

Document No: 334880**File No: 097/001B****Report To: Council****Meeting Date:** 1 27 May 2014**Subject: Progress Report: Resource Consent Applications**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

Commentary

- 4.1 Commentary on outstanding resource consents is provided below:

4.2 Mokau Sands Limited

- 4.3 In May 2012 Council received a resource consent application from Mokau Sands Limited seeking Councils approval to redevelop the Seaview Motor Camp at Mokau.
- 4.4 The applicant is proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 4.5 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 4.6 A total of 39 submissions were received, some supporting the proposal while others opposed the development.
- 4.7 The applicant subsequently asked for the application to be placed on hold so as to allow ongoing discussions with the Department of Conservation and the NZ Transport Agency. Both organisations lodged submissions on the application and the applicant believed that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 4.8 Recently the applicant met with WDC staff where a revised proposal was outlined. The new proposal will involve the same no of units, however the buildings will be one level, capable of relocation in the event of further erosion and will be designed to blend into the coastal environment rather than intrude upon it.
- 4.9 When the amended application is received by Council the proposal will be reviewed and at that time a decision will be made in terms of the most appropriate way to process the revised proposal.
- 4.10 All submitters have been updated in terms of the delays presently encountered with the application.
- 4.11 In the meantime in order to expedite the application further meetings have been held with the applicant. The applicant hopes to obtain the written approval for the development from key submitters with a view to providing all the necessary information to both the Waikato Regional and Waitomo District Councils by March 2014.
- 4.12 The revised application has been received and reviewed by Councils planning consultants who confirm that what is now proposed is within the bounds of what was originally notified.
- 4.13 The applicant has now confirmed it wishes to proceed to a joint hearing for both its resource consents i.e. the holiday apartments and the dune restoration works.
- 4.14 Discussions with Waikato Regional Council staff have confirmed that a hearing can now be scheduled for early July 2014.

4.15 CANZ Resources Limited

- 4.16 In December 2013 CANZ Resources Limited applied to Council for a resource consent in order to undertake earthworks associated with the removal of overburden from a trial coal excavation pit on a very remote site approximately 12km inland from Awakau Road, Awakino.

- 4.17 At this time no coal is to be extracted however an assessment of the coals quality and quantity will be carried out with a view to applying for further consents at a later date for a trial excavation of coal for export to China.
- 4.18 Should the trial excavation prove successful CANZ Resources Limited plan to develop an open pit coal mine on the site. Once again, if a coal mine is to be established on the site a range of additional consents will be required which will entail detailed consultation with a range of parties.
- 4.19 CANZ representatives have now advised that further resource consents to progress this project are likely to be lodged with WDC in June/July 2014.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



JOHN MORAN
MANAGER – REGULATORY SERVICES

May 2014

Attachment: Resource Consent Schedule (Doc 334882)

RESOURCE CONSENTS PROGRESSING AS AT 27 MAY 2014

| WDC Ref | Applicant | Brief Outline of Application | Date Application Lodged | Further Information Required Yes/No | Details of Further Information | Date Further Information Requested | Date Further Information Received | Internal Comments Required From | Date of Extension of Time Notice | Hearing Required Yes/No | Decision Due Date / Hearing Date | Decision Notified |
|---------|---------------------|---|-------------------------|-------------------------------------|--|------------------------------------|-----------------------------------|---------------------------------|----------------------------------|-------------------------|----------------------------------|-------------------|
| 110019 | Mokau Sands Limited | Development of 31 holiday apartments and 50 seat café, Seaview Motor Camp site, Mokau | 2/5/12 | Yes | Applicant has requested that the application be placed on hold to allow further consideration to take place. | 17/5/12 | | | | | | |
| 130004 | Rozel Farms Limited | 2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti | 25/1/13 | No | Application placed on hold by the applicant. | | | | | | | |
| 130026 | Mokau Sands Limited | Proposed Dune Restoration, Seaview Motor Camp, Mokau | 23/10/13 | | | | | | | | | |

RESOURCE CONSENTS GRANTED (FOR 2013/14) AS AT 27 MAY 2014

| WDC Ref | Applicant | Brief Outline of Application | Date Application Lodged | Further Information Required Yes/No | Details of Further Information | Date Further Information Requested | Date Further Information Received | Internal Comments Required From | Date of Extension of Time Notice | Hearing Required Yes/No | Decision Due Date / Hearing Date | Decision Notified |
|---------|-------------------------------|--|-------------------------|-------------------------------------|--|------------------------------------|-----------------------------------|---------------------------------|----------------------------------|-------------------------|----------------------------------|--------------------------------------|
| 130013 | Rusling Family Trust | 2 Lot Residential Subdivision, Hill Street, Te Kuiti | 28/05/13 | No | | | | | | No | 24/06/13 | Conditional Consent Granted 31/05/13 |
| 130015 | Barnett Farm Limited | Front Yard Dispensation, Ohura Road, Aria | 4/06/13 | No | | | | | | No | 26/6/13 | Conditional Consent Granted 5/6/13 |
| 130017 | Telecom Mobile Limited | Upgrade of Piopio Mobile Phone Site, SH 3, Piopio | 26/7/13 | No | | | | | | No | 23/8/13 | Conditional Consent Granted 2/8/13 |
| 130014 | Troll Caves Limited | Establish and operate a Troll Cave Tourist Activity, Waitomo Valley Road, Waitomo | 1/5/13 | | Applicant has asked that the application be placed on hold pending a review of the proposal. | | 9/8/13 | | | No | 24/8/13 | Conditional Consent Granted 29/8/13 |
| 130020 | Pengxin NZ Farm Group Limited | 2 Lot Rural Subdivision, Barryville Road, Barryville | 5/9/13 | No | | | | | | No | 2/10/13 | Conditional Consent Granted 11/9/13 |
| 130023 | John Hill Trustee Limited | Earthworks in excess of 2000m ³ , State Highway 3, Piopio | 27/9/13 | No | | | | | | No | 25/10/13 | Conditional Consent Granted 2/10/13 |
| 130024 | Morgan Farming Co | 2 Lot Rural Subdivision, Paekaka Road, Piopio | 3/10/13 | No | | | | | | No | 1/11/13 | Conditional Consent Granted 8/10/13 |
| 130016 | MJ & CM Coleman | Proposed retail outlet, Te Kumi Road, Te Kuiti | 27/06/13 | Yes | Full assessment of environmental effects from the proposal required. | 3/7/13 | 22/10/13 | | | No | 21/11/13 | Conditional Consent Granted 31/10/13 |
| 130022 | Waitomo District Council | Earthworks associated with the construction of a new water reservoir, State Highway 3, Awakino | 27/9/13 | Yes | Further details on earthworks required. | 17/10/13 | 1/11/13 | | | No | 12/11/13 | Conditional Consent Granted 5/11/13 |
| 130025 | S McLennan | 2 Lot Rural Subdivision, State Highway 37, Waitomo | 15/10/13 | No | | | | | | No | 13/11/13 | Conditional Consent Granted 22/10/13 |
| 130027 | R & C Wilson | 2 Lot Rural Subdivision, Waipuna Road, Oparure | 30/10/13 | No | | | | | | No | 22/11/13 | Conditional Consent Granted 1/11/13 |
| 130028 | R Gorrie | 2 Lot Rural Subdivision, Te Mahoe Road, Mokau | 7/11/13 | No | | | | | | No | 5/12/13 | Conditional Consent Granted 13/11/13 |
| 130029 | Te Waitere Boating Club | Club Extensions in Conservation Zone | 11/11/13 | | | | | | | No | 09/12/13 | Conditional Consent Granted 18/11/13 |
| 130030 | P Glidden | To establish industrial activity, dismantling quad bikes, State Highway 3, Hangatiki | 04/12/13 | No | | | | | | No | 22/01/14 | Conditional Consent Granted 16/12/13 |

| WDC Ref | Applicant | Brief Outline of Application | Date Application Lodged | Further Information Required Yes/No | Details of Further Information | Date Further Information Requested | Date Further Information Received | Internal Comments Required From | Date of Extension of Time Notice | Hearing Required Yes/No | Decision Due Date / Hearing Date | Decision Notified |
|---------|------------------------|---|-------------------------|-------------------------------------|---|------------------------------------|-----------------------------------|---------------------------------|----------------------------------|-------------------------|----------------------------------|--------------------------------------|
| 140001 | W Holmes | 2 Lot Rural Subdivision, Taharoa Road, Taharoa | 20/01/14 | No | | | | | | No | 20/02/14 | Conditional Consent Granted 29/01/14 |
| 140005 | M Frederikson | 2 Lot Rural Subdivision, Te Anga Road, Waitomo | 04/02/14 | | | | | | | No | 05/03/14 | Conditional Consent Granted 12/02/14 |
| 140006 | N Davie | Erect a dwelling on a site zoned industrial, Rangitoto Road, Te Kuiti | 11/02/14 | No | | | | | | No | 12/03/14 | Conditional Consent Granted 19/02/14 |
| 140002 | C Carey | Establish and operate a quarry, Te Anga Road, Te Anga | 22/01/14 | Yes | Detailed assessment of environmental effects required | 23/01/14 | 20/02/14 | | | No | 14/03/14 | Conditional Consent Granted 04/03/14 |
| 130032 | CANZ Resources Limited | Earthworks to remove overburden from a trial coal exploration pit | 23/12/13 | Yes | Consultation with Iwi required. | 31/01/14 | 18/02/14 | | | No | 3/03/14 | Conditional Consent Granted 04/03/14 |
| 140008 | K Fitzgerald | 3 Lot Rural Subdivision, Fullerton Road, Waitomo | 19/02/14 | No | | | | | | No | 19/03/14 | Conditional Consent Granted 28/02/14 |
| 140003 | R and C Fagan | Construct a 170m ² storage shed, Te Kumi Road, Te Kuiti | 28/01/14 | Yes | Affected parties sign off required. | 05/02/14 | 02/04/14 | | | No | 29/04/14 | Conditional Consent Granted 3/04/14 |
| 140010 | Turere Limited | Construction of vehicle entrance, State Highway 3, Piopio | 24/03/14 | Yes | Affected parties sign off required | 24/3/14 | 08/05/14 | | | No | 05/06/14 | Conditional Consent Granted 13/05/14 |
| 140011 | B St. George | 2 Lot Rural Subdivision, Mangarino Road, Te Kuiti | 06/05/14 | No | | | | | | No | 04/06/14 | Conditional Consent Granted 12/5/14 |

Document No: 334378**File No:** 503/001C**Report To: Council****Meeting Date:** 27 May 2014**Subject: Resolution of Support in Principle to Roding Asset Technical Alliance**

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of a request to commit in principle to a Roding Asset Technical Alliance (RATA) initiative.
- 1.2 Attached to and forming part of this business paper is a self-explanatory paper proposed by RATA, acting on behalf of Waikato Mayoral Forum (WMF) to be considered by Council.
- 1.3 This business paper provides an overview of the development and interpretation of this initiative from a Council Officer viewpoint.

Background

- 2.1 Early in 2014 representatives from the WMF Roding Working Group attended a Council/Council Committee meeting to discuss the proposal to establish a Waikato Centre of Excellence to provide technical services that are difficult to maintain within each council to the councils in Waikato.
- 2.2 A typical service is collection and management of RAMM data of all councils. Council road asset engineers would then be able to draw on this data for reports to use in the management of the road asset. Like determining section(s) of road that need pavement rehabilitation or reseal etc.
- 2.2 Subsequently the Waikato Mayoral Forum has now resolved to establish a (Road Asset Technical Alliance – RATA) in road asset management to collaboratively deliver more advanced asset management than could be achieved independently, thus assisting better council decision making and reducing whole of life costs for roading assets.
- 2.3 The stated purpose of RATA is to:
 - Provide a high and consistent level of asset management services and resource for the Waikato TLA roading managers.
 - Propagate the use of "Best Practice"
 - Enable smarter investment decisions
- 2.4 It is proposed that the first module of RATA be established by 1 July 2014, and include:
 - a. Provision of a framework for consistent, collaborative data collection
 - b. Management of Road Assessment and Maintenance Management (RAMM) databases and inventory management

- c. Building a Waikato local authority evidence-based assessment of pavement reseal and rehabilitation decision making.
- 2.5 Section 5 of the proposed paper state the following "*District/City Council staff will be provided with opportunities to participate in various activities undertaken by RATA. These will include*"
- 2.6 It is further proposed that RATA, through the Waikato Local Authority Shared Services (LASS), will enter into a multi-party funding agreement with all Local Authorities who participate in this initiative. The agreement will be based on a shared cost arrangement for the resourcing necessary for RATA as well as the services provided. The agreement will be developed with the Chief Executives Group. Signatories for each Council are to be the Chief Executive and the Mayor.
- 2.7 RATA is currently located within Waipa District Councils Cambridge service centre located at 14 Wilson Street, Cambridge. It is stated that there is sufficient space for the resources anticipated as being required by RATA. IT Support is also being provided to RATA but this will be subject to review as the LASS arrangements develop. Currently LASS are investigating the most appropriate level of support to be provided to the number of shared services that are under development or underway.
- 2.8 A business plan for RATA is currently under development. At this time it is anticipated that all costs associated with RATA will be funded from current Network and Asset Management budgets within Council. However it is anticipated that an initial investment of additional funds will be necessary to meet the initial set-up costs for RATA, which are required to unlock the future savings. These additional funds will be sought from the New Zealand Transport Agency (NZTA) in the form of a "grant" to support this collaborative initiative.
- 2.9 The following decision is sought from Council.
- 1 *That the Waitomo District Council resolves to make a commitment in principle to RATA; and*
 - 2 *That the Mayor and Chief Executive be given delegation to enter into a multi party funding agreement with LASS for the operational costs associated with RATA.*

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| Discussion |
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- 3.1 The following issues were raised with the person heading RATA at the moment.
- 3.2 The resolution sought states it is a request to commit "in principle". However the business case is not yet available.
- 3.3 The proposal does not show a proposed organisational structure that can be used to identify the type of expertise/service that will be sought or how much of it.
- 3.4 There is no indication of expected cost and it is not possible to assess possible cost with information available.
- 3.5 There are no specifics as to what one can expect or what could be delivered and how consistent such services can expected to be in both quality and delivery.

- 3.6 The probability of variable outputs seems even higher when one looks at the reference to "*District/City Council staff will be provided with opportunities to participate in various activities undertaken by RATA*" in Section 5.
- 3.7 The original idea of a Centre of Excellence was that it would provide a consistent level and quality of service across the Region.
- 3.8 Looking at the words "*Participating in the RAPT review of each Council's forward works programme (visiting sites and contributing to assessment feedback)*" could become an auditing requirement depending on interpretation.
- 3.9 The above does not seem to support a setup to provide that.
- 3.10 The following feedback on the issues raised above has been received:

There was consideration given to not doing this at all as for most Council's the multi party funding agreement for the initiative will be within existing budgets and financial delegations. However the Mayor's are very clear that they want a resolution that confirms the support that was indicated when the workshops were held in February and March.

The commitment in principle is purely that at this stage. The business plan and multi party funding agreements are seen as moving the initiative into the operational focus of the Chief Executives and Roading Managers. The tasks where participation can be undertaken were areas such as involved in the RAPT project, but also possible secondments into RATA for staff with RAMM expertise. The specification for each task to be undertaken should be the control on ensuring consistent delivery to the specification rather than being person specific. However involving existing staff in the technical advisory group and possible secondments to RATA should mean that everyone gets an opportunity to share good ideas or opportunities for improvement.

The RAPT project is not an audit and I am expecting that Rob Bullick will be a part of the project so he will bring the NZTA's Planning and Investment team's view, but really it is about learning from each other's experience and an opportunity to look across the fence at what other's around us are achieving.

Providing guidance on changes such as the One Network Road Classification is exactly where the value of RATA will be I believe. Regional consistency and benchmarking are key goals and establishing good or best practice based on real world experience and robust data is critical to this.

The timing for the commitment in principle is being driven by the Mayors who want to see this in place by the end of June. In providing the delegation to the Chief Executive this should indicate that further operational work will be needed to determine the level of participation in RATA, without affecting the "commitment in principle".

- 3.7 The Group Manager - Assets see this initiative as a positive "in principle" and is quite sure it is not the intention to interfere with each council's operations, **but** it is not spelled out and therefore open to interpretation by whoever comes next as things change.

Conclusion

- 4.1 There is perceived financial risk and possibly top down interference in Council operations in future depending on the strength of personalities at either or both ends.

Recommendations

- 7.1 WDC resolve to make a commitment in principle to RATA; and that the Mayor and Chief Executive be given delegation to enter into a multi-party funding agreement with LASS for the operation costs associated with RATA, once the business case (including the organisation structure) as well as deliverables offered are clear.

Suggested Resolution

- 1 The business paper on Resolution of Support in Principle to Roothing Asset Technical Alliance be received.
- 2 Council resolves to / not to make a commitment in principle to the Roothing Asset Technical Alliance.
- 3 The Mayor and Chief Executive be delegated authority to enter into a multi-party funding agreement with LASS for the operation costs associated with RATA, once the business case (including the organisation structure) as well as deliverables offered are clear.



CHRISTIAAN VAN ROOYEN
GROUP MANAGER ASSETS

14 May 2014

Attachment: RATA report on behalf of WMF

Council Report – Commitment to Waikato Centre of Excellence for Roading Asset Management (Road Asset Technical Alliance - RATA)

525263636

Date of Meeting - May 2014

Report of the Roading Manager -District/City Council

(1) Purpose of Report

To seek approval for theDistrict/City Council to state a commitment in principle to the RATA initiative.

(2) Background/Information and Analysis

Early in 2014 representatives from the Waikato Mayoral Forum Roading Working Group attended a Council/Council Committee meeting to discuss the proposal to establish a Waikato Centre of Excellence (Road Asset Technical Alliance - RATA) in road asset management.

Subsequently the Waikato Mayoral Forum has now resolved to establish RATA to collaboratively deliver more advanced asset management than could be achieved independently, thus assisting better council decision making and reducing whole of life costs for roading assets.

The purpose of RATA is to:

- provide a high and consistent level of asset management services and resource for the Waikato TLA roading managers
- propagate the use of “best practice”
- enable smarter investment decisions.

The first module of RATA is to be established by 1 July 2014, and include:

- a. Provision of a framework for consistent, collaborative data collection
- b. Management of Road Assessment and Maintenance Management (RAMM) databases and inventory management
- c. Building a Waikato local authority evidence-based assessment of pavement reseal and rehabilitation decision making.

RATA, through the Waikato Local Authority Shared Services (LASS), will enter into a multi-party funding agreement with all Local Authorities who participate in this initiative. The agreement will be based on a shared cost arrangement for the resourcing necessary for RATA as well as the services provided. The agreement will be developed with the Chief Executive’s Group. Signatories for each Council are to be the Chief Executive and the Mayor.

(3) Financial Considerations

A business plan for RATA is currently under development. At this time it is anticipated that all costs associated with RATA will be funded from current Network and Asset Management budgets within Council. However it is acknowledged that an initial investment of additional funds will be necessary to meet the initial set-up costs for RATA, which are required to unlock the future savings. These additional funds will be sought from the NZ Transport Agency in the form of a “grant” to support this collaborative initiative.

(4) Location of RATA

RATA is currently located within Waipa District Council's Cambridge service centre located at 14 Wilson St. There is sufficient space for the resources anticipated as being required by RATA. IT Support is also being provided to RATA but this will be subject to review as the LASS arrangements develop. Currently LASS are investigating the most appropriate level of support to be provided to the number of shared services that are under development or underway.

(5) Further Opportunities for Participation

.....District/City Council staff will be provided with opportunities to participate in various activities undertaken by RATA. These will include:

- Participating in the project advisory group assisting in the development of technical specifications for the activities undertaken
- Participating in the tender evaluation processes of any out-sourced activities (such as the data collection procurement)
- Participating in the RAPT review of each Council's forward works programme (visiting sites and contributing to assessment feedback)
- In the future it is hoped that there may be short term secondment opportunities for staff to support the work of RATA during periods of higher workload (eg data analysis)

RATA is seen as a key extension to Council's roading and transport team in assisting the opportunities to develop benchmarking within the region which will provide guidance on best practice.

(6) Recommendations

That theDistrict/City Council resolves to make a commitment in principle to RATA; and
That the Mayor and Chief Executive be given delegation to enter into a multi party funding agreement with LASS for the operational costs associated with RATA.

.....
Roading Manager,District/City Council

Document No: 334673**File No:** 037/020/12A**Report To: Council****Meeting Date:** 27 May 2014**Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport****Purpose of Report**

- 1.1 The purpose of this business paper is firstly, to brief Council on implementation of the Work Plan for the Land Transport activity as contained in Year Two (2013/2014) of the 2012-2022 Long Term Plan (LTP) and secondly, to establish a framework for monitoring the ongoing implementation of the 2012-22 LTP as part of the Road Map Work Programme.

Local Government Act S.11A Considerations

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

Introduction

- 3.1 This business paper focuses predominantly on capital expenditure (CAPEX) projects i.e. renewal and improvement works.
- 3.2 This business paper is intended to compliment the monthly and quarterly reporting to Council. It provides further information on the capital (improvement and renewal) expenditure programme.

Background

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

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| Subsidised Roading |
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5.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy for works that meet agreed criteria via the Land Transport Programme.

5.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2013/2014 year of the LTP are provided below.

5.3 2013/2014 CAPITAL EXPENDITURE BUDGET

The total budget for subsidised capital works for the 2013/2014 year as contained in the 2012/22 LTP is \$4,572,000.

5.4 STOCK EFFLUENT DISPOSAL FACILITY

5.4.1 Introduction

The Waikato Region Stock Effluent Disposal Facility Strategy indicated the need for two stock effluent facilities to be built in the Waitomo District. That strategy proposes Waitomo District Council construct one effluent disposal facility on Cotter Street near the sale yards.

5.4.2 Design/Scope

Completed

5.4.3 Consent Issues/Progress

Water and Waste Water Connections have been applied for and granted. - **Completed**

5.4.4 Budget, Funding Sources and Expenditure to Date

NZTA has approved CAT 1 funding for this site. The approved FAR is 100% for the roading works and 50% for the construction of the facility. WRC will fund the 'local share' portion of the construction costs at 50% FAR. \$160,000 has been set aside for this work in the 2012/2013 financial year, with a carryover of funding of \$130,000 into the 2013/14 financial year to complete construction.

The Waikato Regional Council provides a rate funding component, collected on behalf of the local authorities, in its LTP for the funding of Stock Truck Effluent (STE) facilities within the Waikato Region. This rate is collected to cover the development of STE facilities for both construction and the ongoing maintenance of the facilities. Each Local Authority will manage the construction of the disposal facility within their network and take ownership of the asset. The Local Authority will then invoice WRC to recover the local share. Note that this is contingent on the matched share being provided by NZTA.

The funding agreement has been signed and returned.

5.4.5 Construction Issues/Progress

5.4.6 Work is complete with commissioning of the unit on 5 March 2014.

5.4.7 Significant modifications had to be done to existing stormwater, wastewater and water reticulation make everything fit.

5.4.8 Final cost is being collated, but it is expected that the work will be close to the budgeted amount. **Final Cost \$154,232.70**

5.4.9 Completed and the funding claimed from NZTA and WRC.

5.1 WALKING AND CYCLING STRATEGY IMPLEMENTATION

5.1.1 Introduction

This item has not been approved as part of the NLTP.

5.2 WALKING AND CYCLING REVIEW

5.2.1 Introduction

This item has not been approved as part of the NLTP. Further progress on the Walking and Cycling Strategy has been postponed until NZTA reintroduces funding for this work category.

5.3 DRAINAGE RENEWALS

5.3.1 Introduction

Drainage Renewals work covers the replacement of all culverts of up to 1800mm in diameter. Currently WDC is focusing on assessing our high risk roads, in addition to the assessment of existing 225mm dia culverts.

The expectation is all roads will slowly have culverts upgraded to meet the correct rainfall expectations and better assist in pavement maintenance through a substantial reduction in pavement subsidence during storm events.

5.3.2 Design/Scope

Catchment designs are done on all existing culverts over 600mm dia. All culverts of less than 600mm dia are upgraded to suit the surrounding environment and restrictions.

5.3.3 Consent Issues/Progress

Nil to report

5.3.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$400,000 at a 59% FAR. The 13/14 budget is \$459,652 to end April WDC has spent **\$321,781**.

5.3.5 Procurement

This category is procured, in the main, through the Road Maintenance Contract or through obtaining quotes or tenders for larger works and some small level of procurement through the Pavement Rehabilitation packages (as appropriate) as they are tendered.

5.3.6 Construction Issues/Progress

Drainage renewals and upgrades across the network takes place as it fits in with other works.

5.4 PAVEMENT REHABILITATION

5.4.1 Introduction

Three Pavement Rehabilitation Packages are to be let, these are Rora Street (let 2012), Aria Road (3 sites) and Rangitoto Road.

The site works generally involve vegetation clearing, culvert replacements to minimum 375mm dia, base course overlays, two coat sealing and new road furniture as required.

5.4.2 Design/Scope

Complete.

5.4.3 Consent Issues/Progress

Nil consent required.

5.4.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$930,000 with a FAR of 59%. The expenditure to date is **\$450,566**.

This does not reflect committed work like Aria and Rangitoto **which are under construction (\$412,000 including design) and will still be completed this financial year.**

5.4.5 Procurement

All work under this category is purchased by way of open tender. This process ensures WDC compliance with the requirements of the NZTA procurement rules. It is intended to procure the work by way of four separate packages through this process by the end of the 2012 year.

5.4.6 Construction Issues/Progress

Nil to report.

5.5 SEALED ROAD SURFACING

5.5.1 Introduction

The 2013/2014 Reseal Programme comprises approximately 43km of reseal including rural and urban sites.

5.5.2 Design/Scope

This contract was based on a P17 methodology which means that the Council identifies the work sites and specifies the required surfacing treatment. The actual seal design is the responsibility of the contractor.

5.5.3 Consent Issues/Progress

Nil.

5.5.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$1.280M **with carry over from 12/13 the total available is \$1.50 million** with a FAR of 59%. The expenditure to date is **\$1,264,456**.

5.5.5 Procurement

This category has been procured through open tender. The tender was advertised on Tenderlink, 5 tenders were received for the contract. Higgins Construction Waikato was the successful tenderer.

5.5.6 Construction Issues/Progress

Seal design and other preparatory work has been completed. The actual resealing **has been completed, there are a few places where stripping of chips is occurring. The contractor check those weekly, sweeping any loose chips off the surface. It is not feasible to do repairs now with lot of moisture and relative low temperatures. Repairs will be done in the summer. The failed areas has additional warning signs and if they deteriorate to a point where it is deemed unsafe additional warning signs as well as speed restrictions will be set up.**

5.6 STRUCTURES COMPONENTS REPLACEMENTS

5.6.1 Introduction

The 2013/2014 work plan provides for structural maintenance bridges in the Waitomo District.

5.6.2 Design/Scope

The bridges requiring maintenance have all been identified through the detailed inspections and repairs will be designed by Spiire Consultants.

5.6.3 Consent Issues/Progress

Nil to report

5.6.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$373,000 with a FAR of 59%. The expenditure to date is \$31,095

This does not reflect committed work, Kawhia Harbour Road bridge replacement (estimated \$210,000) and Mokauti and Ordish Road culvert linings (\$38,000)

5.6.5 Procurement

Contracts **has been** procured through open tender.

5.6.6 Construction Issues/Progress

Kawhia Harbour bridge is a precast unit and completion of manufacturing will take into the rain season so it will only be installed in September - October.

Construction methodology is being discussed with contractor on Mokauti and Ordish Road culvert linings because the rain season is nearing and because it entails stream diversion it may also have to be delayed into the next summer low flow period

5.7 TRAFFIC SERVICES RENEWALS

5.7.1 Introduction

Traffic Services Renewals provides for the replacement of all signs, edge markers posts, site rails and road marking.

5.7.2 Design/Scope

Compliance with NZTA and Austroads standards is required. Waitomo District is working towards full compliance. Progress against this target is continually disrupted by vandalism, motor accidents and theft.

5.7.3 Consent Issues/Progress

Nil consent required.

5.7.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$115,600 at a 59% FAR. To date we have spent \$ 24,922 through the Roding Maintenance and/or Street Light Maintenance Contract.

Out of specification due to regulatory changes require safety rails at bridge entrances to be raised. This will be done during the remainder of the financial year.

5.7.5 Procurement

This category is procured through the Road Maintenance Contract and the Street Light Maintenance Contract.

5.7.6 Construction Issues/Progress

No issues to report

5.8 UNSEALED ROAD METALLING**5.8.1 Introduction**

The unsealed road metalling work comprises all structural or overlay metal placed on unsealed roads.

5.8.2 Design/Scope

The maintenance contract has an annual programme which addresses roads requiring structural metal overlays.

5.8.3 Consent Issues/Progress

Nil required.

5.8.4 Budget, Funding Sources and Expenditure to Date

The LTP budget is \$502,900 including some funding from 12/13 it is \$973,700 at a 59% FAR. Expenditure to date is \$771,384.

5.8.5 Procurement

This category is procured through the Roding Maintenance Contract.

5.8.6 Construction Issues/Progress

The drought delayed the start of our grading and metalling programme. The initial work is complete. At present it is maintenance of roads that needs it.

A programme of placing structural and wearing course metal is underway as well as a programme to grade roads as identified.

5.9 EMERGENCY RE-INSTATEMENT, MINOR IMPROVEMENTS AND ASSOCIATED IMPROVEMENTS

5.9.1 Introduction

These are categories that have been approved by NZTA and the NLTP but are on a capped charge up basis i.e. as work is identified or carried out it can be approved and claimed. NZTA have advised that they have blown their budget for the 13/14 financial year, and are seeking additional funding.

5.9.2 Budget, Funding Sources and Expenditure to Date

The LTP budgets for these categories total \$909,900 at varied FAR rates. To date we have spent \$461,431 through the Road Maintenance Contract, Pavement Rehabilitation and Emergency Works contracts.

5.9.3 Procurement

This category has previously been procured through the Roading Maintenance Contract. However a new focus is on best practice, best value tendering using NZTA guidelines. These will be carried out through an invited tender process to minimize costs.

Construction Issues/Progress

The major works completed this financial year are:

- RP 8410 Gribbon Road Slip.
- RP 1152 Taharoa Road Emergency Reinstatement.
- Te Anga Road – RP 25 kms
- Kumara Road – RP 3050-3800
- Beach Road Mokau, Road Termination Protection Works
- Rora Street phase 3 rehabilitation

Other major works in progress rest of this financial year are:

- Tawa Heights retaining wall – Geotech investigation for design is in progress – will be tendered for construction September
- Oparure retaining wall – this retaining wall is in the process of failure – geotech investigation is underway to find a feasible solution to be tendered for construction September
- Mangaokewa Road rehabilitation - Complete
- Mangarino Road retaining wall – Being tendered, construction will start September 2014

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| <h3>Unsubsidised Roading</h3> |
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6.1 Work is carried out to ensure safe and efficient travel within and through the District as necessary for road or pedestrian safety and convenience, but are not subsidised by NZTA. The Council has sole financial responsibility for this activity.

6.2 Commentaries detailing progress on unsubsidised roading activities contained in the 2013/14 year of the LTP are provided below.

6.3 2013/14 CAPITAL EXPENDITURE BUDGET

6.4 The total budget for unsubsidised capital works for the 2013/2014 year as contained in the 2012-2022 LTP is \$265,476. This figure includes an allowance of \$25,000 for property purchase if required. **A total of \$204,742 has been spent to end April 2014**

6.5 ROAD IMPROVEMENTS

6.5.1 Introduction

Unsubsidised Roothing Improvements covers all roading work outside of the formed NZTA approved carriageway. An example of this is the re-construction of driveways following pavement rehabilitations or total new roads, Street cleaning and footpath renewals

6.5.2 Design/Scope

Nil to date.

6.5.3 Consent Issues/Progress

Nil to date

6.5.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$50,000. To date we have spent **\$2,952**

6.5.5 Procurement

Nil to report

6.5.6 Construction Issues/Progress

Nil to report

6.6 FOOTPATH RENEWALS

6.6.1 Introduction

Following NZTA removing its support for walking and cycling activities WDC has reduced its programme for the construction of new footpaths. WDC are only replacing small areas of existing failed footpath this financial year.

6.6.2 Design/Scope

This work is in the process of being identified and programmed.

6.6.3 Consent Issues/Progress

Nil required.

6.6.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$110,317. To date we have spent \$82,805. This budget is being subsidised by the Unsubsidised Roothing Improvement budget. Expenditure to date is \$ 93,792.

6.6.5 Procurement

This category is procured through the Road Maintenance Contract and by quotations.

6.6.6 Construction Issues/Progress

No issues to report

6.7 RETAINING WALL REPLACEMENT**6.7.1 Introduction**

WDC has identified several retaining walls that need replacing.

6.7.2 Design/Scope

Designs for 2 retaining walls have been completed. .

6.7.3 Consent Issues/Progress

Building consents for both sites have been obtained.

6.7.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$55,159, with a carryover from 2012/2013 of \$40,000. To date we have spent \$684.00

6.7.5 Procurement

The current project was tendered by invited tender. Two tenders were received. The successful bidder was Inframax Construction Limited.

6.7.6 Construction Issues/Progress

Construction is now complete.

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| Suggested Resolution |
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The May 2014 Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport be received.

CHRISTIAAN VAN ROOYEN
GROUP MANAGER – ASSETS

May 2014

Document No: 334670v3**File No:** 037/005B**Report To: Council****Meeting Date:** 27 May 2014**Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – May 2014**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress for Operational and Maintenance a monthly basis and to report on the performance by Council's contracted Service Provider for Maintenance (Veolia Water).

Local Government Act S.11A Considerations

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

Introduction

- 3.1 This business paper focuses predominantly on the maintenance area of the three Waters activities of Council.
- 3.2 This business paper is intended to compliment the quarterly capital report to Council.

Background

- 4.1 The Water Supply activity provides for the environmentally safe collection, treatment and reticulation of WDC's public water supplies. Water supply schemes are provided by Council at:
- Te Kuiti
 - Benneydale
 - Piopio
 - Mokau

4.2 There are three activities under the Water Supply activity:

- Planned Maintenance
- Service Requests / Complaints
- Emergency Repairs

4.3 Planned Maintenance

4.4 Operation and maintenance involves the planned servicing of the water infrastructure –servicing pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves. These activities are predominantly performed by Veolia Water by means of Schedule that is worked out in accordance with the operating instructions from the manufacturer or best practices.

4.5 Service Requests / Complaints

4.6 Service requests are initiated by the Ratepayers or Business in the various towns and are called in, emailed or they could be provided to the Customer Services by means of walk-in. The Service Requests are then forwarded to Veolia Water to resolve.

4.7 Emergency Repairs

4.8 Emergency Repairs are dealt with on an ad hoc basis and cannot be planned in advance. They are usually dealt with immediately and this may result that Planned Maintenance and Service Requests are postponed to a later time.

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| Te Kuiti |
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5.1 Water Supply

~~5.2 Water consumption has steadily increased and the WTP is coping with this demand. The river level and flow are monitored daily to determine the state of the water demand and availability. The rains brought a welcome relief to the extended period of dry weather. The river flow and level did not reach alarmingly low levels and the residents once again heeded the water conservation notices by reducing their overall consumption. During this period the maximum consumption was kept below 4,750 m³ per day compared to the 5,500 m³ for the same period last year.~~

~~5.3 Cyanobacteria were detected in the river water and the appropriate action was taken to inform the Waikato DHB. Since then the tests for Cyanotoxins came back negative and the subsequent tests for the Cyanobacteria showed a decline in the population. There was no risk to the general public. No further Cyanobacteria have been reported from laboratory tests done on the source water. This has been satisfactorily dealt with. No further issues have been reported and normal monitoring has resumed.~~

~~5.4 A small chemical spill occurred when a component failed and allowed additional flocculant to enter into the plant. Some of the water with higher aluminum sulphate concentration entered into the reticulation before the plant could shut down. There is no health risk to this, but a nuisance factor and 3 residents complained that water turned blue when using soap. Prevention measures have been added to the plant to prevent chemical spillage in the future. A deadstop has been installed and a bund created that will overflow away from the clarifiers into a detention pond. No further issues have been reported.~~

~~5.5 Routine flushing is being carried out to improve the water quality, but this exercise will be review with the warm weather and lack of rainfall. Only flushing that is necessary when taste and odour complaints have been received from a specific area. No scheduled hydrant flushing is being conducted while Level 1 Water Conservation is in place. During this dry period no flushing was done, as no complaints of taste and odour water quality problems were reported.~~

~~5.6 Mary Street has seen another burst and it is now being investigated to replace this pipe. In the past year there have been 8 bursts. Prices are being obtained to replace this glue jointed PVC pipe.~~

5.7 Normal flushing of the reticulation system can now resume to improve the aesthetics of the water.

5.8 Wastewater

~~5.9 The WWTP is working well. Operational issues have surfaced with the UV disinfection and these are dealt with. The supplier is closely working with WDC to resolve the issue. The effluent discharge quality to the river is very good. The issues with the UV reactors not meeting performance specifications has not been resolved as yet and tests are continuing to find the cause. The UV reactors have been temporarily adjusted to higher UV output and since then their performance has been good with the disinfection well within the new consent requirements. More permanent modifications are scheduled by the manufacturer to bring the reactors in line with specifications. The effluent quality has been very good and within the new consent parameters and the plant is operating as designed. A recent power surge resulted in a 36 hour SCADA component failure after a heavy thunder storm and the plant coped well with no adverse effect on the health. No effluent was discharged during this period by storing it in the oxidation ponds. It was later pumped back through the inlet and treated again.~~

~~5.10 A contained overflow occurred at the outfall of Universal Beef Packers. The blockage was cleared and it was found that insufficient access to the outfall pipe is available. A new sewer inspection chamber is being installed to allow easier and more efficient access to clear blockages. The new sewer chamber has been constructed and in the process a rodding eye was exposed and this was incorporated into the new chamber. The new chamber has been checked and is performing well. This work has been completed.~~

~~5.11 A small sewage spill occurred on 1 April 2014 when a resident noticed water flowing out of a storm water pipe along the Mangaokewa River. The sewage spill was stopped with a temporary repair while a 50 m section of new pipe and sewer chamber was installed to replace the collapsed old pipe. The old pipe was broken in 3 places and the sewage backed up in the pipe until it found a way into the storm water pipe. The area was cleared up and disinfected. WRC were notified and the required report was submitted to them. This work s completed~~

5.12 Another sewage overflow occurred during the heavy rainfall this Easter Weekend in Queen Street and Veolia Water promptly attended to this. The Waikato Regional Council has been notified as required, as the sewage flowed into the storm drain system leading to the river. The spill, although appearing bad, can be considered minor, as the sewage was highly diluted and flowed into the storm water drains for only a short while. A sucker truck was employed by Veolia to assist with minimizing the spill as well. The area was cleaned up and disinfected. This section of the sewer reticulation has been placed on more frequent checks with preventative jetrodding scheduled every 3 months.

5.13 Storm Water

- 5.14 The final portion of the Cotter Street storm water will commence mid-way into March. This section will take the pipe underneath the road toward the existing outfall. The proposed work has been delayed until after 20 March 2014. This work will start in May 2014. **Delays have forced this work to be postponed until June 2014.**
- ~~5.15 No storm water issues were received during this period as the rainfall was low. No issues were reported and this period was used to do preventative maintenance work in areas that are known to have issues during heavy rain.~~
- 5.16 The storm water network involved in the Rora Street upgrade has been checked and flushed out after roadworks in the area. All pipe work is clear. **The new storm water reticulation performed well with the only issue being the bark being washed off the newly formed gardens that partially blocked some of the storm water grates.**
- 5.17 Tender documents have been issued to prospective contractors for the upgrading and augmentation of the Ngatai / Duke Street and Hospital Road storm water infrastructure. Closing date is 2 May 2014 where after the consultant, Opus, will go through the tenders and submit them to WDC for approval. Work is expected to be completed before the end of June 2014 at this stage. **Two tenders were received and work will commence shortly**
- 5.18 The Easter Weekend brought with it some inclement weather and several storm related flooding incidents were reported. As previously mentioned in this report preventative maintenance was carried out. It was noticed that a lot of leaves were washed down roads and blocked up some catchpits. The rainfall was also severe at times. **Very few storm water related issues were reported during the very heavy downpours. Some isolated flooding did occur, but these drained away relatively quickly.**
- 5.19 **A subsidence (tomo) has been found around a storm water manhole at the corner of Mangarino Road and The Esplanade. An investigation is currently under way to determine the cause and Veolia Water has been instructed to rectify any issues.**

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| Mokau |
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6.1 Water Supply

- 6.2 The Mokau dam construction started well with good progress being made. Then abruptly stopped, as a mussel midden and hangi pit was discovered and the archeologist was called in. The construction was halted for a period until the site can be assessed and the dam redesigned to work around these sites. Time related extensions with associated cost have resulted due to the work being halted and while the contractor has moved off site. Construction is again progressing on the dam site as the redesign has resolved most of the issues. The construction on the dam resumed and work is progressing well with the liner being installed. **Severe winds hampered the installation of the dam lining and this is now completed. The raw water supply pipe has been connected to the existing pipe and filling of the new dam can commence soon.**
- ~~6.3 The level of the supply dam is low, but holding steady with the spring feeding into it. The back dam has also been feeding water into the supply dam. Some work is required to repair a siphon pipe to resume siphoning from the rear dam to the~~

~~water works when the dam levels go even lower. The siphon has been repaired and some water quality issues have resulted in the delay in sourcing the water from the rear dam. Additional pipe work was required to secure a constant supply of raw water to the siphon after suction was lost. Water quality tests were conducted throughout the period while quality issues (color and taste) were reported all results indicated that the water was safe for drinking. The Free Available Chlorine (FAC) levels were good for disinfection. The newly installed UV reactor was operational during this time and provided protection against protozoa. The only concern was a discoloration of the final water that can be attributed to dissolved matter due to the low dam level and the plant is not designed for colour removal that is an aesthetic parameter. The very low dam level has caused some issues with the water quality. In addition the composition significantly changed and the treatment plant was not designed to remove high dissolved iron from the water. The treatment process was adapted as best that it could, but this caused issues in other areas of the treatment process, notably the diatomaceous earth filter that required much higher maintenance. The aesthetics of the water suffered and complaints were received for bad taste and odour. All during the problem period samples were taken for residual chlorine (FAC) levels and E.Coli tests to ensure a safe drinking supply was maintained.~~

- 6.4 Presently the water consumption has reduced, but the situation is being closely monitored and the appropriate water conservation levels will be communicated when the time comes that the dam levels are low enough for this course of action. Mokau has been placed on Level 2 Restrictions. The overall consumption has increased as a result of the influx of visitors over weekends. A leak along the Awakino pipe line is proving difficult to locate due to the ground conditions and topography, but water is being controlled by closing valves of certain areas during low use periods. Additional valves are being installed to facilitate the leak location by means of step testing procedures and improve management of future repairs. The rains finally came and the water level has increased and improved the quality of the raw water. During the very dry period the raw water turbidity was above 30 NTU, whereas the turbidity has now dropped to a more manageable 6 NTU. **The water restrictions have been lifted with the existing supply dam now full again. The turbidity has rediced further and the treated water quality has returned to normal. Daily monitoring of the Free Available Chlorine (FAC) is continuing.**
- 6.5 As the dam levels have now increased, normal flushing can continue and this will also improve the aesthetics of the water. **Flushing of the reticulation has returned to normal.**
- 6.6 Storm Water**
- 6.7 No issues were reported for storm water during this period.

Piopio

7.1 Water Supply

- 7.2 A routine service was done on the membrane filter. This is an annual service. A number of small issues were corrected that will improve the water production and supply. Notably a leak at the inlet pipe to the feed manifold. The membrane filter is performing well and no issues are being experienced with the plant. The water supply level in Piopio is good and Level 1 Water conservation is in place at present. During the Easter Weekend a fault gradually manifested itself that led to the water supply running out. A thunderstorm caused a power failure that led to the loss of chemical dosing required for treating the raw water. This caused the filter to block up. The clarifier was drained on the Friday night and cleaned out

where after the filter was cleaned. During this period the dosing problem was rectified and the plant was restarted. An effort was made to notify as many residents and businesses as possible, but due to time and manpower restraints it was not possible to reach all. The Waikato DHB was kept updated with progress. **The problems associated with the recent loss of production have been identified and work is progressing to rectify them with minor modifications to the WTP and process control being implemented. The quality of the treated water is very good.**

- 7.3 A leak in Aria Road at the Piopio College was repaired. When the area was excavated, it was noticed that the fire hydrant was also in need of replacement. As a result of the shut down, the opening and closing of valves caused pressure differences to the extent that the lateral to the primary school cracked. A new pipe was drilled underneath the road and the service was restored. **This work has been completed.**
- 7.4 A new valve was installed in Aria Road to allow a smaller section of service to be closed off when working at or near the schools. It was found that too many consumers were affected when shutting down the feed to the college. **This work has been completed.**
- 7.5 ~~Several small leaks have been reported by residents and these have been attended to.~~
- 7.6 Fire hydrants were replaced in Moa Street and several small leaks repaired. **Four more hydrants are scheduled to be replaced or raised in due course.**
- 7.7 Normal flushing of the reticulation system can now resume to improve the aesthetics of the water. **Flushing of the reticulation has resumed as normal.**

7.8 Wastewater

- 7.9 Information pamphlets have been distributed again throughout Piopio regarding the septic tank waste water system and pumping tanks. This is in response to the Service Contractor finding potentially damaging items in the system, namely pants, T-shirts, toys, cans and such items that cause blockages. **No major complaints have been received during this period. A small area of subsidence has been reported and the cause of this is being investigated.**

7.10 Storm Water

- 7.11 The storm water pipe at the retirement village crossing Kaka Street has been replaced. **This work is complete.**
- 7.12 No issues to report

Benneydale

8.1 Water Supply

- 8.2 The Benneydale community has been placed on Level 1 Water Conservation, although adequate source water is available. **The Level 1 Water Conservations have been lifted. Normal operations have resumed.**
- 8.3 No major issues were reported. Only routine maintenance has been carried out.
- 8.4 Normal flushing of the reticulation system can now resume to improve the aesthetics of the water. **This work is being carried out.**

8.5 Wastewater

8.6 The land discharge facility has received the annual maintenance as required. **This work has been completed.**

8.7 No issues have been experienced with the waste water system.

8.8 Storm Water

8.9 Nothing to report.

Waitomo Village**9.1 Background**

9.2 Nothing to report.

Te Waitere Sewer System**10.1 Background**

10.2 After the contractor moved off site last year due to inclement weather, he has resumed drilling of the pipe. Progress is not going as well as hoped, as rock has been discovered and a rock drill has to be employed. It is now understood why a long section of pipe was laid above ground in the past. The work has now been completed with a short section of existing pipe being retained where the contractor has experienced hard rock. This section of pipe was pressure tested to ensure integrity. All work from the original contract has now been completed. **This work is now completed.**

Suggested Resolution

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – May 2014 be received.



ANDREAS SENGER
MANAGER – WATER SERVICES

May 2014

Document No: 334971

File No: 401/0581153000

Report To: Council**Meeting Date:** 27 May 2014**Subject:** Brook Park Incorporated Society Minutes**Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society of 5 May 2014.

Local Government Act S.11A Considerations

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

Commentary

- 3.1 Attached to and forming part of this business paper are the minutes of the Brook Park Incorporated Society meeting of 5 May 2014.

Suggested Resolution

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

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

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

May 2014

Attachment: 1. Brook Park Incorporated Society Minutes (Doc 334976)

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE
KUITI ON 5th May, 2014 at 5.30pm**

PRESENT:

Guy Whitaker (Chairperson), Andrea Hanna, Elly Kroef, Robin Charteris, Bruce Maunsell, Graeme Churstain, Rob Buckley, Karen Houchen, Sue Wagstaff

1. Apologies

Apology was received from Suzie Hoare

Moved/Seconded Elly/Karen

2. Confirmation of Minutes – for meeting 3rd March 2014

Minutes taken as true and accurate record.

Moved/Seconded Elly/Graeme

3. Additional Items for Discussion

Water leak in pipe still not fixed. Guy to follow up with Ed.

4. Financial Report

No financial report submitted.

According to Transaction List Report taken from web current balance is \$5679.94

\$2057.75 lease payment received.

Accounts to be paid:

Macs Spreading \$368.00

Balance Fert \$1531.80 – to be paid to Buckley

Custom Timber Treatment \$347.76 – for posts for signs

Approved for payment

Moved/Seconded Andrea/Sue

5. MTB Trail

Meeting with Bill Holloway arranged for Tuesday May 6 to look at trail re grading and shaping.

Dave Smith has been for walk around trail route with tech teachers from TKH. They are keen to do wood and metal work required for crossings etc.

6. Brook Park Entrance – Lime Haulage

\$20,000 has been paid to WDC by Barker Family Trust for entrance changes. John De Luca has said entrance way changes need to be designed and work tendered. Guy to get interested parties together at appropriate time to discuss ideas and requirements for new entrance

7. Fencing & Maintenance

Rob commented that there is a lot of deferred maintenance in form of fallen trees, damaged fences etc to be taken care of. Suggested working bee required. Also suggested that PD guys used to tidy up fallen timber and stack for bonfire. Possible working bee in conifer grove in June to be discussed at next meeting. Sue offered bed and dinner for Barry Blackman if he wishes to attend.

8. Track & Signage

Signs have arrived and are being stored at Sorensens. Agreed that community celebration be delayed until signs up. Rob planning installation of signs. Large sign at bottom will need to be concreted. Karen offered Phillips's Kanga to use for boring holes. Concerns voiced re access to top sections along slippery tracks. Signs at top section to be accessed through Churstain's

10. Memorial Planting

Sue has map of park to pass on to Dudley to use in planning memorial plantings. Band Rotunda from Carol St may be available to relocate to Memorial Planting area. Agreed that this would be a good idea. Guy to confirm to JDL.

11. Camping Ground

No progress. JDL has confirmed that it would need concept plan, requiring a brief, and assessment in regard to management plan by consultants.

12. General Business

Weeds: Graeme reported that Carey Murphy has completed most of remaining spraying. Some problem plants being discussed with WRC.

Next meeting 2nd June 2014

Meeting closed at 7.00

Document No: 334717**File No:** 400/010/2**Report To: Council****Meeting Date:** 27 May 2014**Subject: Progress Report: Civil Defence Emergency Management Joint Committee Minutes**

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 3 March 2014.

Background

- 2.1 Council is represented on the CDEM Joint Committee by the Mayor.
- 2.2 The Co-ordinating Executive Group (CEG) for Civil Defence has requested that all minutes for the CDEMG and CEG be circulated to Council Members in an endeavour to increase the profile of Civil Defence in our Region.

Commentary

- 3.1 Attached to and forming part of this business paper are the minutes of the CDEM Joint Committee meeting of 3 March 2014.

Suggested Resolution

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

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

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

May 2014

Attachment: 1 Joint Committee Minutes – 3 March 2014 (doc 334718)

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

Minutes of the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Waikato CDEM Group Emergency Management Office 150 Victoria Street at 1.00 pm on Monday 3 March 2014.

MEMBERS PRESENT: Waikato Regional Council

Cr H Vercoe

Hamilton City Council Representative

Cr L Tooman

Matamata Piako District Council Representative

Cr B Hunter

Otorohanga District Council Representative

Mayor M Baxter

South Waikato District Council Representative

Cr T Lee /

Taupo District Council Representative

Cr A Park

Waikato District Council Representative

Cr J Church

Waipa District Council Representative

Cr J Bannon

Waitomo District Council Representative

Cr A Goddard

IN ATTENDANCE: Ministry of Civil Defence and Emergency Management

S Vowles

STAFF

CEG Chair

L Cavers

Waikato Regional Council

Group Controller/Manager (L Hazelwood), GEMO Programme manager (G Ryan), Committee Administrator (D Atkinson)

APOLOGIES

Mayor JP Tregidga (Hauraki District Council), Cr P French and Mayor G Leach (Thames/Coromandel Council),

Accepted

In welcoming Joint Committee members to the meeting at the place where Group “business as usual” is undertaken, Group Controller/Manager (L Hazlewood) noted the facility is fitted out in a manner that enables it to instantaneously be turned into the Group Emergency Coordination Centre when a significant event occurs.

Confirmation of Agenda

(Agenda Item 1)

No additions, deletions or alterations were made to the circulated agenda which was confirmed without a formal resolution being passed.

Disclosures of Interest

There were no disclosures of Interest

CD13/1

Minutes of Previous Meeting

File: 03 04 18 (Agenda Item 3) Docs #2896156)

Cr Church moved/Cr Park seconded.

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 18 November 2013 be received and approved as a true and correct record.

The motion was put and carried (CD13/1)

CD13/2

Controllers Report

File: 03 04 18, (Agenda Item 4) (Docs #2976527)

The purpose of the report presented by Group Controller/Manager (L Hazlewood) was to provide an Overview of the Group Controllers priority work areas. The report provided commentary on the following matters:

- Waikato Regional Council fit-for-purpose review
- Strategic direction of the Waikato CDEM Group
- Community Response Planning
- Expandable GECC
- EOC Training update
- Key Appointments within the Waikato CDEM Group

During questions, answers and discussion subsequent to the presentation the Committee noted:

- A former Chair of this Committee (Basil Morrison) has received a Silver Ministerial Award for contributions to Civil Defence. It was agreed the Chair would forward a letter of congratulations on behalf of the Committee.
- The request of this Committee for approval of the new role of Group Welfare Manager has been accepted by the Waikato Regional Council and will now go to public consultation in the proposed annual plan process.

Cr Tooman moved/Mayor Baxter seconded

THAT the report “Group Controller’s Report” (Doc #2976527 dated 21 February 2014) be received for information.

The motion was put and carried (CD13/2)

CD13/3

GEMO Report

File: 03 04 18, (Agenda Item) Docs #2979343

The purpose of this item presented by GEMO Programme Manager (G Ryan) was to provide an update on the work the Group Emergency Management

Office (GEMO) is currently undertaking. The report contained commentary on the following matters:

- GEMO activities
- GEMO financial update
- GEMO project update
- GRMO recruitment
- 2014/2015 GEMO work programme update

During questions, answers and discussion subsequent to the presentation the Committee noted:

- The recruitment of the GEMO Operation Coordinator has been completed and an appointment (J Snowball) confirmed.
- The Chair initiated a discussion regarding the recent appointment of an existing local controller to a second emergency operating area within the Group, while retaining the original appointment. Possible implications were discussed however no firm conclusions were reached.

Cr Hunter moved/Cr Bannon seconded

THAT the report “GEMO Report” (Doc #2979343 dated 21 February 2014) be received for information

The motion was put and carried (CD13/3)

CD13/4

Summarised minutes of CEG meeting held 14 February 2014

File: 03 04 18, (Agenda Item 5) Docs#

Chair moved/Cr Bannon seconded.

THAT the summarised minutes of the CEG meeting of 14 February 2014 be received and decisions noted.

The motion was put and carried (CD13/4)

CD13/5

Ministry of CDEM Update

File: 03 04 18, (Agenda Item 6) Docs #2977234

S Vowles (MCDEM), presented the report which outlined progress with the MCDEM work programme for the period ending 31 January 2014. Subsequent to the presentation the following matters were discussed or noted:

- Waikato CDEM Group is to be the pilot project in a new round of National Capability Assessments for CDEM Groups. Capability Assessments were last undertaken in 2009 and Waikato CDEM Group recorded the lowest score in the country of 44.7. The Minister has set a target capability assessment score of 58 for the Waikato CDEM Group in the pilot project.
- In response to a question the Group Controller/Manager advised that in terms of present operating capability EMIS does not meet all event management needs and until the system can do so it will need supplementing by other systems. However, the use of multiple systems to provide full situational awareness is nothing unusual in many EOCs.

Cr Lee moved/Cr Hunter seconded

THAT the update report from the Ministry of Civil Defence (Doc 2977234 dated 13 February 2014) be received.

The motion was put and carried (CD13/)

Items for next meeting

File: 03 04 18 (Agenda Item)

There were no items identified by members

Meeting closed at 2.33 pm

Doc #2968716

Document No: 335019

File No: 401/0588423900

Report To: Council**Meeting Date:** 27 May 2104**Subject:** **Progress Report - Cultural and Arts Centre
– Shared Parking Investigation**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress with the development of the shared parking adjacent to the Te Kuiti Community Childcare Centre Incorporated (The Cottage).

Local Government Act S.11A Considerations

- 2.1 The provision of community infrastructure within the township of Te Kuiti is consistent with Section 11A Local Government Act 2002 (including amendments)
- 2.2 In this particular case the economic of car park provision is well balanced through the provision of a private/public sector partnership to establish the parking.

Background

- 3.1 During the development of the 2012/2022 LTP, WDC was approached by The Cottage in relation to parking within the Esplanade area of the Te Kuiti Cultural and Arts Centre (Civic Centre).
- 3.2 Discussions centered around the provision of parking which would not only provide a hard surface area for the Civic Centre, but also provide parking for The Cottage.
- 3.3 The land identified for such a proposal was the empty section owned by WDC adjacent to The Cottage.
- 3.4 WDC culminated these discussions by including a monetary allowance of \$56,595 in year 2 of the 2012-2022 LTP for a joint venture 50/50 car park on the vacant land adjacent to The Cottage.

3.5 Progress to Date

- 3.6 After discussions on-site regarding the process to achieve the desired joint venture outcomes the following actions were taken:
- A topographical survey of the site was undertaken in May 2013 in anticipation of the year 2 project.

- Draft drawings were prepared and forwarded to The Cottage for comment. The main issue raised was in relation to the size of the car parks and they were advised that the design standard used was AS/NZS 2890 as a Class 3 car park being the recommended size for hospitals and medical centres. This choice was made to cater for buggy's etc.
 - Final documentation was completed on 7 February 2014 (including drawings, specifications, schedule and budget estimate).
- 3.7 The full finalised documents were forwarded to The Cottage and a meeting to discuss implementation and costs was scheduled for 19 March 2014. A copy of the layout plans and budget estimate were presented to Councillors reference.
- 3.8 The key design principals used in designing the car park were:
1. functionality; and
 2. maximisation space.
- 3.9 To this end, 29 car parks have been created of which 6 are situated on the road verge.
- 3.10 The opportunity has also been taken to tidy this section of road reserve in conjunction with the car parks by formalising the drainage channel around the area.
- 3.11 The documents have been forwarded to WDC's engineers for comment in relation to the roading networks.
- 3.12 The documentation is ready to tender and the outcomes of the meeting of 19 March 2014 will dictate how the implementation proceeds.
- 3.13 It is suggested that Council reconsider the proposed shared arrangement. This car park will form an important asset with a very long useful life and will effectively support WDC's investment in existing infrastructure. The best approach over time would be to lease car parking space to The Cottage.
- 3.14 25 March 2014**
- 3.15 A meeting was held on 19 March 2014 between the representatives of 'The Cottage' and Group Manager – Community Services to discuss various aspects of the project.
- 3.16 The key issues raised at the meeting revolved around:
- a) The need to formalise a Licence to Occupy for the building extension that extends over the boundary.
 - b) Formal documentation relating to development cost contribution to the long term occupancy rights to a number of car parks.
 - c) The extent of contribution.
 - d) Timing of implementation.
- 3.17 Items a) and b) will require agreement to a legal document moving forward. There does not appear to be any issues in completing these.

- 3.18 With respect to item c), the original discussions were around a 50/50 shared car parking arrangement. On this basis \$56,595 was included in WDC's budgets for its share and design fees.
- 3.19 Subsequent to the inclusion of this budget, the design endeavored to maximise the parking on and off the street as well as 'tidy' the street corner resulting in additional works over and above what was originally envisaged by both parties.
- 3.20 As a contributor 'The Cottage' has offered \$40,000 against a budget estimate of \$101,321.00.
- 3.21 In summary, this means:

| | |
|-----------------------------|------------------|
| Budget Estimate for project | \$101,321 |
| Plus design fees (estimate) | \$ 5,000 |
| Supervision | <u>\$ 2,000</u> |
| | \$108,321 |
| less 'Cottage' contribution | \$ 40,000 |
| less WDC Budget | <u>\$ 56,595</u> |
| Funding Deficit | \$ 11,726 |

- 3.22 This funding deficit could be funded from the Public Amenities Depreciation Reserve.
- 3.23 In relation to implementation, all documentation is completed and tenders can be called as soon as the project funding is finalised.

3.24 1 May 2104

- 3.25 On 31 March 2014 a letter was sent to The Cottage advising that WDC had accepted their contribution of \$40,000 plus GST towards the development, based on a total project estimate of \$108,321.
- 3.26 The project has also been publicly tendered with tenders closing 29 April 2014.

3.27 27 May 2014

- 3.27 One tender has been received for this project and at the time of writing this business paper the tender is scheduled to be reviewed by the tenders sub committee on 23 May 2014.

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| Suggested Resolution |
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The Progress Report - Cultural and Arts Centre – Shared Parking Investigation be received.

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

April 2014

Document No: 334962

File No: 401/Parkside

Report To: Council**Meeting Date:** 27 May 2014**Subject:** Progress Report : Parkside Subdivision

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress with the sale of sections at Parkside Subdivision.

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 Waitomo District Council purchased the Parkside Subdivision from Inframax Construction Ltd in November 2011 as part of the restructure of the company.
- 3.2 For the purposes of development of the 2012-2022 LTP development, a gradual sell down of the sections was forecast for the period of the plan and beyond.
- 3.3 Council has indicated that while sell down is budgeted over a longer term, it is best from a Waitomo District Council affordability perspective that Waitomo District Council dispose of the sections as quickly as possible.

Commentary

- 4.1 Several areas of work have been progressed in relation to preparing for the on sale of the Parkside sections. These are discussed below in no particular order.

4.2 Website

- 4.3 The website has now been transferred into Waitomo District Councils name. The necessary changes have been made and updating will be made as and when required.

4.4 Section Pricing

- 4.5 Council has agreed on pricing structures for the sections to allow the finalisation of web page information, pamphlets and signage.

4.6 Independent valuations for each section have been requested from Curnow & Tizard. The valuations have been included in the pamphlet information.

4.7 Onsite Map / Sign

4.8 The large onsite map and contact details were updated at the end of May to show the sold sections as well as the new contact information.

4.9 Miscellaneous Advertising

4.10 A pamphlet has been prepared to provide base information to prospective purchasers. These have been distributed to local real estate firms for display.

4.11 A display poster and information is to be prepared for display in the Westpac Bank, leading up to proposed open days. Joint advertising with Westpac is also being discussed.

4.12 Newspaper advertising leading in to the proposed open days has been prepared.

4.13 Site Maintenance

4.14 The site is now being regularly mowed and sprayed to improve the appearance of the sections. Unnecessary signs have been removed and some clearing of unsightly areas undertaken.

4.15 Prices have been obtained to identify the section layouts on site. This will be undertaken prior to advertising / open days. Instruction has been issued to the surveyor to complete this work, week commencing 25 June 2012.

4.16 New lot signage has also been obtained.

4.17 Sale and Purchase Agreement

4.18 A standard sale and purchase agreement has been prepared promoting Councils financing option.

4.19 The terms of the agreement propose either payment on settlement date or in the manner described in the special terms of sale as agreed by Council at its meeting 29 May 2012 which include:

- \$5,000 deposit
- Vendor providing a first mortgage
- Term of 5 years with balance payable at that time
- Interest rate equivalent to one year Westpac floating rate

4.20 Westpac Bank

4.21 Westpac Bank have provided WDC with a draft brochure outlining their package for home ownership. This is to be used during section promotions and the bank display.

4.22 It is to be noted that effectively the package offered is no different from a normal Westpac home loan package. Originally an extensive package offering inducements was offered to WDC but this was subsequently withdrawn when reviewed by Westpac management, as they did not want to be seen undermining their own normal home loan package.

4.23 Promotional Timeline

- 4.24 It is proposed that the following form the basis moving forward for the promotion of the sections:
- Miscellaneous promotional materials completed beginning of June as described above.
 - Negotiate the inclusion of pamphlets into real estate agency displays and confirm commissions on selling by the end of June.
 - Bank display during end June and August.
 - Miscellaneous paper advertising June and August / September.
 - Advertisements in Waitomo News and Waikato Times, during weeks of 18 June and 25 June advertising the open day.
 - Open day Saturday 30 June 2012 to test interest.
 - Key open days on Saturday 25 August and Saturday 1 and 8 September 2012 are planned.
- 4.25 The open day was held on Saturday 30 June 2012 between the hours of 10.30am and 2.00pm. The open day was advertised in the Waitomo News and Waikato Times.
- 4.26 In the latter part of August there have been two enquiries for sections, involving three sections. Sale and Purchase documents have been prepared as a follow-up for one of these enquiries which involves two sections. At the time of writing this report, the documents have not been returned to Waitomo District Council.
- 4.27 A follow-up letter has been sent to the second enquirer to answer specific questions.
- 4.28 The spring open days were scheduled for 25 August, 1 September and 8 September. The initial open day was from 10.30am to 12.30pm and was advertised in the Waitomo News. No enquiries were received during the open day of 25 August. The day was fine and sunny.
- 4.29 The second open day, advertised in the Waitomo News and Waikato Times for 1 September was undertaken with no visitors to the site. The day again was fine and sunny.
- 4.30 The third open day, scheduled for 8 September was cancelled.
- 4.31 Agreement has been reached with Century 21, First National and Harcourt's to list the Parkside sections, all on an equal fronting.
- 4.32 Information signs are being manufactured for display at the subdivision and to replace the sign currently on Te Kumi Road. It is anticipated that these signs will be installed by end of November.
- 4.33 Negotiations have successfully concluded for the sale of 31 Robin Azariah Place, with settlement date being 8 February 2013.
- 4.34 Council at its meeting in December 2012 asked that information relating to the covenants and marketing be reported back to Council. A separate report dealing with covenants formed part of the February agenda.

4.35 The following is an appraisal of marketing:

- Sign on Te Kumi Road and internal to the site
- Agreements reached with each of the real estate companies in Te Kuiti
- Real estate companies have brochures
- Brochures outline WDC funding option
- For much of the past 4 months posters have been displayed in Westpac Bank
- Advertisements have been undertaken at various times
- Two open days, including advertisements, have been held
- Parkside website established
- WDC website is linked to Parkside Subdivision website
- Some sections are on Trademe through third party

4.36 The reality is that there is very little market for section sales in Te Kuiti in the present climate. The real estate companies are well informed on the section availability.

4.37 It is not anticipated that a major marketing drive would increase the rate of section sales.

4.38 One enquiry has been made for a section during March/April by a prospective purchaser from Auckland. A follow up letter has been sent and email correspondence.

4.39 The potential purchaser has indicated that they will be getting a sketch prepared of the proposal. As the proposed building size does not meet the floor area covenant, a variation process to the covenant will be required.

4.40 24 September 2013

4.41 Negotiations have been completed for the sale of Lot 36 Robin Azariah Place. The sale price is \$2,000.00 less than WDC's list price and is unconditional on Friday 20 September 2013.

4.42 The onset of improving weather, the sections will again be advertised in the Waitomo New and Waikato Times during the month of October.

4.43 26 November 2013

4.44 An advertisement promoting these sections has been scheduled for insertion in the Waitomo News and Waikato Times for the last week of November and early December.

4.45 Covenants

4.46 Council resolved at its meeting on 26 February 2013 to survey the existing landowners within Parkside Subdivision with respect to ascertaining their views on relaxing the covenants over the subdivision.

4.47 A letter has been sent to all land owners within the subdivision conveying their views on relaxing the covenants. Responses are due back by 7 May 2013.

- 4.48 Response forms have been received from four of the six land owners contacted. There is a mixture of responses as tabled below:

| Location | Agree / Disagree | Comment |
|----------|------------------|---|
| Lot 22 | Agree | Do not want to see larger sections used for two or more units |
| Lot 33 | Disagree | No comment |
| Lot 21 | Agree | Reduced floor area and up to two units / granny flat |
| Lot 28 | Agree | Reduced floor area and two units on larger sections |

The owners of Lot 15 and 40 failed to respond.

- 4.49 To make any changes to the covenants, agreement needs to be reached with all land owners. Over the coming weeks appointments will be made with the owners of Lots 15, 33 and 40 to discuss WDC's proposal in an endeavour to get agreement to a potential change to the covenants.
- 4.50 Meetings have been organised with the individual land owners to discuss the covenants. These were scheduled for the week of 16 and 23 September 2013.
- 4.51 While previously, WDC has floated the idea of changing the minimum floor area covenant, through a survey, this will be an opportunity to promote the idea with those that either did not respond or disagree with the proposal.
- 4.52 It is also an opportunity to discuss the exterior cladding materials as the omission of linear board (fibre cement weatherboard) is not an allowable material, but is extensively used in modern house buildings. This issue has been raised by a purchaser.

4.53 26 November 2013

- 4.54 Meetings have been arranged with the remaining owners and these should be completed by the time of the Council meeting. A verbal update will be given related to the outcomes.
- 4.55 A legal document is currently being prepared by Forgeson Law seeking changes to the floor area and cladding. This document is to be signed by all owners over the coming weeks to bring the changes to fruition.

4.56 6 March 2014

- 4.57 Over the past fortnight Group Manager – Community Services achieved the sale of 19 Robin Azariah Place (Lot 13). This sale was effectively discounted only \$1,000 as there was no sales commission to be deducted. The sale goes unconditional 19 March 2014.
- 4.58 The sale and purchase agreement included a clause agreeing to the proposed covenant changes around square metre-age and building cladding.
- 4.59 For Councillors information, the owner of Lot 36 has lodged a building consent for:
- Garage and residence as separate building
 - Residence as a transportable

4.60 It is noted that the proposal as set out does not conform to the covenants on the property. The issuing of the building consent is a regulatory function relating to the building compliance and does not involve compliance to covenants. Other residents in the subdivision have raised this compliance to the covenants with WDC.

4.61 1 May 2014

4.62 The sale of Lot 13 was settled on 10 April 2014.

4.63 Letters and documentation seeking changes to the covenants related to the floor area and cladding have been sent to all landowners, requesting a return to WDC by 27 May 2014.

4.64 27 May 2014

4.65 At the time of writing this business paper 3 signed responses to our documentation have been received, with seven yet to be returned.

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| Suggested Resolution |
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The Progress Report: Parkside Subdivision be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

May 2014

Document No: 334964

File No: 401/9992000100

Report To: Council**Meeting Date:** 27 May 2014**Subject: Progress Report: Te Kuiti Railway Building Project**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress with the Te Kuiti Railway Building Project.

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

Commentary

4.1 29 June 2012

- 4.2 Extensive investigatory work including site visits and meetings have been undertaken to confirm the history and development of the railway station, in preparation of the final report.

4.3 24 July 2012

- 4.4 The required structural assessment is complete and the conservation plan and costings are available.

- 4.5 The draft report for comment was received by WDC on 26 June 2012.
- 4.6 A subsequent meeting of 11 July 2012 between the Consultants, Mayor Hanna and Group Manager – Community Services, commented on this report and sought minor clarification changes.
- 4.7 The final report has been completed and made available to KiwiRail.

4.8 28 August 2012

- 4.9 Mayor Hanna and the Chief Executive Officer met with the KiwiRail property representatives in Wellington on Wednesday 18 July 2012. The purpose of this meeting was to:
1. Present the final version of the Conservation Plan so as to secure ownership of the railway station building; and
 2. To discuss preliminary terms and conditions for the proposed ground lease occupied by the building footprint.
- 4.10 A signed agreement for the purchase of the building for \$1 was secured during the meeting, with KiwiRail to forward a draft ground lease for consideration.
- 4.11 The ground lease has been reviewed by management and Councils legal advisor and the lease, along with proposed changes has been circulated to all Councillors for comment.
- 4.12 Agreement has been reached with KiwiRail and the lease is being prepared for signing at the time of writing this report. The lease is substantially 'as circulated', with a commencement date of 1 September 2012.

4.13 25 September 2012

- 4.14 At its meeting of 28 August 2012, Council formed a working group of Mayor Brian Hanna and Councillors Hickey, Te Kanawa and Whitaker, to investigate and develop options for the development of the building moving forward.

4.15 30 October 2012

- 4.16 A meeting was held on 1 October 2012 with the Working Group to present a project plan to the group and to discuss options for moving the project forward. The project plan and preliminary uses information was then work shopped with Council on 9 October 2012 so as to give guidance to the project moving forward.
- 4.17 Since this workshop the following works have been completed:
- Scale base building plan
 - Survey of exterior plaza area)
 - Reinstatement of plans for security of the building
 - Preliminary ideas for layouts

4.18 27 November 2012

- 4.19 A key feature of moving this project forward has been the establishment of the "Reference Group", to be used to get feedback on ideas for the redevelopment.
- 4.20 An initial meeting of the Reference Group was held on 13 November 2012 to introduce the project members. A facilitated workshop is planned for 4 December 2012 to provide feedback on the initial ideas plans.

- 4.21 A presentation was also given to the "Business After 5" group to introduce WDC's thinking around the redevelopment and the use of the Reference Group.
- 4.22 Preliminary ideas sketches have been prepared as follows:
- a) buildings by Laura Kellaway Architects; and
 - b) surrounds by Mansergh Graham Landscape Architects.
- 4.23 These ideas sketches along with associated notes were attached to and formed part of the business paper for the 27 November 2012 Council meeting.
- 4.24 The introduction of these ideas sketches was to brief Council prior to the facilitated session with the Reference Group.
- 4.25 The signed lease document from KiwiRail was returned to WDC on 16 November 2012.

4.26 11 December 2012

- 4.27 At the time of preparing this business paper, no progress has been made since the Council meeting on 27 November 2012. However, the facilitated Workshop scheduled for Tuesday 4 December will have been completed by the time of this meeting and including this matter on the Agenda will enable the Council to discuss the outcome of that Workshop.
- 4.28 Following that Workshop, little progress will be able to be made until the Facilitator's Report is received by WDC.
- 4.29 After discussions with the facilitator, it was agreed that as the outcomes of the workshop were fully recorded on the white board and printed at the end of the meeting, then no further report was to be submitted.

4.30 26 February 2013

- 4.31 During December, January and February weekly meetings have been held with the project team to advance project sequencing, rough order of cost estimates, work stream identification, road map timelines and budget / funding implications. These were presented to Council at the 12 and 19 February and 20 March 2013 workshops.
- 4.32 The outcomes of these workshops will shape the project timelines and work streams moving forward for inclusion in the WDC roadmap.

4.33 30 April 2013

- 4.34 Information relating to the proposal has been finally costed in the 2013-2014 dEAP and included within the public consultation documentation. The outcomes of this process will guide further work streams.

4.35 6 June 2013

- 4.36 The application for grant funding to the Lottery Grants Board has been finalised. The application is for the restoration/renewal of the exterior building fabric for buildings 1, 2 and 3.

4.37 It is to be noted that this is a variance from the proposal in the EAP documentation which talks about the restoration of building 1 only in 2013-2015 period with the other buildings spread over the subsequent three years. The reason for bringing forward the restoration of buildings 2 and 3 was on the advice of the Lottery Grants Board who want to see only one total application. The impact on this change in strategy is that WDC will need to consider bringing forward its funding to match the grant if the grant application is successful.

4.38 The amount applied for is tabled below:

| | |
|---------------------------|----------------|
| Grant Funding (66%) | 579,498 |
| WDC Loan | <u>298,530</u> |
| Total Project Cost | 878,028 |

4.39 The application period closes 29 May 2013 and applicants are notified of the outcomes on 17 October 2013.

4.40 25 June 2013

4.41 The budget profiles forming the basis for the 2013/14 Annual Plan have been re-worked to match the application to the Lottery Grants Board and included in the Annual Plan documentation.

4.42 The Lottery Grants Board has confirmed in writing that they have received the full documentation forwarded to them.

4.43 27 August 2013

4.44 The project plan has three key elements occurring during the July-September period:

1. Engineering Assessments of buildings and preparation of necessary documentation of the structural work (July-August)

The onsite assessments have now been completed with the report due by end of August. This section of the restoration drawings is on schedule.

2. Architecture drawings and contract documentation for buildings 1, 2 and 3 restoration project (July-August)

Alternative prices for this project were sought because of the extensive time period required by the original architect to complete the documentation. The 20th October completion time frame gave no leeway should WDC need to submit another application to the Lotteries Board. An alternative architect has been chosen with the documentation due at the latest 20 September 2013. This means this part of the project has slipped by three weeks.

3. Expressions of Interest documentation for the Community Space

This is on schedule to be completed by the end of September 2013.

4.45 24 September 2013

4.46 The report and drawings relating to the engineering assessments (item 1 above) have been completed but are not to hand with WDC. The reason for the delay is a result of a request from WDC to include a full seismic assessment to be undertaken. The complete package will be available to WDC on 23 September 2013.

4.47 The architect has advised that draft documentation relating to item 2 above will be available to WDC 20 September 2013.

4.48 Expressions of Interest documentation is on track for completion.

4.49 26 November 2013

4.50 WDC received written notification on 24 October 2013 that the Lottery Grants Board has approved a grant of \$647,538.55 (GST inclusive) for the restoration project. The uplifting of this money is subject to achieving certain milestones.

4.51 The engineering assessment has been completed and received by WDC. Works related to the restoration project have been included in the contract documentation.

4.52 Finalised contract documentation including updated schedules and estimates will be completed 27 November 2013. This will mean the documentation, upon final checking, will be available for tender.

4.53 The draft documentation for the restoration was forwarded to Historic Places Trust and KiwiRail mid October, although we still await signoff of these documents.

5.54 A fire design report has been prepared which outlines the minimum fire design requirements for these buildings based on proposed usage and size of buildings. However the final recommendation, due to the historic nature of the buildings is for the installation of a sprinkler system. This has been included in the documentation.

5.55 The Expressions of Interest document for Community Space Building No. 1 was issued mid October and is due to close 28 November 2013. At least seven sets of documents have been uplifted.

5.56 The Expressions of Interest document for the Commercial Space (Building 2) has been completed and will be issued 25 November 2013 with a closing date of 23 December 2013. This document will also be issued to targeted recipients as well as advertised.

5.57 Timelines

5.58 Project 1 – Building Restoration

The tender process for this project is scheduled for completion early January. This may however need to slide by 2-3 weeks to allow for the Christmas break.

5.59 Project 3 - Roading Renewal

This project has been rescheduled by agreement to be completed in two parts. Services installation prior to Christmas (completed) and the physical road works immediately after Christmas.

5.60 Project 4 – Community Space

On target to complete the Expressions of Interest applications by the end of November.

5.61 Project 5

The Expressions of Interest timeline was for this process to be completed by the end of November. This has now slipped to the end of December, although at this stage it is believed most of the lost time can be made up.

5.62 6 March 2014

5.63 Approval of the draft drawings has been gained from the Historic Places Trust and KiwiRail. Final tender documentation will be forwarded when available so have final sign-off.

5.64 Documentation for building consent and tender purposes has proved extremely difficult to get across the line. The stumbling blocks being the:

1. treatment of the double skin brick walls in building 3; and
2. treatments of existing chimneys.

5.65 The issues around the double skinned related to achieving an economic structural solution without destroying the building fabric. The final solution is to recreate the interior lining on a timber framed wall.

5.66 The chimneys are a different story. Many solutions are easy, the issue being the need to meet the requirements to get structural sign-off by the engineer in relation to building producer statement. This apparently is an issue throughout New Zealand and affecting many restoration projects.

5.67 Working though this chimney issue has taken several weeks but is now to hand.

5.68 Several expressions of interest for the Community Space were received and provided to the Council Committee for review. At this stage no decision of useage has been made with the thought being to refurbish the area to the current layout.

5.69 No expressions of interest for the Commercial space have been received by WDC. Direct contact with individuals who showed original interest is to be undertaken.

5.70 Expressions of interest from contractors for the restoration project were received from three contractors, two from outside the district and one local builder. Due to this poor response the project will be forwarded to them but also publically tendered.

5.71 Timelines**5.72 Project 1 – Building Restoration**

5.73 Due to the difficulties in completing documentation this project has now fallen well behind the timeline. Drawing/documentation is now progressing and will be lodged on 7 March 2014 for building consent and will be tendered the following week.

5.74 Project 3 – Roading Renewal

5.75 This project, after some starting difficulties, is now progressing well and will be completed in the next fortnight from the time of writing this report.

5.76 Project 4 – Community Space

5.77 Documentation relating to the refurbishment of the internal spaces will commence mid March after applying for building consent project 1.

5.78 Project 5 – Internal Refurbishment

5.79 This project is really dependent on useage and cannot be commenced until tenants are agreed.

5.80 An updated timeline/outstanding works for all projects will be tabled to Councillors at the Council meeting.

5.81 1 May 2014**5.82 Project 1 – Building Restoration**

5.83 The contract documentation and schedule for this project have now been completed with the documentation submitted for building consent on 21 March 2014.

5.54 Documentation has received final approval from both the Historic Places Trust and KiwiRail.

5.55 Tenders have also been called for, advertising on Tenderlink, Waikato Times and Waitomo News. Public tenders have been called for as only three expressions of interest for this work were received by WDC when previously sought.

5.56 With the Easter period falling within the tender period, the closing date has been set for 20 May 2014. This is marginally outside our deadline for uplifting funding from the Lottery Grants Board.

5.57 A letter explaining the reason for the delays in finalizing plans and tendering has been forwarded to the Lottery Grants Board requesting a 3 week extension of the deadline from 16 May 2014.

5.58 While it is estimated the construction period will take approximately six months, tenderers have been requested to submit a timeline for completion of the project.

5.59 27 May 2014

5.60 Outstanding issues regarding the building consent have now been resolved and the building consent for Project 1 has been issued.

5.61 As explained in 5.56 and 5.57 an application was submitted to the Lottery Grants Board requesting an approximate 3 week extension to our time for uplifting of funding. The Lottery Grants Board has confirmed our extension to 20 June 2014.

5.62 At the time of preparing this business paper, tenders had closed with three tenders being received. These are currently being assessed in preparation in submitting a report to the tenders sub committee.

5.63 Project 2 – Plaza Redevelopment

5.64 Works associated with the roading redevelopment have been completed.

5.65 The bollards removed during this project have been replaced with new bollards, with those removed scheduled to be refurbished for use at a later stage.

5.66 No further works have been undertaken.

5.67 Project 3 – Roading Renewal

5.68 Completed.

5.69 Project 4 – Community Space

5.70 Councils working group for this project have advised to proceed with the refurbishment of the internal areas of building 1, utilizing the existing layout.

5.71 An assessment of existing electrical services within building 1 is currently underway.

5.72 An assessment of the additional structural strengthening of building 1 is currently underway.

5.73 A timeframe of 30 May 2014 has been agreed with the Architectural and Engineering service providers for the completion of contract documentation for the internal refurbishment building 1.

5.74 No decisions have been made in relation to building 3, the other community space building.

5.75 A report on the structural strengthening has been completed and will be incorporated into the architectural drawings/documentation currently being prepared. This will require an additional support wall in the building and new gib brace lining.

5.76 A structural assessment of the canopy is underway with the view to include this work in the Restoration Project.

5.77 Project 5 – Commercial Space Internal Refurbishment

5.78 This project is on hold awaiting confirmation of a commercial tenant.

5.79 Work Plan / Timeline

5.80 A revised work plan outlining key milestones is attached to and forms part of this business paper. Blue indicates the original timeline. Pink indicates actual timelines.

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| Suggested Resolution |
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The Progress Report: Te Kuiti Railway Building be received.

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

May 2014

Document No: 332141

File No: 401/CBD

Report To: Council**Meeting Date:** 27 May 2014**Subject:** **Progress Report : Te Kuiti Main Street Re-Design**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress of the Te Kuiti Main Street Re-Design.

Local Government Act S.11A Considerations

- 2.1 The provision of community infrastructure within the township of Te Kuiti is consistent with Section 11A Local Government Act 2002 (including amendments).
- 2.2 Vibrant towns create a sense of well-being in the community and stimulate growth and employment.
- 2.3 The renewal of the town gardens will however introduce a new planning philosophy based around less planting of annuals. This in turn will minimize garden maintenance costs.

Background

- 3.1 A business paper was presented to Council at its February meeting seeking the establishment of a committee to progress this project. The committee to be made up of a Council Representative (Councillor Whittaker), Group Manager - Community Services, (John De Luca), Manager - Assets Operations, (Justin Dempsey and representatives from Te Kuiti Development Incorporated (TKDI).
- 3.2 At the TKDI meeting of 16 May 2012, TKDI nominated their representatives as Jackie Fitzgerald and Suzie Hoare, and discussed what they saw as the key objectives moving forward.

Commentary

4.1 29 June 2012

- 4.2 A preliminary meeting has since been held between Councillor Whittaker and Group Manager - Community Services to establish work requirements / material to prepare a brief for design and timeline.
- 4.3 A typical intersection design was sought from local landscape designer Sam Newsome to be used as a basis for discussion by the committee with instructions and brief being forwarded to Mr Newsome on 30 May 2012.

- 4.4 A preliminary meeting was held between the Group Manager - Community Services, Manager - Community Facilities and Mr Newsome on the 19 June 2012 to discuss initial ideas and scope in preparation of developing a presentation to the committee.
- 4.5 Mr Newsome intends completing some sketches and themes for discussion on 10 July 2012 and has asked to present these to the committee on Thursday 12 July 2012.
- 4.6 24 July 2012**
- 4.7 Mr Newsome met with the Te Kuiti Main Street Committee on 17 July 2012 to discuss his ideas, concepts and themes.
- 4.8 With agreement from the Committee, Mr Newsome has been instructed to finalise design concepts / work drawings, focussing on the planting outside the ANZ and Chemist as well as the Taupiri Street roundabout intersection.
- 4.9 28 August 2012**
- 4.10 There has been some delay in preparing these finalised design concepts / working drawings while discussion focussed on the central railway station courtyard area. It was felt however this area should be migrated into the future planning for the Railway Station building.
- 4.11 25 September 2012**
- 4.12 The meeting of the committee of 27 August 2012 accepted the draft proposals and instructions were given to the designer to proceed with working drawings and estimates of costs for various aspects of the design related to the ANZ corner and Taupiri Street intersection during September.
- 4.13 30 October 2012**
- 4.14 Finalised plans have been received for the agreed areas along with an itemised quotation for constructing the works. These plans and costings are yet to be discussed by the Working Group.
- 4.15 11 December 2012**
- 4.16 At the Council meeting of 27 November 2012 it was verbally reported to Council that the Chairperson of the Working Group (Cr Whitaker) and Group Manager – Community Services had some concerns regarding the plans and costings produced to date.
- 4.17 Council were informed that a desktop review of the current information was being sought. This desktop review was circulated to Councillors at the November Council meeting.
- 4.18 The review raises several issues around design and costing that need to be discussed by the Working Group.
- 4.19 26 February 2013**
- 4.20 Representatives of the Working Group met in December 2012 and discussed the proposals on the table with respect to the quality of plans and costings submitted.
- 4.21 The Working Group resolved to seek a price to complete working drawings for a simplified plan from Priest Mansergh, the consultants who prepared the conceptual designs for the railway plaza complex.

4.22 30 April 2013

- 4.23 In summary, the original design and quotation received from Designerscapes Limited have proved unsustainable in relation to WDC budgets and the ability to effectively seek alternative prices for the works.
- 4.24 Following the peer review of the original proposal, Priest Mansergh Landscape Architects have submitted the price of \$4,500.00 to redo the planting proposals including specification notes/schedules to allow simplification of the project and pricing by various contractors.
- 4.25 The original budget in 2011/12 for this design work was \$10,619.00 with the total expenditure for design works including the quote above to \$11,265.00.
- 4.26 Alternative plans will allow the project to get back on track for implementation this winter.

4.27 6 June 2013

- 4.27 Priest Mansergh Landscape Architects have confirmed the revised plans/specifications will be completed mid to late June.

4.28 27 August 2013

- 4.29 The amended plans will be completed by 28 August 2013 at which time a meeting of the committee will be held to finalise any changes.
- 4.30 Following the committee meeting the implementation prices will be sought with planting undertaken late September 2013.

4.31 24 September 2013

- 4.31 The amended plans have been completed and distributed to the Working Group. A meeting to discuss the amended plans is currently being scheduled.

4.32 26 November 2013

- 4.33 A meeting of the Working Group was held 20 September 2013 to finalise the plans.

4.34 6 March 2014

- 4.35 No further progress has been made on this project and is now influenced by the redevelopment of the central area required as part of the roading project.

4.36 1 May 2014

- 4.37 A meeting of the Working Group was convened on 18 March 2014 to discuss plantings associated with the central main street upgrade.
- 4.38 Subsequent to this meeting, plantings have been undertaken in all the beds associated with the latest stage of road works.

4.39 27 May 2014

4.40 At the time of preparing this business paper no further discussions have been undertaken regarding further works/

Suggested Resolution

The Progress Report: Te Kuiti Main Street Re-Design be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

May 2014

Document No: 334963

File No: 401/0588423600

Report To: Council**Meeting Date:** 27 May 2014**Subject:** **Progress Report - Te Kuiti Community House****Purpose of Report**

- 1.1 The purpose of this business paper is to update Council on the progress of the Feasibility Study being undertaken to assess the long term direction of the Te Kuiti Community House (TKCH).

Local Government Act S.11A Considerations

- 2.1 The support provided by Waitomo District Council to the TKCH is consistent with Section 11A Local Government Act 2012. Under this clause Waitomo District Council must have particular regard to the contribution that core services make to its community. The provision of community infrastructure is considered a core service.

Background

- 3.1 TKCH is located within a residential property at 2 Jennings Street, Te Kuiti that is owned by WDC. The TKCH/WDC relationship is documented through a lease, with TKCH paying a lease rental of \$7,897.50 (GST inclusive) per year.
- 3.2 It is well documented that the property at 2 Jennings Street requires considerable works to repair structural damage to external walls, piling and roofing.
- 3.3 Due to the extent of these works, Council identified the building for disposal as part of the development of the draft LTP. The proposal to dispose of the building was clearly signalled in the consultation documentation for the LTP.
- 3.4 Prior to the disposal option being considered the TKCH Trustees embarked, in conjunction with WDC, on an investigation into the long term needs of TKCH. Jenny Grace Consulting was commissioned to undertake the Feasibility Study.
- 3.5 Funding was successfully sought from the Lotteries Commission (\$15,000) to undertake a feasibility study with the aim of:

"To assess the long term feasibility of developing further services and reviewing potential services identified under the umbrella of Te Kuiti Community House Trust and the likely impact on the facility available and the proposed preliminary building modifications identified to cater for these services"

- 3.6 The above aim of the Feasibility Study brief has subsequently been influenced by the decision to include the building in the LTP for disposal.
- 3.7 A business paper on the outcomes of the Feasibility Study was presented to Council at its meeting of 29 May 2012.
- 3.8 During the presentation, other options and a definition of TKCH needs were discussed by Council. This culminated in a request as to whether the Feasibility Study could be expanded to include other options and a confirmation of the TKCH needs.

Commentary

4.1 28 August 2012

- 4.2 TKCH approached Jenny Grace Consulting to provide costings for the expansion of the report. A copy of the proposal was presented to Council at its August meeting. The total cost being \$7,923.50 (including GST).
- 4.3 The TKCH Trustees have considered the proposal and have allowed funding to match 50% of the cost. The Trust sought the remainder of the funding from WDC as there are obvious benefits for both parties involved.

4.4 25 September 2012

- 4.5 Council at its meeting of 28 August 2012 resolved the following:

"Council not agree to a shared funding arrangement for the expanded feasibility study;"

"Council pursue the option of providing Te Kuiti Community House with office space on the first floor of the Library Building".

- 4.6 The outcome of Councils decision was discussed by the Trust at its meeting of 10 September 2012. The decision by Council was accepted by the Trust who will now proceed with minor adjustments to the feasibility study to reflect the resolution. The report can then be forwarded to the Lotteries Commission.
- 4.7 Acceptance of the report by the Lotteries Commission will allow the Trust to proceed with an application for funding. The next funding round closes February 2013.

4.8 30 October 2012

- 4.9 Draft amendments to the report were presented to the TKCHT at its meeting of 8 October 2012 along with comments from the author of the report.
- 4.10 TKCHT confirmed its acceptance of the proposed changes and is working through the necessary changes with Jenny Grace, the consultant who prepared the original report. It is anticipated that these changes will be completed by the end of December.

4.11 26 February 2013

- 4.12 There was considerable difficulty in negotiating changes in the report with the consultant to align the report to WDC's current thinking as resolved in August 2012.
- 4.13 The delay necessitated an application to the Lotteries Commission to extend the deadline for submission of the report. This was accepted by the Lotteries Commission and an extension was granted till 31 January 2013.
- 4.14 Some changes were included in the finalised report and a detailed addendum to the report, by way of a covering letter to the Lotteries Commission, was submitted by Group Manager – Community Services.

4.15 30 April 2013

- 4.16 On 21 February 2013 the Lotteries Commission advised that the submitted report satisfied their requirements and released the grant funding of \$18,000.

4.17 Future Development

- 4.18 Councils Regulatory Department notified the Group Manager – Community Services, as the custodian of WDC's building assets, that the library building was potentially an earthquake risk building.
- 4.19 In light of the possible future works associated with relocating the TK Community House to this building, Design Management Consultants (DMC) were commissioned to complete an Initial Evaluation Procedure (IEP) of seismic assessment in accordance with NZSEE recommendations.
- 4.20 Earthquake Prone Buildings are deemed to have a NBS seismic strength assessment of less than 33%.
- 4.21 The library building IEP seismic assessment based on visual inspections show the building is categorized as Grade C with 42% NBS in accordance with NZSEE grading scale.
- 4.22 As the seismic strength assessment lies between 33% and 67% a more detailed evaluation is recommended where a fully detailed loading and structural strength is calculated in order to obtain a more accurate value of the actual building seismic strength.
- 4.23 Potential floor layout sketches are currently being prepared for discussion with TK Community House Trust. Agreement on these sketches will enable a Quantity Surveyors estimate to be prepared as a basis for funding applications.
- 4.24 6 June 2013**
- 4.25 An upstairs sketch was distributed to the Trustees for comment on 7 May 2013 and was discussed at the Trustee meeting of 13 May 2013. A further site visit is being planned for 10 June 2013.
- 3.26 In the meantime this sketch is being formulated into a draft working drawing in preparation for future grant funding applications

4.27 25 June 2013

3.28 The draft working drawing layout has been discussed by the Trustees at a site visit and minor modifications will be made. A copy of the plan is attached for Councillors reference.

4.29 27 August 2013

4.30 Advanced sketch and specifications will now be prepared with QS estimates. These are scheduled to be completed by the first week in September.

4.31 The next lottery application timeline for this project is 26 February 2014 and this dictated the timeline for this project and the future disposal of 2 Jennings Street.

4.32 24 September 2013

4.33 Advanced sketches have been completed by AECOM Limited and sketches. These were circulated to Council at the September Council meeting.

4.34 A budget estimate based on the advanced sketches has been prepared, totaling \$510,000 excluding GST. A broad breakdown copy of this estimate is attached to and forms part of this business paper.

4.35 As reported to the August 2013 meeting, the application to the Lottery Board is due 26 February 2014 and documentation will be finalised over the coming months.

4.36 26 November 2013

4.37 No further work has been completed on this project. However, as discussed at the last Council meeting, the Te Kuiti Community House Trustees have recorded in their minutes support for the project and a commitment to shift to the proposed new premises.

4.38 6 March 2014

4.39 An application was submitted on 25/26 February 2014 to the Lottery Community Facilities Fund for assistance with this project.

4.40 The application is based around the following financial data:

| | | |
|--|----------------|-------------------|
| Roof Renewal | 25,000 | WDC estimate |
| Office Complex Redevelopment | 443,000 | QS estimate |
| Seismic Report | 12,766 | Engineering quote |
| Contract Document Preparation | 67,000 | QS estimate |
| WDC Fees/Charges | 2,000 | WDC estimate |
| Total Project Cost | 549,766 | |
| | | |
| Funding sought from Lottery Community Facilities Fund | 346,345 | |
| | | |
| Balance to be funded | 203,421 | |

4.41 WDC has previously allocated funds to this project:

| | |
|-------------------------------------|-----------------------|
| 2012/2013 Roof Renewal | 25,000 |
| 2013/2014 Library Entrance Renewal* | <u>123,480</u> |
| | <u>148,480</u> |

*At the time of Council resolving on 28 August 2012 to support the relocation of the Te Kuiti Community House to the upper level of the 28 Taupiri Street building, discussions were held regarding the use of this funding towards this project.

4.42 A funding short fall identified by the budgets/estimate of \$54,941 and Council needs to consider adding this to the capital expenditure for the 2014/15 EAP.

4.43 1 May 2104

4.44 Council at its meeting of 6 March 2104 resolved to fund the outstanding balance of \$54,941 from loan and that this be included in the financial EAP capital works budgets for 2014/15.

4.45 27 May 2014

4.46 No further action can be undertaken until the outcome of the Lottery Grant Application is known in late June.

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| Suggested Resolution |
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Progress Report: Te Kuiti Community House be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

May 2014

Document No: 335018

File No: 401/Halls

Report To: Council**Meeting Date:** 27 May 2014**Subject: Progress Report: Rural Halls (Benneydale, Mokauiti and Kopaki Halls)**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress with the disposal of Oparure, Mokauiti, Kopaki and Benneydale Halls and to establish teams to work through the disposal process.

Local Government Act S.11A Considerations

- 2.1 The provision of local infrastructure such as community halls is consistent with the provisions of Section 11A Local Government Act 2002 (including amendments).
- 2.2 However, the delivery of such infrastructure is to be in a most cost effective manner. WDC's investigations into the options for various halls are in an endeavor to be cost efficient.

Background

- 3.1 During the development of the Housing and Other Property Activity Plan and Waitomo District Councils 2012-2022 LTP, four halls were identified and consulted with the public for disposal, these being Oparure, Mokauiti, Kopaki and Benneydale Halls.
- 3.2 The disposal of these halls is scheduled to take place in the second year of the LTP, i.e. 2013-2014.
- 3.3 Various factors drove this decision making process such as poor utilization, extent of outstanding maintenance works, poor heating, insurance costs and land ownership.
- 3.4 It is accepted that disposal can take many forms including sale on the open market where possible, removal of buildings in the case of reserves or transfer to a community group model.
- 3.5 Extensive community consultation has been undertaken with and within the communities of Mokauiti and Benneydale since development of the LTP.

Benneydale Hall

4.1 25 September 2012

4.2 Since the consultation phase of the LTP, several community meetings have been held to discuss the future of these halls.

4.3 As the disposal of these halls is a project within WDC's roadmap and identified in the LTP, a strategy and process needs to be developed between WDC and the community to achieve the LTP goals and provide direction to the further consultation process. This process would lead to a community agreed disposal outcome.

4.4 To achieve such an outcome, a team for each hall needs to be established. It is proposed that each team be made up of the Group Manager - Community Services, one Councillor and say three community representatives from the relevant area. This team would investigate the various options for disposal and consult with the community on these various options, reaching agreement during the 2013-2014 year.

4.5 30 October 2012

4.6 A meeting of the Benneydale Ratepayers Association was held on 18 September 2012 and three members have been nominated to the committee. The members being; Messrs Carl Epp, Graeme Reinhardt and Pearce Carey.

4.7 Several participants provided written ideas for the hall moving forward and these will now be assessed by the committee.

4.8 A meeting to discuss and evaluate these proposals was scheduled for 16 October 2012 but was postponed at the request of the Chairperson of the Benneydale Residents and Ratepayers Association. A new meeting time is to be scheduled for mid November.

4.9 27 November 2012

4.10 At the time of writing this report, no response regarding a new meeting date has been received, although a meeting is scheduled for the Benneydale Ratepayers Association on 20 November 2012.

4.11 26 February 2013

4.12 A meeting of the committee was held 2 December 2012 to discuss the options and collate the pros and cons of each.

4.13 30 April 2013

4.14 At a meeting of 10 April 2013, the pros and cons for the five options established at the December meeting were rigorously discussed. A copy of the pros and cons is attached for and forms part of this business paper.

4.15 The options discussed being:

- Option 1 – Maintain the existing hall with a different operational structure.
- Option 2 – Demolish the hall and move to the scout hall.
- Option 3 – Demolish the hall and move to the rugby club.

- Option 4 – Part demolish the hall (leaving museum area) and move to either the scout hall or rugby club.
- Option 5 – Demolish and rebuild.

4.16 The committee unanimously agreed that the most viable options to develop for public consultation are:

- Option 1 – Maintain the existing hall with a different operational structure.
- Option 3 – Demolish the hall and move to the rugby club.

4.17 Option 1

4.18 The key components to accepting this as a viable option is based around:

- That a time limit be set to assess progress in achieving the desired outcomes and sustainability.
- That the impact of the cycle ways can be fully assessed.
- The fall back would be option 3, if the desired outcomes are not achieved in the time-frame set.

4.19 Option 3

4.20 The key components to promoting this options is based around:

- The land is currently WDC owned and managed.
- Potential for shared costs
- Multi-purpose facility.

4.21 Note that this option to date has not been officially discussed with the rugby club.

4.22 Moving forward, it is the Committees intention (subject to confirmation of Council) to develop these two options into fully costed proposals for consultation with the local community in the later half of 2013/ The proposals, once finalised, would be submitted to Council for adoption prior to the consultation.

4.23 Finalisation of the consultation in the later half of 2013 will allow the conclusions of the outcomes to be included in the 2014 Annual Plan process.

4.24 6 June 2013

4.25 Subsequent to the April Council meeting, Councillor Goddard and Group Manager – Community Services have met on-site with the local Benneydale Hotel publican, Les Jensen.

4.26 Mr Jensen has shown an interest in leasing the hall to display vintage cars, allowing the display to be open to groups of visitors along with the existing museum facility.

4.27 The preliminary discussion centred around:

- A building lease for 3 years with rights of renewals
- Initial rental to be minimal in lieu of building maintenance

- Access improvements undertaken by WDC
 - Agreement with owners of existing museum display
- 4.28 A preliminary estimate for the provision of access is between \$9,000 – \$10,000 (including vehicle ramp). WDC should also provide downpipes (original copper ones stolen) and two soak pits at an estimated cost of \$3,000. Therefore to enable this lease to happen, WDC will need to consider expenditure up to say \$15,000.
- 4.29 This proposal effectively overrides the previous options discussed with Council. The outcome would be to:
- a) Achieve the desired outcome of removing the maintenance liability from WDC;
 - b) Would allow a negotiated solution to the provision of a hall facility at the Rugby Club; and
 - c) After 3 years should the lease prove to be unsuccessful, the hall could be disposed of.
- 4.30 A meeting of the local hall committee is currently being organised to discuss the proposal.

4.31 25 June 2013

- 4.32 A meeting is scheduled with the Hall Committee on 26 June 2013 at the Benneydale Hall to discuss the new proposal and identify what investigatory work is required and to identify issues with the new proposal so as to move the proposal forward for consultation.

4.33 27 August 2013

- 4.34 The proposal to utilise the hall for display of vintage cars was discussed at the recent Benneydale Residents and Ratepayers meeting in July.
- 4.35 A consultation form explaining the proposal and seeking feedback was made available at this meeting and copies were also available to be distributed to other residents.
- 4.36 These consultation responses are currently being collated by Mr Karl Epp, Chairman of the Benneydale Residents and Ratepayers Group.
- 4.37 A full report on these responses and recommendations will be made to the September Council meeting.

4.38 24 September 2013

- 4.39 The consultation forms were distributed locally by the Benneydale Residents and Ratepayers Group. Unfortunately only 5 responses have been received from the local community.
- 4.40 The questions asked were:
- a) *Do you agree for the administration of the hall to be undertaken by a community led Incorporated Society?*

All respondents agreed to this proposal.

- i) The only comment received was that the three members of the working group should be on the Society.

Response: Initially the Society would be established by the group but at the first election the community would decide on the elected members.

- b) *Do you agree with the proposal for the main body of the hall is to be utilised as a vintage car museum?*

Three respondents agreed to this proposal.

Two respondents responded with a question mark with the following comments:

- i) If the badminton falls through then I am in agreement to use the hall for cars.

Response: Potential other options exist for badminton e.g. school hall or rugby clubrooms. This needs further investigation.

- ii) Great, but only if alternative venue for other community activities is available.

Response: It is the intention of the Working Group to negotiate use of the Rugby Clubrooms for community use before finalising the vintage car museum proposal

- iii) Only for three years because more profitable utilisation should be researched

Response: Noted

4.41 At this stage it is recommended that WDC proceed with the formation of the Incorporated Society for the ownership and administration of the Benneydale Hall, initially for a period of three years to allow a comprehensive assessment of the proposal.

4.42 Any changes in ownership of the hall to the Society will require some negotiations on outstanding minor maintenance and a detailed minor maintenance proposal and costing will be prepared for Council approval at the November meeting.

4.43 With respect to the car museum proposal, due to circumstances beyond the control of the Working Group, the proposal will need to be put on hold, pending discussions with the potential lessee.

4.44 26 November 2013

4.45 A draft Incorporated Society document for the administration of the Benneydale Hall is currently being prepared and will be presented to the Benneydale Residents and Ratepayers group at their meeting of 26 November 2013.

4.46 At this meeting outstanding maintenance and compliance work will also be identified so that agreement can be reached on how to proceed with the identified works.

4.47 6 March 2014

- 4.48 The Benneydale Ratepayers and Residents Association met on 28 January 2014 and resolved to proceed with the Incorporate Society concept and draft documents previously submitted.
- 4.49 The necessary signatures have been obtained and the document will now be prepared for submitting to the March meeting of the Association.
- 4.50 The Association has finalised the outstanding maintenance compliance works for discussion and agreement with WDC. In an endeavour to progress this, a meeting has been organised on-site with the Group Manager – Community Services and The Association to facilitate discussions on the identified items.
- 4.51 A report on costs relating to the maintenance items will be presented to Council at its meeting in March.

4.52 1 May 2104

- 4.53 As part of an agreement where the hall is to be run by an Incorporated Society formed by the residents of Benneydale, outstanding maintenance items were identified for consideration by WDC prior to the Incorporated Society takeover.
- 4.54 A list has been formulated by the Benneydale Residents and Ratepayers Association for consideration by WDC and is identified below with comments and estimates where appropriate.
- 4.55 Benneydale Hall Maintenance Items

| Issue | Comment | Effect | Estimated Cost |
|---|--|-------------------|-----------------------|
| East facing window replacement | Rotten framing/sill | Weather tightness | \$1,000 |
| Spouting replacement/dp's and soak holes(2) | Copper spouting/dp's stolen | Weather tightness | \$4,500 |
| Replace rotten board right of foyer | No comment | Weather tightness | \$250 |
| Block off chimney | No comment | Maintenance | |
| Bird proof soffit | No comment | Maintenance | |
| Replacement under floor access door | Potential for access regarding arson | Security | \$750 |
| Replacement rear safety railing | Hand rails to ramp need part replacing | Safety | \$750 |
| Ventilation over projection room to be sealed off | No comment | Maintenance | |
| Roof renail | No comment | Maintenance | |
| Minor external building repairs | No comment | Maintenance | |
| Replacement zip | No comment | Sanitary | \$1,500 |
| Internal door keys/lock | No comment | Maintenance | |
| Replacement of kitchen cupboards | No comment | Maintenance | |
| Hole in wall in foyer | Internal | Maintenance | |
| Mens urinal substandard | Replace with two urinettes | Sanitary | \$2,300 |
| Upgrade of toilets | Minor works | Sanitary | \$1,000 |
| Sanitary plumbing of urinal | Currently urinal discharges to ground under building | Sanitary | \$1,500 |
| Architrave replacement to library door | No comment | Maintenance | |
| Repairs to library window | Replace rotten timber | Weather tightness | \$500 |
| Exterior repaint | No comment | Maintenance | |

| Issue | Comment | Effect | Estimated Cost |
|--|----------------------------------|-------------------|----------------|
| Roof repairs | No comment | Maintenance | |
| Repairs to historical area toilets/plumbing from sanitary purposes | Minor work for sanitary purposes | Sanitary | \$1,000 |
| Remove fireplace/chimney | No comment | Maintenance | |
| Repairs to window south end building | Replace rotten timber | Weather tightness | \$500 |

- 4.56 Obviously WDC is not in a position to undertake all works listed and the extent of works was the precursor to WDC resolving to investigate 'options' for disposal.
- 4.57 Works identified for completion by WDC and forming part of the Incorporated Society agreement should focus on weather tightness, safety, sanitary provisions and security.
- 4.58 The estimated total cost of these identified works being \$15,550 can be funded from 'Other Halls Maintenance Assistance'.

4.59 27 May 2014

- 4.60 Contractors are currently being engaged to complete the identified works.

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| Mokauiti Hall |
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5.1 30 October 2012

- 5.2 A request has been sent to the Mokauiti Hall Committee seeking a meeting to elect the three representatives to form the Working Group with Councillor Digby and the Group Manager - Community Services.

5.3 27 November 2012

- 5.4 At the time of writing this report, no response regarding the establishment of this Working Group has been received.

5.5 26 February 2013

- 5.6 A community meeting was held on 6 December 2012 attended by Councillor Digby and Group Manager Community Services. WDC's position on Mokauiti was explained and was relatively well received by the community.

- 5.7 The meeting established a committee of three representatives of the community who have been elected to work with WDC to investigate options for the hall moving forward. It is anticipated that the first meeting of this committee will be late February or early March.

5.8 25 June 2013

- 5.9 The first meeting with the committee scheduled for 12 June 2013 was postponed but a verbal discussion has been held. The discussion centered on:

- The local community forming a governing body to take ownership of the hall.
- WDC would assist in facilitating the formation of the governance group.
- The need for compliance and minor maintenance to be undertaken by WDC before this could happen.

5.10 A tentative meeting was scheduled by the hall committee for 20 June 2013 to discuss these points and formalise the proposal but this has yet to be confirmed.

5.11 26 November 2013

5.12 This meeting did not proceed and is yet to be rescheduled.

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|--------------------|
| Kopaki Hall |
|--------------------|

6.1 25 September 2012

6.2 Councils Housing and Other Property AMP and the 2012-2022 LTP identified the Kopaki Hall site for disposal as the hall was no longer in use.

6.3 In summary the land is classified as Recreation Reserve under the Reserves Act 1997 and is owned by the Crown. By gazette WDC control and manage the reserve.

6.4 The process of disposal (revocation of rights to control and manage) of the reserve requires Council resolution to that effect, public advertising, consideration of objections and then an approach to the Department of Conservation can be made outlining WDC's intention to revoke the appointment of control and manage.

6.5 Upon resolution of the appointment, the land would be Crown land and as surplus government land, the Department would arrange for disposal or land banking.

6.6 30 October 2012

6.7 A business paper was to be submitted to the October 2012 Council meeting seeking the necessary resolution of Council and outlining the timeline for such a procedure. Further research is being undertaken and this will be presented to Council at its November 2012 meeting.

6.8 27 November 2012

6.9 A business paper detailing the procedure for disposal of the hall formed part of the November 2012 Council meeting agenda.

6.10 26 February 2013

6.11 4.76 Councillors adopted the necessary resolutions at their meeting of 27 November 2012 as the formal part of this disposal process.

6.12 4.77 While verbal discussions have been held within the community, before completing the necessary documentation for submission to the Department of Conservation, documented consultation needs to be obtained. A statement of intent is being prepared and key community participants will be asked to sign the document.

6.13 Members of the Kopaki Community were asked whether they agreed that the site is no longer utilised by the community and whether the function to control and manage should revert to the Crown (Department of Conservation).

6.14 Ten members responded to this question, with ten agreeing to this statement.

6.15 It is now been 3 weeks since the receipt of the last consultation form returned to WDC. The information received will now be used to support an application to the Minister of Conservation to revoke the appointment of Waitomo District Council to control and manage the Kopaki Hall Recreation Reserve.

6.16 26 November 2013

6.17 An application to the Minister of Conservation to revoke the appointment of WDC to control and manage the Kopaki Hall Recreation Reserve has been completed and we await the Ministers response.

6.18 6 March 2014

6.19 As at 24 February 2014 no correspondence has been recorded from the Department of Conservation in response to our letter of 21 November 2013.

6.20 A reminder letter, including the original has been sent to Department of Conservation.

6.21 25 March 2014

6.22 A response has been received from the Department of Conservation dated 13 March 2014. A copy is attached for Councillors reference.

6.23 The Department of Conservation advise that they do not foresee any issues with WDC's proposal, but the actioning of our request is not a priority due to their current workload.

| |
|------------------------------|
| Suggested Resolutions |
|------------------------------|

1. The Progress Report: Rural Halls Disposal (Benneydale, Mokauiti and Kopaki Halls) be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

May 2014

Document No: 33466**File No:** 037/048B**Report To: Council****Meeting Date:** 27 May 2014**Subject: Progress Report: Road Map Work Programme Monthly Monitoring Schedule**

Purpose

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 27 August 2013.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at 27 May 2014.

Background

- 2.1 This Road Map sets out the identified work programme leading up to adoption of the 2015-2025 LTP in June 2015.
- 2.2 In addition to projects relating to the LTP, there are a number of other important projects that must also occur over this period and it is important that Council does not focus on the LTP process to the detriment of other important commitments.
- 2.3 It should also be noted that many of the projects of work contained in the Road Map are legislative requirements with statutory timelines which Council has no influence over.
- 2.4 The majority of the non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.5 The Road Map details identified projects of work, including a brief commentary for each project. Other issues will come up over time that will need to be tested against the Road Map work programme and organisational capacity to identify priority ranking against the established work programme.
- 2.6 The Road Map is a 'living document' subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.

Commentary

- 3.1 The current Road Map (as at 27 August 2013) includes work programmes required by legislation and projects identified in the 2012-2022 LTP.
- 3.2 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.
- 3.3 In the interim period a Monthly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones

for the current year (2013/2014) and includes the indicative timeframe and a commentary on progress for each project of work.

3.4 Amendments to Timelines and Projects of Work

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

New Projects

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

4.2 Roothing Activity Influences

- 4.3 There is a complex set of reviews underway in the national policy environment related to Roothing. These are being progressed through the NZTA and the Road Efficiency Group. The outcomes of these could have immense implications for local authorities in terms of development and maintenance of local roads. These National policy reviews are quite crucial to understand because for most local authorities and especially for WDC, the Roothing Activity is by far the single largest expenditure area.
- 4.4 Two of the main national reviews underway are the Funding Assistance Rate review (FAR review) and the One Network Road Classification (ONRC).
- 4.5 The FAR review is aimed at reassessing how funding assistance rates should be set for local authorities and what level funding assistance from NZTA is fair and equitable.
- 4.6 The aim of the ONRC work, as outlined by the Project Team in its guidelines, is to categorise all New Zealand Roads so that the entire country's road network can be developed, planned and managed in a consistent manner. Basically, there will be one classification applied across the country and certain service levels will be assigned to the different categories of roads.
- 4.7 These two pieces of work together could have huge implications for local authorities on the funding they receive for their local roads and the service levels expectations on local roads like response times and safety features. In practical terms this means Council will have to consider options around how to fill any gaps in funding and how to plan for and implement any service level changes (like changes to maintenance regimes) brought about due to the new classification system.
- 4.8 These national policy changes will need to be analysed and assessed and the impact factored into our planning workstreams being –
1. the Roothing Asset Management Plan
 2. the new possible requirement of a 30-year Infrastructure Strategy and
 3. the 2015-25 Long Term Plan
- 4.9 Not only that, these proposed changes will also have implications for our service delivery i.e. our contractual arrangements, which might need to be altered esp. if funding assistance decreases or service level changes have to be brought in. WDC will in turn need to assess the flexibility in its contractual arrangements for

bringing about changes. There are other linked aspects like suitability of the Procurement Policy which will also need to be reviewed.

- 4.10 'Roading Activity Influences' has been identified as an important workstream for inclusion in the Road Map and it will have wide ranging implications for the planning and operational areas identified above.
- 4.11 A more detailed discussion is proposed at the Council Workshop on 13 May wherein some key milestones and indicative timelines for the different threads will be provided to Council for consideration and input.

Suggested Resolution

The Road Map Monitoring Schedule as at 27 May 2014 be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: 1 Road Map Monitoring Schedule as at 27 May 2014 (Doc 334663)



Road Map

Monitoring

Schedule

Monitoring against
Road Map adopted on 27 August 2013

as at 27 May 2013

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Development of 2015-2025 LTP

Review of Development/Financial Contributions

This work stream has been deferred with the intention of developing a Development Contributions Policy as part of the District Plan review which may not occur now until the 2014/15 year at the earliest.

| Key Milestone | Date | Commentary |
|---|-----------------------|--|
| Scope and Needs Analysis (SNA) for District Plan Review | 30 June 2014 | <p>Since a SNA has been agreed to as part of the 2013/14 Annual Plan it is assumed that it will be completed in the 2013/14 financial year.</p> <p><u>Note:</u> The following milestones are indicative only and dependent on the Council's decision to undertake a comprehensive or rolling review. Timelines will be agreed at that time</p> |
| Expected Future Demand and Expected Future Capital expenditure on Infrastructural Assets developed. | August-September 2014 | |
| Assessment for need to develop a DC Policy and a timeline for the development | October 2014 | The timing for development of this policy will depend on the planned timing of the District Plan review |

Leadership

Local Government Funding Agency (Debenture Trust Deed)

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------|--|
| Council Meeting – report on the LGFA and amendments required to the Debenture Trust deed. | 25 September 2012 | Completed. |
| Council Meeting – SoP adopted for public consultation | 26 March 2013 | Included in the dEAP adopted for public consultation. |
| Public Notification of SoP | April 2013 | Completed. |
| Consultation period | 9 April – 7 May 2013 | Completed. |
| Council Meeting – to adopt EAP | 25 June 2013 | Completed. |
| Council Meeting – to adopt amended Debenture Trust Deed | 24 September 2013 | <p>Mr Phil Coombes (LGFA) contacted re WDC's eligibility – proposal to go from WDC to LGFA (incl updated financial forecasts, confirmation of WDC's Debt Repayment Strategy, update on financial position of ICL). The Debenture Trust Deed will be amended once outcome of WDC's proposal is known.</p> <p>Senior Accountant away for 6 weeks following hip operation – unable to progress this matter until he returns and financial forecasts updated following adoption of 2012/13 Annual Report.</p> <p>Forecasts and change to Debenture Trust Deed being finalised – approach to LGFA unlikely to occur until early 2014 – intention is to have everything in place in order to take advantage of LGFA's March 2014 issues.</p> |

Waikato Mayoral Forum Workstreams

| Governance and Planning | | |
|---|----------------------|---|
| Key Milestone | Indicative Timeframe | Commentary |
| Council Meeting – progress report on Governance and Planning work stream | As required | Council will be presented with progress reports on the Governance and Planning work stream as required. |

| Waters (Water Supply and Waste Water Activities) | | |
|--|------------------------|--|
| Key Milestone | Indicative Timeframe | Commentary |
| Impact Analysis Water and Waste Water activities. | September-October 2013 | |
| Council Workshop – presentation of findings to Council | As required | |
| Council Meeting – progress report on Waters work stream | As required | Council will be presented with progress reports on the Waters work stream as required. |

| Roading | | |
|---|----------------------|---|
| Key Milestone | Indicative Timeframe | Commentary |
| Council Meeting – progress report on Roading work stream | As required | Council will be presented with progress reports on the Roading work stream as required. |

| Economic Development | | |
|--|----------------------|--|
| Key Milestone | Indicative Timeframe | Commentary |
| Council Meeting – progress report on Economic Development work stream | As required | Council will be presented with progress reports on the Economic Development work stream as required. |

Local Government Reform - Positioning of WDC

| Reorganisation Proposal | | |
|---|-------------------------------|--|
| Key Milestone | Indicative Timeframe | Commentary |
| Council Workshop – briefing on: <ul style="list-style-type: none"> Political landscape post 2012 WDC positioning with ODC Update “<i>Better local government</i>” programme including impact of imminent legislative changes ex Phase 2 Outline the reorganisation legislative process 2014 general election issues Report impacts of WMF findings Timing issues – immediate, short term, long term | 12 November 2013 | <p>Initial briefing post-election. Other briefings as new developments occur – standing item</p> <p>The Workshop scheduled for 12 November 2013 was cancelled and this matter will be referred to the Workshop scheduled for 19 November 2013.</p> <p>No longer required</p> |
| <p>Identify the options, e.g.</p> <ul style="list-style-type: none"> Enhanced status quo (based on the WMF findings). Note that retention of local control over infrastructure and services needs to be weighed against any financial advantages of shared services for the waters etc. under some regionally based and sized CCO or similar structure, as noted in the discussion under the WMF Workstreams item. Note also that the status quo does not require an application or alternative application for reorganisation Amalgamation with 1 or more neighbouring districts (all or part) into a single district Amalgamation with 1 or more neighbouring districts (all or part) into a single unitary authority Become a local board under a larger reorganisation proposal Identify sub-catchments/communities of interest/points in common to help identify boundaries of a potential new district (e.g. alignment with the boundaries of the recent Waipa JMA) Other | December 2013 – February 2014 | |
| Identify the potential improvements that would result from each scenario and how they would promote good local government | March 2014 | |
| Consult with TAs affected by the scenarios | April – May 2014 | |
| Measure community support for the options | June – July 2014 | Optional for an alternative application but recommended |
| Prepare a preferred option including governance arrangements | August 2014 | Need census data for this step. |
| Consult with public on preferred option optional | September 2014 | Optional for an alternative application but recommended |
| Consult with stakeholders – Iwi, WRC, | September 2014 | Optional for an alternative |

| Reorganisation Proposal | | |
|--|----------------------|-----------------------------|
| Key Milestone | Indicative Timeframe | Commentary |
| Federated Farmers, sector interest groups (optional but recommended) | | application but recommended |
| Assess economic, strategic and financial impacts of preferred option | September 2014 | |
| Obtain formal support for proposal from each affected TA | October 2014 | |
| Communicate with affected community throughout process | February 20014 - end | |
| Prepare/finalise application | November 2014 | |
| Review lead application, refine and submit as alternative, OR; | December 2014 | |
| Submit as lead application | December 2014 | |

Development of a WDC Stakeholder Engagement Strategy

| Key Milestone | Indicative Timeframe | Commentary |
|---|--|---|
| Development of draft Stakeholder Engagement Strategy (SES) | September – October | Completed. |
| Council Workshop – presentation of draft SES | 12 November 2013 | The draft SES was presented to Council at its meeting on 10 October 2013 for feedback. |
| Council Meeting – presentation of draft SES for adoption | 26 November 2013 Timeline to be reviewed in July 2014 | <p>The LGA Amendment Bill currently in Parliament proposes quite a few changes to consultation or more precisely in terms of engagement with communities and Stakeholders. Examples of new requirements proposed in the Bill are -</p> <ol style="list-style-type: none"> 1. Section 14 on Principles related to local authorities amends the principle around collaboration and requires local authorities to actively collaborate and cooperate with each other and other local bodies. 2. For Councils to have a new Significance and Engagement Policy. This is not just an add on engagement section to the Significance Policy but a clear statement of what is significant and what is not and Council's will consult with various stakeholders on matters falling in different categories of Significance. There is a significant amount of prescription on the content of this policy. 3. There are other changes proposed to communication and consultation methods. <p>Council will need to take all changes into account once the Bill is passed into Act (around June this year). Given the timeframe, it would be advisable to postpone the adoption of the Stakeholder Engagement Policy until the LGA is amended so changes can be taken into account.</p> |

Review of Representation Arrangements (including Maori Representation)

Maori Wards and Constituencies

| Key Milestone | Indicative Timeframe | Commentary |
|--|--|--|
| Council Workshop: Consideration of briefing paper on Maori Wards and Constituencies | 17 September 2014 | Timeline amended by way of business paper to Council on 10 October 2013. |
| Council Meeting: Resolution to be taken in respect to Council's consideration of Maori Wards and Constituencies | 10 October 2014 Statutory Deadline <i>23 November 2014</i> | |

Should Council resolve to consult on a proposal altering the current Representation Arrangement i.e. proposing the creation Maori Wards, a full review of the Representation Arrangements will be required.

Representation Arrangement

| Key Milestone | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Council Workshop to consider options for representation arrangements | Pre-August 2014 | |
| Council Meeting – Resolution of proposed representation arrangements for consultation | 26 August 2014 | |
| Public notice of proposal and invites submissions | September 2014 | |
| Submissions close | October 2014 | |
| If no submissions then proposal becomes final | | |
| Council Meeting – consideration of submissions and possible amendment of proposal | 28 October 2014 | |
| Public notice of Council's "final" proposal | November 2014 | |
| Appeals and objections close | December 2014 | |
| If no appeals or objections then proposal becomes final | | |
| If appeals/objections received, Council forwards appeals, objections and other relevant information to the Commission | December 2014 | |
| Commission considers resolutions, submissions, appeals and objections and makes determination | April 2014 | |
| Determination subject to appeal to High Court on a point of law | | |

2014/2015 Exceptions Annual Plan

| Key Milestone | Indicative Timeframe | Commentary |
|--|-----------------------|---|
| Initial planning meetings to finalise high-level dates for EAP 2014/15 development. | August 2013 | Delayed pending return of Senior Accountant |
| Identification of amendments to LTP for 2014/15 year | August - October 2013 | Delayed pending return of Senior Accountant |
| Review of 2014/15 budgets for year 2 of LTP and Managers complete 2014/15 budgets. | October 2013 | Completed |
| Modelling of budgets and finances from Affordability Review for 2014/15 including information. | November 2013 | Completed |
| Management Review of 2013/14 budgets and rating predictions | November 2013 | Completed |
| Council Workshop #1 of 3: Strategic Issues and Policy | 10 December 2013 | Completed |

| Key Milestone | Indicative Timeframe | Commentary |
|---|----------------------|--|
| Considerations for dEAP | | |
| Council Workshop #2 of 3: Presentation of Rating Indications | 12 February 2014 | Completed |
| Council Workshop #3 of 3: Presentation of dEAP complete with proposed rating depictions | 20 February 2014 ??? | Completed |
| Council Meeting: Adopt dEAP for Audit | 6 March 2014 | No audit required as nothing in dEAP has 'triggered' a significant variation to the LTP 2012-2022. |
| Audit of dEAP | 10 – 14 March 2014 | Audit not required. |
| Council Meeting: Adopt SoP for public consultation | 25 March 2014 | Completed. |
| Public Notification of SoP | April 2014 | Completed. |
| Consultation Period | 8 April – 8 May 2014 | Completed. |
| Hearing: Hearing of Submitters to dEAP | 22 May 2014 | Hearings held on 22 nd . 3 submitters wanted to speak to their dEAP submission. |
| Council Meeting: Deliberation of Submissions | 5 June 2014 | Brought forward to 27 May 2014. |
| Council Meeting: Adopt EAP | 24 June 2014 | |

Review Memorandum of Understanding between WDC and ICL

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------|--|
| Review of existing MoU by WDC Relationship Committee | February 2014 | <p>ICL Board is in the process of developing a Strategic Plan (SP) which the Board will pass on to Council. It has been indicated by ICL that this SP will replace the approved Recovery Plan, since it is more relevant for ICL to be planning strategically for the future, at this stage.</p> <p>It will be advisable for WDC to wait for and review this Strategic Plan prior to reviewing the MOU with ICL. This will enable alignment of the MOU with the Strategic Plan so that WDC can provide any relevant support to ICL to achieve its strategic direction.</p> <p>MOU review process will be started once the ICL Strategic Plan is received and reviewed.</p> |
| Relationship Committee to meet with ICL and discuss any findings from review | March 2014 | |
| Council Meeting - Amended MoU adopted | 25 March 2014 | |

Strategic Plan – Procurement Alignment between WDC and ICL

| Key Milestone | Indicative Timeframe | Commentary |
|---|-----------------------|---|
| Preliminary meeting between WDC and ICL to identify needs and opportunities | October-November 2013 | <p>Draft MoU and Job Descriptions provided to ICL for Shared Information Technology (IT) Services (including procurement).</p> <p>Meeting held between WDC and ICL. WDC's IT Strategic Plan to be amended to include ICL's requirements</p> |
| Draft Strategic Plan document to be developed between WDC & ICL | February-March 2014 | Draft IT Strategic Plan in progress |

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------|---|
| Council Meeting - Joint Procurement Strategic Plan to be adopted by ICL and Council | 25 March 2014 | MOU for Shared Information and Communications Technology Services between WDC and ICL has been presented to Council. It could possibly be further added to once ICL's Strategic Plan is received. |

Communications Strategy – Progress Report

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------|-------------|
| Council Meeting - Council receives and adopts the Communications Strategy Progress Report | 10 December 2013 | Completed |
| Council Meeting – Six monthly progress report | 24 June 2014 | In progress |

Memorandum of Understanding between WDC and Ngati Rora – Progress Report

| Key Milestone | Indicative Timeframe | Commentary |
|---|----------------------|---|
| Discussion with Ngati Rora on their expectations of the MOU | March 2014 | Completed |
| Preliminary draft MOU developed | April 2014 | Completed |
| Council Workshop – Feedback on pdMOU | May 2014 | Completed |
| Ngati Rora to review and sign | June 2014 | The timeframes are indicative and dependent on when Ngati Rora get back and the changes sought by them if any |
| Council Meeting - to sign MOU | June 2014 | |

Community Development

Economic Development Plan

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------|---|
| Waitomo District Economic Development Plan scoping project completed. | October 2013 | In Progress. |
| Research and Assessment: 1. Socio Demographic Profile for the Waitomo District. 2. Economic and Industry Profile for the Waitomo District. 3. Public and Social Service Sectors Profile for the Waitomo District. | February 2014 | In Progress. |
| Council Meeting – Regional Economic Development Strategy presented to Council. | March 2014 | Advice received is that development of the Regional Strategy is running behind schedule. As the Economic Development Plan will be informed by the Regional Strategy, the key milestones for beyond February 2014 will be reviewed in early 2014. A business paper was presented to Council at its March 2014 meeting. |
| Survey local community to establish "needs and wants". | | |
| Form a Reference Group to inform the development of an Economic Development Plan for the Waitomo District. | | |
| Council Workshop – Consideration of the preliminary draft Waitomo District Economic Development Plan. | | |
| Draft Plan released for public consultation. | | |
| Finalise Waitomo District Economic Development Plan. | | |
| Council Meeting – Draft Waitomo District Economic Development Plan presented for adoption by Council. | | |
| Assess the need and scope of a Board/Trust to deliver on the Waitomo District Economic Development Action Plan outcomes. | | |
| Waitomo District Economic Development Action Plan implemented. | | |

Development of Customer Services Strategy

| Key Milestone | Indicative Timeframe | Commentary |
|---|----------------------|---|
| Development of preliminary draft Customer Services Charter. | November 2013 | In Progress. |
| Council Meeting – Draft Customer Services Charter presented for adoption by Council. | 10 December 2013 | Deferred to March 2014. |
| Development of a preliminary draft Customer Services Strategy | March 2014 | Council adopted the Customer Services Charter and reviewed the timeline at its March meeting. |

| Key Milestone | Indicative Timeframe | Commentary |
|---|---------------------------------------|--|
| Council Workshop – Consideration of the preliminary draft Customer Services Strategy | 11 March 2014 13 May 2014 | The draft Customer Service Strategy was presented to Council at a Workshop on 13 May 2014 |
| Finalise Draft Customer Services Strategy | April 2014 May/June 2014 | Completed |
| Council Meeting – Draft Customer Services Strategy presented for adoption by Council | 29 April 2014 24 June 2014 | The draft Customer Service Strategy will be presented to Council for adoption at the May 2014 meeting. |

Youth Liaison/Youth Council

| Key Milestone | Indicative Timeframe | Commentary |
|--|--|--|
| Youth Event held | August 2013 | Completed. Refer to the Progress Report contained elsewhere in this Agenda for details. |
| Advertise for replacement Youth Council Members | September – October 2013 | Advertising for replacement Youth Council Members will be undertaken in November 2013. |
| New Youth Council members appointed | November 2013 | New Youth Council Members will be appointed in December 2013. |
| Youth Leadership Camp convened | January 2014 | A Youth Council planning session was held on 23 April 2014. |
| Meetings scheduled throughout year. | Monthly | Ongoing |
| Youth Event held | February – May 2014 | Youth Event to be held 25 May 2014. |
| Submission to Exceptions Annual Plan by Youth Council | April/May 2014 | The Youth Council has lodged a submission to the dEAP |
| Council Meeting Progress Reports on Youth Activities will be presented to Council quarterly. | 24 September 2013 10 December 2013 25 March 2014 24 June 2014 | 24 September 2013 – Completed 10 December 2013 – Deferred to February 2014. 6 March 2014 – Completed |

Community Events

| Key Milestone | Indicative Timeframe | Commentary |
|--|-----------------------------|--|
| 2014 Great New Zealand Muster | | |
| Identify and consult with key stakeholders. | September 2013 | Completed. Preliminary event meetings have been held with the Shearing Committee, TKDI and entertainment/activity providers. |
| Development and implementation of a Project Plan and Safety Plan. | October/November 2013 | Completed. |
| Advertise and communicate: Continue communication with key stakeholders, community and other target markets. | November 2013 to March 2014 | Completed. |
| Execution of event | 29 March 2014 | Completed. |
| Council Meeting: Management Report on the main event (The Muster) identifying success and the budget. | 27 May 2014 | A business paper is included in the May 2014 Agenda. |

Waitomo District Citizens Awards

| Key Milestone | Indicative Timeframe | Commentary |
|---|----------------------|--|
| Calling of Nominations | February 2014 | Completed. |
| Consideration of Nominations by Working Party | March/April 2014 | In Progress. |
| Awards Ceremony | May 2014 | The Awards ceremony will be held 22 June 2014. |

Regulation Services

District Plan Review

| Key Milestone | Indicative Timeframe | Commentary |
|--|-------------------------------------|--|
| Issues and Options paper for coastal subdivision and development prepared. | May 2011 | Completed |
| Open days at Mokau and Te Waitere convened | 5 and 12 November 2011 | Completed |
| Council Meeting – reporting on feedback received | 13 December 2011 | Completed. Council considered a business paper advising of the work done since June 2011 on the District Plan review. |
| Review setup involving - identification of key milestones, important stakeholders, communication to be undertaken and assessment of resources required. | September-November 2012 | This work is currently ongoing. |
| Assessment of “current state” of the District Plan rules and policies e.g.- what’s working and what isn’t, which rules have been challenged, how are the linkages with neighbouring local authorities in terms of resource use policies, alignment with RPS. | November/December 2012 | |
| RPS becomes operative | December 2012 | Given the changes occurring in the external policy and regulatory environment (RMA changes and Waikato Mayoral Forum workstreams) Council in developing its 2013/14 Annual Plan resolved to postpone this project by one year. (Refer page 8 of 2013/14 EAP). |
| Completion of a Scope and Needs Analysis (as per 2013/14 EAP) | 1 September 2013 - 25 February 2014 | In postponing this project as above, Council agreed that a Scope and Needs Analysis be completed in the interim. One of the main outcomes of this work will be Council’s decision on whether to undertake a comprehensive review or a rolling review of its District Plan. Note: The outcome of this Scope and Needs Analysis together with the WMF work on Integrated Planning will provide guidance for setting the work plan forward in the 2014/15 EAP. |
| Council Meeting – Outcome of Scope and Needs Analysis to Council for consideration | 25 February 2014 | Timelines for the project from this point forward will be revisited subject to Council’s decision following consideration of the Scope and Needs Analysis. This project has been delayed due to staff commitments to other work streams. |
| Council assimilates a team to scope the development of a new District Plan (using information gathered earlier). | | |
| Consultation with stakeholders | | |
| New District Plan drafted | | |
| Further consultation with stakeholders | | |
| Public notification of proposed District Plan | | |

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| Submissions received and analysed | | |
| Public notification of submission | | |
| Further cross submissions | | |
| Hearing of submissions | | |
| Decisions on District Plan notified | | |
| Subsequent appeal process to Environment Court | | |

Urban Structure Plans

| Key Milestone | Indicative Timeframe | Commentary |
|--|-------------------------------------|---|
| Completion of a Scope and needs Analysis | 1 September 2013 - 25 February 2014 | This project has been delayed due to staff commitments to other work streams. |

Jurisdictional Issues

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------|---|
| Council Meeting - Report re S17 LGA | 25 August 2009 | <p>During 2008 a Working Group (WG) consisting of officers from Franklin, Waikato, Otorohanga and Waitomo District Councils started discussions on a common approach to jurisdiction on beaches.</p> <p>The WG has not met for some time and fresh attempts are currently underway to ascertain whether the other councils are still interested in pursuing a common response to jurisdiction on beaches.</p> <p>The timeline will be revised after certainty has been reached on the proposed common approach.</p> |
| Negotiations with EW on obtaining selective jurisdiction for bylaws on tidal beach strip | | |
| Inform Minister of intention | | |
| Public Notification | | |
| Joint Special consultative procedure with EW | | |
| Joint Hearing with EW | | |
| Approve transfer of bylaw making power | | |

Waikato River Catchment Economic Studies

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

Te Maika Zone

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| Confidential Progress Reports to Council | Monthly | |

Dog Control Review

| Key Milestone | Indicative Timeframe | Commentary |
|---|--|--|
| Clearly scope the proposed review detailing deliverables and timelines | August – September 2013 | Completed |
| Council Meeting Progress Report | 27 August 2013 | Completed |
| Council Meeting Report detailing confirmed project and timelines | 24 September 2013 | Completed |
| Review of Dog Control Service Delivery | October – November 2013 | The review of WDC's Dog Control Service delivery is currently ongoing. |
| Council Meeting Findings of Audit presented to Council with recommendations in terms of enforcement options. | 26 November 2013 27 May 2014 | Expressions of interest have been requested for the delivery of Animal Control Services. When that process is completed a business paper will be presented to Council advising of new service delivery arrangements. |

Gambling Policy Review

| Key Milestone | Date | Commentary |
|---|-------------|---|
| Identification of Issues – review of Policy | March 2014 | Completed. |
| Council Workshop – Review of Policy by Council | 13 May 2014 | Completed. |
| Council Meeting – Consideration and adoption of Policy by Council. | 27 May 2014 | A business paper has been prepared for Council. |

Bylaws Review

This review process will run concurrent with the dEAP public consultation process.

| Key Milestone | Indicative Timeframe | Commentary |
|---|----------------------|---|
| Council Workshop: Review of Bylaws | 18 March 2014 | Completed. |
| Council Meeting: Adoption for public consultation | 25 March 2014 | Completed. |
| Public Consultation | 8 April – 8 May 2014 | Completed. |
| Hearing of Submissions | 22 May 2014 | Completed. |
| Council Meeting: Deliberation of Submissions | 5 June 2014 | This has been brought forward to the Council meeting on 27 May 2014. A business paper relating solely to this matter is contained elsewhere in this Agenda. |
| Council Meeting: Adoption of Bylaws | 24 June 2014 | |
| Public Notification of Bylaw Review | July 2014 | |

District Plan Rules – Audit of Signs/Hoardings

| Key Milestone | Indicative Timeframe | Commentary |
|---|---|--|
| Audit completed of District advertising hoardings. | 28 February 2014 | As at 1 May 2014, audit of the District's hoardings is currently underway with the intention of completing the audit by 9 May 2014. |
| Council Meeting Elected Members to provide guidance to staff in terms of enforcement options. | 25 March 2014 27 May 2014 24 June 2013 | Audit of District advertising hoardings, while well advanced, is not yet fully complete. It is intended to complete this audit and present findings to the 24 June 2014 Council meeting. |

Establishment of a Rural Fire Authority for Waikato Valley Operational Area

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------|--|
| Complete draft proposal | 31 October 2011 | Council was briefed on this proposal as part of the Public Amenities AMP on 8 November 2011. |
| Council Meeting – consideration of draft Proposal | 29 November 2011 | As of 29 November 2011, no further information had been received on the proposal for reporting to Council. The next meeting to discuss the proposals is now scheduled for mid March. |
| Inclusion of proposal in Public Amenities AMP | 6 December 2011 | The finances and details associated with the enlarged Rural Fire district have been included in the Public Amenities Activity Plan as a proposal, which as yet is not finalised. |
| Consulted on as part of 2012-22 LTP process | April/May 2012 | Information was still not available at the time of consulting on WDC's 2012-22 LTP. |
| Council Meeting – progress report | 28 August 2012 | <p>A progress report was presented to Council at its 28 August 2012 meeting.</p> <p>At that time the Department of Conservation (DoC) indicated that although it was yet to have talks with Thames-Coromandel on the proposed amalgamation, DoC's stance was that both current proposals were not in their interest and therefore DoC did not support the consultation document for the proposal to establish the Waikato Valley Rural Fire District, as the proposal will effectively split the DoC Conservancy into three.</p> <p>All four Councils agreed it would be a waste of time to formally consider any consultation document for the proposal in the absence of DoC support.</p> <p>The National Rural Fire Authority has indicated that they would have further meetings with DoC and Thames-Coromandel District Council to try and resolve the deadlock.</p> <p>A progress report on this matter was presented to Council at its 30 July 2013 meeting.</p> <p>Council will be kept informed of progress by way of reports to Council on an as required basis.</p> |

Community Services

Te Kuiti Railway Building

| Key Milestone | Indicative Timeframe | Commentary |
|--|---------------------------|--|
| Development of Conservation Plan, Maintenance Plan and preliminary budget estimates for the restoration of the buildings | July 2012 | Completed |
| Ownership / lease of the building and land to be secured from New Zealand Rail | July 2012 | Completed by MOU only. Finalised lease to be submitted |
| Council Meeting Business/Positioning paper to Council for consideration and approval of the establishment of a working group to prepare a site and building development proposal | 28 August 2012 | Completed Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. |
| Preparation of site and building development proposal | September – December 2012 | Ongoing with Reference Group. Initial proposal included as part of the November Agenda. |
| Council Workshop # 5 Consideration the preliminary draft site and building development proposal | 19 February 2013 | Completed Council work shopped scenarios for the development including cost implications. |
| Council Meeting Business Paper to Council for financial programme and costings for approval and inclusion in dEAP | 20 March 2013 | Completed Business Paper adopted by Council for inclusion in dEAP documentation. |
| Council Meeting Adoption of EAP | 25 June 2013 | Completed Programme of restoration condensed to match proposal for funding from Lotteries Commission. |
| Council Meeting | Monthly | Ongoing A Monthly Progress report will be made to Council for the entire project i.e. Restoration, Roading and Revitalisation. |

RAILWAY BUILDING: PROJECT 1 - RESTORATION

| Key Milestone | Indicative Timeframe | Commentary |
|---|--|---|
| Engineering structural assessment of building 1,2 and 3 | August 2013 | Commenced. Engineers have advised this will be available to WDC 23 September 2013 |
| Preparation of working drawings and contract documents for restoration of exterior, buildings 1,2 and 3 | July – August 2013 | Commenced Architect has advised these will be available to WDC in draft form 20 September 2012 |
| Historic Places Trust Approval | September 2013 | Draft documents sent to HPT 10 October 2013. Awaiting response. Approval to tender documents received. |
| KiwiRail Approval | September 2013 | Draft documents sent to HPT 10 October 2013. Awaiting response. Approval to tender documents received. |
| Tender for works | November - December 2013 (subject to approval of alternative funding services) | Funding approval granted, documents due for completion last week in November. Preparation of documentation proved difficult to complete due to HPT and engineering requirements. Project now out to tender, tenders closing 20 May 2014. Tenders closed 20 May 2014 with three tenders being recieved |
| Construction works | January 2013 – September 2014 | Estimated construction period now May 2014 – October 2014. |

RAILWAY BUILDING: PROJECT 3 – ROADING RENEWAL

| Key Milestone | Indicative Timeframe | Commentary |
|---|-------------------------|--|
| Redesign of carriageway to align with Railway development proposals | August 2013 | Commenced Completed. |
| Retendering negotiations | August – September 2013 | Completed. |
| Roading construction | October – November 2013 | Completed. Note project undertaken February – March 2014 |

RAILWAY BUILDING: PROJECT 4 – COMMUNITY SPACE REVITALISATION

| Key Milestone | Indicative Timeframe | Commentary |
|--|------------------------|---|
| Expressions of Interest process | August – November 2013 | EOI document publicised October / November, closing 28 November 2013. Six expressions of interest received. Acceptance still under review |
| Preparation of Tender Documentation for Building 1 to refurbish the existing building layout | April – May 2014 | Commenced. |
| Minor construction to allow temporary use of building | January 2014 | |
| Building useage by tenants | February 2014 | |

RAILWAY BUILDING: PROJECT 5– COMMERCIAL SPACE REVITALISATION

| Key Milestone | Indicative Timeframe | Commentary |
|--|---|--|
| Expressions of Interest process | October – November 2013 | EOI document completed and will be available 22 November, closing 23 December 2013. No expressions of interest received. |
| Lease agreement negotiations | November 2013 – January 2014 | |
| Application to NKCDT for funding to assist with document preparation and development associated with Cornerstone tenant. | November – December 2013 | |
| Preparation of working drawings and contract documentation of areas associated with Cornerstone tenant | December 2013 – February 2014 (subject to funding availability) | |
| Tender process for works | March – April 2014 (subject to funding) | |
| Construction of internal work and site services associated with Cornerstone tenant | May 2014 – September 2014 (subject to funding) | |
| Cornerstone tenant operational | October 2014 | |

Centennial Park Drainage

| Key Milestone | Indicative Timeframe | Commentary |
|---|-------------------------|---|
| Confirm / finalisation of the design by the NZ Turf Institute | January – February 2013 | Instructions given to NZTI August 2012 to complete design. Survey and design to be undertaken end of October 2012. Design completed. |
| Contractor pricing | February 2013 | |
| Tender Committee approval | | |
| Implementation of the drainage network | February – March 2013 | This project was deferred during the drought period due to the implications on mole drainage of very dry crumbly soils. Now that the soils are moister, |

| Key Milestone | Indicative Timeframe | Commentary |
|---|----------------------|--|
| | | discussions on timing of implementation are being held with the Te Kuiti Soccer Club. This has now been rescheduled January – March 2014. Tenders closed 15 February 2014 |
| Rescheduled implementation of drainage networks | January – March 2014 | Implementation scheduled for April 2014 Implementation was scheduled to commence Monday 28 April 2014 . This was cancelled by the NZSTI and contractor due to the storms over the Easter period and potential field damage by machinery. Spring is the next scheduled time. |

Te Kuiti Library Roof Renewal

| Key Milestone | Indicative Timeframe | Commentary |
|--|--|---|
| Obtain quotations for the roof renewal | October 2012 | This project has been delayed pending outcomes of shifting Te Kuiti Community House to the building and the earthquake assessment outcomes. |
| Earthquake Assessment | May 2013 | Completed |
| Roof Renewal Works | February – March 2014 (awaiting outcomes of TK Community House funding to combine works) | |

Civic Centre Upgrade : Stage 4 – Main Hall Ceiling

| Key Milestone | Indicative Timeframe | Commentary |
|---|------------------------------------|--|
| Council Meeting Business paper to review upgrade options / proposals for Stage 4 with Council | 25 September 2012 | Completed A business paper was presented to Council at the October 2012 Council Meeting. |
| Preparation of upgrade documentation | March - April 2013 | Preliminary meeting held with Architects. Documents on hold until March 2013. A second meeting with the architect was held 12 April to discuss the three options for the ceiling. These are currently being assessed by AECOM's quantity surveyor to provide information relating to the most cost effective option before proceeding with working drawings. The QS confirmed that approval of the texture on the surface will be the most cost effective solution. Draft working drawings and tender documentation will be available 18 June. |
| Building Consent – Stage 4 as required | August 2013 | Completed |
| Tenders | August – September 2013 | Completed |
| Construction – Stage 4 | To be fitted to hireage timeframes | Discussions are underway with successful tender to identify a window to complete the works Construction period agreed – 9 December 2013 to 30 January 2014 Completed |

Sale of 6 Te Kumi Road

| Key Milestone | Indicative Timeframe | Commentary |
|---|----------------------|---|
| Letter to tenant advising of Councils intentions moving forward | August 2012 | Completed A letter has been forwarded to the tenant advising WDC's intention to dispose of the property in November. |
| Valuation of the property | January 2013 | Completed |
| Marketing of property through real estate company | March 2013 onwards | The property has been listed for several months, with no enquiries to date. While the property is still on the market, the house has been tenanted in the interim to provide income |

Sale of 6 Jennings Street – Community House

| Key Milestone | Indicative Timeframe | Commentary |
|--|-------------------------------|--|
| Preparation of services provision study undertaken by the Community House | May – June 2012 | Completed |
| Council Meeting Business paper to present study findings to Council | May 2012 | Completed Council has requested the study be expanded to include alternative locations and to confirm requirements |
| Council Meeting Business paper to seek funding to assist with the additional study | 28 August 2012 | Completed |
| Undertake the additional study by the community house | 28 August 2012 – October 2012 | Council resolved not to assist in the undertaking of the additional study but to support the Trust's endeavours to raise funding for the use of the upstairs floor of the Library. Changes to the report are being worked through with a Consultant. |
| Council Meeting Report findings to Council | | Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. A draft floor layout has been agreed with TK Community House Trust. |
| Preparation of advanced sketch drawings and Quantity Surveyor costs | August – September 2013 | Completed along with revised budget. Separately reported to Council |
| Application to Lotteries Community Facilities Fund for funding | February 2014 | Completed Outcome of application advised June 2014 |

Benneydale Hall Replacement / Disposal

| Key Milestone | Indicative Timeframe | Commentary |
|--|-------------------------|--|
| Council Meeting Progress Report on discussion within the community on alternatives for use as a community hall | Monthly | Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. |
| Community Consultation regarding establishment of community society and leasing of building. | August – September 2013 | Completed with results separately reported to Council |
| Formation of Incorporated Society for the administration of Benneydale Hall as per Council resolution | October - November 2013 | Draft document completed and will be discussed at Hall committee meeting 26 November 2013 |

| Key Milestone | Indicative Timeframe | Commentary |
|--|------------------------------|---|
| Report to Council regarding agreement to maintenance requirements | | Refer to business paper April 2014 meeting |
| Registration of Benneydale Hall Incorporated Society | December 2013 – January 2014 | Will be completed based on outcome of April 2014 Business paper |
| Asset Transfer document to for the transfer of Benneydale Hall assets to new Society | January – February 2014 | |

Parkside Subdivision Disposal

| Key Milestone | Indicative Timeframe | Commentary |
|---|--------------------------|--|
| Council Meeting Progress Reports | Monthly | Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. |
| Initial open day | 30 June 2012 | Completed |
| Finalisation of promotional material including bank display | August 2012 | Completed |
| Open day | 25 August | Completed |
| Open day | 1 September 2012 | Completed |
| Open day | 8 September 2012 | Completed |
| Establish Real Estate Agreement for sales | September – October 2012 | Completed |
| Provide Real Estate board onsite | September – October 2012 | Completed Agreement has been reached with Real Estate Agents. Real Estate boards will be installed by end of November. |
| Section Sales | | Ongoing One section sold in the 2013 calendar year (8 February 2013). Negotiations for the sale of Lot 36 completed with the sale going unconditional 20 September 2013. Lot 36 sale completed. Refer separate business paper for the sale of Lot 16 Documentation for the changes to the covenants distributed, with responses due back to WDC 27 May 2014 |

Mokauiti Hall Disposal

| Key Milestone | Indicative Timeframe | Commentary |
|--|------------------------------|--|
| Council Meeting Progress report on discussion within the community on alternatives for use as a community hall | Monthly | Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. |
| Establish a committee to look at options for disposal. | October 2012 | Hall Committee asked to nominate three working group members. Completed at hall meeting December 2012. |
| Meeting to discuss options for the hall | May 2013 | Meeting scheduled for 12 June 2013 (telephone discussion) |
| Proposal developed and provided to committee for discussion | September 2013 | |
| Finalised proposal | October 2013 | |
| Council Meeting Sign-off of proposal by Council | 26 November 2013 | |
| Implementation | December 2013 – January 2014 | |

Oparure Hall Disposal

| Key Milestone | Indicative Timeframe | Commentary |
|---|----------------------|--|
| Letter to be sent to Department of conservation advising of WDC decision during the LTP process | September 2012 | Council will be kept updated through the presentation of progress reports to the monthly Council meetings. |
| Adjust Councils records to remove WDC as the owner / ratepayer of the facility | September 2012 | Completed A second letter forwarded to Department of Conservation 30 May 2013. As no response has been forthcoming from Dept. of Conservation it is assumed there is acceptance of the letter. This project is completed |

Kopaki Hall Disposal

| Key Milestone | Indicative Timeframe | Commentary |
|---|-------------------------|---|
| Consultation letter /survey distributed to local residents | august 2012 | Completed |
| Council Meeting Resolution of council requesting the Minister of Conservation to revoke WDC control and manage status for this hall / Reserve | September 2012 | Completed |
| Letter to Department of Conversation requesting revocation to be gazetted | October – November 2013 | Completed Letter sent 20 November 2013 Dept. of conservation have advised that they have received WDC's request but actioning this is not a priority at present |

Mokau Effluent Disposal Upgrade

| Key Milestone | Indicative Timeframe | Commentary |
|--|-------------------------|---|
| As-built preparation of existing system | August/September 2010 | Completed McDonald Plumbing completed initial "As Built" sketches and DM Engineering completed detailed "As Built" Plans. |
| Review of system and identification of suitable upgrade treatments | April 2011 | On site meeting scheduled for 27 th June 2011. Completed |
| Letters to MOE and School BOT investigating potential land purchase | June – July 2011 | Completed Mokau effluent disposal was work-shopped as part of the Public Amenities AMP on 8 November 2011. A direct approach to other parties is to be made. |
| Report to Council once response received from MOE | | Contact has been established with MOE. Councillor Brodie and Group Manager Community Services attending BOT meeting in Mokau 12 June 2012. BOT approved in principal the course of action to acquire land |
| Survey of the land to be undertaken to allow the quantification of land requirement | July 2012 | Acceptance of Quotation from Arrow surveys to undertake this work has been accepted, with completion due 31 July 2012 |
| Draft proposals prepared and presented to the Mokau School board of Trustees for signoff | August- September 2012 | Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. |
| Formal application to the Ministry of Education for land purchase | January – February 2013 | Completed |
| Declaration of land as surplus to MOE requirements and available | August 2013 | Completed |

| Key Milestone | Indicative Timeframe | Commentary |
|---|-------------------------|---|
| for sale | | |
| Negotiations for purchase of land with government disposal team | August – October 2013 | Commenced, proceeding through the sale process, with the process being undertaken by Darrochs. Negotiations ongoing with price only outstanding issue and this is currently being addressed by Darrochs. Related to interpretation of valuation Sale and purchase documentation completed and ready for WDC signing |
| Valuation to be obtained for the land to be purchased | October – November 2013 | Completed |
| Subdivision resource consent to be obtained | | Not required as done under Public Works ACT |
| Detailed design of effluent field | | |
| Tendering of work | | |
| Implementation of works | | |

Quarry Resources Review

| Key Milestone | Indicative Timeframe | Commentary |
|--|------------------------------|--|
| Land status investigation for Quarries | September 2010/December 2011 | Completed Including surveys for key leased quarries. |
| Desktop assessment of Quarries | October 2010/March 2011 | Progressing. Legal implications relating to lease renewals were identified and a legal opinion was obtained. Leases have not been renewed and are operating on a monthly system. |
| Council Workshop 15 – consideration of investigation and assessment outcomes | 15 November 2011 | Preliminary outcomes of site investigations will be presented as part of the new Investments AMP. Following this Workshop a detailed timeline of Key Milestones will be developed. The newly developed working draft Investments AMP was presented to Council in December 2011. |
| Prepare a review of all land ownership/survey information and leases collated to date into a review document, identifying future discussion points and options | January 2013 | Discussions have been held with a quarry consultant in relation to providing a desktop review of the quarry site information for Councils key quarries. |
| Council Workshop 5 – consideration of review document | 19 February 2013 | Completed A quarry resources review was presented to Council along with recommendations for inclusion in the dEAP. Council asked for the work to be reviewed with ICL in an endeavour for the work to be completed over time with a zero budget to WDC. |

Review Lease/Licences

| Key Milestone | Indicative Timeframe | Commentary |
|--|-----------------------------|--|
| Identification of all property based Leases and Licences | July 2011 – ongoing | Leases and Licences are reviewed as they fall due. |
| Renewal of Leases and Licences as required | July 2011 - ongoing | |
| Input Leases and Licences into new NCS property module | August 2012 – December 2012 | |

Old Ministry of Works Building, Queen Street, Te Kuiti

| Key Milestone | Indicative Timeframe | Commentary |
|---|----------------------|--|
| Council Workshop 15 – presentation of background information to Council to enable informed decision on future of the building | 15 November 2011 | Following this Workshop a detailed timeline of Key Milestones will be developed for inclusion in the next version of the Road Map. Council agreed that it does not wish to expend any further funds on this building and proposes to consult with the community on the basis that Council will advise the Crown that the property is no longer of use to the Council and that Council wishes to relinquish its holding of the property. |
| Letter to Crown advising outcomes of the LTP consultation process and seeking approval to relinquish Councils involvement in the property | September 2012 | Writing to the Crown was put on hold as an offer of finance with conditions was made through the LTP process. The conditions included WDC as well as the community matching the funding proposal. Council advised the submitter that it would not contribute to funding the renewals works but delayed contacting the Ministry to allow the community to match the proposal. As no correspondence has been received to date, it is proposed to write to the Ministry seeking approval to be released from Councils commitment. Te Kuiti Historical Society have been asked to investigate alternative accommodation to allow the approach to the Ministry to be made |

Land Purchase – Te Kuiti Cemetery

| Key Milestone | Indicative Timeframe | Commentary |
|---|--------------------------|---|
| Review of requirements and identification of suitable land | January 2012 | Completed |
| Negotiation with Landholder | February 2012 | Completed |
| Council Meeting - Report to Council seeking resolution to purchase | 24 April 2012 | A business paper detailing options was presented to Council at the 24 April 2012 meeting. |
| Purchase/Settlement | July – August 2012 | Discussions have been held with an independent Purchaser with an approach to the land owner being made. Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. Completed. |
| Discussions with adjacent land owner in an endeavour to improve the site | September – October 2013 | First meeting held and topographical plan prepared for discussion purposes. Discussion is ongoing. Several discussions have been held in relation to alternative layouts and alternate location. Alternate location is not feasible. WDC awaiting for any further proposal from the adjacent land owner |

Riverview Heights Land Disposal

1.0 DESCRIPTION

Council, in 2006/2007 proceeded with the Section 40 offer back process for this land, to the previous owners, with each owner confirming that they did not wish to proceed with the repurchase of the land.

2.0 DISCUSSION / ISSUES

Council subsequently resolved in 2007, to review the land holding, taking account of the marketability of the available sections, and in particular in relation to the size of sections, building platforms, access and servicing.

The marketability review included realigning lot boundaries to create bigger, useable sections with each having an adequate building platform. The building platforms were confirmed by undertaking a geotechnical survey of each lot and a full cash flow analysis was undertaken on the total project and presented to Council in November 2008.

In January 2009 Council resolved to remedy the informal situation whereby part of the Riverview Heights property is used as public road in the 2009/2010 year, and to defer the proposed disposal of the balance of the Riverview Heights land until the remedial work has been completed.

As part of the draft 2010/11 EAP development, Council considered a preliminary estimate to form the entrance road into the proposed subdivision including the financial aspects of the subdivision proposal and resolved not to proceed with the proposal at that time. Ongoing assessment of economic conditions will be taken into consideration before reconsidering this project further.

Cemetery Maps and Records

| Key Milestone | Indicative Timeframe | Commentary |
|---|---------------------------------|--|
| Review mapping/record requirements for each cemetery/gathering base information | November – December 2011 | This project is due to commence on 14 May 2012 when staff are available. |
| Prioritised List of Requirements | May - December 2012 (Te Kuiti) | Priority has been given to Te Kuiti Cemetery and all the records for the cemetery are being collated into one data base for cross referencing. |
| Ongoing implementation of priorities | | |

Te Kuiti Mainstreet Garden Re-design

| Key Milestone | Indicative Timeframe | Commentary |
|---|-------------------------|---|
| Review of existing data relating to existing Main Street gardens | December 2011 | |
| Establish design team of Councillor, Community Services, TK Business Association and Roading. | January – February 2012 | A business paper was presented to Council at the 4 April 2012 Council meeting. |
| Develop design proposals in conjunction with Consultant | March – April 2012 | A Design Team has been established and an initial draft sketch proposal for a typical area is to be available for discussion mid June. |
| Finalised sketch plans to be completed for Stage 1 – the ANZ intersection and roundabout | August - September 2012 | Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. Detail drawings and costings received by WDC. Needs to be discussed by the working group prior to presentation to Council. |
| Council Meeting: Presentation of Design | 30 October 2012 | As reported previously to Council, revised plans to be sought. |
| Revised plans for Stage 1 preparation | August 2013 | Commenced Mansergh Graham Landscape Architects Completed Working group yet to meet to sign |

| Key Milestone | Indicative Timeframe | Commentary |
|-------------------|--------------------------|--|
| | | off plans |
| Implement Stage 1 | September – October 2013 | Stage one diverted to the central area of Rora Street associated with the new road construction March 2014 Completed |

Walking Track Strategy

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------------|------------|
| Base information gathering | November 2013 – April 2014 | |
| Council Meeting: Initial progress report on extent of asset and its condition to council including timeline for completion | 27 May 2014 | |

Te Kuiti Aerodrome Reserve Management Plan

| Key Milestone | Indicative Timeframe | Commentary |
|--|--------------------------|------------|
| Council Meeting Business paper for the establishment of Working Group for the development of the Aerodrome Reserve Management Plan | 10 October 2013 | Completed |
| Advertise intention to prepare Plan and calling for initial submissions | November – December 2013 | |
| Consultation Meeting 1 with aerodrome users | December 2013 | |
| Consultation Meeting 2 with aerodrome users | February 2014 | |
| Consultation Meeting 3 with aerodrome users | July 2014 | |
| Preparation of Management Plan | January – June 2014 | |
| Council Meeting Adoption of Draft Aerodrome Plan by Council | August 2014 | |
| Public consultation | September – October 2014 | |
| Hearing of submissions and consideration | November 2014 | |
| Council Meeting Deliberation of Submissions | November 2014 | |
| Council Meeting Adoption of Finalised Plan | December 2014 | |

Cultural and Arts Centre - Shared Parking Investigation

| Key Milestone | Indicative Timeframe | Commentary |
|--------------------------------------|----------------------|--|
| Site topographical survey undertaken | June – July 2013 | Completed |
| Development of concept design | July – August 2013 | On hold pending report to Council relating to making that section of road one way as this impacts on design . Report presented to Council 23 August 2013. Council resolved to make the road one way. Affected parties are currently being consulted as to this proposed change. Letter 4 November 2013 sent to major users of Civic centre and other property owners – no response has been received to date |
| Approval of design by "The | September 2013 | Instructions have been issued for |

| Key Milestone | Indicative Timeframe | Commentary |
|---|--|---|
| Cottage" | | the design layout to be developed Draft layout completed and forwarded to The Cottage. Site Geotech scheduled for completed by 28 November 2013 Completed |
| Council Meeting: Seeking Council's approval of the Concept Design | 24 September 2013 | Completed |
| Detailed tender documentation prepared | October – November 2013 December 2013 – January 2014 | completed |
| Tender process | December 2013 – March –April 2014 | Tenders close 29 April 2014 |
| Construction | January – February 2014 | |

Investigation into Provision of Joint Services Facility

| Key Milestone | Indicative Timeframe | Commentary |
|--|--|--|
| Scope of project to determine parameters and outcomes | January – March 2014 (to align with Customer Services Strategy 2014) | Refer business paper to Council Workshop 1 May 2013. |
| Council Workshop Project scope and outcomes in conjunction with Customer Services Strategy | 18 March 2014 13 May 2014 | completed |
| Establishment of Project Team | 30 June 2014 | |
| Investigate options for future delivery of services from a defined central location | 31 October 2014 | |
| Report findings of Investigation to Council | 25 November 2014 | |

Library Building Renewal and Entrance

1.0 DESCRIPTION

This project is dependent on the future tenanting and use of the building.

Parks and Reserves AMP – Plan Improvement and Monitoring

| Parks and Reserves AMP | | |
|---|---|---|
| Key Milestone | Indicative Timeframe | Commentary |
| AMP Improvement | | |
| 1. Review AMP every three years. | December 2014 | To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle. |
| 2. Review Levels of Service. | December 2014 | To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle. |
| 3. Confirm corporate AM objectives. | December 2014 | To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle. |
| 4. Define current Levels of Service/performance measures. | December 2014 | To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle. |
| 5. Conduct external audit of AMP. | December 2014 | To be conducted during the final review of AMP in anticipation of the 2015-22 LTP planning cycle. |
| 6. Identify and include any assets that are not included in this AMP. | Ongoing process to improve the integrity of asset base. | If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP. |

| Parks and Reserves AMP | | |
|---|----------------------|--|
| Key Milestone | Indicative Timeframe | Commentary |
| 7. Identify, development, renewal and maintenance strategies where required. | Ongoing process | As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed. |
| 8. Link financial forecasts to the lifecycle management strategies. | 2013-2018 | Developed during preparation of an Advanced AMP for Parks and Reserves. |
| 9. Include valuation results. | December 2014 | To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle. |
| Data Improvements | | |
| 10. Continue to collect asset attribute information. | Ongoing process | Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised. |
| 11. Collect maintenance data against significant assets or asset groups. | Ongoing process | Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised. |
| 12. Collect lifecycle costs for significant assets or asset groups. | Ongoing process | Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised. |
| 13. Future prediction data. | 2013-2018 | Developed during preparation of an Advanced AMP for Parks and Reserves. |
| 14. Monitor actual versus predicted growth. | 2013-2018 | Developed during preparation of an Advanced AMP for Parks and Reserves. |
| 15. Measure performance in Levels of Service against targets. | Ongoing process | Financial and Non-financial performance is reported to Council on a 3-monthly basis. |
| AM Process Improvements | | |
| 16. Ensure operations and maintenance are competitively tendered | Ongoing process | Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors. |
| 17. Optimise operations to minimise lifecycle costs | Ongoing process | The most optimum processes and procedures/operations are continually reviewed to minimise costs. |
| 18. Documentation of operations and maintenance activities | Ongoing process | Contract details to be recorded accurately for each Parks and Reserves contract. |
| 19. Process in place for monitoring, analysing and reporting of performance against levels of service and other performance measures. | 2012/13 | Process developed to ensure accurate collection of KPI information based on new KPI regime. |
| 20. Predict failure works | 2013-2018 | Predictive failure to be part of the Advanced AMP. |
| 21. Assess risks and identify treatment options | December 2014 | Review risk section of Parks and Reserves AMP and include any newly identified risks in review. |
| 22. Determine and optimise lifecycle costs using NPV analysis for major new works. | 2019 Onwards | Outside the scope of this AMP. |
| 23. Develop process for updating asset data with new assets and data collected via the maintenance contract. | December 2012 | Asset inventory processes to be created |
| 24. Asset register available to all relevant staff | December 2014 | Development of an Asset Appendix for the Parks and Reserves AMP. |
| 25. Compile up to date information on leased reserves | December 2012 | Part of Asset Appendix. |
| 26. Complete reserves | Ongoing process. | The Brook Park Management Plan |

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

| Parks and Reserves AMP | | |
|------------------------------------|------------------------------------|---|
| Key Milestone | Indicative Timeframe | Commentary |
| 47. Review of Leases and Licenses. | Register developed in NCS by 2013. | Leases/Licences Register to be developed and renewals as appropriate on an ongoing basis. |

Recreation and Culture AMP – Plan Improvement and Monitoring

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

| Recreation and Culture AMP | | |
|---|----------------------|---|
| Key Milestone | Indicative Timeframe | Commentary |
| 17. Optimise operations to minimise lifecycle costs | Ongoing process | The most optimum processes and procedures/operations are continually reviewed to minimise costs. |
| 18. Documentation of operations and maintenance activities | Ongoing process | Contract details to be recorded accurately for each Parks and Reserves contract. |
| 19. Process in place for monitoring, analysing and reporting of performance against levels of service and other performance measures. | 2012/13 | Process developed to ensure accurate collection of KPI information based on new KPI regime. |
| 20. Predict failure works | 2013-2018 | Predictive failure to be part of the Advanced AMP. |
| 21. Assess risks and identify treatment options | December 2011 | Review risk section of Parks and Reserves AMP and include any newly identified risks in review. |
| 22. Determine and optimise lifecycle costs using NPV analysis for major new works. | 2019 Onwards | Outside the scope of this AMP. |
| 23. Develop process for updating asset data with new assets and data collected via the maintenance contract. | December 2012 | Asset inventory processes to be created during review for the 2015-2025 LTP. |
| 24. Asset register available to all relevant staff | December 2014 | Development of an Asset Appendix for the Parks and Reserves AMP. |
| 25. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures. | December 2014 | Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP. |
| 26. Designers to consider lifecycle costs and risk. | 2013-2018 | Part of Advanced AMP. |
| 27. Audit CAPEX development plans | December 2014 | New three year CAPEX programme included in review of AMP. |
| 28. Processes in place to ensure identify current asset utilisation of significant assets | 2013-2018 | Process to be developed for recording parks utilisation. |
| 29. Develop and assess options for non performing assets | 2013-2018 | Process to be developed for recording parks utilisation. |
| 30. Develop disposal/rationalisation policy | 2010/2011 (annually) | Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes. |
| 31. Process in place for collecting costs against assets where appropriate | 2013-2018 | To be developed with accounting process and property AM System. |
| 32. FRS-3 compliant valuation complete for parks and reserves assets | December 2014 | Accurate compliant valuation will develop with ongoing update of asset inventory. |
| 33. Process developed for the review of levels of service (including customer consultation procedures) | 2013-2018 | Additional resourcing required to fully test levels of service. |
| 34. Ensure operations and maintenance are competitively tendered | Ongoing process | Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors. |
| AM System Improvements | | |
| 35. Develop database for all community facilities | December 2014 | Development of Asset Appendix for AMP. |
| 36. System available to allocate maintenance costs against individual assets. Use AM System to generate valuation | 2020/2021 | Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure. |

| Recreation and Culture AMP | | |
|---|----------------------|--|
| Key Milestone | Indicative Timeframe | Commentary |
| 37. Link maintenance history to significant assets or asset groups Criticality of assets identified in AM System | 2020/2021 | Outside 2012-2015 planning period. |
| 38. Use AM System to store asset condition, performance and utilisation data where appropriate | 2012-2022 | Review of Biz Assets will determine asset storage requirement during 2012-22 LTP. |
| 39. Record all customer enquiries against individual assets | 2020/2021 | AMS to be developed in long term to cover community facilities assets. |
| 40. Develop a risk register | December 2014 | Developed in conjunction with 37. |
| 41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate. | 2013-2018 | Development as part of Advanced AMP. |
| 42. Link electronic plans and records to GIS database | Ongoing | To be developed over the life of the AMP. |
| Specific Improvement Projects 2009-2012 | | |
| 43. Underground services investigations | 2013; 2014; | As built drawings to be compiled for key assets to improve asset base information. |
| 44. Undertake DRC valuation | 2011 | Review of valuation for Parks and Reserves assets in preparation for next asset valuation. |
| 45. Include Building data in a "designed" asset management Programme such as SPM | 2014 | Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required. |
| 46. Expand recovery plans to sit with risk Analysis | 2014 - 2015 | Develop Recovery Plans in conjunction with Item 21. |
| 47. Adoption of funding for three year improvement plan | Annually | Completed - included in Annual Plan budgets. |
| 48. Operation manual established for Library and Cultural and Arts Centre | 2012 - 2013 | Finalised Cultural and Arts Centre Manual on completing of Stage 1 renewal. |
| 49. Asset Management planning | 2016; 2022 | Miscellaneous works. |

Public Amenities AMP – Plan Improvement and Monitoring

| Public Amenities AMP | | |
|---|---|---|
| Key Milestone | Indicative Timeframe | Commentary |
| AMP Improvements | | |
| 1. Review AMP every three years. | December 2014 | To be conducted during the review of AMP in anticipation of the 2015 |
| 2. Review LOS | December 2014 | To be conducted during the review of AMP in anticipation of the 2015 |
| 3. Confirm corporate AM objectives | December 2014 | To be conducted during the review of AMP in anticipation of the 2015 |
| 4. Define current LOS/performance measures | December 2014 | To be conducted during the review of AMP in anticipation of the 2015 |
| 5. Conduct external audit of AMP | December 2014 | To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle. |
| 6. Identify and include any assets that are not included in this AMP | Ongoing process to improve the integrity of asset base. | If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP. |
| 7. Identify development, renewal, maintenance strategies where required | Ongoing process | As maintenance contracts are reviewed and tendered the package of delivery of the |

| Public Amenities AMP | | |
|---|----------------------|--|
| Key Milestone | Indicative Timeframe | Commentary |
| | | maintenance strategy will be reviewed. |
| 8. Link financial forecasts to the lifecycle management strategies | 2013-2018 | Developed during preparation of an Advanced AMP for Parks and Reserves. |
| 9. Include valuation results | December 2014 | Update valuation/ depreciation information in AMP during review in anticipation of 2015-25 LTP planning cycle. |
| AMP Data Improvements | | |
| 10. Continue to collect asset attribute information | Ongoing process | Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised. |
| 11. Collect maintenance data against significant assets or asset groups | Ongoing process | Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised. |
| 12. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm | Ongoing process | Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised. |
| 13. Monitor actual versus predicted growth | 2013-2018 | Developed during preparation of an Advanced AMP for Parks and Reserves. |
| 14. Measure performance in LOS against targets | Ongoing process | Financial and Non-financial performance is reported to Council on a 3-monthly basis. |
| AMP Process Improvements | | |
| 15. Ensure operations and maintenance are competitively tendered where possible | Ongoing process | Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors. |
| 16. Optimise operations to minimise lifecycle costs and Documentation of operations and maintenance activities | Ongoing process | The most optimum processes and procedures/operations are continually reviewed to minimise costs. |
| 17. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures. | 2012/13 | Process developed to ensure accurate collection of KPI information based on new KPI regime. |
| 18. Predict failure works and identify treatment options for risks | 2013-2018 | Predictive failure to be part of the Advanced AMP. |
| 19. Determine and optimise lifecycle costs using NPV analysis for major new works. | 2019 Onwards | Outside the scope of this AMP. |
| 20. Develop process for updating asset data with new assets and data collected via the maintenance contract. | December 2012 | Asset inventory processes to be created during review for the 2012-2022 LTP. |
| 21. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures. | December 2014 | Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP. |
| 22. Designers to consider lifecycle costs and risk. | 2013-2018 | Part of Advanced AMP. |
| 23. Audit CAPEX development plans | December 2014 | New three year CAPEX programme included in review of AMP. |
| 24. Processes in place to ensure identify current asset utilisation of significant assets | 2013-2018 | Process to be developed for recording parks utilisation. |
| 25. Develop and assess options for non performing assets | 2013-2018 | Process to be developed for recording parks utilisation. |

| Public Amenities AMP | | |
|--|----------------------|--|
| Key Milestone | Indicative Timeframe | Commentary |
| 26. Develop disposal/rationalisation policy | 2010/2011 (annually) | Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes. |
| 27. Process in place for collecting costs against assets where appropriate | Ongoing process | Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised. |
| 28. FRS-3 compliant valuation complete for public amenities assets | December 2014 | Accurate compliant valuation will develop with ongoing update of asset inventory. |
| 29. Process developed for the review of Levels of Service (including customer consultation procedures) | 2013-2018 | Additional resourcing required to fully test levels of service. |
| AM System Improvements | | |
| 30. Develop database for all community services | December 2014 | Development of Asset Appendix for AMP. |
| 31. System available to allocate maintenance costs against individual assets | 2020/2021 | Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure. |
| 32. Use "System" to generate valuation | 2020/2021 | Outside 2012-2015 planning period. |
| 33. Link maintenance history to significant assets or asset groups | 2020/2021 | Outside 2012-2015 planning period. |
| 34. Criticality of assets identified in "System" | 2012-2022 | Review of Biz Assets will determine asset storage requirement during 2012-22 LTP. |
| 35. Use "System" to store asset condition, performance and utilisation data where appropriate | 2020/2021 | AMS to be developed in long term to cover community facilities assets. |
| 36. Record all customer enquiries against individual assets | 2020/2021 | AMS to be developed in long term to cover community facilities assets. |
| 37. Investigate the integration of "system" with GIS and the financial system, integrate if appropriate. | 2013-2018 | Development as part of Advanced AMP. |
| 38. Link electronic plans and records to GIS database | Ongoing | Developed in conjunction with Item 31. |
| Specific Improvement Projects 2009-2012 | | |
| 39. Underground services investigations | 2014; 2015; 2016 | As built drawings to be compiled for key assets to improve asset base information. |
| 40. Include Building data in a "designed" Asset management Programme such as SPM | 2014-2015 | Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required. |
| 41. Review AMP | December 2014 | To be conducted during the review of AMP in anticipation of the 2015 |
| 42. Asset Management Planning miscellaneous | 2015-2016 onwards | Completed - included in Annual Plan budgets. |

Housing and Other Property AMP – Plan Improvement and Monitoring

| Housing and Other Property AMP | | |
|--------------------------------|----------------------|------------|
| Key Milestone | Indicative Timeframe | Commentary |
| AMP Improvements | | |

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

| Housing and Other Property AMP | | |
|--|----------------------|--|
| Key Milestone | Indicative Timeframe | Commentary |
| against LOS and other performance measures. | | regime. |
| 20. Predict failure works | 2013-2018 | Predictive failure to be part of the Advanced AMP. |
| 21. Assess risks and identify treatment options | December 2014 | Review risk section of Parks and Reserves AMP and include any newly identified risks in review. |
| 22. Determine and optimise lifecycle costs using NPV analysis for major new works. | 2019 Onwards | Outside the scope of this AMP. |
| 23. Develop process for updating asset data with new assets and data collected via the maintenance contract. | December 2012 | Asset inventory processes to be created |
| 24. Asset register available to all relevant staff | December 2014 | Development of an Asset Appendix for the housing and Other Property AMP |
| 25. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures. | December 2014 | Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP. |
| 26. Designers to consider lifecycle costs and risk. | 2013-2018 | Part of Advanced AMP. |
| 27. Audit CAPEX development plans | December 2014 | New three year CAPEX programme included in review of AMP. |
| 28. Processes in place to ensure identify current asset utilisation of significant assets | 2013-2018 | Process to be developed for recording parks utilisation. |
| 29. Develop and assess options for non performing assets | 2013-2018 | Process to be developed for recording parks utilisation. |
| 30. Develop disposal/rationalisation policy | 2010/2011 (annually) | Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes. |
| 31. Process in place for collecting costs against assets where appropriate | 2013-2018 | To be developed with accounting process and property AM System. |
| 32. FRS-3 compliant valuation complete for public amenities assets | December 2014 | Accurate compliant valuation will develop with ongoing update of asset inventory. |
| 33. Process developed for the review of Levels of Service (including customer consultation procedures) | 2013-2018 | Additional resourcing required to fully test levels of service. |
| AM System Improvements | | |
| 34. Develop database for all community facilities | December 2014 | Development of Asset Appendix for AMP. |
| 35. System available to allocate maintenance costs against individual assets | 2020/2021 | Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure. |
| 36. Use AM System to generate valuation | 2020/2021 | Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure. |
| 37. Link maintenance history to significant assets or asset groups | 2020/2021 | Outside 2012-2015 planning period. |
| 38. Criticality of assets identified in AM System | 2013-2018 | Information available for inclusion in AM System chosen 2012-2022 LTP. |
| 39. Use AM System to store asset condition, performance and utilisation data where appropriate | 2012-2022 | Review of Biz Assets will determine asset storage requirement during 2012-22 LTP. |
| 40. Record all customer enquiries against individual assets | 2020/2021 | AMS to be developed in long term to cover community facilities |

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

Asset Management

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

Te Waitere Water and Wastewater Strategic Review

Options and forward planning are to be reviewed in the context of the 2012-2022 LTP.

| Key Milestone | Indicative Timeframe | Commentary |
|---|--------------------------------|---|
| Permeability tests to assess sustainability of existing land discharge of waste water and possible future development | | Completed results show that additional land will have to be obtained for wastewater disposal. The whole future development project will be assessed as part of the District Plan |
| Development of detailed scoping and associated project plan for inclusion in the Road Map. | Outside 2022 | Dependent on outcome of 1 above. |
| Consultation with landowners about development plans and land availability for land discharge | During the life of 2012-22 LTP | Dependent on outcome of 1 above and available resources. |
| Consultation with all property owners on separator/septic tank maintenance service | During the life of 2012-22 LTP | Dependent on available resources. |
| Report to Council on conclusions | | On completion of each action. |

Benneydale Sewerage

| Key Milestone | Indicative Timeframe | Commentary |
|-----------------------------|----------------------|------------|
| Reticulation renewal | 2012-2015 | |
| Reticulation minor renewals | 2012-2015 | |

Waitomo Water and Wastewater – Feasibility Studies

| Key Milestone | Indicative Timeframe | Commentary |
|--|---|--|
| 1. Development of detailed scoping and associated project plan for inclusion in Road Map. | Preliminary scope with indicative cost by end October 2013. | WDC condition assessment and valuation complete. Preliminary design and cost estimate complete Met with THL around existing asset value and cost new systems. Financial modelling completed. Results sent to THL |
| 2. Define proposed planning map and develop development scenarios which will indicate demand | | Structure plan by Beca Consultants considered in identifying area to be serviced. |
| 3. Investigate high technology solutions with cost and establish economic feasibility | | Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement |
| 4. Report to Council on conclusions | On completion of each section | WDC met with THL who indicated that the indicative cost is not financially feasible from a business point of view. The only possible solution to make the cost of the service more affordable is to obtain government funding. There is no funding from the normal avenues. The only way would be a lobbying the minister directly on the basis of the high risk of national reputational |

| Key Milestone | Indicative Timeframe | Commentary |
|---------------|----------------------|---|
| | | harm should tourist get sick or die from a water borne disease contracted from this services |

Te Kuiti Water Supply

| Key Milestone | Indicative Timeframe | Commentary |
|---------------------------|-----------------------|---|
| Funding Outcome | October 2011 | On 19 September 2011 WDC received written confirmation from the Minister of Health that the application for Drinking-Water Subsidy for Te Kuiti has been approved to the value of \$780,820.56 excluding GST. Council will be kept updated on progress through the presentation of quarterly progress reports. |
| Broad Upgrade Plan | June 2014 | Preliminary design revisited 2013. Documentation is in progress for completion of 1 st of 4 phases by end December 2014. The work has been delayed while negotiating with Veolia on takeover of operation of the TK WTP for the construction period. |
| Filter & UV | December 2014 | Targeted completion date now moved to December 2015 |
| Identified Retic Renewals | July 2012 – June 2015 | |

Cross Boundary Collaboration (WDC/RDC)

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

Para Kore "Marae Working Toward Zero Waste"

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

Waitomo District Landfill

| Key Milestone | Indicative Timeframe | Commentary |
|---------------------|----------------------|--|
| Future Demand Study | December 2015 | A 'whole of life' study needs to be completed to determine:- <ul style="list-style-type: none"> • Where refuse will come from for the balance of the resource consent. • The effects the statutory cost increases from the ETS will have on the landfill. • The costs of further developing the landfill; and • The financial viability of the landfill due to increased costs to the user following ETS legislation • Purchase of NZU units (Carbon Credits) has reduced the impact of the cost of the ETS legislation for the next 3 years buying time to find a feasible way forward |

Roading Activity Influences

Background

The Roads and Footpaths activity is the single largest area of expenditure for Council. In 2014/15 the total operational expenditure proposed is \$26.04 M, 35% of which is for Roothing (over \$9M). The total capital expenditure proposed is \$10.15 M, 52% of which is for Roads (\$5.26m).

The community spend on Roothing is substantial although Council receives a considerable amount of subsidy for Roothing from NZTA. It comprises 34% (\$5.9 M) of the total rates requirement proposed for 2014/15 of \$17.34M.

Given the scale of the activity, it is important to keep a close eye on the possible influencers of the activity and to assess the impacts.

There is a complex set of reviews underway in the national policy environment related to Roothing. These are being progressed through the NZTA and the Road Efficiency Group. The outcomes of these could have immense implications for local authorities in terms of development and maintenance of local roads and the funding that will be available to do so.

Commentary

In the 2014/15 year, starting from 1 July onwards Council will start the process of developing its LTP and the underlying Asset Management Plans (AMPs).

The Roothing AMP will need to reflect any changes to service levels and the accompanying changes to expenditure projected. It is a key input to the LTP containing details of operations, maintenance, development, risk and demand management planning for Council's assets and all these will need to be aligned with any new paradigm.

The LTP will need to reflect any proposed changes to revenue and financing arrangements which will in turn need to be discussed with the communities.

The LGA 2002 Amendment Bill (No 3) expected to be passed in June this year (2014), proposes that Council's develop a 30 year Infrastructure Strategy. Since Roads and Footpaths is one of the core infrastructure assets of councils, this activity will feature prominently in the development of this Strategy.

The different tasks identified for the Roothing Activity Influencers workstream are contained in table below with some estimated timelines. The timelines could change depending on the progress of the national reviews and the progress of the LTP workstream. Regular updates on this workstream will be provided to Council.

Timeline

| Tasks | Timeline | Commentary |
|---|---|---|
| Council Workshop – Introduction of Issue to Council | 13 May 2014 | Completed. |
| Council Meeting – progress on workstreams | Monthly Council Meetings | Progress Reports will be provided to Council as required. |
| Amend Road Maintenance Contract Document | May – June 2014 | |
| Engagement on and assessment of ONRC | May 2014 – December 2014 | |
| Watching brief on FAR review | May – July 2014 | |
| Review Procurement Policy | June 2014 | |
| Re-tender Roothing Contract | July 2014 | |
| Tender evaluation and award new tender | 31 August 2014 (provisional latest date if new contract to start 1 October) | |
| Assess implications of FAR review | August 2014 | |
| Commence new road maintenance contract | October 2014 (provisional) | |
| Develop levels of service options along with funding options (depending on outcome of FAR review) | October 2014 | |
| Develop Roothing Asset Management Plan | August 2014 – December 2014 | |
| Develop 30 year roading (& other) infrastructure strategy | September – December 2014 | |
| Develop LTP 2015-25 | September 2014 – June 2015 | |

Water Supply AMP – Plan Improvement and Monitoring

| Water Supply AMP | | |
|--|-------------------------------|---|
| Key Milestone | Indicative Timeframe | Commentary |
| 1. Consultation to ascertain needs and preferences of the communities with regard to water supply services and to ensure their views are considered when selecting the best level of service scenario. | Next review due December 2014 | Driven by raw water source, the DWS and risks as identified in PHRMP's. Requires incremental improvement and updating of current knowledge. |
| 2. Ensure the right level of funding is being allocated to maintain the asset service potential. | Monitored | Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo. |
| 3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios. | On-going | Some work had been done and much catch-up work has been identified before further analysis will be of use. Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo. |
| 4. Initiate a long term zonal metering and leak detection programme, initially for Te Kuiti. | On-going process | Monitor |
| 5. Initiate a scheme proposal for Marokopa. | 2015-25 LTP | Unless legislative requirements force such a step. |
| 6. Construct a new, larger raw water storage dam for Mokau. | 2012-13 financial year | Construction in progress – stalled by archeological finds. Work is nearly complete filling of the dam is expected to start early June 2014 |
| 7. Install automated monitoring equipment at the Piopio water treatment plant to provide evidence for compliance with MoH gradings. | 2012 Calendar year | Completed. |
| 8. Develop accurate and complete asset inventory registers for each scheme. | On-going process | The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. To progress will require additional resource. |
| 9. Develop a greater focus on risk identification and management for critical assets. | On-going process | To progress will require additional resource. |
| 10. Prioritise the works developed from the risk assessment exercise. | Following 8 and 9 above | To meet this will require additional resource. |
| 11. Construct additional treated storage at Te Kuiti to meet 24 hours demand. | 2020-21 | No subsidy - considering the affordability/sustainability the District finds itself in, Asset Service potential will continue to be monitored and just enough done to maintain the status quo. Structural assessment of existing reservoirs in conjunction with earthquake compliance / risk is needed and is now first priority |
| 12. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply. | After 2022 if ever | Not regarded as a feasible option at this stage |
| 13. Install SCADA and telemetry for automated monitoring and control of treatment and | July 2014 | CAPS subsidy funding from MoH approved work has been put on hold for affordability reasons until |

| Water Supply AMP | | |
|--|----------------------|--|
| Key Milestone | Indicative Timeframe | Commentary |
| pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management. | | 2013-14. Asset Service potential is monitored and just enough done to maintain the status quo. 1 st phase tender documentation in process |
| 14. Develop informal strategies for meeting more stringent water quality standards and consent requirements. | On-going | Benneydale and Mokau is fully compliant. Due to changes to dam construction levels required following archaeological finds the clarifier will have to be moved to a lower level with all associated pipe work. Design and cost estimate is underway Piopio is fully compliant |
| 15. Install coagulation to improve filtration, install UV and upgrade telemetry and SCADA at Mokau. | 2013 Calendar year | Part of 14 above. Complete |
| 16. Arrange a routine forum of adjacent councils' water supply officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others. | On-going | Informal networking and structured training already occurs. |
| Unachievable due to Budget Restrictions | | |
| 17. Upgrade supply main from Mokau to Awakino. | 2013-16 | MoH criteria have changed – No funding for renewals. |

Wastewater AMP – Plan Improvement and Monitoring

| Wastewater AMP – Plan Improvement and Monitoring | | |
|--|----------------------|--|
| Key Milestone | Indicative Timeframe | Commentary |
| 1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario. | December 2014 | The LOS survey is completed at about 2 year intervals |
| 2. Ensure the right level of funding is being allocated to maintain the asset service potential. | Monitored | Review frequency consistent with annual and long term planning cycle. |
| 3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios. | Monitored | True modelling for waste water systems is not economically feasible. Sound engineering judgement is used to formulate solutions. |
| 4. Initiate a long term infiltration and inflow investigation and reduction programme, initially for Te Kuiti. | On-going | Start date August 2009. Eight catchments identified. Actual remedial work of one catchment is complete. Investigation to assess remedial work required in next two catchments has been done. Contracts for identified remedial work in the next catchments will commence in 2013-14. Work delayed due to workload around capital upgrades at water and wastewater treatment plants and operational demands |
| 5. Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino. | Beyond 2022 | Not economically feasible. |

| Wastewater AMP – Plan Improvement and Monitoring | | |
|---|----------------------|---|
| Key Milestone | Indicative Timeframe | Commentary |
| 6. Investigate extension of the Te Waitere scheme to service a two stage development of the area with the 2nd stage encompassing the area not currently reticulated. | Beyond 2022 | Discussed in more detail on page 6. Two main streams of thought in community that will require considerable consultation and mediation to reconcile. |
| 7. Develop accurate and complete asset inventory registers for each scheme. | On-going | Needs specific resource to improve asset data, that resource is now available and progress is being made. Expect will take at least two years to make significant advance. In progress |
| 8. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. | On-going | The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Will follow as data improves. |
| 9. Prioritise the works developed from risk assessment exercises. | On-going | Will follow as data improves. |
| 10. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements. | On-going | To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified. |
| 11. Arrange a routine forum of adjacent councils wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others. | On-going | Informal networking already occurs. |

Stormwater AMP – Plan Improvement and Monitoring

| Stormwater AMP – Plan Improvement and Monitoring | | |
|--|----------------------|--|
| Key Milestone | Indicative Timeframe | Commentary |
| 1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario. | December 2014 | The LOS survey is completed at about 2 year intervals. |
| 2. Ensure the right level of funding is allocated to maintain the asset service potential. | Monitored | Monitor – To refine requires detailed Catchment Assessments to be completed, which requires specific additional resources |
| 3. Develop accurate and complete asset inventory registers for each urban drainage area. | On-going | Needs specific resource that is not available at this stage to improve asset data |
| 4. Initiate a long term condition and performance assessment programme, initially for Te Kuiti. | | Needs specific resource that is not available |
| 5. Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere during the planning period | Beyond 2022 | Need structure plan |
| 6. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. | On-going | The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Resource is now available and progress is being made. Expect will take at least two years to make significant advance. In progress |
| 7. Cost and prioritise the works | On-going | Needs specific resource that is not |

| Stormwater AMP – Plan Improvement and Monitoring | | |
|---|---|--|
| Key Milestone | Indicative Timeframe | Commentary |
| developed from the risk assessment exercise. | | available at this stage to utilise the improved asset data that support such an exercise |
| 8. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements. | On-going | To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified |
| 9. Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency | | Basic design has been completed to assist decisions on renewal. Greater detail needs specific resource that is not available at this stage. |
| 10. Review design capacity of existing SW pipes and prepare plan for extension of network to areas currently not serviced using augmentation strategy | | Follows item # 9 Completed |
| 11. Arrange regular forum of adjacent councils stormwater officers to discuss trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others). | On-going | Monitor |
| 12. Minor stormwater issues will be addressed as they become repaired. | June 2015 | Each year new areas are raised by residents. |
| Unachievable due to Budget Restrictions | | |
| 13. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios. | Follow on from Catchment Management Plans beyond 2022 | True modelling is not economically feasible. Sound engineering judgement will be used to formulate solutions. To progress will need additional resource |
| 14. Prepare SW catchment assessments for each urban area beginning with Te Kuiti | | Very basic work was done in 2011 Greater detail needs specific resource that is not available |
| 15. Complete environmental impact studies for each stormwater drain and receiving water | | Follows item # 16 |
| 16. Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identify gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties. | | Follows item # 14 This is a much more detailed version of the proposed Catchment Assessments |

Land Transport AMP – Plan Improvement and Monitoring

| Land Transport AMP – Plan Improvement and Monitoring | | |
|---|-----------------------------|--|
| Key Milestone | Indicative Timeframe | Commentary |
| 1. Complete rating survey of footpaths and input to RAMM | July 2015 | Should be done but period had to be extended due to cuts in Network and Asset Management budget. NZTA has not approved funds for this type of work in GPS 2 so it is likely that this work will be extended out further. |

| Land Transport AMP – Plan Improvement and Monitoring | | |
|---|---------------------------------------|--|
| Key Milestone | Indicative Timeframe | Commentary |
| 2. Populate RAMM with retaining wall data. | December 2013 | NZTA have changed the inspection policy. It is expected that inspections will take three years for completion. This process is underway, however a number of "unknown" retaining structures are being identified. RAMM data is being improved progressively |
| 3. Future use data and information obtained regarding future road requirements, especially for forestry/quarries. | December 2013 | Additional resources required not available at this time. Included in 2012-2022 LTP. |
| 4. Estimate impact of expected tourism numbers on existing road capacity | To be confirmed | |
| 5. Complete traffic management plans for Waitomo Village and Te Kuiti | To be confirmed | This follows item 4 – Fullerton Road carpark was sealed as part of the 2010/11 pavement rehabilitation package. |
| 6. Review of Roding assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans | December 2014 | This will be completed once the structure plans are in place. 2012-22 LTP item |
| 7. Development of detailed plans and schedules for maintenance activities such as road marking and car parking within the network | December 2014 | Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling. Additional resources required not available at this time. |
| 8. Training in the use of relevant asset management programmes such as Bizze@sset at WDC | December 2014 | Extended due to appointment of new staff to critical asset roles. Application for training has been lodged |
| 9. Upgrade of all cross road culverts to a minimum size of 375mm dia in high rainfall areas, taking account of appropriate sizing for catchment areas | July 2024 | Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council. |
| 10. Review progress with implementation of improvement plan. | Review whole of AMP on 3 yearly cycle | Next review December 2014. |
| 11. 2012/13 Financial Year budget is targeted at maintenance work with minimal capital work. | June 2013 | Reported monthly to Council. Refer to the LT monitoring paper. |
| Unachievable due to Budget Restrictions | | |
| 1. Complete a cycling and walking strategy. | | Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA removing funding for Walking and Cycling activities. |
| 2. Investigate all roads to obtain metal depths and pavement CBR's | December 2013 | Important for affective asset management but require resources not available . Period extended due to cuts in the Network and asset Management budget. NZTA has not approved any money for this type of work in GPS 1 so it is likely that this work will be extended out further. Money has been found to assess an initial 74 kms of unsealed collector roads. |

| Land Transport AMP – Plan Improvement and Monitoring | | |
|--|----------------------|---|
| Key Milestone | Indicative Timeframe | Commentary |
| | | The assessment planned if successful will be rolled out for the 13/14 Fin year to complete RAMM records |
| 3. Install correct RP pegs on all roads. | July 2014 | As above. |
| 4. Install correct CMP's on all roads. | June 2014 | Has now been included as part of the inspection regime of the Maintenance Contract |
| 5. Install correct RAPID numbers on all roads. | | As above. |

SWaMMP – Plan Improvement and Monitoring

| SWaMMP – Plan Improvement and Monitoring | | |
|--|--------------------------------------|---|
| Key Milestone | Indicative Timeframe | Commentary |
| 1. Undertake a two – yearly topographical survey of the landfill to determine compaction and filling rate | 2012 then every two years thereafter | A full topographical survey of the Landfill will be done in 2014. |
| 2. Improve monitoring of contractor performance | On-going | Monitor |
| 3. Investigate all waste management facilities to identify hazards and safety improvements | Quarterly | On going. |
| 4. Explore interest in development of landfill as a sub-regional or regional waste disposal asset | On-going | Monitor |
| 5. Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services | On-going | Complete – This has been monitored and the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins. |
| 6. Review solid waste management activities required to support development in growth areas (Waitomo village, Mokau etc) following completion of structure plans | On-going | |
| 7. Review progress with implementation of improvement plan | | To be reviewed as part of the 2012-15 AMP period. |
| 8. Undertake waste audit on two yearly cycle | June 2012 two yearly from there on | An audit will be done in 2014. |
| 9. Investigate ETS Liability (Start June 2013) | On-going | In progress. |

Completed Items

Leadership

Community Satisfaction Survey (for 2012/2013 Annual Report)

| Key Milestone | Indicative Timeframe | Commentary |
|---|----------------------|------------|
| Review or design new annual Customer Satisfaction (Levels of Service) Survey | May 2013 | Completed |
| Survey to test: 1. Importance of Service 2. Satisfaction with Service 3. Provide for commentary/ suggestions | May 2013 | Completed |
| Undertake Survey | June - July 2013 | Completed |
| Analyse / Report Survey Results | August 2013 | Completed |
| Council Meeting - Customer Satisfaction Survey Results to Council | 27 August 2013 | Completed |
| Customer Satisfaction Results ready for inclusion in Annual Report | August 2013 | Completed |

2013 Triennial Elections

| Key Milestone | Indicative Timeframe | Commentary |
|--------------------------------------|---------------------------|------------|
| Nominations and Electoral Roll close | 16 August 2013 | Completed |
| Mail out of Voting Papers | 20-25 September 2013 | Completed. |
| Voting | 20 Sept – 12 October 2013 | Completed. |
| Provisional Result available | 12 October 2013 | Completed. |
| Official Declaration | 12-23 October 2013 | Completed. |
| Inaugural Council Meeting | 24 October 2013 | Completed. |

2013 Elected Member Induction Process

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------|--|
| Provisional Result available | 12 October 2013 | Completed. |
| Official Declaration | 12-23 October 2013 | Completed. |
| Distribution of Induction Package | 17 October 2013 | Completed. |
| Inaugural Council Meeting | 22 October 2013 | Completed. |
| Elected Member Training (LGNZ) | TBA by LGNZ | Completed. |
| Council Workshop: Induction Issues | 12 November 2013 | This date is tentative only. The number of new Elected Council Members will determine whether or not this Workshop will be required. |

2012/2013 Annual Report

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------|-------------|
| Council Meeting - Brief Council on timeframe and present the audit service plan | 28 May 2013 | Completed |
| Interim audit to test systems and control | June 2013 | Completed |
| Completing year end adjustments | July-September 2013 | In progress |

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------|---|
| and preparing draft Annual Report | | |
| Final Audit visit to test balances and disclosures | 9-20 September 2013 | |
| Council Meeting - Interim Report and progress report to Council on annual report preparation. | 24 September 2013 | Completed. |
| Deloitte technical and final review | Late September 2013 | |
| Council Meeting – signed audit opinion available and adoption of Annual Report | 10 October 2013 | Annual report must be signed by Council prior to election day. Completed |

2013 Code of Conduct Review

| Key Milestone | Indicative Timeframe | Commentary |
|---|-----------------------|------------|
| Review of current Code of Conduct (Doc No. 161530) | October/November 2013 | Completed. |
| Council Meeting to consider and adopt reviewed Code of Conduct | 26 November 2013 | Completed. |

Local Government Act 2002 – Amendment Act 2012

| Key Milestone | Indicative Timeframe | Commentary |
|---|----------------------|---|
| Council Workshop #1: Review Revenue & Financing Policy | 19 November 2013 | Workshop #1 scheduled for 19 November 2013. |
| Council Workshop #2: Review Revenue & Financing Policy | 3 December 2013 | Completed. |

2013 Governance Statement Review

| Key Milestone | Indicative Timeframe | Commentary |
|--|---|------------|
| Review current Governance Statements (Doc No. 244068) | December 2013/January 2014 | Completed. |
| Council Meeting to consider and review Governance Statement | 25 February 2014 6 March 2014 | Completed. |

2013-2016 Triennial Agreements – Waikato and Manawatu-Wanganui Regions

Waikato Region Triennial Agreement and Mayoral Forum MoU

| Key Milestone | Indicative Timeframe | Commentary |
|---|---|---|
| Co-ordinate with other Councils on the state of the agreement | November 2013 – February 2014 | This project will be led by the Regional Councils as it involves all of the councils located within each of the Waikato and Manawatu-Wanganui regions. |
| Council Meeting – Statement must be adopted by Council by 1 March 2014 | 25 February 2014 6 March 2014 | Waikato Region Triennial Agreement and Mayoral Forum MoU At the November 2013 meeting of the Waikato Mayoral Forum (WMF), a draft of the Triennial Agreement and MOU were considered and it was agreed that this draft document be referred to the WMF Planning and Governance Group and brought back to the WMF for further consideration. The WMF considered the Agreement at its meeting on 17 February 2014 and was approved by the Mayors and CEOs on behalf of their respective Councils. A business paper is contained elsewhere in this Agenda to enable Council to ratify the decision of the Mayor and CEO. Completed. |

Wanganui-Manawatu Region Triennial Agreement

| Key Milestone | Indicative Timeframe | Commentary |
|---|---|---|
| Co-ordinate with other Councils on the state of the agreement | November 2013 – February 2014 | Unfortunately, WDC was left off the distribution list for seeking feedback and approval on the draft Triennial Agreement and the actual draft Agreement was not received until 14 February. |
| Council Workshop – Consideration of draft Agreement | 19 February 2014 | Due to Council's next meeting not being until after the required 1 March statutory deadline, this matter will be workshopped on 19 February with a formal resolution made on 6 March. |
| Council Meeting – Statement must be adopted by Council by 1 March 2014 | 25 February 2014 6 March 2014 | Completed. The original Agreement has now been signed by all participating councils. |

Community Development

Otorohanga District Development Board – Service Level Agreement

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| Finalisation of ODDB Service Level Agreement detailing service deliverables and performance measures for the 2013/2014 year. | August 2013 | Completed |
| Council Meeting – ODDB Service Level Agreement presented to Council. | 24 September 2013 | Completed, |

Community Development Partnership Fund

| Key Milestone | Indicative Timeframe | Commentary |
|---|-----------------------|--|
| Accountability Statements Due | August 2013 | Accountability Reports are due 12 months after receiving a grant. There were 2 recipients in the December 2012 round. Accountability Statements will be due by January 2014. |
| Funding Round advertised | October/November 2013 | The Community Partnership Fund was advertised in the Waitomo News and on the WDC website. Applications close 22 November 2013. |
| Assessment/Reporting documentation developed | November 2013 | Assessment documentation will be prepared following closure of applications. |
| Council Meeting: Consideration of Funding Applications | 10 December 2013 | Completed. |

Review of Waitomo District Council Citizens Awards Policy

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------|------------|
| Council Meeting – Presentation of existing Policy for review and confirmation/amendment | 26 November 2013 | Completed. |

Community Events

| Key Milestone | Indicative Timeframe | Commentary |
|--|-----------------------------|--|
| 2013 Christmas Parade | | |
| Consultation with Key Stakeholders. | September 2013 | Completed |
| Development and implementation of a Project Plan and Safety Plan. | October 2013 | Completed. |
| Advertise and communicate: Continue communication with key stakeholders, community and other target markets. | November/December 2013 | Advertising will be on-going up to the date of the parade. |
| Execution of event | 6 December 2013 (tentative) | The Christmas Parade will be held Friday 13 December 2013. |
| Council Meeting: Management Report on the event identifying success and the budget. | 25 February 2014 | Completed. |

Sport Waikato Services – Development of Performance Based Contract

| Key Milestone | Indicative Timeframe | Commentary |
|---|----------------------|---|
| Finalisation of Sport Waikato Schedule of Services detailing required outcomes, activities and evidence of progress for the 2013/2014 year. | August 2013 | Completed |
| In conjunction with Sport Waikato, develop a Contacts Register, identifying key Stakeholders. | August 2013 | Completed |
| In conjunction with Sport Waikato develop a Projects Register for the 2013/2014 year as a supplement to the Schedule of Services. | August 2013 | Completed |
| Council Meeting – Sport Waikato Contract for Services, Schedule of Services, Contacts Register and Projects Register presented to Council. | 27 August 2013 | Completed |
| Council Meeting Deputation – Sport Waikato Reporting on delivery of services against Schedule of Services and Projects Register. | 24 September 2013 | Completed - Representatives from Sport Waikato made a Deputation to Council at its September Council meeting. |
| Council Meeting Deputation – Sport Waikato Reporting on delivery of services against Schedule of Services and Projects Register. | 25 March 2014 | Completed - Representatives from Sport Waikato made a Deputation to Council at its March Council meeting. |

Regulatory

Alcohol Reform Legislation

| Key Milestone | Indicative Timeframe | Commentary |
|---|-------------------------------|--|
| Council confirms it will work collaboratively with Waipa and Otorohanga District Councils to develop a Local Alcohol Policy (LAP) and a list of approved persons to sit on District Licensing Committees. | 26 February 2013 | Council agreed to a collaborative approach at February 2013 Council meeting. |
| Draft LAP developed in consultation with Police and Area Health Board. | June 2013 | Completed |
| Council approves draft LAP for public consultation | 30 July 2013 | Completed |
| Consultation period | 13 August – 13 September 2013 | Completed |
| Council meeting – hear submissions and deliberation | 24 September 2013 | Completed |
| Council meeting to adopt provisional LAP | 10 October 2013 | Completed |
| Council meeting to confirm approved persons to sit on District Licensing Committee | 26 November 2013 | Completed. |
| District Licensing Committee operational | 18 December 2013 | Completed. |

2013/2014 Review of Dog Control Policy and Practices

| Key Milestone | Date | Commentary |
|-------------------------------------|-------------------|------------|
| Prepare Report | September 2013 | Completed |
| Council Meeting - considered | 24 September 2013 | Completed |
| Public notification | October 2013 | Completed |

Asset Management

Te Kuiti Wastewater Treatment Plant Upgrade

| Key Milestone | Indicative Timeframe | Commentary |
|--|----------------------|--|
| Inlet control and bypass line, | March 2008 | Completed |
| Process supernatant return to front of Plant | April 2013 | Complete |
| Aeration | April 2013 | Complete |
| Tertiary filter and UV disinfection | May 2013 | Complete |
| New inlet works and screen and Temporary treatment | April 2013 | Completed |
| Activated sludge reactor upgrade and modification | May 2013 | Complete |
| Final Full Commissioning | June 2013 | Complete |
| Sludge thickening, dewatering and handling. | Ongoing | Complete <u>Note:</u> This process will be ongoing after 30 June 2013 and will result in the removal of the sludge build up from the previous 30 years over the following 15 years. |

Mokau Water Supply

| Key Milestone | Indicative Timeframe | Commentary |
|-------------------------|------------------------|--|
| Dam Tender | End December 2013 | Completed |
| Dam Construction | 2013/14 Summer | Actual completion in that period very much weather dependent. Council will be kept updated on progress through the presentation of quarterly progress reports. Land purchase underway Tender documentation complete. |
| Treatment plant upgrade | 2012/13 financial year | Completed |

Benneydale Water Supply

| Key Milestone | Indicative Timeframe | Commentary |
|-------------------------|------------------------|------------|
| Treatment plant upgrade | 2012/13 financial year | Completed |

Document No: 335169**File No:** 037/043**Report To: Council****Meeting Date:** 27 May 2014**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. Audit Service Plan for the Audit of Council's 2013/14 Annual Report | 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | 48(1)(a) |
| 2. Waitomo Cultural and Arts Centre – Use of Centre during Shears Week | 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. Progress Report: Marokopa Sea Wall | 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: Regulatory Enforcement Issues | 7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons; | 48(1)(a) |
| 5. Progress Report: Wool Storage Facility | 7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons; | 48(1)(a) |
| 6. Progress Report: Waikato Mayoral Forum/Shared 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) |

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