,533)
- Other current assets	138	138	0
- Other financial assets	3,388	3,388	0
- Non-current assets	328,884	330,571	1,687
- Derivative financial instruments	153	153	0
TOTAL ASSETS	340,581	338,403	(2,178)
Liabilities			
- Other Liabilities	5,819	3,459	(2,360)
- Total Borrowings	46,139	43,750	(2,389)
- Derivative financial instruments	1,013	1,013	0
Total Liabilities	52,971	48,222	(4,749)
Equity			
- Equity	287,610	290,181	2,571
TOTAL LIABILITIES AND EQUITY	340,581	338,403	(2,178)

6.3 Total Assets have decreased from \$340.6 million to \$338.4 million.

- Cash and cash equivalents have decreased by \$2,332,000 from \$2,457,000 to \$125,000.
- Receivables decreased by \$1,533,000 from \$5,561,000 to \$4,028,000.
- Non-current assets have increased by \$1,687,000. The increase is due to the net effect of asset additions of \$5,780,000, less depreciation of \$4,091,000 and loss on disposals of \$2,000.

6.4 Total Liabilities have decreased from \$53.0 million to \$48.2 million.

- Other Liabilities decreased by \$2,360,000 due to a general decrease in Payables at 31 March 2016.
- Total Borrowings decreased by \$2,389,000 mainly through repayment of a fixed tranche of debt, being a \$5m FRN and the application of cash assets at the start of the year and part use of the wholesale advance facility (the balance of which fluctuates daily according to cash requirements).

6.5 Equity increased from \$287.6 million by \$2.57 million which equals the total comprehensive revenue and expense for the period.

7.1 **CAPITAL EXPENDITURE**

7.2 Set out below is the Capital Expenditure budget for the period compared to actual expenditure for the period ended 31 March 2016.

CAPITAL EXPENDITURE SUMMARY	LTP Yr 1 Budget	Actual	Variance
(Amounts in \$000's)	2015/16	YTD Mar 2016	2015/16
Community Service			
- Parks and Reserves	207	19	(188)
- Housing and Other Property	237	1,142	905
- Recreation and Culture	295	235	(60)
- Public Amenities	445	196	(249)
Community Development			
- District Development	47	0	(47)
Regulation			
- Animal Control	0	0	0
Solid Waste Management			
- Landfill Management	0	79	79
Stormwater			
- Te Kuiti Stormwater	345	124	(221)
- Rural Stormwater	5	0	(5)
Sewerage			
- Te Kuiti Sewerage	428	85	(343)
- Te Waitere Sewerage	14	0	(14)
- Benneydale Sewerage	35	5	(30)
- Piopio Sewerage	53	20	(33)
Water Supply			
- Te Kuiti Water	5,306	1,346	(3,960)
- Mokau Water	171	122	(49)
- Piopio Water	34	35	1
- Benneydale Water	3	0	(3)
Roads and Footpaths			
- Subsidised Roads	5,500	2,109	(3,391)
- Unsubsidised Roads	315	31	(284)
Corporate Support			
- Corporate Support	446	232	(214)
- Internal Services Unit	15	0	(15)
TOTAL CAPITAL EXPENDITURE	13,900	5,780	(8,120)

7.3 **Capital Expenditure** was \$5,780,000 for the period ended 31 March 2016, of which \$1,592,000 (28%) related to Community Service, \$2,140,000 (37%) related to Roads and \$1,503,000 (26%) related to Water Supply.

7.4 **Community Service**

Parks and Reserves:

- Renovations of the ex-Albion Soccer club rooms are yet to be started, as are other minor renewal and upgrade works.

Housing and Other Property:

- \$67,000 Piopio Hall Roof renewal and access ramp was completed with funding allocated in previous year.
- \$138,000 was spent this year for completion of redevelopment of the upstairs floor of 28 Taupiri Street building to be used by the Te Kuiti Community House Trust as tenants. This redevelopment was officially opened on 9 October 2015.
- Purchase of 47 Te Kumi Road property for future development for \$117,000.
- \$30,000 for kitchen renovations, floor coverings and other repairs for safety for Council's investment property in Piopio.
- The pedestrian bridge at Benneydale has been completed at a cost of \$30,000. This renewal was required for safety reasons, which became apparent after the budgets were approved.
- \$689,000 for the Railway Station Buildings Project; development of the Commercial space.

Recreation and Culture:

- Re-piping between the pools and filtration plant, repainting the pools has been completed and the pool covers replaced for a total cost of \$43,000.
- Kitchen and bar facilities at the Les Munro Centre have been completed for \$154,000 and the renaming signage has been installed.

Public Amenities:

- The upgrade to Piopio public toilets on State Highway 3 is completed, with \$149,000 spent this year. This was budgeted last financial year.
- The soakage field for Mokau public toilets has been completed, with installation of piping and soakage assets at a cost of \$34,000.
- \$220,000 for new Benneydale toilets has been budgeted for this financial year. A site survey for this development has been undertaken.

7.5 Community Development

- Capacity for a \$40,000 Motor Home Friendly District Initiative. This project is progressing. Monitoring has been completed and the findings reported to Council separately.

7.6 Solid Waste Management

- The Recycling shelter at the Te Kuiti landfill has been completed for a project cost of \$107,000, with \$79,000 spent this year. This work was budgeted for in the 2014/15 financial year.

7.7 Stormwater

- Included in the capital expenditure budget is relaying of stormwater pipe in King Street, Te Kuiti. The contractor has been appointed.
- Minor renewal work in Te Kuiti totaling \$100,000 has been completed during the period.

7.8 Sewerage

- Te Kuiti: Included in the reticulation renewals budget is investigation and rehabilitation for inflow and ingress into the network for parts of the network. Contract documents for this work stream are currently being developed. There has been a delay in obtaining permission from Kiwi Rail to replace the pipe work under the railway line in Te Kuiti
- Benneydale: Further investigation to accurately identify reticulation parts requiring renewal is being carried out with the aim of optimizing and prioritizing the amount of replacement required. The reticulation has been thoroughly cleaned and a section reinvestigated and a new report is expected to be received.
- Piopio: The budgeted works is for SCADA improvements at the treatment plant, however this project has not started. Expenditure to date has been for retrofitting a few separator tanks as required, including installing a bigger tank for a commercial operator. This tank has been delivered and the contractor appointed.

7.9 Water Supply

- Te Kuiti: \$1,211,000 expended to date for upgrade of the Te Kuiti Water Treatment Plant. The total budget for this financial year is \$5,030,000 and the total project budget from the LTP 2015-25 is \$6,682,000.
- Mokau: Expenditure to date has been for finalising of land easements and remedial works for the upper dam. The contractor has been appointed to do the upper dam remedial work.
- Piopio: Expenditure to date has been for reservoir remedial works for earthquake proofing and installation of a water main between Moa and Tui Streets. The budget for the water main was in last financial year.

7.10 Roads and Footpaths

- Subsidised Roads: Expenditure to date across all capital work categories is \$2,109,000, whereas the annual capital budget is \$5,500,000. Generally the capital expenditure programme is managed in conjunction with the maintenance programme so as to bring the total spend within budget for the year.
- Unsubsidised Roads: Expenditure to date has been for minor footpath renewals.

8.0 TREASURY REPORT

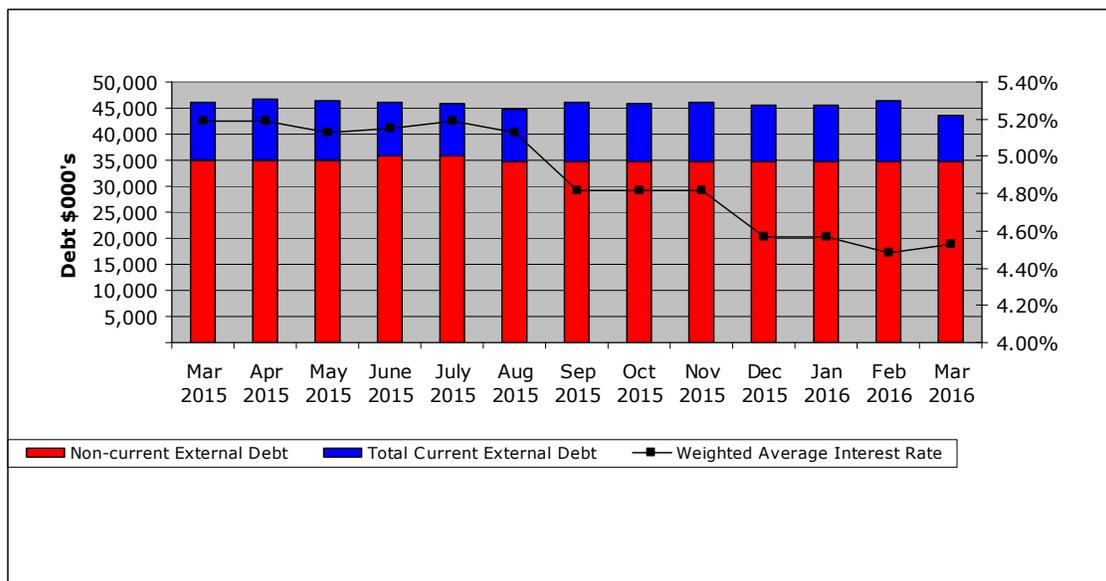
8.1 Set out below is the Treasury Report which provides more information on Council's public debt position and debt financing costs.

8.2 Cash Position

8.3 Council's cash position at 31 March 2016 was \$125,000 in funds. At 30 June 2015 balance date the cash balance was \$2,457,000.

8.4 Summary of Public Debt Position

8.5 Set out below is a chart recording trends in Council's current and non-current debt for the period ended March 2016. The trend line overlaid is the effective weighted average interest rate currently being paid on all loans.



8.6 At 31 March 2016 the effective weighted average interest rate for all loans excluding finance leases and accrued interest was 4.53%. At 30 June 2015 it was 5.15%.

8.7 The reason for the decrease in weighted average interest rate between June and March was the refinancing of a Floating Rate Note that came up for renewal, where the credit margin reduced from 2.30% to 0.52% and the associated interest rate swap with a fixed rate of 4.36% expired, leaving the new FRN on a floating interest rate of 2.92% (giving total interest of 3.52%); a decline in the 90 day bank bill rate which resulted in the floating portion of WDC's debt being rolled

over at lower rates; a decline in the interest rate negotiated for the Inframax loan and through financing the maturing \$5 million FRN in November from the Call Advance facility gave a further interest saving of 0.60% on this debt .

8.8 Public Debt Position Comparison to Budgets

8.9 Forecasted public debt at 30 June 2016 as per the Long Term Plan 2015-25 is expected to be \$52,834,000. Actual public debt was \$43,749,000 at 31 March 2016.

8.10 Wholesale Advance Facilities (Term Advance and Call Advance Facilities)

8.11 The Term Advance and Call Advance Facilities are credit facilities held with Westpac (to the value of \$30,000,000) which forms part of Council's debt funding mix and providing working capital requirements over the period. A total of \$21,690,000 was drawn against this facility at 31 March 2016, leaving available lines of credit of \$8,310,000.

8.12 The facility limit was increased to \$30,000,000 on the 19 November 2015 to provide funding for the Floating Rate Note that was maturing and required repayment during November, whilst maintaining appropriate credit headroom.

8.13 A Line of Credit fee of 0.30% (\$90,000 p.a.) of the facility balance applies to this credit facility.

8.14 This facility is used to finance capital expenditure prior to a loan draw down, (such as a Floating Rate Note or Term Advance) or to meet Council's working capital requirements between each of the quarterly rates instalments.

8.15 Details of Loan Portfolio

8.16 The following table records the public debt position and the key terms and conditions for each loan as at 31 March 2016. The classification of current and non-current loans is based on current loans being those that are due for refinancing or repayment within 12 months of the balance sheet date.

	Loan Start Date	Loan Maturity Date	Effective Interest Reprice Date	Loan Balance	Effective Interest Rate
Current Loans					
Finance Leases				35,263	0.00%
Accrued Interest				253,299	0.00%
Call Advance		1/07/2017		2,690,000	3.25%
Floating Rate Notes (\$5M Hedged \$1M Floating, ICL)	30/08/2013	30/08/2016	31/05/2016	6,000,000	4.48%
Total Current Loans				8,978,562	
Non-current Loans					
Finance Leases				20,684	0.00%
Westpac Term Loan (ICL)	24/11/2011	24/11/2017	16/05/2016	750,000	5.70%
Floating Rate Notes (Hedged)	18/04/2012	18/04/2017	20/04/2020	5,000,000	5.82%
Floating Rate Notes	6/08/2014	6/08/2017	6/05/2016	5,000,000	3.14%
Floating Rate Notes	24/08/2015	31/08/2018	24/05/2016	5,000,000	3.10%

Term Advance (Hedged)	1/07/2017	17/05/2021	6,000,000	5.70%	
Term Advance (Hedged)	1/07/2017	20/04/2020	3,000,000	5.12%	
Term Advance (Hedged)	1/07/2017	11/09/2017	5,000,000	4.68%	
Term Advance (Hedged)	21/01/2014	1/07/2017	24/01/2017	5,000,000	4.75%
Total Non-current Loans			34,770,684		
Total Public Debt			43,749,246	4.53%	
Cash & Liquid Investments					
Term Deposits			0		
Cash			125,320		
Total Cash & Liquid Investments			125,320		
Public Debt Net of Investments			43,623,926		

8.17 Total public debt was \$43,749,246 and cash assets were \$125,320 at 31 March 2016 giving a net debt position of \$43,623,926.

8.18 On the 24 August 2015 a Floating Rate Note was issued for three periods with an interest rate margin of 0.52% over the BKBM (inter bank market float) floating rate. The initial rate set was 3.44%. This note refinances a matured Floating Rate Note which had an interest rate margin of 2.30%. This refinanced debt was previously hedged at an effective interest rate of 6.66%, however the new debt is on floating interest.

8.19 Two forward starting swaps with a notional amounts totaling \$5,000,000 and \$3,000,000; fixed interest rates of 3.78% and 3.95%; terms of three years and six years and start dates of September 2017 and April 2017, respectively were executed. These were to bring interest rate cover within treasury policy limits, with the timing to take advantage of low long term interest rates.

8.20 On the 9 November a \$5 million Floating Rate Note was repaid, which was funded through \$3,960,000 draw down from the Wholesale Advance facility and the available cash assets at the time.

8.21 Treasury Events since 31 March 2016

8.22 This treasury report portrays the debt position of Council at the 31 March 2016. Since that date to the date of this report, there are no significant treasury management events to report.

8.23 Interest Costs

8.24 The total actual interest paid for the nine months was \$1,629,000 against the budget for the period of \$2,256,000; \$627,000 (or 28%) less. Interest paid as a portion of total revenue is 7.7%; Council's Treasury Policy requires this amount does not exceed 15%.

8.25 Financial Derivatives and Hedge Accounting

8.26 Included in the balance sheet are valuation amounts for Derivative Financial Instruments (interest rate swaps). The valuation amount is componentised into current and non-current assets and liabilities held at balance date. At 30 June 2015 the value of swaps was a total net liability of \$860,000. At 31 March 2016 their net value was a liability of \$2,418,000. The decrease in value is mainly due to floating interest rates decreasing from June and due to an additional forward starting swap being executed. However due to Council's use of hedge accounting,

this change in value is shown as "Other Comprehensive Revenue and Expense" rather than included in the Net Operating Cost/(Surplus) result and is transferred directly to a reserve within equity.

9.0 **RECEIVABLES**

9.1 Set out below is summary of Receivables (i.e. unpaid rates and other debtor amounts owing) as at 31 March 2016 with comparatives from last year. Rates receivables exclude rates paid in advance which give a more accurate picture of the receivables owing.

Receivables (Amounts in \$000's)	As at 31.03.15	As at 31.03.16	(Inc)/Dec \$	(Inc)/Dec %
Rates Receivable	2,745	2,778	(33)	-1%
Rates Penalties	1,385	1,538	(153)	-11%
Rates and Penalties Receivable	4,130	4,315	(185)	-4%
Extraordinary Water Charges	53	55	(2)	-5%
Total Rates receivable	4,183	4,371	-188	-4%
NZ Transport Agency	604	325	279	46%
Ministry of Health Subsidy	750	0	750	0%
Other Receivables	902	940	(38)	-4%
Other Receivables	2,256	1,265	991	44%
Gross Receivables	6,438	5,636	802	12%
Less Provision for Doubtful Debts	(1,636)	(1,608)	(28)	2%
Total Receivables	4,802	4,028	774	16%

9.2 **Rates and Penalties Receivable (excluding metered water rates receivable)**

9.3 Current year rates

9.4 At 31 March 2016, the first three rates instalments were issued and were due and payable by August, November and February. The collection percentage on these instalments was 95% (2015: 95%).

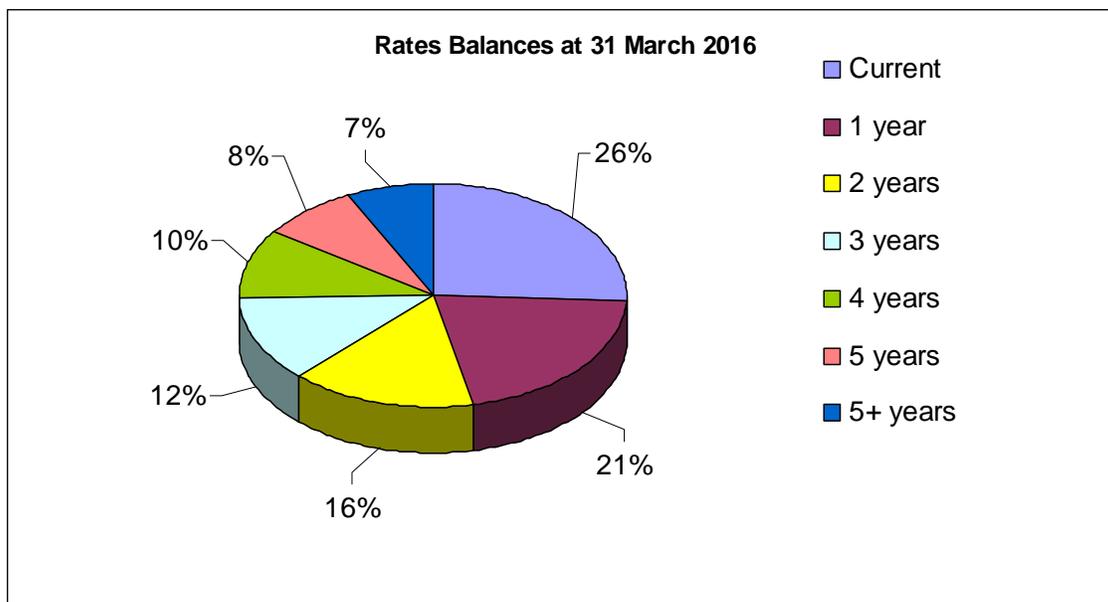
9.5 Overall Rates Receivables

9.6 There was \$4,314,909 of rates outstanding at 31 March 2016 (2015: \$4,130,666). This amount excludes rates paid in advance on future instalments.

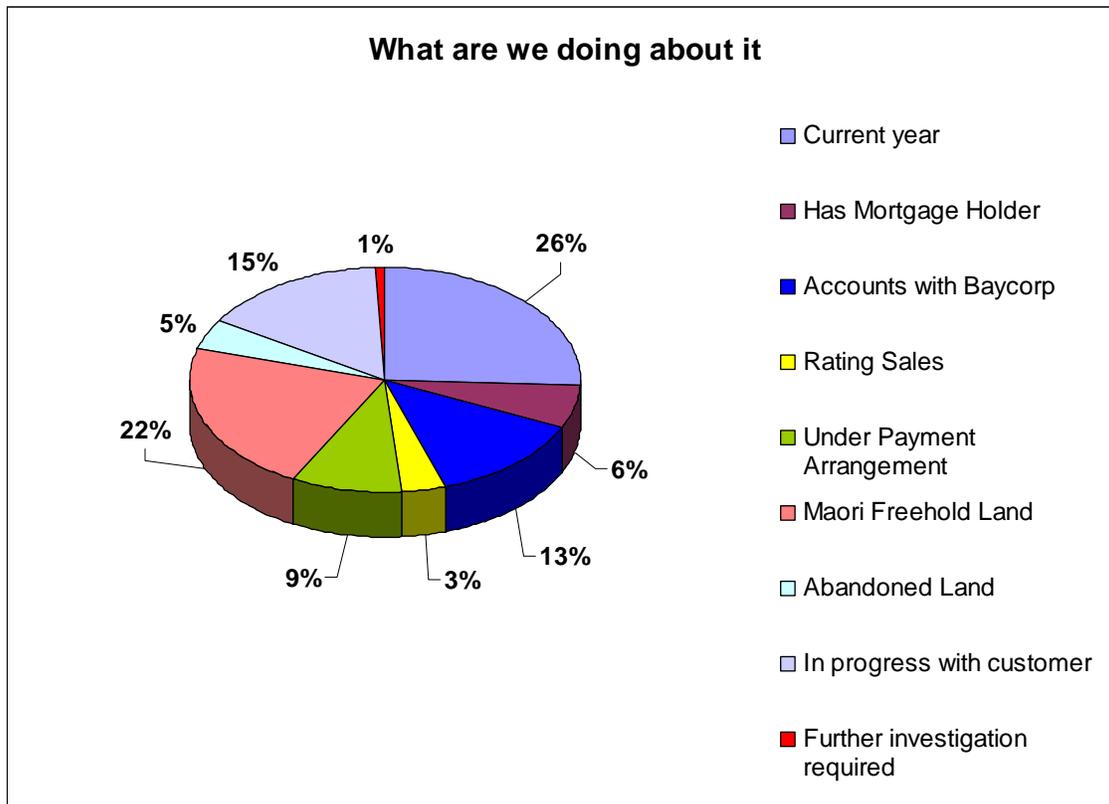
9.7 Rates and penalties receivable have increased by \$184,243 from 31 March 2015. Of this \$152,591 related to an increase of total penalties owing and there was an increase of \$31,652 for rates arrears. Some of the rates and rates penalties outstanding which are related to Maori freehold land may be eligible for rates remission.

9.8 Some of the Maori freehold land remission applications are processed on behalf of the owners by Council staff, as per criteria set out in the remission policy. These will be processed prior to June 2016.

- 9.9 A total of \$222,128 in rates and penalty remissions were granted against a full year budget of \$255,000.
- 9.10 The rates arrears and penalties, including those owing on Maori freehold land, are substantially recognised in the Provision for Doubtful Debts figure.
- 9.11 Of the outstanding balance of \$4,314,909, \$1,112,746 (26%) relates to current year, \$899,121 (21%) relates to 2014/2015 year rates and the balance spread across the remaining years in a diminishing fashion. The following graph illustrates the makeup of the rates receivable balance:



- 9.12 Included in the balance in the 5+ years category are arrears and penalties relating between 2006 and 2010 years. These balances have been retained in the rates ledger due to legal action having commenced on these properties via our external debt collection agency.
- 9.13 The outstanding balance of rates is actively managed through a variety of collection methods including lump sum payment arrangements, approved payment arrangements and through an external debt collection agency. In the nine months ended 31 March 2016 Council has reduced its arrears by \$771,242 (19%) of the \$3,973,404 that was outstanding at 30 June 2015 (\$264K in Jan-Mar 2016 quarter).
- 9.14 The action being taken on outstanding balances is shown in the following graph:



- 9.15 Of the total arrears as at 31 March 2016, \$3,202,163 of rates arrears are non current, \$566,545 have been placed with an external debt agency, \$398,449 are under some form of repayment arrangement and \$936,235 relates to Maori freehold land (including some properties that will be eligible for rates remission).
- 9.16 Another recovery option available for General Land properties with a mortgage is to pursue recovery of rates arrears with the bank or financial institution that holds the mortgage over the property.
- 9.17 The actions undertaken on this category of arrears have resulted in new formal payment arrangements being entered into by some of these customers and 8 lump sum payments totaling \$66,000 being received during the quarter that has cleared the arrears. As at 31 March there are rates arrears totaling \$267,000 (including penalties) that are being pursued via the bank. It is expected that these accounts will be cleared by June 2016 when the final demands are made on the banks.
- 9.18 Over the last quarter, correspondence has been sent out to ratepayers with arrears where there is no mortgage on the property advising of the payment arrangement options available to clear the arrears. Of these, there has been no response from 30 properties with arrears totaling \$311,000. As the next step these properties will be placed with Baycorp for collection.
- 9.19 Work undertaken during the quarter has identified 19 properties with arrears totaling \$342,000 that will now be progressed to rating sale or through the abandoned land process.

9.20 Other Debtors Receivables

9.21 At 31 March 2016 Other Receivables totaled \$1,265,000 of which \$232,000 was due and owing for more than three months. The three month and over receivables includes trade waste debtors, dog infringements, and other sundry debtors.

Suggested Resolution

The business paper on Financial and Non Financial Report for the period ended 31 March 2016 be received.



VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

18 April 2016

- | | |
|------------|--|
| Appendix 1 | Cost of Service Statements for each significant group of activities |
| Appendix 2 | Balance Sheet as at 31 March 2016 |
| Appendix 3 | Treasury Report for Waitomo District Council For the quarter ended 31 March 2016 (Bancorp Treasury Services Limited) |
| Appendix 4 | Performance Management Report on Levels of Service and Key Performance Indicators (#387630) |

Appendix 1: Combined Cost of Service Statements

Summary Cost of Service (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Mar 2016	YTD Actual Mar 2016	Variance Mar 2016	% Variance
Direct Operating Expenditure						
- Leadership	759	764	396	356	(40)	
- Community Service	1,649	2,193	1,576	1,317	(259)	
- Community Development	837	692	552	565	13	
- Regulation	104	182	108	84	(24)	
- Solid Waste Management	1,035	1,170	777	737	(40)	
- Stormwater Drainage	58	158	116	98	(18)	
- Resource Management	76	116	47	49	2	
- Sewerage	1,381	1,634	1,170	1,360	190	
- Water Supply	1,331	1,455	1,081	1,403	322	
- Roads and Footpaths	4,957	5,562	4,360	4,028	(332)	
Total Direct Operating Expenditure	12,187	13,926	10,183	9,997	(186)	-2%
Indirect Expenditure						
- Allocated Costs	4,361	4,218	3,037	2,761	(276)	
- Interest	2,471	3,009	2,256	1,629	(627)	
- Depreciation	5,509	5,641	4,230	4,091	(139)	
Total Indirect Expenditure	12,341	12,868	9,523	8,481	(1,042)	-11%
TOTAL EXPENDITURE	24,528	26,794	19,706	18,478	(1,228)	-6%
Operating Revenue						
- Leadership	(339)	(160)	(116)	(78)	38	
- Community Service	(1,610)	(509)	(312)	(424)	(112)	
- Community Development	(120)	(57)	(41)	(114)	(73)	
- Regulation	(430)	(431)	(368)	(343)	25	
- Stormwater Drainage	(1)	0	0	0	0	
- Resource Management	(120)	(80)	(60)	(50)	10	
- Solid Waste Management	(1,001)	(995)	(746)	(756)	(10)	
- Sewerage	(1,817)	(828)	(621)	(1,042)	(421)	
- Water Supply	(4)	(784)	(3)	(9)	(6)	
- Roads and Footpaths	(6,002)	(6,913)	(4,228)	(3,931)	297	
Total Operating Revenue	(11,444)	(10,757)	(6,495)	(6,747)	(252)	4%
Rates Revenue						
- General Rate	(3,276)	(3,434)	(2,575)	(2,579)	(4)	
- UAGC	(3,007)	(3,158)	(2,369)	(2,360)	9	
- Targeted Rate	(10,730)	(11,303)	(8,477)	(8,471)	6	
- Rates Penalties	(471)	(410)	(410)	(446)	(36)	
- Metered Water Rates	(779)	(634)	(469)	(446)	23	
Total Rates Revenue	(18,263)	(18,939)	(14,300)	(14,302)	(2)	0%
TOTAL REVENUE	(29,707)	(29,696)	(20,795)	(21,049)	(254)	1%
Net Operating Cost/(Surplus)	(5,179)	(2,902)	(1,089)	(2,571)	(1,482)	136%

The reasons for variance have been set out in sections 5.4 and 5.5 in the main body of the report and further details are also contained in the COSS for each activity that follows.

Governance: Leadership and Investments

GOVERNANCE: LEADERSHIP AND INVESTMENTS	Actual	LTP Yr 1 Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$000's)	2014/15	2015/16	Mar 2016	Mar 2016	Mar 2016	Variance
Direct Expenditure						
- Representation	362	312	232	190	(42)	
- Planning & Policy & Monitoring	304	180	29	41	12	
- District and Urban Development	13	135	16	12	(4)	
- Investments	29	137	119	113	(6)	
- Treasury Management and Overhead Accounts	51	0	0	0	0	
Total Direct Expenditure	759	764	396	356	(40)	-10%
- Allocated Costs	990	1,200	773	624	(149)	
- Interest	419	454	340	238	(102)	
- Depreciation	356	388	291	297	6	
Total Operating Expenditure	2,524	2,806	1,800	1,515	(285)	-16%
Operating Revenue						
- Representation	(20)	(68)	(52)	(26)	26	
- Investments	(203)	(92)	(64)	(52)	12	
- Treasury Management and Overhead Accounts	(116)	0	0	0	0	
Total Operating Revenue	(339)	(160)	(116)	(78)	38	-33%
Net Operating Cost/(Surplus)	2,185	2,646	1,684	1,437	(247)	-15%

The budget for Representation excludes rates penalties revenue which is disclosed as part of rates revenue in the Combined Cost of Service Statement on the previous page.

Net Operating Cost for the Governance Activity was 15% (\$247,000) less than budget for the period ended 31 March 2016.

Total Direct Expenditure was 10% (\$40,000) less than budget for the period, however is expected to be incurred by the end of the year.

Operating Revenue was 33% (\$38,000) less than budget for the period.

- The Representation activity included forecast revenue for the provision of external information services support to ICL; however the scope of the service required has changed resulting in revenue within this activity being less than forecast. Quarry royalties revenue is also less than budget.

Community Service

COMMUNITY SERVICE	Actual	LTP Yr 1 Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$000's)	2014/15	2015/16	Mar 2016	Mar 2016	Mar 2016	Variance
Direct Expenditure						
- Parks and Reserves	392	554	369	276	(93)	
- Housing and Other Property	190	446	355	276	(79)	
- Recreation and Culture	436	494	346	295	(51)	
- Public Amenities	534	564	423	416	(7)	
- Safety	97	135	83	54	(29)	
Total Direct Expenditure	1,649	2,193	1,576	1,317	(259)	-16%
- Allocated Costs	734	861	646	515	(131)	
- Interest	83	176	132	75	(57)	
- Depreciation	673	759	569	611	42	
Total Operating Expenditure	3,139	3,989	2,923	2,518	(405)	-14%
Operating Revenue						
- Parks and Reserves	(53)	(27)	(1)	(7)	(6)	
- Housing and Other Property	(1,290)	(288)	(179)	(268)	(89)	
- Recreation and Culture	(119)	(112)	(94)	(110)	(16)	
- Public Amenities	(139)	(82)	(38)	(39)	(1)	
- Safety	(9)	0	0	0	0	
Total Operating Revenue	(1,610)	(509)	(312)	(424)	(112)	36%
Net Operating Cost/(Surplus)	1,529	3,480	2,611	2,094	(517)	-20%

Net Operating Cost for the Community Service Activity was 20% (\$517,000) below budget for the period ended 31 March 2016.

Direct Expenditure was 16% (\$259,000) less than budget for the period.

- Parks & Reserves: Direct expenditure varies across all accounts, with the under expenditure predominantly associated with seasonal works such as access maintenance, and playground materials.
- Housing and Other Property: Direct expenditure is under spent due to repairs and maintenance only being undertaken when required and other committed works yet to be charged.

Operating Revenue was 36% (\$112,000) more than budget for the period.

- Housing and Other Property revenue is more than year to date budget due to additional lease revenue being received (including a one off capital contribution) for the commercial operation at the railway station building complex.
- Grant revenue of \$10,000 was also received for the balance of the NZ Lottery Board grant funding for the railway station building refurbishment and revitalisation. Revenue was also more than budget for the Aquatic Centre and rental revenue.

Community Development

COMMUNITY DEVELOPMENT	Actual	LTP Yr 1 Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$000's)	2014/15	2015/16	Mar 2016	Mar 2016	Mar 2016	Variance
Direct Expenditure						
- Community Support	700	478	423	450	27	
- District Development	137	214	129	115	(14)	
- Agencies	0	1	0	0	0	
Total Direct Expenditure	837	692	552	565	13	2%
- Allocated Costs	517	548	411	412	1	
- Interest	1	1	1	1	0	
- Depreciation	5	5	4	4	0	
Total Expenditure	1,360	1,246	968	982	14	1%
Operating Revenue						
- Community Support	(55)	(4)	(4)	(71)	(67)	
- District Development	(43)	(34)	(23)	(29)	(6)	
- Agencies	(22)	(19)	(14)	(14)	0	
Total Operating Revenue	(120)	(57)	(41)	(114)	(73)	178%
Net Operating Cost/(Surplus)	1,240	1,189	927	868	(59)	-6%

Net Operating Cost for the Community Development Activity was 6% (\$59,000) less than budget for the period ended 31 March 2016.

Direct Expenditure was 2% (\$13,000) more than budget for the period.

- Community Support: expenditure on Youth engagement projects of Reducing Risk Project and Social Sector Trials are fully funded by other agencies and both revenue and associated expenditure was not budgeted for, since Council is a facilitator for these projects and its financial interest is limited to being a holder of funds.

Operating Revenue was 178% (\$73,000) more than budget for the period.

- Youth Engagement budget, which is included in the Community Support activity was more than budget due to grant revenue of \$36,000 received from Ministry of Social Development and \$17,000 carried over from the previous year for the Reducing Risk Project, Social Sector Trials and Youth Programmes. These grants are expected to be fully spent on these initiatives in the course of the year.

Regulation

REGULATION (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Mar 2016	YTD Actual Mar 2016	Variance Mar 2016	% Variance
Direct Expenditure						
- Regulation	104	182	108	84	(24)	
Total Direct Expenditure	104	182	108	84	(24)	-22%
- Allocated Costs	576	682	512	499	(13)	
- Interest	2	1	1	1	0	
- Depreciation	2	2	1	3	2	
Total Expenditure	684	867	622	587	(35)	-6%
Operating Revenue						
- Regulation	(430)	(431)	(368)	(343)	25	
Total Operating Revenue	(430)	(431)	(368)	(343)	25	-7%
Net Operating Cost/(Surplus)	254	436	254	244	(10)	-4%

Net Operating Cost for the Regulation Activity was 4% (\$10,000) less than budget for the period ended 31 March 2016.

Direct Expenditure was 22% (\$24,000) less than budget for the period.

- After hours animal control services provided by external contractors is tracking less than budget. This may well change by year end, depending on the demand for service.

Operating Revenue was 7% (\$25,000) less than budget for the period.

- Building Control revenue was tracking less than budget. This revenue is dependent on the number of and value of the building consents being received and processed. Revenue received for the nine months to March was \$124,000 from 103 processed consents.

Resource Management

RESOURCE MANAGEMENT (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Mar 2016	YTD Actual Mar 2016	Variance Mar 2016	% Variance
Direct Expenditure						
- District Plan Administration	76	116	47	49	2	
Total Direct Expenditure	76	116	47	49	2	4%
- Allocated Costs	92	123	92	91	(1)	
Total Expenditure	168	239	139	140	1	1%
Operating Revenue						
- District Plan Administration	(120)	(80)	(60)	(50)	10	
Total Operating Revenue	(120)	(80)	(60)	(50)	10	-17%
Net Operating Cost/(Surplus)	48	159	79	90	11	14%

Net Operating Cost for the Resource Management Activity 14% (11,000) more than budget for the period ended 31 March 2016.

Direct Expenditure was 4% (\$2,000) more than budget for the period.

Operating Revenue was 17% (\$10,000) less than budget for the period.

Solid Waste Management

SOLID WASTE MANAGEMENT	Actual	LTP Yr 1 Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$000's)	2014/15	2015/16	Mar 2016	Mar 2016	Mar 2016	Variance
Direct Expenditure						
- Collection	282	279	209	200	(9)	
- Landfill Management	753	891	568	537	(31)	
Total Direct Expenditure	1,035	1,170	777	737	(40)	-5%
- Allocated Costs	296	340	255	229	(26)	
- Interest	267	332	249	168	(81)	
- Depreciation	91	114	85	51	(34)	
Total Expenditure	1,689	1,956	1,366	1,185	(181)	-13%
Operating Revenue						
- Collection	(136)	(126)	(94)	(101)	(7)	
- Landfill Management	(865)	(869)	(652)	(655)	(3)	
Total Operating Revenue	(1,001)	(995)	(746)	(756)	(10)	1%
Net Operating Cost/(Surplus)	688	961	620	429	(191)	-31%

Net Operating Cost for the Solid Waste Management Activity was 31% (\$191,000) less than budget for the period ended 31 March 2016.

Direct Expenditure was 5% (\$40,000) less than budget for the period mainly in Transfer Station costs.

Operating Revenue was 1% (\$10,000) more than budget for the period.

- Landfill revenue is currently tracking to budget for the first nine months of this financial year. Revenue received during the nine months to March is \$37,000 more than for the same period last year.

Stormwater Drainage

STORMWATER DRAINAGE (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Mar 2016	YTD Actual Mar 2016	Variance Mar 2016	% Variance
Direct Expenditure						
- Te Kuiti Stormwater	53	133	96	82	(14)	
- Rural Stormwater	5	25	20	16	(4)	
Total Direct Expenditure	58	158	116	98	(18)	-16%
- Allocated Costs	86	77	58	51	(7)	
- Interest	6	6	4	3	(1)	
- Depreciation	174	181	136	133	(3)	
Total Expenditure	324	422	314	285	(29)	-9%
Operating Revenue						
- Te Kuiti Stormwater	(1)	0	0	0	0	
Total Operating Revenue	(1)	0	0	0	0	0%
Net Operating Cost/(Surplus)	323	422	314	285	(29)	-9%

Net Operating Cost for the Stormwater Drainage Activity was 9% (\$29,000) less than budget for the period ended 31 March 2016.

Direct Expenditure was 16% (\$18,000) less than budget for the period.

- Operation and maintenance and resource consent compliance expenditure is currently less than budget; however, non budgeted expenditure has been incurred for stormwater safety assessment in response to implementing new Health and Safety Act requirements.

Sewerage and Treatment and Disposal of Sewage

SEWERAGE AND TREATMENT AND DISPOSAL OF SEWAGE (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Mar 2016	YTD Actual Mar 2016	Variance Mar 2016	% Variance
Direct Expenditure						
- Te Kuiti	1,261	1,400	992	1,146	154	
- Te Waitere	17	30	23	25	2	
- Benneydale	43	96	73	100	27	
- Piopio	60	108	82	89	7	
Total Direct Expenditure	1,381	1,634	1,170	1,360	190	16%
- Allocated Costs	480	184	138	103	(35)	
- Interest	547	661	496	354	(142)	
- Depreciation	734	764	573	563	(10)	
Total Expenditure	3,142	3,243	2,377	2,380	3	0%
Operating Revenue						
- Te Kuiti	(1,812)	(826)	(619)	(1,037)	(418)	
- Benneydale	(1)	(1)	(1)	(1)	0	
- Piopio	(4)	(1)	(1)	(4)	(3)	
Total Operating Revenue	(1,817)	(828)	(621)	(1,042)	(421)	68%
Net Operating Cost/(Surplus)	1,325	2,415	1,756	1,338	(418)	-24%

Net Operating Cost for the Sewerage Activity was 24% (\$418,000) below budget for the period ended 31 March 2016.

Direct Expenditure was 16% (\$190,000) more than budget for the period.

- Te Kuiti sewerage direct costs are more than budget mainly due to additional operational costs for the waste water treatment plant. Mechanical and electrical maintenance has been spent as has additional expenditure to improve the operation of the plant. Expenditure is also more than budget for trade waste sampling and chemicals purchased to adequately treat high nutrient loads being received. Expenditure has also been incurred for the review of the trade waste bylaw.
- Expenditure at Benneydale is more than budget due to expenditure being required to desludge the Imhoff tank and wetland at the waste water treatment plant.
- Piopio sewer tank maintenance is more than budget however is currently offset by savings in other operational costs.

Operating Revenue was 68% (\$421,000) more than budget for the period.

- Trade waste revenue has been more than budget forecast due to higher volumes and nutrient content of discharge and the levying of exceedance charges.

Water Supply

WATER SUPPLY	Actual	LTP Yr 1 Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$000's)	2014/15	2015/16	Mar 2016	Mar 2016	Mar 2016	Variance
Direct Expenditure						
- Te Kuiti	853	977	744	917	173	
- Mokau	152	177	121	182	61	
- Piopio	268	200	138	226	88	
- Benneydale	58	101	78	78	0	
Total Direct Expenditure	1,331	1,455	1,081	1,403	322	30%
- Allocated Costs	590	200	150	124	(26)	
- Interest	217	291	218	195	(23)	
- Depreciation	426	477	358	305	(53)	
Total Expenditure	2,564	2,423	1,807	2,027	220	12%
Operating Revenue						
- Te Kuiti	(5)	(4)	(3)	(6)	(3)	
- Mokau	0	0	0	(3)	(3)	
- Piopio	(1)	0	0	0	0	
- Benneydale	2	0	0	0	0	
Total Operating Revenue	(4)	(4)	(3)	(9)	(6)	200%
Subsidy Revenue						
- Te Kuiti	0	(780)	0	0	0	
Total Subsidy Revenue	0	(780)	0	0	0	
Total Revenue	(4)	(784)	(3)	(9)	(6)	200%
Net Operating Cost/(Surplus)	2,560	1,639	1,804	2,018	214	12%

Net Operating Cost for the Water Supply Activity was 12% (\$214,000) more than budget for the period ended 31 March 2016.

Direct Expenditure was 30% (\$322,000) more than budget for the period.

- Costs have increased due to additional health and safety requirements for supervision and safety inspections across all water supply systems.
- There have been additional costs in Te Kuiti for mechanical, electrical and SCADA operational costs associated with the treatment plant upgrade and reservoir rehabilitation.
- Chemical costs for Piopio have been more than budget to treat raw water drawn for this system.
- Access road maintenance has been carried out for Piopio and Blackmans reservoirs.
- A number of connections have been identified that connects more than one consumer to a water connection, contrary to Bylaw provision. Individual connections had to be installed in compliance with the Bylaw

Total Revenue was \$6,000 more than forecast for the period.

- Metered water revenue is now included in the Summary Cost of Service Statement as Rates Revenue, rather than being included as Operating Revenue within the Water Supply activity.

Roads and Footpaths

ROADS AND FOOTPATHS (Amounts in \$000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Mar 2016	YTD Actual Mar 2016	Variance Mar 2016	% Variance
Direct Expenditure						
- Subsidised Roads	4,757	5,370	4,215	3,929	(286)	
- Unsubsidised Roads	200	192	145	99	(46)	
Total Direct Expenditure	4,957	5,562	4,360	4,028	(332)	-8%
- Allocated Costs	0	3	2	113	111	
- Interest	929	1,087	815	594	(221)	
- Depreciation	3,048	2,951	2,213	2,124	(89)	
Total Expenditure	8,934	9,603	7,390	6,859	(531)	-7%
Operating Revenue						
- Subsidised Roads	(5,911)	(6,839)	(4,186)	(3,876)	310	
- Unsubsidised Roads	(91)	(74)	(42)	(55)	(13)	
Total Operating Revenue	(6,002)	(6,913)	(4,228)	(3,931)	297	-7%
Net Operating Cost/(Surplus)	2,932	2,690	3,162	2,928	(234)	-7%
Subsidised Roads Maintenance (excluding loss on disposal)	4,787	5,270	4,215	3,929	(286)	
Subsidised Roads Capital	4,612	5,500	2,356	2,109	(247)	
Combined Maintenance and Capital	9,399	10,770	6,571	6,038	(533)	-8%
Subsidy Revenue for Subsidised Roads	(5,763)	(6,677)	(4,074)	(3,769)	305	-7%

Net Operating Cost for the Roads and Footpaths Activity was 7% (\$234,000) less than budget for the period ended 31 March 2016.

Direct Expenditure was 8% (\$332,000) less than budget for the period.

- Maintenance expenditure is less than forecast for the first nine months of this financial year primarily due to the change of the road maintenance contractor to a new supplier. Weather in the early part of the financial year also delayed some programmed works. In particular network and asset management, professional and administration services, community safety, unsealed pavement maintenance are less than year to date budget, however first response emergency reinstatement and expenditure on sealed pavement maintenance and environmental maintenance is more than budget.
- There was a significant rain event during September, which required more than expected first response emergency reinstatement expenditure.

Operating Revenue was 7% (\$297,000) less than budget for the period.

- Due to both maintenance and capital expenditure for subsidised roads being less than year to date budget, subsidy revenue is also less. It is expected this will be made up as the year progresses.
- Revenue for subsidised roads is mainly NZTA subsidy, but includes council's share of petroleum tax and contribution revenue from Waikato Regional Council for operation of the stock effluent site in Cotter Street, Te Kuiti.
- The subsidy rate for substantially all work categories is 62% but 58.5% for the community road safety programme.

Appendix 2: Balance Sheet as at 31 March 2016

STATEMENT OF FINANCIAL POSITION	Actual Position	Actual Position	Movement from	Long Term Plan	Variance from LTP
(Amounts in \$000's)	30 Jun 2015	31 Mar 2016	30 Jun 2015	30 Jun 2016	
Equity					
- Accumulated Funds	203,593	206,164	2,571	207,531	1,367
- Other Reserves	9,850	9,850	0	7,127	(2,723)
- Revaluation Reserve	74,167	74,167	0	70,465	(3,702)
TOTAL EQUITY	287,610	290,181	2,571	285,123	(5,058)
Current Assets					
- Cash and Cash Equivalents	2,457	125	(2,332)	100	(25)
- Inventory	71	71	0	34	(37)
- Other Financial Assets	2	2	0	2	0
- Receivables (Non-exchange)	5,189	3,622	(1,567)	280	(3,342)
- Receivables (Exchange)	372	406	34	4,978	4,572
- Assets Held for Sale	67	67	0	67	0
- Derivative Financial Instruments	0	0	0	0	0
Total Current Assets	8,158	4,293	(3,865)	5,461	1,168
Current Liabilities					
- Payables and Deferred Revenue (Exchange)	3,340	991	(2,349)	3,490	2,499
- Payables and Deferred Revenue (Non-exchange)	702	702	0	0	(702)
- Current Portion of Borrowings	10,345	8,979	(1,366)	5,200	(3,779)
- Provisions	17	17	0	17	0
- Employee Entitlements	422	411	(11)	505	94
- Derivative Financial Instruments	317	317	0	171	(146)
Total Current Liabilities	15,143	11,417	(3,726)	9,383	(2,034)
NET WORKING CAPITAL	(6,985)	(7,124)	(139)	(3,922)	3,202
Non Current Assets					
- Property Plant and Equipment	327,056	328,743	1,687	332,628	3,885
- Intangible Assets	99	99	0	88	(11)
- Forestry Assets	0	0	0	44	44
- Investment Property	1,295	1,295	0	635	(660)
- Assets Held for Sale	434	434	0	753	319
- Other Financial Assets	786	786	0	785	(1)
- Investment in CCO	2,600	2,600	0	2,600	0
- Derivative Financial Instruments	153	153	0	409	256
Total Non Current Assets	332,423	334,110	1,687	337,942	3,832
Non Current Liabilities					
- Payables and Deferred Revenue (Non-exchange)	459	459	0	371	(88)
- Borrowings	35,794	34,771	(1,023)	47,634	12,863
- Employee Entitlements	0	0	0	61	61
- Provisions	879	879	0	831	(48)
- Derivative Financial Instruments	696	696	0	0	(696)
Total Non Current Liabilities	37,828	36,805	(1,023)	48,897	12,092
NET ASSETS	287,610	290,181	2,571	285,123	(5,058)

TREASURY REPORT

FOR



FOR THE QUARTER ENDED 31 MARCH 2016



BANCORP

BANCORP TREASURY SERVICES LIMITED

AUCKLAND • CHRISTCHURCH

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1. MARKET ENVIRONMENT

1.1 GLOBAL MARKETS OVERVIEW (AS AT 31 MARCH 2016)

The start of the 2016 year was the worst on record for financial markets. Chinese stockmarket turbulence, coupled with plunging oil and commodity markets saw investor confidence evaporate, leading to significant falls on global equity markets. In the US, the sharemarket had its worst January since the 1920s. Oil prices traded below USD30 per barrel for the first time in twelve years. Global bond rates fell sharply as risk aversion trading saw a flight of capital out of equities and into the relative safety of the sovereign bond market. Global trade data also displayed warning signs, prompting the likes of the World Bank and IMF to cut global growth forecasts again. Market nervousness resulted in corporate credit spreads rising to levels not seen since 2013, something that will likely feed through to corporate borrowing margins.

The Bank of Japan ("BoJ") delivered the biggest central bank shock in January by finally succumbing to domestic and global growth and inflation pressures and cut its target cash rate to minus 0.10%. The yield on Japanese government bonds fell with those yields now negative out to ten years as fears increased of deflation in Japan.

After the extreme volatility over the first six weeks of 2016, global financial markets settled back to more normal 'risk on risk off' trading flows and much smaller day-to-day moves in mid-February. However, this did not stop a number of central banks from loosening the monetary policy reigns further. There was further easing by the European Central Bank ("ECB"), People's Bank of China ("PBC"), Norges Bank and RBNZ. Meanwhile, the Bank of Japan ("BoJ"), Bank of England ("BoE"), Swiss National Bank ("SNB") and the Reserve Bank of Australia ("RBA") stuck to their already easy monetary policy settings and the Federal Reserve ("Fed") scaled back its forecast for interest rate rises in 2016. The net effects were a confirmation that global growth remains weak and inflation low, with some threatening pockets of deflation.

In March, Chinese officials lowered their policy growth target for 2016 from 'about' 7.0% to between 6.5% and 7.0% and the PBC cut its Reserve Ratio Requirement for its banks by 0.50%, the aim being to increase the supply of renminbi in the economy and help boost investment, spending and economic growth. The PBC has implemented many measures to support economic growth to date without major success and these have had consequences for the value of the renminbi against China's major trading partners.



Global bond yields had a volatile quarter. The yield for the benchmark US 10 Year Treasury bond opened the March quarter at 2.37% and fell to a low of 1.53% by mid February but recovered as the extreme pessimism dissipated to end March at 1.77%. On the other hand, German bund yields finished March at 0.15%, just off the quarterly low of 0.11% and well down from the January opening yield of 0.63%. This performance highlights the weak state of the wider European economy which, despite considerable stimulus from the ECB still struggles to register any meaningful economic growth.

1.2 NEW ZEALAND MARKET OVERVIEW (AS AT 31 MARCH 2016)

	OCR	90 day	2 year swap	3 year swap	5 year swap	7 year swap	10 year swap
31 Dec 15	2.50%	2.75%	2.84%	2.98%	3.28%	3.51%	3.75%
31 Mar 16	2.25%	2.34%	2.20%	2.27%	2.51%	2.73%	2.98%
Change	-0.25%	-0.41%	-0.64%	-0.71%	-0.77%	-0.78%	-0.77%

The focal point for the March quarter was the surprise cut of the Official Cash Rate ("OCR") by the RBNZ, from 2.50% to 2.25%. It was not the cut itself that was the surprise, rather the timing of the cut, with the majority of market participants expecting it to come towards the middle of the year. Further OCR cuts are still expected by the market as the RBNZ assured that monetary policy would remain accommodative for longer. The market has priced in a 34 basis point reduction to the OCR by the end of the year.

The RBNZ justified its March OCR cut by saying, *"The outlook for global growth has deteriorated since the December Monetary Policy Statement, due to weaker growth in China and other emerging markets, and slower growth in Europe."* It also noted that *"Financial market volatility has increased, reflected in higher credit spreads. Commodity prices remain low."*

The dairy sector was again a source of frustration for the RBNZ. Prices at the GlobalDairyTrade fell in five out of the six auctions during the March quarter, with the main index losing 14.0%. Whole Milk Powder which makes up the bulk of New Zealand's dairy exports fared even worse, shedding 14.5%. Those falls have been felt by farmers in their pockets with Fonterra reducing its forecast payout to \$3.90 per kgMS. Despite the fall in dairy prices and the significant effect that it is having on farmers and producers alike, the RBNZ has ascertained that the banking system can withstand a reasonably severe downturn in dairy prices for a number of seasons without facing an erosion of capital.

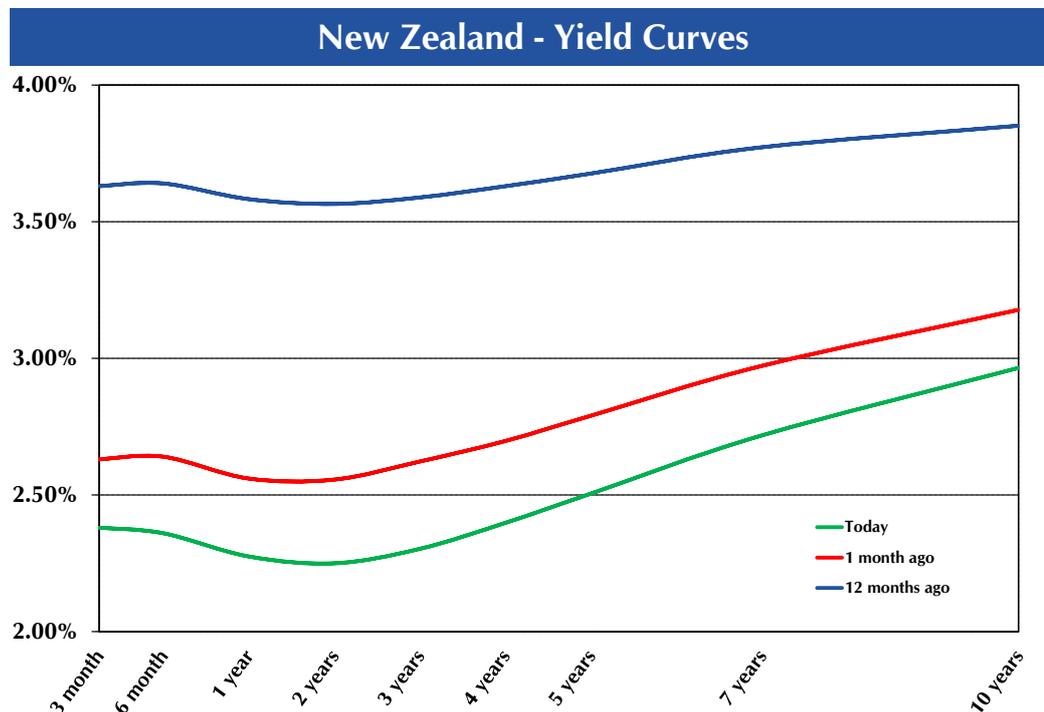
The rest of the New Zealand economy has performed relatively well, underpinned by strong migration numbers, which hit another annual record in February with a net inward



migration of 67,391. GDP growth maintained a relatively robust rate of 2.3% from a year earlier. Inward migration is also supporting the housing market, although the Auckland region is showing signs of slowing slightly but the rest of New Zealand is beginning to catch up. Tourist numbers are now at record levels, with tourism now a bigger export earner than the dairy sector.

The New Zealand yield curve shifted considerably lower during the quarter, driven by the RBNZ rate cut, and the expectation of further cuts to come this year. By the end of the quarter, the 10 year swap rate was 2.98%, well down on the 3.75% level where it started the quarter. With the global economic outlook appearing bleaker in forthcoming months, the potential exists for further falls in swap rates.

The chart below shows the changing shape of the New Zealand yield curve over the past twelve months, especially the low outright rates now compared to March last year.



1.3 LOCAL AUTHORITY SECTOR

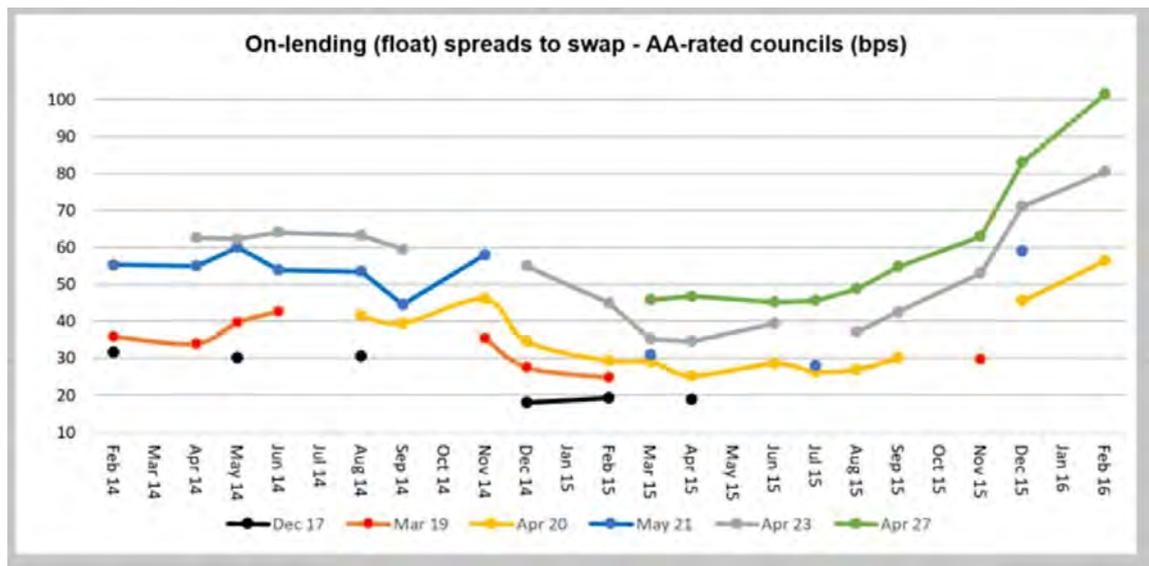
The Local Government Funding Agency ("LGFA") held its last tender for the quarter on 17 February. In total, \$120 million of bonds and Floating Rate Notes ("FRNs") were issued; details of the tender are as follows:-

- 15 April 2020 maturity - \$20 million issued at a margin of 47 basis points over swap (47 basis points in the August tender) for a 'AA' rated borrower.
- 5 April 2023 maturity - \$50 million issued at a margin of 70 basis points over swap (55 basis points over swap in the August tender) for a 'AA' rated borrower.

- 15 April 2027 maturity - \$50 million issued at a margin of 90 basis points over swap (68 basis points over swap in the August tender) for a 'AA' rated borrower.

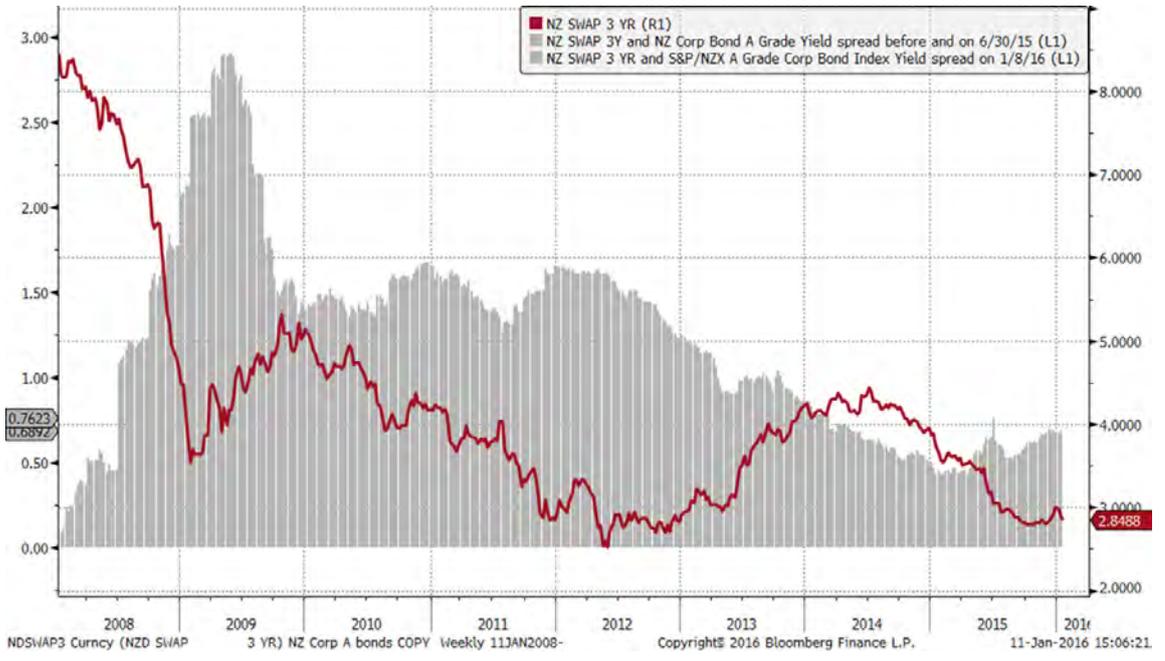
These spreads over the swap rates have widened over recent months due to poor global credit market sentiment and accompanying risk aversion. The increase in LGFA spreads will have flowed through to local authority standalone bond issuance, although there has been very little activity in this segment of the market recently.

The graph below shows the movement in spreads for LGFA debt going back two years and highlights the increase in spreads over the last six months.



1.4 CREDIT SPREADS

The chart on the following page shows credit spreads for the S&P/NZX Corporate 'A' Grade Bond index (the grey shaded area) and the three year swap rate (red line) dating back to the start of 2008. As can be seen from the chart, credit spreads for non-sovereign debt increased during the quarter as investor sentiment turned negative and 'credit' was sold leading to a flight to quality out of corporate debt and into government bonds. At the end of December 2016, the average credit spread of the S&P/NZX Corporate 'A' Grade Bond index was 67 basis points. By the end of March, this had increased to 90 basis points.



2. DEBT AND HEDGING

2.1 DEBT

As at 31 March 2016, Waitomo District Council ("WDC") had \$43,440,000 of external debt. Of this, \$21,690,000 was provided by Westpac Bank, drawn on the Wholesale Advance Facility ("WAF") and a Term Loan of \$750,000. In addition, WDC has \$21,000,000 of FRNs outstanding. A breakdown of the funding profile is contained in the table below:

Loans			
Value Date	Reprice/Maturity	Base Rate	Amount
Advance Facility			
21-Jan-2016	20-Apr-2016	2.7700%	5,000,000
10-Mar-2016	10-Jun-2016	2.4300%	5,000,000
21-Jan-2016	21-Apr-2016	2.7700%	3,000,000
16-Feb-2016	16-May-2016	2.6500%	6,000,000
05-Nov-2015	01-Apr-2016	2.4500%	2,690,000
Term Loan			
15-Feb-2016	16-May-2016	5.7000%	750,000
FRNs			
28-Aug-2015	28-Aug-2018	2.5823%	5,000,000
18-Apr-2012	18-Apr-2017	2.7483%	5,000,000
30-Aug-2013	30-Aug-2016	2.5600%	5,000,000
30-Aug-2013	30-Aug-2016	2.5600%	1,000,000
06-Aug-2014	06-Aug-2017	2.6400%	5,000,000
TOTAL			43,440,000

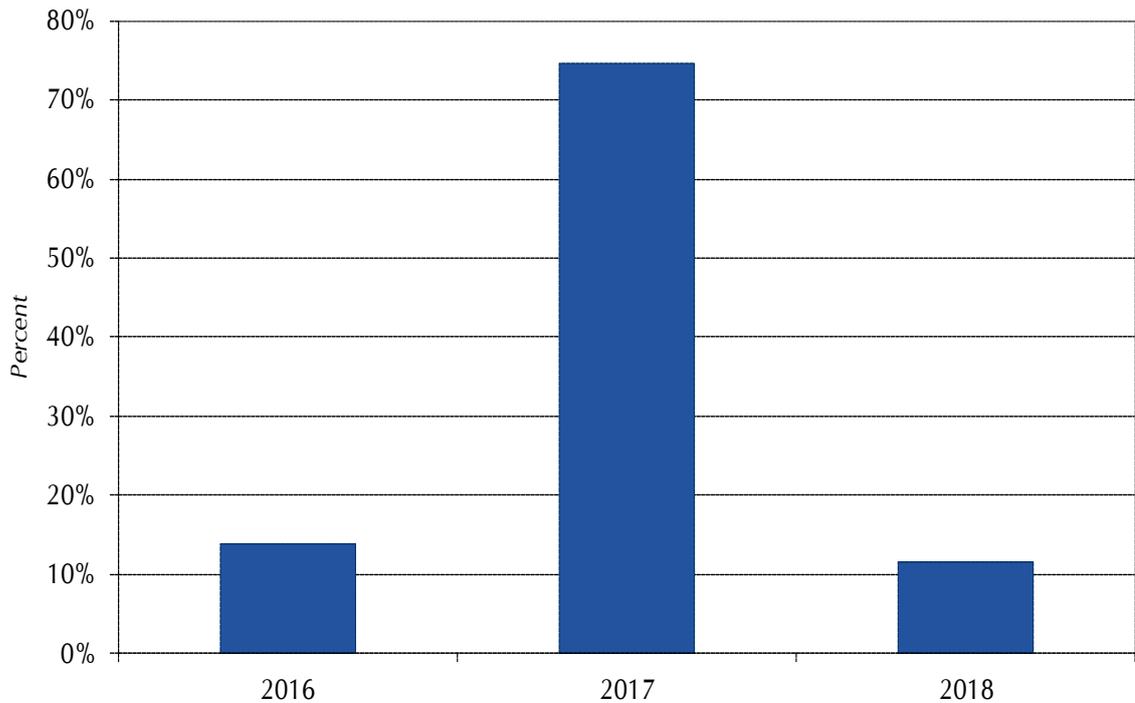
The term loan of \$750,000 has been on-lent to Inframax with interest rate resets every three months. The current rate is 5.70%, with the next reset due on 16 May 2016.

The maturity profile of WDC's debt is depicted in the graph on the following page. It includes the \$21,000,000 of FRNs on issue and the \$22,440,000 million of bank debt (including the Inframax loan). It shows that 74.7% of WDC's debt matures in 2017 - along with the bank debt there are \$10,000,000 of FRNs maturing in that year.

Section 7.2 of the Liability Management Policy states "To avoid a concentration of debt maturity dates Council will, where practicable, aim to have no more than 50% of debt subject to refinancing in any 12 month period." This is an objective, not an actual requirement, so the 74.7% of debt maturing in 2017 does not constitute a breach of the Treasury Policy.



Waitomo DC Debt Maturity Profile



For future funding requirements, WDC intends to apply to join the LGFA as this offers the cheapest and most assured form of funding. Prior to the application being made, WDC will update its forecast debt requirements. This is expected to be completed in the June quarter.

It is recognised that there is a funding concentration risk in 2017 when 74.7% of the debt matures. This will be alleviated if WDC joins the LGFA. In addition, WDC will also look to roll the bank facility well in advance of its maturity, most likely prior to it becoming a current liability. Also, there is the possibility of issuing additional FRNs to replace some of the existing bank debt if investor appetite for the WDC 'name' reappears.

2.2 HEDGING

As at 31 March 2016, WDC had ten interest rate swaps to convert a portion of the floating rate exposures associated with the FRNs and bank debt into a fixed rate. Six of the interest rate swaps are current and four are forward starting. Details of the interest rate swaps are contained in the table on the following page.

Start Date	Maturity Date	Swaps Rate	Amount	Market Value
21-Jan-2014	21-Jan-2017	3.950%	5,000,000	(\$81,186)
10-Sep-2012	10-Sep-2017	3.880%	5,000,000	(\$124,830)
30-Aug-2013	30-Aug-2019	3.900%	3,500,000	(\$184,918)
30-Aug-2013	30-Aug-2019	3.900%	1,500,000	(\$79,250)
18-Oct-2013	18-Apr-2020	4.315%	8,000,000	(\$464,366)
31-Mar-2014	17-May-2021	4.900%	6,000,000	(\$707,225)
Total current hedging			29,000,000	
Forward starting swaps				
24-Jan-2017	24-Jan-2024	3.840%	5,000,000	(\$305,308)
11-Sep-2017	11-Sep-2020	3.780%	5,000,000	(\$171,165)
18-Apr-2017	18-Apr-2023	3.950%	3,000,000	(\$184,332)
20-Apr-2020	20-Apr-2025	3.930%	5,000,000	(\$115,847)
				(\$2,418,426)

There were no new interest rate swaps entered into during the quarter, as none were required for policy compliance purposes. With interest rates falling sharply during the quarter, it was entirely appropriate not to enter into additional hedging. The 'marked to market' revaluation on the swap portfolio deteriorated from minus \$1,162,802 at the end of December to minus \$2,418,426 at the end of March. This fall was a result of the decline in interest rates during the quarter. However, WDC hedge account its interest rate swaps. Therefore the revaluation loss does not go through the Profit and Loss Account. By comparison with the vast majority of its peers, WDC's loss on its interest rate swap portfolio (on a pro rata basis) is noticeably lower.

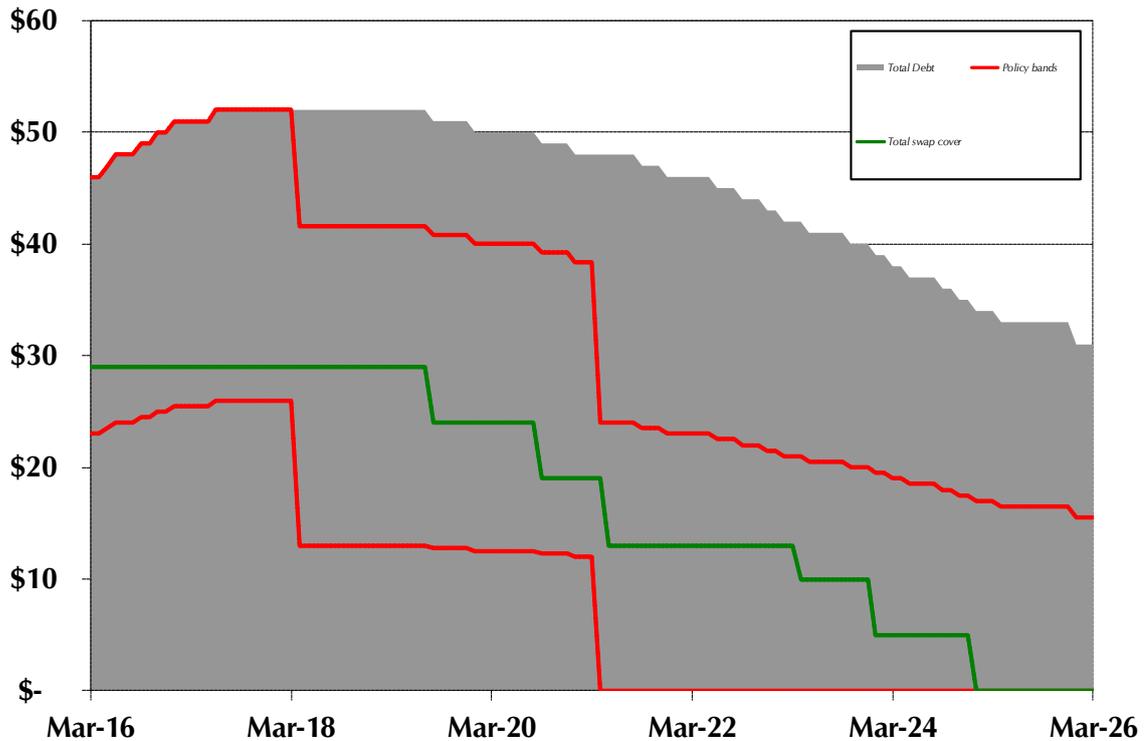
2.3 DEBT AND HEDGING PROFILE

WDC manages its debt under the fixed rate hedging parameters detailed in the table below:

Fixed Rate Hedging Percentages		
	Minimum Fixed Rate	Maximum Fixed Rate
0 – 2 years	50%	100%
2 – 5 years	30%	80%
5 – 10 years	0%	50%

The debt profile incorporating these parameters, and the fixed rate swaps and using projected debt figures supplied by WDC are depicted in the graph on the following page. This indicates that, as at 31 March 2016, WDC was policy compliant.

Waitomo DC - Debt and cover



WDC's weighted average cost of funds as at 31 March 2016, including the bank line fee and margin, was 4.74% inclusive of the Inframax loan or 4.72% exclusive of this loan. The cost of funds has declined by three basis points since the end of December 2015.

WDC's cost of funds continues to be lower than many other local authorities, almost all of whom would have a lower credit margin component in their overall cost of debt. With all other things being equal, they should have a lower cost of funds than WDC. The fact that they haven't, demonstrates the success of WDC's funding and interest rate risk management activities carried out over the past few years.

2.4 POLICY COMPLIANCE (AS AT 31 MARCH 2016)

	Yes/No
<i>Have all transactions been entered into compliance with policy?</i>	√
<i>Are the fixed rate hedging percentages within policy control limits?</i>	√
<i>Is WDC maintaining liquidity within policy control limits?</i>	√
<i>Are all counterparty exposures within policy control limits?</i>	√
<i>Is WDC compliant with the financial covenants contained in the LMP</i>	√

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Appendix 4 – Statements of Service Performance Report on Levels of Service and Key Performance Indicators.



Statements of Service Performance Report On
Levels of Service and Key Performance Indicators

2015/16

(For the Period Ending 31 March 2016)

Introduction

- 1.1 The purpose of this report is to record the detail of non financial performance or service performance for the 2015/16 financial year. These service performance measures were adopted as part of the Long Term Plan 2015-25. Council uses service performance measures to measure performance in providing services to its Community.
- 1.2 The format of the report is in tabular form and the results are grouped under each major activity;
- Description of the **level of service**, which translates the high level strategic goal into measurable levels of service.
 - The **key performance indicator**, which is a description of the measure that will be monitored throughout the financial year and the life of the Long Term Plan 2015-25.
 - The **performance target**, which is the quantitative target Council will strive to achieve.
 - **Performance achieved** to 31 March 2016. The result is recorded, whether the target has been achieved and comments to further explain actual results to target result.

Commentary

2.1 Structure of Groups of Activities

Council carries out a number of activities or functions in order to meet its statutory responsibilities and in response to the aspirations of its District community. Council's functions are arranged under ten Groups of Activities. These ten Groups of Activities are further organised under three main 'Sustainability Groups'.

Sustainability Groups			
Groups of Activities	Community and Cultural Sustainability	Environmental Sustainability	Economic Sustainability
	Governance: Leadership and Investments	Resource Management	Water Supply
	Community Service	Solid Waste Management	Roads and Footpaths
	Community Development	Stormwater	
	Regulation	Sewerage and the Treatment and Disposal of Sewage	

2.2 Performance Framework

Purpose

In order to manage and monitor the performance of its activities and the work programmes undertaken by Council and to ensure that its efforts contribute to Council's purpose and Community Outcomes we have developed a Performance Framework. The two key functions of this framework are:

1. To guide Council's efforts and work streams such that the focus is on achievement Council's Purpose and Community Outcomes.
2. To demonstrate to the community what we are trying to achieve, and how our performance will be measured.

PURPOSE OF LOCAL GOVERNMENT
<i>'To meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost effective for households and businesses'</i>
Waitomo District Community Outcomes
Council's Vision: 'Creating a better future with vibrant communities and thriving business'
Council's Focus Areas: Facilitate economic development, encourage community connectivity and development, good stewardship of assets, and financial prudence and sustainability
Council's Business – Groups of Activities
Council's Policy and Planning Framework Council Policies, Bylaws, Activity Management Plans, Financial Strategy, Long Term Plan and Annual Plan.
Levels of Service and Work Programmes Monitoring and Reporting of achievement against Performance Targets

2.3 Elements of the Framework

As shown in the table above, at the highest level of the Performance Framework is Council's Purpose, followed by Community Outcomes.

The Vision statement describes Council's focus and the Guiding Principles aim to set the parameters under which planning will be carried out.

Council's Groups of Activities is the grouping of the various functions and activities that are carried out by Council. All activities need to demonstrate their contribution to the Community Outcomes.

The 'coal-face' of the Performance Framework are the –

Levels of Service: what can the community expect Council to provide.

Performance Measures: how will success or progress be measured.

Performance Targets: what is the level of performance that Council is aiming for.

2.4 Monitoring and Reporting

2.5 Progress against agreed performance targets is monitored monthly at a management level and reported quarterly at governance level. The annual achievement against performance targets is audited and communicated to the community and stakeholders in Council's Annual Report.

2.6 There have been a range of new measures introduced as per the LTP that was adopted by Council in June 2015.

2.7 For the quarter ending 31 March 2016, the performance results for all ten activities are as follows:

Activity	Total number of targets	Achieved or On Track	Not Achieved	No data available
Governance: Leadership and Investments	4	2		2
Community Service	11	4		7
Community Development	7	2		5
Regulation	8	5		3
Solid Waste Management	8	2		6
Resource Management	3	3		
Stormwater Drainage	8	8		
Sewerage and Treatment Disposal of Sewerage	8	5	3	
Water Supply	17	12	5	
Roads and Footpaths	6		2	4

Performance Measures Key

	Achieved or on Track
	Not Achieved
	No Data Available

2.8 Year to date, the performance results for all ten activities are as follows:

Activity	Total number of targets	Quarter Ending	Achieved or On Track	Not Achieved	No data available
Governance: Leadership and Investments	4	September	2		2
		December	2		2
		March	2		2
Community Service	11	September	4		7
		December	4		7
		March	4		7
Community Development	7	September	2		5
		December	2		5
		March	2		5
Regulation	8	September	5		3
		December	5		3
		March	5		3
Solid Waste Management	8	September	2		6
		December	2		6
		March	2		6
Resource Management	3	September	3		
		December	3		
		March	3		
Stormwater Drainage	8	September	8		
		December	8		
		March	8		
Sewerage and Treatment Disposal of Sewerage	8	September	4		4
		December	6	2	
		March	5	3	
Water Supply	17	September	12	5	
		December	13	4	
		March	12	5	
Roads and Footpaths	6	September	1	1	4
		December	1	1	4
		March		2	4

Community and Cultural Sustainability Group

Governance: Leadership and Investments

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress at 31 March 2016	Commentary
Decision making in compliance with provisions of the Local Government Act 2002.	Number of successful challenges to the decision making process.	0	On track for achievement	Nil challenges received.
Consultation is in accordance with the procedures outlined in LGA 2002. Depending on the nature of the consultation, the procedure will either be the Special Consultative Procedure or a process that gives effect to the requirements of section 82 of the LGA 2002.	Number of successful challenges to the decision making process.	0	On track for achievement	Nil challenges received
Effective communication with the community.	Customer satisfaction rating of effectiveness and usefulness of Council communications "good or better".	≥ 50%		Will be reported Annually once RSS is completed by June 2016.
Investments				
Investments are managed prudently and in a manner that promotes the current and future interests of the community.	Analysis of investment financials and activity including investment company reporting statements are reported to Council and made available to the public as applicable.	2 reports per year	On track for achievement	Half yearly report received.

 Achieved or On Track	 Not Achieved	 No data available
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Community Service

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress at 31 March 2016	Commentary
High quality Parks and Reserves will be provided.	Percentage of community satisfied with the quality of Parks and Reserves in annual and research surveys.	≥ 80%		Will be reported Annually once RSS is completed by June 2016.
Provision and maintenance of Elderly Persons Housing that meets the needs of the tenants.	Percentage of tenants satisfied with the provision and maintenance of Elderly Persons Housing.	> 65%		Will be reported Annually once RSS is completed by June 2016.
Quality public amenities will be provided.	Percentage of community satisfied with the quality of public amenities (Public Toilets and Cemeteries).	≥ 81%		Will be reported Annually once RSS is completed by June 2016.
Provision of effective pool facilities for the community.	Percentage of community satisfied with the quality of the pool facilities and service in the annual satisfaction survey and research survey results.	≥ 70%		Will be reported Annually once RSS is completed by June 2016.
Provision of effective Arts and Culture facilities for the community.	Percentage of community satisfied with the quality of the Arts and Culture facilities and service in the annual satisfaction survey and research survey results.	≥ 75%		Will be reported Annually once RSS is completed by June 2016.

Achieved or On Track	Not Achieved	No data available
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What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress at 31 March 2016	Commentary
Council's public facilities are provided to standards of fitness for use.	Current Building Warrant Of Fitness (BWOFF) for facilities with compliance schedules.	100%	Achieved	All building Warrant of Fitness for Council facilities are current.
Pool is safe for use of pool patrons at all times.	Pool accreditation in place.	100%	Achieved	Pool accreditation in place until 30 April 2016.
	Number of pool non complying water quality readings per year.	< 5	On track for achievement	One reading was non compliant for the month of February, plate count was slightly over minimum reading. Retesting indicated water quality within correct levels.
Community education and information provided to build community awareness and preparedness.	The number of residents who understand the need to plan for the ability to survive on their own for 3 days if there was an emergency event, as measured by the Resident Satisfaction Survey.	42%		Will be reported Annually once RSS is completed by June 2016.
WDC is resourced and staff trained to a level sufficient to efficiently operate the Civil Defence Headquarters during an emergency	One major training exercise involving Civil Defence HQ staff will be held per year	One exercise per year		Will be reported when completed within the year.
Playground equipment is safe to use for parks and reserves playground users	Number of accidents directly attributable to playground equipment failure	Nil accidents	On track for achievement	Nil accidents reported for the quarter.

Achieved or On Track	Not Achieved	No data available
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Community Development

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress at 31 March 2016	Commentary
Provide assistance for community support activities.	Advertisement and administration of all WDC Funding Rounds as per the Community Development Fund Policy.	100% Compliance	On track for achievement	The following funding rounds have been completed: September, December 2015 and March 2016 Discretionary Grants Community Partnership Fund Sport NZ Travel Fund
Support the positive development of youth within the District.	Youth Council makes one submission to Council per year.	1 per annum		Will be reported when completed within the year.
	Youth Council undertakes two youth related projects per year.	2 per annum		Will be reported when completed within the year.
Council will support major District events that build community pride and raise the District's profile.	Number of major District events held on time and to budget.	One Major event (the Muster) and one minor event (the Christmas Parade)	On track for achievement	The Waitomo District Christmas Parade was successfully held on Friday 11 December 2015. Balloons over Waikato took place on Friday 18 March 2016 in Te Kuiti. The Great NZ Muster is scheduled to take place on Saturday 2 April 2016.

Achieved or On Track	Not Achieved	No data available
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What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress at 31 March 2016	Commentary
Provision of comprehensive library facilities for the community.	Percentage of community satisfied with the quality of the library facilities and service in the annual satisfaction survey and research survey results.	≥ 85%		Will be reported Annually once RSS is completed by June 2016.
Council through its membership of the Hamilton and Waikato Regional Tourism Organisation will ensure enhanced presence in national and international markets for the District.	Number of District Promotion opportunities taken in key publications and industry events.	> 4		HWT are scheduled to present their 6 monthly report at the 5 April 2016 Council meeting.
Council will encourage and support business expansion and sustainable economic development opportunities within the District.	Economic Development Action Plan developed and implemented.	Economic Development Action Plan implemented by July 2015 and actions advanced as per plan.	On track for achievement.	<p>The action Plan has commenced as adopted by Council on 23 June 2015 and actions will be advanced as per plan.</p> <p>A draft District Economic Profile will be presented to Council in July 2016.</p> <p>Other actions will be reported through the year as they are completed.</p>

 Achieved or On Track	 Not Achieved	 No data available
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Regulation

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress at 31 March 2016	Commentary
All food and alcohol retail premises will be inspected and appropriately registered and licensed.	Percentage of registration or licensing of food and alcohol retail premises	100%	On track for achievement	Food Premises inspected to date – 71% Alcohol Retail Premises inspected to date – 63%
Provision of an effective environmental health service for the community.	Customer Satisfaction Survey Rating on Environmental Health Service.	> 50%		Will be reported Annually once RSS is completed by June 2016.
Building consents and project information memoranda issued within 15 working days.	Percentage of building consents and project information memoranda issued within 15 working days.	90%	On track for achievement	98% of consents issued within 15 working days.
Council will process, inspect and certify buildings work in the Waitomo District.	WDC maintains building control systems and process to meet IANZ Audit requirements.	BCA Accreditation achieved every 2 years.	Achieved	Accreditation was achieved in 2014. The next assessment is due June 2016.
Provision of an effective building control service to the community.	Customer Satisfaction Survey rating on Building Control.	> 50%		Will be reported Annually once RSS is completed by June 2016.

Achieved or On Track	Not Achieved	No data available
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What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress at 31 March 2016	Commentary
Dog owners' properties will be inspected to ensure compliance with the Dog Control Act 1996 and Council's bylaws.	Percentage of dog owners' properties inspected per year.	Urban 100% Rural 10%	On track for achievement	Urban Properties Inspected to date – 76% Rural Properties Inspected to date – 14%
High level of customer satisfaction with animal control service.	Customer Satisfaction survey rating on Animal Control.	≥ 50%		Will be reported Annually once RSS is completed by June 2016.
Dog Owners are well informed of their responsibilities and WDC Support.	Number of Dog/Owner Education initiatives.	≥ 2	On track for achievement	Advert placed in Child Safety Awareness Programme 2015 – Academy Books – Rural Waitomo Schools. "Take care of your dog this Guy Fawkes" advert placed in Waitomo News, Facebook and Website.

	Achieved or On Track		Not Achieved		No data available
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Environmental Sustainability Group

Solid Waste Management

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress at 31 March 2016	Commentary
Users find the recycling facilities safe to use.	Percentage of users rate the safety of Council's recycling facilities as satisfactory or better.	75%		Will be reported Annually once RSS is completed by June 2016.
Provision of effective waste service for the community.	Customer satisfaction survey rating on waste transfer stations.	60%		Will be reported Annually once RSS is completed by June 2016.
The solid waste management facilities feel safe to the user.	Percentage of users rate the District's waste transfer stations safe to use.	70%		Will be reported Annually once RSS is completed by June 2016.
Users find the landfill facility safe to use.	Percentage of users rate the safety of Council's landfill facility as satisfactory or better.	75%		Will be reported Annually once RSS is completed by June 2016.
The solid waste management facilities are open and accessible to users at advertised times.	Number of complaints per month due to facilities not being open at advertised times.	≥1	On track for achievement.	No complaints received for the quarter.
Reduce quantity of recyclables like paper and plastics in bag collection that goes to landfill.	Percentage of reduction per annum leading to 10% reduction by 2016 and 15% by 2025 achieved through continual education (both measured against the 2014 Biennial Waste Audit).	2.0%		Data will be reported after the 2016 Biennial Waste Audit which is scheduled for July/August 2016

Achieved or On Track	Not Achieved	No data available
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What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress at 31 March 2016	Commentary
Reduce the quantity of organic waste like food scraps etc in bag collection that goes to landfill.	Percentage of reduction per annum achieved through continual education leading to 10% reduction by 2025 (measured against the 2014 Biennial Waste Audit).	1.5%		Data will be reported after the 2016 Biennial Waste Audit which is scheduled for July/August 2016
Provision of an effective solid waste service for the community.	Average number of complaints received per month regarding solid waste activities.	≤ 10	On track for achievement.	Six complaints received for quarter – January (4), February (1) and March (1). General reasons for complaints were due to rubbish or recycling not being collected by contractor. One was for damage to recycling bin by the contractor.

 Achieved or On Track	 Not Achieved	 No data available
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Resource Management

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress at 31 March 2016	Commentary
Council will ensure that resource consents are processed in a timely and customer friendly manner so as to facilitate district wide development.	Percentage of notified consents processed within 80 working days of receipt.	90%	On track for achievement	One notified Resource Consent as been processed within the required timeframe 100%
	Percentage of non-notified consents processed within 20 working days.	90%	On track for achievement	Non-Notified Consents Processed – 100%
All premises where resource consents have been issued will be monitored at least biennially to ensure compliance.	Percentage of consented premises visited each year.	50%	Achieved	All resource consents requiring monitoring have been undertaken.

 Achieved or On Track	 Not Achieved	 No data available
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Stormwater Drainage

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress at 31 March 2016	Commentary
Stormwater drainage system is adequate and is sufficiently maintained.	The number of flooding events that occur in the district in a financial year.	Nil (for less than 1 in 2 year event)	On track for achievement.	No complaints received for quarter.
	For each flooding event the number of habitable floors affected in a financial year.	≤ 1 per 1000 properties	On track for achievement.	No complaints received for quarter.
Compliance with resource consent conditions for discharge from the Councils urban stormwater system that relate to environmental effects	Compliance with resource consents for discharge from its Stormwater system, measured by the number of the following (<i>received by Council with a financial year</i>):			
	abatement notices	0	On track for achievement.	Nil received for the quarter Nil received year to date
	infringement notices	≤2	On track for achievement.	Nil received for the quarter Nil received year to date
	enforcement orders	Nil	On track for achievement.	Nil received for the quarter Nil received year to date.
	successful prosecutions	Nil	On track for achievement.	Nil received for the quarter Nil received year to date.
The Council responds to failures and request for service in a prompt and efficient way	The median response time to attend a flooding event, (measured from the time that the notification is received to the time that service personnel reach the site)	≤ 180 minutes (3hrs)	On track for achievement.	No complaints, no median response time to report.

 Achieved or On Track	 Not Achieved	 No data available
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<p>The Council provides a reliable stormwater collection service</p>	<p>The number of complaints received about the performance of the Council's urban stormwater system per 1,000 properties connected.</p>	<p>≤4 complaints per 1000 properties (=Total of 8 complaints)</p>	<p>On track for achievement.</p>	<p>Two service request complaints received for the quarter. Five complaints received year to date.</p>
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Sewerage and Treatment and Disposal of Sewage

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress at 31 March 2016	Commentary
Sewerage System is adequate and is sufficiently maintained.	Number of complaints received in a financial year about ; sewage odour, sewage system faults, sewage system blockages, and Council's response to issues with the sewage system.	Total complaints per 1000 connections ≤20	Not achieved	Total of 22 complaints for quarter exceeding the 20 maximum per annum. A total of 73 services request complaints have been received year to date, with 22 of those complaints being received in this quarter. A majority of these complaints are from Piopio residents with complaints regarding their Wastewater Treatment Systems – with complaints ranging from high level alarms to sewerage overflows. There were also various complaints from Te Kuiti residents regarding blockages and odour.
Environmental impacts of Sewerage systems will be managed effectively.	Compliance with the Council's resource consents for discharge from its sewerage system, measured by the number of the following (<i>received by Council in a financial year</i>)			
	abatement notices	Nil	On track for achievement	Nil received for the quarter Nil received year to date
	infringement notices	Nil	On track for achievement	Nil received for the quarter Nil received year to date
	enforcement orders	Nil	On track for achievement	Nil received for the quarter Nil received year to date
	convictions received	Nil	On track for achievement.	Nil received for the quarter Nil received year to date

Achieved or On Track	Not Achieved	No data available

Timely response and resolution for sewage overflows.	The median response times for attendance, in a year, measured from the time that the Council receives notification to the time that service personnel reach the site	≤180 minutes (3hrs)	On track for achievement.	
	The median response times for resolution, in a year, measured from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault	≤ 540 minutes (9hrs)	Not Achieved.	The median response time for resolution is 5 days. The Contractor does not notify WDC on attendance time until closing the request.
Provision of effective and reliable sewerage systems and service to the community.	Number of dry weather sewage overflows from the Council's sewerage system in a financial year.	≤ 5 per 1000 connections	Not Achieved	A total of 6 complaints were received for the quarter, and a total of 45 year to date. These were three complaints for the Piopio Wastewater Treatment System for odour and overflows, and three for the Te Kuiti wastewater system causing blockages and overflows. These issues are currently being dealt with.

	Achieved or On Track		Not Achieved		No data available
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Economic Sustainability Group

Water Supply

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress at 31 March 2016	Commentary
Water supply system is adequate and sufficiently maintained for public health purposes.	The extent to which WDC's drinking water supplies comply with Part 4 of NZ Drinking-water Standards 2005 (revised 2008) (bacteria compliance criteria)	100%	Not Achieved	Not Achieved Te Kuiti Water Treatment Plant is currently undergoing a major upgrade. Mokau requires upgrading to meet requirements. Benneydale requires some minor work to be carried out which will assist in bringing the plant up to NZDWS. Piopio meets the requirements for NZDWS.
	The extent to which WDC's drinking water supplies comply with Part 5 of NZ Drinking-water Standards 2005 (revised 2008) (protozoal compliance criteria)	100%*	Not Achieved	* Achievement will be based on timing of completion of the Te Kuiti Water Treatment Plant upgrade which is being carried out primarily to ensure compliance with New Zealand Drinking Water Standards requirements.
Water Supply networks are being maintained adequately.	Percentage of real water loss from the Council's networked reticulation system in a financial year in: (<i>'Water Losses' includes real losses through leaks in the network and apparent losses through metering inaccuracies or water theft. This does not include unauthorised consumption</i>)			
	Te Kuiti	≤ 25%	On Track for achievement	20%

	Achieved or On Track		Not Achieved		No data available
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What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress at 31 March 2016	Commentary
	Mokau	≤ 25%	On Track for achievement	2%
	Piopio	≤ 25%	On Track for achievement	0%
	Benneydale	≤ 15%	On Track for achievement	0%
Timely response and resolution of service requests.	The median response times for attendance for urgent call-outs in a financial year*	≤ 180 minutes (3 hrs)	On track for achievement.	Median response time year to date is <2 hours
	The median resolution time of urgent call-outs in a financial year**	≤ 540 minutes (9hrs)	On track for achievement.	Median response time year to date is 9 hours
	The median response times for attendance for non-urgent call outs in a financial year*	≤ 660 Minutes (11hrs)	On track for achievement.	Median response time year to date is <8- Contractor notifies council via monthly report.
	The median resolution time of non-urgent call-outs in a financial year**	≤ 850 minutes (14.1hrs)	Not Achieved	Median response time year to date is currently 24 hours.
<p>* from the time that the Council receives notification to the time that the service personnel reach the site. ** from the time that the Council receives notification to the time that service personnel confirm resolution of the fault or interruption</p>				

	Achieved or On Track		Not Achieved		No data available
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What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress at 31 March 2016	Commentary
Provision of effective and reliable water supply system to the community.	The total number of complaints received by Council in a year for:			
	drinking water clarity	≤ 5 per 1000 connections	Not Achieved	YTD Total: 21
	drinking water taste	≤ 5 per 1000 connections	On Track for achievement	YTD Total: 6
	drinking water odour	≤ 5 per 1000 connections	On Track for achievement	YTD Total: 7
	drinking water pressure flow	≤ 5 per 1000 connections	Not Achieved	A total of 8 complaints were received for the quarter due to leaks causing PSI to drop. YTD Total: 99
	continuity of supply	≤ 5 per 1000 connections	Not Achieved	A total of 15 complaints were received for the quarter due to leaks and broken council tobies or water pipes. YTD Total: 52
	Median response time to any of these issues within a year.	≤ 180 minutes	On track for achievement.	Median response time year to date is <3 hours.
Efficient management of demand for water for the community.	Average consumption of drinking water per day per resident within the district.	≤ 400 litres per person per day	On track for achievement.	90 Litres per person per day

	Achieved or On Track		Not Achieved		No data available
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Roads and Footpaths

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress at 31 March 2016	Commentary
Monitor safety of local roads to assist in planning and prioritising works required to upgrade, maintain or change the condition of the roading environment in order to reach and maintain a specified level of safety.	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network.	1 (or maintain at 0)	Not Achieved	The number of fatalities a result of serious crashes on local roads for the year to date is 4. Improvements for road user safety are currently underway on Oparure road where three of these fatalities occurred.
Maintain the overall condition of local roads to a specified adequate standard *NAASRA is a generally acceptable measure of road roughness. A NAASRA count of less than 150 indicates an acceptable level of ride comfort	The average quality of ride on a sealed local road network, measured by smooth travel exposure, in a financial year. (Percentage of measured sealed road lane kilometres not exceeding a NAASRA* roughness count rating of 150 to be at least 90%.) *NAASRA is a generally acceptable measure of road roughness. A NAASRA count of less than 150 indicates an acceptable level of ride comfort.	90%		This is measured biennially and will be reported annually once the data is available.
Maintain the overall condition of the unsealed roads to a specified adequate standard.	Percentage of unsealed road metalled each year.	15% (of total)		Seasonal work done in a quarter (generally Spring and Autumn) – Measured at end of financial year 30 June.

Achieved or On Track	Not Achieved	No data available
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Maintain the overall condition of sealed roads to a specified adequate standard.	Percentage of the sealed local road network that is resurfaced each year.	7% (of total)		Seasonal work done in a quarter (generally Spring and Autumn) – Measured at end of financial year 30 June.
Maintain the overall condition of footpaths to a specified adequate standard.	The percentage of footpath network that falls within a condition rating of 3	90%		Not measureable until end of contractual year (end of September – when annual footpath report is due from contractor).



<p>Manage the timeliness and appropriateness of responses to problems and service requests.</p>	<p>The percentage of customer service requests relating to roads and foot paths responded to within 10 working days.</p>	<p>95%</p>	<p>Not Achieved</p>	<p>Total of 163 service requests were received for quarter, of which 122 were achieved and 41 were not achieved. Resulting in 75% average over quarter. All months for the quarter, January, February and March were not achieved.</p> <p>There was an increased number of requests for overgrown vegetation causing restricted driver vision at mostly rural locations within the district. This was caused due to the time of year when vegetation growth is at its peak and current climatic conditions are leading to a vigorous growth season.</p> <p>There was a large number of requests to remediate potholes and corrugations on rural roads where grading of these roads. Due to warmer fine periods, this has the effect of causing corrugations.</p> <p>Service requests for the roads and footpaths are done in order of importance and/or urgency, as not to put the health and safety of the road users or public at risk.</p> <p><i>For example, a request to clear vegetation to enable a safe view of traffic for a driver and avoiding a potential accident, is priority over a request to clear vegetation because it is overgrowing a footpath and causing a nuisance.</i></p> <p>Weekly meetings are held between WDC Roding Team and the Road Maintenance Contractor to go over any service requests and other issues that may have arisen over the week. The Service Request system has been incorporated into the ICL IT framework to improve service request turnover.</p> <p>All efforts are made to ensure that requests are responded to within the required timeframes, or any required work will be programmed by the contractor.</p>
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Document No: 389764**File No:** 039/001/16**Report To: Council****Meeting Date:** 27 April 2016**Subject:** Triennial Elections 2016

Purpose of Report

- 1.1 The purpose of this business paper is to provide information in relation to arrangements for the 2016 Triennial Elections to be held on 8 October 2016 and for Council to make a decision on the order of the surnames of candidates in the voting documents.

Local Government Act S.11A Considerations

- 2.1 There are no section 11A Local Government Act 2002 considerations in relation to the process for the Triennial Elections 2016.

Background

- 3.1 Elections for Mayor and Councillors in Waitomo District as well as elections for Waikato Regional Council (WRC), Waikato District Health Board (WDHB) and Horizons Regional Council (HRC) are held every three years.
- 3.2 The election will be undertaken by WDC on behalf of WRC, WDHB and HRC. Note only a very small part of our District falls within HRC boundaries.
- 3.3 This year the elections are being held by postal vote on 8 October 2016 and preparations are underway.
- 3.4 Council has contracted electionz.com as its provider for vote processing and electoral services. Warwick Lamp, from electionz.com, is the Electoral Officer for Waitomo District Council and Jo Gread, the Deputy Electoral Officer.
- 3.5 Local Government New Zealand has developed a strategy to increase interest in the 2016 Local Authority Elections. New Zealand's Local Authority Election turnout has been below 50 per cent since 1998. To address this, LGNZ will lead an ambitious campaign, #Vote16NZ, from January to October to be launched in two phases:
- Phase 1 will alert targeted groups within the community to the upcoming elections, promote the value and importance of local government, and encourage quality people to stand.

- Phase 2 will focus on raising the percentage of voters to more than 50 per cent. Specific groups will be targeted to vote and quality candidates will continue to be sought.

3.6 Key dates for the 2016 Triennial Elections are:

Key Dates	
Friday 15 July 2016	Nominations open
Friday 12 August 2016	Nominations close at 12 noon. Electoral rolls close.
Friday 16 - Wednesday 21 September 2016	Delivery of Voting Papers to electors by post.
Friday 16 September - Saturday 8 October 2016	Voting Period
Saturday 8 October 2016	Election Day. Voting closes at 12 noon. Progress results will be available and the declaration of the final results will be made as soon as possible.

Commentary

Order of Candidate Names

4.1 Up until 28 June 2016 Council can resolve the order in which candidates surnames are listed on the voting paper. The options are:

- Alphabetical – candidates are listed alphabetically by surname.
- Pseudo Random – all voting documents have candidates in the same random order by surname, having been ordered by the drawing of lots.
- Random – every voting paper will have candidates ordered randomly by their surname.

4.2 If Council does not pass a resolution prior to 28 June, the default position will apply, which is that candidates are listed alphabetically by surname.

4.3 Advantages/disadvantages of the three options are as follows:

	Advantages	Disadvantages
Alphabetical	<p>Less confusion as the names in the candidate profile booklet and voting papers are in the same order.</p> <p>Voters are easily able to find whom they wish to vote for.</p> <p>Council has in the past</p>	<p>Some argue that this approach favours those candidates with names in the first part of the alphabet.</p>

	Advantages	Disadvantages
	always listed candidate's names in alphabetical order of surnames. This is the order traditionally used in local authority and parliamentary elections.	
Pseudo Random	The order of candidates is random and therefore less likely to favour candidates with names in the first part of the alphabet.	<p>Candidates in the profile booklet are still listed alphabetically and this could cause some confusion.</p> <p>Voters may not as easily be able to find who they wish to vote for.</p> <p>The same random order is used for all voting papers and therefore the same advantage that some argue is given to those with names in the first part of the alphabet under the alphabetical system could also occur under this system.</p>
Random	<p>The order of candidates' names is different for each voting paper and therefore gives no potential for advantage to any candidate.</p> <p>This option used to be more expensive, but there is no longer any price differential.</p>	<p>Candidates in the profile booklet are still listed alphabetically and this could cause some confusion.</p> <p>Voters may not as easily be able to find who they wish to vote for.</p>

- 4.4 HRC, WRC and WDHB will also feature on Waitomo's voting papers. We are aware that WRC has selected random order of names and HRC has selected alphabetical. It is not necessary for all local body's appearing on the same voting paper to use the same method of ordering candidate names.

Early Processing

- 4.5 The Electoral Act allows the early processing of votes. This gives local bodies the ability to open return envelopes and capture individual votes over the voting period, but excludes the totaling of votes. This process allows for a timely release of results once the voting period closes.
- 4.6 The decision whether to undertake early processing used to be one made by Council, however, the Local Electoral Act 2001, now stipulates that the Electoral Officer make this decision.

- 4.7 Waitomo District Council's Electoral Officer, Warwick Lamp, has indicated that early processing will be undertaken.

Suggested Resolutions

- 1 The business paper on Triennial Elections 2016 be received.
- 2 Pursuant to Section 31 of the Local Electoral Regulations 2001, Council resolve that the names of the candidates on the voting document for the 2016 Waitomo District Council triennial elections shall be in (**select one only**):
 - a. alphabetical order of surname.

OR

 - b. pseudo-random order.

OR

 - c. fully random order.



JO GREARD
POLICY PLANNER / DEPUTY ELECTORAL OFFICER

15 April 2016

Document No: 390551**File No:** 037/000B**Report To: Council****Meeting Date:** 27 April 2016**Subject: Adoption of Draft Dangerous and Insanitary Buildings Policy 2016, Draft Statement of Proposal and Draft Summary of Information for Consultation**

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Draft Statement of Proposal (including the Draft Dangerous and Insanitary Buildings Policy 2016) and Draft Summary of Information for consultation.

Local Government Act S.11A Considerations

- 2.1 There are no section 11A Local Government Act 2002 considerations relating to this business paper.

Background

- 3.1 Section 131 of the Building Act 2004 requires Council to adopt a policy on dangerous, earthquake-prone, and insanitary buildings within its district.
- 3.2 The policy must state –
- a) the approach that the Council will take in performing its functions under this Part (of the Building Act),
 - b) the Council's priorities in performing those functions, and
 - c) how the policy will apply to heritage buildings.
- 3.3 The policy must be reviewed every 5 years and can only be amended or replaced in accordance with the special consultative procedure.
- 3.4 The Dangerous and Insanitary Buildings policy was first introduced in 2006 and was last reviewed in 2011.
- 3.5 Council's position on earth-quake prone buildings is reflected in a separate policy, the Earthquake Prone Buildings Policy. A review of this policy has been put on hold as the Earthquake Prone Buildings Bill will remove the requirement for Council to have a policy on earthquake buildings. It is anticipated this Bill will be passed into law over the next few months.

- 3.6 This scheduled review of the Dangerous and Insanitary Buildings Policy has provided the opportunity to streamline and enhance the Policy. Forming part of the review process, policies from Councils in the Region have also been reviewed to ensure best practice.
- 3.7 The draft Policy on Dangerous and Insanitary Buildings 2016 was discussed with Council at a Workshop on 22 March 2016.

Commentary

4.1 Policy Revisions

- 4.2 A comprehensive summary of the proposed amendments to the Policy is set out below.
- 4.3 Amendments proposed to streamline and enhance the current policy are:
- 'Policy Summary' and 'Policy Background' combined into a new section called 'Purpose and Scope' (consistent with format of other WDC policies).
 - Historic information, (such as when policy was first introduced and WDC position on dangerous and insanitary buildings pre the introduction of the policy) has been deleted as this information is unnecessary.
 - Definition section added for clarity.
 - The previous 'Policy Statements' and 'Procedures' sections have been amalgamated to avoid duplication and enhance the flow of the document.
 - Removal of requirement for WDC to carry out the assessment in accordance with the Building Act and current Building Code due to:
 - Carrying out the assessment in accordance with the Act is a legislative requirement and does not need to be stated as a policy position, and
 - Carrying out the assessment in accordance with the Building Code creates confusion as the Building Code does not stipulate how the assessment is to be carried out but deals with other matters.
 - Amendment made to Clause 3.3 to make it clear that while WDC will work with building owners to find a mutually acceptable resolution, where it is necessary to avoid immediate danger WDC will exercise its statutory powers under the Building Act.
 - References to Historic Places Trust have been updated to the new organisation Heritage New Zealand Pouhere Taonga.
 - The requirement to include all information in relation to dangerous and insanitary buildings in a LIM has been deleted as what will and will not be included in a LIM forms part of a work stream currently underway.
 - The requirement to notify a complainant of the outcome of an assessment of a dangerous or insanitary building and the intended course of action has been removed as it is not always appropriate to notify a complainant of

these details. Complainants will be notified that WDC has attended to their complaint as part of the standard WDC customer services protocols.

- Additional minor amendments to current wording have been made to add clarity.
- 4.4 One of the legislative requirements of this policy is to state the Council’s priorities in performing these functions. This aspect is not included in the current policy. Additional provisions have been added as clauses 3.1 and 3.4 of the draft policy.
- 4.5 Clause 3.1 of the draft policy states that WDC will not actively inspect all buildings within the District but will make it a priority to quickly and efficiently respond to information received regarding potentially dangerous and insanitary buildings. It is important that once information is received WDC responds quickly to ensure there are no imminent health and safety issues.
- 4.6 Clause 3.4 is an entirely new clause. This clause lists a number of factors that will be taken into account when WDC is determining both the action or work required to be carried out on a building, or where WDC needs to prioritise work on buildings. This list formalises current practice and provides guidance to the community on issues that are considered when determining the work required to rectify a building. This clause also identifies WDC’s priorities, which is a legislative requirement.

4.7 Consultation

- 4.8 Council’s Policy on Dangerous and Insanitary Buildings is required by section 132 of the Building Act 2004 to be consulted on using the special consultative procedure as outlined in section 83 of the Local Government Act 2002.
- 4.9 A Statement of Proposal has been prepared which includes the revised policy and a Summary of Information will also be available. The Summary of Information includes the submission form and a summary of the key changes to the policy.
- 4.10 The Statement of Proposal and Summary of Information will be available on the WDC website, and from Council’s Queen Street Office, Waitomo District Library and Te Kuiti i-SITE. Public notice will also be given in the Waitomo News.
- 4.11 The key dates for the consultation process are:

Date	Step
2 May 2016	Submissions open
2 June 2016	Submissions close
14 June 2016	Council Hearing of Submissions
21 June 2016	Council Deliberations
26 July 2016	Adoption of Policy on Dangerous and Insanitary Buildings 2016

Suggested Resolutions

- 1 The Business Paper on the Adoption of Draft Dangerous and Insanitary Buildings Policy 2016, Draft Statement of Proposal and Draft Summary of Information of Consultation be received.
2. Council adopt the Draft Statement of Proposal (including the Draft Dangerous and Insanitary Buildings Policy 2016) and the Draft Summary of Information for the purposes of public consultation in accordance with section 83 of the Local Government Act 2002.



HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES



JO GREAD
POLICY PLANNER

21 April 2016

- Attachments:
- 1 Statement of Proposal (Including Draft Dangerous and Insanitary Buildings Policy (Doc 390548)
 - 2 Summary of Information (Doc 390530)



Statement of Proposal

Review of Policy on Dangerous and Insanitary Buildings

April 2016

Background

Section 131 of the Building Act 2004 requires Council to adopt a policy on dangerous, earthquake-prone, and insanitary buildings within its district.

The Building Act 2004 stipulates that the policy must be reviewed every 5 years and can only be amended or replaced in accordance with the special consultative procedure.

The Dangerous and Insanitary Buildings Policy was first introduced in 2006 and was last reviewed in 2011. This Policy is due for review this year in line with legislative requirements.

Council's position on earth-quake prone buildings is reflected in a separate policy, the Earthquake Prone Buildings Policy.

Purpose of the Policy

The purpose of this Policy is to determine the approach to be taken by Council to the management of dangerous and insanitary buildings.

The Building Act 2004 stipulates that the policy must cover –

- a) the approach that Council will take in performing its functions under the Building Act in relation to dangerous and insanitary buildings,
- b) the Council's priorities in performing those functions, and
- c) how the policy will apply to heritage buildings.

Review

This scheduled review of the Dangerous and Insanitary Buildings Policy has provided the opportunity to streamline and enhance the Policy.

A thorough review of the current policy has been completed which resulted in an amended draft policy being produced (attached).

Consultation and Submissions

In amending this Policy, Council must use the Special Consultative Procedure set out in

section 83 of the Local Government Act 2002.

Anyone can make a submission about the draft Policy on Dangerous and Insanitary Buildings 2016, and we encourage you to tell us your views.

For a copy of this Statement of Proposal, (including the draft Policy) or the Summary of Information (including the submission form) members of the public can visit Council's website www.waitomo.govt.nz.

Alternatively, hard copies of the Statement of Proposal and Summary of Information are available from Waitomo District Library, Te Kuiti i-SITE and main reception Queen Street, Te Kuiti. For any queries, please phone 07 878 0800.

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

Consultation will take place during the period 2 May 2016 and 2 June 2016.

Submissions close 5.00pm on 2 June 2016. Submissions may be submitted to Council in the following manner – post, hand delivery or email. Details of each of these methods are as follows:

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

Key Dates

Date	Step
2 May 2016	Submissions open
2 June 2016	Submissions close
14 June 2016	Council Hearing of Submissions
21 June 2016	Council Deliberations
26 July 2016	Adoption of Policy on Dangerous and Insanitary Buildings 2016



Draft Policy on Dangerous and Insanitary Buildings

2016

Contents

1.0	Purpose and Scope	1
2.0	Definitions	1
3.0	Policy	1

DRAFT

Policy Adopted	25 July 2006
Last Review	2011
Next Review	2021
Responsibility	Customer Services Group

1.0 Purpose and Scope

- 1.1 The provisions of the Building Act 2004 reflect the governments concern with the safety of the public in buildings and in terms of dangerous and insanitary buildings, the need to reduce the danger to the public posed by such buildings.
- 1.2 The Building Act 2004 leaves it up to each territorial authority to determine the approach to be taken to the management of dangerous and insanitary buildings. The approach can either be active or passive.
- 1.3 This document sets out WDC's policies in relation to dangerous and insanitary buildings, in particular this policy contains:
 - The approach WDC takes in performing its functions under the Building Act 2004;
 - WDC priorities in performing those functions; and
 - How the policy applies to heritage buildings.

2.0 Definitions

- 2.1 Act means the Building Act 2004.
- 2.2 Dangerous Building is defined by section 121 of the Act. In summary it is a building that, for reasons other than earthquakes, is likely to cause injury or death, by collapse or otherwise; or is likely to cause damage to other property.
- 2.3 Insanitary Building is defined by section 123 of the Act. In summary it is a building:
 - that is offensive or injurious to the health of people because of the situation, construction or disrepair; or
 - where moisture penetration makes the building damp or causes dampness in an adjoining building; or
 - which does not have adequate drinking water or sanitary facilities for its intended use.
- 2.4 Heritage Building means a building which is a historic place in the Heritage New Zealand Pouhere Taonga Act 2014 or is identified in the District Plan as being a heritage site.
- 2.5 WDC means Waitomo District Council.

3.0 Policy

- 3.1 WDC will not actively inspect all buildings within the District but will make it a priority to quickly and efficiently respond to information received regarding potentially dangerous and insanitary buildings.
- 3.2 When WDC receives information from any person that indicates that a building is potentially dangerous or insanitary it will assess the building in order to determine whether or not it is a dangerous building or an insanitary building. This will involve (but not be limited to):
 - Checking the details of the property against WDC records;
 - An authorised officer undertaking a full and extensive inspection of the building;
 - Where necessary, seeking advice from the NZ Fire Service; and
 - Preparing an inspection record.

- 3.3 Where a building is determined to be a dangerous building or an insanitary building, WDC will work with the building owners to find a mutually acceptable plan of action before exercising its powers under the Act. WDC will however, exercise its statutory powers under the Act where action is required to avoid immediate danger or in circumstances where an acceptable solution cannot be negotiated with the building owner.
- 3.4 In forming its view as to the work or action that is required to be carried out on the building to prevent it from remaining an insanitary building or a dangerous building, or where WDC needs to prioritise work on buildings, the following issues will be taken into account:
- The size of the building;
 - The complexity of the building;
 - The location of the building in relation to other buildings, public places and natural hazards;
 - The life of the building;
 - How often people visit the building;
 - How many people spend time in the building;
 - How many people spend time in the vicinity of the building;
 - The current or likely future use of the building;
 - The reasonable practicality of any work concerned; and
 - Any other matters WDC considers may be relevant, taking into account the particular set of circumstances.
- 3.5 The owner of a building which is determined to be a dangerous building or an insanitary building will bear all costs incurred in meeting the requirements of the Act. These costs include assessment and enforcement costs incurred by WDC.
- 3.6 This policy applies to heritage buildings in the same way it applies to all other buildings.
- 3.7 Where a heritage building is potentially a dangerous building or an insanitary building, WDC may seek advice from Heritage New Zealand Pouhere Taonga.
- 3.8 WDC will retain all information relating to dangerous buildings and insanitary buildings on the relevant property file. This includes a copy of the inspection record and any action taken.



Summary of Information

Review of Policy on Dangerous and
Insanitary Buildings

April 2016

Summary of Information

Waitomo District Council (WDC) is reviewing its Policy on Dangerous and Insanitary Buildings and is seeking your views. Once reviewed, the Policy will stay in force for another 5 years, unless reviewed earlier.

Reasons for the Proposal

The reasons for reviewing the Policy are to:

- Comply with the requirements of the Building Act 2004 that the Policy be reviewed at least every 5 years, and
- Ensure the Policy continues to effectively deal with issues associated with WDC's approach to performing its functions in relation to dangerous and insanitary buildings under the Building Act 2004.

Key Issues

This scheduled review of the Dangerous and Insanitary Buildings Policy has provided the opportunity to streamline and enhance the Policy.

A comprehensive review of the existing Policy on Dangerous and Insanitary Buildings was undertaken which resulted in the draft Policy on Dangerous and Insanitary Buildings 2016 being produced.

The following is an overview of the key differences between the current Policy and the draft Policy on Dangerous and Insanitary Buildings 2016. For further amendments please refer to the draft Policy on Dangerous and Insanitary Buildings 2016 attached to the Statement of Proposal.

1. Prioritisation and factors WDC will consider when determining work or action required

Additional provisions have been added as clauses 3.1 and 3.4 of the Policy to state Council's priorities in performing its functions.

Clause 3.1 of the draft policy states that WDC will not actively inspect all buildings within the District but will make it a priority to quickly and efficiently respond to information received regarding potentially dangerous and insanitary buildings.

Clause 3.4 is an entirely new clause. This clause lists a number of factors that will be taken into account when WDC is determining both the action or work required to be carried

out on a building, or where WDC needs to prioritise work on buildings.

2. Notifying Complainants

The requirement to notify a complainant of the outcome of an assessment of a dangerous or insanitary building and the intended course of action has been removed as it is not always appropriate to notify a complainant of these details. Complainants will be notified that WDC has attended to their complaint as part of the standard WDC customer services protocols.

3. Clarification and Streamlining Amendments

Amendments have been made to the current Policy to streamline and enhance the document, including:

- Definition section added,
- 'Policy Summary' and 'Policy Background' combined into a new section called 'Purpose and Scope',
- Previous 'Policy Statements' and 'Procedures' sections have been amalgamated, and
- Amendment made to Clause 3.3 to make it clear that while WDC will work with building owners to find a mutually acceptable resolution, where it is necessary to avoid immediate danger WDC will exercise its statutory powers under the Building Act.

Consultation and Submissions

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

Anyone can make a submission about the draft Policy on Dangerous and Insanitary Buildings 2016, and we encourage you to tell us your views. A submission form is attached.

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Submission Form: Draft Policy on Dangerous and Insanitary Buildings 2016

Submissions close on 2 June 2016

Sub No.
For office use only

Name: _____

Postal Address: _____

Email Address: _____

Phone No: _____ Mobile Phone: _____

Submissions

Council intends to hear submissions on 14 June 2016.

Do you wish to speak to Council at the Council Hearing? Yes No

If you do not tick yes, we will assume that you do not wish to attend the Council Hearing.

Please note that all submissions received will become public documents.

We are currently reviewing our Policy on Dangerous and Insanitary Buildings which is out for consultation from 2 May to 2 June 2016. Tell us what you think.

Document No: 390229

File No: 051/003

Report To: Council**Meeting Date: 27 April 2016****Subject: Dog Control Fees 2016/2017**

Purpose of Report

- 1.1 The purpose of this business paper is for Council to set the dog control fees for 2016/2017 in accordance with the provisions of the Dog Control Act 1996.

Local Government Act S.11A Considerations

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

Background

- 3.1 The Dog Control Act specifically requires the setting of dog registration fees by Council resolution.
- 3.2 Section 37(1) of the Act states
- “The dog control fees payable to a territorial authority shall be those reasonable fees prescribed by resolution of that authority for the registration and control of dogs under this Act”.

Current Status

- 4.1 Council’s Revenue and Financing Policy states that 80% of the cost of dog control should be funded from dog registration fees, 10% from general rates and 10% from Uniform Annual General Charge (UAGC).
- 4.2 The gross cost of providing animal control services in the 2016/2017 financial year is expected to be \$259,000. Therefore in terms of Council’s Revenue and Financing Policy \$207,200 should be recovered by way of dog registration fees.
- 4.3 Council’s Revenue and Financing Policy in relation to dog control has been developed on the premise that most of the costs associated with dog control are attributable to dog owners.
- 4.4 The following table provides a snapshot of dog registration fees in the Waitomo and neighboring districts for the 2015/16 year.

Description	WDC	Oto	Waipa	South Waikato	Ruapehu	Average
No of dogs	3,563	2,400	7,229	3,746	4,600	
Basic Dog Fee (including menacing dogs)	156				150%	
Standard Urban Fee (\$)	103	124	89	140	97	111
Neutered (\$)	81	98	79	95	63	83
Selected Ownership (\$)	59	98	74	60	36	65
Rural Dogs (\$)	37	98	50	60	30	55

- 4.5 In order for WDC to move towards achieving the target set by the Revenue and Financing Policy a 5% increase for 2016/17 financial year is proposed. This will result in 66% of costs associated with animal control being covered by dog registration fees.
- 4.6 The 5% increase will bring the WDC dog registration fees more in line with neighboring districts.
- 4.7 As previously outlined to Council it is recommended from an affordability perspective that the fees be incrementally increased accompanied with high levels of service rather than a large spike in one year.
- 4.8 The proposed fee structure will continue to see urban dog owners paying higher registration fees than rural dog owners, recognising the fact that most dog control problems which come to the attention of the Animal Control Officer are associated with urban dogs.

Recommendation

- 5.1 It is recommended that Council adopt the following fee structure for dog registration fees in the 2016/2017 financial year.

Charge	Number of Dogs 2015/16	Fee 2015/16	Proposed Rate 2016/2017	Proposed Recovery Amount
Basic Dog Fee	30	\$156.00	\$164.00	\$4,920.00
Urban Fee	110	\$103.00	\$108.00	\$11,880.00
Spayed / Neutered	56	\$81.00	\$85.00	\$4,760.00
Selected Ownership Policy	359	\$59.00	\$62.00	\$22,258.00
Rural	3024	\$37.00	\$39.00	\$117,936.00
Sub Total (including GST)				\$161,754.00
<i>less GST</i>				\$24,263.10
Total (excluding GST)				\$137,490.90

- a) A basic dog registration fee of \$164.00 (inclusive of GST) in respect of dogs having attained the age of 3 months.
- b) A \$108.00 dog registration fee (inclusive of GST) in respect of any dog in the urban area which is kept in a manner which complies with the provisions of the Dog Control Act 1996.

- c) An \$85.00 dog registration fee (inclusive of GST) in respect of any dog in the urban area which has been spayed or neutered.
- d) A \$62.00 dog registration fee (inclusive of GST) in respect of any dog where the owner of that dog is covered by Council's Selected Owner Policy.
- e) A \$39.00 dog registration fee (inclusive of GST) in respect of any dog in a rural area which is kept in a manner that complies with the provisions of the Dog Control Act 1996.
- f) A late registration fee of 50% of the fee that would have been payable if that dog had been registered on the first day of the registration year. The late fee will be payable in respect of dogs required to be, but which remain unregistered after 1 August 2016.

Suggested Resolutions

1. The business paper on Dog Control Fees 2016/2017 be received.
2. Council approve / not approve the following fee structure for the 2016/2017 Dog Registration Fees (inclusive of GST):

Basic Dog Fee	\$164.00
Urban Fee	\$108.00
Spayed or Neutered Fee	\$85.00
Selected Owner Policy Fee	\$62.00
Rural Fee	\$39.00



ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

April 2016

Document No: 391090**File No:** 401/0581153000**Report To: Council****Meeting Date:** 27 April 2016**Subject:** Brook Park Incorporated Society Minutes**Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society Meeting convened on 4 April 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.

Commentary

- 3.1 Attached to and forming part of this business paper is a copy of the minutes of the Brook Park Incorporated Society meetings of 4 April 2016.

Suggested Resolution

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

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

HELEN BEEVER

GROUP MANAGER – CUSTOMER SERVICES

Attachment: Brook Park Incorporated Society Minutes – Doc 391087

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,
TE KUITI ON 4th April 2016 2016, at 5.30pm**
PRESENT:

Guy Whitaker, , Elly Kroef, Bruce Maunsell, Sheralee Buchanan, Andrea Hanna, Karen Houghton, Phillip Houghton, Graeme Churstain, Sue Wagstaff, Helen, Robin Chareris

1. Apologies

No Apologies received

2. Confirmation of Minutes – for meeting 2nd October 2015
--

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

Bruce/Andrea

3. Correspondence In/Out

No correspondence

4. Financial Report

Phillip presented financial report

Opening Balance 25,649.53

Income 26.34

Expenses 0

Net P/I 26.34

Balance as at 31 March 2016 \$25,675.87

Payments approved:

Fitzwater Contracting MTB crossings \$300.05

Recompense Guy Whitaker approx. \$300.00 for advertising Waitomo News paid December 2015

Phillip informed committee of extension of Lion Foundation Grant to 31 May, to spend \$2,700 on MTB trail

That the financial report be received .
Phillip/Bruce

6. Maintenance & Fencing

Nothing to report.

Plane tree yet to be removed

7. Weed Control

Nothing to report.

Adrea still to meet Chris Hae EW.

Elly has heard nothing yet from EW Small Scale Projects re assistance for weed control.

Elly to check on progress

Guy to Check with Liz Riley if anything come to WDC.

8. Memorial Grove

Sue still to complete guidelines.

Guy to contact Liz Riley to arrange copy of draft council guidelines that JDL produced.

9. MTB Trail

4 crossings now in place. 1 more galvanised to be put in place this Sunday. 5 others now complete and ready to go to galvanising. Arranged thru John Pitcon.

Need to get rest of materials in place for fencing. Gerald to be contacted to see if he is still going to do work, otherwise Todd to be contracted to do fencing to complete project. Possibly Gerald can help him. Need to get one of them to itemise fencing requirements.

BM to contact Dave Smith & Pete Chandler re completing final 5 crossings asap.

10. General Business

Conifer Grove – Council will fund new weed mat if committee does labour to put in place.

Sue to provide Sheralee with approx. 50 naming stakes.

Working Bee 9.00 10 April – weed control and track clearance, and MTB crossing.

BM to send email to database and insert ad in Waitomo News for Thursday.

Elly/Andrea organising morning tea.

Pine Trees – Phillip & Graeme to take Cameron Kendrick to look at pines on top boundary re removal.

Entranceway – Andrea noted recent close calls with traffic at entrance. Asked if any progress. Guy to check on progress with Liz Riley.

Next meeting To Be Confirmed

Meeting closed 6.10pm

Document No: 391007

File No: 097/001E

Report To: Council**Meeting Date:** 27 April 2016**Subject: Progress Report: Resource Consent Applications****Purpose of Report**

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

Local Government Act S.11A Considerations

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

Risk Considerations

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

Background

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

Commentary**5.1 Mokau Sands Appeal Process Update**

- 5.2 In May 2012 WDC received a resource consent application from Mokau Sands Limited seeking approval to redevelop the Seaview Motor Camp at Mokau and undertake a consequential subdivision.
- 5.3 The applicant was proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 5.4 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 5.5 A total of 39 submissions were received, some supporting the proposal while others opposed the development.
- 5.6 The applicant subsequently asked for the application to be placed on hold so as to allow ongoing discussions with the Department of Conservation and the NZ Transport Agency. Both organisations lodged submissions on the application and the applicant believed that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 5.7 The proposal was revised, with the key change being a reduction in the number of units to 24 and the retention of a number of the camping ground cabins as traveler's accommodation linking with the café. Other revisions were a commitment that the units would be relocatable, in the event of further coastal erosion, and that they will be designed to blend into the coastal environment rather than intrude upon it.
- 5.8 All submitters were updated in terms of the delays encountered with the application.
- 5.9 The revised application was again placed on hold pending the outcome of another resource consent lodged by the applicant for the site. The site was subject to severe coastal erosion and the applicant sought consent to rebuild and plant the fore dune. This consent was subsequently approved.
- 5.10 The joint hearing was held on Wednesday 20 to Thursday 21 May 2015 with the Mayor as Chair and Councilor Brodie as a committee member. A site visit formed part of the hearing process.
- 5.11 The key issues for which evidence was presented concerned the traffic effects of the proposal on SH3, landscape and visual impacts, the trigger point when units and infrastructure would need to be relocated, cultural concerns, the vesting of a new road to provide access to the coast and the loss of a camping ground to private development.
- 5.12 The Hearings Committee adjourned the hearing for the applicant and Council staff to prepare a revised set of recommended conditions that was generally agreed to by the parties at the hearing. The revised conditions presented to the Hearings Committee were largely agreed. The one exception was in regard to the vesting of the new road to provide access to the coast. The applicant wanted the road to vest only at the time a café was constructed, whilst the Council staff wanted the road to vest immediately, although not be formed until the café was constructed.
- 5.13 The final Right of Reply from the applicant was received on 21 July 2015. The Committee subsequently formally closed the hearing and made a decision on the proposal on 13 August 2015.

- 5.14 The decision was to grant consent to the application. The Hearings Committee largely adopted the revised set of recommended conditions.
- The conditions cover building location, size and design, coastal erosion and managed retreat, tangata whenua/archaeology, earthworks, services and utilities, landscape and mitigation planting, urban design, and roading and carparking. On the one issue in contention, the vesting of the road, the decision has required that the road be vested immediately thus ensuring access to the coast for the public.
- 5.15 Whilst the road is required to be vested, it does not have to be formed. For all intents and purposes it will remain as it currently is, but in Council ownership. Council could decide to form it as a rest area and carpark at a future date, otherwise the applicant is required to form it as road and carpark when and if a café is constructed.
- 5.16 One of the main reasons why the applicant did not wish to vest the road immediately is because he considers there is a public benefit that accrues from the rest area and carpark that Council should contribute towards. Council was approached by the applicant to contribute towards the formation of the road and carpark.
- 5.17 As expected the decision of the Hearings Committee was appealed by the applicant, Mokau Sands Limited. The appeal was lodged with the Environment Court on 9 September 2015.
- 5.18 New Zealand Transport Agency joined the Appeal on 5 October 2015 as an interested party.
- 5.19 WDC's lawyers, Le Pine & Co, were engaged to respond to the appeal. The Environment Court generally expected parties, particularly local authorities, to take part in alternative dispute resolution (such as mediation) in advance of a hearing, if not to resolve the appeal, then as a means to narrow and settle issues. All parties at mediation were to be represented throughout by a person or persons holding full delegated authority to settle the dispute. Direct negotiation was also to be considered by the parties at all times.
- 5.20 At its meeting on 28 October 2015 Council considered a Memorandum which outlined the list of issues unresolved between the parties as well as a report prepared and presented at the meeting by Nigel McAdie from LePine & Co.
- 5.21 Council subsequently delegated authority to the Chief Executive to settle the appeal by Mokau Sands Limited, by way of negotiation and / or Court assisted mediation with assistance from Council's legal and planning advisers on the basis any settlement:
- Is consistent with the District Plan policy;
 - Conforms to the relevant requirements and objectives of the RMA including in particular the maintenance and enhancement of public access to and along the coastal marine area;
 - Balances public and private interests / benefits; and
 - Is fair and equitable to the District's rate payers.
- 5.22 Court-assisted mediation was scheduled by the Environment Court for 19 November 2015.
- 5.23 In advance of Court-assisted mediation, representatives for Mokau Sands Limited and Council met in Hamilton on 5 November 2015 to engage in direct negotiations on a without prejudice basis to see if matters could be settled between them.

- 5.24 As expected, Mokau Sands Limited sought a financial contribution from the Council to reflect the extent to which it considered a public benefit to accrue from the road to vest in the Council.
- 5.25 The Council's position was that it was not inclined to make a significant contribution to the appellant in circumstances there may be better locations to spend money securing formal public access to the Coast than the appellant's site.
- 5.26 Accordingly, the parties agreed to resolve the appeal by the Council deleting the requirement that Mokau Sands Limited vest land in the Council for road.
- 5.27 The parties were satisfied that the proposed development still conforms with Part 2 of the RMA by continuing to preserve and enhance the natural character of the coastal environment through dune restoration, planting and building form (s 6(a) RMA) and maintaining public use, enjoyment and access along the coastal marine area adjoining the land (s 6(d) RMA).
- 5.28 A joint memorandum and draft Consent Order recording the agreement was lodged with the Environment Court. The appeal will be resolved by the Court issuing a final Consent Order.
- 5.29 The Environment Court's Minute dated 1 December 2015 questioned whether there is any potential conflict between the conditions of consent and the supporting documents required (as listed under Condition 1 of the land use consent and the subdivision consent).
- 5.30 Having considered the Court's question, the parties, have agreed the following:
- All documents supporting the application should be listed under Condition 1 of the land use subdivision consent, as those documents incorporate changes to the application as originally lodged.
 - Where the conditions of consent refer to a specific supporting document or plan, this document or plan should be expressly referred to under that condition and annexed to the conditions of consent.
 - To avoid any potential conflict between the conditions of consent and the supporting documents Condition 1 of the land use and subdivision consent should be amended to include the following clause:
 - "In the event that there is any conflict between the Conditions of consent and the supporting application documents under Condition 1, the conditions of consent shall prevail."
- 5.31 An amended set of conditions to address the agreed response to the Court's Minute was submitted to the Environment Court on 15 January 2016.
- 5.32 The Court has recently come back to the parties with further issues.
- 5.33 The main concern of the Court is the waiver of the requirement for an esplanade reserve. The Commissioner noted it is clear from the Council's decision that the waiver of the requirement for the esplanade reserve was based on provision for the road to be vested in WDC.
- 5.34 The Commissioner noted that it has implications regarding the provisions of the NZ Coastal Policy Statement and the decision the Judge must make pursuant to the Resource Management Act. Further explanation was requested.

5.35 Explanation was provided as follows:

"The parties consider the resolution conforms to the relevant requirements and objectives of the Resource Management Act, including Part 2 because the proposed subdivision, use and development of the land continues to preserve and enhance the natural character of the coastal environment through dune restoration, planting and building form in accordance with section 6 of the Resource Management Act and maintains public use, enjoyment and access along the coastal marine area adjoining the land."

5.36 The Court requested a more in depth explanation than this. The Commissioner stated emphasis on the drafting and workability of conditions arises from a recent case which emphasized the need for the Court to have confidence in the application of conditions presented to it.

5.37 A response is being prepared.

5.38 Waitomo Rock Limited

5.39 An application to vary approved Resource Consent 060009 and to further renew the existing consent period was lodged on 7 April 2016.

5.40 The application to vary seeks a change to undertake the consented activities in two stages. The approved Resource Consent authorises the development, including all associated infrastructure, as a single stage development.

5.41 The Applicant seeks an extension of the Waitomo Rock Resource Consent for an additional two years, to 7 April 2018. The intention being that Stage 1 will be built by that time and the Applicant can then claim that the Resource Consent has been given effect to. The Consent Holder could then implement Stage 2 at its absolute discretion as to time.

5.42 This application to vary raises the potential for significant additional effects arising from the fact that the original approved 2006 Resource Consent might be fully developed in an entirely different context to that canvassed with the affected parties more than 10 years ago.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

April 2016

Attachment: Resource Consent Schedule (Doc 391015)

RESOURCE CONSENTS PROGRESSING AS AT 27 APRIL 2016

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
060009	Waitomo Rock	Application to Change Conditions of Resource Consent and Extension of Lapse Period, Waitomo Caves	07/04/16									
160007	Cleethorpes Fifty Five Limited (Gull New Zealand)	Application to Change Conditions of Resource Consent – Site Layout, Te Kumi Road, Te Kuiti	07/04/16									
160008	Ministry of Education (Te Kuiti Primary School)	Outline Plan of Works – Block Upgrades, Rora Street, Te Kuiti	13/04/16									
160009	Koroi Farm Limited	Boundary Dispensation – Construction of farm shed within 10 metres of boundary, State Highway 3, Te Kuiti	13/04/16									

RESOURCE CONSENTS GRANTED (FOR 2015/16) AS AT 14 April 2016

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
150020	RE Buckley	Subdivision of Part Rangitoto Tuhua 35H2 Block	8/07/15	Yes	Application incomplete as per section 88 RMA 1991. Returned to applicant.	7/07/15	7/10/15	Yes		No	05/11/15	Conditional Consent Granted 30/10/15
150021	R Gorrie	Subdivision of Lot 1 DP 478662. Te Mahoe Road Mokau.	16/07/15	Yes	Application incomplete as per section 88 RMA 1991. Returned to applicant.		25/08/15			No	1/10/15	Conditional Consent Granted 10/09/15
150022	DJ and SL Knight	Construction of Farm Shed within 10m of boundary, Walker Road, Te Kuiti	21/07/15	No						No	25/08/15	Conditional Consent Granted 30/07/15
150023	Spark New Zealand	Outline Plan Waiver request – upgrade of Te Kuiti Telecommunications Facility, Awakino Road, Te Kuiti	27/07/15	No						No	24/08/15	Outline Plan waiver request approved. 28/07/15
150025	Z Energy Limited	Redevelopment of Z Service Station, Te Kumi Road, Te Kuiti	11/08/15	Yes	Application Amended by Applicant. NZTA approval no longer required.	19/08/15	17/09/15	Yes		No	10/11/15	Conditional Consent Granted 19/10/15
150026	Trevor Neal	Build onto existing dwelling a 23m2 living room with attached covered deck area. New garage with attached sleep-out.	5/08/15	No						No	22/09/15	Conditional Consent Granted 7/9/15
150027	R Green	Subdivision 70 Mairoa Road, Piopio	3/11/15	Yes	LINZ approval	04/11/15	11/11/15			No	02/12/15	Certificate of Compliance Issued 25/11/15
150028	John Pitcorn	Subdivision 20 Rimu Street Te Kuiti	19/11/15	Yes	LINZ approval	19/11/15	3/12/15			No		Conditional Consent Granted 17/12/15
150029	Spark New Zealand	Upgrade of existing telecommunications facility, 8 Mile Junction	16/12/15	No							9/02/15	Conditional Consent Granted 14/01/16
150030	J and R Davis	Subdivision Fullerton Road	18/12/15	Yes	Letter from the Lines Company	11/01/16	11/01/16				5/02/15	Conditional Consent Granted 14/01/16
160001	NJ and A Kelland	Redevelopment of existing BP2Go Service, Station Carroll Street, Te Kuiti	27/01/16	Yes	Comments from NZTA	09/02/16	04/03/16	Yes				Conditional Consent Granted 11/03/16
160003	AS and MJ Coplestone	Rural Subdivision, 814 Awakau Road, Awakino	24/02/16	No				Yes			29/3/16	Conditional Consent Granted 07/03/16
160004	GT and JM Woolston	Construction of shed within 5m of paper road boundary	29/02/16	No				Yes			1/04/16	Conditional Consent Granted 08/03/16

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
160005	Ministry of Education	Outline Plan of Works for new classroom and playing fields Oparure School, Oparure	03/03/16	No				Yes			5/04/16	Outline Plan of Works approved no changes 10/03/16
150004	L and M Reed	Operation of Eatery from Caravan, North Street, Mokau	18/02/15	Yes	NZTA denied the request.	6/03/15						Withdrawn 29/01/16
150005	KEA Exploration Limited	To undertake a seismic survey in a conservation area in the Waitomo District	8/02/15	Yes	Consultation with land owners and title deeds required	20/02/15						No response after contact by Agent – assumed defunct.
160002	Opus International on behalf of WDC	To undertake earthworks to remediate sections of Totoro Road	24/02/16	Yes	Extent to which the works will overlap onto adjacent properties.	29/02/16	31/03/16	Yes				Conditional Consent Granted 31/03/16
160006	The Lines Company	New Office Block, 30 Waitete Road, Te Kuiti	11/03/16	No				Yes				Conditional Consent Granted 01/04/16

Document No: 390946**File No:** 037/005B**Report To: Council****Meeting Date:** 27 April 2016**Subject:** **Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – March 2016**

1.0 Purpose of Report

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

2.0 Local Government Act S.11A Considerations

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

3.0 Risk Considerations

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

4.0 Background

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

4.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

4.3 Wastewater networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

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

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

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

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

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

4.6 Capital Works

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

4.8 Water Rates and Charges

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

5.0 Service Requests/Complaints

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

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

5.3 **Water**

5.4 7 Water related Service Requests/Complaints received in March as follows:

Description	Cumulative from 1 July 2015				August 2015				September 2015				October 2015			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Water Pressure	18	2			2				1	1				1		
Water Quality (Taste/Odour)	14			5	1				5			1				
Water Supply	41	1		13	12				6			9	5	1		1
Miscellaneous	18	4		2					4							2
Sub Totals	84	7		20	15				16	1		10	5	2		3
Totals	94				15				27				10			

Description	November 2015				December 2015				January 2016				February 2016			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Water Pressure	2				5				5							
Water Quality (Taste/Odour)									2				3			3
Water Supply	1				3				4				1			3
Miscellaneous													10	4		
Sub Totals	5				8				11				14	4		6
Totals	5				8				11				24			

Description	March 2016				April 2016				May 2016				June 2016			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Water Pressure	1															
Water Quality (Taste/Odour)	3															
Water Supply	3															
Miscellaneous																
Sub Totals	7															
Totals	7															

5.5 Water supply issues include lack of water, leaks and bursts. All of the 6 complaints received for the Mokau Water Supply in February relate to the seasonal poor raw water quality due to increased levels of iron exceeding the Maximum Aesthetic Value of 0.2 mg/l that causes odour, taste and water clarity issues. The water is safe to drink and WDC is monitoring the water quality daily.

5.6 Work on a sewer related Service Request in Haines terrace identified the need to replace the water main due to the bad condition of the existing fiber cement pipe and badly corroded iron fittings.

5.7 Wastewater

5.8 5 Wastewater related Service Requests/Complaints were received March as follows:

Description	Cumulative from 1 July 2015				August 2015				September 2015				October 2015			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Manhole overflows	1															
Pump Station overflows	3								1							
Smells / Odours / Misc	9								1				1			
Blockages	11		2				1		3		1					
Piopia Sewer		28				2				4				5		
Sub Totals	24	28	2			2	1		5	4	1		1	5		
Totals	52				3				10				6			

Description	November 2015				December 2015				January 2016				February 2016			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Manhole overflows	7												1			
Pump Station overflows									2							
Smells / Odours / Misc									1				3			
Blockages									3				1			
Piopia Sewer		1				4				4				3		
Sub Totals	7	1				4			6	4			5	3		
Totals	8				4				10				8			

Description	March 2016				April 2016				May 2016				June 2016			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Manhole overflows																
Pump Station overflows																
Smells / Odours / Misc	3															
Blockages	1															
Piopio Sewer		1														
Sub Totals	4	1														
Totals		5														

5.9 Piopio sewer issues mainly relate to the floats and pumps getting blocked due to solids.

5.10 The response to a Service Request for Haines Terrace involved repairing several holes in the pipes and replacement of a manhole in a concrete driveway.

5.11 The replacement of the damaged sewer manhole also rectified an inflow and infiltration issue in the area.

5.12 Stormwater

5.13 1 Stormwater related Service Requests/Complaints were received in March as follows:

Description	Cumulative from 1 July 2015			August 2015			September 2015			October 2015		
	TK	Pio	Ben	TK	Pio	Ben	TK	Pio	Ben	TK	Pio	Ben
Manhole overflows	1						1					
Flooding properties			1									
Open Drains	2											
Blockages	3			1								
Overland flow												
Sub Totals	6		1	1								
Totals		7			1			1			0	

Description	November 2015			December 2015			January 2016			February 2016		
	TK	Pio	Ben	TK	Pio	Ben	TK	Pio	Ben	TK	Pio	Ben
Manhole overflows												
Flooding properties												1
Open Drains										1		
Blockages							1					
Overland flow												
Sub Totals							1			1		1
Totals							1			2		

Description	March 2016			April 2016			May 2016			June 2016		
	TK	Pio	Ben	TK	Pio	Ben	TK	Pio	Ben	TK	Pio	Ben
Manhole overflows												
Flooding properties												
Open Drains	1											
Blockages												
Overland flow												
Sub Totals	1											
Totals	1											

- 5.14 The Edward Street storm water contract documents for the next phase are being completed and the work will be put out to tender in due course.
- 5.15 A section of open/piped drain at 32 Hospital Road was in a state of collapse and the area was made safe by installing a manhole to curb the slip. An additional 4 lengths of 1m diameter pipe were required beyond the newly installed manhole to prevent further slips in the future.
- 5.16 The investigation of a service request to attend to a sewer issue in Haines Terrace identified the need for work to rectify a stormwater problem. The existing stormwater pipe is installed across private property and is located beneath houses. The collapsing stormwater pipe resulted in damage to private property that required immediate attention.
- 5.17 During repair of the stormwater pipes it was also noted that a subsoil drainage problem existed which was resolved at the same time.

6.0 Treatment Plant Statistics

Water Produced (m³)

Water Treatment Plants	Estimated Average Annual Water Production m ³	Cumulative from 1 July 2015	August 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016
Te Kuiti	1,100,000	866,023	83,964	96,150	88,529	92,876	104,626	119,516	109,793	82,596			
Piopio	63,000	68,717	6,544	6,193	6,360	7,497	8,538	9,362	8,874	8,593			
Benneydale	26,000	17,013	1,611	1,493	1,636	2,354	1,948	2,196	1,909	1,982			
Mokau	33,000	32,194	2,549	3,072	3,987	3,603	4,334	4,590	3,996	3,663			

Please note: Due to the Te Kuiti WTP Upgrade the pipe work has been modified and part of the flow is bypassing the water meter. Treated water consumption based on 92% of the raw water is calculated with 8% being losses through the treatment plant.

Average Residential Water Usage (Litres Per Person / Per Day)

Water Treatment Plants	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016
Te Kuiti	464	592	531	518	608	724	642	642			
Piopio	505	494	507	598	681	747	708	685			
Benneydale	260	249	273	392	325	366	318	330			
Mokau	206	256	332	300	361	383	333	305			

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

Waste Water Discharged (m³)

Wastewater Treatment Plants	Estimated Average Annual Wastewater Treatment (discharged) m ³	Cumulative from 1 July 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	March 2016	Apr 2016
Te Kuiti	1,250,000	972859	149,459	144,782	109,483	64,248	76,676	101,191	96,620	95,065	
Piopio	36,000	24,070	2,937	2,797	2,533	2,465	2,378	3,108	2,360	2,586	
Benneydale	6,900	11,225	993	1,248	1,491	1,655	1,003	1,323	1,464	1,451	

7.0 Commentary

7.1 Te Kuiti Water Supply

7.2 The pipe work for two of the four filters was replaced and is operating well.

7.3 The Haines Terrace water main was replaced due to severe corrosion of fittings and the poor condition of the fiber cement pipe.

7.4 Te Kuiti Wastewater

7.5 A manhole in Haines Terrace was replaced and several holes and breaks in the pipe were repaired.

7.6 Te Kuiti Stormwater

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

7.8 A section of Haines Terrace stormwater pipe was repaired where it caused damage to private property. The pipe has been identified for urgent replacement and relocation.

7.9 A new 1,800mm diameter manhole was installed in Hospital Road, as well as several lengths of 1,050mm diameter concrete pipe to prevent the erosion to the driveway of 32 Hospital Road.

7.10 Piopio Water Supply

7.11 No exceptional incidents occurred during this period.

7.12 Piopio Wastewater

7.13 The septic tank at the Owl's Nest Motel has been replaced with the larger septic tank to accommodate the increased waste volume generated by the new Motel business. At the request of The Fat Pigeon Café, installation of the removed tank from the Motel has been delayed until they have completed some catering work.

7.14 Benneydale Water Supply

7.15 No incidents to report.

7.16 Benneydale Wastewater

7.17 A report on the reevaluation of the Benneydale waste water reticulation system was undertaken. The reticulation was thoroughly cleaned, flushed and specific areas of interest were inspected by CCTV. Once the CCTV report is studied the reticulation will be repaired and / or rehabilitated as required.

7.18 Mokau Water Supply

7.19 The Mokau Dam Safety Upgrades are underway with the Contractor appointed and on site.

7.20 Te Waitere Wastewater

7.21 Te Waitere Wastewater pump stations operated without any faults.

8.0 Capital Projects

1. Water

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade – Pipe Work Installation	\$850,000 (Engineer Estimate - \$737,311 original estimate) plus variations to date \$775,784	August 2015	Progress is good however about 4 weeks delay due to reservoir roof that had to be completely rebuilt	\$775,784.47

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade Electrical, SCADA & Telemetry	Tender plus variations \$1,324,379	April 2015	Progress is maintained as civil works progress	\$1,039,213.12
Tui Street Augmentation (Piopio)	\$30,000	May 2015	Last payment claim expected March 2016	\$26,703.03
Mokau mains replacement	\$48,000	March 2016	Tender Documents approved for tendering	\$0
Edward Street Pipe Replacement	\$85,000	November 2015	Deferred	\$0

- Tenders for the Mokau Dams Safety Upgraded were invited and one tender was received. The Tender Evaluation was completed.

2. Wastewater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Te Kuiti River Crossing	\$95,000	April 2016	Tender Documents and scope being prepared	\$0
Carroll Street Pipe Insertion	\$45,000	March 2016	Tender Documents approved for tendering	\$0
Benneydale Sewer Rehabilitation	\$35,000	February 2016	Condition reassessment under way	\$21,485.00
Piopio Septic Tanks Enlargement	\$20,000	March 2016	Owl's Nest tank installed	\$0

3. Stormwater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Edwards Street 450 mm	\$80,000	March 2016	Documentation being prepared	\$6,669.22
King Street East Pipe insertion	\$130,000	March 2016	Contractor appointed and awaiting site handover	\$0

Suggested Resolution

The Progress Report: Monthly Assets Group Report for Water, Sewerage and Stormwater
– March 2016 be received.

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

ANDREAS SENGER
MANAGER – WATER SERVICES

Document No: 390995

File No: 037/005B

Report To: Council

Meeting Date: 27 April 2016

Subject: Progress Report: Solid Waste Activity –
~~February~~ March 2016

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 2015/2016 include:

Description	15/16	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015
Kerbside Refuse not collected	7	2	1	1	4	1
Landfill Complaint	0	0	0	0	0	0
Transfer Station Complaint	3	1	1	0	0	0
Litter Bins not being emptied	4	1	1	1	0	0

Description	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016
Kerbside Refuse not collected	2	3	1			
Landfill Complaint	0	0	0			
Transfer Station Complaint	0	0	0			
Litter Bins not being emptied	0	0	2			

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 2015	Tonnes Deposited Aug 2015	Tonnes Deposited Sept 2015	Tonnes Deposited Oct 2015	Tonnes Deposited Nov 2015	Tonnes Deposited Dec 2015
Deposited to Date	162,589.81	163,378.82	164,437.24	165,215.73	165,964.42	166,793.23
WDC Bags Collected		1.25	1.74	1.71	2.17	2.31
Total over Weighbridge		834.51	1086.00	838.44	832.83	869.41
Less Diverted Recycle		- 33.46	-16.13	-28.25	-74.35	-30.48
Less Stock out Gate		- 13.29	-13.19	-29.70	-9.79	-10.12
Total To Landfill		789.01	1058.42	778.49	748.69	828.81

Description	Tonnes Deposited Jan 2016	Tonnes Deposited Feb 2016	Tonnes Deposited Mar 2016	Tonnes Deposited Apr 2016	Tonnes Deposited May 2016	Tonnage Space Available
Deposited to Date	167,533.67	168,333.22	169,103.40			62,896.57 64,466.33
WDC Bags Collected	2.35	1.24	2.06			
Total over Weighbridge	785.30	845.13	836.47			
Less Diverted Recycle	-24.60	-34.34	-31.58			
Less Stock out Gate	-20.26	-12.48	-36.74			
Total To Landfill	740.44	799.55	770.21			

6.9 Recyclables

6.10 Diverted recyclables = 34.34 tonnes

6.11 Capital Projects

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

Description	Estimate / Budget	Actual Nov 2015	Actual Dec 2015	Actual Jan 2016	Actual Feb 2016
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$51,600.00	\$49,643.64	\$49,643.64	\$49,643.64	\$49,643.64
Recycling Shed	\$50,000.00	\$104,681.31	\$104,681.31	\$104,681.31	\$104,681.31

Description	Estimate / Budget	Actual March 2016	Actual April 2016	Actual May 2016	Actual June 2016
Development Cell 3	\$774,000.00	\$641,686.20			
High Wall Safety Work	\$51,600.00	\$49,643.64			
Recycling Shed	\$50,000.00	\$104,681.31			

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 Recycling Shed

- 6.19 In order to promote recycling and provide a customer friendly, all weather recycling service, it was decided to pursue the construction of a roof over the recycling area.
- 6.20 The project has been completed and has been well received by the public utilizing the facility.

Suggested Resolution

The Progress Report: Solid Waste Activity – ~~February~~ March 2016 be received.



VIKUS JOUBERT
MANAGER – OPERATIONAL SERVICES

April 2016

Document No: 391002v3**File No:** 037/005B**Report To: Council****Meeting Date:** 27 April 2016**Subject:** Te Kuiti Parking and Safety Improvement Programme**Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on a parking arrangements programme at Te Kuiti Primary School on Rora Street (north) and a change the north western section of Domain Loop (adjacent to Te Kuiti Primary School) from two-way to one-way.

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

Risk Considerations

- 3.1 It is noted that the Domain Loop is not technically a legal roadway, but is classed as a parking area managed as a Community Service and is part of the adjoining green space.

Background

- 4.1 The Principal and Chairperson of the Te Kuiti Primary School Board approached WDC during 2015 to discuss the need to change the parking arrangements in Rora Street and Domain Loop adjacent to the School, due to two main concerns: Safety and Parking.
- 4.2 The concerns with the present layout were highlighted as follows:
1. There are insufficient car parks, resulting in congestion and safety issues when parents stop where "No Parking" is marked when dropping off and picking up children.
 2. Children must cross the road between the drop-off point and the School entrance at the busy times of the day when parents rush to drop off or pick up children.
 3. Drivers execute u-turns anywhere in the Rora Street section because there is no exit or turn around area at the northern end of the Street.

Discussion

- 5.1 Various options were evaluated to identify a least cost solution that will improve safety and increase the number of car parks available.
- 5.2 As Domain Loop is not a legal roadway, NZ Transport Agency funding will not be available for any works carried out on the access way. For this reason, the evaluated cost of the proposed improvements has been split into what can be NZTA funded (Rora Street) and what cannot be NZTA funded (Domain Loop).
- 5.3 The proposed changes involve the following: (Refer to attached drawing.)

5.4 Domain Loop Section

- a) Changing the section of Domain Loop adjacent to the School, from a two way access into a one way access, running in a south-westerly direction (from the Campground towards Rora Street).
- b) Addition of new road markings and signage to indicate the new one-way arrangement, demarcation of eleven new angled car parks, a pedestrian crossing, a bus stop on the left and three parallel car parks on the right in the proposed one-way section of Domain Loop.
- c) Construction of a raised pedestrian crossing at the end of Domain Loop at the Rora Street intersection, to enhance the safety of pedestrians.

5.5 Rora Street North Section

- a) Widening of Rora Street (north) from Domain Loop to the end of Rora Street, on both sides.
- b) Addition of new road markings for 30 angled car parks on the eastern side of Rora Street.
- c) Minor widening and new road markings to improve vehicle turnings at the north-eastern end of Rora Street.
- 5.6 This programme of works will be undertaken in phases as follows:
- Phase 1 - Domain Loop - New road markings and signage.
- Phase 2 - Domain Loop - Construction of a raised Pedestrian Crossing at the intersection with Rora Street.
- Phase 3 - Rora Street (north) - relocation of kerb and channel, road widening on both eastern and western sides, new road surfacing and road markings.

Commentary

- 6.1 The need was raised as a safety initiative by Te Kuiti Primary School due to concerns at the risk their pupils are exposed to when being dropped off and picked up at the School.
- 6.2 Traffic volumes and lack of sufficient parking result in a hazardous environment for the children.

- 6.3 The work programme increases the number of car parks from approximately 25 to 44, resulting in added safety for pupils and other pedestrians due to all car parks being on the School side of Rora Street, and one-way traffic only on Domain Loop adjacent to the School.
- 6.4 An assessment has also been completed on amending current speed limits adjacent to the School, however this is not recommended at this stage, but may be reviewed at a later time.

Funding

- 7.1 An Engineer's Estimate has been prepared for this work based on the rates included in the current Maintenance and Reseals Contract.
- 7.2 The Engineer's Estimate places the total cost of the proposal at \$60,500 (including the widening of Rora Street at \$58,000). Rora Street needs to be widened to accommodate the proposed angled parking.
- 7.3 This work will be funded from the "Minor Safety Improvements" budget component.
- 7.4 The cost associated with Domain Loop is estimated to be \$7,000. Because this is not a legal roadway, the 62% FAR rate component cannot be claimed for this portion of the work. The \$7,000 can however be funded from WDC's Minor Safety Improvements budget.

Suggested Resolution

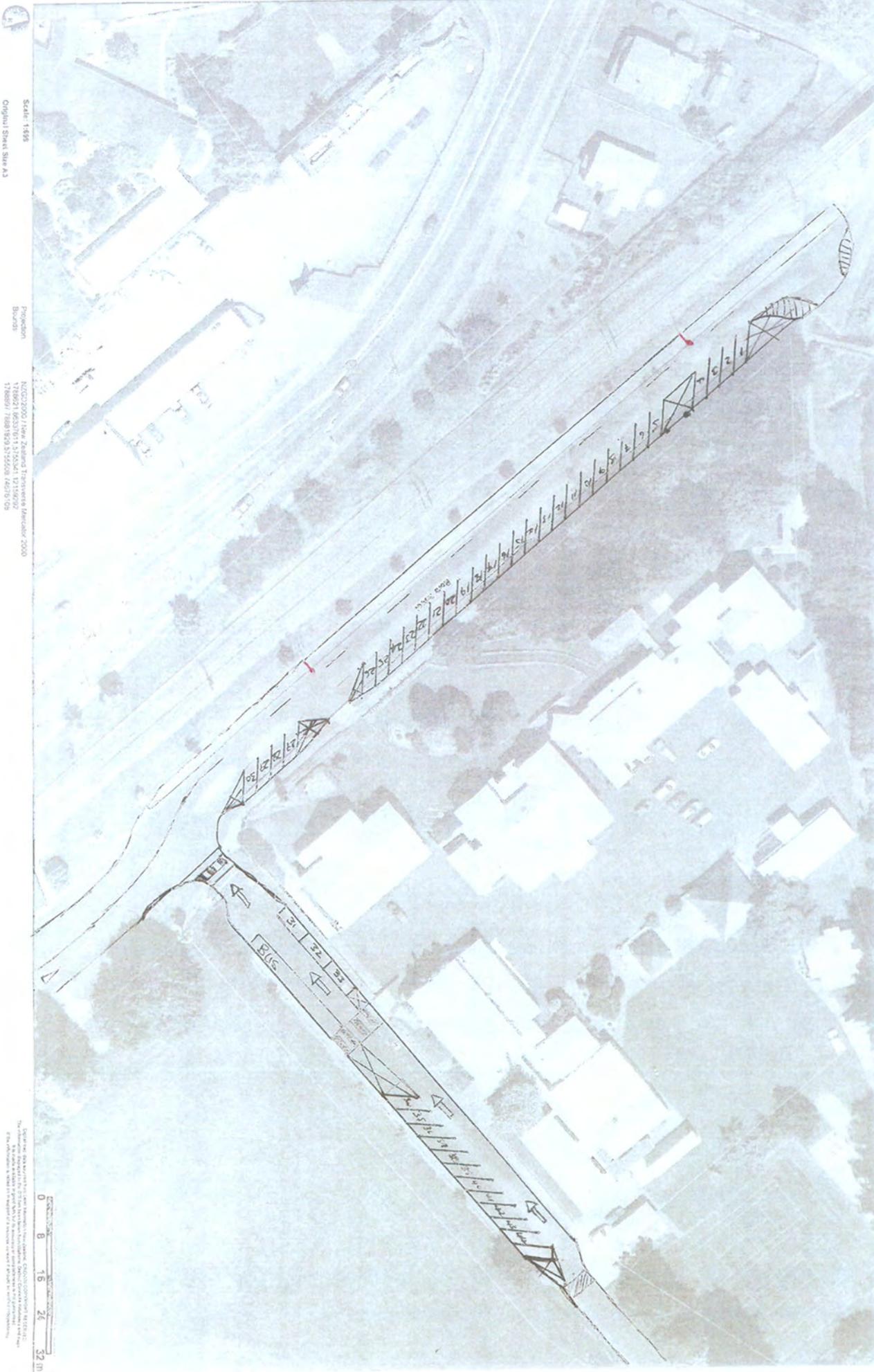
- 1 The business paper on Te Kuiti Parking and Safety Improvement Programme be received.
- 2 Council note that this portion of the Te Kuiti Parking and Safety Improvement Programme comprises:
 - Phase 1 - Domain Loop - New road markings and signage.
 - Phase 2 - Domain Loop - Construction of a raised Pedestrian Crossing at the intersection with Rora Street.
 - Phase 3 - Rora Street (north) - relocation of kerb and channel, road widening on both eastern and western sides, new road surfacing and road markings.



JOHAN ROSSOUW
MANAGER – LOCAL ROADS

April 2016

Attachments: Figure 1: Parking Layout Proposal
Supporting Letter from School



Scale: 1:450
Original Sheet Size A3

Projection:
Bounds:
NZGD2000 / New Zealand Transverse Mercator 2000
1748621 6633761 3126341 12159222
1748601 6681820 3125208 12157108

Signature: [Illegible]
Title: [Illegible]
Date: [Illegible]

44 = 32m



Te Kuiti Primary School

7th March 2016

Dear Councillors;

We are writing to support proposed changes to the roading layout around Te Kuiti Primary School. We have been working with council roading engineers for more than a year on these changes.

The current roading layout around the school is unsafe, can be quite chaotic (especially before and after school) and the north end of Rora Street does not have adequate water tables.

Over the years the school has put a lot of effort into educating children and parents about road safety but ultimately the area needs some physical changes to make it safer.

The proposed layout should make the area much safer and more convenient for all users by making the lane one-way, clearly defining parking areas and eliminating the need for children to cross the road, except at designated crossing points.

We believe that many of the changes can be achieved at a relatively modest cost through road painting and changes to the speed limits in the school zone.

We would appreciate your favourable consideration of this plan. The roading around the school has been a cause for concern for many years so it would be a great relief to have this plan approved and actioned.

We would be happy to answer any questions you might have about the plan in person.

Yours faithfully

Ollie Mitchell
Chairperson
Te Kuiti Primary School Board of Trustees

Document No: 390994

File No: 037/020/12B

Report To: Council**Meeting Date: 27 April 2016****Subject: Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport (March-April 2016)****1 Purpose of Report**

1.1 The purpose of this business paper is –

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

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

- 1 Purpose of Report
- 2 Local Government Act S.11a Considerations
- 3 Risk Considerations
- 4 Introduction
- 5 Background
- 6 Roading Subsidies
- 7 2015/2016 Maintenance Expenditures Budget
- 8 Safer Journeys 2015 to 2018 (Road Safety Promotion 431-433)
- 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 Road Maintenance - Procurement
- 16 Road Maintenance – Progression Report

2 Local Government Act S.11a Considerations

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

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

3 Risk Considerations

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

4 Introduction

- 4.1 This business paper focuses on informing the Council on the operational and maintenance activities of the Roading division and on the Roading capital works programme.

5 Background

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

6 Roading Subsidies

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

7 2015/2016 Maintenance Expenditures Budget

- 7.1 The LTP-budget for 2015/16 is \$5,030,528 and the total current budget for subsidised maintenance works for the 2015/16 year is \$5,000,528.00.

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

8.1 Introduction

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

8.4 At present there is no Road Safety coordinator. The Road Safety Action Plan for the current year is **on hold** until a replacement or other option is agreed.

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 (61% for 2015-16, but changing each year if the FAR rate changes).

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

8.9 **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.

8.11 The following considerations forms part of this review:

- To bring all the stakeholders, both agencies and our local community together in developing a delivery plan.
- To establish stronger governance arrangements in developing programmes and in overseeing delivery.
- 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.

8.12 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.

8.13 The proposal is currently being developed by a joint WDC and ODC team. 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. Also of note is that the NZTA had appointed a consultant to assist them with this programme. His name is Kevin Collins. A draft proposal is under development and will be discussed with Kevin Collins at the next meeting scheduled for 26 April 2016.

9	2015/2016 Operating Expenditure
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DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Maintenance Expenditures (excluding Loss on Asset Disposal)	\$5,000,528	\$3,538,8783,949,000	Expenditure to date = 70.879%
Road Safety Promotion 431 - 433	\$120,000	\$24,640 25,000	Currently on hold and under re-evaluation.
Emergency First Response 106 (GL = 730 31 715)	\$180,000	\$155,772 186,000	Works done under this category include trees blown down over roads and slips.
Environmental Maintenance 121	\$370,000	\$338,539 448,000	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,

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
			etc. Budget shortfall will be covered by savings under other budgets like Structures Maintenance and Unsealed Pavement Maintenance
Environmental Maintenance 121 For Stock Effluent Facility	\$30,000	\$ 27,886 38,000	Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies. Budget shortfall will be covered by savings under other budgets like Structures Maintenance and Unsealed Pavement Maintenance
Level Crossings	\$15,000	\$ 4,059 27,000	As required by Kiwi rail Budget shortfall will be covered by savings under other budgets like Structures Maintenance and Unsealed Pavement Maintenance
RBU Unit Costs	\$1,051,528	\$ 577,226 722,000	Salaries, overheads and some consultant fees
Routine Drainage Maintenance 113	\$380,000	\$ 243,975 282,000	The bulk of these costs were from Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	\$1,400,000	\$ 1,294,603 1,364,000	Pre-reseal works and general sealed pavement maintenance.
Structures Maintenance 114	\$175,000	\$ 74,600 107,000	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	\$100,000	\$ 27,862 33,000	District wide maintenance of Signs and road furniture.
Street Lights Maintenance 122	\$179,000	\$ 140,344 149,000	Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	\$1,000,000	\$ 629,373 568,000	Re-metalling of unsealed roads.
Asset Management Plans	\$	\$0-	As required every 3 rd year.

- 9.1 Current budget for environmental maintenance is \$400 000 for the 2015/2016 financial year, comprising of \$370,000 for Environmental Maintenance and \$30,000 for maintenance at the stock effluent facility.
- 9.2 Forecast expenditure for the 15/16 year is \$~~414,835~~571,500.00. This is made up of:
- Environmental maintenance - \$~~343,335~~500,000.00 which includes maintenance aspects such as roadside mowing, spraying and removal of exotic trees and weeds to cover the work previously allowed under emergency repairs.
 - Pest Plant Contract - \$71,500.00 which is allocated for the spraying of noxious / pest plants / weeds
- 9.3 The district has numerous trees that have reached maturity and require removing due to the hazards they pose. This activity is funded from the Environmental Maintenance Budget.

- 9.4 Estimated spend on hazardous trees removal for the 15/16 financial year is expected to be in the region of around \$65,000.00. This will be financed from the sealed pavement maintenance budget, the largest of the operational budgets (\$1.4 Million)
- 9.5 It is proposed that future environmental maintenance budgets be increase from \$400,000 to \$~~480~~500,000 to take into account the costs of pest plant control and hazardous trees removal.

10 2015/2016 Capital Expenditure

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

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures (excluding Capitalisable Overheads)	\$5,500,000	\$1,508,0432,323,229	Expenditure to date = 27.442 %
Minor Safety Improvements	\$230,000	\$2,748	For identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc. Currently in planning phase.
Preventative Maintenance 241	\$250,000	\$50,000	Oparure Retaining Walls: only the investigation and design work was completed during the 2015/16 financial year and the construction work is planned to be phased over two years.
Associated Improvements for Renewals 231	\$80,000	\$60,718	In association with Rehabs or other projects.
Drainage Renewals 213	\$400,000	\$119,212 138,000	Upgrading of Network wide drainage issues.
Minor Improvements 341	\$100,000	\$20,156	In association with other projects.
Pavement Rehabilitation 214	\$1,400,000	\$186,259	The annual Pavement Rehabilitation Contract is in the process of tender award, valued around \$860,000
Sealed Road Surfacing 212	\$1,300,000	\$847,045 1,452,239	The annual Reseals Contract is now part of the new Maintenance Contract and is almost completed.
Structures Components Replacement 215	\$200,000	\$41,794	Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222	\$120,000	\$71,471	Annual Traffic Signs replacement and the District wide Line.
Unsealed Road Metalling 211	\$600,000	\$54,778 200,000	Unsealed Road Metalling is done under the Maintenance Contract and is underway.
Emergency Reinstatements Projects 141	\$820,000	\$53,863 100,000	To be prioritised as they may happen.

11 Summary of Network Issues

- 11.1 Harbour Road Slip Sites: - Thirteen Slip sites have been identified along this section of road. All but two of them consist of both Underslips/Washouts on the lagoon side and Fretting/Over slips on the opposite side. These sites have been inspected and measured up and prioritised.
- 11.2 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. The revised start of construction is targeted for September 2016.

- 11.3 Extreme weather over the last few summers resulted in an increase 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 improvement in the general condition of unsealed roads.
- 11.4 Hazardous trees are becoming a regular issue on many roads, including Te Anga, Boddies, Fullerton and Lees Block Roads. These are dealt with under the emergency reaction budget. Inframax has priced it as reactive works and it is currently estimated that the removal of these trees would cost approximately \$18,000.00
- 11.5 Additional work is required to clear blocked culverts and savings from unsealed road metalling are currently considered for reallocation to fund these works.
- 11.6 The Oparure Road pavement rehabilitation program is currently underway. The Totoro Road pavement rehabilitation of the first section is deferred to the next financial year due to consent issues and additional funding requirements. (The second section of Totoro Road pavement rehabilitation was completed last year.)
- 11.7 The structural Bridge Maintenance Contract is underway.
- 11.8 The Kumara Road underslip repair project is underway.

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"

Financial Status

- 12.7 As evaluated there are no specific financial implications on the current budget other than an administrative cost for managing this transition process. We are in the process to measure this additional time requirement.
- 12.8 The regional roading collaboration for strategic asset management (RATA Road Asset Technical Accord) is supporting the work being undertaken to implement the ONRC within the Waikato. Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience, Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance measure outcomes, are anticipated as being completed by RATA with support from each participating Council.

Assessment of Significance and Engagement

- 12.9 The issues discussed in this report have a medium degree of significance because this work will affect the delivery of future levels of service on the roading network. Community feedback will be gauged as a part of embedding the ONRC into the strategic and tactical asset management planning and delivery. The purpose of the ONRC is to develop consistent levels of service across the country. This will have to be communicated with the public in order to manage expectations. The final LoS may or may not be affordable or appropriate when applied in the local context.

Maintenance and renewing sealed pavements under ONRC

- 12.10 The customer focused service levels of the ONRC require a modified approach to traditional asset management if they are to be delivered effectively and efficiently. This is because they focus effort on customers and outcomes and not on outputs, requiring outputs to be sufficient to minimise long term life cycle costs and meet service level targets.
- 12.11 The One Network Road Classification framework has customer levels of service related to:
- Effective access
 - Pavement safety

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

13 RATA (Road Asset Technical Accord)
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- 13.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over roading expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.
- 13.2 WDC is participating in the RATA Multi-Party Data Collection contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as with the one additional Service of Footpath Condition Rating.
- 13.3 WDC had at the time, opted out of the RATA arranged Traffic Counts collections, because it was deemed cheaper by about \$6,000.00 per annum. This option has now been reviewed, as there are benefits to be gained by being part of the RATA data collection process. 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
- 13.5 The RAPT report (report on road maintenance and renewal practices across the region) was made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation. A new RAPT Tour is scheduled for 1 October 2015 at which time the intention is to inspect our selection of roads identified for the upcoming Reseals programme and for the Pavement Rehabilitation programme. The discussions will include a review of the business case approach for the selected treatments. We shall also visit some recent projects to "showcase" good examples of how we dealt with specific challenges.
- 13.6 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.

- 13.7 WDC will take up the RATA managed traffic counting program in future. This work is currently contracted to BECA.

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.

15 Road Maintenance – 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 six month mark (by end of March 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 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) is 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 and has achieved the best score to date for March at 350. 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.

Suggested Resolution

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (~~March-April~~ 2016) be received.



JOHAN ROSSOUW
MANAGER – LOCAL ROADS

~~March-April~~ 2016

Document No: 390993

File No: 037/005B

Report To: Council

Meeting Date: 27 April 2016

Subject: Progress Report: Major Capital Works Report – April 2016

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 A commentary on progress and detail for each major capital works project is contained in the attached tables.

Suggested Resolution

The Progress Report: Major Capital Works - April 2016 be received.

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

CHRISTIAAN VAN ROOYEN
MANAGER CAPITAL WORKS

April 2016

Attachment: Progress Tables for Roothing, Waters and Community Services Capital Projects

Roads

Rehabilitation and Slips

Location	Description	Action	Progress
Oparure Road	Rehabilitation	Tender	Awarded ICL
		Construction	On track for Completion target middle May 2016
Kawhia Harbour Road	13 points of erosion on sea side	Consent applied	WRC now require Archeological Assessment Expected end of May 2016
		Design & Contract documentation	Complete
		Construction	Depend on Consent condition but to start next construction season (September 2016 at latest)
Totoro Road	RP 8.1 to RP11.1 Various slips – retreat into bank and improve drainage	Design & Contract documentation	Target end June 2016
		Tender	Funding required for Maraeroa Road seal extension July 2017
		Construction	September to December 2017
Kumara Road	RP 3.61 Ground water induced slip – retreat into bank and improve drainage	Tender Award	End March 2016
		Construction	Construction will go into restricted season thus need permit causing some delay Completion end May 2016
Mangatoa Road	RP 3.04 Very steep slope Slip encroaching sealed road surface	Concept Designs	Complete Solution accepted and progress dependent on NZTA funding – Funding proposal In progress
Te Waitere Road	RP 0.45 Stream undermining road	Concept Designs	Complete Solution accepted and progress dependent on NZTA funding - Funding proposal In progress
Taharoa Road	RP 7.1 Hill side moving	Concept Designs	Complete Solution accepted and progress dependent on NZTA funding - Funding proposal In progress

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	Complete
		Installation – 2 stages	Target dates Stage 1 - 4 to 8 April Stage 2 – 2 – 13 May
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
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	In progress
		Construction	October 2016 – April 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
Mokau Upper Dam safety	Upgrade of dam walls and Over flow provision to meet Building Act	Design & Tender	Complete
		Construction	In progress Completion target end May 2016 – weather dependent
King Street Stormwater	Large diameter stormwater line @ Lines Co undermined by seepage	Design & Tender	Complete
		Construction	Target completion date middle June 2016

Community Projects

Location	Description	Action	Progress
Railway Building	Project – 1	Defects	Complete
	Project – 2	Defects	In progress
	Project – 3 (Building 1)	Tender awarded	
Construction		Started 11 April 2016 Target completion end July 2016	
Squash Club Drainage		Layout sketches	Complete
		Quotes	Closed 29 March 2016
		Construction	Letter to Squash Club with layout and quote information
Security Fence	Behind i-Site	Design	Complete
		Tender docs	Being finalised – On track
		Tender & Railway approval	May to June 2016
		Limited time construction	Guess
		– Kiwi Rail oversight	June – August 2016
Over Bridge	At i-Site	Structural investigation	Complete
		Design - Tender & Railway approval	April & May 2016 – In progress
		Limited time construction	Guess
		– Kiwi Rail oversight – Close proximity to high tension power	June – to end August 2016
Te Kuiti Campground		Preliminary concepts	Complete
		QS Rough Order of costs and Staging	Complete
		Funding	2016-17 EAP process
		Feasibility study and business case	Target August 2016
Te Kuiti Old Camp Ground		Lease to be extended	
Railway Platform	Tidy up	Quote obtained Funding identified	Have to get Kiwi rail approval and agree work programme with Kiwi Rail Oversight
Brook Park	New Entrance	Draft drawings	Received
		Final Drawings and tender documentation	May/June 2016
		Construction	Targeted August September 2016

Location	Description	Action	Progress
Benneydale Toilet	Upgrade	Permacrete – similar footprint to Piopio	Indicative cost \$186,000 plus demolition and preparatory \$28,600 Total \$214,600 Piopio final cost \$217,000
Marokopa Toilet	Upgrade	Concept	Awaiting users numbers
Little Theatre	Car Park	Quote requested	
Les Munro Centre	Kitchen Equipment	Concept of need and layout	May 2016
		Purchase equipment	June – July 2016
		Installation	August 2016
	Court Yard	Design / layout	Complete
		Tender documentation & process	May – June 2016
		Construction	Target August/September 2016
	Toilet Upgrade	Design & documentation tender process	July – August 2016
Construction		Target September/October 2016	

Document No: 391386**File No:** 037/048B**Report To: Council****Meeting Date:** 27 April 2016**Subject:** Progress Report: Road Map Work Programme

Purpose

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 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 27 April 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 (2015/2016) as well as those scheduled for the 2016/2017 year 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 **27 April 2016** be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Road Map Monitoring Schedule as at **27 April 2016 (Doc 390572)**



Road Map

Monitoring Schedule

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

as at 27 April 2016

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Development of 2018-2028 LTP

Council Controlled Organisations

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

2015 General Revaluation for Rating Purposes

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Brief Council on timeframe and process for revaluation	29 April 2015	Complete
Data Integrity checks	April to September 2015	Complete
Market Surveys sent to random sample of property owners in district	May 2015	Complete
Farm amalgamations	April/May 2015	Complete
Communication to ratepayers via rates newsletter and Waitomo Way	July and August	Complete
Revaluation of Utilities	September 2015	Underway
Final District Valuation Roll sent to OVG for audit	25 September 2015	Complete
Communication to public that roll is open for inspection and notification of objection timeframes	21 October 2015	Complete
Notice of general revaluation sent out to all owners and ratepayers detailing new values	28 October 2015	Complete
Council Meeting – Quotable Value will present key highlights of revaluation to elected members	28 October 2015	Complete
Objections close	4 December 2015	Complete
Ratepayers notified of result of objection process	<i>As each objection is reviewed</i>	Complete

2016/2017 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2016/17 development	August 2015	Complete
Identification of any "strategic" amendments to LTP for 2016/17 year.	August - November 2015	In progress
Managers complete 2016/17 budgets in consideration of 2016/17 Budgets contained in LTP.	October 2015	Complete
Modelling of budgets and finances for 2016/17	November 2015	Complete
Management Review of 2016/17 budgets	November 2015	Complete
Council Workshop #1 of 3: Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	9 December 2015	Complete
Council Workshop #2 of 3: <ul style="list-style-type: none"> Preliminary draft financial forecasts including Rating Implications Assessment of dEAP against consultation threshold (significant or material differences from content of LTP) 	10 February 2016	Complete

Key Milestone	Indicative Timeframe	Commentary
Council Workshop #3 of 3: <ul style="list-style-type: none"> Draft financial forecasts Working draft CD (if required) Council endorse EAP and CD for Audit 	8 March 2016	If there are no material changes in the EAP compared with the LTP for 2016/17, then the rest of this process will not be required. If this is the case, an alternative method for communicating with the Community on the EAP will be considered. The EAP may also be adopted sooner should consultation as per s.82 not be required.
Audit of dEAP	14- 23 March 2016	NA
Council Meeting: Adopt Information for EAP 16/17 and Summary for engagement with community	5 April 2016	As there are no material or significant changes compared with the corresponding year in the LTP 2015-25 formal consultation is not required
Engagement Period	15 April – 13 May 2016	In progress
'Drop in' session with Elected members	19 18 May 2016	
Discussion of any feedback (if required)	31 May 2016	
Council Meeting: Adopt EAP	28 June 2016	

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Waitomo District Plan Gaps and Needs Assessment (GNA)	July/August 2015	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	Further Key Milestones and a timeline will be considered as part of the 2017/18 year work plan.

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	
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.

Information Services Strategic Plan: Key Projects Implementation

Key Milestone	Indicative Timeframe	Commentary
Objective Implementation		
Objective Implementation Start	August 2015	Complete
Definition Stage	August - September 2015	Complete
Analysis and Design Stage	October - December 2015	Complete
Build Stage	December 2015 - January 2016	Complete

Key Milestone	Indicative Timeframe	Commentary
Implementation Stage	February – May 2016	Underway

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

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

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	
Council Meeting - Customer Satisfaction Survey Results to Council	30 August 2016	
Customer Satisfaction Results ready for inclusion in Annual Report	1 September 2016	

Pre-Election Report

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

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	
Application to LGFA	August 2016	The rest of the process will be followed if LGFA agree to lend to WDC.
Council Meeting – to adopt amended Debenture Trust Deed	6 October 2016	

Procurement Policy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review of Procurement Policy	14 September 2016	
Council Meeting – Policy presented to Council for adoption of amendments or updates.	6 October 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

2015/16 Annual Report

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

2016 Triennial Elections

Key Milestone	Indicative Timeframe	Commentary
Public notice of election	13 July 2016	
Nominations/Roll opens for inspection	15 July 2016	
Nominations and electoral roll close	12 August 2016	
Public notice of candidates	17 August 2016	
Delivery of Voting Documents	16 September to 21 September 2016	
Council Meeting	6 October 2016	

Key Milestone	Indicative Timeframe	Commentary
Delegations to the Chief Executive		
Voting Period	16 September to 8 October 2016	
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 to consider and 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 Triennial Agreement for consideration by Councils	November 2016 – February 2017	This project will be led by the Regional Councils as it involves all of the councils located within each of the Waikato and Manawatu-Wanganui regions.
Council Meeting – Statement must be adopted by Council 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	

Key Milestone	Indicative Timeframe	Commentary
Identification of any "strategic" amendments to LTP for 2017/18 year.	September - December 2016	
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	
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 there are no material or significant changes in the EAP to the information contained in the LTP for the 2017/18 year, then the rest of the process will not be required. An alternative method for communicating with the Community on the EAP will be discussed with the Council should this be the case. It is also possible that the EAP could be adopted sooner in that 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	

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	28 June 2016	

Waitomo District Youth Strategy

Key Milestone	Indicative Timeframe	Commentary
Youth Strategy Scoping (Research, Assessment and Community Liaison)	September / October 2016	
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

2016 Great New Zealand Muster

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

Review of Events Portfolio

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review of Events Portfolio	14 September 2016	

2016 Christmas Parade

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders	September/October 2016	
Review and implement Project Plan	October 2016	
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	
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	January to March 2017	

Key Milestone	Indicative Timeframe	Commentary
stakeholders, community and other target markets		
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)

2016 Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Policy Review	10 November 2015	Completed
Council Meeting Adoption of Policy	24 November 2015	Completed
Calling of Nominations	February/March 2016	Progressing
Council Meeting Presentation of Timeline and promotion of Nominations	23 February 2016	Completed
Consideration of Nominations by Working Party	March/April 2016	The Citizens Awards Working Party is to consider nominations on 3 May 2016.
Citizens Awards Ceremony	29 May 2016	

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	October 2015	Completed
Graduate names received from Industry Training Organisations	December 2015/January 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.

Key Milestone	Indicative Timeframe	Commentary
		The Community Development Coordinator is scheduled to meet with the Primary ITO Coordinator on Thursday 21 April and following that meeting consideration will be given to setting a date. At that time an updated timeline will be confirmed.
Invitation to Graduates and Families/Supporters	March 2016	
Graduation Ceremony	May / June 2016	

2017 Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	October 2016	
Graduate names received from Industry Training Organisations	December 2016/January 2017	
Invitation to Graduates and Families/Supporters	March 2017	
Graduation Ceremony	May / June 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

2015/2016

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: Sport Waikato – Six Monthly Report (including Schedule of Services for 15/16 year)	29 September 2015	Completed
Council Meeting Deputation: Sport Waikato – Six Monthly Report	27 April 2016	Sport Waikato will present their 6 Monthly Report to Council at the 27 April Council meeting.

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	
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: ODDB – Reporting on delivery of services against Schedule of Services	29 September 2015	Completed
Council Meeting Final Report – Delivery of Services 2015/2016 year	2 August 2016	

Service Level Agreement – Waitomo Caves Discovery Centre

2015/2016

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement (including presentation of annual report)	29 September 2015	Completed
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement	27 April 2015	WCDC will present their 6 Monthly Report to Council at the 27 April Council meeting.

2016/2017

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation – Reporting against Service Level Agreement (including presentation of annual report)	6 October 2016	
Council Meeting Deputation – Reporting against Service Level Agreement	28 March 2017	

Service Level Agreement – Hamilton Waikato Tourism

2015/2016

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: HWT – End of Year Report	28 October 2015	Completed
Council Meeting Deputation: HWT – Six Monthly Report	5 April 2016	Completed

2016/2017

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation by HWT – End of Year Report	6 October 2016	
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	
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	
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

Key Milestone	Indicative Timeframe	Commentary
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	
Council Meeting Presentation of stakeholder feedback	6 October 2016	
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	
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: Dangerous and Insanitary Buildings

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	February 2016	Completed
Prepare recommendations	February 2016	Completed
Council Workshop Policy Review	22 March 2016	Completed
Council Meeting Adopt draft policy for consultation	27 April 2016	A business paper is contained elsewhere in this Agenda.
Finalise draft Policy for consultation	April 2016	
Public Notification	May 2016	
Consultation Period	2 May 2016 to 2 June 2016	
Hearing	14 June 2016	
Deliberations	21 June 2016	
Policy changes after deliberations	June/July 2016	
Council Meeting Adoption of Policy	2 August 2016	

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: Local Alcohol Policy

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Adoption of Approved Local Alcohol Policy and Effective Date	23 February 2016	Policy adopted by Council on 23 February 2016 with Policy becoming operative from 1 June 2016.
Policy becomes operative	1 June 2016	

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	

Policy: Earthquake Prone Buildings Policy

1.0 DESCRIPTION

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

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

Policy: Dog Control Policy and Practices Report 2015/2016

Key Milestone	Date	Commentary
Council Meeting Dog Control Policy and Practices Report	6 October 2016	
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 2015 ②	December 2025
Public Places Bylaw	24 March 2009	25 June 2014		June 2024
Public Health and Safety	3 November 2009	25 June 2014		June 2024
Solid Waste	3 November 2009	25 June 2014		June 2024
Public Amenities	10 February 2010	10 February 2015		February 2025
Water Services	10 February 2010	10 February 2015		February 2025
Land Transport	25 May 2010	29 April 2015	③	April 2025
Freedom Camping			④	

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

Bylaws: Trade Waste Bylaw – Review

Key Milestone	Indicative Timeframe	Commentary
Complete an internal review of the current Bylaw	November/December 2015	Completed
Prepare business paper:	15 January 2016	Completed
Finalise draft bylaw	28 January 2016 – 14 March 2016	Completed
Council Workshop Draft Bylaw	22 March 2016	Completed
Council Meeting Adopt Draft Bylaw for Public Consultation	5 April 2016	Completed
Public Notice of consultation period for new bylaw (SCP and S.148 combined) _ Notice in Waikato Times and Taranaki Daliy news	7 April 2016	Completed
Consultation period (2 months)	7 April 2016 – 7 June 2016	In progress
Copy of Bylaw to Minister of Health (s.148 LGA)	8 April 2016	
Consult any body or person the Minister of Health directs (s.148A)	8 April 2016	
Submissions close	7 June 2016	
Analysis of submissions	7 June 2016 – 14 June 2016	
Hearing	14 June 2016	
Deliberations	21 June 2016	
Council Meeting Adoption of new Bylaw	28 June 2016	

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	
Development of draft Freedom Camping Bylaw	Timeline to be confirmed following Council Workshop	

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

District Plan: Administration – Hoarding Signs

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Six monthly progress reports to Council	31 May 2016	

Waikato River Catchment Economic Studies

Key Milestone	Indicative Timeframe	Commentary
Strategy Finalised	June 2017	

Mokau Erosion: Managed Retreat Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of draft Action Plan	July 2016	
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	A business paper will be presented to Council at the 31 May 2016 meeting..

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	

Property: Divestment – Mokauiti Hall

Key Milestone	Indicative Timeframe	Commentary
Meet with Hall Representatives to discuss ongoing management of the facility	August 2016	
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 to be completed May/June 2016.
Construction Commences	September 2016	

Parks & Reserves: Redwood Park Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on condition assessment of Redwood tree stand	31 May 2016	Assessment complete. Report due by 29 April 2016.
Further milestones to be developed upon receipt and review of assessment report		

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	
Council Meeting Adoption of Draft Policy	6 October 2016	

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	Work is continuing so that a business paper can be presented to the May Council meeting.
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	
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	Started 11 April 2016 Target completion end July 2016

Property: Parkside Subdivision

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Notification of Section Sales	As required	Ongoing. Council will be kept informed of Section sales by way of Progress Reports to monthly Council meetings.
Investigations into alternative land 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
Preparation of information pack and discussion with landowners	April 2016	
Liaise and finalise agreements with landowners	April – May 2016	
Agreement documents returned from landowners	May – June 2016	
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	
Feasibility Study / Business Case development	August – October 2016	
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	
Quotations for individual parcels of work	July 2016	
Construction	July – August 2016	
Evidence of costs to Trust Waikato for release of funds	August 2016	
Accountability Report to Trust Waikato	September 2016	

Public Amenities: Te Kuiti Security Camera Upgrade

Key Milestone	Indicative Timeframe	Commentary
Assessment of scope and requirements	May – June 2016	
Development of implementation estimate	June 2016	
Funding application to Lion Foundation	June – July 2016	
Funding Approval	July – August 2016	
Finalisation of costs and implementation	August – September 2016	

Public Amenities: Benneydale Public Toilet Replacement

Key Milestone	Indicative Timeframe	Commentary
Confirm user numbers to identify requirements/size of toilet structure	September 2015 – January 2016	Completed. Counters have been established on site periodically over last three months
Site survey	October 2015	Completed
Investigate suitability of adapting new Piopio toilet design for use in Benneydale and confirm location and other feasibility options	April 2016	Progressing
Council Meeting Business Paper to Council with options and budget estimates	27 April 2016	A business paper is contained elsewhere in this Agenda.
NZTA Signoff of location	May 2016	
Finalise design and tender documentation	May 2016	
Construction price negotiation / tender	June 2016	
Tender Subcommittee Report and awarding of tender	July 2016	
Construction	July 2016 – September 2016	

Public Amenities: Benneydale Caravan Dump Station

Key Milestone	Indicative Timeframe	Commentary
Identification and agreement with the Benneydale community group and council as to most suitable location for the dump station	November 2015	
Prepare sketches and details of construction and seek assistance for funding from Motor Caravan Association	December 2015 – March 2016	
Tender construction	March 2016	
Construction	April 2016	

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

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

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Concept proposals	June 2015 – July 2015	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	
Tender for works	May 2016	
Tenders Subcommittee and awarding of contract	June 2016	
Implementation / Construction	June – July 2016	
Planting upgrade by ISU	July – September 2016	
Fencing changes	July – 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 truck 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 232000 M3 to 500000 m3.	December 2016	Two options must be considered. The first would be to extend the volume of the landfill to 500000m3 with no change to the footprint, adding another 40 year life

Key Milestone	Indicative Timeframe	Commentary
		expectancy and in doing so retaining income. The other option would be to close the landfill when the 232000m3 consent limit is reached and cart waste to other landfills. The estimated time frame to reach the 232000m3 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.

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.

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.

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

Key Milestone	Indicative Timeframe	Commentary
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.
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	Consultants are developing a risk matrix to determine the most urgent areas. A contractor has been appointed to install manhole safety grating along Esplanade sewer and stormwater manholes.

Stormwater: King Street East

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	Contractor appointed
Construction	End April 2016	

Wastewater: Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	August 2016	The reticulation was re-evaluated and areas of concern identified. The reticulation was flushed out and areas inspected by CCTV. Once the CCTV report is received the repairs and replacement will happen.

Water: Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	Quarterly	Council will be kept updated on progress through the presentation

Key Milestone	Indicative Timeframe	Commentary
		of quarterly progress reports.
Phase 1	Target completion December 2016	Unforeseen replacement of the reservoir roof and subsequent delays pushed the project into Christmas/New Year period. Further operational issues pushed the target completion date to December 2016.
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	Still in progress as it is delayed due to the Te Kuiti WTP upgrade.
Construction	End April 2016	

Water: Backflow Preventers

Key Milestone	Indicative Timeframe	Commentary
Backflow preventer installation throughout the District	Ongoing throughout 2015-16	Approximately 65 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	

Strategic: Te Waitere Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
Permeability tests to assess		Completed - Additional land will

Key Milestone	Indicative Timeframe	Commentary
sustainability of existing land discharge of waste water and possible future development		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	WDC condition assessment and valuation complete. Preliminary design and cost estimate complete. Met with THL around existing asset value and cost new systems. Financial modelling completed. Results sent to THL.
2. Define proposed planning map and develop development scenarios which will indicate demand		Structure Plan by Beca Consultants considered in identifying area to be serviced.
3. Investigate high technology solutions with cost and establish economic feasibility		Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement.
4. Report to Council on conclusions	On completion of each section	WDC met with THL who indicated that the indicative cost is not financially feasible from a business point of view. The only possible solution to make the cost of the service more affordable is to obtain Government funding. 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. Discussion with THL and community is ongoing. Ongoing leason with lawyer representing different Iwi to resolve land tenor.

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

Replacement work was ordered and it was found that a deficiency in the number of valves will cause major disruption across the reticulation. New valves were installed and local repairs were completed to facilitate the renewal programme that was not foreseen. Only Oha Street will be able to be completed.

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

The main linking Moa Street with Aria Road along Tui Street is now complete. The additional valve has been installed. Moa Street Renewal will be reduced in scope to the bridge area and across SH3.

Street	Replacement Cost	Comments
Moa Street	\$13,952.80	June 2016
Moa Street	\$642.00	
Moa Street	\$1,008.48	
Moa Street	\$22,737.50	

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 deferred to the next year for consent and budgeting reasons.

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

The Rora Street sewer replacement will be deferred due to the good condition that the pipes are still in. The funding will be utilised for the replacement of the pipe under the railway line between Rora Street and Ward Street crossing near The Warehouse. Consultants are preparing tender documents and applying for the KiwiRail grant of access. This may hold up the project, as KiwiRail do not work very quickly.

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

Street	LTP Budget = Replacement Cost	Comments
King Street East	\$170,000	King Street East tenders have been received and evaluated. The contractor was appointed Work is estimated to be completed by June 2016.
Kiwi Street	\$12,517.66	Condition assessment will be done during April 2016
Massey Street	\$3,969.49	Condition assessment will be done during April 2016
Mary Street	\$29,289.97	Condition assessment will be done during April 2016

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.

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Totoro Rd Section B	8,378	11,085	2,707	6.4	17,325	\$48.00	\$831,600
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.

AMP Improvement and Monitoring: Land Transport

Key Milestone	Indicative Timeframe	Commentary
Complete rating survey of footpaths and input to RAMM	July 2015	This work was completed as part of the RATA collaboration
Footpath Renewal Programme	Ongoing	Annual Footpath Renewals

Key Milestone	Indicative Timeframe	Commentary
Collate Falling Weight Deflectometer (FWD) data and populate RAMM records with FWD data.	Ongoing	This work will be done on an ongoing basis. Annual network wide FWD's will be done on 100m intervals for roads being evaluated for annual Reseals, while 20m FWD's will be done for roads identified for Pavement Rehabilitation.
Collate information on future planning by forestry and quarry enterprises that may impact on roading programmes.	Ongoing	To feed into 2018-2028 draft LTP and Unsealed Roads Re-metalling Programme.
Estimate impact of expected tourism numbers on existing road capacity	Dec 2016	Initial assessment is that the impact in vehicle numbers is not significant but it is significant from a safety perspective
Review of roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans		This will be completed once structure plans are in place. 2018-28 LTP
Quantify additional road asset capacity required to support growth versus change in LoS	Ongoing from July 2018	Future growth related demand expected to be minor and can be accommodated. Targeted Completion Date within the capacity of the existing network as part of ONRC.
Development of detailed plans and schedules for maintenance activities such as road marking and carparking within the network	Dec 2016	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling.
Training in the use of relevant Activity Management programmes such as Bizze@ssat 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	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
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 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 three years. Exploiting NZTA subsidy scheme available to introduce new technology and save on energy consumption of street lights
ONRC Performance Measures	Dec 2018	Forms part of ONRC Transition Plan to measure the value to road users according to agreed standards, but still being further developed by NZTA

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

AMP Improvement and Monitoring: Stormwater

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

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

AMP Improvement and Monitoring: Solid Waste

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
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.

Water AMP		
Key Milestone	Indicative Timeline	Commentary
Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios. Priority 3	2018	Requires evaluation of appropriate AMS after inventory records updated and complete. with analysis of findings and implementation over the next 3-5 years. Additional Resources Required: Consultant
Improve standard of maintenance data integration with spatial data in Bizze@sset. Priority 1	Ongoing	Monitor
Improve standard of contractor collection and reporting of maintenance data and integration of information with spatial data in Bizze@sset. Priority 2	Ongoing	Monitor
Initiate a long term zoned metering and leak detection programme, initially for Te Kuiti. Priority 3		Commenced in ad hoc way from 2008. Monitor
Initiate a scheme proposal for Marokopa. Priority 4	2025-45	Outside 2015- 2025 planning period. District Plan & Structure Plan
Upgrade supply main from Mokau to Awakino. Priority 2	2025-45	Outside 2015- 2025 planning period.
Develop accurate and complete asset inventory registers for each scheme. Priority 3	Ongoing	Monitor
Develop a greater focus on risk identification and management for critical assets. Priority 3	Ongoing	Monitor
Prioritise the works developed from the risk assessment exercise. Priority 3		
Construct additional treated storage at Te Kuiti to meet 24 hours demand. Priority 3	2025 - 2035	Outside 2015-25 planning period.
Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management. Priority 2	December 2016	Phase 1 of WTP Upgrade
Improve definition of standards for maintenance. Priority 2	Ongoing	Monitor
Review pump station and treatment plant maintenance programmes. Priority 2	Ongoing	Monitor
Update and implement water treatment plant operating procedures. Priority 2	Ongoing as plants get upgraded	Monitor
Review and improve the financial information outlined in Section 10 and produce an updated financial 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: 391000

File No: 037/043

Report To: Council**Meeting Date: 27 April 2016****Subject: Motion to Exclude the Public for the Consideration of Council Business****Purpose of Report**

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Progress Report: WMF Work Streams – Waikato Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. 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)
3. Procurement Options – Public Toilet Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Te Kuiti Meat Processors Ltd – Trade Waste Charges and Compliance	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
5. New Zealand Transport Agency – Audit Report	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

April 2016