

Document No: A360576

**Report To: Council**



Meeting Date: 26 September 2017

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, Director, Waitomo Caves Discovery Centre will be in attendance at 9.15am to present and speak to the Waitomo Caves Discovery Centre's Annual 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 Annual Report 2016/2017.

### Suggested Resolution

The Deputation from Waitomo Caves Discovery Centre: Reporting against Service Level Agreement be received.

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

HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

September 2017

Attachment: Annual Report 2016/2017 (A360575)

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

**ANNUAL REPORT – 2016 / 2017 YEAR**

| <b>STRATEGIC OUTCOME &amp; TASKS. 1. HIGH QUALITY DISTRICT INFORMATION AND BOOKING SERVICES</b>   |   |   |   |
|---|---|---|---|
| <b>Goals/Action</b>   | <b>Key Performance Indicators</b>   | <b>Report to Council</b>  | <b>REPORT 1 July 2016 to 30 June 2017</b>   |
| i. Provide counter / telephone enquiry and booking services for visitors to the Waitomo village.  | <p>Enquiry and booking services will be available a minimum of 8hrs a day, 364 days a year.</p> <p>Visitors will be provided accurate and objective information and services in a timely manner.</p> <p>Staff will be courteous and well-presented when dealing with enquiries.</p> | <p>Approximate visitor enquiry numbers will be reported.</p> <p>(Enquiry numbers reported will be approximated only based on door counter numbers. Telephone enquiry numbers will be based on a random 2 day per month sample).</p> <p>Significant complaints (related to services in this agreement) will be reported to Council.</p>              | <p>Approx Visitors to Centre: 161,761</p> <p>Approx telephone enquiries: 11,000</p> <p>No significant complaints received about services related to this agreement.</p> |
| ii. Provide a website, distribute brochures and undertake signage and advertising that promotes the Waitomo Caves Discovery Centre as a focal point for visitor information enquiries at Waitomo Caves. | <p>A website will be maintained advertising the visitor services provided</p> <p>Visitor services will be advertised as appropriate.</p> <p>Signage will be maintained outside the premises.</p>  | <p>Confirmation that agreed service was provided, along with any statistics of usage and any key opportunities or developments.</p> <p>Confirmation that agreed service was provided, along with any key opportunities of developments.</p> <p>Confirmation that agreed service was provided, along with any key opportunities of developments.</p> | <p>Agreed service provided. Key usage stats shown at end of annual report on page 6.</p> <p>Agreed service was provided.</p> <p>Agreed service was provided.</p>        |

| <b>STRATEGIC OUTCOME &amp; TASKS 2. DISTRICT PROMOTION SERVICE</b>  |   |  |  |
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| <b>Goals/Action</b>   | <b>Key Performance Indicators</b>   | <b>Report to Council</b>   | <b>REPORT 1 July 2016 to 30 June 2017</b>  |
| i. Participate in regional and local tourism groups and advocate for Waitomo Caves and the Waitomo District | <p>Active participation in local and regional tourism groups such as marketing groups and RTOs.</p> <p>Advocate for integrated promotion of the key attractions of the Waitomo District</p> | Annually report groups participating in and any initiatives supported. | <ol style="list-style-type: none"> <li>1) Committee of Destination Waitomo (DW) until DW discontinued.</li> <li>2) Taking on ownership of url that DW website resides on when it comes up for expiry where we will promote key attractions of both Waitomo and Otorohanga Districts.</li> <li>3) Attend meetings and provide help with the Waitomo Trail Run.</li> <li>4) Meetings with various operators throughout this period both within and external to Waitomo and the region.</li> <li>5) Distribute the Waitomo village map to all Waitomo operators. To encourage all operators to use the same map which is updated by Waitomo i-SITE.</li> <li>6) Various meetings and liaison with Hamilton &amp; Waikato Tourism including symposiums.</li> <li>7) Attend Waikato Regional Information Managers meetings.</li> <li>8) Liaison with i-SITE NZ.</li> <li>9) Tere Waitomo community meetings.</li> <li>10) Waitomo Caves Choir – Carols in the Caves. Meets held with organiser regarding this annual event. Being the point of contact for information and tickets.</li> <li>11) Summer Nature Programme 2016. Attending meetings with regard to closing programme and H&amp;S implications of running trips, informing programme participants that programme closing.</li> <li>12) Country of origin statistics. Compilation of stats on visitors who spend with us!</li> <li>13) Application for funding collated and sent to UNESCO to move forward the Geopark in Waitomo proposal.</li> <li>14) Help to host NZSS (New Zealand Speleological Society) AGM weekend in Waitomo</li> <li>15) Position of i-SITE Manager Waitomo created in order to help working towards participation and promotion of Waitomo attractions.</li> <li>16) Hosted Object Handling and Care workshop for Waikato Museums</li> </ol> |

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| <p>ii. Provide lobby and website information promoting attractions of the Waitomo District</p> | <p>The website will include promotion or links to non-commercial attractions of the Waitomo District</p> <p>Lobby interpretation of local non-commercial attractions of the Waitomo District</p> | <p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p> <p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p> | <p>Agreed service was provided.</p> <p>Agreed service was provided in the front counter books.</p> |
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| <b>STRATEGIC OUTCOME &amp; TASKS 3. DISCOVERY CENTRE (MUSEUM SERVICES)</b>                                 |   |   |   |                          |     |                      |    |                      |    |                           |    |       |    |                |    |        |    |         |    |        |   |                    |     |                             |     |                     |    |
|--|---|---|---|--------------------------|-----|----------------------|----|----------------------|----|---------------------------|----|-------|----|----------------|----|--------|----|---------|----|--------|---|--------------------|-----|-----------------------------|-----|---------------------|----|
| <b>Goals/Action</b>  | <b>Key Performance Indicators</b>   | <b>Report to Council</b>  | <b>REPORT 1 July 2016 to 30 June 2017</b>   |                          |     |                      |    |                      |    |                           |    |       |    |                |    |        |    |         |    |        |   |                    |     |                             |     |                     |    |
| i. Present a range of displays for public viewing that interpret the heritage of the Waitomo Caves region. | Displays to be accurate, well-maintained, clean and tidy at all times   | Confirmation that agreed service was provided, along with any key opportunities or developments | Agreed service was provided.  |                          |     |                      |    |                      |    |                           |    |       |    |                |    |        |    |         |    |        |   |                    |     |                             |     |                     |    |
| ii. Archive, document and store items of heritage value consistent with collection policy.                 | Collections items will be appropriately acquisitioned, curated and documented to Museums Aotearoa standards and updates from National Services. | Summary report of acquisitions to be provided in annual report                                  | <p>Agreed service was provided.</p> <p>Items accessioned into Collection 1<sup>st</sup> July 16 to 30<sup>th</sup> June 17 x 1,627. Please note that these are numbers of accessions rather than number of images or items within each accession e.g. 1 recorded accessions for digital image could consist of 100's of actual images.</p> <table> <tbody> <tr> <td>Newspaper Articles / web</td> <td>340</td> </tr> <tr> <td>Palaeontological/Geo</td> <td>84</td> </tr> <tr> <td>Historical Documents</td> <td>15</td> </tr> <tr> <td>Other docs/reports/theses</td> <td>37</td> </tr> <tr> <td>Print</td> <td>33</td> </tr> <tr> <td>Digital images</td> <td>11</td> </tr> <tr> <td>Slides</td> <td>12</td> </tr> <tr> <td>Objects</td> <td>17</td> </tr> <tr> <td>CD/DVD</td> <td>2</td> </tr> <tr> <td>Maps / Survey Data</td> <td>463</td> </tr> <tr> <td>Books / Journals / reprints</td> <td>532</td> </tr> <tr> <td>Herbarium specimens</td> <td>81</td> </tr> </tbody> </table> | Newspaper Articles / web | 340 | Palaeontological/Geo | 84 | Historical Documents | 15 | Other docs/reports/theses | 37 | Print | 33 | Digital images | 11 | Slides | 12 | Objects | 17 | CD/DVD | 2 | Maps / Survey Data | 463 | Books / Journals / reprints | 532 | Herbarium specimens | 81 |
| Newspaper Articles / web   | 340   |   |   |                          |     |                      |    |                      |    |                           |    |       |    |                |    |        |    |         |    |        |   |                    |     |                             |     |                     |    |
| Palaeontological/Geo   | 84  |   |   |                          |     |                      |    |                      |    |                           |    |       |    |                |    |        |    |         |    |        |   |                    |     |                             |     |                     |    |
| Historical Documents   | 15  |   |   |                          |     |                      |    |                      |    |                           |    |       |    |                |    |        |    |         |    |        |   |                    |     |                             |     |                     |    |
| Other docs/reports/theses  | 37  |   |   |                          |     |                      |    |                      |    |                           |    |       |    |                |    |        |    |         |    |        |   |                    |     |                             |     |                     |    |
| Print  | 33  |   |   |                          |     |                      |    |                      |    |                           |    |       |    |                |    |        |    |         |    |        |   |                    |     |                             |     |                     |    |
| Digital images   | 11  |   |   |                          |     |                      |    |                      |    |                           |    |       |    |                |    |        |    |         |    |        |   |                    |     |                             |     |                     |    |
| Slides   | 12  |   |   |                          |     |                      |    |                      |    |                           |    |       |    |                |    |        |    |         |    |        |   |                    |     |                             |     |                     |    |
| Objects  | 17  |   |   |                          |     |                      |    |                      |    |                           |    |       |    |                |    |        |    |         |    |        |   |                    |     |                             |     |                     |    |
| CD/DVD   | 2   |   |   |                          |     |                      |    |                      |    |                           |    |       |    |                |    |        |    |         |    |        |   |                    |     |                             |     |                     |    |
| Maps / Survey Data   | 463   |   |   |                          |     |                      |    |                      |    |                           |    |       |    |                |    |        |    |         |    |        |   |                    |     |                             |     |                     |    |
| Books / Journals / reprints  | 532   |   |   |                          |     |                      |    |                      |    |                           |    |       |    |                |    |        |    |         |    |        |   |                    |     |                             |     |                     |    |
| Herbarium specimens  | 81  |   |   |                          |     |                      |    |                      |    |                           |    |       |    |                |    |        |    |         |    |        |   |                    |     |                             |     |                     |    |

| <b>STRATEGIC OUTCOME &amp; TASKS 4. PROVISION OF PUBLIC GOOD SERVICES</b>                                    |  |  |   |
|--|--|--|---|
| <b>Goals/Action</b>  | <b>Key Performance Indicators</b>  | <b>Report to Council</b>   | <b>REPORT 1 July 16 to 30 June 17</b>   |
| i. Provide a minimum of 4 public toilets during opening hours, with one of those toilets available 24 hours. | <p>Four public toilets will be available during opening hours, with one of those also available 24/7.</p> <p>Toilets will be cleaned a minimum of daily and will be kept supplied with toilet rolls, soap and means of drying hands.</p> <p>The toilets will be kept in good repair.</p> | <p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p> <p>Council may inspect services at any time.</p> | Agreed service was provided, 5 public toilets were available throughout the year. |
| ii. Provide 3 rubbish receptacles for foot traffic passing through the grounds.                              | <p>Three rubbish receptacles to be available on the grounds for the use of foot traffic passing through the village.</p> <p>Receptacles to be emptied before full</p>  | <p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p> <p>Council may inspect services at any time.</p> | Agreed service was provided.  |

| <b>KEY WEBSITE VISIT STATS</b> | Sessions (Total number of sessions within the date range. A session is the period a user is actively engaged with our website). | % new sessions visits (An estimate of the percentage of first time visits). | Users (Users that have had at least one session within the selected date range. Includes both new and returning users) | % Bounce Rate (the percentage of single-page visits (i.e. visits in which the person left site from the entrance page without interacting with the page)). | Pages/Session (Average Page Depth is the average number of pages viewed during a session. Repeated views of a single page are counted). | Avg session duration (The average length of a session). |
|--------------------------------|---|---|--|--|---|---|
| Jul 2016                       | 4,523   | 82.84   | 3,841  | 2.68   | 6.48  | 02:38   |
| Aug 2016                       | 4,202   | 80.96   | 3,521  | 0.93   | 6.05  | 02:28   |
| Sept 2016                      | 5,071   | 80.60   | 4,244  | 0.41   | 6.46  | 02:40   |
| Oct 2016                       | 5,711   | 79.36   | 4,702  | 0.49   | 5.99  | 02:28   |
| Nov 2016                       | 5,854   | 76.20   | 4,654  | 0.43   | 6.17  | 02:45   |
| Dec 2016                       | 6,100   | 79.07   | 4,995  | 0.62   | 5.92  | 02:34   |
| Jan 2017                       | 6,665   | 79.41   | 5,474  | 0.47   | 5.99  | 02:37   |
| Feb 2017                       | 5,302   | 79.55   | 4,369  | 0.32   | 5.75  | 02:22   |
| Mar 2017                       | 5,479   | 80.40   | 4,564  | 0.47   | 5.65  | 02:27   |
| Apr 2017                       | 5,611   | 80.73   | 4,687  | 0.55   | 5.72  | 02:19   |
| May 2017                       | 4,045   | 78.54   | 3,315  | 0.64   | 5.83  | 02:34   |
| Jun 2017                       | 4,027   | 80.06   | 3,352  | 0.47   | 5.62  | 02:22   |
| <b>Annual</b>                  | <b>62,590</b>   | <b>79.72</b>  | <b>50,069</b>  | <b>0.67</b>  | <b>5.97</b>   | <b>02:31</b>  |

Document No: A360826

**Report To: Council**



**Meeting Date:** 26 September 2017

**Subject:** **Deputation: Waikato Means Business – Review of Waikato Regional Economic Development Capacity and Capability**

**Type:** **Information Only**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that Harvey Brookes, Programme Manager and Dallas Fisher, Chair, Waikato Means Business will be in attendance at 9.30am to present to Council the work undertaken on Waikato Regional Economic Development Capacity and Capability.

### **Suggested Resolutions**

The Deputation from Waikato Means Business – Review of Waikato Regional Economic Development Capacity and Capability be received.

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

HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

September 2017

Document No: A326492

**Report To: Council**



**Meeting Date:** 26 September 2017

**Subject:** **Deputation: Sport Waikato – Six Monthly Report**

### Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Matthew Cooper, Chief Executive Officer, Sport Waikato and Dede Downs, Sport Waikato Coordinator will be in attendance at 11.30am to present the Sport Waikato Six Monthly Report (January to June 2017).
- 1.2 Attached to and forming part of this business paper is the Sport Waikato Six Monthly Report (January to June 2017).

### 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 – COMMUNITY SERVICES**

September 2017

Attachment: Sport Waikato Six Monthly Report (January to June 2017)



## **Sport Waikato Council Reporting**

**Waitomo District Council**  
**1<sup>st</sup> January to 30<sup>th</sup> June 2017**

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District Coordinator – Dede Downs

# MOVING WAIKATO 2025

A STRATEGY TO GROW PARTICIPATION IN SPORT,  
RECREATION AND PHYSICAL ACTIVITY

Moving Waikato 2025 is an evidenced based strategy that seeks to build on the positive momentum of existing loyal partnerships and to increase the provision of opportunities for both participation and sporting success for the people of the region.

## ONE VISION

A HEALTHY,  
VIBRANT, PHYSICALLY  
ACTIVE & SUCCESSFUL  
SPORTING REGION

### OUR PEOPLE



A focus on the provision of opportunities that meet the needs of the people of our region - more adults and more children out there and active

Women and Girls

Young People

Maori

Rural Communities

Older People

### BUILDING COMMUNITIES



A focus on quality local delivery of sport, recreation and physical activity experiences – helping communities to help themselves

Local Sport

Education

Recreation &  
Physical Activity

Maaori Settings

### REGIONAL LEADERSHIP



A focus on regional and national partners working together to lead change and enhance outcomes – leading and delivering change

Insights

Facilities

Urban Growth

Home of  
High Performance

ACHIEVING SUCCESS THROUGH WORKING TOGETHER

| Dede Downs   | Sport Waikato  | Waitomo District Coordinator  |
|--|--|---|
| Outcome  | KPI  | Evidence/Measurement  |
| <u>Planning</u><br>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. | Ongoing   |
| <u>Communications</u><br>Contacts Register   | Compile a Contacts Register containing contact details for all participating community organisations, groups and schools throughout the Waitomo District.  | Ongoing   |
| <u>Participation</u><br>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.  | <p>The Waitomo District Coordinator pro-actively assisted SportsForce/KiwiSport Officers to implement and facilitate the following:</p> <ul style="list-style-type: none"> <li>• <b>KiwiSport Football</b> – KiwiSport Officer Scott Parsonage and WaiBOP management worked with the North King Country Football Association (NKCF) to guide the new committee and facilitate the 2017 Saturday morning junior competition. KiwiSport officer co-facilitated the Open Day, Saturday game draws, supported holiday skill sessions, rep coaches and squads. District co-ordinator provided support to the NKCF summer league, the ‘Fun Football’ module for young players five to eight years of age and worked closely with NKCF committee to recruit and support new parent volunteers.</li> <li>• <b>KiwiSport Golf</b><br/>KiwiSport officer/Waikato Golf Development Officer provided equipment and coaching support to the holiday programme that was facilitated by District co-ordinator.</li> <li>• <b>KiwiSport Volleyball</b> - KiwiSport officer facilitated the one-day King Country secondary school competition, held in Te Awamutu. Te Kuiti High School and Piopio College were represented by teams in all grades.</li> </ul> |

|  |   |   |
|--|---|---|
|  | <p>2) Support Te Kuiti High School (Sport in Education Project) and Piopio College to add value to their projects and increase sport opportunities and participation.</p> <p>3) Work with targeted primary schools and secondary schools to increase sport opportunities and increase participation.</p> <p>4) Support delivery of three Secondary School events.</p> | <ul style="list-style-type: none"> <li>• <b>KiwiSport/WILSS Leadership</b> Programme (facilitated by Waikato Institute of Leisure &amp; Sport Studies) - The 2017 workshops were re-established at Te Kuiti High School in June with over 30 students expressing interest. Students assisted with the Waikato regional secondary school's Ki O Rahi tournament held at Piopio College.</li> </ul> <p>The role of the sport Waikato Secondary Schools Sport Director, with assistance from the district co-ordinator, is to work with secondary schools to develop and assist with the implementation of sports plans. District co-ordinator also provides and encourages school/community/club links.</p> <ul style="list-style-type: none"> <li>• Hosted a class of Te Kuiti primary school pupils to a morning orientation at Waitomo golf club followed by 'High tea' with the Waitomo Walking group.</li> <li>• Assisted with marshalling duties at the Waitomo district primary school cross country event, held at Rangitoto, involving all district schools.</li> </ul> <p>Support and advice and co-ordination was provided to Waitomo District Secondary Schools in a variety of settings –</p> <ul style="list-style-type: none"> <li>• Continued support and mentoring was provided to the new Te Kuiti High School Sport co-ordinator.</li> <li>• Secondary School Sport Coordinator meeting - facilitated by Sport Waikato in the first term. Attendees - Te Kuiti, Taumarunui, Otorohanga, Piopio and Te Awamutu.</li> </ul> <p><b>Sport Waikato facilitated and delivered</b></p> <ul style="list-style-type: none"> <li>• <b>Athletics</b> – Facilitated all aspects of the King Country Secondary School Athletics Championships which were unfortunately cancelled due to bad weather.</li> <li>• <b>Swimming</b> - King Country Secondary School Swimming Championships held in Taumarunui.</li> <li>• <b>Cross country</b> – Sport Waikato co-managed the King Country Secondary School Cross Country Championships which were hosted by Piopio College.</li> <li>• <b>Te Kuiti High School swim sports</b> – District co-ordinator assisted as timekeeper on the day.</li> <li>• <b>Piopio College Swim sports</b> – Attended and supported.</li> <li>• <b>Waikato Regional Ki o Rahi championships</b> – Facilitated by Sport Waikato District co-ordinator and Kaiwhahaere O Maniapoto with volunteer assistance from community members and student volunteers.</li> </ul> |
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|  |   |   |
|--|---|---|
|  | <p>5) Support Project Energize in 16 schools in the Waitomo District - focussing on improved nutrition, increased participation, physical activity and sport opportunities.</p> <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> <p>7) Work in partnership with MSD LIMITLESS Youth Breakaway programme, to facilitate sport days and activities.</p> <p>8) Facilitate Sports Day activities for Pureora Camp.</p> <p>9) Facilitate BikeWise events in the Waitomo district.</p> <p>10) Support event organisers of local events, including hands-on involvement.</p> | <p>A wide range of opportunities were presented by Project energize in term 1 and 2. Promotion of physical activity as well as opportunities at events to provide teachers and parent helpers with demonstrations on how easy it is to create and provide healthy food options and active play sessions.</p> <p><b>Holiday Programmes</b><br/> Waitomo District Co-ordinator 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>April 2017 –</p> <ul style="list-style-type: none"> <li>• Football – 2 days at Centennial Park grounds</li> <li>• Golf – at Waitomo Golf club</li> <li>• Brooke Park Trek</li> <li>• Aquatic Centre - Pool Fun day</li> </ul> <p>Promoted independently run basketball camp at Waitomo Sports Stadium – Junior and youth sessions.<br/> Total holiday programmes offered over the 12- month period June 2016 to July 2017 = 12. <i>Completed, exceeded</i><br/> Programmes promoted and assisted = 4</p> <p>No programmes organised in 2017</p> <p>Assisted the organisers with registrations, provided sport/activity gear to the January Lions Youth camp at Pureora. 34 young campers and 15 leaders.</p> <p>No local BikeWise event held in 2017.<br/> Promoted the New Zealand wide Aotearoa Cycle Challenge and encouraged local entries. A number of residents reported that they had registered and taken part.</p> <p>Assisted with the following initiatives and events involving Waitomo communities:</p> <ul style="list-style-type: none"> <li>• <b>Waitomo Caves Sports Day</b> - Facilitated children’s activities and games on the day. Planned activities, provided</li> </ul> |
|--|---|---|



10) Facilitate (WORK IN PARTNERSHIP) club development projects, focussed on increasing participation and or membership in the following sports clubs/activities.

equipment, sourced and managed volunteer helpers. *Successfully added value to an iconic district event.*

- **Te Kuiti Muster** – Promotion and marshalling duties provided.
- **Maniapoto Family Violence Intervention Network** – Supported presentations and projects offered by MFVINS – Provided children’s activities at the Benneydale community /school project.
- **Mangapehi Marae Fun Run/Walk** – Provided planning assistance and promotion. *Successful event. (there were over 100 participants plus supporting whanau).*
- **Waitomo Trail Run** – District Co-ordinator worked closely with event organisers, as a member of the Waitomo Village support group, formed to recruit and train volunteer groups leading up to the April event. Managed registrations on the day and welcomed the 3,000 plus participants and supporters. *Successful event*
- **Children’s Day** - District co-ordinator assisted the Mokau community with their ‘Children’s day’ of activities – promotion, planning and provision of equipment. *Successful and enjoyable community day held.*
- **Balloons over Waitomo** – Promotion, planning and provision of equipment to providers of volleyball activities. *Successful Number 12 activity.*

The Waitomo District Coordinator has worked collaboratively with SportsForce, KiwiSport and community leaders to further develop the following projects:

- **King Country Junior Hockey** – Assisted the new draws administrator and continued mentoring of new umpires. *Completed*
- **Te Kuiti Tennis** – Offered weekly social tennis at Te Kuiti High School courts, January through to April. Assisted volunteers to manage the evenings. *Partially successful, low numbers.*
- **Te Kuiti Gymsport** – Worked with local gym coach to offer taster Gymsport sessions for children in term two. District co-ordinator led the process to hold public meetings to revive the Te Kuiti Gymsport club and led planning for the August 2017 Te Kuiti Primary Schools Gymsport Festival. *Successes - club committee formed and volunteers have undertaken training.*

Young Golfers



Junior 'Pod' Footballers

- **Junior Golf** - Promoted junior golf at beginner sessions at Waitomo golf club. Supported local junior golfers who, once again, competed with distinction at the NZ Maori National Championships and gained regional representation. *Ongoing, support being provided year-round.*
- **North King Country Junior Football** - Worked closely with NKCJF executives and WaiBOP officers, to ensure the 2017 junior competition ran smoothly. Assisted with the Pod section for 5,6 & 7<sup>th</sup> grades by recruitment and support of parent volunteers. *A successful season with new committee members stepping up. Challenges ahead – the very versatile President is leaving the district and will be difficult to replace.*
- **Badminton** – Continued to support and promote the popular Thursday evening club nights for learners and secondary students. *Ongoing, support and training was provided leading up to the August KC secondary school tournament in Te Awamutu.*
- **Waitomo Squash Club** – Coordinated Otorohanga club use of Waitomo courts for tournaments which promoted the Waitomo facility and encouraged increased usage. *Completed. Ongoing.*
- **Waitomo District Junior Cricket** – Supported the Waitomo district junior module as they changed club days to Thursday evenings and worked towards entering teams in Waikato competitions. *Volunteers engaged and supported, skill sessions popular*
- **Te Kuiti Amateur Athletics** – club days did not extend beyond December 2016 but two members continued to represent the Te Kuiti club at regional ribbon days with many successes.
- **Te Kuiti Croquet club** – A lot of ongoing promotional and membership work was done with the Te Kuiti club which has led to a pleasing club revival. Assisted with engagement of greens maintenance volunteers and successful funding applications. *This small club is enjoying revival and significant new membership numbers.*
- **Waitomo Aquatic Centre** – District Co-ordinator promoted and assisted the CLM staff with children's events, Wave Rave evenings for teens and the Library programme's prizegiving event.  
**Aquacize/aquajogging sessions** – District co-ordinator planned, promoted and led the twice weekly morning sessions to end of season. Also made the session plan

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|  |  | <p>available for use of independent users who could not make it to morning sessions.</p> <ul style="list-style-type: none"> <li>• <b>Social Sport Competitions in Waitomo District</b> - The North King Country Summer Sport database was updated and made available to community and media. The District Coordinator liaised with convenors, as well as assisted with administration and promoted social sport competitions in the North King Country – golf, futsal, Basketball, touch, Bowls, Tennis, Netball.</li> </ul>  |
|  <p>Te Kuiti High School Senior Volleyball Team</p> |  | <ul style="list-style-type: none"> <li>• <b>Bowls</b> (adults and youths) – February 2017. Social team competition. Promoted and players recruited. <i>Successful competition, attracting new members.</i></li> <li>• <b>Volleyball</b> – the 2017 competition was promoted and pre-planning started in June. <i>Competition under way.</i></li> <li>• <b>Trust Waikato funding visits</b> – District co-ordinator planned club/community organisation visits with Trust Waikato Fund Manager Rongo Kirkwood which enabled easier access to information and grants – Croquet club; Maniapoto netball; Te Kuiti Playcentre; Waitomo sports stadium; C.A.B; Smallbore Rifle club; Waitete Rugby club. <i>Successful grants have been submitted and received.</i></li> </ul>   |
| <p><u>Quality of Life</u><br/>Increasing physical activity and improve nutrition for health, fun and as a lifelong habit.</p>        | <p>Events and activities inclusive of people with disabilities.</p> <ol style="list-style-type: none"> <li>1) Support delivery of three parent education sessions</li> <li>2) Raise awareness of fundamental skills - KiwiBaby, KiwiToddler KiwiPreschooler manuals</li> </ol> | <ul style="list-style-type: none"> <li>• <b>Sideline Behaviour Campaign</b> – A Sport Waikato initiative to curb inappropriate sport sideline behaviour. Permanent and mobile signs were displayed at local junior sport venues for hockey, netball, football, rugby from May. Article and promotion of campaign in Waitomo News. <i>Reports have been very positive.</i></li> </ul> <p>.....</p> <p>Sport Waikato aims 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.</p> <p>.....</p> <p>One Parent Education Session was held in Term 2 at Te Kuiti Plunket Rooms. This was facilitated by the Sport Waikato Under Fives Energize Coordinator – <i>Five attendees.</i></p> <p>KiwiBaby manual on-line information was regularly promoted.</p> |

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|  | <p>3) Support community activity groups. To ensure quality, increase numbers and develop new opportunities.</p>   | <p>The Waitomo District co-ordinator provided promotion, support, advice and co-ordinated training to activity leaders.<br/>Regular visits made and support offered to -</p> <ul style="list-style-type: none"> <li>• <b>Piopio Mainly Music</b> - Very popular and well-attended weekly sessions. Visit made in term one.</li> <li>• <b>Kori Tinana – Wahine Ma</b> – Exercise to music for women and girls, based at Te Tokanganui a Noho Marae.</li> <li>• <b>Te Kuiti Community House Trust</b> - Continued to work collaboratively with TKCHT offering weekly Sit &amp; Be Fit sessions and supporting Roopu O Waitomo (Health and Welfare forum).</li> <li>• <b>Seniors Activity Groups</b> - regularly visited and offered ongoing support -</li> <li>• <b>Piopio Silverado's</b> – Assisting new group leaders. <i>Ongoing. Strength &amp; Balance training being offered.</i></li> <li>• <b>Te Kuiti Lifestyle Options, exercise to music</b> – Supported the leaders and assisted with future activities. Facilitated and led an hour-long water aerobics session at the Otorohanga heated pool in March – <i>35 Te Kuiti seniors participated and enjoyed it immensely.</i></li> <li>• <b>Waitomo Walkers and Piopio Cross Country Walkers</b> - Treated the walkers to a morning walk and 'High tea' at Waitomo Golf club.</li> </ul> <hr/> <p>Active &amp; Well co-ordinator Watene Hema continued to provide regular Green Prescription support to clients via face-to-face meetings at the Te Kuiti office, Te Kuiti Medical centre and Kokiri Trust office. Clients were encouraged to attend local community activity sessions and workshops/events. Two successful Boot Camps were run Feb to May 2017. District co-ordinator facilitated networking meetings between Mr Hema, Medical centre, Kokiri Trust and community groups, made GRX referrals and has provided ongoing support and guidance to clients. Also assisted new GRX clients who travelled to Otorohanga heated pools for weekly exercise.</p> |
|  | <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.</p> |  |
|  | <p>5) Encourage and refer people from the communities to Active &amp; Well programme, with a minimum of two clients per month referred to Healthy Lifestyle Coach.</p>        | <p>Referrals made on average totalled one per week.<br/><i>Ongoing. A successful working relationship between District co-ordinator, A &amp; W co-ordinator, health providers and community groups.</i></p>  |

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|  | <p>6) Work with Community Coalition groups to encourage people to participate in physical activity, recreation and sport. A minimum of two projects.</p> <p>7) Provide local community promotions to improve quality of life.</p> <p>8) Project to assist Samoan residents to integrate into Waitomo/Te Kuiti communities through participation, recreation and sporting activities.</p> <p>9) Collaborative approach to Youth Initiatives through working together - MSD, WDC and Sport Waikato.</p> | <p>The Waitomo District Co-ordinator works with the following groups in varying capacities, with the aim of encouraging active and healthy lifestyles:</p> <ul style="list-style-type: none"> <li>• <b>Smokefree Coalition T.T.O.A.S.T</b> – During the World Smokefree month of May, the District co-ordinator offered advice on activities and sport as alternative options to ‘lighting up’ via the live MFM radio sports show, provided information and resources to the local chemist for their display and to the Taharoa sports club. Auahi Kore/Smokefree signage was erected at Te Kuiti’s Rugby Park during junior games days.</li> <li>• <b>Kaumatua Games</b> – District co-ordinator is an active organising group member. Planning began in June for the 3<sup>rd</sup> November 2017 event. District co-ordinator works with Volunteering Waikato and local organisations to recruit volunteers and manages the activities/games.</li> <li>• <b>Club champs</b> – In partnership with Police, Maniapoto Family Violence Intervention Network, DHB – encouraging and training clubs to better manage alcohol sales and consumption on sports club premises. A very successful training day was held in February with over 35 attendees from a wide range of clubs across the North King Country.</li> </ul> <p>.....</p> <p>With reference to Te Kuiti Volleyball - The Samoan families are very transient, so facilitation and support has remained constant to ensure that their preferred sport of volleyball is offered at an organised level. <i>In 2017, District co-ordinator guided volunteers through process of setting up, promoting and managing the competition, thus ensuring sustainability and shared responsibility.</i></p> <p>Collaboration with Waitomo District Youth Council and Number 12 Centre. Ongoing support of Youth programmes and social activities. <i>Ongoing.</i></p> |
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| <p><u>Community Development</u><br/>Developing capability to ensure effective delivery of physical activity, recreation and sport</p> | <p>1) Liaise with Project Energize to provide ongoing professional development to teachers and coaches for primary and intermediate schools.</p> <p>1) Co-ordinate club capability workshops. Identify opportunities for development or training for officials, administrators and coaches.</p> <p>Work with Coast Sports Club to build sustainable club structures.</p> <p>2) Support community projects to improve delivery of local sport.</p> | <p>Constant liaison with the two Sport Waikato Project Energizers working across the Waitomo district schools. All schools have been offered professional development sessions under the Sport Waikato 'Sport Development Programme'. <i>Ongoing.</i></p> <p>Supported Energizers and Sport Waikato support staff to implement this target. <i>Ongoing.</i></p> <p>.....</p> <p>Identified possible opportunities, offered development and training and worked with officials to increase capability.</p> <ul style="list-style-type: none"> <li>• <b>Strapping workshops</b> - Coordinated two hands-on workshops, presented by Physio-Plus Physiotherapist. Te Kuiti – 8 attendees. Taharoa – 13 attendees. <i>Attendees reported very valuable information gained.</i></li> <li>• <b>Funding workshop</b> – Presented by Regional funding agencies. District co-ordinator promoted, recruited attendees and attended.</li> <li>• <b>Recruiting and Retaining Volunteers workshop</b> – Presented by Volunteering Waikato. Promoted, recruited attendees and attended by District co-ordinator.</li> <li>• <b>Smart Health Seminar</b> – Presented by Waikato DHB. Promoted and attended by District co-ordinator.</li> <li>• <b>'WELLBEING EXPO'</b> – Waikato DHB/Te Kuiti Community House project. District co-ordinator and Active &amp; Well co-ordinator presented their local services alongside health and service agencies.</li> <li>• Admin and officials support and guidance offered in an open-door office setting, via phone and meetings on a regular, as needed basis, to club and school representatives.</li> <li>• Since attending Club Development workshops in previous years, club administrators have received ongoing liaison and support and remains in regular contact with District co-ordinator.</li> </ul> <p>.....</p> <p><b>NZ Shearing Championships</b> – Promotion and support provided.</p> <p><b>Te Kuiti Pig Hunting Club competition</b> – Promotion, planning, provision of equipment and hands-on assistance at their 30<sup>th</sup> Anniversary Open Hunt.</p> |
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| <p><u>Improve Information and Promotion</u><br/>Improve coordination and promotion of information on all physical activity, recreation and sport opportunities in the Waitomo district</p> | <p>Following the Regional Facilities Strategy, work with Otorohanga and Waitomo District Councils around planning of facilities for Otorohanga and Waitomo.</p> <p>Provide physical activity/sport expertise to TKDI group.</p> <p>Work with the Benneydale community to provide social family recreational opportunities.</p> <p>1) Provide Waitomo communities with information on programmes and events, developments and funding opportunities.</p> | <p>Regional Facilities – Ongoing liaison with Te Kuiti High School and the newly formed trust regarding the planned gymnasium/sports centre upgrade. A Sport Waikato representative now sits on this trust.</p> <p>Financial member of TKDI - No action to report but keep in regular contact with TKDI committee and support/attend events.</p> <ul style="list-style-type: none"> <li>• Ongoing liaison with Benneydale community activity leaders, with particular regard to usage of the Benneydale Hall, school and sports club facilities and planning of other community activities (e.g. 2017 Mangapehi Fun Run/Walk, Table tennis club and Children’s Day activities)</li> <li>• Destination Pureora – Ongoing liaison with the Destination Pureora Committee and promotion of the Gateway to the Timber Trail.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Promoted Sport Waikato events, courses, programmes and district events.</li> <li>• Promoted Waitomo District sports club and school events, competitions and results via live radio reports, Maniapoto MFM.</li> <li>• Promotions on MFM radio community news on behalf of clubs and school.</li> <li>• Window displays - Sport Waikato office, Te Kuiti I-site, Te Kuiti Post Shop, Waitomo I-site, Te Kuiti, Piopio, Benneydale and Taharoa shop fronts.</li> <li>• NKC events calendar.</li> <li>• Monthly Waitomo News columns and advertisements, club sports results, photos and event promotions to Waitomo News, feature articles in Waitomo News.</li> <li>• Emails.</li> <li>• Facebook</li> <li>• Websites</li> <li>• School newsletters.</li> <li>• Verbal promotions.</li> </ul> <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. <i>Ongoing.</i></p> |
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| <p><u>Create Pride in the Community</u></p> | <p>2) Feedback from the community.</p> <p>Sport Volunteers are recognised through nominations to Sportmaker and Sport NZ E-card.</p> <p>Host Waitomo District Sports Awards ceremony to recognise contribution to and excellence in sport.</p> <p>Coming up....</p> | <ul style="list-style-type: none"> <li>• Continuous evaluation and feedback is requested from community. Concerns are acted on, ideas investigated and followed up. Very positive emails, letters and comments from groups and community members from all walks of life.</li> <li>• <b>Te Kuiti Community House Trust</b> – Elected as a Trustee of the TKCHT in April. Working in close contact with the Community House co-ordinator to present Active and Well and sport opportunities to the residents of Waitomo district.</li> <li>• <b>Sportmaker Volunteer Recognition</b> – Continued to recognise sport volunteers in monthly newspaper columns and weekly radio reports. Waitomo district Sportmaker’s received monthly prizes which were personally delivered/presented by the District Coordinator.</li> <li>• All nominees were included in the NZ Lotto Volunteer campaign with the chance to win a \$500 sport equipment voucher. <i>Ongoing.</i></li> <li>• <b>Waitomo District Sports Awards</b> - Event planning for the 2017 ceremony, to be held on Monday 27th November, got underway in March. <i>Ongoing.</i></li> <li>• <b>Regional representation</b> - Waitomo district was represented at the Brian Perry Waikato Regional Sports awards in January 2017 by a finalist in the new ‘Innovation’ category. ‘The Waitomo Trail Run’ event was nominated by the District co-ordinator with the blessing of the Waitomo village community.</li> </ul> <p>This is ME - Women and Girls campaign<br/> Holiday Programmes<br/> Waitomo district Sports Awards ceremony<br/> Junior Golf Day</p> |
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## WAITOMO DISTRICT COUNCIL

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### MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 29 AUGUST 2017 AT 9.00AM

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

**IN ATTENDANCE:** Yvette Batten (Waitomo News)

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

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| <b>1. Council Prayer</b> |
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| <b>2. Declarations of Member Conflicts of Interest</b> |
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No Declarations

Mayor Hanna acknowledged the huge effort made by Council staff over the last week in preparing for Sir Colin Meads Memorial Service and informed the Council of some of the positive feedback received on both the organisation of the Memorial Service and also the Les Munro Centre as an extraordinary facility for a small rural community.

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| <b>3. Verbal Reports: Individual Councillor Roles and Responsibilities</b> |
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Cr Brodie

- Farmers for Positive Change
  - Federated Farmers presentation re: Rotorua Lakes
- Regional Transport Committee Field Trip
- Piopio Retirement Village
- Piopio Wastewater Treatment Plant Annual Community Liaison Group Meeting

Cr New

- Waitomo District Youth Council – Movie Night at Piopio Memorial Hall
- WINTEC re Elderly Housing
- Hillview
- Maniapoto Family Violence Working Party
- Rotary re: Council Strategic Planning Forum Outcomes
- DC Tynan Trust

Cr Goddard

- Destination Pureora
- Benneydale Hall Society

Cr Davey

- DC Tynan Trust
- Te Kuiti Community House

Cr Smith

- Tere Waitomo
- Waitomo Museum
- Waikato Region West Coast Zone Meeting

Cr Whitaker

- Brook Park
- Destination Pureora
- DC Tynan Trust

Mayor Hanna

- Maniapoto Family Violence Working Party
- Hillview
- Trust Waikato (Dennis Turton)
- Legendary Te Kuiti – Volunteers Acknowledgement
- Clare Barlow (ex Mayor of McKenzie District) re Freedom Camping App

**Resolution**

The verbal reports be received.

Davey/Smith Carried

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| <b>4. Confirmation of Minutes – 1 August 2017</b> |
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**Resolution**

The Minutes of the Waitomo District Council meeting of 1 August 2017, including the Public Excluded minutes, be confirmed as a true and correct record subject to correcting the incomplete sentence in paragraph 2 of Item 6 of the Public Excluded items.

Goddard/New Carried

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| <b>5. Brook Park Incorporated Society: Minutes - 7 August 2017</b> | <b>A357415</b> |
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Council considered a business paper providing information relating to the Brook Park Incorporated Society Meetings of 7 August 2017.

Councillor Whitaker expanded verbally on the Minutes.

**Resolution**

The business paper on Brook Park Incorporated Society: Minutes – 7 August 2017 be received.

Whitaker/Davey Carried

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| <b>6. Progress Report: Road Map Work Programme</b> | <b>AA357406 &amp; A357407</b> |
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Council considered a business paper presenting the Road Map Work Programme Monitoring Schedule.

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

**Resolution**

The Progress Report: Road Map Work Programme as at 29 August 2017 be received.

New/Whitaker Carried

The Group Manager – Corporate Services entered the meeting at 9.20am.

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| <b>7. Financial Reporting Schedule for the Year Ending 30 June 2018</b> | <b>A357683</b> |
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Council considered a business paper presenting the financial and non-financial results for the year ended 30 June 2017.

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

Council noted Bancorp Treasury Services Limited's following comments:

*"WDC's cost of funds is now the fourth lowest of any local or regional council that Bancorp Treasury is aware of. It should be noted that WDC's cost of funds is well below many 'rated' local government entities.*

*The cost of funds result that has been achieved demonstrates the success of WDC's funding and interest rate risk management activities carried over the past few years. Indeed, it is a tribute to the dedication and hard work that the finance staff have put in to WDC's treasury activities, especially over the past few months as the task of joining the LGFA has been completed."*

and requested that Council's appreciation and congratulations be passed on to the Finance Team.

**Resolution**

The business paper on the Unaudited Interim Financial Report for the period ended 30 June 2017 be received.

Brodie/New Carried

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| <b>8. Electoral System – Representation Review</b> | <b>A357839</b> |
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Council considered a business paper providing information for Council to consider and decide whether or not to make a change to the existing electoral system.

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

**Resolution**

- 1 The business paper on Electoral System – Representation Review be received.
- 2 Council not establish Māori Wards for the 2019 Local Body Election.

Whitaker/New      Carried

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| <b>9. Electoral System – Voting System Review</b> | <b>A357842</b> |
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Council considered a business paper presenting information for Council to consider and make a decision on the electoral system to be used for the next two local body elections.

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

**Resolution**

- 1 The business paper on Electoral System – Voting System Review be received.
- 2 Pursuant to section 27 of the Local Electoral Act 2001 Council resolves for the 2019 Waitomo District Council Triennial Elections to maintain the status quo (First Past the Post).
- 3 Public notice be given by 19 September 2017 of the decision and the right of electors to demand a poll on the electoral system to be used.

Davey/Smith      Carried

The Group Manager – Corporate Services left the meeting at 9.39am.

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| <b>10. Progress Report: Civil Defence Emergency Management Joint Committee Minutes</b> | <b>A358503</b> |
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Council considered a business paper providing information relating to the Civil Defence Emergency Management Joint Committee meeting of 26 June 2017.

Council noted that the Minutes were incorrect in that Cr Goddard attended the meeting on 26 June 2017, not Mayor Hanna.

**Resolution**

- 1 The Progress Report: Civil Defence Emergency Management Joint Committee Minutes be received.
- 2 The error in the Minutes - that Cr Allan Goddard, not Mayor Brian Hanna, attended the 26 June 2017 meeting on behalf of Waitomo District Council - be notified for correction.

Goddard/Whitaker                      Carried

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| <b>11.</b> | <b>Waitomo District Council Grant Allocations 2016/2017</b> | <b>A358414</b> |
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Council considered a business paper providing details of grants made by Waitomo District Council for the 2016/2017 financial year.

Council noted that the allocation of grant funding for the 2016/2017 year covers a good portion of the Waitomo Community.

**Resolution**

The business paper on Waitomo District Council Grant Allocations for 2016/2017 be received.

Davey/Smith                      Carried

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| <b>12.</b> | <b>Progress Report: Centennial Park Clubroom Facility</b> | <b>A358388</b> |
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Council considered a business paper providing an update on the planned deferred maintenance project of the Centennial Park Clubroom Facility.

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

Councillor Brodie advised that he was playing soccer in 1978 and that was the new the Clubrooms were completed.

**Resolution**

The Progress Report: Centennial Park Clubroom Facility be received.

Brodie/Goddard                      Carried

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| <b>13.</b> | <b>Progress Report: Marokopa Public Toilet Replacement</b> | <b>A358051</b> |
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Council considered a progress report on the Marokopa Public Toilet replacement.

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

**Resolution**

The Progress Report: Marokopa Public Toilet Replacement be received.

New/Brodie                      Carried

The meeting adjourned for morning tea at 9.50am and reconvened at 10.07am.

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| <b>14.</b> | <b>Waitomo Sister City – Draft Guidelines and Terms of Reference</b> | <b>A358711</b> |
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Council considered a business paper presenting for consideration a Draft Guidelines and Terms of Reference for the Waitomo Sister City.

**Resolution**

- 1 The Business Paper on Waitomo Sister City Draft Guidelines and Terms of Reference be received.
- 2 Council endorse the Waitomo Sister City Draft Guidelines and Terms of Reference for presentation to the Waitomo Sister City Committee for their review and consideration.

Whitaker/New          Carried

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| <b>15.</b> | <b>Progress Report: Freedom Camping</b> | <b>A359180</b> |
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Council considered a business paper on the Road Map Work Programme as it relates to the proposed Freedom Camping Bylaw, and proposing that development of the Freedom Camping Bylaw be deferred until the 2018/19 work programme.

**Resolution**

- 1 The business paper on Freedom Camping be received.
- 2 Council approve Option (b) – Deferral of the development of a Proposed Freedom Camping Bylaw until the 2018/19 financial year.

Whitaker/New          Carried

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| <b>16.</b> | <b>Progress Report: Reserve Management Plans</b> | <b>A359181</b> |
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Council considered a business paper:

- (a) Discussing the current Road Map Work Programme ("Road Map") as it relates to the development of a Reserves Management Plan ("RMP") for the Aerodrome and its timing, and
- (b) Proposing that Council consider deferring the development of the individual RMP for the Aerodrome, and instead develop this in conjunction with a complete work program for the development and review of all RMPs required in the Waitomo District.

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

**Resolution**

- 1 The Progress Report: Reserve Management Plans be received.
- 2 Council approve:
  - (a) The deferral of the development of the Proposed RMP for the Aerodrome in favor of its inclusion in an overall RMP work program; and
  - (b) The development of an overall RMP work program, to be aligned with the Proposed District Plan process, including the identification of RMPs for specific significant reserves, and a single RMP for all identified passive reserves.

Whitaker/Smith                      Carried

Yvette Batten (Waitomo News) left the meeting at 10.14am.

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| <b>17.</b> | <b>Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater</b> | <b>A357459</b> |
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Council considered a progress report on the three Waters activities, including contracted services.

**Resolution**

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

Goddard/Brodie                      Carried

The Group Manager – Assets entered the meeting at 10.18am.

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| <b>18.</b> | <b>Progress Report: Solid Waste Activity</b> | <b>A357458</b> |
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Council considered a progress report on Solid Waste operations, maintenance and capital development activities and also on the recent procurement of Kerbside Collection, Transfer Station Refuse and Recycling Collection Services and Landfill Operations.

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

**Resolution**

The Progress Report: Solid Waste Activity be received.

Brodie/Davey                      Carried

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| <b>19. Progress Report: Monitoring Against 2015-2025 Long Term Plan – Land Transport</b> | <b>A357461</b> |
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Council considered a progress report –

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

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

**Resolution**

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

Goddard/Brodie Carried

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| <b>20. Progress Report: Capital Projects</b> | <b>A357462</b> |
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Council considered a progress report on major new and renewal projects as identified in Council's Activity Management Plans, or which have arisen during the course of normal maintenance and operation of the Roading infrastructure and the three Waters.

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

**Resolution**

The Progress Report: Major Capital Works be received.

Smith/Whitaker Carried

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| <b>21. Motion to Exclude the Public for the consideration of:</b> | <b>A357416</b> |
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

**Resolution**

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making:

Chief Executive, Executive Assistant, Group Manager – Assets, Group Manager – Corporate Services and Communications Officer

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

| General Subject of each matter to be considered         | Reason for passing this resolution in relation to each matter  | Section 48(1) grounds for this resolution |
|---|--|---|
| 1. Progress Report: Health and Safety                   | 7(2)(a) Protect the privacy of natural persons, including that of deceased natural persons;  | 48(1)(a)                                  |
| 2. Seismic Assessment – Administration Building         | 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 48(1)(a)                                  |
| 3. Progress Report: Te Kuiti Pedestrian Rail Overbridge | 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. Marokopa Reserve Encroachments                       | 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 48(1)(a)                                  |
| 5. Roads Names: Mangarino Road to “Mangarino Street”    | 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: Solid Waste Services Procurement    | 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 48(1)(a)                                  |
| 7. Resident Survey 2017                                 | 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 48(1)(a)                                  |

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

New/Goddard Carried

There being no further business the meeting closed at 11.45am.

Dated this      day of                      2017.

**BRIAN HANNA  
MAYOR**

Confidential Confidential

Confidential Confidential

Confidential

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Confidential

**Document No: A363380**

**Report To: Council**



**Meeting Date: 26 September 2017**

**Subject: Brook Park Incorporated Society:  
Minutes - 4 September 2017**

**Type: Information Only**

## Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the 1 May 2017 Brook Park Incorporated Society meeting.

## Local Government Act S.11A Considerations

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

## Background

- 3.1 In November 2007, Council established a Work Group for the purpose of working with a Consultant and members of the community to develop a proposal and policy document for Brook Park.
- 3.2 Development of the Brook Park Management Plan (MP) was completed following a public consultation process, including a Hearing of submissions in February 2010.
- 3.3 An objective contained in the MP was to establish a Friends of Brook Park (FBP) organisation to enable the community to participate in the future of Brook Park, and, as a primary objective, to raise funds for achieving park projects and developments.
- 3.4 The FBP was to replace the Brook Park Advisory Committee which was in place at that time, but which did not have any mandate to represent the community's interest in the Park, nor to raise funds for park projects.
- 3.5 It was envisaged that the FBP would enable the community to become more involved in their Park, through dissemination of information; being able to assist in fundraising and other activities that promote and enhance Brook Park; and by having a "voice" to assist Council with management of Brook Park.
- 3.6 As a charitable body, and an incorporated society, a FBP organisation would be able to successfully apply for third party funding to assist Council with implementing the community's vision for Brook Park.
- 3.7 The Policy implemented by Council through the Brook Park MP is as follows:
1. *Council will support and encourage the formation of a Friends of Brook Park, as a charitable incorporated society.*
  2. *The aims of the Friends of Brook Park shall be:*
    - i) *To foster interest in Brook Park;*
    - ii) *To promote the development of Brook Park;*
    - iii) *To raise funds for approved projects*
    - iv) *To preserve the integrity of Brook Park*

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

### Commentary

- 4.1 Since early in 2014, BPIS has kept WDC informed of progress in the day to day operations/development of Brook Park by providing copies of its monthly meeting Minutes.
- 4.2 Attached to and forming part of this business paper is a copy of the BPIS minutes.

### Suggested Resolution

The business paper Brook Park Incorporated Society: Minutes – 4 September 2017 be received.



MICHELLE HIGGIE  
**EXECUTIVE OFFICER**

Attachments: Brook Park Incorporated Society Minutes – 4 September 2017

**BROOK PARK**  
INCORPORATED SOCIETY

**BROOK PARK INCORPORATED  
SOCIETY**

**Meeting  
Minutes**

Monday 4<sup>th</sup> September 2017  
5.30pm

Council Chambers  
Queen Street  
**TE KUITI**

**BROOK PARK INCORPORATED SOCIETY**

**THE MINUTES OF THE MEETING OF THE BROOK PARK INCORPORATED SOCIETY  
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON  
MONDAY 4<sup>th</sup> SEPTEMBER 2017 COMMENCING AT 5.30 PM**

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**MINUTES**

**Attendance:** Guy Whitaker, Jane Murray, Elly Kroef, Sue Wagstaff, Andrea Hanna, Suzie Hoare, Gerald Kay, Neil Brooks, Rob Buckley Phillip Houghton, Graeme Churstain, Helen Sinclair

**Apologies** – Bruce Maunsell, Sheralee Buchanan, Robin Charteris  
That the apologies be accepted  
Moved/seconded Graeme/Neil

**Confirmation of Minutes – 7<sup>th</sup> August 2017**  
That minutes of previous meeting be accepted  
Moved/seconded Sue/Graeme

**Matters Arising from Minutes**  
None.

**Correspondence**

Letter from Forgeson Law advising of the successful DC Tynan Trust fund application of \$3500.  
Letter from The Lines Company approving a request for Sponsorship of \$2000 for the Brook Park Fireworks Event.

**Financial Report**

Financial report tabled. Opening balance \$25,790.03  
\$3,500 received from DC Tynan Trust  
\$2.36 received in interest.  
Closing balance \$29,292.39

Accounts to be passed for payment;  
Elly – Fruit Trees \$274.00  
Elly – Fejoa Trees \$50.00  
Sue – Novaflow/Posts \$203.03  
Moved/Seconded Phillip/Neil

Resolution: That \$20,000 be put on three-month term deposits in \$10,000 deposits six weeks apart.  
Moved/Seconded Phillip/Rob

**Maintenance/Fencing**

Guy received a service request from Council that was lodged by Ed Morrow to clear a culvet that was overflowing. Graeme went and cleared the culvet, not quite sure why Ed could not do this himself!

**Weed Control**

15 Fruit trees have been planted on the ridge to the left of the top carpark, three citrus, two fejoas, two persimmons, four plums, three apples and one fig tree.

Resolution: That the committee agree to purchase three more fruit trees.  
Moved/Seconded Andrea/Sue

We hold a working bee on the 8<sup>th</sup> October both clear dead trees and build the bonfire.

Graeme and Gerald agreed to start work on killing maple trees as soon as it was clear what trees were still alive. They are to be paid for their work from the \$1000 donation for labour from the Waitomo Farm Forestry.

Phillip to provide Graeme with some spray for thistles and Graeme to look into the purchase of a boom or atomiser spray equipment to assist with thistle spraying.

### **MTB Track**

Bill Holloway has been asked to do the required work on the MTB track and will start as soon as it is dry enough, hopefully at the end of this month.

Andrea to approach Inframax about getting more metal for the track, approx. five truck loads required.

### **Guy Fawkes**

Guy to confirm Pyrotechic available for the 11<sup>th</sup> November, Guy to liaise with Clowdy on Youth Council involvement.

Guy to contact food stalls, Lions, Coffee Truck, Scouts, Number 12.

Gerald to talk to Playcentre

Committee to decide if we are to do a icecream stand and sparklers.

Suzie and Guy to visit new manager at the Warehouse re sponsorship.

Also prizes for Guy competition.

### **Carols in the Park**

Neil still waiting to hear if combined schools choir will be wanting to be involved.

Lyceum Club choir still interested.

Format might be finish before dark, encourage families to have a picnic in the park then carols. Further discussion at next meeting.

### **General Business**

AGM next meeting on the 2<sup>nd</sup> October, Guy to place advert in the Waitomo News, Phillip to send out invitations to all those on our database.

Meeting closed 6.25pm

Next meeting after AGM on 2<sup>nd</sup> October 2017

Guy Whitaker  
**Chairperson**

|   |   |
|---|---|
| <b>Document No: A364181</b>   |   |
| <b>Report To:</b>   | <b>Council</b>                              |
|  | <b>Meeting Date: 26 September 2017</b>      |
|   | <b>Subject: Progress Reporting – Review</b> |
|   | <b>Type: Information Only</b>               |

### Purpose of Report

- 1.1 The purpose of this business paper is to present a Schedule setting out the topic and frequency for general Progress Reports to be presented to Council.

### 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 Progress Reports for general topics i.e. (specific Road Map projects, the Road Map Monitoring Schedule, some Significant Activities, etc.) are currently presented to Council on either a monthly or ad hoc basis.
- 3.2 Historically, some Significant Activities have not had any progress reporting to Council, and those that do often have very little change month to month. A review of this reporting to Council has been completed and it is proposed to –
1. Broaden the Progress Report topics to include all Significant Activities
  2. Improve the Format of the existing Progress Reports
  3. Present Progress Reports on a scheduled basis (or if the need arises, on an “as required” basis over and above the scheduled timeline)
- 3.3 Set out below are the proposed Progress Report topics including the frequency for presentation to the Council:

#### Executive Office

- Waikato Mayoral Forum .....(September and March – or as required)
- Investment Representative Committee .....(Nov, Feb, May, Aug - or as required)

#### Corporate

- Mayoral Forum – Waikato Spatial Plan ..... (as required)
- Road Map Monitoring Schedule .....(Nov, Feb, May, Aug - or as required)
- Financial and Non-Financial Performance ..... (as per adopted Schedule)

#### Asset

- Waters .....(Sept, Nov, Mar, May, July)
- Resource Consent Compliance Monitoring .....(Sept, Nov, Mar, May, July)
- Solid Waste ..... (Oct, Feb, Apr, June, Aug)
- Land Transport..... (Oct, Feb, Apr, June, Aug)
- Waitomo Waters ..... (as required)

**Compliance**

- District Plan Development .....(Nov, Mar, May, July, Sept)
- Regulation and Resource Management ..... (November and May)

**Community Services**

- Community Development.....(Sept, Nov, Mar, May, July)
- Recreation and Culture .....(Sept, Nov, Mar, May, July)
- Public Amenities .....(Sept, Nov, Mar, May, July)
- Safety (Emergency Management & Rural Fire) ..... Sept (then as required)
- Parks and Reserves..... (Oct, Feb, Apr, June, Aug)
- Housing and Other Property ..... (Oct, Feb, Apr, June, Aug)
- Health and Safety (Risk Management) .....(Nov, Feb, May, Aug - or as required)

3.4 It should also be noted that this is a generalised Schedule which is by no means exhaustive and other progress reporting requirements will arise from time to time.

**Suggested Resolutions**

- 1 The business paper on Progress Reporting - Review be received.
- 2 A Progress Reporting Schedule be adopted as follows:

**Executive Office**

- Waikato Mayoral Forum .....(September and March – or as required)
- Investment Representative Committee .....(Nov, Feb, May, Aug - or as required)

**Corporate**

- Mayoral Forum – Waikato Spatial Plan ..... (as required)
- Road Map Monitoring Schedule .....(Nov, Feb, May, Aug - or as required)
- Financial and Non-Financial Performance ..... (as per adopted Schedule)

**Asset**

- Waters .....(Sept, Nov, Mar, May, July)
- Resource Consent Compliance Monitoring .....(Sept, Nov, Mar, May, July)
- Solid Waste ..... (Oct, Feb, Apr, June, Aug)
- Land Transport..... (Oct, Feb, Apr, June, Aug)
- Waitomo Waters ..... (as required)

**Compliance**

- District Plan Development .....(Nov, Mar, May, July, Sept)
- Regulation and Resource Management ..... (November and May)

**Community Services**

- Community Development.....(Sept, Nov, Mar, May, July)
- Recreation and Culture .....(Sept, Nov, Mar, May, July)
- Public Amenities .....(Sept, Nov, Mar, May, July)
- Safety (Emergency Management & Rural Fire) ..... Sept (then as required)
- Parks and Reserves..... (Oct, Feb, Apr, June, Aug)
- Housing and Other Property ..... (Oct, Feb, Apr, June, Aug)
- Health and Safety (Risk Management) .....(Nov, Feb, May, Aug - or as required)



MICHELLE HIGGIE  
**EXECUTIVE OFFICER**

Document No: A364705

**Report To: Council**



**Meeting Date: 26 September 2017**

**Subject: Review of the Regional Emergency Services Fund**

**Type: Decision Required**

### Purpose of Report

- 1.1 The purpose of this business paper is for Council to make a formal recommendation to the Waikato Regional Council (WRC) on the future funding of the Regional Emergency Services Fund.

### Background

- 2.1 With support from the Waikato Mayoral Forum, the WRC established the Regional Services Fund in 2016 with the intent to review the fund through the 2018-2028 long term planning process.
- 2.2 The current model is focused on supporting the Coastguard Services, Surf Lifesaving and Rescue Helicopter Services in the Waikato Region. A total grant of \$630,000 (GST excluded) is distributed amongst these emergency services as follows:
- Surf Lifesaving Services - \$354,600
  - Coastguard Services - \$175,400
  - Philips Search and Rescue Trust - \$50,000
  - Coromandel Rescue Helicopter Trust - \$50,000
- 2.3 This amount was informed by existing grants. Prior to the establishment of the Regional Emergency Services Fund, the total grants by Waikato Local Authorities to these four groups was \$384,522.

### Commentary

- 3.1 WRC has now, through initial LTP discussions, identified the way forward to review this fund by exploring the following two options:

#### Option 1

**Funding model** - retain the current non-contestable funding model and review the list of current recipients within the scope of emergency service providers.

#### Option 2

**Quantum of funding** - retain the current level of funding adjusted for inflation.

- 3.2 Feedback to WRC from the Waikato Mayoral Forum is that WRC needs to ensure that funds go to local versus national organisations. Otherwise the Waikato Mayoral Forum is generally supportive of the above two options.
- 3.3 It should also be noted that Land Search and Rescue requested inclusion in the Regional Emergency Services Fund during its establishment.
- 3.4 WRC are now seeking a formal view from Council on the above mentioned options to inform the review of this the Regional Emergency Services Fund.
- 3.5 A brief background paper from WRC is attached providing further background information and including the following specific questions for feedback:
- 1 **The beneficiary list.** Funding is limited to pre-identified emergency services.
    - (a) Should the funding scope be expanded to include other emergency services? If so who and why?
    - (b) Should Land Search and Rescue be included in the RSF?
    - (c) Should any of the exiting beneficiary be removed? If so who and why?
  - 2 **Current funding levels**
    - (a) Current funding does not cover the shortfall for any of the emergency services that currently receive funding. This fund makes a contribution to each service and is not intended to fully fund or address the entire shortfall. The regional council is currently looking at retaining the same level of funding. Do you think this needs to change?
    - (b) Should Philips Search and Rescue be given an increased level of funding?
  - 3 **Any other feedback?**

|                              |
|------------------------------|
| <b>Suggested Resolutions</b> |
|------------------------------|

- 1 The business paper on Review of the Regional Emergency Services Fund be received.
- 2 Waikato Regional Council be provided feedback on the Regional Emergency Services Fund review as follows:
  - 1 **The Beneficiary List.** Funding is limited to pre-identified emergency services.
    - (a) Should the funding scope be expanded to include other emergency services? If so who and why?  

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    - (b) Should Land Search and Rescue be included in the RSF?  

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- (c) Should any of the exiting beneficiary be removed? If so who and why?
- 

**2 Current Funding Levels**

- (a) Current funding does not cover the shortfall for any of the emergency services that currently receive funding. This fund makes a contribution to each service and is not intended to fully fund or address the entire shortfall. The regional council is currently looking at retaining the same level of funding. Do you think this needs to change?
- 

- (b) Should Philips Search and Rescue be given an increased level of funding?
- 

**3 Any other Feedback?**

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MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Attachment: WRC Letter of Request and Briefing Paper (Doc A364704)

21 September 2017

Chris Ryan  
Email: [chrisr@waitomo.govt.nz](mailto:chrisr@waitomo.govt.nz)

Tena koe Chris



Private Bag 3038  
Waikato Mail Centre  
Hamilton 3240, NZ

[waikatoregion.govt.nz](http://waikatoregion.govt.nz)  
0800 800 401

### Review of the Regional Emergency Services Fund

With support from the Waikato Mayoral Forum, Waikato Regional Council established the Regional Services Fund in 2016 with the intent to review the fund through the 2018-2028 long term planning process.

The current model is focused on supporting the coastguard services, surf lifesaving and rescue helicopter services in the Waikato region. A total grant of \$630,000 (GST excluded) is distributed amongst these emergency services.

- Surf lifesaving services - \$354,600
- Coastguard services - \$175,400
- Philips Search and Rescue Trust - \$50,000
- Coromandel Rescue Helicopter Trust - \$50,000.

You will recall that this amount was informed by existing grants. Prior to the establishment of the fund, the total grants by Waikato local authorities to these four groups was \$384,522.

Internally, through the initial LTP discussion, Waikato Regional Council has identified the way forward to review this fund by exploring the following two options:

- **Funding model** - retain the current non-contestable funding model and review the list of current recipients within the scope of emergency service providers, and
- **Quantum of funding** - retain the current level of funding adjusted for inflation.

Feedback from the Waikato Mayoral Forum is that we need to ensure that funds go to local versus national organisations. Otherwise the Forum is generally supportive of the above two options.

It should also be noted that Land Search and Rescue requested inclusion in the RSF during its establishment.

At this stage we are seeking a formal view from your council on the above mentioned options to inform the review of this fund.

A brief background paper has been attached for your information with specific questions for feedback. If you require information to assist with your council's decision-making, please feel free to contact Ihsana Ageel ([Ihsana.ageel@waikatoregion.govt.nz](mailto:Ihsana.ageel@waikatoregion.govt.nz)).

We look forward to working with you through this process. It would be appreciated if you could communicate your council's response to us before or by 13 October 2017.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'V Payne'.

Vaughan Payne  
**Chief Executive**

# WAIKATO REGIONAL SERVICES FUND

## Background

Some regional emergency services receive little and in some cases no central government funding and rely on other sources of funding, such as public funding, corporate sponsorship and charities. Each year emergency services providers seek funding from multiple councils and other funders. This approach provided little certainty of continuity in funding and has emergency services providers competing against each other. This approach also meant that these emergency services providers had to spend scarce resources applying for funding, making multiple submissions and lobbying each individual territorial authority.

Funding from territorial authorities to these organisations were limited by each council's position on affordability of rates and the fairness of funding these organisations. Ratepayers and visitors across the region receive benefit, but local funding did not reflect this.

Establishing a sustainable funding source for the delivery of emergency services that are valued by our communities was supported in principle by most of the Waikato councils. The economy of scale gained from utilising a regional rate for services providing regional benefits was immense. For example, funding \$135,000 by uniform rate by the Thames-Coromandel District Council, required a per property charge of \$4.77 whereas funding \$345,000 regionally incurs a charge of only \$1.78.

The Waikato Mayoral Forum supported Waikato Regional Council's proposal to establish a Waikato Regional Services Fund (the fund) in 2016. Waikato Regional Council established the fund and collect rates across the Waikato region, replacing the funding granted towards these services from individual territorial authorities.

Once established, it was proposed that the fund agreement be reviewed on a three yearly basis, with the option of reviewing the fund and potential services at the 2018-2028 Long Term Plan. This means the first funding round is for two years.

## Current funding

The current model is focused on supporting the coastguard services, surf life saving and rescue helicopter services in the Waikato region. A total grant of \$630,000 (GST excluded) is distributed amongst these emergency services.

**Surf life saving services receive \$354,600** and provide support in the following areas;

- Raglan Surf Life Saving Club.
- Sunset Beach Lifeguard Service.
- Whangamata.
- Onemana.
- Pauanui.
- Tairua.
- Hot Water Beach.

- Whiritoa.

**Coastguard services receive \$175,400.** The funding is distributed to support the following units in the Waikato region;

- Raglan Volunteer Coastguard Incorporated.
- Thames Volunteer Coastguard Incorporated.
- Whitianga Volunteer Coastguard Incorporated.
- Tairua / Pauanui Volunteer Coastguard Incorporated.
- Whangamata Volunteer Coastguard Incorporated.
- Waihi Beach Volunteer Coastguard Incorporated.
- Rotorua Lakes Volunteer Coastguard Incorporated.
- Coastguard Lake Taupo Association Incorporated.
- Coastguard Turangi Incorporated.

**Phillips Search and Rescue Trust receive \$50,000**

and the grant is distributed to the following bases in the Waikato region;

- Waikato Westpac Rescue Helicopter-Waikato King Country.
- BayTrust Rescue Helicopter, Rotorua - Bay of Plenty.
- Greenlea Rescue Helicopter, Taupo - Central Plateau.

Phillips Search and Rescue Trust has requested increased funding because their contracted arrangements cover the entire Waikato region.

**Coromandel Rescue Helicopter Trust receives \$50,000.**

## Fund criteria

### 1) The beneficiary organisations must

- a. Provide emergency services to residents of and visitors to the Waikato region; and
- b. Be a charitable organisation performing emergency services in the Waikato region; and
- c. Have had a form of existing funding arrangement with territorial authorities within the Waikato region; and
- d. Be a registered charity under the Charities Act 2005.

### 2) What is funded?

- a. Contracts for services with individual units/clubs/areas (inclusive of purchase of life saving equipment, training costs, volunteer costs etc)\*.
- b. Operational costs of individual units/clubs/areas.
- c. Operational costs incurred by the umbrella organisation in supporting individual units/clubs/areas.
- d. Costs associated with coordination of regional emergency services across the region (such as rescue emergency/lifesaving operations).

### 3) What will not be funded?

- a. Capital and maintenance expenditure (including the purchase of vehicles but excludes such costs as the purchase of life saving equipment)\*; and
- b. The cost of overhead of the umbrella organisation (excluding costs incurred in supporting the individual units/clubs/areas)\*\*; and
- c. Any part of facilities or services that the organisation provides outside of the Waikato region; and
- d. The cost of any completed project cost or retrospective costs; and
- e. The cost of any loan repayments or the use of the grant monies for investment of any kind.

\* 3(a) does not prohibit grant monies being spent towards the purchase of life saving equipment as permitted under 2(a)

\*\* 3(b) Umbrella organisations are organisations that formally coordinate activities or pool resources. In this instance they are the Helicopter trusts (Coromandel, Waikato), the Coastguard Northern Region, and Surf Life Saving New Zealand. For the purposes of this fund, these four umbrella organisations have agreed to coordinate funding applications on behalf of the individual units/clubs/areas and disseminate the funds to these smaller groups. The costs that are being excluded as per 3(b) are the normal overhead costs of the umbrella organisation and costs not incurred as a result of acting as the umbrella organisation. 2(c) aims to address any cost incurred while acting as the umbrella organisation.

The following table shows the money contributed from each council area through the current targeted rate of \$3.74 (\$3.25 GST excluded) per property.

| Council                            | Contribution from each council area |
|------------------------------------|-------------------------------------|
| Hamilton City Council              | \$179,302                           |
| Hauraki District Council           | \$31,967                            |
| Matamata-Piako District Council    | \$44,470                            |
| Ōtorohanga District Council        | \$14,384                            |
| Rotorua District Council           | \$4,513                             |
| South Waikato District Council     | \$30,537                            |
| Taupō District Council             | \$69,951                            |
| Thames-Coromandel District Council | \$85,744                            |
| Waikato District Council           | \$87,874                            |
| Waipa District Council             | \$65,331                            |
| Waitomo District Council           | \$15,927                            |

## Contribution from each council

### What next?

We have started planning for our 2018-2028 Long Term Plan (LTP) and we had indicated that we would be reviewing the fund through our LTP process.

We are interested in hearing your thoughts on the way forward. In particular

#### 1 The beneficiary list. Funding is limited to pre-identified emergency services.

- (a) Should the funding scope be expanded to include other emergency services? If so who and why?
- (b) Should Land Search and Rescue be included in the RSF?
- (c) Should any of the exiting beneficiary be removed? If so who and why?

#### 2 Current funding levels

- (a) Current funding does not cover the shortfall for any of the emergency services that currently receive funding. This fund makes a contribution to each service and is not intended to fully fund or address the entire shortfall. The regional council is currently looking at retaining the same level of funding. Do you think this needs to change?
- (b) Should Philips Search and Rescue be given an increased level of funding?

#### • Any other feedback?

We will be considering your input and feedback into our proposal. Thank you for your feedback.

**Document No: A364240**

**Report To: Council**



**Meeting Date: 26 September 2017**

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

**Type: Decision Required**

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the opportunity to invest in the development of a Southern Waikato Economic Development Action Plan and appoint a Council representative to join the Project Steering Group.

## Background

- 2.1 The Waikato Plan was finalised in June 2017. The Plan unites the Waikato Region with a regional vision of one voice about important issues that affect the region now and in the future, specifically the next 30 years.
- 2.2 The Plan aims to "build champion communities, together". To achieve this the Plan has identified five regional priorities:
1. People – Planning for population change
  2. Connections – Connecting our communities through targeted investment
  3. Iwi/Maori – Partnering with iwi/Maori
  4. Environment – Addressing water allocation and quality
  5. Economy – Advancing regional economic development
- 2.3 Waikato Means Business (WMB) forms the economic pillar of the Waikato Plan. It is the Economic Development Strategy of the Waikato Region.
- 2.4 Waikato Means Business has identified 5 strategic priorities:
1. Telling the Waikato story
  2. Making business easier
  3. Building, attracting and retaining skills and talent
  4. Growing global industries
  5. Maintaining and building our location advantage
- 2.4 The WMB Steering Group have proposed a new project - the Southern Waikato Economic Development Action Plan, focussed on the sub-region comprising Waitomo, Otorohanga and South Waikato Council areas.

## Commentary

- 3.1 The Southern Waikato Economic Development Action Plan project was canvassed at a Workshop held on 8 August 2017.

- 3.2 As outlined at the Workshop, the majority of funding to support this project will be jointly funded by Waikato Regional Council and central government. The estimated cost of this work is \$150,000 to \$200,000 spread over an 18 month timeframe.
- 3.3 The project will be aligned with the Government Regional Growth programme which is jointly managed by the Ministry of Business, Innovation and Employment and the Ministry for Primary Industries.
- 3.4 The Regional Growth Programme consists of a study culminating in the production of a Regional Growth Report and subsequent Regional Economic Plan. Regional Growth Studies are aimed at cataloguing significant economic opportunities in regions to increase employment and incomes. Regional Economic Development Action Plans are developed by regions in conjunction with Central Government and outline actions that seek to realise opportunities identified in the Growth Report.
- 3.5 The Southern Waikato Economic Development Action Plan project is intended to accelerate progress on economic growth by identifying existing and new potential programmes of action which will build on the strengths of the sub-region and help address any limitations or areas for further improvement.
- 3.6 A draft Terms of Reference has been developed and WMB is seeking to form a Project Steering Group (PGS) and a Project Management Team (PMT) to guide and support development of the Plan.
- 3.7 It is likely the PSG will comprise membership of 3 business representatives, 2 iwi representatives (a member from Maniapoto and Raukawa Maori Trust Boards) and a Council representative from each of the 3 Councils. It has been previously suggested that the Mayor of each district or their nominated representative represent the Council.
- 3.8 Councils feedback regarding potential business representatives to join the PSG is required.
- 3.8 A contribution of \$10,000 from each of the affected Districts is sought to assist with development of the Plan.
- 3.9 Confirmation of Council's representative on the PSG is also sought.

## **Analysis of Options**

- 4.1 There are two options available to Council, these are:
  - (a) Approve funding towards an Economic Development Action Plan for the Southern Waikato.
  - (b) Do not approve funding towards an Economic Development Action Plan for the Southern Waikato.
- 4.2 It is recommend that Option (a) - Approve funding towards an Economic Development Action Plan for the Southern Waikato be adopted. Development of the Plan has been endorsed by central government and Waikato Means Business as a means to accelerate progress on economic growth in the Southern Waikato.

|                       |
|-----------------------|
| <b>Considerations</b> |
|-----------------------|

**5.1 Risk**

5.2 There is a risk that the required funding is not supported by the potential partners. Should this occur, Council may will need to reconsider the provision of funding. Of note, this outcome is considered to be unlikely.

**5.4 Consistency with Existing Plans and Policies**

5.5 This investment opportunity is consistent with Council's Long Term Plan.

**5.6 Significance and Community Views**

5.7 This decision is not a significant decision in terms of Council's Significance and Engagement Policy. There is no requirement to consult with the community on this decision.

|                              |
|------------------------------|
| <b>Suggested Resolutions</b> |
|------------------------------|

- 1 The business paper on Southern Waikato Economic Development Action Plan be received.
- 2 Council approve / not approve funding of \$10,000 towards the development of the Southern Waikato Economic Development Action Plan.
- 3 Council appoint \_\_\_\_\_ as the Waitomo District Council Representative on the Project Steering Group.

HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

September 2017

Document No: A361759

**Report To: Council**



Meeting Date: 26 September 2015

Subject: Progress Report – Community Development

Type: Information Only

## Purpose of Report

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

## Background

- 2.1 The Community Development Group exists to provide a dedicated resource for collaborating with the community across elements of well-being. It facilitates access to many opportunities and resources available within and beyond the District in support of community outcomes – Vibrant Communities, Thriving Business and Effective Leadership.
- 2.2 Waitomo District Council is committed to the provision of the Community Development Group to support and encourage Council and community involvement in initiatives that improve social, cultural, economic and environmental aspects of everyday life.
- 2.3 The Community Development Group involves:
- Community Support
  - Tourism Development and District Promotion
  - District Development
  - Te Kuiti i-SITE Visitor Information Centre
  - Library Services
  - Customer Services.
- 2.4 These activities form the foundation for engagement and the focus of work streams.

## Commentary

### 3.1 Waitomo District Youth Council

- 3.2 The 2017/2018 Waitomo District Youth Council (WDYC) was officially announced on 1 June 2017 at the Waitomo District Council Chambers.
- 3.3 Since this occasion meeting dates have been established as the last Thursday of each month and meetings held. There has been some transition of membership over the past two months, however there has been a foundation group of youth councilors established and committed to the ethos of the forum.

- 3.4 In early August six of the WDYC participated in a weekend workshop based in Mokau. The working group were determined in their focus to develop a robust work programme for the year.
- 3.5 The working group had the benefit of both past and present Tuia Representatives (Te Miri Takerei and Pianika Waugh) supporting their workshop which added sizeable value. At the end of planning session Councilor New attended the workshop to provide an opportunity for each of the leads to present their plans. Over all the group were proud of their achievements. A copy of the Plan is attached for Councils information.
- 3.6 The first of the events noted in the Plan has been completed. A free Family Movie Night was held in the Piopio Memorial Hall on the 25 August, 6pm – 8:30pm. The feature film was the Lion King and each child was provided with popcorn and a bag of lollies on entry.
- 3.7 The event attracted approximately 70 children inclusive of many whole families and parents. The feedback was extremely positive with a number of supportive Facebook posts following the event.
- 3.8 Key leadership development highlights identified after the first events:
- Taking responsibility for the tasks and roles agreed to
  - WDYC were able to provide a free movie, popcorn & lollies in a small rural township set in the Waitomo District Council
  - The event provided a connectedness in the rural community
  - The movie night was a good event to profile the WDYC and WDC
  - Providing a warm safe environment for families to enjoy the movie
  - Having someone from the WDYC MC the night
  - Starting to understand the importance of evaluation
  - WDYC developing their leadership skills at activities
- 3.9 Activities Schedule:
- Movie Night – 25 August 2017, Piopio Memorial Hall
  - Keep Waitomo Beautiful, 15 September from 1-3pm, Centennial Park
  - Prepare for a presentation to MMTB – 30 October 2017
  - Entertainment at the Book Park Fireworks night – 11 November 2017
  - Design a Float for the Christmas Parade – 8 December 2017
  - Skate Park up cycle (looking to link to the creative communities grants), 17 & 18 February 2018
- 3.10 Novice Driver Training Programme**
- 3.11 Young drivers were over-represented in road crashes and in response to this, in 2013 the New Zealand Transport Agency (NZTA) commenced the development of a proposal to provide a pilot Learner Driver programme. This was to be delivered in Te Kuiti and the surrounding district.
- 3.12 The Community Learner Driver Programme concept was developed in Pilot form to:
- Address issues of disadvantage for learner drivers in the 16–24 age group seeking to get their restricted licences – this includes access to suitable vehicles, mentors and practice.
  - Improve levels of safe driving for these learner drivers.
- 3.13 The initial Pilot programme was extended into the 2014/2015 year and again into the 2015/2016 year. The Pilot programme ceased on 30 June 2016.

Waitomo and Otorohanga District Councils subsequently agreed there was a need to develop and deploy an appropriate and sustainable driver training programme that would meet the needs of both the Waitomo and Otorohanga communities.

- 3.14 NZTA confirmed their support of a locally led and locally delivered programme and agreement was received for both Councils to allocate their annual subsidised road safety budget to support delivery of the programme.
- 3.15 A Service Level Agreement was formed between the Te Kuiti Community House Trust, Waitomo District Council and Otorohanga District Council to deliver the Novice Driver Programme in both the Otorohanga and the Waitomo Districts.
- 3.16 The results for the 2016/17 Contract year are:

|   |            |
|---|------------|
| <b>Total number of young people who achieved Restricted Driver Licence</b>                              | <b>93</b>  |
| Achieved from Waitomo District<br><i>Te Kuiti (41) Piopio (8) Taharoa (2)</i>                           | 51         |
| Achieved from Otorohanga District   | 42         |
| <b>Total number of lessons completed</b>  | <b>486</b> |
| <b>Total number of testing days in Taumarunui/Te Awamutu (including transport and pre-drive lesson)</b> | <b>35</b>  |
| <b>Number of learners who commenced the programme</b>   | <b>134</b> |

- 3.17 The Novice Driver Training Programme supported 93 restricted licence passes for the contract year across the two districts, over delivering by 13 for the targeted 80 passes.
- 3.18 Single lessons were provided to five young people who needed to sit their full licence for employment reasons, those five all passed as well, so 98 licences were achieved in total.
- 3.19 The key success of the programme has been collaborative commitment and the knowledge and experience of the driving instructor.

### **3.20 Maniapoto Family Violence Intervention Network**

- 3.21 The Maniapoto Family Violence Intervention Network (MFVIN) has begun the first stages of a local "Champions" project in the Waitomo District. This has received financial support from the "It's not OK" national campaign. MFVIN are aiming to launch the Champions project with a Picnic in the Park theme and have recently been approved to team up with the Brook Park fireworks event on 11 November 2017 along with the Waitomo District Council. A similar project was launched in Otorohanga in 2015 and has seen many successes.
- 3.22 There was an initial community meeting to raise awareness of the Family Violence issue and to introduce the proposed project on 29 June 2017. Approximately 90 people attended with a very successful outcome of 35 training champions – one of which is Mayor Hanna.
- 3.23 Typically the Champions projects initiated in other communities have reached their best success when a wide cross section of community people are nominated and receive training around family violence, appropriate responses and how to report back data to the committee. This project has strengthened the community's ability to respond to often hidden family violence, and other related issues.
- 3.24 As a caution within the WDC communities there is considerable concern at the rise in clients, and self-referrals to social services as a result of the work that has been done in Otorohanga. The Coordinator of MFVIN has requested a meeting with the

Mayor's from both Otorohanga and Waitomo along with the MP for Taranaki – King Country, Barbara Kuriger, in an attempt to escalate the concerns of the collective in the MFVIN committee about social services being overwhelmed with demand for support.

### **3.25 Energy Efficiency and Conservation Authority**

- 3.26 The Energy Efficiency and Conservation Authority (EECA) is the government agency that works to improve the energy efficiency of New Zealand homes and businesses.
- 3.27 A meeting was recently held with the EECA Relationship Manager as a follow up to the WDC enquiry regarding their Voluntary Targeted Rates (VTR) scheme.
- 3.28 The VTR Scheme provides ratepayers with the option of adding insulation costs to their rates, addressing the barrier of upfront expenses. The VTR is only provided to individual ratepayers who request it and who are willing to pay back the funding over an agreed period. To be eligible the ratepayer must have a good record of rate repayment history.
- 3.29 The scheme is designed to be cost neutral to Councils as the VTR interest rate margin accommodates any administration costs. There is no impact on the general ratepayer as they are not part of the targeted rate unless they voluntarily choose to do so.
- 3.30 The program is primarily targeted at groups in the community who do not qualify for the 'Warm Up New Zealand: Health Homes' (low income) insulation program.
- 3.31 Further investigation is underway to consider the benefits of initiating the programme in the Waitomo District.

### **3.32 Tatsuno Sister City Committee**

- 3.33 At its Council meeting on 29 August 2017 Council endorsed the Waitomo Sister City Draft Guidelines and Terms of Reference for presentation to the Waitomo Sister City Committee for their review and consideration.
- 3.34 The two documents have been provided to the members of the Sister City Committee for review and will be discussed at its next meeting to be held on 16 October 2017.

## **Suggested Resolutions**

The Progress Report: Community Development be received.



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

September 2017

Attachment 1. Waitomo District Youth Council Plan (A363081)

2017 - 2018

# Waitomo District Youth Council



“To tatou reo, ki tua - Our voice, your future”

## Vision

Encouraging active youth participation in a meaningful way both now and in the future.

## Whakatauki - proverb

To tatou reo, ki tua - Our voice, your future

## Values

Guiding principles and values that underpin the Waitomo District Youth Council are:

- Respect of each other and the vision of the Youth Council
- Collaborative Partnerships
- Focus on promoting the wellbeing of youth within our district and community

## Role

The role of the Waitomo District Youth Council is to promote youth leadership, sound social responsibility and positive action for youth within the District.

Develop and maintain collaborative partnerships and relationships that encourage and foster engagement in community, joint decision-making and group cohesion.

Parties participating in the Youth Council include, but are not limited to:

- Waitomo District Council

- Waitomo District secondary schools
- Key Community Stakeholders

## Aims and Objectives

1. To engage the youth of our district
2. To facilitate a communication channel between youth and decision makers within our community and nationally
3. Promote the development of community awareness within our youth
4. Advocate for youth issues with the intent of improving the quality of life for young people within our community
5. To support and mentor youth leaders with the aim of creating confident leaders to guide future generations
6. To encourage active youth participation in the community activities
7. Advocate for positive outcomes for Waitomo District Youth
8. Develop, deliver and project to enhance wellbeing within the community

## Priority Areas

The two areas for the youth councillors to focus on over the next 12 months are:

- Create an activities calendar for 2017-18
- Resource management (with specific reference to the skate park).

Establishing the look - Currently Underway .

Goal: To profile the WDYC through creating confident leaders to guide future generations.

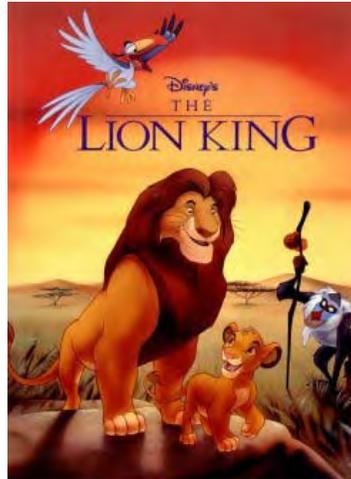
It has been a long standing task to get underway with branding for each of the Waitomo District Youth Councils following induction. This year the WDYC have considered, developed and settled on a proverb as a foundation to guide their group – it will first appear as a strapline for their hoodies with the view to also appear on a promotional tear drop banner which will be displayed at their planned activities to indicate to youth that this activity is for them. There is both Maori and English which will appear together.

*“To tatou reo, ki tua - Our voice, your future”*



Activity 1 - Friday 25th August 2017

Movie Night - Lead: Jessica Schrafft & Xavier Turner



**Goal:**

- To provide the group's first activity and to profile the WDYC

**Strategy:**

- To provide a family friendly community activity in a small rural setting during the winter months
- Incentivise with No charge to watch the movie and Free popcorn for each family

**The activity:**

- Movie Night
- 25 August 2017 - 6pm – 8:30pm
- 6:30pm movie starts (The Lion King)
- Bring a cushion
- Local sports team from Piopio College to fundraise (sausage sizzle)

- WDYC to have, Drinks and Lollies for sale.

**Tasks:**

1. Check budget allowance - Clowdy
2. Book the hall – Clowdy
3. Flyer to be made up and posted to FB - Xavier
4. Choose the movie (Lion King) – Clowdy to apply for licence
5. Projector – Te Miri
6. Sound equipment - Jess
7. Fundraising group to support (Piopio Netball) – Puhi
8. Make a music playlist - Jess
9. Fairy lights – Jess
10. To introduce the WDYC and MC the night.

Activity 2 - Sunday 17<sup>th</sup> September 2017

Keep Waitomo Beautiful - Lead: Maija Stephens



**Goal:**

- Develop and deliver a project to enhance wellbeing within the community

**Strategy:**

- Participate in **Keep New Zealand Beautiful** week and support others in the Waitomo District and community to be involved in activities that will support this

**Considerations:**

- To provide a competition prize targeted at young people to get involved
- Co-ordinate with the team at the council (assets) for rubbish pick up/ drop off
- Provide promotions of the Keep NZ beautiful week pre and post (media release in Paper, school newsletter, website)
- Encourage community to get involved – incentive prizes
- Set clean up times after school or in the week 11-17 September 2017 (Mon-Fri 3:30pm- 5pm & Sunday 1-4pm)

## **Prizes could include:**

- Blue tooth Speakers (1<sup>st</sup> prize)
- Vouches (2<sup>nd</sup> prize)
- Food basket (3<sup>rd</sup> prize)

## **Tasks**

- WDYC - registration with Keep NZ beautiful – Clowdy
- Maija to co-ordinate visits from the youth council to the primary schools (to promote the week)
- Arrange media release / communications – Clowdy
- Photos of the activities – Puhi
- Post up a positive story – Engage young people to get involved.
- Talk with Assets team –Clowdy

## Activity 3 - Saturday 11 November 2017

Entertainment section of the Brook Park Fireworks Night - Lead: Puhiwaiora Ngawaka



### **Goal:**

- High Light Community Youth and Talent
- Partner with a significant event during the year

### **Strategy:**

- Provide a youth entertainment section for the Annual Fireworks Event at Brooke Park
- To provide an extension to the current event
- 

### **Considerations?**

- To promote and co-ordinate the entertainment section of the Fireworks night with the Brook Park Committee
- Engage families to come to the park and be involved in activities earlier e.g. Bush walk with Brook Park committee
- Promote the night/afternoon as a market day

- Busking lane
- Provide mini competitions for the whole families – treasure hunt
- Promote with schools, on social media and in the paper

## **Performances from:**

- Secondary schools (WDYC to promote)
- Primary schools (Seniors)
- Kapa Haka
- Local performers
- Trey Aikman

## **Task List:**

- Meeting with Cr Guy Whitaker and Cr Janene New
- Programme planned - Janene
- Book truck with Peter Needham – Guy
- Sound system (Ross for Piopio) – Guy
- Start performances at 6 and finish at 8:30pm when fireworks start
- WDYC to do promotions with young people and within their own schools
- Consider other performers (Line dancers, Belle dancers, Kapahaka)
- Stalls to include coffee cart, Lions caravan etc....
- Steps up to truck need to be considered

NOTE: An Initial meeting has been had with both Cr New and Cr Whitaker to discuss what the Brook Park Committee had planned and how the WDYC could be involved on the night, initiated by Cr New.

A loose programme has been developed with 8x 15 min performances tagged for the young people to fill.

|           |                         |
|-----------|-------------------------|
| 6pm – 7pm | Performances x 4        |
| 7:15pm    | Guy Competition         |
| 7:30pm    | Light the bomb fire     |
| 7:45 pm   | Performances x 4        |
| 8:45 pm   | Brian to introduce WDYC |
| 9:00pm    | Fire works              |

Activity 4 - Friday 8<sup>th</sup> December 2017

Waitomo District Christmas Parade - Lead: Sahila Sharma



## A Childs Christmas Magic

### **Goal:**

To promote what Christmas Magic can look like for a child in the Waitomo District

### **Strategy:**

- To use a Kiwiana theme (localised)
- Have Walt Disney characters walking alongside the float handing out WDYC info and a lolly

### **Considerations:**

- Use this as an opportunity to build a float out of recycled materials.
- Should we provide a message or just make a float?

### **Tasks:**

Further planning to be done at the next WDYC meeting

Activity 5 - Saturday/Sunday 17<sup>th</sup>-18<sup>th</sup> February 2017

Skate Park Up cycled - Lead: Raiden Van Herpan



Goal:

To draw more rangatahi to use and look after the skate park

To make the skate park look better

Strategy:

- To provide a "paint a mural weekend" activity for the community to get involved
- Have markets and stalls available
- To draw on community connectedness lead by rangatahi
- To foster partnerships with other entities (national campaigns, schools, iwi, businesses & community groups)

## Tasks

Register the activity with Keep NZ Beautiful – look at provided research on decreasing and deterring tagging and graffiti to inform the plans for this project.

Promote the activity to engage local schools (early childhood centres, primary and secondary schools)

Present to Iwi/MMTB – ask for the neighbouring carpark to place fundraising stalls.

Decide on a historical story or vocal point to be represented in the mural e.g. The guardianship of the Maniapoto Taniwha - Waiwaia

Present to local business groups the concept of the mural

Talk with Assets team to discuss the practical application of the project

Make application to creative NZ for funding partnership.

## Resource management - Full Team Project

### Te Kuiti Skate Park - A long term and staged Plan

A Current assessment of the area - now



Currently:

- The area is run down, cold and sterile looking
- There is tagging and vandalised property – drinking fountain constantly running
- The area is not family friendly
- The area is not open and welcoming to passing traffic
- There is no easy parking
- The bridge is rundown and dose not start in the path of the padestrian crossing

## Long Term Plans:

All WDYC forums are to provide a presentation for council or to contribute to council plans and/or decision making. The following resource management plans will form the bases for this forum of Youth Councillors to prepare their submission.

The WDYC have mapped out their plans and ideas for the skate park area and after presenting to Cr New at their planning workshop it is agreed that the best plan is for a link be made to the Long Term and/or Annual Plans?

The WDYC are motivated to make a submission to the Long Term Plans and conversations with Vibhuti have been supportive of the WDYC making a presentation prior to the plans being put out to the community for consideration and submission.



### Goal:

- To Improve the skate park so it can be utilised better by everybody
- To increase the understanding of local government processes

### Strategies:

- Make the area look more appealing (painting)
- Upgrade the layout of facilities
- Have proposed plans considered for the Long term plans

### Suggestions:

- Stage by stage long term plan
- Significant capital investment
- To paint the entire inside of the skating ring as a creative community project (Activity Plan 5)
- That the area include a grass and play area
- To focus on the area being aesthetically pleasing
- That a full court basketball court be installed with hoops at each end and high attractive caging around it
- That child proof fencing be installed
- Include picnic tables and swings for young families to enjoy with soft fall
- Have diagonal parking running along Carroll Street the entire length of the park with backing space
- Include some trees or shading in the area for young families and skaters
- Consider partnerships with others (businesses and Iwi)

**Document No: A361761**

**Report To: Council**



**Meeting Date: 26 September 2017**

**Subject: Progress Report – Recreation and Culture**

**Type: Information Only**

## Purpose of Report

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

## Background

- 2.1 Waitomo District Council is committed to ensuring that opportunities for recreation and cultural activities are provided within the District.
- 2.2 The Community Service Group, through its Recreation and Culture activity, provides recreation and cultural facilities and opportunities in order to support the health, well-being and social interaction of the community.
- 2.3 The range of recreation and culture facilities provided by Waitomo District Council includes; Waitomo District Aquatics Centre, Aerodrome, Reserve and Community Facilities and the Les Munro Centre.

## Commentary

### 3.1 Waitomo District Aquatic Centre - 2017/2018 Season

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

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

- 3.4 The Learn to Swim Programme was again popular with 2,021 children attending the courses throughout the season. Other programmes included Swim Fit with attendance numbers increasing from 52 to 189 in the 2016/17 season.

- 3.5 Staff are currently working with CLM regarding plans for the 2017/18 season. Some new initiatives will be introduced such as a new reduced fee for an adult swimming with a child under five. A disability/health card will also be introduced.

### 3.6 Les Munro Centre – 2017/18 Final Works

- 3.7 The upgrade to the main bathrooms was completed on 4 August 2017. The scope of works as reported to Council on 1 August 2017 included:

- Renewal of floor coverings

- Renewal of all fixtures and fittings including new toilet pans, hand basins, tap wear, and lighting
- Renewal of all internal plumbing
- Installation of new lowered ceiling
- Installation of new mechanical extraction system
- Painting

3.8 The works were completed on time and on budget and the Code Compliance Certificate has been issued.

3.9 The Centre has held two large events since the upgrade and the feedback received has been positive.

### **3.10 Te Kuiti Campground**

3.11 The Te Kuiti Campground closed on 31 August 2017 (as reported to Council on 1 August 2017). The business owner's cabins and caravans were subsequently removed from the site.

3.12 The remaining caravans and cabins which belong to WDC have been listed for sale on Trade Me. At the time of writing this business paper interest is strong.

3.13 Following removal of the caravans and cabins the site will be retired and the land returned for use by the Waitomo District community as a recreational reserve.

### **3.14 Aerodrome**

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

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

3.17 This also directs the resourcing required for the development of the Reserve Management Plans more appropriately to the development of a Reserve Management Plan program and its subsequent implementation.

## **Suggested Resolutions**

The Progress Report: Recreation and Culture be received.



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

September 2017

Document No: A361761

**Report To: Council**



Meeting Date: 26 September 2017

Subject: Progress Report – Public Amenities

Type: Information Only

## Purpose of Report

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

## Background

- 2.1 The Public Amenities Activity provides public amenities in order to support the health and well-being of the community by providing areas for burial, restroom facilities for the comfort and convenience of residents and visitors and improved town street amenities.

## Commentary

### 3.1 Piopio Public Toilets - Keep NZ Beautiful (KNZB) Awards – Best Loo

- 3.2 Waitomo District Council has submitted an application to the Keep New Zealand Beautiful Awards for the Best Loo Award.

- 3.3 The Best Loo Award forms part of the 'Places' category. Creating, sustaining and keeping places beautiful is a part of what KNZB works towards. This category recognises and acknowledges the people, Councils, and organisations that work hard to keep their environment beautiful.

- 3.4 Judging considerations for the Best Loo Award takes into account location, the facilities, cleanliness, interior, exterior and the surrounding environment.

- 3.5 The winner will be announced at the Annual Keep New Zealand Beautiful Awards Gala Dinner to be held on Friday 13 October 2017 in Hastings.

### 3.6 Benneydale Public Toilets

- 3.7 The Benneydale Public Toilets were opened on 25 August 2017. Feedback received from members of the public has been positive and the facility is operating well.

- 3.8 To provide a point of difference and promote the surrounding environment a mural featuring themes from the area will be painted by Taupo Artist Gary Bennett. Work will commence when weather conditions improve and it is expected the painting will take approximately 12 days to complete. The facility will remain open to the public during this time.

3.9 The old facility has been listed for tender for removal as the previous registrations of interest have been withdrawn. If no tenders are received the old facility will be demolished.

### **3.10 Marokopa Public Toilets**

3.11 The design for the new public toilets at Marokopa has been approved and construction has commenced onsite at the Permaloo Factory located in Gisborne.

3.12 Preparation work in regard to the new soakage field is underway and will align with installation of the new facility.

### **3.13 Gifting of Sir Colin Meads Statue**

3.14 The Sir Colin Meads Tribute Project 2017 is a community project initiated and driven by the Legendary Te Kuiti Committee. This Committee is predominantly made up of Volunteers who give their time willingly to support initiatives that benefit the community.

3.15 Forming part of the project was the establishment of a 1.5 x life size bronze sculpture of Sir Colin Meads, sited at the Te Kuiti Railway Station Plaza.

3.16 The Statue was unveiled to the community on 19 June 2017.

3.17 The Committee worked tirelessly to raise funds to meet the costs of the Statue, this comprised sponsorship arrangements, donations and numerous fundraising activities.

3.18 Legendary Te Kuiti have subsequently gifted the Statue to Waitomo District Council. The vision, determination, commitment and dedication of this Committee is to be acknowledged. The Statue honors the achievements of a local legend and recognises the significant contribution Sir Colin Meads has made to Te Kuiti and the Waitomo District.

3.1 A fair value of the gifted asset is recognised as \$430,000 in the Waitomo District Council Asset Register.

## **Suggested Resolutions**

The Progress Report: Public Amenities be received.



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

September 2017

**Document No: A361798**

**Report To: Council**



**Meeting Date: 26 September 2017**

**Subject: Progress Report – Safety (Civil Defence and Rural Fire)**

**Type: Information Only**

## Purpose of Report

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

## Background

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

## Commentary

### 3.1 Civil Defence

- 3.2 Civil Defence Emergency Management (CDEM) is a statutory requirement for local government and is an intrinsic part of community well-being. Territorial local authorities provide leadership and coordination and are a critical structural layer in enabling local, regional and national CDEM capacity and capability.
- 3.3 A shared service arrangement for CDEM is in place between Waitomo, Otorohanga and Waipa District Councils. The agreement came into force on 1 July 2013, the purpose, to enable the delivery of efficient and effective CDEM within the three districts in a way that maximises collective resources while meeting obligations under the CDEM Act 2002 and assisting in the implementation of the Waikato CDEM Group Plan within our Districts.
- 3.4 Underpinning the agreement is the philosophy of working smarter and being innovative to obtain a 'best value low cost' model for the three partnering Councils.
- 3.5 Waipa District Council provides the administering role for the shared service provision.

3.6 Recent activities taking place within the Western Waikato Emergency Operating Area (WWEOA) which includes Waitomo, Otorohanga and Waipa District Councils are as follows.

### **3.7 West Coast Communities Tsunami Awareness and Preparedness**

3.8 During May and June of this year the National Neighbourhood Rural Support Manager and the WWEOA Operations Manager visited a number of small coastal communities discussing the hazard of Tsunami and providing increased awareness and response to this hazard. This included discussing the introduction to preparing a Community Response Plan. There were 10 communities from Aotea through to Mokau involved, all of which have indicated they wish to prepare a Response Plan for themselves. These have been followed up and activities are underway to develop neighbourhood support groups with their respective Response Plans.

3.9 It should be noted that commencing the development of a Community Response Plan with a community is a very time consuming activity. The completion of the Plan is dependent on the communities timing.

### **3.10 Civil Defence Resources**

3.11 Work has been continuing on the development of additional resources to support civil defence activities in the three Districts should deployment be necessary. These include:

- Animal Management Area kits in a Civil Defence Centre (CDC);
- Sleeping Area Management kits in a CDC;
- Volunteer Worker Management kits;
- Resource kits to support local Community Response Plan activation

### **3.13 Induction Training**

3.14 Induction training was held during the month of September 2017 to engage with new staff regarding the basic elements of Civil Defence. The training session was run by the WWEOA Operations Manager, content included:

- Understanding the hazards that would impact Waitomo District
- Being aware of the legislative requirements on Council as a whole under the Civil Defence Emergency Management Act
- Obtaining an insight in the structure and workings of a Council based Emergency Operating Centre
- Prompting staff on the necessity to have a level of personal preparedness to navigate through an emergency at home, on the road and to support Council's activities

3.15 A total of 53 staff across the three Councils have undertaken the training. This is so that each can support one another as part of the Shared Service Agreement.

### **3.16 Rural Fire – Fire and Emergency New Zealand**

3.17 The delivery of the Rural Fire Activity is now operated and funded from a Central Government platform known as Fire and Emergency New Zealand.

3.18 Two reviews of the fire services were undertaken between 2012 and 2015. The reviews considered mandate, rural and urban governance and support structures, legislation modernization, funding, and coordination with other emergency services.

- 3.19 Extensive consultation was undertaken with stakeholders which resulted in agreement on the type of fire services needed in New Zealand, and how best those services should be supported and funded.
- 3.20 Subsequently, Cabinet agreed to unify urban and rural fire services, to use a new funding model, to repeal two Acts, and to create a new law for fire services in New Zealand.
- 3.21 The Fire and Emergency New Zealand Act 2017 received Royal Assent on 11 May 2017, and Fire and Emergency New Zealand (FENZ) was established on 1 July 2017.
- 3.22 FENZ is the amalgamation of the New Zealand Fire Service, the National Rural Fire Authority, 12 enlarged rural fire districts and 26 territorial authority rural fire authorities.
- 3.23 The new organisation will provide urban and rural fire services via both a paid and volunteer workforce. The main source of funding is by way of a levy on contracts of insurance where property is insured against the risk of fire.
- 3.24 A Transition Agreement is in place between the New Zealand Fire Service Commission and Waitomo District Council. The purpose of the Agreement is to ensure the continued provision of fire and emergency services during a 12 month transition period. Waitomo District Council's role during this time will be the issuing of Fire Permits.

### Suggested Resolutions

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



HELEN BEEVER  
**GROUP MANAGER – COMMUNITY SERVICES**

September 2017

Document No: A362045

**Report To: Council**



Meeting Date: 26 September 2017

Subject: Interim Non-Financial Reporting for the Year Ending 30 June 2017

Type: Information Only

## Purpose of Report

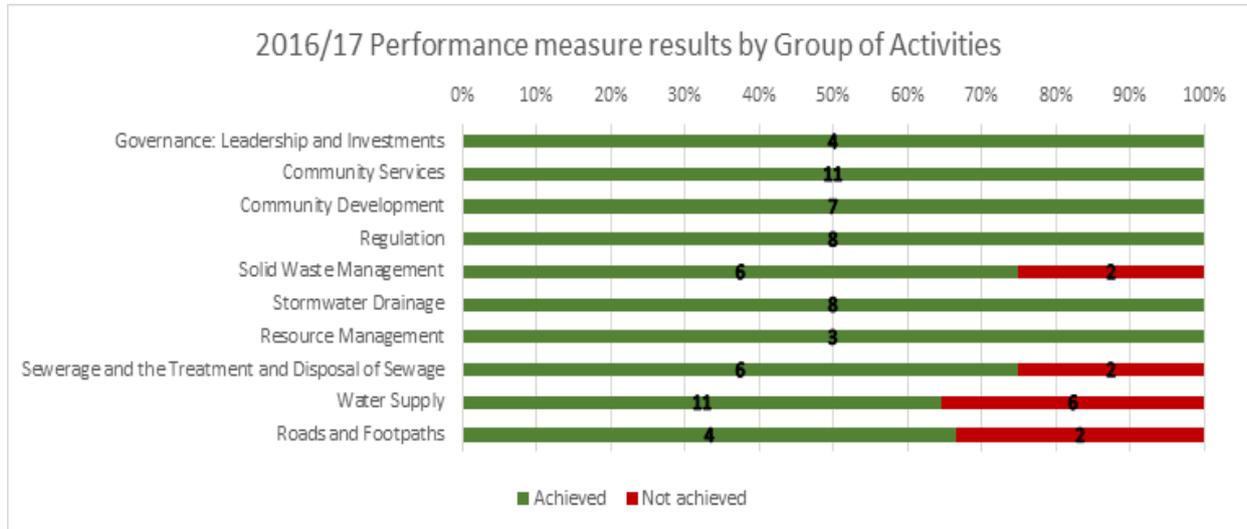
- 1.1 The purpose of this report is to provide Council with the interim results of the non-financial performance or service performance for the 2016/17 financial year.

## Background

- 2.1 These service performance measures were adopted as part of the Long Term Plan 2015-25. Council uses service performance measures or Key Performance Indicators to measure its service provision to the Community and to report on it.
- 2.2 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 rationale of the service provided into measurable service levels.
  - The **key performance indicator**, 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 30 June 2017. The result is recorded, whether the target has been achieved and comments to further explain actual results to target result.
- 2.3 WDC has a range of key performance indicators and targets that allow the measurement, over time, of whether or not the service delivery and performance has been properly focused on Council's priorities.
- 2.4 Many of the key performance indicators are mandatory (through the Department of Internal Affairs) and Council are required to measure and report on these.
- 2.5 There are different methods of measurement for the key performance indicators like response time, resolution time, number of complaints received and residents' satisfaction.

## Commentary

- 3.1 For the 2016/17 year, 68 of the 80 measures (85%) have been achieved. The Groups of Activities which achieved 100% of their targets were Governance, Community Services, Community Development, Regulation, Stormwater Drainage and Resource Management.



- 3.2 The tables contained in this report as **Attachment 1** provide the result for each KPI along with the level of service it supports, sorted by Groups of Activities.
- 3.3 These results are interim and will be audited as part of the 2016/17 Annual Report audit process. Council will receive the final results as part of the adoption of the Annual Report in October 2017.

## Suggested Resolution

The business paper Interim Non Financial Reporting for the Year Ending 30 June 2017 be received.

*Vibhuti*

VIBHUTI CHOPRA  
**GROUP MANAGER - CORPORATE SERVICES**

13 SEPTEMBER 2017

## ATTACHMENT 1: Statements of Service Performance for Council Activities

### Governance: Leadership and Investments

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

| What we do<br>(level of service)   | How we measure success<br>(performance measure)  | Performance<br>Target | Result for<br>1 July 2016 – 30<br>June 2017 | Commentary  |
|--|--|-----------------------|---|---|
| Decision making in compliance with provisions of the Local Government Act 2002.  | Number of successful challenges to the decision making process.  | 0                     | Achieved (0)                                | No challenges were received in the 2016-17 year.  |
| 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                     | Achieved (0)                                | No challenges were received in the 2016-17 year.  |
| Effective communication with the community.  | Customer satisfaction rating of effectiveness and usefulness of Council communications "good or better".   | ≥ 60%                 | Achieved (95%)                              | 95% of respondents to Council's 2017 Residents Survey were somewhat satisfied, satisfied or very satisfied that the effectiveness and usefulness of Council communications is good or better. |
| <b>Investments</b>   |  |                       |   |   |
| 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    | Achieved (>2)                               | Regular reports were received by Council throughout the year on its investments. Half yearly financials and annual financials were provided on time.  |

## Community Service

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

| What we do<br>(level of service)  | How we measure success<br>(performance measure)  | Performance<br>Target | Result for<br>1 July 2016 – 30<br>June 2017 | 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%                 | Achieved (84%)                              | 84% of respondents to Council's 2017 Residents Survey were somewhat satisfied, satisfied or very satisfied of the quality of Parks and Reserves.   |
| 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%                 | Achieved (80%)                              | There are 20 tenants in total, and 16 of them participated in the 2016/2017 Elderly Persons Housing Tenant Survey. All 16 respondents were satisfied or very satisfied with services provided. |
| Quality public amenities will be provided.  | Percentage of community satisfied with the quality of public amenities (Public Toilets and Cemeteries).  | ≥ 82%                 | Achieved (88%)                              | 88% of respondents to Council's 2017 Residents Survey were somewhat satisfied, satisfied or very satisfied with the quality of public amenities.   |
| 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.             | ≥ 75%                 | Achieved (88%)                              | 88% of respondents to Council's 2017 Residents Survey were somewhat satisfied, satisfied or very satisfied of the quality of the pool facilities and service.                                  |
| 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. | ≥ 79%                 | Achieved (92%)                              | 92% of respondents to Council's 2017 Residents Survey were somewhat satisfied, satisfied or very satisfied of the quality of the arts and culture facilities and service.                      |
| 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 (100%)                             | All public facilities have a current BWOFF issued.   |
| Pool is safe for use of pool patrons at all times.  | Pool accreditation in place.   | 100%                  | Achieved (100%)                             | The pool accreditation is in place until 1 April 2018.   |

| What we do<br>(level of service)   | How we measure success<br>(performance measure)  | Performance<br>Target | Result for<br>1 July 2016 – 30<br>June 2017 | Commentary  |
|--|--|-----------------------|---|---|
|  | Number of pool non complying water quality readings per year.  | < 5                   | Achieved (0)                                | No non complying water quality readings have been recorded in the 2016/17 year.   |
| 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. | ≥ 45%                 | 92%   | 92% of respondents to Council's 2017 Residents and Ratepayers Survey were somewhat satisfied, satisfied or very satisfied that they understand the need to plan for the ability to survive on their own for 3 days if there was an emergency event. |
| 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 | Achieved (1)                                | The National Civil Defence Exercise Tangaroa was held on 31 August 2016, and WDC civil defence staff participated.  |
| Playground equipment is safe to use for parks and reserves playground users.   | Number of accidents directly attributable to playground equipment failure.   | Nil accidents         | Achieved (Nil accidents)                    | No accidents have been recorded for the period 1 July 2016 to 30 June 2017.   |

## Community Development

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

| What we do<br>(level of service)  | How we measure success<br>(performance measure)  | Performance Target  | Result for<br>1 July 2016 – 30<br>June 2017 | Commentary   |
|---|--|---|---|--|
| Provide assistance for community support activities.  | Advertisement and administration of all WDC Funding Rounds as per the Community Development Fund Policy. | 100% Compliance   | Achieved (100%)                             | All funding rounds throughout the 2016/17 year were advertised in the Waitomo News, WDC Website and Facebook, and were administered as per the Community Development Fund Policy.  |
| Support the positive development of youth within the District.  | Youth Council makes one submission to Council per year.  | 1 per annum   | Achieved                                    | The Youth Council usually submit on the Annual Plan or the Long Term Plan. However, due to legislative changes, Council did not consult on the 2016/2017 Annual Plan and therefore there was no formal opportunity for the Youth Council to submit.<br>The Youth Council has however engaged with Council informally over matters. |
|   | Youth Council undertakes two youth related projects per year.  | 2 per annum   | Achieved (2)                                | The Youth Council hosted and the Youth Achievement Awards were held on 14 December 2016.<br>The Youth Council, in conjunction with Number Twelve participated in the 2016 Waitomo District Christmas Parade. For their efforts, their float was awarded 2 <sup>nd</sup> place.   |
| 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) | Achieved (1 major, 1 minor)                 | The Great NZ Muster was held on 1 April 2017, and the Waitomo District Christmas Parade was held on 9 December 2016.   |
| Provision of comprehensive library facilities for the community.  | Percentage of community satisfied with the quality of the library facilities and service in the annual   | ≥ 85%   | Achieved (94%)                              | 94% of respondents to the Council's 2017 Resident Survey were satisfied with the quality of the library facility and service.  |

| What we do<br>(level of service)   | How we measure success<br>(performance measure)   | Performance<br>Target  | Result for<br>1 July 2016 – 30<br>June 2017 | Commentary  |
|--|---|--|---|---|
|  | satisfaction survey and research survey results.  |  |   |   |
| 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  | Achieved (9)                                | <p>The Waitomo District was profiled in a range of key publications and industry events over the 2016/17 year, including:</p> <ul style="list-style-type: none"> <li>• Tour the North Island Campaign</li> <li>• Short Escapes Campaign</li> <li>• Explore Your Own Backyard Campaign</li> <li>• Hamilton &amp; Waikato Regional Visitor Guide 2017</li> <li>• Profile at Trade Events – Experience the Trilogy Event, AU</li> <li>• Travel Trade Famils including Qantas Holidays and Hunter Travel, Australian All-stars Mega Itinerary and GeoEx x USA</li> <li>• Advertorials in domestic and international publications including: On Your Bike NZ Herald, Lets Go Kids, Australia NZ Magazine (UK)</li> <li>• Consumer, Trade and Media e-Newsletters</li> <li>• Hamilton and Waikato Tourism’s social profiles including hamiltonwaikato.com, Facebook, Instagram, Twitter and YouTube.</li> </ul> |
| Council will encourage and support business expansion and sustainable economic development opportunities within the District.  | Economic Development Action Plan developed and implemented.                               | Actions implemented as per Economic Development Action Plan. | Achieved                                    | The Economic Development Strategy was adopted by Council on 29 October 2016. Implementation of the action plan has commenced and initiatives are underway.  |

## Regulation

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

| What we do<br>(level of service)  | How we measure success<br>(performance measure)  | Performance<br>Target | Result for<br>1 June 2016 – 30<br>June 2017 | 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%                  | Achieved (100%)                             | 100% of the premises selling alcohol are licensed to do so.<br>100% of the premises requiring food licences are registered.  |
| Provision of an effective environmental health service for the community.                         | Customer Satisfaction Survey Rating on Environmental Health Service.                             | > 50%                 | Achieved (91%)                              | 91% of respondents to the 2017 Resident Survey who had used this service in the last 12 months were satisfied with the provision of an effective environmental health service. |
| 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%                   | Achieved (100%)                             | All building consents and project information memoranda were processed within the required timeframes.   |

| What we do<br>(level of service)  | How we measure success<br>(performance measure)                                     | Performance<br>Target                     | Result for<br>1 June 2016 – 30<br>June 2017 | Commentary  |
|---|---|---|---|---|
| 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                                    | BCA accreditation was achieved in June 2016. WDC's next assessment is due in June 2018.   |
| Provision of an effective building control service to the community.  | Customer Satisfaction Survey rating on Building Control.                            | > 50%                                     | Achieved (88%)                              | 88% of respondents to the 2017 Resident Survey who had used this service in the last 12 months were satisfied with the provision of an effective building control service.  |
| 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<br>100%<br>Rural<br>15%             | Achieved (urban 100%, rural 5.7%)           | 100% of urban properties where dogs are registered as selected owners have been inspected.<br><br>There are 969 dog owners' properties classified as rural, and 55 were inspected. Rural properties are only inspected if Council identifies any breaches of the Dog Control Act 1991 (DCA). Council changed this Target by resolution to ensure compliance with the DCA. |
| High level of customer satisfaction with animal control service.  | Customer Satisfaction survey rating on Animal Control.                              | ≥ 50%                                     | Achieved (78%)                              | 78% of respondents to the 2017 Resident Survey were satisfied with the provision of an effective animal control service.  |

| What we do<br>(level of service)  | How we measure success<br>(performance measure) | Performance<br>Target | Result for<br>1 June 2016 – 30<br>June 2017 | Commentary   |
|---|---|-----------------------|---|--|
| Dog Owners are well informed of their responsibilities and WDC Support. | Number of Dog/Owner Education initiatives.      | ≥ 2                   | Achieved (2)                                | A number of initiatives have been undertaken during this year using public advertisements, information on Council's website and social media; including a specific dog neutering campaign for menacing dogs (assisted by funding from the Department of Internal Affairs) and promotion of dog safety and responsible dog ownership messages through providing free homework books and safety awareness program for Waitomo and District schools including Waitomo Caves, Piripiri, Rangitoto, Te Kura O Tahaaroa, and Kinohaku for this year. |

## Solid Waste Management

### Statement of Service Performance

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

| What We Do<br>(Level Of Service)  | How We Measure Success<br>(Performance Measure)  | Performance Target | Result for<br>1 July 2016 – 30<br>June 2017 | 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%                | Achieved (95%)                              | 95% of respondents to the Council's 2017 Residents Survey rate the safety of Council's recycling facilities as satisfactory or better.         |
| Provision of effective waste service for the community.   | Customer satisfaction survey rating on waste transfer stations.  | 60%                | Achieved (88%)                              | 88% of respondents to the Council's 2017 Residents Survey are satisfied with the Council's waste transfer stations.                            |
| The solid waste management facilities feel safe to the user.                                    | Percentage of users rate the District's waste transfer stations safe to use.   | 70%                | Achieved (91%)                              | 91% of respondents to the Council's 2017 Residents Survey rate the Council's waste transfer stations as safe to use.                           |
| Users find the landfill facility safe to use.   | Percentage of users rate the safety of Council's landfill facility as satisfactory or better.  | 75%                | Achieved (96%)                              | 96% of respondents to the Council's 2017 Residents Survey rate the safety of Council's landfill facility as satisfactory or better.            |
| 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                | Achieved (0)                                | No complaints were received due to facilities not being open at advertised times for the 2016/17 year.   |
| 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%               | Not Achieved<br>(1.57% reduction)           | The results from the 2016 Waste Audit identified a 1.57% reduction in recyclables against the 2014 Waste Audit, tracking in a downwards trend. |

| What We Do<br>(Level Of Service)   | How We Measure Success<br>(Performance Measure)   | Performance<br>Target | Result for<br>1 July 2016 – 30<br>June 2017 | 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%                  | Not Achieved<br>(2.75% increase)            | The results from the 2016 Waste Audit identified a 2.62% increase in putrescibles (organic/food waste) against the 2014 Waste Audit. Reducing food waste is a key strategy for meeting the goals of the Waste Minimisation Act. WDC are involved in a collective of Councils throughout the country to implement a national 'Love Food, Hate Waste' campaign in an effort to reduce food waste sent to landfills. |
| Provision of an effective solid waste service for the community.                                   | Average number of complaints received per month regarding solid waste activities.   | ≤ 10                  | Achieved (1.9 per month)                    | Council received 23 complaints regarding solid waste activities over the 2016/17 period, or an average of 1.9 per month. Complaints related to: <ul style="list-style-type: none"> <li>• non collection of refuse and recycling bins</li> <li>• overflowing public rubbish bins</li> <li>• non-return of recycling bin.</li> </ul>  |

## Stormwater Drainage

### Statement of Service Performance

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

| What we do<br>(level of service)   | How we measure success<br>(performance measure)  | Performance Target                       | Result for<br>1 July 2016 – 30<br>June 2017 | 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<br>(for less than 1 in 2 year event) | Achieved (0)                                | No flooding events of less than 1 in 2 year occurred in the district for the 2016/17 year.                               |
|  | For each flooding event the number of habitable floors affected in a financial year.   | ≤ 1 per 1000 properties                  | Achieved (0)                                | There were no flooding events of less than 1 in 2 year, therefore no habitable floors were affected by a flooding event. |
| 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 (received by Council within a financial year): |  |   |  |
|  | • abatement notices  | 0  | Achieved (0)                                | No abatement notices were issued to WDC throughout the 2016/17 year.   |
|  | • infringement notices   | ≤2                                       | Achieved (0)                                | No infringement notices were issued to WDC throughout the 2016/17 year.  |
|  | • enforcement orders   | Nil                                      | Achieved (Nil)                              | No enforcement orders were issued to WDC throughout the 2016/17 year.  |
|  | • successful prosecutions  | Nil                                      | Achieved (Nil)                              | No successful prosecutions were brought against WDC throughout the 2016/17 year.   |

| What we do<br>(level of service)   | How we measure success<br>(performance measure)   | Performance<br>Target                | Result for<br>1 July 2016 – 30<br>June 2017 | Commentary  |
|--|---|--------------------------------------|---|---|
| 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<br><br>(3hrs)          | Achieved (0)                                | No notifications regarding flooding events were received regarding stormwater issues during the 2016/17 year.                                     |
| The Council provides a reliable stormwater collection service                          | The number of complaints received about the performance of the Council's urban stormwater system per 1,000 properties connected.                                  | ≤4 complaints per<br>1000 properties | Achieved (2.9)                              | There were 6 complaints received about the performance of the Council's urban stormwater system in the 2016/17 year, or 2.9 per 1,000 properties. |

## Resource Management

### Statement of Service Performance

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

| What We Do<br>(Level Of Service)   | How We Measure Success<br>(Performance Measure)                               | Performance<br>Target | Result for<br>1 July 2016 – 31<br>June 2017 | 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%                   | Achieved                                    | No notified resource consents were submitted to Council during the 2016/17 year. |
|  | Percentage of non-notified consents processed within 20 working days.         | 90%                   | Achieved (100%)                             | All non-notified resource consents have been processed within 20 working days.   |
| 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 (100%)                             | All landuse consents which require monitoring have been monitored.               |

\* Resource consents are notified for public comment if they are complex with possible off-site effects.

## 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<br>(level of service)                                       | How we measure success<br>(performance measure)  | Performance<br>Target                      | Result for<br>1 July 2016 – 30<br>June 2017 | Commentary   |
|--|--|--|---|--|
| Sewerage System is adequate and is sufficiently maintained.            | Number of complaints received in a financial year about ; <ul style="list-style-type: none"> <li>sewage odour;</li> <li>sewage system faults;</li> <li>sewage system blockages, and</li> <li>Council's response to issues with the sewage system.</li> </ul> | Total complaints per 1,000 connections ≤20 | Not achieved<br>(47.5)                      | <p>The annual target has not been met for the 2016/17 year, as 92 complaints were received in total (or 47.5 per 1,000 connections). There are 1,936 connections across the four sewerage schemes (Te Kuiti, Piopio, Te Waitere and Benneydale).</p> <p>The majority of these complaints relate to issues in the Piopio Wastewater Scheme and were largely about system faults, overflows and blockages. These issues arise from what is being discharged to the wastewater systems by the residents, and a lack of maintenance.</p> <p>Council sends regular correspondence to Piopio residents with recommendations of how they can help to reduce issues with their septic tanks.</p> <p>A small number of these complaints relate to the Te Kuiti Scheme, and were mostly about overflows and blockages.</p> |
| 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>  |  |   |  |
|  | <ul style="list-style-type: none"> <li>abatement notices</li> </ul>  | Nil  | Achieved (Nil)                              | No abatement notices were issued to WDC during the 2016/17 year.   |
|  | <ul style="list-style-type: none"> <li>infringement notices</li> </ul>   | Nil  | Achieved (Nil)                              | No infringement notices were issued to WDC during the 2016/17 year.  |

| What we do<br>(level of service)                     | How we measure success<br>(performance measure)   | Performance<br>Target   | Result for<br>1 July 2016 – 30<br>June 2017 | Commentary  |
|--|---|-------------------------|---|---|
|  | <ul style="list-style-type: none"> <li>enforcement orders</li> </ul>  | Nil                     | Achieved (Nil)                              | No enforcement notices were issued to WDC during the 2016/17 year.  |
|  | <ul style="list-style-type: none"> <li>convictions received</li> </ul>  | Nil                     | Achieved (Nil)                              | No convictions were received by WDC during the 2016/17 year.  |
| 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<br>(3hrs)  | Achieved (<2 hours)                         | The median response time for attendance to sewage overflows, measured from the time that the Council receives notification to the time that service personnel reach the site for the 2016/17 period was <2 hours.       |
|  | 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<br>(9hrs) | Achieved (<6 hours)                         | The median response time for resolution for sewage overflows, measured from the time that the Council receives notification to the time that service personnel resolve the problem for the 2016/17 period was <6 hours. |

| What we do<br>(level of service)   | How we measure success<br>(performance measure)  | Performance<br>Target                      | Result for<br>1 July 2016 – 30<br>June 2017 | Commentary  |
|--|--|--|---|---|
| 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. | Total complaints per 1,000 connections ≤ 5 | Not achieved (16)                           | <p>The annual target has not been met for the 2016/17 year, as 31 complaints were received in total (or 16 per 1,000 connections). There are 1,936 connections across the four sewerage schemes (Te Kuiti, Piopio, Te Waitere and Benneydale).</p> <p>Most of the overflows were in Piopio, and arise from what is being discharged to the wastewater systems by the residents, and a lack of maintenance. Council sends regular correspondence to Piopio residents with recommendations of how they can help to reduce issues with their septic tanks.</p> |

## Water Supply

### Statement of Service Performance

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

| What We Do<br>(Level Of Service)  | How We Measure Success<br>(Performance Measure)  | Performance Target | Result for<br>1 July 2016 – 30 June 2017 | 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                             | Of WDC's four water treatment plants, only the Piopio plant meets Part 4 of the standards. The Te Kuiti Water Treatment Plant is currently undergoing a major upgrade in order to meet these requirements, the Mokau Water Treatment Plant requires upgrading to meet requirements, and the Benneydale Water Treatment Plant requires minor upgrades to be carried out to meet requirements. |
|   | 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                             | Of WDC's four water treatment plants, only the Piopio plant meets Part 5 of the standards. The Te Kuiti Water Treatment Plant is currently undergoing a major upgrade in order to meet these requirements, the Mokau Water Treatment Plant requires upgrading to meet requirements and the Benneydale Water Treatment Plant requires minor upgrades to be carried out to meet 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:<br><br><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> |                    |  |  |

| What We Do<br>(Level Of Service)                    | How We Measure Success<br>(Performance Measure)   | Performance Target          | Result for<br>1 July 2016 – 30 June 2017 | Commentary   |
|---|---|-----------------------------|--|--|
|   | <ul style="list-style-type: none"> <li>Te Kuiti</li> </ul>                              | ≤ 25%                       | Achieved (20%)                           | The percentage of real water loss from the Council's networked reticulation system in the 2016/17 period for the Te Kuiti scheme was 20%.                        |
|   | <ul style="list-style-type: none"> <li>Mokau</li> </ul>                                 | ≤ 25%                       | Achieved (20%)                           | The percentage of real water loss from the Council's networked reticulation system in the 2016/17 period for the Mokau scheme was 20%.                           |
|   | <ul style="list-style-type: none"> <li>Piopio</li> </ul>                                | ≤ 25%                       | Achieved (25%)                           | The percentage of real water loss from the Council's networked reticulation system in a financial year for the 2016/17 period for the Piopio scheme was 25%.     |
|   | <ul style="list-style-type: none"> <li>Benneydale</li> </ul>                            | ≤ 15%                       | Achieved (10%)                           | The percentage of real water loss from the Council's networked reticulation system in a financial year for the 2016/17 period for the Benneydale scheme was 10%. |
| Timely response and resolution of service requests. | The median response times for attendance for urgent call-outs in a financial year**     | ≤ 180 minutes<br>(3 hrs)    | Achieved (<2 hrs)                        | The median response time for attendance for urgent call outs during the 2016/17 period was <2 hours.   |
|   | The median resolution time of urgent call-outs in a financial year***                   | ≤ 540 minutes<br>(9hrs)     | Achieved (<6 hrs)                        | The median resolution time of urgent call outs during the 2016/17 period was <6 hours.   |
|   | The median response times for attendance for non-urgent call outs in a financial year** | ≤ 660<br>Minutes<br>(11hrs) | Achieved (<8 hrs)                        | The median response time for attendance for non-urgent call outs during the 2016/17 period was <8 hours.   |

| What We Do<br>(Level Of Service)  | How We Measure Success<br>(Performance Measure)                                | Performance Target         | Result for<br>1 July 2016 – 30 June 2017 | Commentary  |
|---|--|----------------------------|--|---|
|   | The median resolution time of non-urgent call-outs in a financial year***      | ≤ 850 minutes<br>(14.1hrs) | Not achieved (<72 hrs)                   | The median resolution time of non-urgent call outs during the 2016/17 period was <72 hours, resulting in the non-achievement of this target. Resolution of urgent call outs such as burst pipes or no water supply are prioritised over non-urgent callouts.  |
| Provision of effective and reliable water supply system to the community. | The total number of complaints received by Council in a year for:              |                            |  |   |
|   | <ul style="list-style-type: none"> <li>drinking water clarity</li> </ul>       | ≤ 5 per 1000 connections   | Achieved (3.2)                           | Council received 7 complaints during the 2016/17 year, or 3.2 per 1,000 connections.  |
|   | <ul style="list-style-type: none"> <li>drinking water taste</li> </ul>         | ≤ 5 per 1000 connections   | Achieved (0.9)                           | Council received 2 complaints during the 2016/17 year, or 0.9 per 1,000 connections.  |
|   | <ul style="list-style-type: none"> <li>drinking water odour</li> </ul>         | ≤ 5 per 1000 connections   | Achieved (0.9)                           | Council received 2 complaints during the 2016/17 year, or 0.9 per 1,000 connections.  |
|   | <ul style="list-style-type: none"> <li>drinking water pressure flow</li> </ul> | ≤ 5 per 1000 connections   | Not achieved (47)                        | Council received 104 complaints during the 2016/17 year, or 47 per 1,000 connections.<br><br>Most of the complaints related to fluctuations in the system resulting from the upgrade of the Te Kuiti water treatment plant, the three large water main bursts in Mokau and other related upgrade work in the water network. |

| What We Do<br>(Level Of Service)                            | How We Measure Success<br>(Performance Measure)                                 | Performance Target              | Result for<br>1 July 2016 – 30<br>June 2017 | Commentary   |
|---|---|---------------------------------|---|--|
|   | <ul style="list-style-type: none"> <li>continuity of supply</li> </ul>          | ≤ 5 per 1000 connections        | Not achieved (37)                           | Council received 83 complaints during the 2016/17 year, or 37 per 1,000 connections.<br><br>Most of the complaints related to fluctuations in the system resulting from the upgrade of the Te Kuiti water treatment plant, water bursts and other related upgrade work in the water network. |
|   | Median response time to any of these issues within a year.                      | ≤ 180 minutes                   | Not achieved (<360)                         | The median response time to any of the issues above within the 2016/17 period was < 6 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 | Achieved (276 litres)                       | The average consumption of drinking water per day per resident within the district for the 2017 period was 276 litres.   |

\* 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.

\*\* 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.

## Roads and Footpaths

### Statement of Service Performance

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

| What We Do<br>(Level Of Service)   | How We Measure Success<br>(Performance Measure)  | Performance Target      | Result for<br>1 July 2016 -30<br>June 2017 | 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<br>(or maintain at 0) | Achieved (1)                               | During the 2016/17 year there has been 5 fatality/serious injury crashes on the local road network. In the 2015/16 year there were 4.   |
| Maintain the overall condition of local roads to a specified adequate standard<br><br>*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.<br><br>(Percentage of measured sealed road lane kilometres not exceeding a NAASRA* roughness count rating of 150 to be at least 90%.) | 90%                     | Achieved (94%)                             | This is measured every two years. The latest NAASRA roughness count from 2016 was 94%.  |
| Maintain the overall condition of the unsealed roads to a specified adequate standard.   | Percentage of unsealed road metalled each year.  | 15%<br>(of total)       | Not achieved (7%)                          | 38.6km of the total 555km of unsealed road was metalled this year. This target was not achieved due to reduced budget capacity resulting from a refocus of maintenance spend required by NZTA for part of the 2016/17 financial year. |

| What We Do<br>(Level Of Service)   | How We Measure Success<br>(Performance Measure)   | Performance Target   | Result for<br>1 July 2016 -30<br>June 2017 | Commentary   |
|--|---|----------------------|--|--|
| 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%<br><br>(of total) | Achieved (8%)                              | WDC resurfaced 37km out of 459.4km of sealed road in the 2016/17 year.   |
| 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%                  | Achieved (91%)                             | 91% of footpaths in the Waitomo District network had a condition rating of 3 or better in the 2016/17 year.  |
| Manage the timeliness and appropriateness of responses to problems and service requests. | The percentage of customer service requests relating to roads and foot paths responded to within 10 working days. | 95%                  | Not Achieved<br>(71%)                      | <p>A total of 396 service requests were received during 2016/17 year, of which 283 (71%) were responded to within 10 working days.</p> <p>A majority of these complaints were related to corrugations on rural roads, potholes, stock/animal waste on both rural roads and urban roads/footpaths (referred to as detritus) and vegetation issues that pose a visual danger to the road users. There were a significant number of requests for service relating to damaged or displaced road signage, all in urban areas.</p> |

\*NAASRA is a generally acceptable measure of road roughness. A NAASRA count of less than 150 indicates an acceptable level of ride comfort.

Document No: A361504

**Report To: Council**



**Meeting Date: 26 September 2017**

**Subject: Progress Report: Waters Activities**

**Type: Information Only**

## 1.0 Purpose of Report

- 1.1 The purpose of this business paper is to provide a progress report on the three Waters Activities set out in Council's Long Term Plan, including contracted services.

## 2.0 Background

- 2.1 The three Waters activities are:

- 1 **Water Supply:** Providing for the environmentally safe extraction, treatment and distribution of a potable water.
- 2 **Sewerage and the Treatment and Disposal of Sewage:** The collection, treatment and disposal of sewage.
- 3 **Stormwater:** The collection and disposal of storm water.

- 2.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

- 2.3 Sewerage Networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

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

## 3.0 Considerations for the Activity

- 3.1 The key drivers of service for each of Council's Three waters activities schemes (Te Kuiti, Benneydale, Piopio, Mokau and Te Waitere) relate to health and environmental compliance, sustainability of supply, risks and resilience, storage, flow volumes and pressure.
- 3.2 Customer levels of service (LoS) for Water services focus on "aesthetic" characteristics of water quality - odour, taste, clarity and most important public health by complying with DWSNZ 2005(2008).
- 3.3 LoS for Waste Water schemes relate to reliability of service, public health and environmental protection measured as overflows due to blockages.

- 3.4 Public LoS relating to Storm water include reducing the threat of flooding of property, not posing a risk to the most vulnerable persons in the community, responsiveness to customer services during flood events and managing the adverse effects of SW on the quality of the receiving water.
- 3.5 Environmental LoS for all three activities are mostly of a technical nature, defined through resource consent conditions specific to each scheme.
- 3.6 Each of WDC's Three Waters activities has its own specific characteristics requiring consideration and attention that need to be managed and maintained by Council in order to ensure that Los are met within all health and environmental guidelines.
- 3.7 The Three Waters activity is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.
- 3.8 There are three works categories under each of the three Waters activities to maintain all the LoS:
- 1 **Planned Maintenance:** Operations and maintenance is the planned servicing of the three waters infrastructure – reticulation, pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves.
  - 2 **Emergency Repairs:** Emergency Repairs are dealt with as they occur. They are usually dealt with immediately, and at times this impacts on the delivery of Planned Maintenance and Service Requests, which is postponed to a later time.
  - 3 **Service Requests:** Service Requests are initiated by Ratepayers or Businesses across the District and are phoned in, emailed or they could be provided to the Customer Services by means of walk-in. Service Requests are logged and forwarded to the Water Services Unit to resolve with the Contractor as a resource as needed.

#### 4.0 Service Delivery

- 4.1 The Assets Group provides technical, strategic planning, and operational support to the staff and customers of WDC. The Water Services Business Unit (WSBU) is responsible for two work streams within the water, wastewater and storm water area. This operations and management of all treatment plants and the operations and management of district wide reticulation networks.
- 4.2 The WSBU's core responsibility is to operate and maintain treatment plants in order to provide sustainable water and waste water facilities that operate within national standards as set out within specific consents.
- 4.3 Other responsibilities include but not limited to field sampling, field analysis and laboratory analysis; assist with monitoring and sample preparation to meet the monitoring requirements. To undertake equipment maintenance and calibration and help ensure the continued efficient use of the Laboratory.
- 4.4 The WSBU also contribute to identify projects to maximise the efficiency of the division and continually improve on existing processes.
- 4.5 The three waters reticulation network service delivery is procured externally and managed internally by the Water services engineer assisted by an administrator to optimise efficiency and to ensure that Los requirements are met by cost effective and efficient project management.

- 4.6 An in-house agreement between the Water Services Business Unit (WSBU) and the Manager - Water Services (Asset owner) is in place to provide this service.
- 4.7 Services to be carried out under the agreement include, but are not limited to, the following:

| <b>Operational Activities - Water Services</b>  |  |
|---|--|
| <b>Water Services Asset Management Team</b>   | <b>Water Services Business Unit</b>  |
| <p>Planning, investigation, design, performance and quality monitoring of physical works projects (maintenance and construction), including the administration of professional services.</p>  | <p>Reporting to the Manager Water Services on:</p> <ul style="list-style-type: none"> <li>- physical and financial performance of physical works activities;</li> <li>- physical condition of 3-waters assets, including recommendations for maintaining, renewing, enhancing, or disposing of assets.</li> </ul>  |
| <p>Preparation of:</p> <ul style="list-style-type: none"> <li>- Project feasibility reports;</li> <li>- Asset management plans;</li> <li>- Work programmes;</li> <li>- Risk management plans.</li> </ul> <p>Interpreting condition rating data and applying to programme development.</p> | <p>Gathering and managing information:</p> <ul style="list-style-type: none"> <li>- Carrying out asset condition inspections and ratings, and ensuring all asset data on completed work is kept up to date;</li> <li>- Monitoring, recording and reporting water and wastewater treatment plant performance data ;</li> <li>- Monitoring levels of service and reporting on achievement of key performance measures;</li> <li>- Monitoring, recording and reporting on trade waste discharges.</li> </ul> <p>Delivering operations, maintenance and renewals programmes.</p> |
| <p>Developing, procuring and managing capital physical works activities. Supervising external capital works activities.</p>   | <p>Providing support to the WSAMT on physical works activities.</p>  |
| <p>Processing, monitoring and enforcing trade waste discharge consents and calculating monthly trade waste charges for invoicing.</p>   | <p>Monitoring and reporting trade waste discharges.</p>  |
| <p>Undertaking:</p> <ul style="list-style-type: none"> <li>- Flow modelling studies;</li> </ul>   | <p>Implement, monitor and report compliance with safety and risk management plans.</p>   |

| <b>Operational Activities - Water Services</b>   |   |
|--|---|
| <b>Water Services Asset Management Team</b>  | <b>Water Services Business Unit</b>   |
| <ul style="list-style-type: none"> <li>- Catchment surveys and catchment management plans;</li> <li>- Water supply safety plans;</li> <li>- Health and safety audits;</li> <li>- Risk management plans.</li> </ul> |   |
| Preparing and evaluating tenders and monitoring physical works and external professional services activities.  |   |
| Interpreting, prioritising and programming recommendations from professional services reports and investigations, including review of asset condition assessment reports.  | Monitoring and reporting on asset condition of water and wastewater treatment plants and 3- waters networks |
| Obtaining building and resource consents.  |   |
| Reporting to Waikato Regional Council on consent compliance and related matters.   | Monitoring, recording and reporting water and wastewater treatment plant resource consent compliance data.  |
|  | Any other activities subsequently requested during the agreement period.                                    |

This Agreement also includes administration support functions. The following table identifies the administration activities:

| <b>Administration Activities – Water Services</b>  |   |
|--|---|
| <b>Water Services Asset Management Team</b>  | <b>Water Services Business Unit</b>                                     |
| Setting and administering policy and standards, risk, and levels of service.                       | Preparing rolling maintenance programmes.                               |
| Approving, administering and monitoring asset management plans.                                    | Implementing data collection and reporting systems consistent with AMS. |
| Owning maintenance management systems.   | Collecting and reporting maintenance history in agreed format.          |
| Owning infrastructure databases.   | Providing data and information to WDC.                                  |
| Managing WDC's water services budgets.   | Reporting expenditure against approved programmes.                      |
| Preparing financial assistance claims – Ministry of Health.  | Providing monitoring data for WDC annual plan performance measures.     |
| Budget management.   | Operating job costing system and report on budget spend                 |
| Reviewing and confirming scope of work programmes.   | Reporting progress against approved programme scope.                    |
| Administering database of tenderers  |   |
| Administering and maintaining telemetry / SCADA system   | Operating telemetry/SCADA stations                                      |
| Servicing democracy, including providing customer/ratepayer interface and responding to enquiries. | After hours service arrangements.                                       |

| <b>Administration Activities – Water Services</b>  |  |
|--|--|
| <b>Water Services Asset Management Team</b>  | <b>Water Services Business Unit</b>  |
| Undertaking community consultation on work projects<br>Reporting to WDC, WRC etc.  | General administration duties (e.g., correspondence, record management)                  |
| General administration duties (e.g., correspondence, record management)  | General administration duties (e.g., correspondence, record management)                  |
| Reporting on WDC annual plan performance measures  | Collecting performance data and reporting.   |
| Developing and operating communication plans and strategies.   | Public relations/communications procedures.  |
| Preparing and administering service agreements or activities with professional services providers (internal and external)            |  |
| Accepting physical works tenders.  |  |
| Ensuring the necessary documentation (e.g. safety plan, programme, etc.) in support of activities or service agreements is in place. | General administration duties (e.g., correspondence, record management)                  |
| Administering TW Bylaw 2006 (amended 2016) and trade waste agreements.   | Administration of TW sampling and testing programmes.                                    |
| Reporting resource consent compliance.   | Monitoring and documenting treatment plants performance and resource consent compliance. |
| Auditing health and safety systems.  | Preparing and administering health and safety systems.                                   |

4.8 The WSBU also oversee the external service delivery procured from a Supplier Panel on the basis of set price proposals for a 12 months period. This for the supply of all labour, plant, tools, equipment and materials necessary to repair and maintain the water, sewer and stormwater reticulation network systems to a standard appropriate to their use and in compliance with the appropriate water permits, discharge permits and land use consents.

4.9 The following contracts is in place at the moment:

- 1 Contract 500/16/045 - WSBU Agreement
- 2 Contract 500/16/036 - Water, Wastewater and Stormwater Reticulation Management Services
- 3 Contract 500/16/042 – Trade waste cleaning

#### 4.10 **Capital Works**

4.11 Capital Works focus is on Renewals and Upgrades on aging or failed infrastructure and is managed and procured by the Water Services team.

#### 4.12 **Compliance monitoring**

4.13 Compliance monitoring is reported separately.

#### 4.14 Planned Maintenance

- 4.15 The "Asset Owner" is responsible for managing the effective and efficient day to day maintenance operation of all major equipment forming part of WDC's Water and Waste Water Treatment Plants and Pump Stations through the delivery of the full range of maintenance and repair duties and installation activities.

### 5.0 Water -DWSNZ 2005(2008)

- 5.1 The supply of treated drinking water is a process that takes place from the abstraction from the source through to the final consumption. To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.
- 5.2 For reference to WDC compliance to the Drinking water Standards 2005 amended 2008 please refer to the Addendum – [Section 1](#).

### 6.0 Waste Water

- 6.1 WDC provides and manages four, separate, public Waste Water Treatment (WWT) schemes; at Te Kuiti, Benneydale, Piopio and Te Waitere. The largest of these is at Te Kuiti.
- 6.2 The WWT scheme servicing Waitomo Village is privately owned and operated.
- 6.3 With the exception of Te Waitere, the remaining three WWT schemes have been upgraded over the past six years, representing a significant contribution towards the social and environmental wellbeing of the associated communities, and the community outcomes for sustainable infrastructure.
- 6.4 For reference to WDC WWT schemes please refer to the Addendum – [Section 2](#).

### 7.0 Storm Water

- 7.1 The primary purpose of WDC's Stormwater (SW) infrastructure is to provide protection to residential and commercial property from surface flooding.
- 7.2 For reference to WDC WW schemes please refer to the Addendum – [Section 3](#).

### 8.0 Trade Waste

- 8.1 The main trade waste dischargers to the Te Kuiti Wastewater system (TKWWTP) are the two meat works - Te Kuiti Meats (TKM) and United Beef Packers (UBP).
- 8.2 Trade waste discharge consents (TWDC's) were agreed with both organisations.
- 8.3 This follows from the first TW Agreement where it was agreed that a review would be held from data obtained through normal operation of the Agreement.

- 8.4 Both Agreements were reviewed and adjustments made and agreed between the parties.
- 8.5 Te Kuiti Meats, in working towards discharging effluent compliant with the agreed discharge quality, has invested approximately \$500,000 towards improvements to their pre-treatment facility and provided regular updates of progress. Currently they are tracking well within their agreed discharge limits.
- 8.6 The contract for the biannual grease trap clearing was advertised and a new contractor was appointed.
- 8.7 The first clearing was completed with the second one scheduled for January 2018.

## 9.0 Level of Service (LoS) Drivers

- 9.1 The following LoS drivers define the scope and scale of services that is provided by the activity.
- 9.2 **Customer Expectations**
- 9.3 Customers require that services within the three services activities are provided at agreed levels of service supported through adequate infrastructure maintenance, management and construction services delivered reliably, efficiently and economically.
- 9.4 **Environmental Responsibility**
- 9.5 WDC is required under the provisions of the Resource Management Act to provide all services in an environmentally responsible manner.
- 9.6 **Health and Safety**
- 9.7 The Three Waters activity **is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.**
- 9.8 Asset management planning addresses WDC's safety obligations through:
- Employing trained and well established operators for all WDC treatment plants
  - Adoption of appropriate safety standards for the creation of new assets and implementation of appropriate safety standards for existing assets.
  - Specification of works to maintain assets in a safe condition.
  - Enforcement of safe operating and work practices.
  - Compliance with industry standards and codes of practice.
- 9.9 **Efficiency and effectiveness**
- 9.10 WDC manages the Three Waters infrastructure on behalf of the affected district ratepayers. Delivery of agreed LoS needs to be carried out in a manner that can be shown to be both effective and efficient.
- 9.11 The techniques of asset management support efficiency and effectiveness by:

- Using best practice principles for the employment of a well-trained and managed operations team
- Providing a basis for monitoring asset capacity, performance and utilisation
- Enabling asset managers to anticipate, plan and prioritise asset maintenance and renewal works
- identifying under funding of asset maintenance and replacement
- Quantifying risk, allowing the minimisation of high impact (financial and service level) failures and environmental effects and resulting in savings where asset renovation is less than for replacement
- Extending the life of an asset by optimising maintenance and refurbishment treatment selection.

#### 9.12 Corporate Profile

9.13 WDC aims to be a customer focused organisation and a good corporate citizen. Effective asset management planning reflects this corporate aim.

9.14 The first step is to identify the key service criteria for each service area from the customer's perspective (the objectives of the services provided) and identify defined levels of performance for key service criteria.

9.15 Asset managers then plan, implement and control both the technical or outcome related dimensions and the functional or process related dimensions of service levels. These technical and functional dimensions are not always independent of each other. In some cases high technical quality may contribute to high functional quality or vice versa.

9.16 Recognition of the differences and relationships between the technical and functional levels of service is an important part of understanding levels of service.

| Typical Technical Levels of Service   | Typical Customer Levels of Service  |
|---|---|
| Outcome related - measures define what the customer receives in an interaction with an organisation | Process related - measures define how the customer experience the service |
| Quality   | Intangibles   |
| Quantity  | Responsiveness  |
| Availability  | Courtesy  |
| Legislative requirements  | Assurance (knowledge, trust, confidence)                                  |
| Maintainability   | Empathy (understanding, individual attention)                             |
| Capacity  |   |
| Reliability and performance   |   |
| Environmental impacts   |   |
| Cost / affordability  |   |
| Comfort   |   |
| Safety  |   |
| Reliability and performance   |   |

## 10.0 Service Delivery – Considerations

### 10.1 Te Kuiti Water Treatment Plant

- 10.2 The water treatment process standard requires a Log 4 level. The existing noncompliance is due to a technicality (each water filter within the TKWTP (4) must be fitted with its own turbidity meter to measure the operation of each of the four filters) resulting in technical non-compliance for Protozoa treatment, although the physical barrier for actual protozoa removal is in place.
- 10.3 The four turbidity meters have been installed, commissioned and calibrated with the completion of Phase 1 of the TKWTP upgrade. Verification for accreditation purposes by the Water Assessor and finalization of the Water Safety Plan is in progress.
- 10.4 In addition the compliance certificate has been issued for the 2 Ultraviolet disinfection reactors.
- 10.5 Due to the persistent high water level in the Mangaokewa River Phase 2 of the upgrade, namely the Raw Water Intake Contract, has been postponed until next summer when, hopefully, the river level will subside and the river intake structure can be constructed.

### 10.6 Benneydale Water Treatment Plant

- 10.7 The water treatment process does not meet the standard which requires Log 3.
- 10.8 The WTP UV treatment component needs to be certified to meet DWA requirements log credits.
- 10.9 Verification for log accreditation by the Water Assessor and finalization of the Water Safety Plan is in progress.
- 10.10 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.

### 10.11 Piopio Water Treatment Plant

- 10.12 The new plant meets the Drinking Water Act requirements.
- 10.13 However, it regularly fails compliance for technical reasons as the system controlling analysers are also used as the compliance monitoring analysers and this causes non-compliance through normal operational monitoring and process control.
- 10.14 It is for this reason that the WTP will be monitored manually and reported as such to the DWA.
- 10.15 An updated Water Safety Plan is being drafted to confirm the robustness of the safe drinking water supply to the residents.
- 10.16 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.

### 10.17 Mokau Water Treatment Plant

- 10.18 The WTP does not currently achieve the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.

- 10.19 The existing WTP process requires further optimisation to meet Drinking Water Act requirements. This is in progress with the certification of the UV component and the implementation of the treatment process changes.
- 10.20 Finalization of the Water Safety Plan is in progress.
- 10.21 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.22 All of the WTPs, but especially the Te Kuiti WTP, are very complex to operate. The monitoring of operation and quality, recording, collation and reporting of the WDL delivery will be as complex, if not more so, than the actual operation.
- 10.23 **Te Kuiti Wastewater Treatment plant**
- 10.24 The management of the Sludge management responsibility has been inconsistent. To address this a new arrangement where the Asset Owner is now responsible for the operation of the sludge press equipment. The dredge and sludge press had to undergo significant maintenance work to bring the equipment back into a state of reliable operation. The sludge handling capacity will also be expanded to include bacterial sludge management for areas that the dredge equipment cannot reach. The loading on the sludge pond has been lessened as the sludge waste has been redirected to another pond until the level of sludge in the sludge pond has been brought under manageable levels.
- 10.25 The planned maintenance of the major plant is under way.
- 10.26 The clarifier is scheduled to be drained and checked for issues during October. During this period of approximately 5 days there will be no effluent discharged to the Mangaokewa River and sufficient waste water storage will have to be created in the oxidation pond to allow for this volume. The work is weather dependent due to the rain infiltration.
- 10.27 **Piopio Waste Water system**
- 10.28 The Piopio Waste Water System was completely upgraded from the previous on-site privately owned domestic septic tank non reticulated disposal system.
- 10.29 Design work and construction for the reticulation and treatment plant was implemented over several years prior to this.
- 10.30 After completion the Supplier and main Contractor, Innoflow, operated the system until 2014 when WDC took over from Innoflow when the operations and maintenance contract ended and WDC decided not to renew it.
- 10.31 At that time WDC incrementally assumed responsibility of other treatment plants from the previous contractor, notably the newly upgraded Te Kuiti Waste Treatment Plant. The plan was that scale capacity was potentially available and the additional time could be used to maintain and operate the Piopio Waste Water System.
- 10.32 **Operational Requirements**
- 10.33 The Piopio waste water system is based on on-site septic tanks that pre-treat the waste and separate a discharge of "grey-water" into a small bore closed reticulation system that transports this liquid to a Waste Water Treatment Plant for final treatment and discharge to the Mokau River via an outfall structure.
- 10.34 The on-site septic tanks are either gravity discharge or pump assisted depending on the contours and location in relation to the closed small bore pipe reticulation.

- 10.35 The septic tanks acting as collectors require maintenance regularly for optimum pre-treatment and to prevent clogging of the built-in filters that may lead to overflows that pose a serious health risk to the general public.
- 10.36 The operational requirements call for a complete check of each septic tank twice a year for the cleaning of the filters, checking the settled sludge thickness, measuring the floating crust and ensuring water tight connections and openings are maintained for the gravity tanks.
- 10.37 The pump assisted tanks additionally require pump removal for inspection and cleaning of the screen as well as checking the float operations for any faults. In addition the pump flow needs to be checked for correct operation.
- 10.38 **Current Operation**
- 10.39 The management of the maintenance requirements of the Piopio waste water reticulation system has not been effective.
- 10.40 The increased Health and Safety work place obligations for this type of work require that two people attend each inspection, because of the risk involved of working over an open tank. Practically it is also a requirement to be able to operate the floats and check the flow of the pump, as in all cases the control box is some distance away from the actual septic tank location.
- 10.41 The management of adequate maintenance the operation of the waste water system in Piopio has become reactive instead of being of a preventative nature.
- 10.42 This increases the risk of exposure to localised overflows. As these septic tanks are all located inside private property.
- 10.43 It is noted that the small bore pipe reticulation system can become increasingly clogged up with "dirty" discharge from the on-site septic tank, resulting in back pressure of the reticulation system.
- 10.44 This might adversely affect the network performant by restricting pipes further and a complete jetting of the system may be required to prevent a blockage.
- 10.45 In order to maintain this system to minimize these adverse effects it is anticipated that Council will have to increase the investment in preventative maintenance.
- 10.46 Currently the system is operating within limits and consent exceedances being experienced, that have to be reported to the Waikato Regional Council through the consent monitoring process, are minimal with little impact.
- 10.47 **Te Waitere Wastewater**
- 10.48 The Te Waitere Waste Water Discharge Consent has been successfully renewed for a further 25 years.
- 10.49 In addition the consent makes provision for expansion of the scheme.
- 10.50 The soakage field shows signs of failing and there is no spare capacity in the scheme.
- 10.51 Should Te Waitere show an increase in development a larger, new or refurbished soakage field will be required as a minimum requirement of the next consent.
- 10.52 The existing soakage field size is based on the existing dwellings, boat amenities and public toilets plus an increase of eight dwellings for future growth.
- 10.53 **Te Kuiti Waste Water Network**
- 10.54 The part of the sewer trunk main located in Taupiri Street is in poor condition.

- 10.55 This sewer trunk main transports sewage from Te Kuiti to the main sewer pump station. It also transports the sewer from both meat works and the industrial area.
- 10.56 This pipe is also in excess of 2 meters deep and runs along the centerline of Taupiri Street.
- 10.57 To enable the replacement of this pipe, a bypass pipe is required to carry the sewer while the old one is replaced.
- 10.58 As the traditional open trench method is very destructive to existing infrastructure, like roads and other utilities, the method to replace the old pipe will be to insert a smaller diameter continuously welded PE pipe into the old trunk main.
- 10.59 The sewer trunk main must remain in operation and therefore a temporary bypass line equal in capacity to at least the average daily dry weather flow will be required.
- 10.60 As the bypass pipe will have sufficient capacity to function as a standalone trunk main during normal operation, the main trunk main will not be required to be the same diameter as it originally was designed to be the only trunk main, as the sewer flows will be split between the 2 trunk mains.
- 10.61 This will provide future flexibility and robustness for increased capacity, as well as better maintenance when the trunk mains require flushing out, etc.
- 10.62 The first section of the bypass pipe that will be proposed is from the main sewer pump station along Hinerangi Street to Alexandria Street and then tie back into the Taupiri Street trunk main.
- 10.63 A survey and design has been initiated to confirm the feasibility of this project along that alignment.
- 10.64 **Te Kuiti Storm Water**
- 10.65 The heavy rains of the past few weeks have not adversely affected the storm water system.
- 10.66 It has been noticed that the Mangaokewa River embankment is slumping from the persistent high water level in the river.
- 10.67 The Waikato Regional Council has been notified of this to investigate and take necessary corrective actions.

## **11.0 Capital Projects**

### **11.1 WATER**

#### **11.2 Te Kuiti**

- 11.3 The majority of capital upgrade projects originate from work identified in the Te Kuiti urban area.

| <b><u>Water Treatment Plant Upgrade</u></b> |   |   |
|---|---|---|
| <b>Phase 1</b>                              |   |   |
| Te Kuiti WTP Upgrade                        | Rebuild Water Treatment Plant   | Complete and progressing with the subsidy claim from MoH. The claim is nearing completion with all relevant documents submitted |
| <b>Phase 2</b>                              |   |   |
| New Intake Structure                        | Construct a new raw water intake structure  | Delayed due to the river level being too high to construct the coffer dam. There is a high risk of flooding the work            |
| <b>Phase 3</b>                              |   |   |
| Old Building Demolition                     | Remove old building to make way for new driveway entrance and chemical tanker fill area | Completed   |
| Entranceway                                 | Reinforced concrete driveway and chemical bunded fill hard stand for trucks             | Tender documents in progress  |
| Refurbishment of Clarifiers                 | Cleaning, condition assessment and epoxy coating of clarifiers                          | Quote obtained and awaiting approval to appoint contractor  |

| <b><u>Water Reticulation Renewals</u></b> |  |  |
|---|--|--|
| Hetet Street Main Replacement             | Replace 100 mm FC main in Hetet Street                       | Completed  |
| Henderson and Earl Street                 | Complete ring main feed from Earl Street to Henderson Street | Contract awarded<br>Delayed due to inclement weather |
| Edward Street Main Replacement            | Replace 100 mm FC water main in Edward Street                | Tender documents being drafted                       |

| <b><u>Reservoir Seismic Strengthening</u></b> |   |                  |
|---|---|------------------|
| Seismic Strengthening: Mangarino Reservoir    | Clean out cracks and seal, condition assessment, replace valves | To be programmed |

#### 11.4 Benneydale

11.5 Provision has been made for unforeseen renewals and capital works that may arise. Overall the Benneydale WTP and reticulation is in very good condition with the reticulation and the WTP renewed less than 10 years ago.

**Benneydale Water Services**

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**11.6 Piopio**

- 11.7 The Piopio reticulation is scheduled to be renewed as per the LTP. To do this renewal without major shutdowns affecting the whole town some preparation work is required to allow supply from other mains to reduce the affected properties.

**Water Reticulation renewal**

|                           |  |                  |
|---------------------------|--|------------------|
| Tui Street Ring Main Feed | Complete the Tui Street to Moa Street ring main and build a new pipe bridge across the Kuratahi Stream | To be programmed |
|---------------------------|--|------------------|

**11.8 Mokau**

- 11.9 The Mokau Water Reticulation has been identified as being in poor condition with several major bursts occurring during September 2016. This prompted a condensing of the Renewal programme that saw the main along North Street being replaced from Oha Street to Rerenga Street, a distance of approximately 550 meters.

**Water Reticulation Renewal**

|               |   |                              |
|---------------|---|------------------------------|
| Tainui Street | Replace 100 mm FC main in Tainui Street. This is the second phase in the water main renewal programme | Tender documents in progress |
|---------------|---|------------------------------|

**11.10 WASTE WATER****11.11 Te Kuiti**

- 11.12 The upgrade of Te Kuiti WWTP was completed about 4 years ago. Most of the optimization has been completed and the plant is treating waste water to the consented standards

**Waste Water Treatment Plant**

|                                |   |                          |
|--------------------------------|---|--------------------------|
| Oxidation Pond Aeration        | Improve the aeration in the oxidation pond. The first aerator was installed with a further 5 to be added. This will allow algae growth control as well as improve pre-treatment of the returned liquid. | Programmed for 2018      |
| Chemical tank bunded fill area | Chemical bunded fill hard stand for trucks.   | Construction in progress |

|              |   |                     |
|--------------|---|---------------------|
|              | This is a Health and Safety requirement |                     |
| Storage Shed | Storage area of equipment               | Programmed for 2018 |

| <b><u>Waste Water Reticulation Renewal</u></b> |   |  |
|--|---|--|
| Carroll Street Sewer Replacement under Railway | Insert a new continuous PE pipe into the old concrete sewer main                                    | Delayed due to rain  |
| Sewer Replacement under the River              | Drill and pull a new 180 mm under the river to replace the leaking old 150 mm FC inverted syphon.   | This is postponed to the new year during summer when the river water level is low. |
| Taupiri Street Augmentation                    | Install a new 350 mm sewer main along Hinerangi Street from Taupiri Street to the main pump station | Programmed for 2018 – Tender documents being drafted.                              |

#### 11.13 Benneydale

11.14 Provision has been made for unforeseen issues that require attention.

| <b><u>Waste Water Reticulation</u></b> |  |  |
|--|--|--|
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#### 11.15 Piopio

11.16 The Piopio Waste Water has undergone a number of improvements, notably to upgrade gravity STEG on-site systems to the pumped STEP system. During construction the tanks on the cusp between gravity and pumped were all installed as gravity units. Several of these have come about to be converted. Provision is made for unforeseen upgrades.

11.17 A Community Liaison Meeting was held on 24 August 2017 to communicate the Piopio Waste Water performance to the Liaison Group. Attendance was sparse. However, pertinent questions were raised and answered at the meeting.

| <b><u>Waste Water Treatment Plant Upgrade</u></b> |  |  |
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#### 11.18 Te Waitere

11.19 The Te Waitere Discharge Consent has been granted by the Waikato Regional Council.

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| <b><u>Waste Water Treatment System</u></b> |  |  |
|  |  |  |

11.20 **STORM WATER**11.21 **Te Kuiti**

11.22 The Te Kuiti Storm Water Network has been designed for a 1:2 year rainfall event. Overall the system copes very well and improvements have seen a reduction in flooding areas. A Flooding Model was developed and the only major flooding area was identified as a section of flat ground along Waitete Road near Farmland and Hynds. The design calls for a 1,200 mm diameter storm water pipe from the farm beyond the rail line to the Mangaokewa River. The existing pipe changes from a 1,200 mm diameter to a 600 mm pipe under Waitete Road and this will be upgraded.

|  |  |  |
|--|--|--|
| <b><u>Storm Water Reticulation</u></b> |  |  |
| Waitete Road Augmentation              | Install an additional 600 mm storm water pipe alongside the existing to improve drainage | Planned for 2018                           |
| View Road Augmentation                 | Install a wingwall, complete pipe work and install connecting pipes to design size       | Investigation and construction in progress |

|                           |  |  |
|---------------------------|--|--|
| Waitete Road Augmentation | Install an additional 600 mm storm water pipe alongside the existing to improve drainage | Planned for 2018                           |
| View Road Augmentation    | Install a wingwall, complete pipe work and install connecting pipes to design size       | Investigation and construction in progress |

|                     |
|---------------------|
| <b>12.0 General</b> |
|---------------------|

12.1 A recent visit by the St Joseph Primary School learners proved very successful. The ten learners were part of the school's activities group to learn about real life experiences. Very pertinent questions were asked during the visit on the treatment of raw water into drinkable water. Health and Safety was a key component with a practical demonstration of the protective clothing that is required while working with the chemicals.

|                             |
|-----------------------------|
| <b>Suggested Resolution</b> |
|-----------------------------|

The Progress Report: Waters Activities be received.



KOBUS DU TOIT  
GROUP MANAGER - ASSETS

## 1.0 Complying to DWSNZ 2005(2008) – Water Treatment plant Compliance

### 1.1 Drinking Water Standards 2005 (Amended 2008)

1.2 The Health (Drinking Water) Amendment Act 2007 amended the Health Act 1956. This imposed a duty on all water suppliers to ensure their water is safe to drink.

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

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

### 1.5 Treatment Process and Log Reduction

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

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

1.7.1 Protozoa with the standard organism determining the level of treatment being *Cryptosporidium*.

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

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

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

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

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

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

1.10 Treatment processes range from:

- Bores – secure, interim and non-secure.
- Coagulation / flocculation – chemical treatment to settle out heavier contaminants by attracting particles together for easier removal.

- Filtration - this can be through various types of filters with sand being the most common type.
  - Disinfection – can either be chemical (chlorine, ozone, etc.) or by means of irradiation (ultra-violet light).
  - A combination of the above.
- 1.11 Each treatment process, or barrier, reduces the risk of harm to public health. To test for the effectiveness of the treatment, the water quality is tested and monitored for compliance both with operational and regulatory requirements. The regulatory compliance results are reported to the District Health Board.
- 1.12 The appropriate level of monitoring is determined by the population size of the drinking water scheme. The smaller the population the lower the risk of a major outbreak of disease with a resultant smaller impact. The drinking water schemes in the Waitomo District under Council’s control fall in a small scale range:
- Te Kuiti – Minor (permanent population less than 5,000)
  - Benneydale – Small (permanent population less than 500)
  - Piopio – Small (permanent population less than 500)
  - Mokau – Small (permanent population less than 500)
- 1.13 The DWS NZ prescribes the number, frequency and maximum period of days between sampling for various compliance criteria. The test has to be performed to strict standards at an accredited laboratory. WDC currently send all compliance samples to Watercare Laboratories in Auckland. Operational sampling is done by means of portable analysers and on-line instrumentation.
- 1.14 During the latest Drinking Water Supply Audit, performed by the Drinking Water Assessment Team (Waikato District Health Board), WDC was praised highly for its efforts to take all practical steps in complying with the Drinking Water Standards and to provide safe, wholesome water to its residents despite technically not being compliant with the protozoa log reductions.
- 1.15 **Te Kuiti Water Supply**
- 1.16 In accordance with the DWS NZ, the Te Kuiti water supply is classified as a Minor Water Supply due to Te Kuiti’s permanent population being less than 5,000 residents.
- 1.17 At this time, the water treatment process technically does not meet the standard which requires Log 4 and application for verification will be made soon to meet compliance.
- 1.18 All four filters have now been fitted with the required turbidity meters and the UV reactors are functioning as required. Meeting log credits should be attainable and application for compliance will be made soon.
- 1.19 The Te Kuiti water supply has been confirmed safe to drink and the supply is continuously monitored for compliance utilising on-line analysers for direct compliance reporting.
- 1.20 The WDC sampling and testing regime is more than the minimum required by the DWS NZ to manage any potential risk as a result of potential failure of one of the treatment processes.

1.21 Although technically not compliant in accordance with the New Zealand Drinking Water Standards, the treated drinking water is safe to drink, as it undergoes the following treatment barriers:

- Coagulation, sedimentation and filtration
- Ultraviolet disinfection through multi-wave UV reactors (now certified)
- Chlorination

1.22 Since the first phase of the upgrade project has been completed the WTP has been treating water to meet the DWSNZ.

### **1.23 Piopio Water Supply**

1.24 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms). There have been no issues with the Piopio water supply and the water is safe to drink.

1.25 The Piopio Water Supply is classed as a Small Water Supply due to having a population less than 500 inhabitants.

1.26 Piopio's treated reticulation water supply complies with the Log 4 treatment requirements.

1.27 The Piopio treated reticulation water supply is compliant with the bacteriological requirements and is safe to drink.

1.28 The drinking water is within Drinking Water Standards.

### **1.29 Benneydale Water Supply**

1.30 The water source was assessed to require treatment to Log 3 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms).

1.31 The current configuration of the treatment process does not deliver the required Log reduction due to the UV's not being certified. WDC is in discussion with the Waikato District Health Board to address compliance with the required barrier arrangements. These restrictions are technical in nature that prevents log credits being obtained for treatment barriers in place.

1.32 The required modifications to the UV start-up programming has been made to comply with the DWSNZ and the WTP will most likely meet the log credits.

1.33 The Benneydale reticulated treated water supply is compliant for bacteriological requirements and is tested safe to drink.

### **1.34 Mokau Water Supply**

1.35 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms)

1.36 The WTP does not currently achieve the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection (not certified) treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.

## 2.0 Waste Water

### 2.1 Piopio Scheme

- 2.2 The Piopio scheme differs from conventional gravity schemes in that it collects only grey water effluent from individual septic tanks, pumping the effluent to a modular treatment plant via small diameter, MDPE rising mains. The reticulation and treatment plant are in virtually new condition and are performing well. Discharge from the treatment plant is to the Mokau River and is consented until 30 June 2028.
- 2.3 The operation and management of the plant is done in-house.
- 2.4 The reticulation scheme services the residential and business areas of Piopio as well as the College and the Primary School. The scheme has modest spare capacity for an additional 25 residential houses. Beyond that, treatment plant and pump station capacity and consent discharge volumes would need to be reviewed.
- 2.5 The Piopio system came about because of the history of poor soakage in the locality due to the soil type and high groundwater table. The associated public health related concerns, were key factors leading to the demand for installation a public wastewater scheme at Piopio.
- 2.6 Operation of the reticulation scheme has been brought in-house, providing direct and integrated control over management and service delivery, but with an increased demand on the capacity of existing human resources this service is becoming quite difficult to maintain cost effectively.

### 2.7 Benneydale Scheme

- 2.8 The Benneydale WW treatment plant has been refurbished, upgraded and re-consented in recent years. The scheme is now in good condition and operating within the required consent parameters. The current consent expires 1 May 2025.
- 2.9 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.

### 2.10 Te Waitere Scheme

- 2.11 The current scheme involves collection and pumping of septic tank effluent to a community soakage field. No additional treatment is provided.
- 2.12 Operation of the scheme is provided in-house, providing direct and integrated control over management and service delivery.

### 2.13 Te Kuiti Scheme

- 2.14 Work on upgrading the Te Kuiti Wastewater Treatment Plant (WWTP) has been completed following a major process of design. The end result is a renewed WWTP achieving stringent effluent quality standards under challenging operating conditions.
- 2.15 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.
- 2.16 The plant is much more complex with many additional operator controlled inputs and maintenance requirements including sampling to ensure environmental compliance.

### 3.0 Storm Water

- 3.1 The primary purpose of WDC's Stormwater (SW) infrastructure is to provide protection to residential and commercial property from surface flooding.
- 3.2 The SW system comprises two components. The primary component relates to the SW networks consisting of open drains, approximately 31km of SW pipes, manholes and discharge structures in urban areas. The secondary component consists of overland flow paths, including the roading network.
- 3.3 WDC has an inventory of information on pipe lengths, diameters, material types and manhole locations for Te Kuiti. The information is mainly anecdotal and the spatial presentation needs a lot of work to reflect reality. The same information is not available at the other urban townships.
- 3.4 In all cases, there is only anecdotal data available on asset condition and performance of sections of the network or the network as a whole. A programme to progressively collect this information is a high priority in the Asset management space and is done in association with the design size plan provided through the network model.
- 3.5 SW assets (and other key infrastructure) at Waitomo Village is privately owned and do not form part of the WDC services.

### Key Issues/Considerations for the Activity

#### 3.6 Renewals Programme

- 3.7 The SW reticulation is ageing and parts of it are in poor condition. WDC has a structured Renewals Programme based on existing information. This work will be targeted by procurement of services as governed by the program and/or budget availability.
- 3.8 The renewal programme over the life cycle of the existing assets be managed in-house and procured as needed..

#### 3.9 Climate Change

- 3.10 Climate change is expected to impact on LoS e.g. SW drainage capacity, effectively reducing the design standard of a 2 year event to something less than that.
- 3.11 Increased frequency and intensity of rainfall is expected along the west coast of New Zealand. This could impact on beach communities mainly through beach erosion.

#### 3.12 Inflows – Impact on Wastewater Network

- 3.13 There is an overlap between SW and wastewater services. It is not unusual for roofwater downpipes to be connected to sewerage laterals, or gully traps to be used as sumps on residential properties, especially where ponding is a problem.
- 3.14 In Te Kuiti, high inflow has been documented as one of the key factors needing to be addressed to protect the sewerage capacity and performance.
- 3.15 To mitigate this problem an effective SW system in urban areas is required.

### 3.16 Safety

3.17 There are a number of strong recommendations for SW systems resulting from a Coroner Report following the death of a child who fell into a SW manhole in 2009.

3.18 The most significant of these recommendations is:

- (i) That Territorial Local Authorities take immediate steps to secure manhole covers or fit safety grilles to manholes which:
  - (a) have been identified with a potential for surcharging through network modelling studies; and
  - (b) to existing manhole covers with a known problem with surcharging as reported through existing stormwater operation and maintenance contracts and programmes

3.19 This has been address by a H&S assessment of the existing network in Te Kuiti. This information will be used for the implementation plan to remove or mitigate all risks.

|                                |
|--------------------------------|
| <b>Levels of Service (LoS)</b> |
|--------------------------------|

3.20 The SW reticulation has been designed to cope with 1 in 2 year storm events. Beyond that, the SW system relies on secondary, overland flow paths to drain excess surface water.

3.21 Current LoS include reducing the threat of flooding of property, responsiveness to customer services during flood events and managing the adverse effects of SW on the quality of the receiving water.

3.22 The public expectation is that the SW system not pose a risk to the most vulnerable persons in the community.

3.23 This service is currently managed by the WSBU and carried out under the network services contract.

|   |  |
|---|--|
| Document No: A357460  |  |
| <b>Report To:</b>   | <b>Council</b>   |
|  | Meeting Date: 26 September 2017  |
|   | Subject: Progress Report: WDC Resource Consent – Compliance Monitoring |
|   | Type: Information Only   |

## 1.0 Purpose of Report

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

## 2.0 Local Government Act S.11A Considerations

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

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

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

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

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

## 3.0 Risk Considerations

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

## 4.0 Commentary

- 4.1 WDC is required to report on Resource Consent compliance to the Waikato Regional Council (WRC) in accordance with the conditions that regulate the various Resource Consents held by WDC.

- 4.2 The following table set out details of the compliance reporting requirements for WDC's Resource Consents.

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

| RESOURCE CONSENT  | REPORT DUE                                      |
|---|---|
| <b>Annually</b>   |   |
| No. 118813 - Benneydale Wastewater Treatment Plant<br>Condition 26 (Discharge to Land and Water)  | 31st March                                      |
| No. 124718 - William Street, Te Kuiti<br>Conditions 7 & 14 (SW1,SW2, SW3, SW4, SW5)   | April or May                                    |
| No. 120340 - Mokau Closed Landfill<br>Condition 3, 6 & 10   | May   |
| No. 113038 - Te Kuiti Water Treatment Plant<br>Conditions 1 & 2 (Ground Water Take)   | 1st of May                                      |
| No. 105054/55/56/57/58/59/60 - Waitomo Stormwater<br>Schedule A (22) Conditions 4,5 & 6   | 31st May  |
| No. 105054 - Te Kuiti Stormwater<br>Condition 6   | 31st May  |
| No. 116274 - Benneydale Water Treatment Plant<br>Conditions 2, 3, 4 & 7 (Groundwater Take)  | 1st of June                                     |
| No. 113544 - Mokau Water Treatment Plant<br>(Water Take)  | July  |
| No. 113545 - Mokau Water Treatment Plant<br>(Backwash)  | July  |
| No. 101753, 101754 and 124718 - Rangitoto Quarry Landfill, William Street, Te Kuiti Annual Report<br>Condition Schedule 1(5) and 13                       | 1st August                                      |
| No. 101753, 101754 - Rangitoto Quarry Landfill, William Street, Te Kuiti Annual Report<br>Consents Schedule 1 (6) <b><i>Independent Peer Reviewer</i></b> | 1st September                                   |
| No. 112639 - Te Kuiti Wastewater Treatment Plant<br>Condition 20 (Discharge)  | September 30th                                  |
| No. 103287, 103288 and 103289 - Te Kuiti Walker Road - Closed Landfill<br>Discharge to Land, Air and Divert (Nov, Jun)                                    | November <i>(within two months of sampling)</i> |
| No. 103193 - Benneydale Closed Landfill SH30<br>Conditions 2, 3 and 5<br>No. 103194 - Conditions 2 and 3  | November <i>(within two months of sampling)</i> |

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

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

1. RC 116844 – Benneydale WTP – Surface Water take – July 2017 (Doc A357227)
  - Full compliance achieved.
  
2. RC 117290 - Piopio WWTP – Effluent Discharge - Monthly Report – July 2017 (Doc A357842).
  - Partial compliance achieved
  - The Total Ammoniacal Nitrogen results exceeded trigger limits during the last sampling period. This was most likely due to a sudden decrease in temperature in Piopio during June 2017. A decrease in temperature decreases the efficiency of the nitrification process within the biomass (which is highly influenced by temperature), carbon source and alkalinity conditions.
  - The values remained higher than the trigger limits (table below and graph) regardless of the soda ash (Sodium carbonate  $\text{Na}_2\text{CO}_3$ ) that was dosed continuously during the previous two weeks of sampling to increase the alkalinity and carbon source.
  - On the other hand, Ammoniacal Nitrogen results upstream and downstream of the Piopio WWTP Discharge in the Mokau River are of good quality. This indicates that the concentrations of ammoniacal nitrogen in the Mokau River are not affected by the discharge, this is due to the high levels of the river which substantially increases the dilution factor during the rainy season.
  - Further operational options will be investigated and reported to WRC in the future to bring the ammoniacal nitrogen levels to within limits.
  
3. RC 113545 – Mokau Water Treatment Plant – Backwash Discharge, 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017 (Doc A356103)
  - Partial compliance achieved.
  - WDC acknowledges it is in breach of Conditions 2, 3 and 4 of the Resource Consent due to backwash frequency and the size of the tank used for backwashing the Clarifier and DE Filter. The reasons behind this non-compliance remain relevant to the previous reports as the backwash tank is of 25 m<sup>3</sup> volume.
  - The consent was granted for the old AVG filter backwash that was decommissioned and removed. This required considerably less backwashing with less frequency and with corresponding poorer final water quality that became obsolete with the new Drinking Water Standards 2005 (Amended 2008).
  - WDC will apply for an amendment to its conditions under Section 127 of the Resource Management Act 1991 when all operational parameters are

well defined and the process reaches the optimum required to comply with New Zealand drinking water standards. This should be achieved in the near future.

- In the interim, the WDC reports demonstrate that the associated environmental impacts of the backwash discharge are minimal and no greater than those authorised by the WRC.
4. RC 112639 - Te Kuiti Wastewater Treatment Plant (TKWWTP) – Discharge to water – July 2017 (Doc A357871).
    - Full Compliance achieved.
  5. RC 120048 - Te Kuiti Wastewater Treatment Plant (TKWWTP) – Discharge to land – January to July 2017 (Doc A357908).
    - Full compliance achieved.
  6. RC 124718 - Te Kuiti Landfill – Discharge to land – 1<sup>st</sup> April to 30<sup>th</sup> June 2017 (Doc A356123).
    - Partial compliance achieved.
    - There was one exceedance to the WRC trigger limits during the current reporting period on the Chloride results.
    - Nevertheless, the trigger level of 12 mg/l was obtained by WRC using values that were misplaced during previous years. The new trigger level calculated by WDC its 13 mg/l, this trigger limit wasn't exceeded.
    - It is also important to mention there were two big rain events that affected the district during April (Cyclones Debbie and Cook), which may have influenced the stormwater quality; at the same time it is important to mention that the level of the Mangaokewa Stream during winter/rainy season is high enough to increase the dilution factor of any discharge, reducing the effect of any contaminant, which in this case was limit of breach, but didn't exceed the allowed values (13 mg/l WDC limits).
    - All other parameters show excellent quality results in both samples taken during June 2017.
  7. RC 101753 - Te Kuiti Landfill – leachate monitoring – 1<sup>st</sup> April to 30<sup>th</sup> June 2017 (Doc A356201).
    - Partial compliance achieved.
    - Most of the parameters showed excellent quality results. There was one exceedance within the Total Ammoniacal Nitrogen results during the last reporting period on the 17th June at 1.8 mg/l.

- During the last sampling period in June 2017 results exceeded the 0.98 mg/l trigger limit and another sample was take 10 days later to confirm this result. The second sample taken on 27 June 2017 showed a dramatic decrease, results were below trigger limits at 0.48 mg/l. The conclusion is that the previous result was an isolated incident most likely caused by the rainy season, which was intensive, due to the severe weather which occurred during the first months of autumn (Cyclone Debbie and Cook). This must have increased the run off from the farm land surrounding the Landfill.
8. RC 101753/101754 and 124718 - Te Kuiti Landfill – Annual Report – 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017 (Doc A357010).
- Compliance achieved.
9. RC 118813 – Benneydale Wastewater Treatment Plant – Discharge – 1<sup>st</sup> January to 30<sup>th</sup> June 2017 (Doc A357062)
- Compliance achieved.
10. RC 105054 (Schedule 1) - Mangaokewa Stream non-routine contaminant from stormwater system – July 2017 (Doc A355874)
- Incident Report to WRC
  - On Monday 17th July at 9:30 am, WDC received a service request from a member of the Te Kuiti public advising of a possible diesel/oil spill into the Mangaokewa Stream.
  - WDC attended the site within minutes to make a visual assessment.
  - An inspection of the network revealed that the spill entry point was downstream of the Water Treatment Plant catchment, and the source was a discharge from one of the main stormwater pipes at Lawrence Street.
  - Further visual investigation wasn't conclusive; there was minimal traces of a spill within the BP truck area. This area is bounded and is serviced by a drain that leads into a separator.
  - The source of the spill was not known at that time and considering the fast dispersion within the stream, it can be assumed that the volume of contaminant was too small to cause any adverse environmental effects.
11. RC 105054 (Schedule 1) - Mangaokewa Stream non-routine contaminant from stormwater system – July 2017 (Doc A356375).
- Incident Report to WRC
  - On Friday 21 July at around 11:00 am, the WDC received a service request from a member of the Te Kuiti public advising about a possible diesel/oil spill into the Mangaokewa Stream.
  - Overall, the source of the spill was unknown and considering the fast dispersion within the Stream, it can be assumed it didn't involve a volume

of contaminant big enough to cause more than minor adverse effects on the environment.

**Suggested Resolution**

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



KOBUS DU TOIT  
**GROUP MANAGER – ASSETS**

Document No: A364259

**Report To: Council**

Meeting Date: 26 September 2017

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: Waitomo Village Water and Wastewater Services | 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. Appointment of Waitomo District Council Local Controller       | 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 48(1)(a)                                  |

| General Subject of each matter to be considered                       | Reason for passing this resolution in relation to each matter  | Section 48(1) grounds for this resolution |
|---|--|---|
| 3. Six Monthly Progress Report: Waikato Mayoral Forum Work Streams    | 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: Waikato Mayoral Forum 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)                                  |

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**