

**WAITOMO DISTRICT COUNCIL**

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**MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL  
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON  
TUESDAY 29 JULY 2014 AT 9.00AM**

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

**IN ATTENDANCE:** Todd Ward (Waitomo News) Rachel Thomas (Waikato Times)  
Kyle Barns (Tere Waitomo Community Trust)

Chris Ryan, Chief Executive; Michelle Higgle, Executive Assistant; Helen Beever, Group Manager – Customer Services (for part only); Donna Macdonald, Community Development Coordinator (for part only); Christiaan van Rooyen, Group Manager – Assets (for part only); John Moran, Manager – Regulatory Services (for part only) and John De Luca, Group Manager – Community Services (for part only)

<b>1.</b>	<b>Council Prayer</b>		<b>File 037/003</b>
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<b>2.</b>	<b>Declarations of Member Conflicts of Interest</b>		<b>File 037/051A</b>
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No Member declarations were made.

<b>3.</b>	<b>Verbal Reports: Individual Councillor Roles and Responsibilities</b>		<b>File 037/040A</b>
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Individual Council Members provided verbal reports in respect to Councillor appointed Roles and Responsibilities.

Cr Brodie

Citizens Awards

Piopio Domain Board

Waikato River Authority Workshop

Healthy Rivers

Brook Park Working Bee

Meeting with Health Minister Tony Ryall at Te Kuiti Hospital

Waitomo Catchment Meeting

Cr Te Kanawa

Te Kuiti Development Inc

Cr Goddard

Central North Island Regional Economic Development

Benneydale Hall

Cr Davey

Meeting with Health Minister Tony Ryall at Te Kuiti Hospital  
Te Kuiti Railway Building Work Group Meeting

Cr Smith

Service Requests  
Meeting with Health Minister Tony Ryall at Te Kuiti Hospital

Deputy Mayor Whittaker

Citizens Awards  
Brook Park Working Bee

Mayor Hanna

Citizens Awards  
Meeting with Health Minister Tony Ryall at Te Kuiti Hospital  
Healthy Rivers  
Regional Transport Committee  
Waikato Mayoral Forum meeting with MPs  
Graduation Ceremony – “Computers in Homes”  
LGNZ Conference  
Mayors Taskforce for Jobs AGM

**Resolution**

The Verbal Reports from Council Members be received.

Smith/Whittaker Carried

<b>4.</b>	<b>Confirmation of Minutes – 25 June 2014</b>	<b>File 037/040A</b>
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**Resolution**

The Minutes of the Waitomo District Council meeting held on 25 June 2014 including the public excluded Minutes be confirmed as a true and correct record.

Goddard/Davey Carried

<b>5.</b>	<b>Local Government New Zealand – Manifesto 2014</b>	<b>File 064/001D</b>
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Council considered a business paper for presenting for Council’s information a copy of Local Government New Zealand’s (LGNZ) Manifesto 2014 and Media Release.

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

**Resolution**

The business paper on Local Government New Zealand – Manifesto 2014 be received.

Brodie/Smith Carried

<b>6. Economic Development: Endorsement of "Making Business Easier" Initiative</b>	<b>File 064/001D</b>
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Council considered a business paper seeking Council to give consideration to forming a framework for the contribution local government makes to economic growth and development within six priority areas.

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

**Resolution**

- 1 The business paper on Economic Development: Endorsement of "Making Business Easier" Initiative be received.
- 2 Council endorse the "Making Business Easier Initiative" proposed by the Waikato Mayoral Forum Economic Development Subcommittee.
- 3 Council endorse the development of a framework by which Council will contribute to local economic growth and development within the six priority areas:
  - 1 build excellent relationships and partnerships – at the heart of a business friendly council;
  - 2 context matters – identify local challenges and local business needs;
  - 3 provide certainty and clarity for business decision-making;
  - 4 make every interaction with business count;
  - 5 be proactive and look for opportunities to support businesses; and
  - 6 respond rapidly and flexibly to business after major emergencies.

Te Kanawa/Whitaker Carried

<b>7. Review of 2013-2016 Waikato Region Triennial Agreement</b>	<b>File 064/015B</b>
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Council considered a business paper providing an update on a review of the 2013-2016 Waikato Region Triennial Agreement (the Agreement) and presenting a copy of the amended Agreement for consideration and approval.

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

**Resolution**

- 1 The business paper on Review of 2013-2016 Waikato Region Triennial Agreement be received.
- 2 Council approve the reviewed 2013-2016 Waikato Triennial Agreement.

Goddard/Brodie Carried

<b>8.</b>	<b>Financial Reporting Schedule for Year Ending 30 June 2015</b>	<b>File 100/018A</b>
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Council considered a business paper presenting the Financial Reporting Schedule to Council for the 2014/15 Financial Year.

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

### Resolution

- 1 The business paper on 2014/15 Financial Reporting Schedule be received.
- 2 The 2014/15 Financial Reporting Schedule as detailed below be adopted.

Meeting Date	Report to be issued
29 July 2014	Financial Reporting Schedule for the 2014/15 financial year. No Monthly Financial Report or Quarterly Financial Report for the Year ending 30 June 2014 will be issued. Organisational capacity will be directed to completing year end adjustments and preparing the Draft 2013/14 Annual Report for audit.
26 August 2014	No Monthly Report for the period ended 31 July 2014. There is only one month of operation to report which is outside of the normal construction period and as a result there is traditionally little to report. Further, organisational focus will still be on production of the Draft 2013/14 Annual Report and Audit process thereof at this time.
30 September 2014	Interim report on completion of the 2013/14 Annual Report. No Monthly Report for the period ended 31 August 2014. There are only two months of operation to report which is outside of the normal construction period and as a result there is traditionally little to report. Further, organisational focus will still be on production of the Draft Annual Report and Audit process thereof at this time.
28 October 2014	Adoption of the Annual Report 2013/14. Quarterly Report for the period ending 30 September 2014.
25 November 2014	Monthly Financial Report for the period ending 31 October 2014.
16 December 2014	No Financial Report will be issued. Due to the December meeting occurring earlier in the month than usual to prevent running into the Christmas period, there will be insufficient time to complete the monthly financial report by this time.
January 2015	No Financial Report will be issued as there is usually no Council meeting scheduled for January.
February 2015	Quarterly Report for the period ending 31 December 2014.
March 2015	Monthly Financial Report for the period ending 28 February 2015.
April 2015	Quarterly Report for the period ending 31 March 2015.
May 2015	Monthly Financial Report for the period ending 30 April 2015. Business Paper outlining 2014/15 Draft Annual Report development process and timeline.
June 2015	Monthly Financial Report for the period ending 31 May 2015.

Smith/Davey                      Carried

<b>9. Progress Report: Lottery Grants Board Funding for World War One Commemoration Activities</b>	<b>File 092/015/1</b>
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Council considered a business paper providing details of a grant approved by the Lottery Grant board towards World War One activities.

The Community Development Coordinator expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: World War One Commemoration Funding be received.

Whitaker/Smith Carried

The Manager – Regulatory Services entered the meeting at 9.37am.

<b>10. Progress Report: Waitomo District Council Grants 2013/2014</b>	<b>File 400/130K</b>
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Council considered a business paper providing details of grants made by the WDC for the 2013/2014 financial year.

The Community Development Coordinator expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Waitomo District Council Grants 2013/2014 be received.

Brodie/Whitaker Carried

The Community Development Coordinator left the meeting at 9.40am.

<b>11. Appointment of Hearing Commissioner – Notice of Requirement and Resource Consent for the Te Awamutu Electricity Reinforcement</b>	<b>File 097/001D</b>
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Council considered a business paper seeking approval for the appointment of Alan Withy as the Hearing Commissioner for the purposes of hearing and making recommendations on the Notice of Requirements to the Requiring Authority being Waipa Networks Limited and making decisions on the resource consent applications for the Te Awamutu Electricity Reinforcement Project.

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

**Resolution**

- 1 The business paper on Appointment of Hearing Commissioner – Notice of Requirement and Resource Consent for the Te Awamutu Electricity Reinforcement Project be received.
- 2 Pursuant to Section 34A of the Resource Management Act 1991 Alan Withy be appointed as the Hearing Commissioner for the purposes of hearing and making recommendations on the Notice of Requirements to the Requiring Authority being Waipa Networks Limited and making decisions on the resource consent applications for the Te Awamutu Electricity Reinforcement Project.

Te Kanawa/Smith                      Carried

**12. Progress Report: Resource Consent Applications                      File 097/001B**

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

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

**Resolution**

The Progress Report: Resource Consent Applications be received.

Goddard/Whitaker                      Carried

The meeting adjourned at 9.44am for morning tea.

The Group Manager – Assets entered the meeting at 9.46am.

The meeting reconvened at 9.58am

The Group Manager – Community Services entered the meeting at 9.58am.

**13. Progress Report: Monthly Operation and Maintenance                      File 037/05A  
Report for Water, Sewerage and Stormwater – June  
2014**

Council considered a business paper providing a brief on progress for Operational and Maintenance performance by Council's contracted Services Provider for Water Services (Veolia Water).

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

**Resolution**

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

Goddard/Te Kanawa                      Carried

<b>14.</b>	<b>Progress Report: Mokau Water Supply Dams Upgrade – Cost Overruns</b>	<b>File 500/10/018</b>
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Council considered a business paper providing an overview of the project and information on the cost overruns incurred with the Mokau Water Supply Dams Upgrade.

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

**Resolution**

The Progress Report: Mokau Water Supply Dams Upgrade – Cost Overruns be received.

Brodie/Whitaker Carried

<b>15.</b>	<b>Verbal Report: Roothing Activity</b>	<b>File 037/020/12A</b>
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The Group Manager – Assets gave a verbal report on Roothing Activity as at today's date.

**Resolution**

The Verbal Report on Roothing Activity be received.

Te Kanawa/Brodie Carried

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

<b>16.</b>	<b>Waitomo District Council Rural Fire Authority - Performance Review 2013/2014</b>	<b>File 502/001</b>
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The Mayor advised that because information contained in this business paper has not yet been discussed with the Mokau Volunteer Fire Brigade, that this matter be moved to the Public Excluded portion of this meeting until those discussions have occurred.

**Resolution**

The business paper on Waitomo District Council Rural Fire Authority - Performance Review 2013/2014 be moved to the Public Excluded portion of this meeting.

Whitaker/Davey Carried

<b>17.</b>	<b>Progress Report: Civil Defence Emergency Management Executive Group Minutes</b>	<b>File 400/010/3</b>
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Council considered a business paper providing information relating to the Co-Ordinating Executive Group meeting of 16 May 2014

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

### **Resolution**

The Progress Report: Civil Defence Emergency Management Executive Group Minutes be received.

Goddard/Whitaker Carried

<b>18.</b>	<b>Progress Report: Civil Defence Emergency Management Joint Committee Minutes</b>	<b>File 400/010/2</b>
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Council considered a business paper providing information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 9 June 2014.

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

### **Resolution**

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

Goddard/Davey Carried

<b>19.</b>	<b>Progress Report: Cultural and Arts Centre – Shared Parking Investigation</b>	<b>File 401/0588423900</b>
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Council considered a business paper providing a brief on the progress with the development of the shared parking adjacent to the Te Kuiti Community Childcare Centre Incorporated (The Cottage).

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

### **Resolution**

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

Smith/Whitaker Carried

<b>20.</b>	<b>Progress Report: Rural Halls</b>	<b>File 401/Halls</b>
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Council considered a progress report brief Council on progress with the disposal of Oparure, Mokauiti, Kopaki and Benneydale Halls and to establish teams to work through the disposal process.

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

**Resolution**

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

Goddard/Davey Carried

<b>21. Progress Report: Parkside Subdivision</b>	<b>File 401/Parkside</b>
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Council considered a business paper providing a brief on progress with the sale of sections at Parkside Subdivision.

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

**Resolution**

The Progress Report: Parkside Subdivision be received.

Davey/Whitaker Carried

<b>22. Progress Report: Te Kuiti Railway Building</b>	<b>File 401/9992000100</b>
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Council considered a progress report on the Te Kuiti Railway Building Project.

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

**Resolution**

The Progress Report: Te Kuiti Railway Building be received.

Davey/Whitaker Carried

<b>23. Progress Report: Te Kuiti Mainstreet Re-Design</b>	<b>File 401/CBD</b>
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Council considered a progress report on the Te Kuiti Main Street Re-Design.

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

**Resolution**

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

Whitaker/Te Kanawa Carried

<b>24. Progress Report: Te Kuiti Community House</b>	<b>File 401/0588423600</b>
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Council considered a progress report on Te Kuiti Community House.

The Group Manager – Community Services and Councillor Te Kanawa expanded verbally on the business paper and answered Members' questions.

### Resolution

The Progress Report: Te Kuiti Community House be received.

Te Kanawa/Davey Carried

The Group Manager – Community Services left the meeting at 1.30pm.

<b>25.</b>	<b>Motion to Exclude the Public for the consideration of:</b>	<b>File 037/043</b>
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

### Resolution

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

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
1. Deputation: Tere Waitomo Community Trust	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Regulatory Enforcement Issues	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
3. Progress Report: Brook Park Entrance	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)

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
4. Progress Report: Te Kuiti Cemetery	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Progress Report: Mokau Toilet Effluent Disposal Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. 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)
7. Progress Report: Benneydale Water Easements	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.

Te Kanawa/Goddard Carried

There being no further business the meeting closed at 1.22pm.

Dated this 26<sup>th</sup> day of August 2014.

BRIAN HANNA  
**MAYOR**

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**WAITOMO DISTRICT COUNCIL**

**MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL  
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON  
THURSDAY 31 JULY 2014 AT 9.00AM**

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

**IN ATTENDANCE:** Jessica Gilby-Todd (Harkness Henry on behalf of the New Zealand Racing Board); Chris Ryan, Chief Executive; Michelle Higgin, Executive Assistant; Helen Beever, Group Manager – Customer Services and John Moran, Manager – Regulatory Services

<b>1. Council Prayer</b>	<b>File 037/003</b>
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<b>2. Hearing of Submissions to the Waitomo District Council Gambling Policy</b>	<b>File 057/002A</b>
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Council considered a business paper providing a copy of the Submissions made to Council's Gambling Policy and a Schedule of Submitters wishing to be heard in support of Submissions.

**The New Zealand Racing Board**

Jessica Gilby-Todd of Harkness Henry made a PowerPoint Presentation and spoke in support of the Submission from the New Zealand Racing Board

Mayor Hanna confirmed with the Submitter that Council deliberations would take place at a Council meeting on Tuesday 12 August 2014, with adoption of the finalised Policy scheduled for Tuesday 26 August 2014.

Jessica Gilby-Todd left the meeting at 9.26am.

**Resolutions**

- 1 The business paper on Hearing of Submissions to the Waitomo District Council Gambling Policy be received.
- 2 Council note the verbal submission made by The New Zealand Racing Board and refer the submission for consideration as part of Council's Deliberation meeting on Tuesday 12 August 2014.

Brodie/Whitaker                      Carried

There being no further business the meeting closed at 9.32am.

Dated this 26<sup>th</sup> day of August 2014.

BRIAN HANNA  
**MAYOR**

**WAITOMO DISTRICT COUNCIL**

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**MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL  
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON  
TUESDAY 29 JULY 2014 AT 9.00AM**

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

**IN ATTENDANCE:** Greg Tims and Sarfraz Hapuku of Greg Tims & Associates (for part only)

Chris Ryan, Chief Executive; Michelle Higgin, Executive Assistant (for part only); Helen Beever, Group Manager – Customer Services (for part only); and John Moran, Manager – Regulatory Services (for part only)

<b>1.</b>	<b>Council Prayer</b>		<b>File 037/003</b>
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<b>2.</b>	<b>Apologies</b>		<b>File 037/003</b>
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**Resolution**

The apology received for Cr Davey be received and leave of absence granted.

Brodie/Whitaker                      Carried

<b>3.</b>	<b>Motion to Exclude the Public for the consideration of:</b>		<b>File 037/043</b>
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

**Resolution**

- 1        The public be excluded from the following part of the proceedings of this meeting.
- 2        Council agree that the Chief Executive, 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. Contractual Issues: Setting of Key Performance Indicators for 2014/2015	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Goddard/Te Kanawa Carried

<b>4. Resolution to Re-Open Meeting to the Public</b>	<b>File 037/043</b>
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Council considered a business paper requiring the passing of a formal resolution to re-open the meeting to the Public following the consideration of public excluded business.

**Resolution**

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

Whitaker/Brodie Carried

The meeting adjourned for morning tea at 10.40am

The meeting reconvened at 10.50am.

Greg Tims and Sarfraz Hapuku of Greg Tims & Associates left the meeting at 10.50am.

The Executive Assistant, Group Manager – Customer Services and Manager – Regulatory Services entered the meeting at 10.50am.

<b>5. Declarations of Member Conflicts of Interest</b>	<b>File 037/051A</b>
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Member Te Kanawa declared a conflict of interest and abstained from discussion and voting with respect to deliberating of submissions to the Policy on Gambling Venues.

<b>6. Deliberations on Submissions - Policy on Gambling Venues</b>	<b>File 057/002A</b>
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Council considered a business paper providing advice on the suggested treatment of submissions received in relation to the review of Council's Policy on Gambling Venues.

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

**Resolution**

- 1 The business paper on Deliberations on Submissions – Policy on Gambling Venues be received.
- 2 Changes to the Policy on Gambling Venues as a result of deliberating submissions be made as follows:
  - 1 Council agrees to the expansion of Section 2.0 as contained in the draft Policy on Gambling Venues which clarifies the individual purpose of both the Gambling Act 2003 and the Racing Act 2003.
  - 2 A new Clause 2.2 be added noting that whilst Council supports the intent of both the Gambling Act 2003 and Racing Act 2003, it is noted that Council has no direct role in the monitoring or enforcing the intention of the Acts, and in particular those intents listed in Clauses 2.1(a)(v), 2.1(a)(vi) and 2.1(b)(iii) of the draft Policy on Gambling Venues.
  - 3 A Relocation Policy be included in the Policy on Gambling Venues.
  - 4 The Relocation Policy be based on “existing use rights” i.e. current Licensees should be able to relocate the total number their existing gaming machines to a new venue subject to remaining within the overall cap of 77 machines.

Whitaker/Smith Carried

There being no further business the meeting closed at 11.14am

Dated this 26<sup>th</sup> day of August 2014.

BRIAN HANNA  
**MAYOR**

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**Document No:** 341991**File No:** 037/048A**Report To: Council****Meeting Date:** 26 August 2014**Subject: Adoption of Road Map Work Programme for 2014/2015**

## Purpose

- 1.1 The purpose of this business paper is to present to Council for formal adoption, the Road Map Work Programme for the period 1 July 2014 to 30 June 2015.
- 1.2 Enclosed separately and forming part of this business paper is a copy of the Road Map Work Programme as at 26 August 2014.

## Commentary

- 2.1 The Road Map as at 27 August 2014 sets out the work programme identified to date for period leading up to adoption of the next (2015-2025) Long Term Plan (LTP) in June 2015.
- 2.2 In addition to projects relevant to the development of the LTP and required by legislation, there are a number of other projects that must also occur over this period. Some of these non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.3 The Road Map details identified projects of work, including a brief commentary for each project and a proposed timeline for completion. Other projects of work will arise over time which will need to be tested against the Road Map Work Programme and in particular WDC's organisational capacity to identify priority ranking against the already established work programme.
- 2.4 The Road Map is a 'living document' and as such is 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.
- 2.5 This Road Map (as at 26 August 2014) includes -
  - Projects which commenced in 2012/2013 or earlier, and are continuing across financial years into the current financial year.
  - Projects contained in Year Three (2014/2015) of the 2012-2022 LTP.
  - Projects required by Legislation.
  - Projects required as part of the development of the next (2015-2025) LTP.
  - Projects identified by the Elected Council and requested for inclusion in the Road Map.

- 2.6 The Road Map is updated and re-presented to Council in full for review on a "needs" basis. Subject to how many variations are required, this review by Council can be anywhere from 3 – 12 months apart. As well as any variations made resulting from new projects identified throughout the financial year, a fully revised Road Map is presented to Council following adoption of either an Exceptions Annual Plan or an LTP.
- 2.7 In the periods between considering a fully revised Road Map, a Monitoring Schedule is presented to Council at the monthly meetings. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones for the current year and includes the indicative timeframe and a commentary on progress for each project of work.

### **Suggested Resolutions**

- 1 The business paper Adoption of Road Map Work Programme for 2014/2015 be received.
- 2 The Road Map Work Programme as at 26 August 2014 be adopted.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Enclosure: Road Map Work Programme as at 26 August 2014 (Doc 341932)

Document No: 341848

File No: 039/001B

**Report To: Council Meeting****Meeting Date:** 26 August 2014**Subject:** Review of Electoral System**Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with the option of reviewing their electoral system. Under the Local Electoral Act 2001 (LEA), all Councils have the option of reviewing their electoral system two years prior to the next triennial elections.
- 1.2 This report intends to provide information to Council regarding the process to be followed for the review and the timelines as set out under the LEA. This report also provides information regarding the two electoral system options available to Council.

**Local Government Act s.11 Considerations**

- 2.1 The Council's compliance with the LEA ensures that there is a legally compliant process for elections allowing for the appointment of an elected body that is able to undertake local decision-making on behalf of communities. One of the core purposes of local government is to enable democratic local decision-making and action by, and on behalf of, communities.

**Background**

- 3.1 According to Sec 27 of the Local Electoral Act 2001 (LEA), Council may decide by resolution to change the electoral system that was used for the previous triennial elections.
- 3.2 Any such resolution by Council has to be passed before 12 September 2014 for the next triennial general election in 2016.
- 3.3 The two electoral systems options available for local government elections are – First Past the Post (FPP) and Single Transferable Vote (STV).
- 3.4 The choice was first offered to Councils for the 2004 local government elections and 10 city/district councils used STV at those elections – Kaipara, Papakura, Matamata-Piako, Thames-Coromandel, Kapiti Coast, Porirua, Wellington, Marlborough, Dunedin and Chatham Islands.
- 3.5 Papakura and Matamata-Piako resolved to change back to FPP after the 2004 elections. The remaining 8 Councils used STV at the 2007 elections.

- 3.6 During the 2010 elections Thames-Coromandel and Chatham Islands changed back to FPP leaving Kaipara, Kapiti Coast, Porirua, Wellington City, Marlborough and Dunedin as the only local authorities using the STV option. These Councils continued to use the STV option in 2013, along with Palmerston North, who was the only new Council to use the STV system for the 2013 elections.
- 3.7 Council's last review of the electoral system was carried out in 2011.
- 3.8 Waitomo District Council has used the FPP electoral system since the choice of system was offered in 2004.

## Commentary

- 4.1 The process to be followed and timeline as set out in the LEA 2001 is shown in the following table:

Requirement	Timeline	Statutory Ref
Council <u>may</u> decide to pass a resolution to change (or not) the electoral system	To be passed by 12 September 2014	s27
Council <u>must</u> publicly notify the right for the public to demand a poll whether or not a resolution has been passed by Council  <i>If a resolution has been passed under Sec 27 the public notice must include notice of the resolution, the electoral system to be used and that a poll will be required to countermand the resolution.</i>	By 19 September 2014	s28, s32
The public could demand a poll at any time to decide which electoral system should be used.  A demand may arise whether or not a resolution has been passed by a local authority under section 27.  Determination of the electoral system by way of a poll applies for a minimum of <u>two</u> triennial local elections.	For the 2016 election, valid demand must be lodged by 28 February 2015 and poll held by 21 May 2015.  If a valid demand is received after 28 February 2015 the poll must be held after 21 May 2015 and the results would be valid for the 2019 elections.  A 'valid demand' is described in section 4.2 below.	s29, s30, s32, s33
Council can resolve to hold a poll.	Resolution must be made before 28 February and the poll held before 21 May for the result to be used in the 2016 elections.	s31, s33

4.2 To be valid, a demand by electors must satisfy all of the following criteria (s30):

- a) It must be made by notice in writing;
- b) It must be made by people qualified as electors for the Waitomo District and who are enrolled either on the Waitomo District roll (residential or ratepayer) or the most recently published parliamentary roll, at an address within the Waitomo district (refer section 30(2));
- c) It must be signed by 5% (approximately 284 electors) or more of the electors enrolled as eligible to vote at the previous local election of Waitomo District. A total of 5,684 electors were enrolled for the 2013 Waitomo District local elections – Rural Ward 3,068, Te Kuiti Urban Ward 2,616.
- d) it must be delivered to the principal office of Waitomo District Council;
- e) in addition to each elector's signature it must state the elector's name and the address for which the person is qualified as an elector of the Waitomo District;
- f) it must be received by 28 February in the year before the next triennial election if the result of the poll is to take effect at the next triennial election.

4.3 No poll demands have been made of the Council since the choice of electoral system was offered to Council in 2004.

## Description of the two Electoral Systems

### 5.1 First Past the Post (FPP)

- You place a tick next to the candidate you wish to vote for and equal to the number of vacancies.
- One vote needs to be cast for each vacancy to be filled, in multi member wards.
- The candidate with most votes wins.
- Results can usually be announced soon after voting ends.

### 5.2 Advantages and Disadvantages of FPP :

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• FPP is a straightforward system of voting.</li> <li>• FPP is familiar to most people.</li> <li>• FPP is a straightforward system for counting votes.</li> <li>• Votes can be counted in different</li> </ul>	<ul style="list-style-type: none"> <li>• 'Tactical' voting is possible; votes can be used with a view to preventing a candidate from winning in certain circumstances.</li> <li>• A 'block' of like-minded voters can determine the election of multiple candidates in multi-member wards/constituencies, without having a majority of the votes, thereby 'over-representing' themselves.</li> </ul>

Advantages	Disadvantages
<p>locations and then aggregated.</p> <ul style="list-style-type: none"> <li>• Election results are usually announced soon after voting ends.</li> <li>• Official results show exactly how many people voted for which candidates.</li> <li>• Results are easy to understand.</li> </ul>	<ul style="list-style-type: none"> <li>• The overall election results will not be proportional to voters' wishes, and will not reflect the electoral wishes of the majority of voters, only the largest group of voters who may not be the majority.</li> <li>• There will be more 'wasted' votes (votes that do not contribute to the election of a candidate).</li> </ul>

### 5.3 Single Transferable Vote (STV)

- A single vote is cast regardless of the number of vacancies
- Electors need to rank the candidates beginning with the most preferred candidate and so on.
- To get elected candidates need to reach a quota of votes. The quota is calculated by a computer programme and is based on the number of candidates.
- Once your most preferred candidate reaches the required quota your vote is transferred to your second preference and so on. If the candidate that was your second preference is excluded due to being the least popular your vote for this candidate is transferred to your third preference.
- Candidates are elected by reaching the number of votes required to be elected and vote counting is carried out by a computer programme.
- Vote counting is multi part as votes can be transferred according to voters other preferences and therefore is likely to take longer.
- You cast one vote and rank the candidates in both multi and single member wards

### 5.4 Advantages and disadvantages of STV:

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• It is virtually impossible to cast a 'tactical' vote under STV. As a result, voters are encouraged to express their true preferences.</li> <li>• The overall election results reflect the wishes of the majority of voters in proportion to their support for a variety of candidates.</li> <li>• In single-member wards or constituencies, the winner will have the majority of votes</li> </ul>	<ul style="list-style-type: none"> <li>• STV is a less straightforward system of voting.</li> <li>• There is a need for more information for people to understand the STV ranking system of candidates.</li> <li>• STV vote counting requires a computer program (the STV calculator).</li> </ul>

Advantages	Disadvantages
<p>(preferences).</p> <ul style="list-style-type: none"> <li>• Every vote is as effective as possible (depending on the number of preferences indicated) meaning there are fewer 'wasted votes' and more votes will contribute to the election of a candidate than under FPP.</li> <li>• Official results will identify which candidates have been elected and which have not and in which order. They do not show how many votes candidates got overall, as all successful candidates will have the same proportion of the vote (the quota). This information, at stages of the count, can still be requested.</li> <li>• Results can be easy to understand if presented appropriately.</li> <li>• STV moderates 'block' voting as each voter casts only one single vote, even in multi-member wards/constituencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Votes must be aggregated first and then counted in one location.</li> <li>• Election results will usually take a little longer to produce.</li> </ul>

## 5.5 Options Available to Council

5.6 In summary the following options are available to Council:

### **Option A: Keep the current FPP electoral system**

Council can resolve to keep the current FPP electoral system. The electorate still needs to be advised of its right to demand a poll no later than 19 September 2014. A valid demand for a poll has to be received by 28 February 2015. The result of the poll will be binding for the 2016 and the 2019 elections.

### **Option B: Change to STV electoral system**

Council can resolve to change to the STV electoral system. This decision needs to be publicly notified and the electorate advised of their right to countermand this decision by demanding a poll. This public notice needs to be done no later than 19 September 2014 and in the event that, at least 5% of voters demand a poll before 28 February 2015, the poll will need to be held before 21 May 2015.

### **Option C: Hold a poll on the electoral system to be used**

Council itself may resolve to hold a poll on which electoral system to use for the next two triennial elections. The resolution to hold a poll will need to be passed before 28 February 2015 and the poll will need to be held before 21 May 2015. The result will be binding for the 2016 and 2019 general elections.

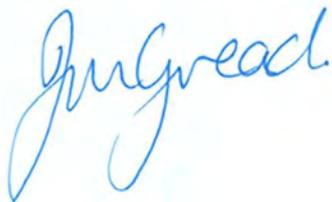
In its previous review Council decided to go with Option A (above) and opted to simply give public notice regarding the right of electors to demand a poll. No such demand was raised by the electorate and FPP was retained as the electoral system.

At present, there is no indication from the electorate of an inclination for change and therefore it is recommended that Option A would be the most cost effective and efficient method to choose. The Council will be able to ascertain if the community's views have changed if any response is received to the public notice.

5.7 The decision to retain the current electoral system is not considered significant.

### **Suggested Resolutions**

- 1 The business paper on Review of the Electoral System be received.
- 2 Council resolve to:
  - 1 Keep the current FPP electoral system  
OR
  - 2 Change to STV electoral system  
OR
  - 3 Hold a poll on the electoral system to be used



JO GREAD  
**POLICY PLANNER-CORPORATE SERVICES**

21 August 2014

<b>Report To:</b>	<b>Council</b>
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**Date:** 26 August 2014

**Subject:** **Review of Community Development Fund Policy**

### Purpose of Report

- 1.1 The purpose of this business paper is to present Council with the draft reviewed Community Development Fund Policy (dCDFP) for consideration.
- 1.2 A copy of the revised dCDFP is attached to and forms part of this business paper.

### Background

- 2.1 The Community Development Fund Policy (CDFP) was first adopted by Council in August 2009 and subsequently reviewed in October 2011.
- 2.2 The objective of the CDFP is to ensure that the desired community outcomes, as identified in the WDC LTP are being contributed to by improving social outcomes within the Waitomo District.
- 2.3 The policy identifies all of the areas of funding support that Council provides to the community.
- 2.4 The budgets for all Waitomo District Council Grant funds are considered by Council during the Long Term Plan and Annual Plan processes.
- 2.5 Budgets for two of the special grants administered by Waitomo District Council (Sport NZ Travel Fund and Creative Communities Scheme) are set by Central Government and a third, DC Tynan Trust Fund is set by the DC Tynan Trust.

### Commentary

- 3.1 The focus of this policy is the provision of community assistance for the 'not for profit' sector in order to meet local needs and create a strong social base within the community.
- 3.2 The CDFP allows Council to clearly document the way in which it delivers funding to the community. The funding policy needs to be transparent around distribution and accountability.
- 3.3 Clear timeframes and formal funding rounds allow for a robust framework and consistent methods of grant application appraisal.
- 3.4 Council considered the draft reviewed CDFP at the Council Workshop held on 12 August 2014.

### **3.5 Key considerations discussed at the Workshop – 12 August 2014**

- 3.6 The dCDFP has been condensed to allow for ease of read for potential applicants with duplicated clauses, for example 'Eligibility' removed from the Policy.
- 3.7 The dCDFP assumes that the funding priorities and funding levels meet the needs of the community and therefore remain unchanged.
- 3.8 It was agreed that opportunities should be pursued to work closely with external Funders and Trusts, for example Heartland Community Fund.
- 3.9 Clarity was sought in regard to the Triennial Grant Fund application process. It was agreed that applications for new funding will be by way of invitation, and advertised.
- 3.10 It was confirmed that applications to the Provision of Service Grant will be by way of invitation.
- 3.11 Clarity was sought in regard to the schedule of Community Halls receiving funding, specifically should Marokopa and Kinohaku Halls be included in the schedule.

### **3.12 Community Halls**

- 3.13 Research has confirmed funding options for Te Anga, Marokopa and Kinohaku Halls has previously been discussed by Council.
- 3.14 Council agreed at a Workshop held on 10 December 2013 that the Te Anga Hall should receive financial assistance by way of an annual grant. This decision was subsequently reflected in the budget allocation and the schedule.
- 3.15 Council further agreed at a Workshop held on 12 February 2014 that the Kinohaku and Marokopa Halls should also receive an annual grant. This decision was subsequently reflected in the budget allocation, however was not reflected in the schedule.
- 3.16 The schedule of Community Hall Grants has now been amended to reflect these decisions.

### **3.17 Amendments to the draft reviewed CDF Policy**

- 3.18 The following amendments have been made to the draft reviewed Community Development Fund Policy.
- Clause 11.2 has been amended to read – *'Applications for new funding will be by way of invitation and advertised. Applications will be received as part of the Long Term Plan process'*.
  - Clause 14.1 has been amended to include Kinohaku and Marokopa Halls in the schedule of Community Halls receiving financial assistance.

**Suggested Resolutions**

1. The business paper on the adoption of the draft Reviewed Community Development Fund be received.
2. The draft Reviewed Community Development Fund be adopted.



HELEN BEEVER  
**GROUP MANAGER – CUSTOMER SERVICES**

August 2014

Attachment: 1. draft Reviewed Community Development Fund Policy (doc 342280)



draft Reviewed

# **Community Development Fund Policy**

<b>Created</b>	August 2009
<b>Last Reviewed</b>	October 2011
<b>Reviewed Policy Adopted</b>	
<b>Next Review Date</b>	August 2017

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## 1.0 Introduction

- 1.1 Community Development is about building a strong and vibrant community. Waitomo District Council does this by supporting community groups, activities and events.
- 1.2 Community Development grows and maintains community support services to enhance social and cultural well-being. Community activities, events and services adds to the strength and resilient of local communities. This supports Councils vision statement - 'Creating a better future with vibrant communities and thriving business'.
- 1.2 The focus of the policy is the provision of community assistance for the 'not for profit' sector in order to create a strong social base and to meet local needs.

## 2.0 Policy Objective

- 2.1 The purpose of this policy is to establish funding policies and principles, which form the basis for the provision of funding grants to assist organisations that provide projects and activities that benefit communities within the Waitomo District.
- 2.2 The policy provides a guide as to how funding can be obtained from Waitomo District Council (WDC) and assists Elected Members and Council staff with guidance when making decisions and recommendations about funding applications.

## 3.0 Community Outcomes

- 3.1 The Community Development Fund (CDF) aims to ensure that projects undertaken make a positive contribution to achieving WDC's strategic community outcomes.
- 3.2 The following community outcomes contribute to the Community Development Activity:

Community Outcomes	
CO1	<p><b>Cultural Heritage</b></p> <p>A place where people are enriched by the multicultural values of all its people and, in particular, Maori heritage and culture are an inherent and valued part of decision making that affects community life.</p>
CO3	<p><b>Youth</b></p> <ol style="list-style-type: none"> <li>1. A place where young people have access to education, training and work opportunities</li> <li>2. A place where young people feel valued and have opportunities for input into the district</li> </ol>
CO4	<p><b>A Vibrant and Prosperous District</b></p> <ol style="list-style-type: none"> <li>1. A place that attracts more people who want to live, work and play, and raise a family</li> <li>2. A place where wealth and employment are created through local businesses and development of tourism opportunities</li> </ol>

## 4.0 Grants

4.1 The following grants collectively make up the CDF:

- Discretionary Grant
- Triennial Grant
- Provision of Services Grant
- Community Partnership Fund
- Community Halls Grant

4.2 Additional funding pools administered by WDC are:

- Creative NZ – Creative Communities Scheme
- Sport NZ – Rural Travel Fund
- DC Tynan Grant

## 5.0 Eligibility for Community Development Funding

5.1 The CDF does not support funding applications submitted by individuals. Organisation and group eligible for grants from the CDF must operate within the Waitomo District, be able to present annually reviewed or audited financial statement and reports and must be:

- A Registered Charitable Trust
- Controlled or Co-ordinated by an arm of Central or Local Government
- Controlled by an association of persons under an adopted constitution rules
- A Limited Liability Company fully owned by one of the above and operating for charitable purposes

5.2 The following organisations and groups are subject to additional conditions:

- **Education Based Groups**

The DGF will not fund education based activities which should, in the view of a reasonable person, be the responsibility of their primary funder e.g. Ministry of Education. The fund only supports projects sponsored by education providers where there is a clear general community benefit that will be derived from such a project.

- **For-Profit Groups**

The CDF does not fund For-Profit Groups.

- **Exceptions**

Council at its discretion, in exceptional circumstances, and on a case by case basis, may consider funding applications out of round or from organisations who do not meet the eligibility criteria if:

- There is evidence of significant volunteer labour and fundraising
- The project is of significant District wide benefit

Discretionary grants may be considered on a case by case basis by the CEO and Mayor of Waitomo District Council, in exceptional circumstances from organisations who do not meet the eligibility, if they meet the criteria above.

## 5.3 Level of Financial Reserves

5.4 Waitomo District Council acknowledges that it is prudent for organisations to carry financial reserves for their operations. However, if an organisation is carrying reserves greater than a year of operating costs with funding not tagged for special projects, Waitomo District Council may not approve a grant to the organisation or group.

## 6.0 Applications to the Community Development Fund

- 6.1 Groups or organisations must apply for funds for a specified purpose. The level of funding approved is, in all cases, relative to the size of the project.
- 6.2 Applications are checked for completeness and that all required supporting documentation is provided. Supporting documentation is required to adequately assess and evaluate the merits of the organisation or group and the proposed project or initiative.
- 6.3 Incomplete applications will be returned to the submitting group/ organisation and will not be considered for funding.
- 6.4 Late applications received after the closing date will not be accepted. Applications will be returned to the submitting group/ organisation with an explanatory letter.
- 6.5 Out of funding round applications, those received outside of the specified timetable, will not be considered for funding.

## 7.0 Applicant Categorisation

- 7.1 In order to ensure that Councils grant making reflects the identified funding priorities and contributes to significant community benefit, demographic and community information will be collected from applicants.

### 7.2 Organisational Categories

- 7.3 Organisations and groups applying for funding via the CDF are required to provide details about the area their organisation supports. These categories (set out below) have been established in accordance with the New Zealand Standard classification for Non-Profit Organisations, as specified by Statistics New Zealand.
- 7.4 These categories assist WDC in understanding the impact of its grant making and to track trends in priorities and allocations over time.

- Culture sport and recreation
- Education and research
- Health
- Social services
- Environmental
- Development and housing
- Law, advocacy and politics
- Grant making, fundraising and voluntarism promotion
- International
- Religion
- Business and professional associations, unions
- Not elsewhere classified

### 7.5 Community Categories

- 7.6 Organisations and groups applying for funding via the CDF are required to identify the area of the Waitomo District community that they feel will benefit from their project. These categories will assist Waitomo District Council in understanding the impact of its grant making and to track trends in priorities and allocations over time.
- 7.7 Organisations are to select from the following list of community types:
- Urban
  - Rural
  - All of District

## 8.0 Grant Misuse

- 8.1 Failure to account for the use of a past grant will be sufficient cause for any subsequent application to be declined.
- 8.2 Using a past grant for any purpose other than that approved by Waitomo District Council will mean that any future applications could be declined.
- 8.3 Waitomo District Council reserves the right to request the repayment of any funds allocated to a group or organisation where grant misuse is indentified.

## 9.0 Conflicts of Interest

- 9.1 Elected members of the Waitomo District Council are required to declare any direct or indirect conflict of interest in relation to any application being considered for the Triennial Grant, Provision of Services Grant or Community Partnership Grant. For example:
  - A direct conflict exists when an elected member is a member of an applicant organisation.
  - An indirect conflict exists when a member of an elected member's immediate family is a member of an applicant organisation.

## 10.0 Discretionary Grant

### 10.1 Scope

The focus of the Discretionary Grant Fund (DGF) is providing community assistance for the 'not for profit' sector in order to create a strong social base and meet local needs. The dollar value of each grant will be determined on a case by case basis during each funding round.

The Chief Executive Officer (CEO) of the Waitomo District Council, in consultation with the Mayor, will consider applications to the DGF. These applications must contribute to the community outcomes detailed in section 3 of the policy, and meet the DGF's funding criteria.

The DGF offers grants on a "one-off" basis and their receipt does not form an ongoing relationship with WDC.

The grant budget for the DGF is identified via Council's Long Term and Annual Plan processes.

### 10.2 Timetable for the Annual Funding Round

The DGF is advertised and administered via four rounds per annum. The DGF is advertised twice per round in the Waitomo News and information about the fund and application process is available on Waitomo District Council's website or by contacting WDC's Customer Services Team.

The general timetable for Discretionary Grant Fund is as follows:

Advertising	Applications close and are considered	Announcements and Funding Allocation
2 x August	1 September	September
2 x November	1 December	December
2 x February	1 March	March
2 x May	1 June	June

Groups and organisations are eligible to submit one funding application each year. No additional applications will be considered.

### 10.3 Supported Projects

Projects Supported may include:

- Administration and operational costs
- Training costs for personnel
- Initial project costs
- Public education events
- Non capital items
- Hall/facility hire
- Equipment hire

### 10.4 Ineligible Projects

The DGF will not allocate funding to:

- Items of a capital nature e.g. buildings, furniture
- Individuals
- Travel
- Completed projects
- Loan / debt repayment
- Wages or subscriptions
- Food and refreshments

## 10.5 Conditions of Funding

WDC expects grants to be spent in accordance with the purpose for which they are allocated, and that the intended community benefits will result.

An accountability report is required 2 months after the completion of the initiative. Organisations and groups are required to report on:

- Expenditure of the grant
- The projects impact on community well-being
- Positive community outcomes achieved

## 11.0 Triennial Grant

### 11.1 Scope

The Triennial Grant Fund (TGF), previously named the Annual Grant Fund makes funding available to community groups to assist with operational costs for a period of three years with funding allocated annually.

Council, as part of the Long Term Plan Process, considers applications to the TGF.

To be eligible for funding via the TGF community groups must have a proven record of accomplishment in their area of service provision, have a well-established and positive relationship with Council and be able to identify how the work that they undertake assists in the achievement of Waitomo District Council's community outcomes.

The dollar value of each grant will be determined on a case by case basis, during each Long Term Plan cycle but should not exceed \$10,000. Those requesting grants in excess of \$10,000 should be considered for a POS Grant.

### 11.2 Timetable for the Triennial Grant Funding Round

Triennial Grants (TGF) are allocated as part of WDC's Long Term Plan process. TGF Grant recipients are allocated funding for three years. Funding is distributed to recipients once per annum as per Terms and Conditions agreed by both parties.

- Applications for new funding will be by way of invitation and advertised. Applications will be received as part of the Long Term Plan process.

The general timetable for the Triennial Grant Funding Round is as follows:

Action	Date
Applications invited and advertised	Between 1 October 2014 – 31 January 2015
Applications close	31 January 2015
Applications assessed for inclusion in the LTP	February 2015
Final adoption of the LTP	June 2015
Announcement to successful recipients	July 2015

### 11.3 Conditions of Funding

WDC expects grants to be spent in accordance with the purpose for which they are allocated, and that the intended community benefits will result.

A simple accountability report is required to be submitted by TG recipients annually in August each year. Organisations and groups are required to report on:

- Expenditure of the grant
- The projects impact on Community well-being
- Positive Community Outcomes achieved
- Submit a financial report as per their constitution. This could be audited annual accounts or copies of their cashbook for the relevant financial period, or any other method of sound financial reporting.

Additional accountability conditions may be imposed on grants, at the discretion of the Council.

## 12.0 Provision of Services Grant

### 12.1 Scope

The budget for the Provision of Service Grants (POS) funding round is established as part of the Long Term Plan process. The grants are allocated for a period of 3 years.

POS grants are in place to provide funding to not for profit organisations who undertake to provide services that compliment WDC's Long Term Plan objectives.

These organisations offer services that make a significant contribution to the achievement of Waitomo District Council's community outcomes and improve well-being within in the District, but are outside the scope of services provided by Waitomo District Council.

The value of each of these grants will be determined on a case by case basis and developed with the recipient as a "Contract for Delivery of Services".

### 12.2 Timetable for Provision of Services Funding Round

POS grants are allocated as part of WDC's Long Term Plan process. POS Grant recipients are allocated funding for three years. Applications for new funding will be received through the Long Term Plan process and considered by elected members during submission deliberations.

Funding is distributed to recipients once per annum as per Terms and Conditions agreed between the parties.

Key identified groups will be invited to apply for funding support. Groups must have a proven record of accomplishment in their area of service provision, have a well established and positive relationship with Council and be able to identify how the work that they undertake assists in the achievement of Waitomo District Council's community outcomes.

A general timetable for the Provision of Services Grants is as follows:

Action	Date
POS Grant applications invited	November 2014 – January 2015
Applications assessed for inclusion in the LTP	February 2015
Final adoption of the LTP	June 2015
Announcement to recipients	July 2015
Payment of annual allocations	As per agreed Terms and Conditions

### 12.3 Conditions of Funding

WDC expects grants to be spent in accordance with the purpose for which they are allocated, and that the intended community benefits will result.

To ensure that funds are used appropriately successful applicants will:

- Submit an annual financial report as per their constitution. This could be audited annual accounts or copies of their cashbook for the relevant financial period, or any other method of sound financial reporting.

- Submit quarterly reports (grants over \$60,000), six monthly progress reports (grants over \$10,000) or annual progress reports (grants under \$10,000) identifying the deliverables agreed to at the start of each year.
- Meet to discuss and agree on deliverables for next year by May of that current year.
- Have recognised procedures in place to distribute any assets should the organisation have to be “wound up” for any reason.

Additional accountability conditions may be imposed on grants, at the discretion of the Council.

## 13.0 Community Partnership Fund

### 13.1 Scope

The Community Partnership Fund (CPF) is a contestable fund that focuses on projects and programmes that contribute to the development and well-being of our Districts communities.

The fund aims to “help our community help itself” by offering access to seed funding and in kind support to groups in developing new community initiatives.

Consideration will be given to community projects and community groups that can demonstrate strong links to one or more of the outcomes identified by Waitomo District Council's community outcomes, in particular those identified as priorities in section 3.2 of this policy.

By preference, grants will be made to:

- Group's applying for financial assistance for projects that align with or support Waitomo District Council's community outcomes, and can provide evidence detailing how their project can make a positive impact on community well-being.
- Organisations and groups that offer their facilities or services for the benefit or enjoyment of all Waitomo residents.
- Organisations and groups, who invest time in helping address social issues within the Waitomo District.
- Groups who have a proven track record in their area of operation and can show community support for their project.

WDC supports resource sharing by community groups and organisations and encourages, where possible, a collaborative approach to achieving positive community outcomes.

The CPF budget will be set each year as part of WDC's Annual Plan development process. Therefore, the level of funding available for allocation may vary from year to year. WDC will attempt, where possible, to maintain a consistent level of funding.

If Council does not consider applications received, within any annual funding round to be suitable, any part of the fund may be withheld at its discretion. The remaining budget may, at Council's discretion, be carried over to the next financial year.

All applications to the CPF are assessed by the elected members of the Waitomo District Council.

### 13.2 Timetable for the Annual Funding Round

The CPF is distributed once per annum (with an option of a second round). The funding round timetable is advertised twice in the Waitomo News and information about the fund and application process is available on Waitomo District Council's website or by contacting WDC's Customer Services Team.

The general timetable for Community Partnership Annual Funding Round is as follows:

	Advertising	Applications close and are considered	Announcements and Funding Allocation
Round 1	November	December	December
Round 2	February	March	March

Groups and organisations are eligible to submit one funding application each year. If a group or organisation submits more than one application they must consolidate their applications. If this is not possible, neither application will be considered.

### 13.3 Ineligible Projects

The CPF will not allocate funding to:

- Ongoing projects – i.e. yearly maintenance or operational costs
- Any project already receiving a Provision of Services (POS) Grant from Waitomo District Council
- Individuals
- Travel or conference attendance
- Completed projects
- Uniforms
- Loan / Debt repayment

### 13.4 Funding Guidelines - Key Considerations

The level of funding allocated is at the discretion of Council. Each allocation will take a range of factors into consideration. Council's main considerations include:

- The project being undertaken and its deliverable level of community benefit
- The size of the group or organisation applying for funding
- The group/ organisations history
- Strength of the business plan

In order to maintain District equity a dollar per head criteria will be used when assessing applications from groups or organisations with members. For example, if two schools are undertaking similar projects, then the school with 1000 pupils receives a grant twice the size of the school with 500 pupils.

### 13.5 Organisational Costs

The CPF aims to support organisations and groups that can sustain their operation independently of any contribution received from the fund. This means that funding should not be allocated for an organisation routine operating costs.

### 13.6 Capital Projects

The CPF can provide up to 50% of the capital costs of the project. This level of contribution means that there is still a significant requirement for a group or organisation to raise funding from other sources.

When a capital project is funded, the grant may be held back until it is clear to Council that it will proceed as outlined in the original application, and/ or until any other conditions set by Council have been met.

### 13.7 Conditions of Funding

WDC expects grants to be spent in accordance with the purpose for which they are allocated, and that the intended community benefits will result.

An accountability report is required 12 months after receiving the grant. Organisations and groups are required to report on:

- Expenditure of the grant
- The projects impact on Community well-being
- Positive Community Outcomes achieved

Additional accountability conditions may be imposed on grants, at the discretion of the Council.

### 13.8 Exceptions

Council at their discretion, in exceptional circumstances, and on a case by case basis, may consider funding a higher percentage of the total cost if:

- There is evidence of significant volunteer labour and fundraising
- The project is of significant District wide benefit

## 14.0 Community Halls Grant

### 14.1 Scope

WDC currently supports 13 community halls within the Waitomo District by way of an annual grant, with each hall receiving \$1,000.00.

Community Halls that receive funding are:

- Aria
- Awakino
- Benneydale
- Kinohaku
- Mahoenui
- Mairoa
- Marokopa
- Mokau
- Mokauiti
- Mapiu
- Te Anga
- Waitanguru
- Rangitoto

## 15.0 Special Grants

### 15.1 Creative Communities New Zealand

Creative Communities NZ provides a grant to Council to encourage promotion of the arts within the district. Organisations may apply to Council's Creative Communities Assessment committee for funds based on the criteria supplied by Creative Communities NZ. The funds objective is to support arts and cultural activities that encourage participation in a wide range of arts activities.

WDC administers two Creative Community funding rounds per year. They fall in May and November of each year. The Creative Communities Assessment Committee consists of two Councillors, one Iwi representative and three community representatives.

### 15.2 Sport NZ – Rural Travel Fund

Sport NZ Rural Travel Fund provides a grant to Council.

The funds objective is to assist youth of the district living in a rural area, with the cost of travel to local sports competitions.

The allocation of the fund is based on a population density formula for territorial authorities that have fewer than 10 people per square kilometre.

WDC administers one Sport NZ Rural Travel Fund per year. This falls in October each year. The Sport NZ Rural Travel Fund Assessment Committee consists of two Council staff, two Councillors, one Police representative and a Sports Waikato representative. Every funding round has approximately \$9,500 available for allocation.

### 15.3 DC Tynan Grant

The late Daniel Circuit Tynan left a bequest to the Borough of Te Kuiti for the purpose of supporting organisations within the Te Kuiti Urban Ward that are involved with social, cultural, educational or recreational activities. The priority of this funding is given to projects of a capital nature.

The funds of the Trust are held and administered by Forgeson Law and WDC provides the complete administrative support associated with the funding application process.

The income from the Trusts capital investment is available for distribution. Distribution occurs in July/August each financial year.

**Document No:** 342264**File No:** 057/002A**Report To: Council****Meeting Date:** 26 August 2014**Subject:** Adoption of Policy on Gambling Venues

## Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the reviewed Policy on Gambling Venues for consideration and adoption.

## Local Government Act S.11A Considerations

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

## Background

- 3.1 Council is required to review its Policy on Gambling Venues every three years in accordance with the Gambling Act 2003 (the Act).
- 3.2 The last review was carried out in 2011 and Council resolved in that review that no change was required to the policy.
- 3.3 Council workshops were held on 13 and 22 May 2014 to review Councils policy keeping in mind the changes to the local gaming environment (the closure of Te Kuiti Hotel) and the harm that can be caused by gambling in high deprivation communities.
- 3.4 Councils amended policy was publicly notified on 10 June 2014 with four submissions received from interested parties.
- 3.5 Submissions were received from the following organizations:
  - The NZ Racing Board
  - NZ Community Trust
  - The Lion Foundation
  - Royal NZ Coastguard Incorporated
- 3.6 Council deliberated on submissions at its meeting on 12 August 2014. Following on from its deliberations Council resolved to include a relocation provision in the policy and to expand Section 2.0 of the policy to clarify the purposes of both the Gambling Act 2003 and the Racing Act 2003.

## Commentary

- 4.1 The amended policy is attached and forms part of this business paper.
- 4.2 Clause 2.2 has been added to the policy noting that whilst supporting the intent of both the Gambling Act 2003 and Racing Act 2003, WDC has no direct role in the monitoring or enforcing the intentions of the respective Acts.
- 4.3 The amended policy now contains a relocation provision (clause 4.18). The provision is based on existing use rights, i.e. licensees should be able to relocate the total number of their existing gaming machines to a new venue subject to compliance with other policy provisions and remaining within the overall district cap of 77 machines.
- 4.4 Following on from the adoption of the amended policy all submitters will be written to confirming how their submissions were dealt with and enclosing a copy of the reviewed policy.

## Suggested Resolutions

- 1 The business paper on Adoption of Policy on Gambling Venues be received.
- 2 The reviewed Policy on Gambling Venues be adopted.



JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

August 2014

Attachment: 1 Reviewed Policy on Gambling Venues (doc 342325)



# **Draft Policy on Gambling**

## **Venues**

DRAFT

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DRAFT

Adoption Date	
Consultation Requirement	<b>Special Consultative Procedure</b>
Review Date	<b>May 2014</b>
Responsibility	<b>Regulatory Services</b>

## 1.0 Introduction

- 1.1 Waitomo District Council (WDC) is required to adopt a policy on Class 4 venues (Gambling Venue Policy) for its district under the Gambling Act 2003 (the Act).
- 1.2 Section 101(3) of the Act requires that the class 4 venues policy:
- i. must specify whether or not class 4 venues may be established in the territorial authority district and if so, where they may be located; and
  - ii. may specify any restrictions on the maximum number of gaming machines that may operate at class 4 venues.
- 1.3 WDC must also have a policy on Board Venues as required by the Racing Act 2003. A board venue policy must specify whether new board venues may be established in the District and if so where they may be located.
- 1.4 WDC recognises the harm that gambling can bring to the community and aims to help minimise this harm by having policy in place to control it. Gaming machine operators are regulated by the Department of Internal affairs and therefore this policy is not aimed at ensuring compliance by gaming machine operators.
- 1.5 WDC also recognises that one of the benefits of gaming machines within the District is increased availability of community funding or grants for the community.

## 2.0 Policy Objective

- 2.1 The objectives of this policy are:
- a) To support the intent of the Gambling Act 2003 as follows:
    - (i) control the growth of gambling; and
    - (ii) prevent and minimise the harm caused by gambling, including problem gambling; and
    - (iii) authorise some gambling and prohibit the rest; and
    - (iv) facilitate responsible gambling; and
    - (v) ensure the integrity and fairness of games; and
    - (vi) limit opportunities for crime or dishonesty associated with gambling; and
    - (vii) ensure that money from gambling benefits the community; and
    - (viii) facilitate community involvement in decisions about the provision of gambling.
  - b) To support the intent of the Racing Act 2003 as follows:
    - (i) to provide effective governance arrangements for the racing industry; and
    - (ii) to facilitate betting on galloping, harness, and greyhound races, and other sporting events; and
    - (iii) to promote the long-term viability of New Zealand racing.

- 2.2 WDC supports the intent of both the Gambling Act 2003 and the Racing Act 2003 however WDC has no direct role in monitoring and enforcing the intentions of the respective Acts and in particular those intentions listed in clauses 2.1(a)(v), 2.1(a)(vi) and 2.1(b)(iii) of this policy.

### 3.0 Definitions

**"The Act"** shall mean the Gambling Act 2003.

**"Council"** shall mean the elected members that form the governing body (Council) of the District Council.

**"Waitomo District Council (WDC)"** shall mean the organisation established to administer Council affairs, conduct operations and bring effect to Council policy and strategies.

**"Plans"** shall mean Council's Long Term Plan, Annual Plan, District Plan or other Strategic Plans.

**"Primary Activity"** means the activity primarily associated with and promoted by the venue.

**"Class 4 Gambling"** shall have the meaning contained in Section 30 of the Act.

**"Club"** means a private club licensed to serve alcohol to members.

**"New venue"** means a venue granted a Class 4 licence not held as at 31 March 2014.

**"Class 4 Venue"** shall mean a place used to conduct Class 4 gambling as outlined in the Gambling Act 2003.

**"Gaming Machine"** shall mean a device, whether totally or partly mechanically or electronically operated, that is adapted or designed and constructed for use in gambling.

**"Harm"** means harm or distress of any kind arising from, or caused or exacerbated by, a persons gambling.

**"Venue Consent"** shall mean approval from the WDC to establish a Class 4 gaming venue within the District.

**"Venue Licence"** means a Class 4 venue licence issued by the Department of Internal Affairs.

**"District"** shall mean the Waitomo District as constituted under Schedule 2 of the Local Government Act 2003.

**"Board Venue"** means premises that are owned or leased by the New Zealand Racing Board and where the main business carried out on the premises is providing racing betting or sports betting services.

**"Te Kuiti Urban Area"** shall be a 5km radius from the Te Kuiti Post Office (deemed to be the centre of town)

## 4.0 Policy Statements

### 4.1 Establishment of Class 4 or Board Venues

4.2 Class 4 venues and Board venues may be established within the Waitomo District subject to:

- i. the number of gaming machines proposed for the venue being able to be met within the overall district cap (maximum) on gaming machines as detailed in 4.7.
- ii. not being a venue at which any activity at the venue is associated primarily with family or children's activities, or a venue that promotes their premises predominately for family dining or family activities.
- iii. a venue which operates as a brothel will not be granted a Class 4 venue or Board venue consent.

### 4.3 Location of Class 4 or Board Venues

4.4 Class 4 gambling venues or Board venues cannot be established adjacent to or directly opposite any kindergarten, early childhood centre, school or place of public worship.

### 4.5 Primary Activity of Class 4 or Board Venues

4.6 The primary activity of any Class 4 gambling venue or Board venue shall be:

- i. For the sale of alcohol or, the sale of alcohol and food where the venue is subject to a alcohol licence (not being an off licence or a bring-your-own licence) for a hotel, tavern, bar, chartered club or club licence; or
- ii. Where the alcohol licence for the venue is an on-licence or club licence for the sale of alcohol; or
- iii. The conducting of race and sports betting in stand alone New Zealand Racing Board Venues under the Racing Act 2003.

### 4.7 Maximum number of allowable gaming machines and Class 4 venues

4.8 The maximum number of gaming machines allowed within the Waitomo District (District cap) shall not exceed 77.

*In deciding on the District cap, Council has drawn a balance between reducing the social harm of gambling and benefits arising from generation of community funding. Consideration was also given to the policy objective of controlling the growth of gambling in the District. The status quo, being one of the options was in a flux - the total number of machines in the District as at 1 April 2014 were 82 but during the review the number reduced to 68. The District cap arrived at is a balance between these two.*

4.9 New Class 4 gaming venues will be allowed a maximum of 9 gaming machines subject to the total number of gaming machines in the District cap not being breached.

- 4.10 The number of Class 4 gaming venues in the Te Kuiti urban area will be limited to 5.

*As at 1 April 2014, the number of people per gaming machine in Te Kuiti was 61 which is substantially more than the District average of 109 people per gaming machine. The cap on the number of Class 4 gaming venues in Te Kuiti has been introduced to discourage any further concentration of venues within Te Kuiti urban area in consideration of the potential harm of gambling. In deciding upon this number Council considered the status quo as at 1 April 2014 to be a prudent cap.*

#### **4.11 Increase in number of Gaming machines**

- 4.12 Consent will not be granted to any Class 4 gaming venue for increasing the number of gaming machines it is currently operating.

#### **4.13 Signage for Class 4 Gaming venues**

- 4.14 Gaming machines and or signage relating to or promoting gambling must not be visible from any public place outside the venue.

#### **4.15 Clubs with existing Class 4 venue licenses merging**

- 4.16 In the event of two or more clubs with existing Class 4 gambling venue licenses merging, new venue consent shall be required. Notwithstanding other Council requirements for venue consent, Council will give consideration to the maximum number of machines at the merged venue being up to the lesser of:

- i. the total of the machine numbers in the merging venues prior to the merger; or
- ii. 18 machines.

#### **4.17 Relocation of Class 4 Venues**

- 4.18 Notwithstanding other conditions in this policy where a legally established venue is required to apply for a venue consent at a new site, WDC will consider the application under the venue policy for a venue consent, the consent shall allow for up to the number of gaming machines the venue was licensed for immediately prior to the cessation of activity subject to remaining within the overall district cap of 77 machines.

## **5.0 Procedures**

- 5.1 Applications for a venue consent must be made on the approved form and must be accompanied by the information required by WDC to enable it to consider the application in detail including:

- i. name and contact details for the application
- ii. street address of premises proposed for the Class 4 licence
- iii. the names of management staff
- iv. evidence of police approval for owners and managers of the venue
- v. a copy of the approved gambling harm and minimisation policy, the staff training programme and the applicants host responsibility programme
- vi. evidence of the distance to the nearest residential zone, educational or religious establishment and other Class 4 gambling venues

- 5.2 In order to monitor the benefits versus harm of gaming venues WDC will request operators identify local recipients of charitable funding.
- 5.3 The application and processing fees will be as listed in Council's Fees and Charges.

## 6.0 Review

- 6.1 This policy will be reviewed at least every three years.
- 6.2 The maximum number of machines allowed within the District as well as the cap on venues in Te Kuiti urban area may be reassessed in future reviews in consideration of the benefits versus harm of gambling.

Document No: 342088

File No: 097/001D

**Report To: Council****Meeting Date:** 26 August 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 Aspects of the revised application however require further detail and or clarification and for that reason the application has again been placed on hold pending receipt of the required detail.
- 4.14 At this stage a hearing has not been scheduled for the holiday apartment's application.
- 4.15 In the meantime however the application for the dune restoration works attracted one submitter and a hearing was scheduled for 24 June 2014. At the last minute the submitter withdrew the submission and as a consequence the application was approved at officer level with the consent including a range of conditions to cover the accidental discovery of artifacts /koiwi.

**4.16 CANZ Resources Limited**

- 4.17 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.
- 4.18 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.
- 4.19 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.
- 4.20 Informal feedback from the applicant indicates that market for coal in China is not as buoyant as it has been and for that reason further resource consent applications will not be lodged in the short term.

**4.21 Waipa Networks Limited**

- 4.22 Waipa Networks Limited (WNL) has applied to Waipa, Otorohanga and Waitomo District Council for approval to construct a new 110kv transmission line from Te Awamutu to the Hangatiki substation.
- 4.23 WNL has applied for designations in the three district plans to correspond with the proposed corridor for the transmission line and for land use consents for earthworks associated with the project.
- 4.24 The applications were publicly notified on 14 August 2014 with submissions closing 11 September 2014.
- 4.25 It is expected that a number of submissions will be received and in that case a joint hearing will be convened with Waipa District Council being the lead agency.

**Suggested Resolution**

The Progress Report: Resource Consent Applications be received.



JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

August 2014

Attachment: Resource Consent Schedule (Doc 342090)

### RESOURCE CONSENTS PROGRESSING AS AT 26 AUGUST 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.							
140018	Waipa Networks Limited	Designation and Land Use Consent for 110kv Transmission Line	21/07/14	No								

### RESOURCE CONSENTS GRANTED (FOR 2014/15) AS AT 26 AUGUST 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
140015	B Tang & M Sun	Development of a Retail Outlet, Rora Street, Te Kuiti	05/06/14	Yes	Amended site layout to be provided	17/06/14	20/06/14			No	16/07/14	Conditional Consent Granted 25/06/14
140016	R Gorrie	2 Lot Rural Subdivision, Te Mahoe Road, Mokau	12/06/14	Yes	Amended application to be provided	17/06/14	01/07/14			No	30/07/14	Conditional Consent Granted 09/07/14
140017	P Moreland	Side Yard Dispensation, Oparure Road, Oparure	24/06/14	No						No	21/07/14	Conditional Consent Granted 30/06/14
130026	Mokau Sands Limited	Proposed Dune Restoration, Seaview Motor Camp, Mokau	23/10/13	Yes	Affected parties approval required	30/10/13	23/06/14			No	21/07/14	Conditional Consent Granted 30/06/14
140020	D Bevege	Construction of a non-residential building over 160m <sup>2</sup> , Huia Street, Piopio	05/08/14	No	Granted					No	04/09/14	Conditional Consent 14/8/14

**Document No:** 341974**File No:** 037/005B**Report To: Council****Meeting Date:** 26 August 2014**Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – August 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.

<b>Te Kuiti</b>
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#### **5.1 Water Supply**

5.2 ~~Normal flushing of the reticulation system can now resume to improve the aesthetics of the water. Normal flushing has resumed and is progressing well. Only one complaint has been received for taste. The cause has been tracked down to internal plumbing and none of the neighbours have taste issues. One water taste and odour complaint has been received from a resident in Esplanade and this is under investigation, as no other complaints have been received from area. Copper and galvanized iron pipes have been observed in the internal plumbing at the property and could contribute to the issue. Additional flushing has been requested for that general area.~~ Normal flushing of the Te Kuiti water reticulation is done. No further taste and odour complaints have been received for this period. The last complaint received (Esplanade) was completed with flushing of the affected area.

5.3 A large diameter pipe near the WTP was found leaking late in the afternoon and repaired the next day. At the time it was not noticed due the rain water on the ground.

5.4 A water pipe in Ngatai Street was damaged when the contractor had to remove a section of kerbing. The water pipe was concreted into the kerbing and this was not known. Temporary arrangements have been made to restore the supply until a permanent replacement of this section of water pipe can be made.

## 5.5 Wastewater

- 5.6 A sewer overflow was reported from the Centennial Park Primary School on 12 June during the heavy rains that fell that week. Just prior to the rainfall incident one of the high capacity pumps were severely damaged by a spanner that made its way into the pump well. A lower capacity pump was used as a replacement and this reduced capacity could not keep up with the high storm water inflow from the landfill. Very soon after the overflow was reported a mechanical pump was temporarily installed providing additional pumping capacity, the pump sump levels reduced to a normal inflow and the overflow was eliminated. Cleanup around the overflow was done by the Service Contractor and the area was cordoned off. An additional pump equivalent to the mechanical pump will be installed to take care of such high inflows. The damaged pump has been returned into the Redwoods pump well. In addition the additional smaller high level pump has been installed and is functioning. An investigation has revealed that unwanted storm water is entering a leachate manhole at the solid waste landfill site and a contractor has been tasked to repair the ingress area. The gravity main was also jet rodded and a restriction was cleared that could have had an effect on the performance of the system. Large chunks of fat were cleared out of the gravity main.
- 5.7 Stormwater ingress into the sewer system is an ongoing issue and much progress has been made in the recent past.
- 5.8 A reoccurring blockage issue in Lawrence Street was thoroughly investigated. All the connections on that section of the sewer main were excavated and checked. The pipe was jetted and inspected by CCTV and no issues could be found. The next section downstream will be investigated for any defects.

## 5.9 Storm Water

- 5.10 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. The contractor has taken possession of the site and has started the work. Rain is hampering the progress on this project. In addition the "discovery" of an 11 kV electricity cable halted the project for a few days until The Lines Company could approve methods to make the area safe for construction to resume. Two additional Telecom cables have also been "found" by the contractor. Both Telecom and The Lines Company were contacted in advance to locate the underground services and failed to locate these services. The majority of the contract is completed and a Practical Completion Certificate has been issued. Only the surfacing remains and this will be done as soon as a clearer weather persists. The storm water pipes were thoroughly tested in recent times with the heavy rains and no issues were found.
- 5.11 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. A temporary remedy has been done to prevent any further deterioration. The existing manhole was found to be poorly constructed and will require replacement. The floor and haunching was completely washed away, causing scouring and this formed the tomo around the manhole. The manhole is scheduled to be replaced as soon as the weather is more suitable and the existing work load presently underway has been reduced somewhat. The fault with this manhole was traced to the water from the catchpit entering the manhole at a very high level in relation to the depth of the manhole. The

force of the falling water has gouged out the bottom of the manhole and so washed away the surrounding soil, forming the tomo. A temporary repair was made until drier weather persists for the base of the manhole to be repaired.

- 5.12 ~~Some more complaints have been received from the Te Kumi Loop Road area of ponding of water in the properties 85, 87 and 91 Te Kumi Loop Road. The complaints came in after no rain fell for about three weeks, yet standing water was evident in 87 and 91. Another investigation was done and it was found that a water pipe to 89 had burst and, after a water meter was installed, measured 31 m<sup>3</sup> of water that flowed into the area in approximately 15 hours. The water was shut off and the owner was notified. The property is vacant and the length of time this water flowed cannot be determined. This whole area is in a hollow with the surrounding areas being much higher. An investigation is presently being done to determine if there is a storm water pipe from the Z service station side and CCTV camera work has been ordered. Monitoring is presently being done on a daily basis. CCTV cannot be completed, as the pipe underneath the sealed surface at the Z Service station has collapsed. This will also require to be relaid / replaced depending on the damage the pipe has sustained. Regular monitoring has shown that the affected flooding areas drain away quicker, although ponding water is still a problem. A contractor has been tasked to open trench the area in the vicinity of the flood prone properties to locate the pipe, if it exists. The Te Kumi Road storm water problem has been completed. The old existing pipe was located and is very deep. Over the years the open drain from the properties has been filled in and this has silted up the old pipe. The water table was very high and two petrol powered pumps could not sufficiently clear away the water for any work to be safely conducted. The pipe was then located on the other side of the road in the park area with the same high water table evident. A new soakage manhole was installed on either side to drain away the higher level subsurface water with the old, existing pipe still slowly draining the area. With the past heavy rains it was evident that the surface water in the properties drained away much quicker and the soil dried out quicker.~~
- 5.13 ~~For many years a resident in Hill Street has had a gap in a storm water pipe on their property. A "water feature" was created to beautify the area in question. The increase in the number of high intensity rainfall events has caused some flooding and they requested that the area be rectified. A preliminary investigation was done and it was thought that a chamber was left out of the original construction many years ago and this was all that was required to complete the storm water system. Once the area was exposed it was found that the storm water pipes were laid at different levels with some of the upstream pipes having a reverse gradient. Also found was that a sewer pipe system was stopped short at the storm water pipes and started again on the other side of the area, leaving a gap of approximately 3 meters. Every time it rained, large volumes of storm water entered into the sewer system. This work has now been completed and the owner of the property has indicated that he is satisfied with the outcome.~~

## Mokau

### 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. All major work has been completed and the contractor is doing final quality checks and has commenced cleaning out the dam interior prior to filling it. The dam liner has been punctured in several places. The damage was caused by the high winds that ripped the unwelded liner out of the dam around Easter. The contractor has been instructed to rectify the areas and several sections of the liner require replacement.~~ There has been no movement on the dam and the main contractor is awaiting better weather for his subcontractor to repair and replace sections of the liner for waterproofing.

6.3 No water quality complaints have been received from Mokau and the system is working well with the plant producing water of a high quality.

#### 6.4 **Storm Water**

6.5 No issues were reported for storm water during this period.

### **Piopio**

#### 7.1 **Water Supply**

~~7.2 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. Hydrant replacement and maintenance is ongoing. Hydrant maintenance is progressing well.~~ Hydrant replacement is progressing and the Fire Department is kept up to date with developments.

~~7.3 Normal flushing of the reticulation system can now resume to improve the aesthetics of the water. Flushing of the reticulation has resumed as normal. Normal flushing is being done and the water quality is good. Besides the issues surrounding the power failure and subsequent draining of the reservoir, no water complaints for taste and odour have been received. The water quality is constantly being monitored. Normal maintenance of the reticulation system has resumed.~~ No complaints have been received from residents about the water quality. The plant is producing water of a high quality.

7.4 A shut off valve was reported as leaking. The initial investigation showed a potential leaking gland. Once the Contractor opened up the valve to replace the gland seal, it was noticed that the gibault on the pipe was corroded through and a large volume of water sprayed out. This has now been replaced.

7.5 The power cables to the WTP recently parted and cut the electricity supply to the plant. The Lines Company was notified and initially estimated the repair to last a few hours. By later that evening one of our generators was transported to site to get the water plant to operate again, as no repairs had started. The power was only restored late the next night. This is the third time this year that the power supply has caused major water supply problems to the residents of Piopio.

#### 7.6 **Wastewater**

~~7.7 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. An electrical fault caused some issues with one of the residential tanks. The fault was traced back to rats gnawing through the resident's electrical power cabinet. The other fault was diagnosed as a loose fitting and this was repaired and the system was operating normally. No major issues were reported during this period. A faulty discharge meter was diagnosed at the WWTP and an investigation is under way to determine the extent of the mis-readings.~~ WDC staff are now responding to normal maintenance issues and after hours service requests. The inflow to the plant has shown that there is storm water infiltration has reduced considerably and that the house to house checking exercise has proven successful. The WWTP is operating well and the effluent quality is well within consent parameter limits.

### **7.8 Storm Water**

7.9 No issues to report

## **Benneydale**

### **8.1 Water Supply**

8.2 No major issues were reported. Only routine maintenance has been carried out.

### **8.3 Wastewater**

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

### **8.5 Storm Water**

8.6 Nothing to report.

## **Waitomo Village**

### **9.1 Background**

9.2 Nothing to report.

## **Suggested Resolution**

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



ANDREAS SENGER  
**MANAGER – WATER SERVICES**

20 August 2014

Document No: 341979

File No: 037/020/12A

**Report To: Council**

Meeting Date: 26 August 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 Three (2014/2015) 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.

**Note:** Each month additions and deletions to this Progress Report are made in red font for additions and green strikeout font for deletions. However, as this report is the first of the current (2014/2015) financial year, the report has been started afresh.

**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,
- 4.2 There are no passenger transport services available other than the inter-regional bus connections operating on the state highway network.

4.3 The nature of Council's roading activity is:

- Managing and maintaining the District's road network.
- Undertaking road rehabilitation and upgrading of the roading structure and ancillary systems such as signs and road markings.

## **Subsidised Roding**

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 2014/2015 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2012/22 LTP.)

### **5.3 2014/2015 MAINTENANCE EXPENDITURES BUDGET**

The LTP-budget for 2014/15 is \$4,888,197 and the total current budget for subsidised maintenance works for the 2014/15 year is \$4,906,872.00 The reasons for this difference have been explained in the Exceptions Annual Plan for 2014/15.

### **5.4 COMMUNITY PROJECTS/ROAD SAFETY PROMOTION**

#### **5.5 Introduction**

The 2014/2015 Community Projects/Road Safety Promotion activity is currently awaiting programming of the Road Safety Promotion activities for 2015-18 as guided by the NZ Transport Agency/Waikato Bay of Plenty Investment section. We have just received an application form from them to complete. This work will be managed by the new Road Safety Coordinator who is starting in September 2014.

#### **5.6 Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$93,888 with a FAR of 65.5%. The expenditure to date is \$0.00.

### **5.7 EMERGENCY REINSTATEMENT (FIRST RESPONSE)**

#### **5.8 Introduction**

The 2014/2015 Emergency Reinstatement activity is intended to provide funding for unknown events like large slips. No new events are reported.

#### **5.9 Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$180,000 with a FAR of 59%. The expenditure to date is \$0.00.

#### **5.10 Procurement**

This activity forms part of the current Road Maintenance Contract.

#### **5.11 Construction Issues/Progress**

Nil

**5.12 ENVIRONMENTAL MAINTENANCE****5.13 Introduction**

The 2014/2015 Environmental Maintenance activity includes the Stock Effluent Facility, which makes up \$30,000 of the total budget for Environmental Maintenance.

**5.14 Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$358,985 with a FAR of 59%. The expenditure to date is \$0.00.

**5.15 Procurement**

This activity forms part of the current Road Maintenance Contract.

**5.16 Construction Issues/Progress**

Nil

**5.17 ROUTINE DRAINAGE MAINTENANCE****5.18 Introduction**

The 2014/2015 Routine Drainage Maintenance activity is ongoing as part of the programmed activities for Maintenance and as a cyclic programme.

**5.19 Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$449,400 with a FAR of 59%. The expenditure to date is \$0.00.

**5.20 Procurement**

This activity forms part of the current Road Maintenance Contract.

**5.21 Construction Issues/Progress**

Nil.

**5.22 SEALED PAVEMENT MAINTENANCE****5.23 Introduction**

The 2014/2015 Sealed Pavement Maintenance activity is ongoing as a cyclic programme.

**5.24 Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$1,353,600 with a FAR of 59%. The expenditure to date is \$0.00.

**5.25 Procurement**

This activity forms part of the current Road Maintenance Contract.

**5.26 Construction Issues/Progress**

Nil.

**5.27      STRUCTURES MAINTENANCE****5.28      Introduction**

The 2014/2015 Structures Maintenance activity is programmed after cyclic inspections as part of the maintenance programme.

**5.29      Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$160,500 with a FAR of 59%. The expenditure to date is \$0.00.

**5.30      Procurement**

This activity forms part of the current Road Maintenance Contract.

**5.31      Construction Issues/Progress**

Nil.

**5.32      TRAFFIC SERVICES MAINTENANCE****5.33      Introduction**

The 2014/2015 Traffic Services Maintenance activity is programmed after cyclic inspections as part of the maintenance programme.

**5.34      Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$139,000 with a FAR of 59%. The expenditure to date is \$0.00.

**5.35      Procurement**

This activity forms part of the current Road Maintenance Contract.

**5.36      Construction Issues/Progress**

Nil.

**5.37      STREET LIGHTS MAINTENANCE****5.38      Introduction**

The 2014/2015 Street Lights Maintenance activity is ongoing as a separate maintenance contract. It includes State Highway lights and electricity to all.

**5.39      Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$194,000 with a FAR of 59%. The expenditure to date is \$0.00.

**5.40      Procurement**

This activity forms part of the current Street Lighting Maintenance Contract with Alf Downs.

**5.41      Construction Issues/Progress**

Nil.

**5.42 UNSEALED PAVEMENT MAINTENANCE****5.43 Introduction**

The 2014/2015 Unsealed Pavement Maintenance activity is programmed after cyclic inspections as part of the maintenance programme.

**5.44 Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$973,700 with a FAR of 59%. The expenditure to date is \$0.00.

**5.45 Procurement**

This activity forms part of the current Street Lighting Maintenance Contract with Alf Downs.

**5.46 Construction Issues/Progress**

Nil.

**5.47 2014/2015 CAPITAL EXPENDITURE BUDGET**

The LTP-budget for 2014/15 is \$5,502,704 and the total current budget for subsidised CAPITAL works for the 2014/15 year is \$4,922,754. The reasons for this difference have been explained in the Exceptions Annual Plan for 2014/15.

**5.48 PREVENTATIVE MAINTENANCE****5.49 Introduction**

The 2014/2015 Preventative Maintenance activity comprises of Projects identified and prioritised to meet the criteria for preventative maintenance of the NZ Transport Agency, after which it is actioned as stand-alone projects.

**5.50 Design/Scope**

Three projects have been identified during this year and are being scoped and prioritised.

**5.51 Consent Issues/Progress**

Applications are being submitted to the NZ Transport Agency to secure 59% funding. The Oparure Rd Retaining Wall is currently being surveyed and priced.

**5.52 Budget, Funding Sources and Expenditure to Date**

The current WDC 2014 -2015 budget for this activity is \$50,000 with a FAR of 59%. The expenditure to date is \$0.00.

**5.53 Procurement**

Procurement will be done in accordance with the WDC Procurement Policy.

**5.54 Construction Issues/Progress**

Nil.

**5.55**      **ASSOCIATED IMPROVEMENTS FOR RENEWALS****5.56**      **Introduction**

The 2014/2015 Associated Improvements for Renewals activity comprises of works to do at the same time and location of other approved category activities/projects, which falls outside the scope/definition of the other activity/project.

**5.57**      **Design/Scope**

Works still to be identified during this year and prioritised.

**5.58**      **Consent Issues/Progress**

Applications to be submitted to the NZ Transport Agency to secure 59% funding.

**5.59**      **Budget, Funding Sources and Expenditure to Date**

The current WDC 2014 -2015 budget for this activity is \$80,000 with a FAR of 59%. The expenditure to date is \$0.00.

**5.60**      **Procurement**

Procurement will be done in accordance with the WDC Procurement Policy.

**5.61**      **Construction Issues/Progress**

Nil.

**5.62**      **DRAINAGE RENEWALS****5.63**      **Introduction**

The 2014/2015 Drainage Renewals activity provides funding of works identified and approved during the year that does not fall under the cyclic Maintenance category. Drainage Renewals work covers the replacement of all culverts of up to 1800mm in diameter.

**5.64**      **Design/Scope**

Works are being identified and prioritised for programming on an ongoing basis.

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.

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.

**5.65**      **Consent Issues/Progress**

Applications are to be submitted to the NZ Transport Agency to secure 59% funding.

**5.66 Budget, Funding Sources and Expenditure to Date**

The current WDC 2014 -2015 budget for this activity is \$459,000 with a FAR of 59%. The expenditure to date is \$0.00.

**5.67 Procurement**

This activity forms part of the current Road Maintenance Contract. 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.

**5.68 Construction Issues/Progress**

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

**5.69 MINOR IMPROVEMENTS****5.70 Introduction**

The 2014/2015 Minor Improvements activity comprises of works identified and prioritised to meet the criteria for Minor Improvements of the NZ Transport Agency, after which it is actioned as stand-alone projects.

**5.71 Design/Scope**

A full list of works have been identified during this year and prioritised.

**5.72 Consent Issues/Progress**

Applications are to be submitted to the NZ Transport Agency to secure 69% funding.

**5.73 Budget, Funding Sources and Expenditure to Date**

The current WDC 2014 -2015 budget for this activity is \$300,000 with a FAR of 69%. The expenditure to date is \$0.00. (However, this has to be transferred to fund Emergency Reinstatements.)

**5.74 Procurement**

Procurement will be done in accordance with the WDC Procurement Policy.

**5.75 Construction Issues/Progress**

Nil.

**5.76 PAVEMENT REHABILITATION****5.77 Introduction**

The 2014/2015 Pavement Rehabilitation activity comprises of works identified and prioritised to meet the criteria for Pavement Rehabilitation of the NZ Transport Agency, after which it is actioned as stand-alone projects.

**5.78 Design/Scope**

A list of works have been identified during this year and prioritised.

**5.79 Consent Issues/Progress**

Applications are to be submitted to the NZ Transport Agency to secure 59% funding.

**5.80 Budget, Funding Sources and Expenditure to Date**

The current WDC 2014 -2015 budget for this activity is \$1,399,150 with a FAR of 59%. The expenditure to date is \$0.00. (However, \$239,100 of this has to be transferred to fund Emergency Reinstatements.)

**5.81 Procurement**

Procurement will be done in accordance with the WDC Procurement Policy. 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.

**5.82 Construction Issues/Progress**

Nil.

**5.83 SEALED ROAD SURFACING****5.84 Introduction**

The 2014/2015 Sealed Road Surfacing activity comprises of works identified and prioritised to meet the criteria for Sealed Road Surfacing of the NZ Transport Agency, after which it is actioned as stand-alone projects.

**5.85 Design/Scope**

A list of works are being identified and prioritised.

**5.86 Consent Issues/Progress**

Applications are to be submitted to the NZ Transport Agency to secure 59% funding.

**5.87 Budget, Funding Sources and Expenditure to Date**

The current WDC 2014 -2015 budget for this activity is \$1,290,850 with a FAR of 59%. The expenditure to date is \$0.00.

**5.88 Procurement**

Higgins Contractors have this contract for the 2014/15 Year, which is combined with an ODC contract to enhance cost efficiencies.

**5.89 Construction Issues/Progress**

Nil.

**5.90 STRUCTURES COMPONENTS REPLACEMENT****5.91 Introduction**

The 2014/2015 Structures Components Replacement activity comprises of works identified and prioritised to meet the criteria for Structures Components Replacement of the NZ Transport Agency, after which it is actioned as stand-alone projects.

**5.92 Design/Scope**

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

**5.93 Consent Issues/Progress**

Applications are to be submitted to the NZ Transport Agency to secure 59% funding.

**5.94 Budget, Funding Sources and Expenditure to Date**

The current WDC 2014 -2015 budget for this activity is \$350,000 with a FAR of 59%. The expenditure to date is \$0.00.

**5.95 Procurement**

Procurement will be done in accordance with the WDC Procurement Policy.

**5.96 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 November.

**5.97 TRAFFIC SERVICES RENEWALS****5.98 Introduction**

The 2014/2015 Drainage Renewals activity provides funding of works identified and approved during the year that does not fall under the cyclic Maintenance category.

**5.99 Design/Scope**

Works are being identified and prioritised for programming on an ongoing basis. 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.

**5.100 Consent Issues/Progress**

Applications are to be submitted to the NZ Transport Agency to secure 59% funding.

**5.101 Budget, Funding Sources and Expenditure to Date**

The current WDC 2014 -2015 budget for this activity is \$115,600 with a FAR of 59%. The expenditure to date is \$0.00.

**5.102 Procurement**

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

**5.103 Construction Issues/Progress**

Nil.

**5.104 UNSEALED ROAD METALLING****5.105 Introduction**

The 2014/2015 Unsealed Road Metalling activity provides funding of works identified and approved during the year that does not fall under the cyclic Maintenance category. The unsealed road metalling work comprises all structural or overlay metal placed on unsealed roads.

**5.106 Design/Scope**

Works are being identified and prioritised for programming on an ongoing basis. The maintenance contract has an annual programme which addresses roads requiring structural metal overlays.

**5.107 Consent Issues/Progress**

Applications are to be submitted to the NZ Transport Agency to secure 59% funding.

**5.108 Budget, Funding Sources and Expenditure to Date**

The current WDC 2014 -2015 budget for this activity is \$502,900 with a FAR of 59%. The expenditure to date is \$0.00. (However, this has to be transferred to fund Emergency Reinstatements.)

**5.109 Procurement**

This activity forms part of the current Road Maintenance Contract.

**5.110 Construction Issues/Progress**

A current programme of placing structural and wearing course metal is more than 90% complete.

**5.111 EMERGENCY REINSTATEMENTS PROJECTS****5.112 Introduction**

The 2014/2015 Emergency Reinstatements Projects activity comprises of works identified and prioritised to meet the criteria for Emergency Reinstatements Projects of the NZ Transport Agency, after which it is actioned as stand-alone projects.

**5.113 Design/Scope**

A list of works have been identified up to this point for this year and prioritised. It is explained in more detail in another Business Paper in this Agenda.

**5.114 Consent Issues/Progress**

Applications are being submitted to the NZ Transport Agency to secure Varying % funding.

**5.115 Budget, Funding Sources and Expenditure to Date**

The current WDC 2014 -2015 budget for this activity is \$240,000 with a FAR of Varying %. The expenditure to date is \$0.00.

**5.116 Procurement**

Procurement will be done in accordance with the WDC Procurement Policy.

**5.117 Construction Issues/Progress**

Nil.

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
- Mangarino Road retaining wall – Being re-designed to explore the retreat option. Expected completion is End of 2014.

**Suggested Resolution**

The August 2014 Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport be received.



JOHAN ROSSOUW  
**MANAGER – LOCAL ROADS**

August 2014

Document No: 342344

File No: 503/001C

**Report To: Council****Meeting Date:** 26 August 2014**Subject: Progress Report: Road Asset Technical Accord (RATA)**

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress of the Road Asset Technical Accord (RATA).

### 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 roads 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).

### Background

- 3.1 RATA is the Centre of Excellence for Road Asset Planning in Waikato. It is the vehicle by which Waikato's councils co-operate over Roading expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum (WMF), involving the Region's Mayors and Regional Chair.

### Commentary

- 4.1 The Business Plan for RATA was approved by the WMF Roading Governance Group in June 2014. All councils in the Region have committed to participate in RATA.
- 4.2 The Multi-Party Funding Agreement (MPFA) between the participating Council's and LASS has now been through a legal review. The legal opinion is that the MPFA meets the requirements of s61 of the LGA for the supply of goods or services by LASS (which was queried by one of the participating Councils).
- 4.3 Secondment approved for Project Director (Dawn Inglis of Waipa DC) to 30 June 2016.
- 4.4 Administration resource is now required by RATA. It was in the Business Plan and has been budgeted for. The Project Director will identify and appoint an appropriate person.

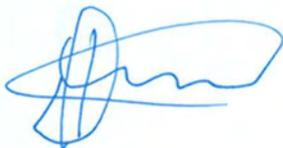
- 4.5 The NZTA Grant of \$250,000 (net sum) has been approved by the NZ Transport Agency to be funded through the Waipa DC transport programme.
- 4.6 RATA will require each participating local authority to sign the Multi Party Funding and Services Agreement (MPFA).
- 4.7 The MPFA will formally commit each authority to participating in RATA but not necessarily committing to costs associated with regional contracts.
- 4.8 The base cost of RATA expected to be around \$22,000 and is subsidised through the FAR applicable to each council.
- 4.9 Councils have indicated that they want their staff to ensure that any work procured through RATA/LASS is the lowest cost option for them. This will need further discussion with each Council to move this to a value discussion rather than just cost.
- 4.10 Regional contracts like the proposed regional data collection contract will be subject to individual council agreements once costs are known.
- 4.11 The first RATA project is a drive over assessment of parts of each councils sealed network to look at reconstruction and resealing work and practices. The intention is a report that share learning's to assist in gaining efficiencies and therefore savings. This is expected to be complete around end October early November 2014
- 4.12 Future projects being developed are:
- Collaborative approach to LED street lighting procurement or management.
  - Developing a consistent approach to the maintenance and capital improvements applied to unsealed roads
  - Strategic RAMM database support for participating authorities.

## Summary

- 5.1 RATA has kicked off on a positive note and WDC will co-operate and use the information and services which could be of benefit

## Suggested Resolution

The Progress Report: Road Asset Technical Accord (RATA) be received.



JOHAN ROSSOUW  
**MANAGER - ROADING**

21 August 2014

Document No: 342397

File No: 503/001C

**Report To: Council****Meeting Date:** 26 August 2014**Subject:** Waitomo District - LED Street Lighting

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on an investigation for Waitomo District Council (WDC) to transition from the current standard sodium lamps to LED lamps for street lighting.

### 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 roads 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).

### Background

- 3.1 The Road Asset Technical Accord (RATA) is a Waikato Mayoral Forum Roading Governance Group focusing on road asset planning within local authority networks in the Waikato Region. WDC is part of this alliance.
- 3.2 RATA in conjunction with New Zealand Transport Authority (NZTA) is currently researching this option's viability throughout the Waikato Region.
- 3.3 NZTA has endorsed the product and support the investigation. NZTA is encouraging local authorities to consider LED street lighting due to proven significant energy savings and expected maintenance cost savings. This in turn will reduce the amount of funding from NZTA that is contributed towards street lighting costs, and make it available for other projects.
- 3.4 Regional procurement will be considered to gain economies of scale and consistence of approach. Future sharing of central management system technology will also be considered.

### Considerations

#### 4.1 Negatives

- 4.2 The anticipated life of an LED lamp is 25-30 years, however this expectation is unproven at present.
- 4.3 The initial capital outlay to establish this project in the Waitomo District will be substantial if done over a short time. A rough order cost estimate is \$900,000 for 988 LED's.

#### 4.4 Positives

- 4.5 The electricity consumption is significantly reduced as the LED lamps do not require as much energy compared to the conventional sodium lamps, reducing the total energy savings by an estimated 50%.
- 4.6 The maintenance expenses should be significantly reduced due to the longer life expectancy of the LED lamps, resulting in a reduced need to replace the lamps.
- 4.7 Financial Assistance Rates (FAR) through NZTA are likely to be available up to 59% of the upgrade/installation costs. Formal application for assistance would need to be submitted to NZTA for consideration. Should funding be approved, this will result in a reduction of the overall expense to the Waitomo District community.

#### Commentary

- 5.1 The availability of conventional sodium lamps may become a problem over time if the market switches to LED street lamps.

#### Summary

- 6.1 WDC currently has 986 street lamps in total and would incur a significant expense with this upgrade. Assurance of funding assistance from NZTA should be secured beforehand to make this project economically viable for WDC.
- 6.2 It is recommended that WDC act conservatively, given the considerable expense that this upgrade would carry, until such time the results of the RATA research/investigations for the Region wide project are available.
- 6.3 Further updates will be reported to Council as this matter is progressed by RATA.

#### Suggested Resolution

The business paper on the Waitomo District LED Street Lighting Project be received.



**JOHAN ROSSOUW**  
**MANAGER - ROADING**

21 August 2014

**Document No:** 342432**File No:** 400/010/7**Report To: Council****Meeting Date:** 26 August 2014**Subject: WDC Civil Defence Provision: Capability Assessment Report**

### Purpose of Report

- 1.1 The purpose of this report is to inform council of the outcomes of the Civil Defence Capability Assessment Report (2014) for the Waikato Regional Civil Defence Group and Waitomo District Council that forms part of this group.

### Local government Act 2002 S.11A Considerations

- 2.1 The provision of Civil Defence services to the community is consistent with the provisions of Section 11A Local Government Act 2002 (including amendments).
- 2.2 The Local Government Act 2002 specifically identifies the "avoidance or mitigation of natural hazards" as a core service. Local Authorities are also required to provide Civil Defence services through the Civil Defence and Emergency Management Act 2002.

### Background

- 3.1 The Ministry for Civil Defence and Emergency Management conduct assessments on a regular basis of the Civil Defence Emergency Management (CDEM) Groups throughout the country along with the individual councils making up these groups.
- 3.2 Waitomo DC forms part of the Waikato Region CDEM Group along with nine other Councils.
- 3.3 The most recent prior assessment of WDC and the Group was undertaken in 2012, where the outcomes for the Group were deemed unsatisfactory by the Ministry. However, the score for WDC (54.4) was considered satisfactory.
- 3.4 The 2012 assessment resulted in major changes to how Civil Defence was administered and funded within our Group.
- 3.5 Historically the Group was funded by the individual Councils on a population basis which was considered unsatisfactory. Funding has subsequently been provided through a specific rate raised by Waikato Regional Council, who operate the Group Civil Defence Emergency Operating Centre.
- 3.6 This secure funding enabled extra resources and measures to be put in place in an endeavour to lift the performance of the Waikato CDEM Group, including the introduction of a highly skilled team of seven staff at the Hamilton-based group emergency management office. The team consists of a full-time group controller, a group recovery manager, a group welfare manager and various specialist staff.

- 3.7 At the time of the 2012 assessment, Waitomo DC was part of a shared service group provided by Hamilton City Council, called the Waikato Valley. The group included Waikato DC, Waipa DC, Otorohanga DC, Waitomo DC and Hamilton CC therefore our 2012 assessment was primarily based on Hamilton City with very little internal capacity assessed.
- 3.8 Another important point that was overlooked and impacted this result was that the shared service agreement and workload by the Waikato Valley concentrated on Readiness and Recovery with no or little emphasis on Reduction and Recovery
- 3.9 The Waikato Valley agreement was disbanded during 2012 following the 2012 CAR as Hamilton City sought to reorganise civil defence provision within the city. As a consequence Waitomo DC, Otorohanga DC and Waipa DC formed a new shared Service called Western Waikato Emergency Operating Area for the provision of a civil defence function across the three Councils. This now fully encompasses the work required under Reduction, Readiness, Response and Recovery.

## Commentary

### 4.1 **WCDEM Group**

- 4.2 The Capability Assessment Report showed Waikato's capability and capacity to prepare for and deal with civil defence emergencies has much improved over early assessments.
- 4.3 The Ministry's 2014 Capability Assessment Report for the Waikato CDEM Group gave Waikato a score of 71.3 out of 100, compared to its previous score of 44.7.
- 4.4 The latest score is more than 25 points higher and compares to an improved target of 58 set by the Ministry.
- 4.5 The Ministry report covers all elements of the Waikato Group, which includes regional and local councils, the regional council-hosted group emergency management office, emergency services, welfare agencies and lifelines/utility providers. Group members did a self-assessment which was then analysed by the Ministry before it delivered its overall ranking for the Waikato CDEM Group.
- 4.6 The Minister of Civil Defence congratulated the Group on this strong showing- a copy of the letter is attached.
- 4.7 The ministry's latest report highlighted the Waikato group's strengths being:
- A strong team of controllers overseeing civil defence responses
  - Enhanced facilities and technology to support greater response co-ordination, and a back-up response facility at Mystery Creek
  - A very high score (87.3) for political and executive governance of civil defence.
- 4.8 And areas for improvement being:
- Boosting the ability of local communities to respond to emergencies
  - Better arrangements for the use of volunteers
  - Further reducing hazard risks to a level acceptable to local communities.
- 4.9 Overall the Group has made huge progress in it's ability to prepare for, respond to and recover from emergencies. Collectively, across all Councils and other emergency services, the Group has a strong capacity to respond to emergencies.

#### 4.10 Waitomo District Council

- 4.11 This assessment as a self assessment, the results of which were then moderated by the Ministry through a follow-up site visit and interview process.
- 4.12 The self assessments related to the following goals and enablers:
- 4.13 Goal One – to increase community awareness, understanding, preparedness and participation in CDEM
- 4.14 Goal Two – to reduce the risks from hazards to New Zealand
- 4.15 Goal Three – to enhance New Zealand’s capability to manage civil defence emergencies
- 4.16 Goal Four - to enhance New Zealand’s capability to recover from civil defence emergencies
- 4.17 Enabler One – Governance and management arrangements support and enable CDEM
- 4.18 Enabler Two – Organisational resilience supports effective crisis management
- 4.19 The overall assessed score for Waitomo District Council was 54.5 which was considered by the Ministry to fairly reflect progress, since establishing the Western Waikato Emergency Operating Area, and the capability to respond to a civil defence emergency. For comparative purposes this score was moderated upwards to 55.4 to allow comparison to the 2012 score. The Ministry reported that they considered that WDC was very conservative in its self assessment of capability.
- 4.14 While WDC was not individually assessed in 2009, it was assessed individually in 2012 as a member of the Waikato Valley assessment, achieving a score of 54.4.
- 4.20 With the disbanding of the Waikato Valley arrangement, the WDC 2014 self assessed score is a reflection of progress along with Waipa and Otorohanga District Councils via our shared service arrangement, without the over arching service provision with Hamilton City.
- 4.21 The key areas in the “requires attention” band were:
- (a) **Online notification system for up-to-date information.** This is currently being addressed through website use and involves linking the website to the group website
  - (b) **Training programme for volunteers.** CDEM Group are investigating options in this area which will flow through to how WDC treat volunteers
  - (c) **Review and recognition processes for volunteers.** See comment above
  - (d) **Development strategy for improving CDEM knowledge and practice.** While WDC does not have a specific strategy there is continual improvement in dissemination of information, training, Council reporting etc that are undertaken in this space.
  - (e) **Capability development programme requirements.** This has been completed in relation to training but other areas are yet to be investigated

- (f) **Organisation has conducted a tier one exercise within the last year.** While WDC has historically had involvement in the Waikato Valley exercises there has been a need to create foundational training for WDC staff to enable a tier one exercise to be undertaken. It is anticipated that the current training being undertaken will enable this exercise to be undertaken over the next year.
- (g) **EOC leads have role position included in BAU position description.** This occurs in relation to the Controller position but other lead positions in the EOC are currently being finalized as part of our training programme. The Chief Executive will address this moving forward.
- (h) **Organisation has a functional 24/7/365 duty team that is tested regularly.** WDC is building towards testing the EOC through identification of the key EOC roles and training. All key staff are contactable via cell phone.
- (i) **EOC staff has practiced responding to an EOC call out in last 12 Months.** See comments above. During the development phase of our capability since the disbanding of the Waikato Valley concentration has been reviewing role allocation and training which will allow arrangements to be tested in the future.
- (j) **EOC has an agreed activation time KPI which is practiced yearly.** See comments above. A KPI is yet to be developed.
- (k) **Locations identified for use as staging areas for receipt and management of resource at times of EOC activation. Procedures in place for the deployment of local, regional and national rescue resource. Robust resource tracking system.** With the establishment of the new Western Waikato Shared Services entity, these issues will be developed in the future as part of the work programme for Western Waikato.
- (l) **Group welfare plan / procedures have been exercised in the last two years.** With the establishment of the new Western Waikato Shared Services entity, these issues will be developed in the future as part of the work programme for Western Waikato.
- (m) **Several criteria relating to the position of Recovery Manager and recovery operations and exit strategies.** The development of recovery plans has initially been driven by the CDEM Group through the development of a Recovery Plan template which has just recently become available. WDC will be working through this in order to have a Recovery Plan in place by the Group target date of mid 2015.
- (n) **Several areas around organisational resilience, continuity planning and risk management.** One key area to increase our resilience as an organisation revolves around our ability to maintain office functions during times of an emergency.

<b>Summary</b>
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- 5.1 The 2012 score was essentially an informed assessment as the details of the historic WVEOA arrangement was not well documented. However, the 2014 assessment is robust because WDC and the Western Waikato Shared Service

arrangements is closely aligned to an enhanced awareness of the obligations for Civil Defence and the associated obligations.

- 5.2 As shown by the comparative, Waitomo District Council has managed to maintain capacity through the disbanding of the WVEOA arrangement and the establishment of the new Western Waikato EOA.
- 5.3 The 2014 score and analysis provides information for a work programme and the ability to prioritise funding accordingly moving forward.

### **Suggested Resolution**

The business paper on WDC Civil Defence Provision: Capability Assessment Report be received



JOHN DE LUCA  
**GROUP MANAGER COMMUNITY SERVICES**

August 2014

Attachment: Letter from Ministry



## Office of Hon Nikki Kaye

**MP for Auckland Central**

Minister for Food Safety  
Minister of Civil Defence  
Minister of Youth Affairs

Associate Minister of Education  
Associate Minister of Immigration

**12 AUG 2014**

Councillor Hugh Vercoe  
Chair Waikato CDEM Joint Committee  
Waikato Regional Council  
Private Bag 3038  
Waikato Mail Centre  
**HAMILTON 3240**

Dear Hugh

**Waikato Civil Defence Emergency Management Group – improved civil defence capability**

I am writing to congratulate you on the performance of the Waikato Civil Defence Emergency Management (CDEM) Group since the first National Capability Assessment of CDEM Groups was completed in 2012. Since that time, your Group has made significant progress against the capability criteria in the Monitoring and Evaluation Framework and there has been a significant turnaround in civil defence emergency management capability in the Waikato region. I commend you on your efforts.

I understand that your focus has been on building a solid foundation for the Waikato region and I applaud this approach. I also note the key role the Group is playing in support of national consistency, particularly with your work on the Integrated Training Framework.

Please pass on my congratulations to the Joint Committee and staff involved. You have certainly laid down a challenge to other CDEM Groups to achieve similar success.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nikki Kaye'.

Hon Nikki Kaye  
**Minister of Civil Defence**

Document No: 342389

File No: 401/0581153000

**Report To: Council****Meeting Date:** 26 August 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 9 June 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 9 June 2014.

**Suggested Resolution**

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

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

JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

August 2014

Attachment: 1. Brook Park Incorporated Society Minutes (Doc 342390)

**BROOK PARK INCORPORATED SOCIETY**


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**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON 4<sup>th</sup> August, 2014 at 5.30pm**
**PRESENT:**

Guy Whitaker (Chairperson), Elly Kroef, Bruce Maunsell, Rob Buckley, Sue Wagstaff, Suzie Hoare

<b>1. Apologies</b>
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Apology was received from Charles Digby, Andrea Hanna, Robin Charteris, Karen Houchen,

Moved/Seconded Elly/Sue

<b>2. Confirmation of Minutes – for meeting 9<sup>th</sup> June 2014</b>
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No minutes tables due no quorum present at that meeting

<b>3. Additional Items for Discussion</b>
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None

<b>4. Financial Report</b>
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Bank balance as at 4/8/14 \$3,975.26 CR

\$350.00 received from Trust Waikato for tagging conifers.

\$131.65 approved for payment to Waitomo News for working bee ad

Charles has indicated that he will be standing down as Treasurer at the AGM.

All transactions to date this year have been coded by Lionel Smith & Associates, and has been asked to prepare annual accounts for AGM next month.

Banklink is now available, with all transactions from September 2013 entered.

Request from Sue Wagstaff that financial report circulated to committee prior to monthly meetings.

Moved/Seconded Guy/Elly

<b>5. MTB Trail</b>
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Not a lot of progress.

Dave Smith and Pete Chandler are planning on marking out trail in detail to develop work plan. Have sourced pegs for this.

Dave has had initial discussion with Corrections Department re getting inmates or PD workers to manually build track. He is arranging meeting to discuss this.

Suggested that we start applying for funds. Elly has names of funding sources that contribute to track building.

[www.trailfund.org.nz](http://www.trailfund.org.nz) contributes up to \$1000 for mtb trail building

## **7. Fencing & Maintenance**

Working Bee in July was very successful with large proportion of targeted jobs done. Most of external fence line has been cleared. Some poplars still on internal fences.

Intention is to hold another working bee September 21<sup>st</sup>, to complete fence clearing. Sue Wagstaff also requested that maintenance of trees along Lime Haulage fenceline be prioritised. This will require getting Kelvin Hayes to indicate which pruning committee members should do, and which he should do.

Agreed that Sue will apply for \$1500 from Waitomo Club for arborist work around Memorial Grove.

Sue advised that work in Memorial Grove should be done in sections as time and labour allows.

There is a stack of old tree protectors and a number of posts lying adjacent to cattlestop that were removed during working bee. Guy has been approached by someone asking if they are available. Agreed that good posts will be removed to sheep yards for future use. Guy's contact can have the tree protectors at no cost if he removes all of them. If he comes to working bee he can be shown which protectors around trees are also available for removal.

Guy to investigate removing lock on gate to conifer grove with Ed & JDL, to enable people easier access to conifer grove. Suggested that a lock be put on yard gates to discourage possible use for stealing sheep.

Guy liaising with Brian Hanna over use of tractor with grabber to pick up piles of prunings and fallen timber and removal to bonfire site.

## **8. Track & Signage**

Rob advised the remaining signs will be erected once weather allows. He required a post hole borer to dig holes. Elly volunteered hers which is from The Warehouse. Rob was non committal.

## **10. Memorial Planting**

Sue waiting for response from Council re restrictions and requirements for memorial plantings. Main issue is around disposal of ashes, and concern over impact on Te Kuiti cemetery. Possibility of simply banning disposal of ashes in memorial grove to avoid issues WDC and interment fees discussed. General feeling that the project has got out of hand, and become too complicated and expensive and initial simple plan has escalated. Sue to discuss issue with Phil New re possibility of banning ashes, and placement of plaques.

## **12. General Business**

AGM to be held at next meeting September 8<sup>th</sup>. Ads to go in Waitomo News week prior.

Discussion around membership drive to increase awareness of Brook Park and increase membership. Suggested that this be done in conjunction with community event. Guy

Fawkes bonfire and fireworks display discussed. Suzie to investigate organisation and cost details of Kihikihi event. Other promotion ideas suggested:

Sue talking at Lyceum Club

Promotion via Te Kuiti Facebook page

Ad or insert with membership application in Waitomo News – Bruce to investigate

Next meeting 8<sup>th</sup> September 2014

Meeting closed at 6.50

Document No: 342388

File No: 401/Halls

**Report To: Council****Meeting Date:** 26 August 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

<b>Issue</b>	<b>Comment</b>	<b>Effect</b>	<b>Estimated Cost</b>
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.

**4.61 25 June 2014**

4.62 Contact has been made with local builder, Gary Lowe and a meeting has been tentatively scheduled for 26 June 2014 to meet on site and discuss the works. Peter Kana from Peter Kana Plumbing will also be attending the meeting to discuss the plumbing/guttering items.

4.63 The Incorporated Society document has been completed and forwarded to the Hall Committee for actioning.

**4.64 29 July 2014**

4.65 A successful meeting was held on the 26 June with both contractors and subsequently works and prices have been agreed. Building materials have been purchased and works will be undertaken over the next 2-3 weeks. Plumbing works are also scheduled to be completed over the next month.

**4.66 26 August 2014**

**4.67** The builder and plumber have undertaken most of the identified works since the onsite meeting of the 26 June. A final inspection of these works is currently being organised before sign off.

**4.68** An instruction has been issued to Russell Thomson Solicitors to prepare an agreement for the transfer of the asset to the Benneydale Hall Incorporated Society based on Clause 4.41 above.

## **Mokauiti Hall**

### **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.

## **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.

**6.24 26 August 2014**

6.25 A reminder letter has been forwarded to the Department of Conservation requesting an update on the timeframe for them to complete this proposal.

**Suggested Resolution**

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

A handwritten signature in blue ink, appearing to read 'John De Luca', is written over a faint circular stamp.

JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

August 2014

Document No: 342375

File No: 401/9992000100

**Report To: Council****Meeting Date:** 26 August 2014**Subject:** **Te Kuiti Railway Building Project: Review of Scope of Works**

### Purpose of Report

- 1.1 The purpose of this business paper is to summarise the workshop material presented to Councillors at the workshop of the 12 August 2014 and seek confirmation of the outcomes.

### 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 At the workshop of the 12 August 2014, a comprehensive presentation was given to Councillors on the railway project, with emphasis on scope changes and the impacts on timelines and budgets.
- 3.2 At the time of preparation of the initial overall project plan, the development was formulated into five projects being:
- 3.3 **Project 1** – Buildings #1, #2 and #3 External Restoration and Structural strengthening
- 3.4 **Project 2** – Plaza Renewal
- 3.5 **Project 3** – Roading Renewal
- 3.6 **Project 4** – Community Space Revitalisation
- 3.7 **Project 5** – Commercial Space Revitalisation
- 3.8 Detailed budgets were developed for each of the various Project parts (as identified above) were prepared based on an assumption that the component parts would be delivered over a 7 year period. The term consideration reflected an accommodation of Council's overall Financial Strategy considerations (such as rates affordability) with this original timeframe shortened as concepts and thoughts have been developed.
- 3.9 The discussion below identifies where these concepts and thoughts have resulted in potential changes to the overall project scope and the impacts on timelines and budgets.

<b>Discussion</b>
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- 4.1 Each project is discussed, identifying where Council is required to confirm acceptance to the proposed scope change, timeline change and budget amendment.
- 4.2 **Project 1**
- 4.3 This project is about the external fabric to all buildings and canopy as well as the structural integrity of these buildings. The project in its current state is fully funded through WDC loan as well as a grant from the Lottery Grants Board.
- 4.4 While completion of this project is scheduled for 1 November 2014, the completion date is heavily dependent on the "unforeseen" items as the project progresses.
- 4.5 The only change to the scope relating to this project is the replacement of a proposed bracing wall with a portal frame to increase the flexibility of use of Building 1 for the community.
- 4.6 This is a new structural component and will be absorbed into the current contract to enable a subsidy claim if possible on this item. The estimated cost being \$8,200.
- 4.7 ***No Council decisions are required relating to Project 1.***
- 4.8 **Project 2**
- 4.9 This project is about the development of the plaza and the linking of the plaza to the town along with providing attractive, usable public space.
- Two changes of scope are proposed for this project along with an amendment to the timeline.
- 4.10 **Timeline**
- 4.11 The original timelines for the development of the plaza identified the design being undertaken in the 2015/2016FY with the development staged over the initial seven year development programme. This was suited to the programmes for the other projects at the time.
- 4.12 With Councillor's decision in 2013 to develop Project 1 on a shortened timeline and as concepts and thoughts have been developed for the other projects it has become obvious that there is an urgent need to bring forward the plaza design planning to ensure co-ordination and alignment to Project 1 (Restoration) and Project 5 (Commercial development) for such things as access, ramps, outdoor areas, vehicle access etc.
- 4.13 Currently the budgets allow \$15,500 in the 2015/2016FY, loan funded, and it is proposed that this be brought forward to the 2014/2015FY, funded from the Public Amenities Reserve fund which has a positive balance.
- 4.14 ***A Council decision is required to confirm the change in timeline for the plaza design.***
- 4.15 ***A Council decision is required to confirm the funding from the Public Amenities Reserve Fund for the plaza design during the current 2014/2015FY.***

- 4.16 Also in relation to timeline, the effect of changing timelines for other projects means that the plaza development would best also to be bought forward and the proposed timeline budget accumulates those works scheduled over the four years of 2016/2017FY's to 2019/2020FY into one budget in 2016/2017FY. The monetary amount has not been changed but accumulated to a total of \$162,000.
- 4.17 It is to be noted that this budget estimate will be more accurately defined once design works have been undertaken.
- 4.18 ***A council decision is required confirming the accumulation of this budget into the 2016/2017FY and the development of the plaza will be undertaken over a much shorter timeframe.***
- 4.19 **Project 2A: Band Rotunda Relocation.**
- 4.20 The relocation of the band rotunda has been discussed informally on several occasions, initially in 2012 at a Reference Group meeting, and the latest informally at the WDC Council meeting of the 29 July 2014. On each occasion it was concluded that its relocation was the best outcome so as to assist with the plaza development and the usability of Building 3.
- 4.21 There is also the issue of fire protection requirements in relation to Building 3 if the band rotunda remains in its present location. If the relocation is to happen, it needs to occur during Project 1 to obtain certification for the Project 1 fire protection installation. Alternatively fire protection to the band rotunda will be required.
- 4.22 It is proposed to relocate the band rotunda to Brook Park. A preliminary order of cost for the relocation is \$25,000, but is subject to a detailed assessment. This could be funded from the Public Amenities reserve fund which currently has a positive balance
- 4.23 ***A Council decision is required to confirm the relocation of the band rotunda, and the funding approval to undertake the work, noting if the band rotunda remains then additional costs relating to fire protection will be incurred.***
- 4.24 ***A council decision is required related to the approval of the funding source (Public Amenities Reserve Fund) for this project***
- 4.25 **Project 2B Electricity Point Availability**
- 4.26 This project has been promoted by the Lines Company to allow "refuelling" by electric cars while they are parked in the central area of town. The proposed location is adjacent to the plaza development.
- 4.27 While the Lines Company have indicated that they will fund this development there are always consequential roading costs for WDC and a minor budget of \$10,800 has been suggested to cover consequential costs should they arise.
- 4.28 Should this project proceed, then any consequential road costs can be a charge against the current roading budget or funded from the Public Amenities reserve fund which currently has a positive balance.
- 4.29 ***A council decision is required to approve the installation of the electricity point in Rora Street at the proposed location and that any consequential costs will be a charge against the roading budget.***

4.30 **Project 4**

4.31 Project 4 is about providing community space in buildings 1 and 3

4.32 The original timeline and budgets for Project 4 envisaged that the internal fabric of these buildings would be "tidied" in an initial phase (during the 2013/2014FY and 2014/2015FY) and a complete refurbishment undertaken in the later years (2016/2017FY and 2017/2018FY) of the seven year programme.  
Two changes of scope are proposed for this project along with an amendment to the timeline.

4.33 **Timeline / Budget**

4.34 It has become obvious as Project 1 has developed and implemented along with other project planning that this implementation format is not feasible.

4.35 The extent of disturbance created by the structural strengthening of these buildings undertaken during Project 1 means that extensive internal works are required to enable the buildings to be used, therefore promoting the thought that the complete refurbishment should be bought forward for completion at the end of Project 1.

4.36 The proposed new timeline and combined budget identifies the complete refurbishment of these two buildings being undertaken during the 2014/2015FY and 2015/2016FY

4.37 The internal structural strengthening works for building 1 show that basically the complete internal area requires relining.

4.38 Draft drawings and pretender estimate (\$148,200) for the internal revitalisation of Building 1 have been completed on the basis that the revitalisation works will be undertaken as a complete project.

4.39 The information relating to the need to complete this project as a "whole" and the budget implications were reported to the Council meeting of 29 July 2014, but no decisions were made pending the workshop of the total development on 12 August 2014.

4.40 The initial combined budget for the internal revitalisation of buildings 1 & 3 was \$214,500, being spread over 5 years from the 2013/2014FY and funded from WDC loan.

4.41 While the new budget indicates there is no significant change to the funding requirement for the revitalisation of Building 3, (moved from \$83,500 to \$85,140) there is a significant shift for Building 1 from \$131,000 to \$211,520. This shift is primarily associated with the extent of structural strengthening works required and the consequential finishing works associated with this.

4.42 To date \$81,000 has been approved for this Project 4 through the 2013/2014 and 2014/2015 EAP process.

4.43 The new budgets proposed that this project not be funded entirely from loan as originally envisaged but through a combination of loan and external funding of \$100,000.

4.44 This means that the total Project 4 cost of \$296,660 would be funded by \$196,660 WDC loan and \$100,000 by external funding sources. The \$196,660 WDC loan compares to the original budget requiring \$214,500 to be funded from WDC loan.

- 4.45 While no external funding was programmed for this work it was always envisaged an application to Trust Waikato would be made which will assist in a minor way, in making areas available for Community Groups, with the balance being loan funded. A decision on occupancy is required to allow any funding applications to be presented.
- 4.46 ***A Council decision is required in relation to the consolidation of the revitalisation of these buildings into single projects over a reduced timeline during the 2014/2015FY and 2015/2016FY***
- 4.47 ***A Council decision is required in relation to the sourcing of external funding to allow Project 4 to proceed.***
- 4.48 ***A Council decision is also required to bring forward the balance of the loan money required to allow the project to proceed during the 2014/2015FY and 2015/2016FY. The amount to be brought forward being \$115,660 being the difference of the loan requirement and the approvals already given to date (\$81,000)***
- 4.49 **Project 4A: Building 1 Linkage to i-Site**
- 4.50 This link has been identified as important for the successful use and administration of building 1 by the Mayoral working Group.
- 4.51 Some investigatory works associated with a link were undertaken during the earlier project investigations and these have been used to assist with developing timelines and budgets for this business paper. No detailed design and budget estimates are available.
- 4.52 The development of a link impacts on many aspects of the development of the i-Site building and in particular on an urgent note Project 1. In particular the following impacts are identified:
- Creation of an entrance to building one through the exterior fabric of the building. This severely impacts the current building contract for Project 1 and will require signoff from the HPT
  - With the linkage, the sprinkler system that is currently being installed will require to be extended into the i-Site building. Due to Project 1 timeline restraints the existing contractors have been instructed to ensure that a link to the i-Site has been constructed to the edge of building 1 and terminated at that point
  - A refurbishment of the interior of the i-Site will be required to make the operation of the i-Site compatible with the link proposal
  - Other minor works relating to the i-Site have been identified to improve access and linkage to the plaza
- 4.53 A rough order of cost for Project 4A works has been established at \$110,820, being \$100,820 for the works associated with the link and i-Site refurbishment and \$10,000 for the access through the building 1 exterior fabric.
- 4.54 No funding has previously been allocated to this project and it is proposed in the new budget that this total project be funded from WDC loan.
- 4.55 As a consequence to the timeline for Building 1 internal revitalisation, this work needs to be undertaken as concurrently with this project, with preferable the

access through the building 1 fabric being undertaken as part of Project 1 to avoid duplication of works i.e. during the current 2014/2015 FY.

- 4.56 ***A Council decision is required in relation to including this project as part of the overall railway development, the timeline impacts and the funding for the project.***
- 4.57 **Project 4B: New Entrance to Building 3**
- 4.58 The existing access to this building is from two small doors from the platform side of the building.
- 4.59 During investigations into suitable uses for this building it has become increasingly obvious that a more "user friendly" access is required. While it is not envisaged that a new access from the front of the building will gain approval from the HPT, it is envisaged a side access will gain approval.
- 4.60 A rough order of costs for a side entrance through the brick building fabric is \$16,350.
- 4.61 Again, as this access is through the exterior building fabric of building 3, then the works need to be undertaken / coincide with Project 1. That is, the timeline and budget need to fall in the current 2014/2015FY.
- 4.62 It is proposed that this work be funded from WDC loan.
- 4.63 ***A council decision is required in relation to adding this access work as a variation to Project 1 and funding of the work through WDC loan.***
- 4.64 **Project 5**
- 4.65 Project 5 is about creating a commercial space within the railway development area, primarily focussing on a restaurant/café/bar concept. Viable commercial space is an integral part of the overall project as it will provide income for the ongoing maintenance of the complex and assist with future loan payments.
- 4.66 Councillors received a comprehensive overview of a feasibility assessment on utilising Building 2 for a restaurant/café/bar from Bruce Maunsell at the workshop on the 12 August 2014.
- 4.67 Two options were presented at the workshop, with option one being smaller scale, utilising approximately half of the building while option 2 promoted a scale of operation that would utilize all of the building.
- 4.68 The feasibility assessment concluded that while Option 2 did pose a slightly increased risk to WDC, it was the better option financially and for long term sustainability.
- 4.69 ***Council needs to confirm that Option 2 is the preferred option moving forward.***
- 4.70 The initial development of the restaurant/café/bar was proposed for the current year (2014/2015FY) and this timeline remains unchanged. It is scheduled to follow on from Project 1.
- 4.71 The original budgets for Project 5 confirmed a budget of \$336,350 which was funded through external funding sources (\$100,000), lessee contribution to internal refurbishment (\$44,520) and WDC loan (\$191,830)

- 4.72 The development of the feasibility assessment has highlighted the need for WDC to be more involved in the internal fit out than was previously envisaged. The reasoning behind this is that it is essential that WDC maintains control of its asset and should the lessee relinquish his lease then WDC still has an asset to promote to potential new lessees.
- 4.73 The original budget included a budget allowance of \$25,000 for fit out assistance but this has been increased to \$96,000 to ensure that key fixtures remain on site.
- 4.74 Overall the new budget, based on the feasibility assessment is shown as \$392,650. Note this has increased by \$44,520 from that presented at the workshop of 12 August to take account of lessee contribution to internal refurbishment that has been added to the cost as well as the funding side of the equation.
- 4.75 It is proposed that the \$392,650 be funded through lessee contribution (\$44,520), external funding sources (\$31,300) and WDC loan funding (\$316,830)
- 4.76 The \$316,830 WDC loan funded portion of this project has previously been approved during the EAP's relating to 2012/2013FY, 2013/2014FY and 2013/2014FY.
- 4.77 ***Council needs to confirm that this project is to proceed subject to securing external funding of \$31,300 and a lessee contribution towards the internal refurbishment of \$44,520.***

## Summary

- 5.1 The overall impact of the scope changes and increased awareness of scheduling of works, which were work shopped with Council on 12 August 2014, is to reduce the timeframe for completion by four years, with competition occurring during the 2016/2017FY.
- 5.2 The change of scope in several areas does have a financial impact, with the cost of the project increasing from \$1,750,000 to \$2,035,200, being an increase of \$285,200.
- 5.3 Note that this total project cost of \$2,035,200 is \$44,520 above that which was reported to Council at the workshop of 12 August 2014. This figure relates to the Lessee contribution towards the internal finishing included in Project 5. Previously this figure has inadvertently been excluded from both sides of the budget.

## Suggested Resolutions

- 1 The report Te Kuiti Railway Building Project: Review of Scope of Works be received.
- 2 Council note and authorise the following variations of Scope, Timeline and Budget:
  - (a) The timeline for the development of the plaza design be rescheduled from the 2015/2016FY to the 2014/2015FY and that funding for this design work be funded from the Public Amenities Reserve Fund.
  - (b) The budgets for the development of the plaza for the 2016/2017FY to 2019/2020FY's be accumulated into the 2016/2017FY and the works associated be undertaken as one project.

- (c) The Band Rotunda be relocated from the Plaza within the 2014/2015FY with the costs of relocation being funded from the Public Amenities Reserve Fund.
- (d) The installation of an Electricity Point within Rora Street at an appropriate location.
- (e) The consequential costs of \$10,800 associated with the installation of the Electricity Point be funded from the Land Transport Activity.
- (f) The timeline for Project 4 be consolidated from the 2013/2014 and 2014/2015FY's along with the 2016/2017 and 2017/2018FY's to a timeline falling in the 2014/2015 and 2015/2016FY's.
- (g) Council note that the amended timeline for Project 4 is subject to securing external funding of \$100,000.
- (h) The application of debt funding, being \$115,660, for use during the 2014/2015 and 2015/2016FY's to allow Project 4 to be completed within the new timeframe.
- (i) The change in scope for the Railway Building Project to include physical linkage to the i-Site, with the work to be undertaken partly as a variation to Project 1 with the balance scheduled concurrent with the balance of Project 4.
- (j) Funding of the i-Site linkage, estimated at \$110,820, by loan.
- (k) The addition of a new access to Building 3 as a variation to Project 1 and funded to an estimated cost of \$16,350 by loan.
- (l) Option 2 for Project 5 (a restaurant/café/bar) be the preferred Option on condition that a lessee arrangement for the premises is completed before works proceed and be subject to an external funding arrangement of \$31,300 and a lessee contribution towards the internal refurbishment of \$44,520.



JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

26 August 2014

Attachment: Budget spreadsheet dated 26 August 2014  
Timeline dated 12 August 2014

# Summary Sheet 1

## All Projects

### Restoration /Renewals

	2013/14 Year 1	2014/15 Year 2	2015/16 Year 3	2016/17 Year 4	2017/18 Year 5	2018/19 Year 6	2019/20 Year 7	TOTAL
<b>Project 1</b> Building Renewal Project	115639	805581	0	0	0	0	0	921220
<b>Project 2,2A,2B</b> Plaza Renewal	0	50500	30000	192000	0	0	0	272500
<b>Project 3</b> Roothing Renewals	25000	0	0	0	0	0	0	25000
<b>Loan Principal Payments</b>		3,869	13874	14730	20095	21335	22651	96554
<b>Loan Interest Payments</b>		8,221	28742	27886	36448	35208	33892	170397
<b>Total Project cost</b>	<b>140639</b>	<b>868171</b>	<b>72616</b>	<b>234616</b>	<b>56543</b>	<b>56543</b>	<b>56543</b>	<b>1485671</b>
Grant funding building restoration 66% Project 1	0	531,683	0	0	0	0	0	\$531,683
Loan Approved funding 2013/2014 EAP Process	115,639	355,082	0	0	0	0	0	\$470,721
Existing renewals funding for main street gardens/ outdoor spaces	0	0	30000	30000	0	0	0	60000
Funding From Depreciation Reserve- Railway Building	0	0	22000	22000	22000	22000	22000	110000
Depreciation Reserve Funding for existig public Amenities or loan funded	0	25500	0	162000	0	0	0	187500
Depreciation Reserve Funding for existig Parks & Reserves		25,000						25,000
Non subsidised road Funding	25000	0	0	0	0	0	0	25000
<b>Total Rate Funding</b>	<b>0</b>	<b>0</b>	<b>20616</b>	<b>20616</b>	<b>34543</b>	<b>34543</b>	<b>34543</b>	<b>144861</b>
<b>Total Funding Sources for Renewal of Existing Assets</b>	<b>140639</b>	<b>937265</b>	<b>72616</b>	<b>234616</b>	<b>56543</b>	<b>56543</b>	<b>56543</b>	<b>1554765.5</b>

### Revitalisation

<b>Project 4</b> community space Revitalisation	13320	202340	81000	0	0	0	0	296660
<b>Project 4A &amp; 4B</b> i-site & B3 Entrnace		127170						127170
<b>Project 5</b> Commercial Revitalization Option 1	0	392650	0	0	0	0	0	392650
<b>Loan Principal Payments</b>		2984	14891	18038	19149	20321	21585	96968
<b>Loan Interest Payments</b>		6343	31073	34889	33777	32595	31342	170019
<b>Total Project Cost</b>	<b>13320</b>	<b>731487</b>	<b>126964</b>	<b>52927</b>	<b>52926</b>	<b>52916</b>	<b>52927</b>	<b>1083467</b>
Grant funding building revitalisation 100% of application for 100,000 Project 4 plus 31,300 Project 5		131,300						131300
Loan Funding approved 2013/2014 EAP Process	108,500							108500
Loan funding approved 2014/2015 EAP Process		264,330						264330
Railway building project loan Lesseeinternal furnishings contribution project 5		161,830	81,000	0	0	0	0	242830
Existitng seed funding Allowanace 2012/2013 EAP process	25,000							25000
<b>Total Rate Funding</b>	<b>0</b>	<b>9,327</b>	<b>45,964</b>	<b>52,927</b>	<b>52,926</b>	<b>52,916</b>	<b>52,927</b>	<b>266987</b>
<b>Total Funding Sources</b>	<b>133500</b>	<b>611307</b>	<b>126964</b>	<b>52927</b>	<b>52926</b>	<b>52916</b>	<b>52927</b>	<b>1083467</b>
Rental Revenue Commercial	0	0	35000	74000	74000	74000	74000	331000
Rental revenue community groups	0	0	1000	2000	2000	2000	2000	9000
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>36000</b>	<b>76000</b>	<b>76000</b>	<b>76000</b>	<b>76000</b>	<b>340000</b>
<b>Total Rate Funding Requirement</b>	<b>0</b>	<b>9,327</b>	<b>30,580</b>	<b>-2,457</b>	<b>11,469</b>	<b>11,459</b>	<b>11,470</b>	<b>71848</b>

**Full Project Cost to year 7 2569138**

**Loan charges based 20yrs, 6%, table mortgage 533938**

**Total Loan Requirement**

**\$1,273,881**

**Construction Cost 2035200** (Note previous estimate 1750000)

**PROJECT 1  
BUILDING RENEWAL**

	2013/14 Year 1	2014/15 Year 2	2015/16 Year 3	2016/17 Year 4	2017/18 Year 5	2018/19 Year 6	2019/20 Year 7	Previous Cost totals
<b>Restoration / Renewal</b>								
Building complex structural assessment including foundations and general structural integrity including earthquake assessment working drawings / contract documentation for restoration/ renewals of exterior building 1 9% Architectural, 2 % Quantity Surveyor, 2.5% Engineering	15000							15,000
Funding applications for renewals works associated with exterior building 1 - quantity surveyor estimate	40,112							40,112
Tender for structural works associated with exterior Buildings 1,2,3 and 1A, sprinkler system,, structural strengthening all buildings and canopy	0	788,672						297,140
Funding applications for Allowances for exclusions	0							0
Building Consent fees	0	2,000						50,000
Contract Supervision building 1 2% of estimate	0	5,942						2,000
Working drawings / contract documentation for restoration / renewals of exterior building 2	48077							5,942
Funding applications for renewals works associated with exterior building 2 - quantity surveyor estimate	0							48077
Funding applications for Allowances for exclusions	0							356,110
Restoration / renewal building 2								50,000
Contract Supervision building 2 2 % Architectural			7122					7122
Working drawings / contract documentation for restoration / renewal building 3	12450							7122
Funding applications for renewals works associated with exterior building 3 - quantity surveyor estimate	0							12,450
Restoration / renewal building 3								92,230
Contract Supervision building 3 2% Architectural		1845						1,845
<b>Total Project cost</b>	<b>115639</b>	<b>805581</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Approved Funding 2013/2014 EAP Process for Preparation of documentation	115,639							
Approved funding 2013/2014 EAP Process for building restoration project	0	355,082						
Grant funding building restoration 66%	0	531,683						
Funding from Depreciation Reserve for Railway buildings								
Railway building renewals project loan	0	0	0	0	0	0	0	0
<b>Total Funding Sources</b>	<b>115639</b>	<b>886765</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Building 1

Building 2

Building 3

Note : where available funding is in excess of the Project costs , the excess has been used in the summary sheets to reduce the rates component of the project

**PROJECT 2  
PLAZA RENEWAL**

**Restoration / Renewal**

Full working drawings for Plaza Development excluding bus stop area associated with commercial tenant

Plaza construction currently funded  
Plaza construction to complete concepts including rail seating, sculptures, relocate band rotunda, paving, lighting

	2013/14 Year 1	2014/15 Year 2	2015/16 Year 3	2016/17 Year 4	2017/18 Year 5	2018/19 Year 6	2019/20 Year 7	Previous Cost Totals
		15,500	30,000	30,000	162,000			12,000 60,000 162,000
								0
		10,000						
<b>Total Project cost</b>	<b>0</b>	<b>50,500</b>	<b>30,000</b>	<b>192,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Existing renewals funding for main street gardens/ outdoor spaces as per LTP	0	0	30,000	30,000	0	0	0	60,000
Depreciation Reserve Funding for existing public Amenities or loan funded	0	25,500		162,000				174,000
Depreciation funding for Parks & Reserves		25,000						0
<b>Total Funding Sources</b>	<b>0</b>	<b>50,500</b>	<b>30,000</b>	<b>192,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**jdl:**  
Requirement to bring this work forward to match other developments. Transferred

Initial works Planting 415m<sup>2</sup> 14,500  
Speciment Trees 10 3,000  
paving 16,500  
Lighting Bollards 10 14,000  
Bollards 30 12,000

**jdl:**  
Needs to be undertaken at time of Project ! Otherwise will require fire protection  
QS Estimate

**jdl:**  
Estimated miscellaneous costs borne by WDC

**jdl:**  
Development by The Lines Company

**PROJECT 3**  
**ROADING RENEWAL**

Revitalisation

	2013/14 Year 1	2014/15 Year 2	2015/16 Year 3	2016/17 Year 4	2017/18 Year 5	2018/19 Year 6	2019/20 Year 7
Roading contract works	25000						
<b>Total Project cost</b>	<b>25000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Non subsidised roading	25000	0	0	0	0	0	0
<b>Total Funding Sources</b>	<b>25000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>PROJECT 4 COM. SPACE BUILDING1</b>	2013/14 Year 1	2014/15 Year 2	2015/16 Year 3	2016/17 Year 4	2017/18 Year 5	2018/19 Year 6	2019/20 Year 7	Previous costs totals
<b>Revitalisation</b>								
EOI process for CST								32,000
Minor works to allow temporary use of building1								4,000
working drawings / contract documentation for revitalization	13,320							
WDC responsibilities building 1 9% work value								
Application to NKCDT for assistance in developing Building 1								45,000
Internal renewals works associated with building over two years excluding i-Site area		148,200						
New entrance door through fabric of building 1 to ling to I-Site		10,000						
Internal fitout assistance for Community Groups		40,000						50,000
<hr/>								
<b>BUILDING 3</b>								
<b>Revitalisation</b>								
EOI process for CST								19,000
Minor works to allow temporary use of building3								
working drawings / contract documentation for revitalization								2,500
WDC responsibilities building 3 9% work value		4,140						
Internal renewals works associated with building 3			46,000					27,000
Internal fitout assistance for Community Groups			35,000					35,000
<hr/>								
<b>Total Project cost</b>	<b>13320</b>	<b>202340</b>	<b>81000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Funded as part of 2013/2014 EAP Process	47,000							
Funded as part of the 2014/2015 EAP process		34,000						
NKCDT Funding		100,000						
Railway building project loan		34,660	81000	0	0	0	0	214,500
<b>Total Funding Sources</b>	<b>47,000</b>	<b>168660</b>	<b>81000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Rental revenue community groups	0	0	1000	2000	2000	2000	2000	
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>1000</b>	<b>2000</b>	<b>2000</b>	<b>2000</b>	<b>2000</b>	

Note : the total project cost has increased by \$48,480 primarily due to structural strenghtening and provision of access to Project 4A

<b>PROJECT 4A i-Site BUILDING 1</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
Revitalisation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Design work associated with works for i-site 9% cost		6,120					
Building consent		1,500					
Upgrade existng i-Site building building works for Commercial Tennant including ramps, connection to building 1, changes to doors, gutting of building		68,200					
Costs associated with temporary relocation of i-site		10,000					
New entrance door through fabric of building 1 to link to I-Site		10,000					
Sprinkler fire protection to i-site		15,000					
<hr/>							
<b>Project 4B BUILDING 3 Entrance</b>							
Revitalisation							
Design work associated with works for i-site 9% cost		1350					
New Entrance Development include construction as part of Project 1		15,000					
<b>Total Project cost</b>	<b>0</b>	<b>127170</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Funded as part of 2013/2014 EAP Process	0						
Funded as part of the 2014/2015 EAP process		0					
Railway building project loan	0	127170	0	0	0	0	0
<b>Total Funding Sources</b>	<b>0</b>	<b>127170</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**PROJECT 5**  
**COMMERCIALbuilding 2**  
Revitalisation

	2013/14 Year 1	2014/15 Year 2	2015/16 Year 3	2016/17 Year 4	2017/18 Year 5	2018/19 Year 6	2019/20 Year 7	Previous Cost Totals
Documentation for EOI SEED FUNDING for Railway Project		25,000						25,000
EOI process for Commercial Tennant								
Funding applications for revitalization building 1 for Commercial Tennant 100,000								
Working drawings / contract documentation for revitalization WDC responsibilities building 2 9% work value		25,800						13,000
Internal renewals works associated with building over two years		191,330						191,330
Lessee internal furnishings costs - refer to percentages in comments box avoe		44,520						
Specialist fitout to achieve long term assist owned by WDC		96,000						0
Internal fitout assistance for Commercial Tennant		0						25,000
Deveoped plaza concepts for commercial Tennant area								3,500
Plaza area only - outside paving area to building 2		0						15,000
Site Services for Commercial Tennant and Building2		10,000						19,000
<b>Total Project cost</b>	<b>0</b>	<b>392650</b>	<b>0</b>					<b>291830</b>
Grant funding internal building restoration for commercial tennant NKCDT application	0	31,300	0	0	0	0	0	100,000
Railway building project loan		0	0	0	0	0	0	166,830
Lessee internal furnishings contribution		44,520						
Approved Existing seed funding Allowanace2012/2013 EAP Carried forward	25000							25,000
Loan Funding approved 2013/2014 EAP Process	61,500							
Loan Funding approved 2014/2015 EAP Process		230,330						
<b>Total Funding Sources</b>	<b>86500</b>	<b>306150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>291,830</b>
Rental Revenue commercial Tennant	0	0	35,000	74,000	74,000	74,000	74,000	
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>35000</b>	<b>74000</b>	<b>74000</b>	<b>74000</b>	<b>74000</b>	

**DELUCA:**  
Marketing/advertsing, EOI documents, marketing, printing, funding apps and documents, Community engagement (hosting) Transfer to 2014/2015

**DELUCA: building components outside Commercial Tenant fitout**  
QS Painting 14,500  
QS Base electrical 18,000  
QS toilets provision 37,700  
QS enclosed canopy areas 73,400  
QS Gut building 10,050 (50% Tennant)  
QS Relining Interior 27,000 (40% Tennant)  
QS Floor coverings 10,680 (60% Tennant)

**jdl:**  
total related ot comment box cell above.  
Not previously calculated

**jdl:**  
Estimate from Feasibility Study

**jdl:**  
No assistance as as restaurant base fitout

**jdl:**  
Absorbed into project 2

**jdl:**  
Transferred to Project 2 Plaza Renewal

**DELUCA:**  
Sewer connection upgrade 5,000  
SW outlet upgrade 5,000  
Water sprinkler supply developed as part

**jdl:**  
Based on feasibility study costings

Document No: 342383v2

File No: 401/9992000100

**Report To: Council****Meeting Date:** 26 August 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>
<b>Total Project Cost</b>	<b>878,028</b>

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 20<sup>th</sup> 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.

## **Project 1 – Building Restoration**

### **6.1 1 May 2014**

- 6.2 The contract documentation and schedule for this project have now been completed with the documentation submitted for building consent on 21 March 2014.
- 6.3 Documentation has received final approval from both the Historic Places Trust and KiwiRail.
- 6.4 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.
- 6.5 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.
- 6.6 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.
- 6.7 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.

### **6.8 27 May 2014**

- 6.9 Outstanding issues regarding the building consent have now been resolved and the building consent for Project 1 has been issued.
- 6.10 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.
- 6.11 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.

### **6.12 25 June 2014**

- 6.13 5.64 The Tenders Sub Committee has accepted a tender from DMC Builders (2003) Limited from Wanganui for the amount of \$788,672.01. This includes contingencies values that have been added to the tender.

- 6.14 Contract documentation is currently being finalised and signed.
- 6.15 The contractors visited the site on 17 May 2014 and spent the morning with Group Manager – Community Services for document signing and discussing contractual procedures etc.
- 6.16 The structural assessment for the canopy has one item related to the footings still to complete and identified works will be treated as a variation to project 1.

**6.17 29 July 2014**

- 6.18 At the time of writing this report the contractor was into his third week on site. Works to date have concentrated on:
- 6.19
- removal of the central area of the floor to building 1 for the new bearer and anchor piles. Due to connectivity difficulties this bearer will now be supported by all new piles,
  - excavations for the new anchor piles / bearer on platform side of building 1. Again extensive rot has necessitated the replacement of several piles,
  - excavations of chimney base for structural strengthening. Exposure of this based revealed the original footing to be loose concrete fill requiring removal and redesign of footing,
  - window refurbishment in building 2
- Photos of works to date will be available at the Council meeting.

- 6.20 The colour scheme options have been finalized and these are attached for Councilors reference. This has allowed the ordering of roofing materials.
- 6.21 The canopy excavations / investigations are now complete and documentation for structural strengthening is underway.

**6.22 26 August 2014**

- 6.23 The contractor is now making significant progress in a number of areas at the time of writing this report. Works at the present time are concentrated on:
- roofing of building 1 (almost complete) and the roofing of building 2
  - sub floor piling and bearers to building 2. Again extensive rot has necessitated the replacement of several piles.
  - identification of weatherboards to be replaced
  - finalizing the details between the platform and building 1
  - agreement on paint colours and on site paint preparation

<p><b>Project 2 – Plaza Redevelopment</b></p>
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- 7.1 Works associated with the roading redevelopment have been completed.
- 7.2 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.
- 7.3 No further works have been undertaken.
- 7.4 9 July 2014**
- 7.5 During the Reference Group workshop on this project the issue of the future of the band rotunda was discussed, with the overwhelming opinion being the band rotunda should be removed from the plaza.

- 7.6 Should the band rotunda remain it will be required to be fully fire protected with sprinklers as part of the project.
- 7.7 The Brook Park Inc. has indicated that they would be keen to have the structure positioned in Brook Park. Before any removal is undertaken, investigation is required into how this structure was funded and constructed so that discussions can be undertaken with potential relevant parties.
- 7.8 Council is asked to confirm that this structure can be removed from the plaza area, which will enhance the potential use of building 3.

**7.9 26 August 2014**

- 7.10 Refer to elsewhere in this agenda for a business paper related to project 2

### **Project 3 – Roading Renewal**

- 8.1 Completed.

### **Project 4 – Community Space**

- 9.1 Councils working group for this project have advised to proceed with the refurbishment of the internal areas of building 1, utilizing the existing layout and door access.
- 9.2 An assessment of existing electrical services within building 1 is currently underway.
- 9.3 An assessment of the additional structural strengthening of building 1 is currently underway.
- 9.4 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.
- 9.5 No decisions have been made in relation to building 3, the other community space building.
- 9.6 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.
- 9.7 A structural assessment of the canopy is underway with the view to include this work in the Restoration Project.
- 9.8 **25 June 2014**
- 9.9 Draft construction drawings and specifications have been completed and are being worked through. Councils working committee is to finalise information related to doorways.
- 9.10 Instructions have been issued to the Quality Surveyors to prepare tender schedules and pre tender estimate.

**9.11 29 July 2014**

- 9.12 Draft contract documentation has been completed for the internal restoration of building 1.
- 9.13 A quantity surveyors estimate for this work has been established at \$148,200. While some of this work is structural strengthening and may be swung to the main contract, Councilors need to consider how this project is to be funded to allow the project to proceed.
- 9.14 The initial budget estimate for this work as well as the community space in building 3 was \$214,500, being spread over 5 years from 2013/2014 financial year and funded through WDC loan, as the work was originally programmed as a minor repair with full refurbishment a few years later.
- 9.15 The extent of structural works that are required in relation to this building means that all the works are required to be undertaken as a single project.
- 9.16 While no external funding was programmed for this work it was always envisaged an application to Trust Waikato would be made who will assist in making areas available for community groups, with the balance being loan funded. A decision on occupancy is required to allow any funding applications to be presented.
- 9.17 The following budgets have been approved to date, being \$47,000 in 2013/2014 and \$34,000 in 2014/2015, making a total of \$81,000 available. To date design costs have been absorbed into Project 1 fees.
- 9.18 The unfunded part of this project currently stands at \$67,000
- 9.19 A new entrance sketch to building three has also been developed and forwarded to HPT for approval. This is proposed to the side of building 3 to maintain the heritage view of the building frontage. Once approval has been granted this work will be incorporated in the restoration project currently underway.

**9.20 26 August 2014**

- 9.21 Refer to elsewhere in this agenda for a business paper related to project 4

**Project 5 – Commercial Space Internal Refurbishment**

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

**10.2 29 July 2014**

- 10.3 A preliminary high level layout for building 2 has been commissioned to facilitate future commercial negotiations, but also to allow identification of any required external modifications – eg doorways that will allow an application to the Historic Places Trust for approval.
- 10.4 It is the intention once approval from the HPT is granted that the external wall modifications will be included in the current project works.
- 10.5 This high level plan will include a restaurant / café at the northern half, a toilet block servicing the restaurant and other commercial activities and two retail outlets. These will require new external access requiring approval from HPT

**10.6 26 August 2014**

10.7 Refer to elsewhere in this agenda for a business paper related to project 5

**Work Plan / Timeline / Budget**

11.1 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.

**11.2 26 August 2014**

11.3 Refer to elsewhere in this agenda for a business paper related to the budget and timeline.

**Suggested Resolution**

The Progress Report: Te Kuiti Railway Building be received.



JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

August 2014

Attachments

Colour scheme document

Entrance sketch Building 3

Document No: 342382

File No: 401/CBD

**Report To: Council****Meeting Date:** 26 August 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/

**4.41 25 June 2014**

4.42 A review of expenditure is currently underway to confirm the extent of monetary allocation available to progress further plantings and also the programming of future work.

4.43 A meeting of the committee has been called for 25 June 2014 after the Council meeting to go over this information and to schedule the new block of works.

**4.44 29 July 2014**

4.45 The meeting of the 25 June 2014 focussed on identifying the next area for redevelopment and on any improvements to the themes created during the central area plantings.

4.46 The next priority area is the intersection of King Street / Rora Street and King Street / Taupiri Street. Re- useable plants have been removed from the existing planter beds, with these beds being scheduled for demolition during the first week of August.

4.47 Some minor paving work will also be scheduled during August for planter areas to be included into the footpath. There are also some minor paving areas to be completed in the central area.

**4.48 26 August 2014**

4.49 The planter beds associated with the Rora Street / King Street intersection have been stripped back to ground level with the removal of the existing plantings, wooden retaining walls and excess topsoil and lighting.

4.50 Currently an assessment of the changes to the paving is being undertaken and detailed so that a contractor can undertake this work prior to replanting.

**Suggested Resolution**

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



JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

August 2014

Document No: 342381

File No: 401/0588423600

**Report To: Council****Meeting Date:** 26 August 2014**Subject: Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance**

### 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 Council's 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 TKCH 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 TKCH. 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
<b>Total Project Cost</b>	<b>549,766</b>	
<b>Funding sought from Lottery Community Facilities Fund</b>	<b>346,345</b>	
<b>Balance to be funded</b>	<b>203,421</b>	

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>
	<b><u>148,480</u></b>

\*At the time of Council resolving on 28 August 2012 to support the relocation of TKCH 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 2014 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.

**4.47 25 June 21014**

4.48 The announcement of the outcome of the Lottery Community Facilities funding round was made on 18 June 2014. It has been confirmed that WDC received a grant of \$300,805 plus GST for the project, against an application total of \$346,345.00.

4.49 It is important to note that the amount excludes the funding of construction P&G, contingency, consultant fess, tendering costs and contract administration. These items will need to be worked through in the context of the budget project cost of \$549,766.

4.50 What this does mean however is that with the reduced funding, there is a shortfall of \$45,540 from earlier reports to Council.

4.51 Council has three options to move this project forward:

1. Provide additional funding;
2. Apply for additional funding; or
3. Proceed with the completion of contract documentation and pre-tender estimate before addressing funding shortfalls. (Timeframes for these needs to be checked against the intentions for uplifting funding from the Lottery Grants Board.

4.52 It is not considered that the amount involved in balancing the project costs is significant requiring public consultation and that it can be dealt with as a one off decision at the time of knowing the full costs, as indication in option 3.

4.53 It is to be noted that the Lottery Grants Board funding is conditional on full project funding being obtained.

4.54 At the time of submitting the grant application the size of the building space was queried by the Lottery Grants Board as the area available did not match the assessment report previously funded and submitted to the Lottery Grants Board. This was explained that the Te Kuiti Community House Trust believed the space to be sufficient and should additional space in the future be required, expansion was easily achieved in the proposed location by expansion across the building roof.

4.55 The Lottery Board provided the following comment on this:

*"The Committee understands that the Council may apply at a later date for assistance with Stage 2 of the proposed development if sufficient need for additional investment is warranted.*

4.56 **29 July 2014**

4.57 At the Council meeting of 25 June 2014, Council resolved to "proceed with developing contract documentation as discussed in Option 3" (refer clause 4.51).

4.58 TKCH Trustees held a meeting on the 7 July 2014 to finalise the layout, prior to instructing AECOM NZ Ltd to proceed with the preparation of contract documentation. Very minor changes were sought.

4.59 Contract documentation, including revised budget estimate is currently being prepared by AECOM NZ Ltd and will be available mid September for consideration by Council.

**4.60 26 August 2014**

4.61 A meeting with the Architect and Engineer from AECOM was held onsite on 7 August 2014 to discuss details of the project and undertake further investigations.

4.62 Aecom have recently confirmed that they are on track for the completion of documentation mid September so that the overall project and pre-tender estimate can be reported back to Council at the September Council meeting.

4.63 Aecom have however indicated that there is a several week delay in the procurement of the lift, meaning that the project may not be able to proceed as quickly as first envisaged, assuming Council's agreement at the September meeting.

<b>Suggested Resolution</b>
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The Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance be received.

JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

August 2014

Document No: 342033

File No: 037/043

**Report To: Council****Meeting Date:** 26 August 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. Progress Report: Mokau Toilet Effluent Disposal Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Regulatory Enforcement Issues	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons;	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: Waikato Mayoral Forum and 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)
4. Residents Satisfaction Survey 2014	7(2)(f)(i) Maintain the effective conduct of public affairs through— the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty;	48(1)(a)
5. Contractual Issues	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**