

**Document No:** 361000**File No:** 401/0581153000**Report To: Council****Meeting Date:** 29 April 2015**Subject:** Brook Park Incorporated Society Minutes

### **Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society Meeting convened on:
- 8 April 2015

### **Local Government Act S.11A Considerations**

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

### **Commentary**

- 3.1 Attached to and forming part of this business paper is a copy of the minutes of the Brook Park Incorporated Society meeting of 8 April 2015.

### **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**

Attachment: Brook Park Incorporated Society Minutes – 8 April 2015 (Doc .....)

**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 8<sup>th</sup> April 2015, at 5.30pm**
**PRESENT:**

Guy Whitaker, Karen Houghton, Robyn Charteris, Rob Buckley, Andrea Hanna, Helen Sinclair, Sheralee Buchanan, Ellie Kroef, Bruce Maunsell, Sue Wagstaff

<b>1. Apologies</b>
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Apologies were received from Murray Putnam, Graeme Churstain  
Robin/Bruce

<b>2. Confirmation of Minutes – for meeting 3<sup>rd</sup> February 2015</b>
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The minutes of the meeting held on the 9th of March were confirmed as a true and correct record.  
Robin/Karen

<b>3. Correspondence In/Out</b>
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None

<b>4. Financial Report</b>
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Deposits  
Donations \$200 Te Kuiti Tyres  
Grassroots Trust \$8500  
Interest \$8.33

Payments  
Hinds \$341.55  
Dalziells (payment approved February Meeting) \$164.00

Balance as at 3 April \$35,130.33

Financial Report accepted Karen/Andrea

<b>5. MTB Trail</b>
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Work on forming trail is 80% complete with Southstar doing really good job. Weather has been helpful. They should be complete on schedule and on budget (\$20k) around 16 April. Guy has been accommodating 2 workers which the committee extends its thanks for. Culvert pipes and some other items (culvert pipes, weed mat & waratahs for silt traps) required urgently have been purchased as required with agreement between Guy & Bruce. Various items have been donated by businesses, including Hinds. Total funding raised for project to date \$24,000 so project still within budget. Further funds will be required for completion including having fence crossings built, fencing. TKHS is keen to help with constructing steel and timber fence crossings. Dave Smith is coordinating this. If

they are unable to do these we will ask McIndoes to assist. Need to check design of sheep stops which have been supplied. Rob to assist. There have been some issues with leasee Ed Morrow re work apparently interfering with his grazing. Guy has been mediating. There don't appear to be significant issues.

## **6. Maintenance & Fencing**

Agreed that other fence repairs should be done at same time MTB trail fencing work done. Rob to identify requirements. Committee agrees that fencing needs to be maintained under terms of lease.

Noted that it would be worthwhile getting machine in to drag/lift fallen trees especially poplars off fences to enable repairs.

Noted that Ed Morrow has requested that his lease money is not used to supplement MTB trail costs. Committee agrees that this isn't an issue.

Suggested that Garth Miers (sp?) be approached to see if he is interested in cutting up fallen trees for firewood. Helen to do this. Guy suggested that if he is interested WDC should be approached re handling this in order to comply with H&S requirements.

Plane tree on Bruce Williams boundary is a nuisance and residents have asked that it be removed. Noted that it would be expensive to remove and that perhaps neighbours be asked to contribute.

Fertiliser ready to be applied. Rob has ordered 3 tonne but budget allows for 6 tonne so he is going to arrange for that. Rob to let Ed know that it is about to be applied.

## **7. Weed Control**

Gorse on the north face has been sprayed. Liz Riley arranged that.

## **8. Working Bee**

Next working bee (19/4) 9am, meet Bosco Carpark. Apologies Bruce, Sue.

Next working bee to focus on weeds around Sommerville Grove, especially sycamores, Brazillian Peppertree and maples.

Need to investigate sheep getting into Somerville Grove – apparently jumping cattlestop. WDC to be approached re extending cattlestop. It is same dimensions as one that was replaced at entrance next to Bosco and inadequate for sheep.

## **9. Memorial Grove**

No progress yet.

Liz Riley has taken over responsibility.

## **8. General Business**

Motor camp – Motor Caravan Assoc still lobbying for exclusive allocation.

Council manangement are looking at proposal to make Te Kuiti a Motor Caravan friendly town, without necessarily having exclusive allocation of space for members of association.

Apparently there are issues around the status of Brook Park as a public park and access by the general public.

Council is still keen to install dump station and progress the public camp ground concept. Committee agreed that a non exclusive campground for general public use is in keeping with the objectives of the Brook Park Society.

Guy to check re dam on boundary with Colin Brook Place with council engineers.

Meeting Closed 6.15pm

Next meeting Wednesday the 4<sup>th</sup> May 2015 at 5:30pm

**Document No: 361787****File No: 400/010/6****Report To: Council****Meeting Date: 29 April 2015****Subject: Mokau Community Response Plan**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to inform Council on the development of a Community Response Plan for the Mokau and surrounding district community.

### **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 need to plan for, avoid or mitigate natural hazards.
- 2.2 The provision, efficient administration and planning associated with the Mokau Community Response Plan is consistent the Section 11A Local Government Act 2002 (including amendments).

### **Background**

- 3.1 Waitomo District Council, has an obligation through the Civil Defence Emergency Management Act 2002 and its participation in the Waikato Civil Defence Emergency Management Group (WCDEMG) to provide for the safety of it's communities.
- 3.2 Members of the WCDEMG have identified through the Group Plan the need to assist with the preparation of community response plans for all communities so that they can sustain themselves during the first 72 hours of an emergency.
- 3.3 A program for the establishment of these plans has been prepared by WCDEMG, with all plans to be completed during the 2016/2017 year.

### **Commentary**

- 4.1 The Civil Defence Operations Manager and Councillor Brodie have assisted several identified members of the Mokau Community in preparing a Community Response Plan for their area. This plan being based on a template provided through the WCDEMG.
- 4.2 Attached to, and forming part of this agenda is a copy of the plan as prepared by the Mokau Community for Councilors information.

4.3 The plan

- identifies the key risks to the area
- outlines the resources that are available to the community in an emergency
- identifies key contacts to manage the emergency
- establishes a communication chain
- identifies vulnerable sub communities
- identifies key locations – for operations and welfare

**Suggested Resolution**

The Progress Report: Mokau Community Response Plan be received.



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

April 2015

Attachment: Mokau Community Response Plan (Doc 361788)

# Mokau Community Response Plan

This Plan was developed by members of the Mokau district community in conjunction with the Waitomo District Council and Civil Defence, for use during a civil emergency in Mokau and the surrounding district.



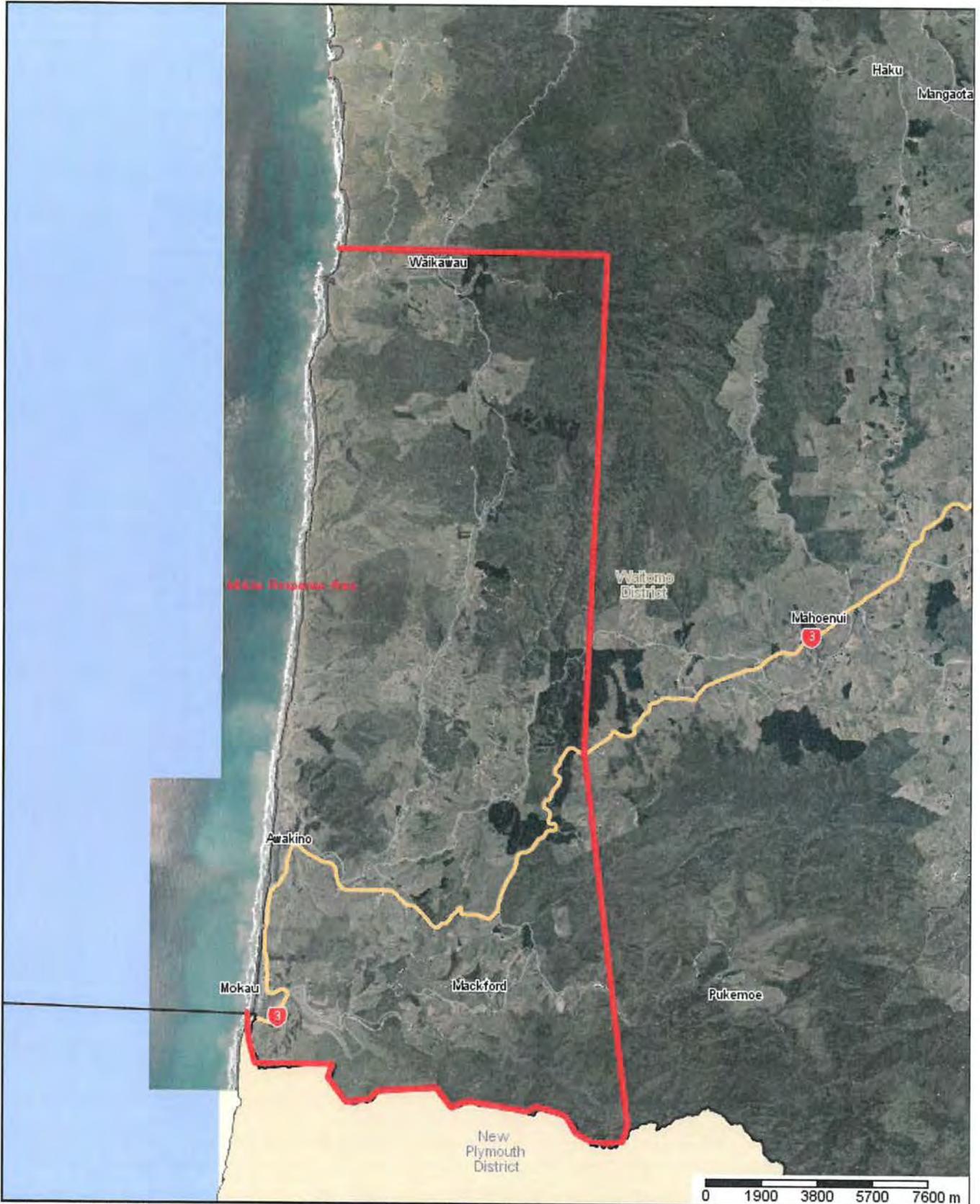
**Distribution List**

A hard copy of this Response Plan is held by:

1. The Response Team members, being:
  - a. Graham & Gloria Putt
  - b. Allan Jones
  - c. Bev Christiansen
  - d. Merepaea Rauputu
  - e. Jessie Terry
  - f. Ian Whittaker
  - g. Ben Single
  - h. Paul Bettridge
  - i. Eric Cryer
  - j. Rob Scott
2. Waitomo District Council (WDC)
3. Mokau Marae, as the primary welfare centre (hard copy maps are also held at the Mokau Marae)
4. Mokau Primary School, as the response centre (hard copy maps are also held at the Mokau Primary School)
5. Mokau Community Police Station
6. Mokau Fire Brigade
7. Mokau St John Ambulance

# Mokau Response Planning Area

Print Date: 23/04/2015  
Print Time: 10:12 AM



Scale: 1:178856  
Original Sheet Size A4

Projection: NZGD2000 / New Zealand Transverse Mercator 2000  
Bounds: 1731811 61453765 5708179 00403413  
1764889 98626015 5749302 18719127

Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED  
The information displayed in the GIS has been taken from Waitomo District Council's databases and maps.  
It is made available in good faith but its accuracy or completeness is not guaranteed.  
If the information is relied on in support of a resource consent it should be verified independently.

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## **Introduction**

### **Purpose of Plan**

Mokau and its surrounding district is vulnerable due to the extent of area that is coastal and the ability to become isolated due to road closures on SH3.

During a Civil Defence Emergency communities can become isolated from outside help and resources. This plan outlines what is available within the community to respond to an emergency and sustain life until outside help arrives.

Planning is based on supporting the community for at least three days.

### **Review of Plan**

This plan will be reviewed and updated (if required) on an annual basis.

### **Activation of Plan**

This plan can be activated by any member of the Community Response Team (CRT) upon receipt of a Civil Defence warning from the Waitomo District Council (WDC), or following an emergency that has occurred without warning.

### **Area covered by Plan**

This plan covers the area:-

North to the Awakino Gorge Tunnel;

South to Waitomo District Council boundary;

East all roads between the North and South boundary; and,

North East to and including Waikawau Beach Road.

### **Risks to the area**

Events which could cause isolation for the area covered in this plan, include (but are not limited to): floods, landslips, earthquake, tsunami, volcanic eruption, tornado/tropical cyclone, Heavy Vehicle Road Transportation event that involves hazardous substances and pandemic.

The Kapuni/Northland High Pressure Natural Gas Pipeline traverses these environs also.

Any of the events could also bring loss of water supply, electrical supply and telephone contact including cell phone. (refer to diagrammatical map at the rear of this plan)

A disaster like a major pandemic outbreak could see 20% to 60% of the population affected within a week and this could lead to the area being isolated as a quarantine site.

Utilities failures etc. could also result in the need for a response by the CRT to assist vulnerable community members.

**Adverse Weather Events**

The most frequent natural hazard the community faces is flooding and/or slips which arises from the intense rainfall that occur periodically in the locality. The steep watersheds can flood and rapidly increase in volume, exceeding the natural flow capacity and this, coupled with the coastal location can interact with tidal conditions, causing flooding to low lying areas.

Apart from risk to persons and property, flooding has the potential to isolate communities as the road network generally suffers damage when it occurs.

The Awakino gorge and Mount Messenger are particularly prone to slips and due to SH3 being the only access into and out of the region, this can lead to the community being cut off until slips are cleared. In most cases slips are cleared quickly (<1day), but in the event of a significant slip isolation could last for much longer.

**Marine Inundation –Tsunami**

Apart from the low pressure effect on sea levels that weather conditions can cause, the community is also at risk from tsunami.

**Volcanism**

The community situated as it is, is not directly at risk from local volcanic activity, however the potential for the Taupo, Maroa and Okataina volcanic centres to erupt in the future is real, with the main threat from these being ash fall (depending on wind direction).

The consequences to the community of ash fall are for example, isolation, a stopping of electrical supply, potential contamination of water supplies, health problems and in some cases, properties becoming uninhabitable.

Ground feed becoming inedible due to ashfall. (More than 1mm ash damaging to animal's teeth). Large transportation logistics to move animals.

**Earthquake**

The frequency of earthquakes that effect communities in the locality of Mokau is thought to be low, and while the potential remains, the assessments are based on known geological faults only. It is possible that more faults will be discovered in the future.

**Man Made Hazards**

The primary concern with regard to manmade hazards is the potential for a traffic incident to occur involving a vehicle carrying dangerous goods. State Highway 3 passes directly through the Mokau community and it is not unusual for large volumes of dangerous goods to be transported on it. In the event that one occurred a degree of isolation and evacuation may become necessary if there is spillage of the vehicle's contents. The most dangerous form of Dangerous goods are those which have the potential to create toxic aerosols from their solid or liquid form – cleanup timeframe to allow residents to return and/or the road to be opened could be several days depending on the spill contents

**Pandemic/Epidemic Outbreak**

Epidemics are relatively common in New Zealand. They are dealt with by Health Authorities as they arise and are usually contained within the area that they occur. In New Zealand, responding to a pandemic is the lead responsibility of the Ministry of Health and Facilitated by local Health Boards. Local Civil Defence are tasked with assisting the response as a support agency and will operate accordingly. In that scenario community isolation, to the family level, it is likely all support available at that time will be community based. Activities such as contacting community members, delivering essential supplies and arranging emergency transport are likely to be critical deliveries at this level.

**Notifying & Alerting the Community**

While it is the primary responsibility of local Civil Defence to advise the community of any emergency event, the Mokau CRT will support and assist Civil Defence in this activity. The Mokau community will be notified of a state of local emergency by the Civil Defence Emergency Management Officer or Emergency Operations Centre (if operating). This notification may be by e-mail, phone or text to the CRT Team Leader

It will then be the responsibility of the CRT Team Leader and CRT members to ensure the community is made aware of a potential emergency situation. This can be done using telephone communications, email, or door to door knocking. (Refer to Community Emergency Call-out tree)

**Roles and Responsibilities of the CRT****Community Response Team Leader**

The Community Response Team Leader is responsible for the overall co-ordination of the community response during an emergency. This involves ensuring that the community is notified and the CRT members are available to take responsibility for different aspects of the response, as directed by the Civil Defence Controller.

They may also allocate and deploy community resources as agreed with the Controller of the Emergency Operations Centre.

They are also responsible for maintaining the Community Response Plan.

The CRT Team Leader is the only person authorised to make public statements. This is done in consultation with the Civil Defence Controller or Public Information Manager.

**Personnel Officer**

The Personnel Officer is responsible for ensuring that there are the required numbers of personnel available to assist the responders with tasks (e.g. cooking food, assisting with sand bagging, door to door knocking). They will also arrange relief for Team members who require a rest.

**Resource Officer**

The Resource Officer is responsible for obtaining resources as requested by the Team Leader and liaising with the owners of the equipment to ensure it is used in the correct place (and safely).

They are also responsible for maintaining the list of available resources on an annual basis.

**Welfare Officer(s)**

The Welfare Officer is responsible for ensuring the evacuation centre(s) (Marae, school, hall, etc) are setup and staffed / resourced correctly. They are also responsible for ensuring that members of the public who arrive at the centre(s) are registered and these details passed on to the CRT Team Leader / WDC

This role should be established in consultation with the district Welfare Coordinator and Emergency Management Officer to ensure there is no duplication of effort and the chosen person receives the appropriate training.

**Communications Officer(s)**

The Communication Officer is responsible for manning the Civil Defence Radio located at the primary response co-ordination area (to be confirmed). They are the main liaison point between the council and the community and will act as the main point for passing information from the EOC in the event other methods of communication are unavailable.

**Team Members**

The Team Members will be responsible for assisting and carrying out tasks as required by the Team Leader. They will also be responsible for ensuring that the wider community has been notified of an emergency.

**Community Response Co-ordination Centre**

The Primary response co-ordination centre is the Mokau Primary School Office/Library.

The Primary welfare centre is the Mokau Marae, with the Mokau Primary School as the first alternative.

Note:- The Mokau Primary School is the designated assembly point for the Mokau Township in the event of a Civil Defence Emergency and residents will be redirected / transferred to the Mokau Marae if necessary. This site has been calculate to be above any potential tsunami threats to the area.

## Community Response Team Considerations for Particular Emergencies

In all cases send one member of the CRT to the evacuation centre to be used to provide community liaison.

### 1. Earthquake

- a. Activate CRT.
- b. Visually assess the area for damage including the bridges on SH3, integrity of power and water supplies and communication networks.
- c. Assess immediate needs.
- d. Contact local Civil Defence Authority to advise the outcomes from c. above.
- e. Determine needs for community care and welfare.

### 2. Tsunami

- a. Activate CRT.
- b. Sound wailing siren (to warn Mokau township residents)
- c. Notify telephone tree to advise community of event and for them to listen to the radio and TV for further advice.
- d. Move medical supplies to higher ground if they are threatened and time permits.

### 3. Volcanic Eruption

- a. Activate CRT.
- b. Notify telephone tree to advise community of event and to advise them to stay indoors and to listen to the radio and TV for further advice.

### 4. Pandemic – Lead Agency is Ministry of Health

- a. Activate CRT.
- b. Notify telephone tree to advise community of event and to promote Ministry of Health bulletins.
- c. Contact Waikato / Taranaki District Health Board.
- d. Provide security for medical supplies at Mokau Medical Centre if threatened.
- e. Establish Welfare centre at Mokau Marae if directed by Ministry of Health.

Note:- Also refer to Mokau Primary School Pandemic Plan.

### 5. Flood

- a. Activate CRT.
- b. Visually assess the area for slips, check SH3 road bridges for structural integrity.
- c. Assess immediate needs
- d. Contact local Civil Defense Authority to advise outcomes of c. above.

- e. Determine needs for Community care and welfare.

## Community Resources

### Evacuation Centres

Below is a list of potential evacuation centres that will be utilised in the case of a Civil Emergency.

Name of Centre	Location/Address	Contact(s)	Resources Available
Mokau Marae	State Highway 3, Mokau	Merepaea Rauputu 7529 025 Jessie Terry 7529 898	Kitchen Toilets Showers Mattresses / Pillows Open Fields
Mokau Primary School	Cnr Rangi Road and Aria Terrace	Ben Single 7529 774	Kitchen Toilets Shower Open Fields
Mokau Community Hall	Main Road Mokau	Gloria Putt 7529 844	Kitchen Toilets

Please note that in the event of a tsunami – head to the hills!!

### Plant + Equipment

Below is a list of plant and equipment that could be used during an emergency.

Type of Plant Equipment	Location	Contact Details
Front End Loader	Chris Wise	Chris Wise 7529 710
Digger(s)	Numerous farms/locals Chris Wise; W Davis; B Warren; K Reitman; J Litten; P Manson	Allan Jones (Resource Officer) 7529 766
Dump Truck	Chris Wise	Chris Wise 7529 710
Bulldozer	J Litten	Allan Jones (Resource Officer) 7529 766
Generators	Rescue Trailer – Mokau Fire Brigade Numerous farms/locals	Graham Putt 7529 844 Allan Jones (Resource Officer) 7529 766

**Fuel Supplies**

Below is a list of fuel supplies that may be of assistance;-

Fuel and Volume (approx) (dependant on deliveries)	Location	Contact Details
15,000 Litres Diesel 15,000 Litres Petrol 91 15,000 Litres Petrol 95 LPG Bottles (approx 10)	Junction Service Station SH3 Awakino	(to b confirmed) 7529 885
Bulk Diesel & Petrol	Numerous Farmers	Allan Jones (Resource Officer) 7529 766
LPG Bottles	Mokau Primary School  Seaview Camp	Ben Single 7529 774 Paul Bettridge 7529 708

**Transportation**

The locations of any transport within the community that could be used in an emergency are listed below;-

Transport Type	Location	Contact Details
4x4 Vehicles	Numerous Farms/Locals	Allan Jones (Resource Officer) 7529 766
Quad Bikes	Numerous Farms/Locals	Allan Jones (Resource Officer) 7529 766
Tractors	Numerous Farms	Allan Jones (Resource Officer) 7529 766
School Bus	Mokau Primary School	Gail Morrow 7529 791
Mini- van	Ben Single Aria Terrace	Ben Single 7529 774
Ambulance	St Johns	Heidi Preston 7529 780 Neville Fox 7529 025
Fire Engine	Fire Brigade	Graham Putt 7529 844
Boats	Numerous Locals	Allan Jones (Resource Officer) 7529 766
Helicopter	Urenui	Matt Newton
Airstrips	Peri-Peri & Awakau	Mark Smyth 7529 015 Geoff Robertson

		7528 789
Landing Pads	Opposite Health Clinic Latitude - -38.697857 Longitude – 174.61686	Allan Jones (Resource Officer) 7529 766
	School Rugby Field Latitude - -38.696768 Longitude – 174.618813	
	Mokau Domain Latitude - -38.706414 Longitude – 174.622117	

### First Aid

First Aid may be required during and following an emergency situation. In the event of an emergency those who are registered first aiders, are doctors or have medical qualifications need to report to the evacuation centres as soon as practical to await further instructions.

The location of comprehensive first aid kits or supplies is listed below:-

Location/Item	Contact Details
Mokau St John's	Heidi Preston - 7529 780 Neville Fox – 7529 025
Nurses/First Aiders:-  Megs Black; Heidi Preston; Trish Klenner; Marie Johns; Miriam Hutchinson; Merepaea Rauputu; Neville Fox; Carol King; Emma Jean Hutchinson; Andrew Murphy; Patsy Bolger	Bev Christiansen (Personnel Officer) 7529 773
First Aid Kits:-  Health Clinic; Mokau School; Mokau St Johns; Mokau Fire Station; Awakino Hotel; Mokau Police Patrol Car	Allan Jones (Resource Officer) 7529 766
Defibrillators:-  Awakino Hotel; Police Patrol Car	7529 815 Andrew Murphy – 06 216 7299

**Cooking equipment**

Cooking equipment and facilities are listed below.

PLUS barbecues and cooking utensils can be commandeered from the Community in the event of an emergency.

Type of Equipment	Location	Contact Details
Gas Burners Steamers Hangi pit	Mokau Marae	Merepaea Rauputu 7529 025 Jessie Terry 7529 898
Commercial Kitchen	White Bait Inn	7529 713
Commercial Kitchen	River Run Cafe	7529 859
Commercial Kitchen	Sparky's Awakino Hotel	7529 815

**Bedding + sleeping equipment**

Many residents will come to the evacuation centres with their own sleeping equipment. However, some may not have any available to them, so in that situation contact Local Civil Defence for assistance.

Note:- The Mokau Marae (primary evacuation centre) has a large number of mattresses and pillows available on site.

**Water supplies**

Water supplies may be interrupted or damaged during an emergency. Alternatives that are available in the area e.g. large rain water storage tanks, swimming pools etc., are listed below:-

Please note – swimming pools and ground water from bores need to be checked for quality before being used for drinking purposes. Half a teaspoon per 10 litres Budget Bleach Regular and Budget Bleach Extra Strength or Clor-o-Genie bleach will make any water drinkable. Note: do not drink for 30 minutes after adding it.

Type/Capacity	Location	Contact Details
Pool - 80,000 Litres	Mokau School	Ben Single 7529 774
2 x 50,000 litres	Mokau Marae	Merepaea Rauputu 7529 025 Jessie Terry 7529 898
Water tanks of varying quantities	Numerous Farmers/Locals	Allan Jones (Resource Officer) 7529 766
Water Supply Dams	Blacks Farm SH3 Mokau	Waitomo D.C. 07.8780800

**Radio equipment**

There are radios located at:

Name & Type of Radio	Location	Contact Details
Fire Service Radio	Mokau Fire Station	Graham Putt 7529 844
St Johns Ambulance Radio	Mokau St Johns	Heidi Preston 7529 780 Neville Fox 7529 025
Police Radio	Mokau Police Car	Andrew Murphy 06 216 7299
CDEM VHF R/Ts	<i>Tests to be undertaken to identify coverage and what channels etc before R/T allocation</i>	Ian Whittaker (Coms Officer) 7529 036
VHF (Boat Owners)	Numerous Locals	Allan Jones (Resource Officer) 7529 766
Mokau School	Cnr Rangī Road and Aria Terrace	Ben Single 7529 774

**Vulnerable Community Members**

The sites listed here may require assistance to evacuate:

Name	Location	Site Type	Contact Details
Mokau Primary	Cnr Rangī Road and Aria Terrace	Primary School	Ben Single 7529 774
Tainui Playgroup	Tainui Street Mokau	Playcentre	Wendy Single 7529 774
Seaview Motor Camp	SH 3, Mokau	Camping Ground	Paul Bettridge 7529 708

## Emergency Contacts List

### Emergency Services

Name	Location	Contact Details
Mokau Fire Brigade	Main Road, Mokau	Graham Putt 7529 844
Mokau St John's	Main Road, Mokau	Heidi Preston 7529 780 Neville Fox 7529 025
Mokau Police	Main Road, Mokau	Andrew Murphy 06 216 7299
National Poisons and Hazardous Chemicals Centre		0800 764 766
The Lines Company		0800 367 328

### Contacts; Councils And Government Ministries

Name	Location	Contact Details
WDC	Te Kuiti	0800 932 4357
Waikato Regional Council	Hamilton	0800 800 401
Taranaki District Health Board	New Plymouth	(06) 753 6139

### Community Response Team Members

Team Position	Name	Contact Details
Team Leader(s)	Graham & Gloria Putt	7529 844
Personnel Officer	Bev Christiansen	7529 773
Resource Officer	Allan Jones	7529 766
Welfare Officer	Merepaea Rauputu / Jessie Terry	7529 025 7529 898
Communication Officer	Ian Whittaker	7529 036
Team Members	Ben Single Paul Bettridge Eric Cryer Rob Scott	7529 774 7529 708 7525 821 7529 700

**Community Notification Tree**

Refer to Page 16

**Mapping**

Note; Large laminated maps for use in an emergency are held at the Mokau Primary School (Response Centre) and Mokau Marae (Evacuation/Welfare Centre) that cover:

- Satellite/ aerial photos
- Tsunami Inundation

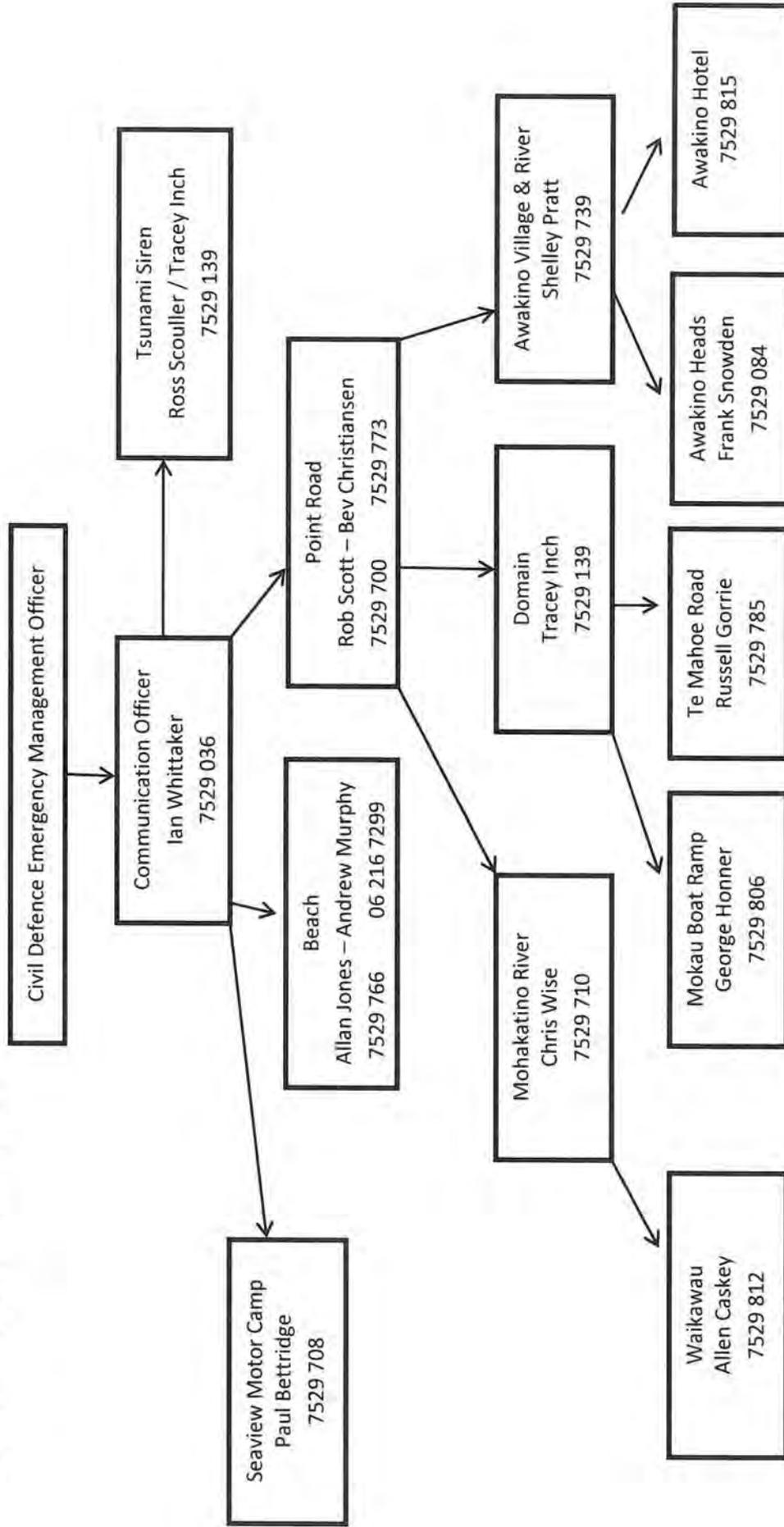
**Tsunami Town Evacuation Map**

In the event of a Tsunami please evacuate to the nearest high point. The following map details suggested evacuation routes.



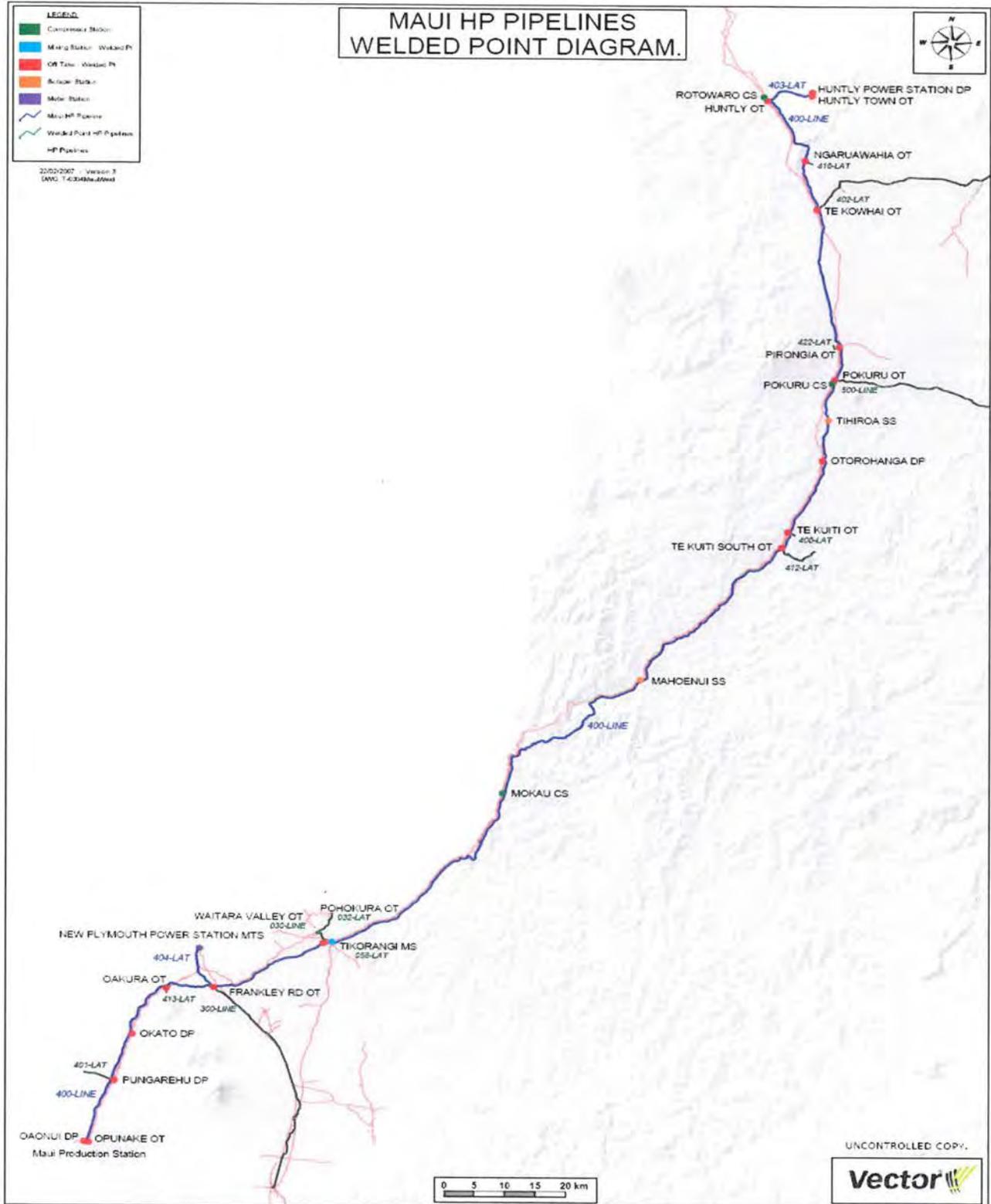
Mokau Primary School Pandemic Plan to be inserted

Community Notification Tree





# Appendix A – Maui Pipeline Map



Document No: 361003

File No: 401/9992000100

**Report To: Council****Meeting Date: 29 April 2015****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 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:
- b) 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.
- 4.54 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.
- 4.55 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.
- 4.56 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.

**4.57 Timelines****4.58 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.

**4.59 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.

4.60 Project 4 – Community Space

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

4.61 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.

**4.62 6 March 2014**

4.63 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.

4.64 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.

4.65 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.

4.66 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.

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

4.68 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.

4.69 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.

4.70 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.

**4.71 Timelines**

4.72 Project 1 – Building Restoration

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.

4.73 Project 3 – Roading Renewal

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.

4.74 Project 4 – Community Space

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

4.75 Project 5 – Internal Refurbishment

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

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

**4.77 30 September 2014**

4.78 Council at its meeting of 26 August 2014 considered a business paper summarising Council's position in respect to the Te Kuiti Railway Building Project as determined at the Council Workshop of 12 August 2014 and seeking formal resolutions of that position. Council resolved as follows:

- 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 2015/2016 financial year to the 2014/2015 financial year 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 2016/2017 to 2019/2020 financial years be accumulated into the 2016/2017 financial year and the works associated be undertaken as one project.*
  - (c) *The Band Rotunda be relocated from the Plaza within the 2014/2015 financial year 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 2014/2015 financial years along with the 2016/2017 and 2017/2018 financial years to a timeline falling in the 2014/2015 and 2015/2016 financial year'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 2015/2016 financial years 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 –*
  - 1 *A Lessee arrangement for the premises is completed before works proceed.*
  - 2 *Arrangement of external funding.*
  - 3 *An appropriate Lessee contribution towards the internal refurbishment in line with the commercial value of the opportunity.*

## **Project 1 – Building Restoration**

### **5.1 1 May 2014**

- 5.2 The contract documentation and schedule for this project have now been completed with the documentation submitted for building consent on 21 March 2014.
- 5.3 Documentation has received final approval from both the Historic Places Trust and KiwiRail.
- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 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.

### **5.8 27 May 2014**

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

5.10 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.

5.11 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.

**5.12 25 June 2014**

5.13 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.

5.14 Contract documentation is currently being finalised and signed.

5.15 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.

5.16 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.

**5.17 29 July 2014**

5.18 At the time of writing this report the contractor was into his third week on site. Works to date have concentrated on:

- 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.

5.19 The colour scheme options have been finalized and these are attached for Councilors reference. This has allowed the ordering of roofing materials.

5.20 The canopy excavations / investigations are now complete and documentation for structural strengthening is underway.

**5.21 26 August 2014**

5.22 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

**5.23 30 September 2014**

- 5.24 Approval is currently being sought from the HPT for the linkage between Building 1 and the i-Site as well as the replacement of the fire place in Building 2 with a gas fired option, but keeping the external and internal appearance of the chimney. We await there reply.
- 5.25 Approval from the HTP has been granted for the final structural strengthening of the canopy. Working drawings for this work are complete and are currently being priced by the contractor.
- 5.26 Further significant works have been made since the August report to Council and include
- completion of the subframe works including piling to building 2
  - releveling of building 2, which relevelled the floor by 25-35mm. Any work further releveling would require lifting the whole building, rebuilding the subframe and extensive repair works on all openings
  - extensive amount of painting undertaken
  - weatherboard replacement
  - Steel framing to support chimney to Building 1
  - Subfloor insulation and ground lining building 1 & 2

**5.27 29 October 2014**

- 5.28 Progress has again been significant as the weather has been kind to the development since the September 2014 report. Works have included
- excavations of the footings for the building 1 structural strengthening portal frame
  - completion of the bracing walls associated with the building 1 chimney, including exterior cladding
  - roof guttering partially installed
  - installation of new window building 2 and replacement doors where specified
  - removal of the roofing on the canopy
  - re-glazing of windows where necessary is underway
  - painting is progressing well
  - canopy roof removal has been undertaken in preparation of the installation of the skylights
  - Canopy existing frames have been sand blasted and undercoated
  - Cabling for canopy lights and cameras has been installed while access is available with the roof removed.
  - Portal strengthening for the canopy is currently being manufactured
  - Building 3 structural plans are complete and implementation of internal works to building 3 is commencing

**5.29 25 November 2014**

- 5.30 The contractor requested some time away from the site for personal reasons for many of the staff from 12 November 2014 to Monday 24 November 2014. A skeleton staff have been available during this time.
- 5.31 Five construction items remain for building 1
- installation of the central portal (new work)
  - lightweight concrete to chimney
  - fire sprinkler control
  - minor floor repairs
  - minor roof completion

- 5.32 Three construction items remain for building 2
- Chimney rebuild (new work)
  - fire sprinkler control
  - minor floor repairs
- 5.33 Building three works are yet to be undertaken and are scheduled to begin Monday 24 November 2014. This work was not individually itemized at time of tender and was not scheduled into the contract period.
- 5.34 This work is a major project in its own right and involves new internal perimeter walls, structural bracing, new main door through brickwork and internal wall replacement. The extent of work required an amendment to the building consent.
- 5.35 Three construction items remain for the canopy
- Structural strengthening (new work since tendering)
  - fire sprinkler control
  - roof installation
  - gutter overlay
  - skylight installation
- 5.36 It is to be noted that work on the canopy, especially associated with the roof, can only be undertaken on Mondays due to a KiwiRail requirement and this severely impacts on the timeline for the canopy works.
- 5.37 16 December 2014**
- 5.38 The week of the 8 December 2014 has seen a full compliment of staff and contractors on site, with good progress being made.
- buildings 1 & 2 are predominately complete with the fireplaces to construct in building 2, portal installation in building 1 and concreting of the building 1 chimney to complete
  - Portal installation is due to completion 10 December 2014
  - Canopy internal guttering has been completed
  - At the time of writing this business paper, 50 % canopy roof was completed with the balance due for completion 10 December
  - The steel portals for the canopy are installed
  - Final painting is underway
  - Building 3 is yet to commence
- 5.39 Currently the effects of the "unknowns", and resulting delays in completion, on the Preliminary and General component of the contract are under discussion which will have an impact on costs.
- 5.40 25 March 2015**
- 5.41 While this project has taken an extended amount of time to bring to fruition it is on track to be completed by the 27 March 2014. The overall project has been difficult to co-ordinate because of the extent of unknowns, and the required amount of design work required to work through the issues as they arose.
- 5.42 A major part of the extension in time was the result of the inclusion of the finishing work associated with Building 3. As reported previously, this finishing work was necessitated by the extent of structural strengthening required.

5.43 The following Project 1 works are yet to be completed at the time of writing this report:

- Building 1: Completion of the steel portal installation (underway)  
Testing of the sprinkler system  
Installation of fire mimic panel
- Building 2: Completion of the steel portal installation (underway)  
Internal wooden framing to the chimney- completed after the steel portal installation  
Floor repairs at chimney  
Guttering to complete  
Testing of the sprinkler system
- Canopy: Down pipes to complete
- Building 3: Painting to complete (underway)  
Dividing door installation (scheduled for 23 March)  
Electrical works to complete (after completion of painting)  
Sub frame connectors to install  
Decking and ramp to complete (underway)  
Accessible toilet fitout (completed as separate project)  
Floor finishings (completed as separate project)  
Testing of the sprinkler system  
Door hardware currently being installed

5.44 The band rotunda has been removed from Project 1 and is being relocated direct by WDC and is scheduled to be relocated the week of the 30 March 2015. The removal from the master contract allows the relocation to be undertaken within the initial budget estimate and will not impact on the Project 1 completion date.

**5.45 29 April 2015**

5.46 Project 1 has effectively wound down with Building 3 completed and was used during the Muster. Building 1 & 2 have some minor works to complete, which will be undertaken by the contractors when undertaking any repair works identified during a defects site meeting to be held on 6 May 2015.

5.47

<p><b>Project 2 – Plaza Redevelopment</b></p>
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6.1 Works associated with the roading redevelopment have been completed.

6.2 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.

6.3 No further works have been undertaken.

**6.4 9 July 2014**

6.5 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.

6.6 Should the band rotunda remain it will be required to be fully fire protected with sprinklers as part of the project.

- 6.7 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.
- 6.8 Council is asked to confirm that this structure can be removed from the plaza area, which will enhance the potential use of building 3.
- 6.9 26 August 2014**
- 6.10 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)
- 6.11 30 September 2014**
- 6.12 Mansergh Graham are currently updating the plaza proposal to incorporate all the proposed building usage changes and accessway changes.
- 6.13 29 April 2015**
- 6.14 A site meeting was held with Michael Graham from Mansergh Graham on 20 April 2015 to progress proposals for the courtyard, now that areas associated with the building, e.g. decking, i-site access etc has been finalized. Draft plans will be available over the next couple of months.
- 6.15 The contractor responsible for the relocation of the band rotunda is still proving difficult to commence the works.
- 6.16 The development of the electricity charge point for vehicles, in conjunction with The Lines Company is to commence with a meeting with the Lines Company on 28 April 2015 and the outcomes of this will be reported verbally at the Council meeting.

### **Project 3 – Roading Renewal**

- 7.1 Completed.

### **Project 4 – Community Space**

- 8.1 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.
- 8.2 An assessment of existing electrical services within building 1 is currently underway.
- 8.3 An assessment of the additional structural strengthening of building 1 is currently underway.
- 8.4 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.

- 8.5 No decisions have been made in relation to building 3, the other community space building.
- 8.6 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.
- 8.7 A structural assessment of the canopy is underway with the view to include this work in the Restoration Project.
- 8.8 **25 June 2014**
- 8.9 Draft construction drawings and specifications have been completed and are being worked through. Councils working committee is to finalise information related to doorways.
- 8.10 Instructions have been issued to the Quality Surveyors to prepare tender schedules and pre tender estimate.
- 8.11 **29 July 2014**
- 8.12 Draft contract documentation has been completed for the internal restoration of building 1.
- 8.13 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.
- 8.14 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.
- 8.15 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.
- 8.16 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.
- 8.17 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.
- 8.18 The unfunded part of this project currently stands at \$67,000
- 8.19 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.
- 8.20 **26 August 2014**
- 8.21 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August

2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

**8.22 30 September 2014**

8.23 A proposal for the linking of the building 1 community space and the i-Site has been completed by the architect and submitted in principal to the HPT for approval. A copy of this sketch is attached to and forms part of this business paper for Councilors' information.

8.24 Council at its meeting of 26 August 2014 considered a business paper summarising Council's position in respect to the Te Kuiti Railway Building Project as determined at the Council Workshop of 12 August 2014 and this identified that \$100,000 of external funding was required for the community space project to proceed.

8.25 At the time of these two meetings it was envisaged that this external funding could be available from the NKCDT. It is now apparent that Project 4 does not meet the criteria for this fund.

8.26 An application to Trust Waikato has been made for the sum of \$38,000, being 10% (maximum funded) of the total estimated value of Project 4. The outcome of this funding round is made available December 2014.

8.27 Should WDC be successful, other sources of funding will still be required for the balance of \$62,000

**8.28 29 October 2014**

8.29 Historic Places Trust approval has been gained for the linking of Building 1 and the i-Site

8.30 Detailed measuring to produce these plans is to be undertaken on the 28 October 2014 and the access through building 1, once detailed, will be included as part of Project 1.

**8.31 25 November 2014**

8.32 On Tuesday 18 November 2014 a site meeting was held with the Mayor, Deputy Mayor, chief Executive, Group Manager Community Services and Group Manager customer Services to ensure that layouts of the community space was fit for purpose moving forward for Waitomo District Council.

8.33 This meeting took into account

- functionality and usability of the spaces within buildings 1 & 3
- the interaction with the i-site and WDC's potential for joined up facilities
- promotion of the hub concept in central Te Kuiti
- potential users and how they would use the space
- meeting spaces
- potential use by Wintec (still to provide requirements)
- the requirements of access for various parties and times of operation

8.34 This meeting resulted in considerable recommended changes to the internal fabric of buildings 1 & 3 and attached to and forming part of this agenda are free sketches outline these proposals these proposals.

8.35 The changes to building 1 create a space link to the i-site that will allow WDC to improve its services to the public through providing a hub for WDC activities. Three other community spaces are created of varying sizes.

- 8.36 The changes to building 3 are about increasing the functionality of the space, allowing areas to be operated at differing times.
- 8.37 These amendments do impact on timelines and budgets and in particular procuring the consultancy time to undertake the structural assessment of the changes and production of working drawings by the architect and engineer. This has been an ongoing issue due to the heavy workload within these fields by all practitioners.
- 8.38 Historic Places Trust approval will also be necessary for the link between the buildings 1 and 1A.
- 8.39 The redesign related to Building 3 is the most urgent due to the existing contract works being programmed to commence on Monday 24 November and the proposed changes impact on these. Instructions have been forwarded to the consultants on 19 November 2014.

**8.40 16 December 2014**

- 8.41 Discussions have been ongoing with Wintec with draft layout plans of building 3 being forwarded to them. To date we have not received any internal requirements specification from Wintec.
- 8.42 Preliminary engineering structural strengthening drawings and architectural drawings for buildings 1 & 3 have been completed to take account of the internal wall changes reported to Council in November. These are attached to and form part of this agenda item.
- 8.43 As previously reported the internal works associated with building 3 will be incorporated into the existing contract as most of the work requires complete internal reconstruction of the internal walls to undertake the structural strengthening.
- 8.44 Full contract documentation for the internal works to building 1 are nearing completion

**8.45 25 March 2015**

- 8.46 The development of the community space projects is progressing well.
- 8.47 A recent application to the North King Country Development Trust (NKCDT) for the amount of \$100,000 to assist with the development of the community space was made to the NKCDT February meeting. This application was successful in securing \$60,000 towards the project.
- 8.48 Historic Places Trust (HPT) approval has been gained for the removal of the internal walls to Building 1 and the link from Building 1 to Building 1A. Prior approval had already been given to the linking of Building 1 & i-Site.
- 8.49 An unbudgeted amount of \$38,000 was received in the later half of 2014, meaning the \$100,000 of external funding has been obtained for this project.
- 8.50 Draft drawings / contract documentation for Building 1, the links and i-site works are well advanced and should be completed by the end of March, which is a delay of approximately 8 weeks from programme. This delay has been partly caused due to obtaining HPT approvals and inclusion of the i-Site into the project. A copy of the draft layout plan is attached to and forms part of the agenda

- 8.51 The internal engineering structural strengthening plans for Building 1 are complete.
- 8.52 Refer to notes for Project 1 for the update on the Building 3 Community space.
- 8.53 Discussions with WINTEC are well advanced, and a legal agreement and commercial valuation are currently being prepared and are likely to be available within the next week. These documents are based on WINTEC utilising the building 2 days of the week, 40 weeks of the year.
- 8.54 The balance of the time and the rear room of this building are available for other community uses.
- 8.55 Building 3 was originally scheduled for completion in August 2015 but will now be completed at the end of March 2015.
- 8.56 29 April 2015**
- 8.57 This building has now been completed and is in use through a Certificate of Public Use even though the building consent has not been completed as this covers the other buildings as well.
- 8.58 A lease has been prepared and discussed with Wintec as well as a commercial valuation for the space, based on their usage times. It is anticipated that these will be signed over the next few days and occupancy is scheduled for the beginning of May 2015.
- 8.59 A storage cupboard has been installed for Wintec computers etc. A dishwasher donated by Wintec has also been installed.
- 8.60 Planning for building 1 and the linkage to the i-Site is well advanced with a consultants meeting held recently on 17 April 2015. It is anticipated that this documentation will be submitted for building consent in the first week of May 2015, enabling tendering later in May 2015.

## **Project 5 – Commercial Space Internal Refurbishment**

- 9.1 This project is on hold awaiting confirmation of a commercial tenant.
- 9.2 29 July 2014**
- 9.3 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.
- 9.4 It is the intention once approval from the HPT is granted that the external wall modifications will be included in the current project works.
- 9.5 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
- 9.6 26 August 2014**
- 9.7 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August

2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

**9.8 30 September 2014**

9.9 An expression of interest has been received from a prospective lessee for the café/ bar/ restaurant.

9.10 A detailed design for the layout is now being prepared based on option 2 of the feasibility report, to be used in negotiations for the lease and also for a funding application to NKCDT and HPT signoff.

9.11 A copy of the draft proposed layout is attached to and forms part of this business paper for Councillors information.

**9.12 29 October 2014**

9.13 A detailed plan of the proposed kitchen is currently being prepared and once completed over the coming days, negotiations with the proposed tenant will commence.

9.14 A funding application to the NKCDT for \$100,000 for Project 5 is currently being prepared.

9.15 Project 1 includes the structural refurbishment of the fireplace within Project 5, Building 2. Due to the complexity and cost involved in refurbishing / structurally strengthening the chimney, the Historic Places Trust have approved the removal of the existing structure and the rebuilding of a new fire place with a similar footprint and upper chimney

**9.16 25 November 2014**

9.17 Two meetings have been held with the prospective tenant for building 1. The first meeting was an introduction meeting to discuss process and overall concepts.

9.18 The key messages from this first meeting was:

- need to finalize a layout over the next 2-3 weeks, noting that the layout is predominately a WDC project and must be suitable in the future for another operator to be running the complex
- before the end of December 2014 a commitment letter (pre lease) is to be developed and sign which will outline the terms of the lease
- Lease to be finalized by the end of February
- WDC timeline has the building development tendered prior to the end of February (note this is very tight in relation to getting the necessary documentation completed. – the Engineers are currently working on the structural side of this development, the Architect can not proceed until the concepts are finalized)
- WDC timeline for project completion being end of September / October.

9.19 Working drawings will not commence until the "commitment Letter" is agreed and signed.

9.20 The second meeting was held on site on 12 November 2014 to again review the concepts so as to put everything into the context of the current state of works.

9.21 A third meeting is programmed for the week of the 24 November. The outcome of that meeting should finalise the development planning.

9.22 Instructions have also been given to Tompkins Wake lawyer to begin the preparation of commercial lease document.

**9.23 16 December 2014**

9.24 On going discussions have been held with the preferred operator and an amended layout, especially associated with the kitchen is nearing finalisation. The finalised plans are attached to and form part of this business paper.

9.25 It is anticipated that a letter of intent will be finalised before the Christmas break to allow working drawings to be commenced (also subject to other external funding)

9.26 A funding application has been prepared and submitted to the North King Country Development Trust for \$100,000 to assist with the development of Project 5 – Commercial Space.

9.27 The Chief Executive and Group Manager Community Services spoke to the application at the meeting of the Trust on 9 December 2014. At the time of writing this report we await the outcomes of the funding request.

9.28 A copy of the power point presentation made to the Trust is attached to and forms part of this business paper.

**9.29 25 March 2015**

9.30 Historic Places Trust approval has been granted for the removal and alterations to the internal walls of building 2 to allow construction of the restaurant/café/bar.

9.31 A letter of intent, to be used for the basis of a commercial lease, has been signed by the operator WDC has been holding discussions with and a draft layout plan has been agreed. The letter of intent includes a capital contribution by the operator towards the cost of the project as allowed for in the budgeting. A copy the draft plan is attached to and forms part of the agenda.

9.32 A draft commercial lease has been prepared and is ready to be sent to the operator. The commercial valuation is underway and should be completed next week.

9.33 Draft working drawings and contract documentation are underway and should be completed early April.

9.34 This timeline is behind schedule as preparation of documentation was limited until the letter of intent was signed. It is believed that the completion date for this project of October 2015 can still be met as per the letter of intent.

9.35 Discussions have been held with Vector Energy, owners of the gas network and a gas line can be extended to the restaurant/café/bar. This line would be thrust under Rora Street from Sheridan Street at a cost of approximately \$1,000. The necessary connection / metering facilities would be an additional cost from Nova eEnergy – WDC preferred gas supplier.

**9.36 29 April 2015**

9.37 As with the building 1 / i-site planning, the plans for the commercial area are also well advanced and it is anticipated that this will also be lodged for building consent during the first week of May 2015

- 9.38 A draft lease agreement, based on the letter of intent, along with a commercial valuation has also been prepared and are currently with the operator. While the building consent will be lodged and tenders for construction sought, the lease is to be signed before acceptance of a tender for construction.

<b>Work Plan / Timeline / Budget</b>
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- 10.1 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.
- 10.2 26 August 2014**
- 10.3 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)
- 10.4 30 September 2014**
- 10.5 The timelines presented to Council at the workshop of the 12<sup>th</sup> August 2014 and confirmed 26<sup>th</sup> August 2014 are extremely tight and rely heavily on sourcing external funding to complete the projects.
- 10.6 At the present time projects are on track to this timeline.
- 10.7 29 October 2014**
- 10.8 The complexity of providing an acceptable strengthening solution and the extent of work now required to building 3, means that this section of the restoration project will not be completed until the end of December 2014. Most other works associated with Project 1 will be completed early November, approximately 2 weeks behind schedule.
- 10.9 Due to the extent of Project 1 works associated with building 3, the internal refurbishment (Project 4) of building 3 will be substantially completed as part of Project 1. Building 3 internal refurbishment was scheduled for completion August 2015 but this will now be early 2015.
- 10.10 The balance of Project 4 (building 1) is on hold pending the outcomes of the Trust Waikato application, due out early December 2014.
- 10.11 Project 5, commercial space is on schedule.
- 10.12 25 November 2014**
- 10.13 The new programme received from the contractors shows that all works will substantially be complete for Project 1 by the end of November 2014, the exceptions being:
- Painting – predominately completed first week December
  - Roofing first week December
  - Steel works – canopy portals second week December
- 10.14 A timeline for the extensive refurbishment of building 3 is yet to be completed but the balance of the works (buildings 1 & 2) within the restoration project have been completed approximately 4 weeks longer than that reported to Council on 12 August 2014.

**10.15 16 December 2014**

- 10.16 A timeline to complete the extensive structural works associated with building 3 has been received from the contractor with a completion date being the end of February, taking account of the Christmas break. This means the overall contract has slipped by approximately 4 months, but consideration must be given to the extensive amount of additional works identified since starting the project. This slippage is the reason for the discussions related to preliminary and General.
- 10.17 By the 24 December predominately buildings 1, 2 and the canopy will be completed.

**10.18 25 March 2015**

- 10.19 Alterations to the timelines for different projects are recorded within the content of each project.
- 10.20 As considerable further information on designs, construction periods and budgeting will become clearer as projects 4 & 5 are prepared for consenting and tender, it is our intention to update Council with the programme graph and budgets for the April Council meeting.

**10.21 29 April 2015**

- 10.22 The budgeting and timeline documents were to be included in the April agenda. The quantity surveyor will not have the documents completed before the Council meeting as the drawings will not be complete, but the timelines will be circulated to Councilors as a separate document.

<b>Suggested Resolution</b>
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The Progress Report: Te Kuiti Railway Building be received.



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

April 2015

**Document No:** 361004**File No:** 401/0588423600**Report To: Council****Meeting Date:** 29 April 2015**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.

<b>Commentary</b>
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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:

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

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

4.8 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.

4.9 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.

4.10 **30 October 2012**

4.11 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.

4.12 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.

4.13 **26 February 2013**

4.14 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.

- 4.15 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.
- 4.16 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.
- 4.17 **30 April 2013**
- 4.18 On 21 February 2013 the Lotteries Commission advised that the submitted report satisfied their requirements and released the grant funding of \$18,000.
- 4.19 Future Development
- 4.20 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.
- 4.21 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.
- 4.22 Earthquake Prone Buildings are deemed to have a NBS seismic strength assessment of less than 33%.
- 4.23 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.
- 4.24 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.
- 4.25 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.
- 4.26 **6 June 2013**
- 4.27 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.
- 4.28 In the meantime this sketch is being formulated into a draft working drawing in preparation for future grant funding applications
- 4.29 **25 June 2013**
- 4.30 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.

4.31 **27 August 2013**

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

4.33 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.

4.34 **24 September 2013**

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

4.36 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.

4.37 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.

4.38 **26 November 2013**

4.39 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.

4.40 **6 March 2014**

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

4.42 The application is based around the following financial data:

Roof Renewal	25,000	WDC estimate
Office Complex Redevelopment	443,000	QS estimate
Seismic Report	12,766	Engineering quote
Contract Document Preparation	67,000	QS estimate
WDC Fees/Charges	2,000	WDC estimate

**Total Project Cost** **549,766**

**Funding sought from Lottery  
Community Facilities Fund** **346,345**

**Balance to be funded** **203,421**

4.43 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.

- 4.44 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.
- 4.45 **1 May 2104**
- 4.46 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.
- 4.47 **27 May 2014**
- 4.48 No further action can be undertaken until the outcome of the Lottery Grant Application is known in late June.
- 4.49 **25 June 21014**
- 4.50 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.
- 4.51 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.
- 4.52 What this does mean however is that with the reduced funding, there is a shortfall of \$45,540 from earlier reports to Council.
- 4.53 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.
- 4.54 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.
- 4.55 It is to be noted that the Lottery Grants Board funding is conditional on full project funding being obtained.
- 4.56 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.
- 4.57 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.*

4.58 **29 July 2014**

4.59 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).

4.60 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.

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

4.62 **26 August 2014**

4.63 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.

4.64 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.

4.65 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.

4.66 **30 September 2014**

4.67 Draft construction drawings and specification/schedule have now been received from AECOM Ltd, noting that they are subject to a final check. A copy of the floor plan is attached to and forms part of this business paper.

4.68 At the time of writing this business paper the pre tender estimate was still being completed but will be available to be presented to Council at the meeting 30 September 2014.

4.69 These plans and specifications now enable a building consent to be sought.

4.70 It is recommended, subject to the pretender estimate being near to the preliminary budget estimate, that the project be finalized and tendered for construction.

4.71 **24 March 2015**

4.72 Contract documentation for this project was completed late 2014 and the project was publicly tendered in January 2015 on a lump sum conforming tender basis. Advertising of the project was undertaken in the Waikato Times, Waitomo News and Tender Link, with a closing date of 16 February 2015

4.73 Four very competitive tenders were received, with a variance of approximately \$20,000 between the tenders. No local tenders were received.

4.74 The lowest tender of \$444,807.00 from ESN Construction has been accepted by the Tenders Subcommittee. This figure includes contingencies of \$25,000.

4.75 ESN Construction Ltd are a Hamilton based company who undertook the last two stages of the Civic Centre redevelopment.

- 4.76 WDC is currently working through a building program with the contractor and a start date has been tentatively set for 30 March 2015. The start date being dependent on the lift delivery schedule, sub contractor scheduling and the tenderers other commitments
- 4.77 **29 April 2015**
- 4.78 ESN Construction commenced work on site on 7 April 2015.
- 4.79 Works to date have included 90% of the demolition works and the interior framing is well underway along with the electrical cabling. By the end of April the new entrance ramps are scheduled for completion.
- 4.80 A program has been submitted which shows the project substantially completed by mid June and then a delay until the lift installation mid July. The lift is not available until the end of June.

### **Suggested Resolution**

The Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance be received.



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

April 2015

**Document No:** 361005**File No:** 401/0581128300**Report To: Council****Meeting Date:** 29 April 2015**Subject:** Progress Report: Te Kuiti Aerodrome Management Plan

## Purpose of Report

- 1.1 The purpose of this business paper is to update Council on progress with development of a Management Plan for the administration and future development of the Te Kuiti Aerodrome.

## 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 reserves, recreational facilities, and other community infrastructure makes to the community.
- 2.2 The provision, efficient administration and planning associated with the Te Kuiti Aerodrome is consistent the Section 11A Local Government Act 2002 (including amendments).

## Background

- 3.1 The Te Kuiti Aerodrome consists of an area of approximately 35ha to the north of Te Kuiti, immediately adjacent to State Highway 3.
- 3.2 The total area consists of four parcels of land that were vested in the Waitomo District Council in 1961 for aerodrome purposes, at the time being subject to the Reserves and Domains Act 1953.
- 3.3 Reserves and Domains Act 1953 was recreated as the Reserves Act 1977. This Act requires that Local Purpose Reserves - such as the Te Kuiti Aerodrome - which are vested in the local authority, have a management plan for the reserve.
- 3.4 The Management Plan definition in the Reserves Act 1977 states:
- "the management plan shall provide for and ensure the use, enjoyment, maintenance, protection, and preservation, as the case may require, and to the extent that the administering body's resources permit, the development, as appropriate, of the reserve for the purpose for which it is classified....."*
- 3.5 The 2012-2022 LTP included a monetary allowance of \$12,500 in each of the 2013/2014 and 2014/2015 years for the development of a management plan for the Te Kuiti Aerodrome.

- 3.6 Council's 27 August 2013 Road Map Work Programme outlined the following timeline for the development of the Management Plan for the Te Kuiti Aerodrome:

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

- 3.7 While this project was scheduled to occur over a two year period, to kick start the process a Working Group needed to be established to work through proposals and issues as they arise during the process, as well as to guide the establishment of the overall management plan direction and content.

- 3.8 Council at its meeting of 10 October 2013 resolved as follows:

2. *A working Group be established for the development of a Management Plan for the Te Kuiti aerodrome, made up of the following representatives:*

- *Councillor (Urban Ward)*
- *Councillor (Rural Ward)*
- *Group Manager Community Services*
- *Waitomo Aero Club Representative – main aerodrome user*
- *Wanganui Aero Work Representative – main aerodrome user*
- *Super Air Representative – main aerodrome user*
- *Te Kuiti Horse and Sports Club*

3. *The Councillor Representatives on the Working Group be established at the first meeting of Council after the completion of the election process.*

- 3.9 Council at its meeting of 24 October 2013 (the inaugural meeting for the 2013-2015 Triennium), in considering the allocation of Roles and Responsibilities for Elected Members the following Council appointments were made to the Te Kuiti Aerodrome Work Group:

- *Deputy Mayor Guy Whitaker (Urban Ward)*
- *Councillor Allan Goddard (Rural Ward)*

- 3.10 As detailed in the Road Map Monitoring Schedule presented to Council each month, this project has not progressed any further until this time due to the re-prioritisation of other work projects.

<b>Commentary</b>
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- 4.1 Section 41 of the Reserves Act 1977 prescribes the process by which a reserve management plan shall be prepared. The process is summarised below :

**RESERVE MANAGEMENT PLAN PREPARATION PROCESS**

- WDC notifies the community of its intention to undertake the preparation of a reserve management plan for the Te Kuiti Aerodrome and calls for suggestions from the community (1 month).

*(NB. WDC can by resolution determine that initial community engagement is not required if it is considered that the process would not materially assist in the plans preparation,)*

- WDC undertakes consultation with interested parties and key stakeholders.
- WDC prepares and publicly notifies a Draft Reserve Management Plan and calls for submissions from the community (2 months).
- WDC hears and deliberates on any submissions received.
- WDC prepares an amended Reserve Management Plan as a result of decisions made on submissions.
- WDC adopts the final Reserve Management Plan and forwards to the Department of Conservation for the Ministers approval.

- 4.2 Given that the procedures detailed above must be followed in the development of a reserve management plan, the following amended timetable is considered a sensible and timely strategy to comply with the provisions of the Reserves Act and to ensure that the plan is completed.

Key Milestone	Indicative Timeframe
<b>Council Meeting</b> Business paper for the establishment of Working Group for the development of the Aerodrome Reserve Management Plan	10 October 2013
Advertise intention to prepare Plan and calling for initial submissions (if required)	May 2015
Initial internal working group meeting to discuss WDC perspective for future usage and to prepare documentation for discussions at wider user group	May 2015
Consultation Meeting 1 with aerodrome users	July 2015
Consultation Meeting 3 with aerodrome users	September 2015
Preparation of Management Plan	October – December 2015
<b>Council Meeting</b> Adoption of Draft Aerodrome Plan by Council	February 2016
Public consultation	March 2016
<b>Hearing</b> of submissions and consideration (if required)	April 2016
<b>Council Meeting</b> Deliberation of Submissions	May 2016
<b>Council Meeting</b> Adoption of Finalised Plan	June 2016

- 4.3 To assist with the initial internal meeting a survey plan has been prepared of the existing site. The outcomes of this initial meeting will be to
- coordinate from a WDC perspective what WDC wishes to promote before a meeting is held with the wider consultation group
  - review leases and licences and standardization of these
  - review security
  - review landing fees revenue and collection.
  - review farming operations
- 4.4 A pack of information relating to the above will be available to the WDC internal group prior to the meeting proposed in May 2015.

### **Suggested Resolutions**

- 1 The Progress Report: Te Kuiti Aerodrome Management Plan be received.
- 2 The amended timeline as proposed in this business paper for the development of the Te Kuiti Aerodrome Reserve Management Plan be incorporated into WDC's Roadmap Work Programme.
- 3 Pursuant to Section 41 (5A) of the Reserves Act 1977 and amendments, Council determine that initial community engagement and written submissions, is not required as it is considered that the process would not materially assist in the Te Kuiti Aerodrome Management Plan preparation.



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

April 2015

Document No: 360914

File No: 037/048B

**Report To: Council****Meeting Date: 29 April 2015****Subject: Progress Report: Road Map Work Programme Monthly Monitoring Schedule**

## Purpose

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 26 August 2014.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at **29 April 2015**.

## Background

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

## Commentary

- 3.1 The current edition of the Road Map was adopted by Council on 26 August 2014 subject to amendments.
- 3.2 Council, at its meeting on 26 August 2014 resolved as follows:
  - 2 *The Road Map Work Programme as at 26 August 2014 be adopted subject to the Chief Executive making amendments as follows:*
    - 1 **Local Government Reform – Position of WDC (Page 29)**
      - 1 *Update this Section to reflect –*

*Council's position at this time is to focus on building further collaborative/shared service relationships in line with the Mayoral Forum work streams.*

*If and when a local government reorganisation application is triggered affecting the Waitomo District, Council will react to such application at that time.*

2 **Bylaw – Freedom Camping** (Page 47)

1 Update the Key Milestones to include a new "First Step" for a Workshop to enable Council to consider whether a Freedom Camping Bylaw is actually required or not.

3 **Policy – Psychoactive Substances** (Page 48)

1 Update the Key Milestones to include a new "First Step" for a Workshop to enable Council to consider whether a Policy is actually required or not.

3.3 These amendments have been made to the Road Map and are reflected in the Monitoring Schedule.

3.4 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.

3.5 In the interim period a Monthly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones for the current year (2014/2015) and includes the indicative timeframe and a commentary on progress for each project of work.

### 3.6 Amendments to Timelines and Projects of Work

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

## Significant Amendments

### 4.1 30 September 2014

#### 4.2 District Plan – Rules: Audit of Signs/Hoardings

4.3 Following the Council meeting on 30 September 2014, the timeline for "District Plan – Rules: Audit of Signs/Hoardings" has been updated to reflect the Action Plan adopted by Council.

### 4.4 25 October 2014

#### 4.5 Implication of Changes to the LGA on development of the 2015-2025 LTP

4.6 The changes to LGA introduced in August this year mean that the way we put together the draft LTP has changed. Previously we prepared a complete draft document, which was adopted by Council for Audit and then used as the basis of consultation with the Community.

4.7 As a result of changes to legislation, the process requirement for the 2015-2025 LTP is that a Consultation Document (CD) is to be adopted by Council and used as the basis for consultation with our community (not the draft LTP). This CD is a summary of the significant aspects of the proposed LTP. The legislation sets out a list of mandatory requirements to be included and specifically prohibits attaching a draft LTP. However the "supporting information" which has been relied on to

prepare the CD has to be available to the public. This supporting information will also be audited along with the CD.

- 4.8 The implication of this is a 'new way' of preparing the LTP. The CD is the main document to produce for the consultation phase. Only those policies/strategies and information that are either mandatory or have changes significant enough to require consultation with the community form part of the supporting information for the LTP.
- 4.9 The supporting information required will be kept under review through the development process and a package of supporting information relevant to the CD will be brought to Council for adoption.
- 4.10 This change impacts on the processes and timelines currently included in the Roadmap.
- 4.11 It is proposed that the non-mandatory policies/information currently programmed for adoption by Council (such as the appointment of directors to CCO's and Water and Sanitary Service Assessments) not be considered by Council at this time, but as part of the supporting information package.
- 4.12 Further information will be provided to Council as part of the LTP Consultation Plan scheduled for consideration at the December Council meeting.

### **New Projects**

- 5.1 As new projects are identified, they will be detailed in future versions of this business paper and will be included in the next edition of the full Road Map Work Programme document.
- 5.2 The next full edition of the Road Map Work Programme will be updated following adoption of the 2015-2025 LTP and will include projects identified for completion in the first three years (2015-2018) of the LTP. It is intended to present that edition of the Road Map to Council at the August 2015 meeting for consideration and adoption.

### **Suggested Resolution**

The Road Map Monitoring Schedule as at 29 April 2015 be received.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Attachment: Road Map Monitoring Schedule as at 29 April 2015 (Doc 360916)



# Road Map

## Work Programme Monitoring Schedule

as at 29 April 2015

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## Development of 2015-2025 LTP

### 2015-2025 LTP Document

Key Milestone	Indicative Timeframe	Commentary
<b>Council LTP Workshop #1</b> <ul style="list-style-type: none"> <li>• LTP Project Plan overview</li> <li>• Review of Vision</li> <li>• Strategic Direction and Guiding Principles</li> </ul>	22 July 2014	Complete
<b>Council LTP Workshop #2</b> <ul style="list-style-type: none"> <li>• Strategic Issue – Te Kuiti Railway Buildings Projects</li> <li>• Community Outcomes</li> <li>• LTP Forecasting Assumptions</li> </ul>	12 August 2014	Complete
<b>Council LTP Workshop #3</b> <ul style="list-style-type: none"> <li>• Rates Remission Policy</li> <li>• Treasury Management Policy</li> <li>• Policy on Appointment of Directors to CCOs,</li> <li>• Development of Maori Capacity - (Council direction)</li> </ul>	19 August 2014	Complete
<b>Council LTP Workshop #4</b> <ul style="list-style-type: none"> <li>• AMPs:               <ul style="list-style-type: none"> <li>– Solid Waste Activity</li> <li>– Water and Sanitary Services Assessments</li> <li>– Information Technology</li> <li>– Regulatory and Safety/Resource Management</li> </ul> </li> </ul>	4 September 2014	Complete
<b>Council LTP Workshop #5</b> <ul style="list-style-type: none"> <li>• AMPs:               <ul style="list-style-type: none"> <li>– Parks and Reserves</li> <li>– Recreation and Culture</li> <li>– Public Amenities</li> </ul> </li> </ul>	9 September 2014	Complete
<b>Council LTP Workshop #6</b> <ul style="list-style-type: none"> <li>• AMPs:               <ul style="list-style-type: none"> <li>– Rooding</li> <li>– Water</li> </ul> </li> </ul>		Workshop #6 cancelled. Business deferred to Workshop #7 on 18 September 2014.
<b>Council LTP Workshop #7</b> <ul style="list-style-type: none"> <li>• AMPs:               <ul style="list-style-type: none"> <li>– Housing and Other Property</li> <li>– Community Development</li> </ul> </li> <li>• Revenue and Financing Policy #1</li> </ul>	18 September 2014	Complete
<b>Council LTP Workshop #8</b> <ul style="list-style-type: none"> <li>• AMPs               <ul style="list-style-type: none"> <li>– Wastewater</li> <li>– Stormwater</li> </ul> </li> </ul>	30 September 2014	Workshop #8 deferred to 30 September 2014 following the Council Meeting. The business will be split between the rescheduled Workshop #8 and Workshop #9 on 7 October 2014.
<b>Council LTP Workshop #9</b> <ul style="list-style-type: none"> <li>• District Plan</li> </ul>	7 October 2014	LTP items deferred until Workshop #10 on 16 October 2014.
<b>Council LTP Workshop #10</b> <ul style="list-style-type: none"> <li>• Financial Strategy # 1</li> <li>• Infrastructure Strategy #1</li> </ul>	16 October 2014	Complete
<b>Council Meeting</b> <ul style="list-style-type: none"> <li>• Adoption of Policies for inclusion in prelim draft LTP               <ul style="list-style-type: none"> <li>– Rates Remission</li> <li>– CCOs</li> <li>– Treasury Management</li> </ul> </li> </ul>	24 February 2015	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in the Roadmap. Policies and Strategies linked with issues in CD will be adopted for audit on 24 February 2015, as part of the Supporting Information (SI) (see list of SI at end of this table). Policies/Strategies not linked with

Key Milestone	Indicative Timeframe	Commentary
		issues in CD will also be adopted on 24 February 2015.
<b>Council LTP Workshop #11</b> <ul style="list-style-type: none"> <li>Significance &amp; Engagement Policy</li> <li>Financial Forecasts #1 <ul style="list-style-type: none"> <li>Issues / Operational Expenditure / Capex</li> </ul> </li> </ul>	12 November 2014	Workshop #11 deferred until 12 November 2014.
<b>Council LTP Workshop #12</b> <ul style="list-style-type: none"> <li>Financial Forecasts #2 (with prelim rating implications)</li> </ul>	12 November 2014	Workshop #12 cancelled. Consolidated into Workshop #11 on 12 November 2014.
<b>Council Meeting</b> <ul style="list-style-type: none"> <li>Adopt SEP for inclusion into LTP</li> </ul>	25 November 2014	Complete.
<b>Council LTP Workshop #13</b> <ul style="list-style-type: none"> <li>Financial Forecasts #3</li> <li>Recap of issues</li> <li>Revenue and Financing Policy #2</li> </ul>	9 December 2014	Workshop #13 Financial forecasts only. Revenue and Financing Policy deferred to 16 December 2014.
<b>Council Meeting</b>	24 February 2015	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in the Roadmap. Policies and Strategies linked with issues in CD will be adopted for audit on 24 February 2015, as part of the SI. Policies/Strategies not linked with issues in CD will also be adopted on 24 February 2015.
<b>Council LTP Workshop #14</b> <ul style="list-style-type: none"> <li>Reserve for financials or any late unforeseen issues.</li> <li>Impact of LGA Amendments on LTP Process</li> <li>Development working draft CD</li> <li>Revenue and Financing Policy #2</li> <li>AMPS <ul style="list-style-type: none"> <li>Recreation and Culture Activity</li> <li>Housing and Other Property</li> <li>Parks and Reserves</li> <li>Public Amenities</li> <li>Community Development</li> </ul> </li> </ul>	16 December 2014	No financials, other workshop items complete.
<b>Council LTP Workshop #15</b> <ul style="list-style-type: none"> <li>Budgets</li> <li>Rating indications</li> <li>Wastewater rates</li> </ul>	10 February 2015	Complete
<b>Council LTP Workshop #16</b> <ul style="list-style-type: none"> <li>Consultation Document</li> <li>Infrastructure Strategy</li> <li>Revenue and Financing Policy</li> <li>Wastewater rates</li> <li>Draft Debt Reduction Strategy</li> <li>AMPS <ul style="list-style-type: none"> <li>Roads and Footpaths</li> <li>Water Supply</li> <li>Wastewater</li> <li>Stormwater</li> <li>Solid waste management</li> </ul> </li> </ul>	17 February 2015	Complete
<b>Council Meeting</b> <ul style="list-style-type: none"> <li>Adopt Supporting Information* for Audit</li> <li>Adopt Consultation Document for Audit</li> <li>Adopt of Policies for inclusion in LTP <ul style="list-style-type: none"> <li>Rates Remission (may or not be Supporting Information)</li> <li>Treasury Policy</li> <li>Appointment of Directors to CCO's</li> </ul> </li> </ul>	24 February 2015	Complete
Audit (Deloitte's)	26 February – 10 March 2015	Complete
Hot Review (OAG)	11 March 2015 – 13 March 2015	Complete

Key Milestone	Indicative Timeframe	Commentary
Receipt of Audit Opinion	24 March 2015	Complete
<b>Council Meeting</b> • Adopt Supporting Information for Consultation • Adopt Consultation Document	24 March 2015	Complete
CD Document Finalisation	25 March 2015	Complete
Public notification	2 April 2015	Complete
Consultation Period – Starts	1 April 2015 - 1 May 2015	Consultation Commenced
<b>Council Hearing</b>	11 May 2015	
<b>Council Deliberations Meeting</b>	26 May 2015	
Changes following deliberations	27 – 28 May 2015	
Audit	2 June – 10 June 2015	
Audit Hot Review	11 – 12 June 2015	
Sign off from Deloitte	15 June 2015	
<b>Council Meeting – Adoption of LTP</b>	23 June 2015	

\*Supporting Information includes:

- Financial Strategy (and benchmarks)
- Infrastructure Strategy
- Revenue and Financing Policy
- Significance and Engagement Policy
- Any other s.102 policies if linked to issues in Consultation Document (Rates Remission Policy, if required)
- Planning Assumptions
- Community Outcomes/Vision/Key Focus Areas/Strategic direction
- All financial statements and Rating impact and examples
- Service levels and Performance Management Framework

### Review of Rates Remission/Postponement Policy (including Rates on Maori Freehold Land)

Key Milestone	Indicative Timeframe	Commentary
Desktop Review	August 2014	Complete
Prepare Recommendations	August 2014	Complete
<b>Council LTP Workshop # 3</b> Present Desktop Review findings	19 August 2014	Complete
<b>Council Meeting</b> Adoption of reviewed Policy	16 December 2014	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included the Roadmap. Rates Remission Policy adopted for consultation on 24 February 2015.
Consultation Period	1 April to 1 May 2015	Consultation Commenced
Hearings	11 May 2015	
Deliberations	26 May 2015	
Adoption of Policy	23 June 2015	

### Council Controlled Organisations

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of wording 2012-2022 LTP	September 2014	
Prepare recommended disclosure for inclusion in 2015-2025 LTP	October 2014	
<b>Council Meeting – Adopt CCO disclosure for inclusion in LTP</b>	16 December 2014	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in the Roadmap. Deferred to 29 April 2015 Council meeting. <b>To be adopted as part of final LTP in June 2015.</b>

### Appointment of Directors to a Council-Controlled Organisation

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy	August 2014	Complete
Prepare Recommendations		Complete
<b>Council LTP Workshop # 3</b> Present Desktop Review findings	19 August 2014	Council agreed to update the Policy in line with current practice.
<b>Council Meeting</b> Adopt reviewed Policy for inclusion as part of the Supporting Information.	24 February 2015	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in the Roadmap. Policy to be adopted 24 February 2015.
<b>Council Meeting</b> Adoption of Policy for inclusion in 2015-25 LTP	29 April 2015	Complete Adopted as part of the Supporting Information on 24 March 2015.

### Treasury Policy (incorporating existing Investment and Liability Management Policies)

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy	August 2014	Complete
Prepare Recommendations		Complete
<b>Council LTP Workshop # 3</b> Present Desktop Review findings	19 August 2014	Complete
<b>Council Meeting</b> – Adoption of Policy for inclusion in draft LTP as part of the Supporting Information	24 February 2015	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in the Roadmap. Policy to be adopted 24 February 2015. Complete
<b>Council Meeting</b> Adoption of Policy	29 April 2015	Complete Adopted as part of the Supporting Information on 24 March 2015.

### Assessment of Water and Sanitary Services

Key Milestone	Indicative Timeframe	Commentary
Review of WSSA	September 2014	Complete
<b>Council LTP Workshop # 4</b> Consideration of draft WSSA	4 September 2014	Complete
<b>Council Meeting</b> – Adopt WSSA	29 April 2015	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included the Roadmap. Deferred to 29 April 2015 Council meeting.
WSSA adoption	29 April 2015	

### Review of Development/Financial Contributions

This work stream has been deferred with the intention of developing a Development Contributions Policy as part of the District Plan review.

## Leadership

### Local Government Funding Agency (Debenture Trust Deed)

Key Milestone	Indicative Timeframe	Commentary
Proposal to go from WDC to LGFA	February 2015	Depending on the outcome of this milestone the following process/dates might change
Amendments to Debenture Trust Deed	March 2015	The Debenture Trust Deed will be amended once outcome of WDC's proposal is known.
<b>Council Meeting</b> – Adoption of amended Debenture Trust Deed	29 April 2015	<p>The financial details for inclusion in the LTP and the Consultation Document were completed and adopted for public consultation on 24 March 2015.</p> <p>The financial forecasts show that public debt requirements will reduce over the life of the LTP. One of the main reasons for this is because Council is forecasting to build its capacity to self-fund renewal works through use of reserves.</p> <p>Economic assessment and advice provided by Bancorp Treasury Services indicate that the interest rates are not expected to move up over the 2 year period.</p> <p>There are also no major capital expenditure plans over the 10 year horizon as was the case when the LGFA process was first discussed.</p> <p>At this time, it would be prudent for Council to re-assess its Liability Management operations and the best fit for purpose, in terms of source of debt before making an application to LGFA.</p> <p>It is recommended that this matter be re-visited by Council in a year's time.</p>

### Waikato Mayoral Forum Work Streams

Governance and Planning		
Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Report	As required	Council will be presented with progress reports as required.

Waikato Spatial Plan		
Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Report	As required	Due to the sizeable nature of this particular project, Council agreed at its 24 February 2015 meeting that going forward a dedicated progress report dealing solely with this project will be included on the Council Agenda.

Waters (Water Supply and Waste Water Activities)		
Key Milestone	Indicative Timeframe	Commentary
Impact Analysis	September-October 2013	Complete
<b>Council Workshop</b> Presentation of findings to Council	As required	Complete
<b>Council Meeting</b> Progress Report	As required	Council will be presented with progress reports as required.

Roading		
Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Report	As required	Council will be presented with progress reports as required.

Economic Development		
Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Report	As required	Council will be presented with progress reports as required.

### Review Memorandum of Understanding between WDC and ICL

Key Milestone	Indicative Timeframe	Commentary
Review of existing MoU by WDC Relationship Committee	February 2014	<p>ICL Board is in the process of developing a Strategic Plan (SP) which the Board will pass on to Council. It has been indicated by ICL that this SP will replace the approved Recovery Plan, since it is more relevant for ICL to be planning strategically for the future, at this stage.</p> <p>It will be advisable for WDC to wait for and review this Strategic Plan prior to reviewing the MOU with ICL. This will enable alignment of the MOU with the Strategic Plan so that WDC can provide any relevant support to ICL to achieve its strategic direction.</p> <p>MOU review process will be started once the ICL Strategic Plan is received and reviewed.</p> <p>At the Shareholder Meeting on 1 October 2014 the ICL Board confirmed that it had adopted a budget for 2015 (which will in part form the successor ICL/WDC arrangement to the expired Recovery Plan.</p>
Relationship Committee to meet with ICL and discuss any findings from review		
<b>Council Meeting</b> - Amended MoU adopted		

### Communications Strategy – Progress Report

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> - Six monthly progress report	24 February 2015	Complete
<b>Council Meeting</b> - Six monthly progress report	30 June 2015	

## Community Development

### Economic Development

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – Regional Economic Development Strategy presented to Council.	March 2014	A business paper was presented to Council at its March 2014 meeting.
<b>Council Workshop</b> Discussion regarding alignment to Regional Economic Development Strategy.	18 September 2014	Dealt with as part of Community Development AMP considerations <b>Further key milestones will be identified when there is a clear understanding of the direction Council intends to take.</b>

### Customer Services – Monitoring against Strategy

Key Milestone	Indicative Timeframe	Commentary
Findings from an investigation for the provision of a joint services facility reported to Council.		For further details relating to the key milestones and timeline for investigation of a joint services facility refer to the Community Services section of this Road Map.
<b>Council Meeting</b> Progress Reports will be presented to Council six monthly	16 December 2014 23 June 2015	A business paper was presented to Council at its February 2015 meeting.

### Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Advertise for replacement Youth Council Members	September – October 2014	Advertising seeking expressions of interest for new members has been undertaken during September and October with a closing date of Friday 7 November 2014.
New Youth Council members appointed	November 2014	Applications will be reviewed November 2014 with successful applicants appointed in December 2014.
Youth Leadership Camp convened	January 2015	A Youth Leadership Camp will be convened later in the year.
Meetings scheduled	Monthly	Underway and ongoing,
Youth Event held	February – May 2015	
Youth Council submission to 2015-2025 LTP	April/May 2015	

### Community Events

2015 Great New Zealand Muster		
Key Milestone	Indicative Timeframe	Commentary
Identify and consult with key stakeholders.	September/October 2014	Completed.
Development and implementation of a Project Plan and Safety Plan	October 2014	Completed.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	January to March 2015	Underway.

2015 Great New Zealand Muster		
Key Milestone	Indicative Timeframe	Commentary
Execution of event	April 2015	Complete
<b>Council Meeting</b> Management Report on the event identifying success and the budget.	26 May 2015	

### Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2015	Underway.
Consideration of Nominations by Working Party	March/April 2015	Deferred to May 2015.
Awards Ceremony	May 2015	

### 2015 Combined Mayoral ITO Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Graduate names received from ITOs	December 2014/January 2015	The ITO Graduation Ceremony is jointly hosted by Otorohanga and Waitomo District Councils, with each Council taking the lead role in organisation of the Graduation Ceremony bi-annually. This year it is Otorohanga DC's turn to organise the event. Nominations are being received. The Graduation Ceremony has been moved to May 2015 at Otorohanga DC's request.
Invitation to Graduates and Families/Supporters	March 2015	
Graduation Ceremony	May 2015	

## Regulation Services

### District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Issues and Options paper for coastal subdivision and development prepared.	May 2011	Completed.
Open days at Mokau and Te Waitere convened	5 and 12 November 2011	Completed.
<b>Council Meeting</b> – reporting on feedback received	13 December 2011	Completed. Council considered a business paper advising of the work done since June 2011 on the District Plan review.
<b>Council Workshop</b> To consider strategy for reviewing District Plan	February 2014	Completed.
Changes to Plan to give effect to: <ul style="list-style-type: none"> <li>NES for Telecommunication Facilities</li> <li>NES for Electricity Transmission Activities</li> <li>NES for Assessing and Managing Contaminants in soil to protect human health</li> </ul>	June 2014	Completed.
<b>Council LTP Workshop #8</b> To seek Councils approval for a targeted Plan change	16 October 2014	Council was provided with an update on progress at the Workshop on 16 October 2014 and advised that a detailed Project Plan is being developed.
Plan change to give effect to NPS for Electricity Transmission	<del>July 2014 – December 2014</del>	
Plan change to give effect to NPS for Renewable Energy Generation	<del>July 2014 – December 2014</del>	
Coastal Environment and Outstanding Natural Landscapes Plan change to give effect to WDC community outcomes, RMA, NZCPS and Regional Policy Statement	<del>July 2014 – December 2014</del>	
Township Growth Plan change (Mokau/Awakino, Waitomo Caves and Te Waitere)	<del>July 2014 – December 2015</del>	
Significant Natural Areas Plan change to give effect to Regional Policy Statement	<del>January 2015 – January 2016</del>	
Administrative Plan change to address any straight forward zoning amendments	<del>June 2016 – July 2017</del>	

### District Plan – Rules: Audit of Signs/Hoardings

Key Milestone	Indicative Timeframe	Commentary
Audit completed of District advertising hoardings.	28 February 2014	Completed
<b>Council Meeting</b> Council to provide guidance in terms of enforcement options.	25 March 2014	Completed. Business Paper presented to Council on outcome of audit.
<b>Council Meeting</b> Action Plan presented to Council.	30 September 2014	Complete. Adopted Action Plan timeline set out below.
Detailed database developed of the District's advertising hoardings (residential and rural zones only). Information to include: sign owner, sign location, photos, non-compliance/ compliance detail.	October 2014 – January 2015	Information collected and database has been identified. Database is yet to be populated.

Key Milestone	Indicative Timeframe	Commentary
WDC's hoardings database to be reviewed with NZ Transport Agency representatives to identify locations and/ or specific signs which should be urgently addressed to resolve compliance issues as they relate to traffic safety on the state highway network.	April 2015	Data to be analysed prior to making contact with NZTA.
Critical locations and specific signs identified as part of the review will then be urgently targeted in order to address issues of non compliance with sign owners.	May 2015	
Communicate with sign owners to restate the District Plan rules in order to address matters of non compliance. This will involve a range of options which could include relocating signs, reviewing and if necessary amending sign content, applying for a resource consent or in some cases simply removing non complying hoardings.	June to July 2015	

## Urban Structure Plans

This work stream will run in conjunction with the proposed review of the District Plan.

## Jurisdictional Issues

Note: It is very difficult to predict accurate timelines as a lot will depend on Waikato Regional Council's response to the initial approach. There has been no activity around this work stream now for several years as the issues has not been pressing for the Councils involved. The issue remains in the Roadmap so that it can be reactivated if the Councils believe there are benefits in further reviewing and reconsidering coastal jurisdiction.

## Waikato River Catchment Economic Studies

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

## Te Maika Zone

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Reports to Council	16 December 2014 23 June 2015	A Progress Report was put to Council on 31 March 2015.

## Bylaw – Review

### Land Transport Bylaw

Key Milestone	Indicative Timeframe	Commentary
<b>Council Bylaws Workshop</b> Review of Land Transport Bylaw	29 January 2015	Due to the relatively minor nature of the recommended amendments this Bylaw did not require workshopping.
<b>Council LTP Workshop #15</b> If further workshopping required	10 February 2015	
<b>Council Meeting</b> Adopt Bylaw for Public Consultation	17 February 2015	Completed.
Finalise Bylaws for Consultation	18 – 20 January 2015	Completed.

Key Milestone	Indicative Timeframe	Commentary
Public notification	19 February 2015	Completed.
Consultation period	23 February – 23 March 2015	Complete. No submissions were received.
<b>Council Hearing</b>	31 March 2015	As no submissions were received a Hearing and Deliberations Meeting are not required. The next step in the process will be to present the draft Bylaw to Council for adoption on 29 April 2015.
<b>Council Deliberations Meeting</b>	14 April 2015	
<b>Council Meeting</b> Adopt Land Transport Bylaw	29 April 2015	A business paper is contained elsewhere in this Agenda.

## Bylaw – Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Consideration need for a Bylaw	<del>29 October 2014</del> 25 November 2014	Council at its meeting on 25 November 2014 noted that developing a freedom camping bylaw is not the cure all for all problems associated with camping, with much of the camping that taking place outside of recognised camping grounds where the active enforcement of bylaw provisions would prove ineffective or not practicable.  As an interim measure signage at Council reserves where camping is known to take place will be erected. This interim strategy will be monitored over a 12 month period to see if nuisance conditions associated with indiscriminate camping abate.  On completion of the investigation phase Council will be in a position to make an informed decision on the value of introducing a freedom camping bylaw.
<b>Council Meeting</b> Progress Reports on Investigation Phase	March 2015 July 2015 December 2015	A Progress Report was put to Council on 31 March 2015.

## Policy – Psychoactive Substances

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Consideration of need for a Policy	29 October 2014	Complete. Council agreed not to prepare a Psychoactive Substances Policy at this time and to continue to monitor the situation in conjunction with the NZ Police. Progress reports will be presented to Council in March and September 2015.
<b>Council Meeting</b> Progress Report to Council re ongoing monitoring	31 March 2015 29 September 2015	A Progress Report was put to Council on 31 March 2015.

## Establishment of Rural Fire Authority for Waikato Valley Operational Area

As of April 2015, no further progress has occurred. If and when this project progresses, Council will be informed via Progress Reports.

## Community Services

### Te Kuiti Railway Building

Key Milestone	Indicative Timeframe	Commentary
Development of Conservation Plan, Maintenance Plan and preliminary budget estimates for the restoration of the buildings	July 2012	Completed
Ownership / lease of the building and land to be secured from New Zealand Rail	July 2012	Completed by MOU only. Finalised lease to be submitted
<b>Council Meeting</b> Business/Positioning paper to Council for consideration and approval of the establishment of a working group to prepare a site and building development proposal	28 August 2012	Completed
Preparation of site and building development proposal	September – December 2012	Ongoing with Reference Group. Initial proposal included as part of the November Agenda.
<b>Council LTP Workshop #5</b> Consideration the preliminary draft site and building development proposal	19 February 2013	Completed Council work shopped scenarios for the development including cost implications.
<b>Council Meeting</b> Business Paper to Council for financial programme and costings for approval and inclusion in dEAP	20 March 2013	Completed Business Paper adopted by Council for inclusion in dEAP documentation.
<b>Council Meeting</b> Adoption of EAP	25 June 2013	Completed Programme of restoration condensed to match proposal for funding from Lotteries Commission.
<b>Council Meeting</b>	Monthly	Ongoing A Monthly Progress report will be made to Council for the entire project i.e. Restoration, Roading and Revitalisation. Council, on 26 August 2014, passed resolutions relating to timelines and budgets for inclusion in the working draft Housing and Other Property AMP in preparation for development of the 2015-2025 LTP.

#### RAILWAY BUILDING: PROJECT 1 - RESTORATION

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

Key Milestone	Indicative Timeframe	Commentary
		closing 20 May 2014. Tenders closed 20 May 2014 with three tenders being received. Contract awarded to DML (2003) Builders Ltd of Wanganui
Construction works	July 2014 - October 2014 <del>Building 3 December 2014</del> 31 March 2014	Estimated construction period now July 2014 – end October 2014. Progress of contract reported to Council as separately monthly business paper. Most works will be completed early November with the exception Building 3 where the extent of works requires a program to the end of December 2014 Several aspects of the development have experienced delays as designs required revisiting

#### RAILWAY BUILDING: PROJECT 4 – COMMUNITY SPACE REVITALISATION (Buildings 1 & 3)

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed . EOI document publicised October / November, closing 28 November 2013. Six expressions of interest received. Acceptance still under review
Preparation of Tender Documentation for Building 1 to completely refurbish the existing building layout	May – June 2014	Draft completed June 2014 and budget estimate. Funding approval required from external sources. Application completed to Trust Waikato with outcomes available December 2014. <b>Building 1 plans and link to i-site to be completed first week of May 2015 ready for Building consent lodgement</b>
Building refurbishment construction to allow use of building 1		
Building usage by tenants building 1		
Preparation of Tender Documentation for Building 3 to completely refurbish the existing building layout		<b>Completed</b> except for defect works
Building refurbishment construction to allow use of building 3	31 March 2015	<b>Completed</b> Predominately will be undertaken as part of Project 1
Building usage by tenants building 3	April 2015	<b>Building 3 used during Muster and will be tenanted by Wintec from beginning May 2015.</b>

#### RAILWAY BUILDING: PROJECT 5– COMMERCIAL SPACE REVITALISATION

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	October – November 2013	Completed. EOI document completed and will be available 22 November, closing 23 December 2013. No expressions of interest received.
Preparation of high level draft layout plan and associated documentation for the commercial use of Building 2	July 2014 – August 2014	Complete – Council received a feasibility assessment presentation at the 12 August 2014 Workshop.
Presentation of proposal to Council working committee	End August 2014	
Draft Tenancy proposals and Lease agreement negotiations	September 2014	EOI confirmed early September, finalised layout plans currently being prepared to enable lease negotiations to be completed.
Application to NKCDT for funding to	September – October 2014	On schedule for application to be

Key Milestone	Indicative Timeframe	Commentary
assist with document preparation and development associated with Cornerstone tenant.		completed end of October 2014
Preparation of working drawings and contract documentation of areas associated with Cornerstone tenant	December 2014 – February 2014 (subject to funding availability and tenancy provision) 30 April 2015	Funding secured and letter of intent signed enabling the project to proceed. On schedule for plans / specification to be lodged first week of May 2015. Draft lease and valuation prepared.
Tender process for works	May 2015	On Schedule
Construction of internal work and site services associated with Cornerstone tenant	Jun2015 – September 2015	
Cornerstone tenant operational	October 2015	

### Te Kuiti Mainstreet Garden Re-design

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Reports and/or presentation of the detail of individual Stages	As required.	Council will be kept updated on progress through the presentation of monthly progress reports during completion of each Stage. Prior to commencement of each new Stage, detailed drawings and costings will be presented to Council for consideration. The existing gardens at the corner of Rora and King Streets have been completed.

### Land Disposal – 6 Jennings Street – Community House

Disposal of 6 Jennings Street is on-hold pending the relocation of Te Kuiti Community House operations.

### 28 Taupiri Street – Renewal Works and Entrance

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Report	As required	Council will be kept briefed by way of progress reports to monthly Council meetings.
Application to Lottery Grants Board for funding to relocate TKCHT to 28 Taupiri Street	March 2014	Completed – WDC's application was successful but full funding was not granted
<b>Council Meeting</b> "Where to from here" in relation to funding and construction	25 June 2014	Council resolved to prepare contract documentation and a pre-tender estimate for consideration of any funding shortfalls
Construction documentation prep	August 2014 – September 2014	Tender documentation is complete along with pretender estimate and is subject to a separate business paper to the 30 September 2014 Council meeting
<b>Council Meeting</b> Project budgeting	29 October 2014	Completed.
Tender for works	November 2014	Tenders closed on 16 February 2015. Four tenders were received. Tenders are currently being evaluated.
Implementation	<del>December 2014 – March 2015</del> April 2015 – July 2015	A Monthly Progress Report to be presented to Council as a separate report.

### Cultural and Arts Centre Upgrade: Stage 5

Key Milestone	Indicative Timeframe	Commentary
Review of renewal expenditure to date taking into account additional works undertaken as part of the Main Hall Ceiling project. Should sufficient funding be available, identify potential projects.	August 2014 – September 2014	<p>WDC undertook Stage One of this upgrade programme in 2010/11 and has undertaken further renewal work on a staged basis involving the sound system, supper room and upper areas of the main hall.</p> <p>The 2012 LTP provided renewal capacity (\$130,000 per annum) up to and including the 2015/16 financial year. The current year's budget (2014/15) is predominately expended in undertaking the upper areas of the main hall and the approved additional works.</p> <p>The key future staged renewals include the main toilets, bar and service toilets, kitchen and the stage and stage curtaining.</p> <p>The balance of the budget for the 2015/16 year (first year of the 2015 LTP) will be insufficient to undertake all these works. The architects involved with this project have been asked to review the budgets for the remaining work with a view to renewal budget capacity included in the 2016/17 financial year for Council's consideration.</p> <p>Council at its Workshop on 9 September 2014 requested that the kitchen renewal work be the priority for 2015/16 funding.</p>
<b>Council Meeting</b> Detail of Stage 5 Upgrade	30 September 2014	Due to insufficient funding available this year, this Stage of the Upgrade will be implemented in 2015/16.

### Cultural and Arts Centre Update: Court Yard

Key Milestone	Indicative Timeframe	Commentary
Development of a new concept plan for the Courtyard	<del>November 2014 – December 2014</del>	This project has been rescheduled due to other work priorities <b>Concept designs are currently being prepared and will be available in late May 2015.</b>
<b>Council Meeting</b> Concept proposals	<del>24 February 2015</del>	
Detailed working drawings	<del>March 2015</del>	
Tender for works	<del>April 2015</del>	
Implementation (dependent on timing of Shears)		

### Parkside Subdivision

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Notification of Section Sales	As required	Ongoing. Council will be kept informed of Section sales by way of Progress Reports to monthly Council meetings.
Investigations into alternative land	July 2014 – October 2014	Progressing. Refer to paper

Key Milestone	Indicative Timeframe	Commentary
usage		presented as part of the Agenda 24 March 2015. Sketches of a potential layout for the alternative use will be available for Council in mid May 2015.

### Land Disposal – Old Ministry of Works Building

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop 15</b> – presentation of background information to Council to enable informed decision on future of the building	15 November 2011	Council agreed that it does not wish to expend any further funds on this building and consulted with the community on the basis that Council will advise the Crown that Council wishes to relinquish its holding of the property.
Letter to Crown advising outcomes of the LTP consultation process and seeking approval to relinquish Councils involvement in the property	September 2012	Writing to the Crown was put on hold as an offer of finance with conditions was made through the 2012-2022 LTP process. The conditions included WDC and the community matching the funding proposal. The Submitter was advised Council would not contribute to funding the renewal works but delayed contacting the Ministry to allow the community to match the proposal. No correspondence has been received to date. It is proposed to write to the Ministry seeking approval to be released from Councils commitment. Te Kuiti Historical Society have been asked to investigate alternative accommodation to allow the approach to be made to the Ministry.

### Te Kuiti Campground – Investigations

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and development of draft layout plan for discussion	<del>October 2014 – December 2014</del>	This project has been rescheduled due to other work priorities An overall high level concept is currently being prepared and will be reported to Council at the May 2015 meeting.

### Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Establishment Working Group for development of the Aerodrome Reserve Management Plan	10 October 2013	Completed.
Advertise intention to prepare Plan and calling for initial submissions	<del>November – December 2014</del>	This project has been rescheduled due to other work priorities. A progress report and a way forward is to be reported separately to the April 2015

Key Milestone	Indicative Timeframe	Commentary
		Council meeting.
Consultation Meeting 1 with aerodrome users	December 2014	
Consultation Meeting 2 with aerodrome users	February 2015	
Consultation Meeting 3 with aerodrome users	July 2015	
Preparation of Management Plan	January – June 2015	
<b>Council Meeting</b> Adopt draft Plan for Consultation	August 2015	
Public consultation	September – October 2015	
<b>Council Hearing</b>	November 2015	
<b>Council Deliberations Meeting</b>	November 2015	
<b>Council Meeting</b> Adoption of Finalised Plan	December 2015	

### Redwood Park – Future Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> Consideration of draft Plan	14 April 2015	This project has been rescheduled due to other work priorities

### Mokauiti Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress report: Discussion within the community on alternatives for use as a community hall	Monthly	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Establish a committee to look at options for disposal.	October 2012	Hall Committee asked to nominate three working group members. Completed at hall meeting December 2012.
Meeting to discuss options for the hall	May 2013	Meeting scheduled for 12 June 2013 (telephone discussion)
Proposal developed and provided to committee for discussion	October 2014 – November 2014	Refer to the Progress Report: Rural Halls contained elsewhere in this Agenda.
Finalised proposal	December 2014	
<b>Council Meeting</b> Sign-off of proposal by Council	24 February 2015	
Implementation		

### Piopio Hall Roof Replacement

Key Milestone	Indicative Timeframe	Commentary
Preparation of documentation for the roof replacement	August – September 2014	This project has been rescheduled due to other work priorities. Contract documents are currently being prepared and will be tendered in Early May 2015.
Obtaining quotations	October 2014	
Implementation	November 2014	

## Benneydale Toilet Investigation

Key Milestone	Indicative Timeframe	Commentary
Development of proposal and budget estimate	August 2014	Proposal and budget estimate based on Piopio Public Toilets.
<b>Council LTP Workshop # 5</b> Inclusion in Public Amenities AMP and workshop with Council	9 September 2014	Investigations into the provision of civic toilets in Benneydale in the current EAP will lead to the inclusion of replacement toilet for Benneydale during the first year (2015) of the LTP at an estimated cost of \$150,000. Complete. Council agreed to utilise the same building plans as for the Piopio Public Toilets. Tender documentation will be prepared so that this project can proceed early in the 2015/16 financial year.

## Mokau Effluent Disposal Upgrade

Key Milestone	Indicative Timeframe	Commentary
As-built preparation of existing system	August/September 2010	Completed McDonald Plumbing completed initial "As Built" sketches and DM Engineering completed detailed "As Built" Plans.
Review of system and identification of suitable upgrade treatments	April 2011	On site meeting scheduled for 27 <sup>th</sup> June 2011. Completed
Letters to MOE and School BOT investigating potential land purchase	June – July 2011	Completed Mokau effluent disposal was workshopped as part of the Public Amenities AMP on 8 November 2011. A direct approach to other parties is to be made.
Report to Council once response received from MOE		Contact has been established with MOE. Councillor Brodie and Group Manager Community Services attending BOT meeting in Mokau 12 June 2012. BOT approved in principal the course of action to acquire land
Survey of the land to be undertaken to allow the quantification of land requirement	July 2012	Acceptance of Quotation from Arrow surveys to undertake this work has been accepted, with completion due 31 July 2012
Draft proposals prepared and presented to the Mokau School board of Trustees for signoff	August- September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Formal application to the Ministry of Education for land purchase	January – February 2013	Completed
Declaration of land as surplus to MOE requirements and available for sale	August 2013	Completed
Negotiations for purchase of land with government disposal team	August – October 2013	Commenced, proceeding through the sale process, with the process being undertaken by Darrochs. Negotiations ongoing with price only outstanding issue and this is currently being addressed by Darrochs. Related to interpretation of valuation Sale and purchase documentation completed and ready for WDC signing. Refer to Monthly Progress report contained elsewhere in this

Key Milestone	Indicative Timeframe	Commentary
		Agenda.
Valuation to be obtained for the land to be purchased	October – November 2013	Completed
Subdivision resource consent to be obtained		Not required as done under Public Works ACT
Sale & Purchase agreed with the Crown	June 2014	Completed
Detailed subdivision survey for submission to LIN ( requires signoff by the Crown	July 2014 – August 2014	Progressing Draft plan completed and forwarded to MOE for final signoff. Completed. A business paper was presented to Council on 24 March 2015. Approval of land purchase now completed and design / construction can be implemented.
Detailed design of effluent field	<del>September 2014 – October 2014</del> April 2015	Underway
Tendering of work	May 2015	
Implementation of works	<del>December 2014</del> June 2015	

### Walking Track Strategy

Key Milestone	Indicative Timeframe	Commentary
Base information gathering	March 2015 – June 2015	
<b>Council Meeting:</b> Initial progress report on extent of asset and its condition to council including timeline for completion	July 2015	

### Passive Reserves Management Plan (2014 – 2016)

Key Milestone	Indicative Timeframe	Commentary
Notification of the intention to prepare a management plan and the call for community input into ideas for the plan	February 2015 – March 2015	
Quotations from consultants to prepare plan	February 2015 – March 2015	
Preparation of Draft Passive Reserves Management Plan	April 2015 - August 2015	
<b>Workshop 15</b> with Council	September 2015	
<b>Council Meeting</b> - Adoption of Draft Plan for Consultation	October – November 2015	
Community consultation		
<b>Hearing</b> of submissions and consideration		
<b>Council Meeting</b> - Adoption of plan		

### Investigation into Provision of Joint Services Facility

Key Milestone	Indicative Timeframe	Commentary
Scope of project to determine parameters and outcomes	January – March 2014 (to align with Customer Services Strategy 2014)	Refer business paper to Council Workshop 1 May 2013.
<b>Council Workshop</b> Project scope and outcomes in conjunction with Customer	13 May 2014	Completed

Key Milestone	Indicative Timeframe	Commentary
Services Strategy		
Establishment of Project Team	30 June 2014	Completed
Investigate options for future delivery of services from a defined central location	31 October 2014	
Report findings of Investigation to Council	25 November 2014	The outcome of the investigation is heavily influenced by the inclusion of the i-SITE into the Railway Building complex. The requirement for this project needs to be reassessed in the second half of the 2015/2016 year.

### AMP: Parks and Reserves – Plan Improvement and Monitoring

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvement</b>		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle. Completed
2. Review Levels of Service.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle. Completed
3. Confirm corporate AM objectives.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle. Completed
4. Define current Levels of Service/performance measures.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle. Completed
5. Conduct external audit of AMP.	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-22 LTP planning cycle.
6. Identify and include any assets that are not included in this AMP.	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify, development, renewal and maintenance strategies where required.	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
<b>Data Improvements</b>		
10. Continue to collect asset attribute information.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
11. Collect maintenance data against significant assets or asset groups.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect lifecycle costs for significant assets or asset groups.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
13. Future prediction data.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
14. Monitor actual versus predicted growth.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
15. Measure performance in Levels of Service against targets.	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
<b>AM Process Improvements</b>		
16. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
17. Optimise operations to minimise lifecycle costs	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.
19. Process in place for monitoring, analysing and reporting of performance against levels of service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 2014	Review risk section of Parks and Reserves AMP and include any newly identified risks in review. Completed
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the Parks and Reserves AMP.
25. Compile up to date information on leased reserves	December 2012	Part of Asset Appendix.
26. Complete reserves management plan	Ongoing process.	The Brook Park Management Plan was finalised and adopted by Council in February 2010. Further Management Plans dependant upon funding.
27. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
28. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
29. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
30. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
31. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
32. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
33. Process in place for collecting	2013-2018	To be developed with accounting

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
costs against assets where appropriate		process and property AM System.
34. FRS-3 compliant valuation complete for Parks and Reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
35. Process developed for the review of levels of service (inc. customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
<b>AM System Improvements</b>		
36. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
37. Financial system available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
38. Use AMS to store asset condition, performance and utilisation data where appropriate.	2020/2021	AMS to be developed in long term to cover community facilities assets.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with Item 21.
41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
<b>Specific Improvement Projects 2009-2012</b>		
43. Underground services investigations.	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
44. Including building data in a "designed" Asset Management Programme such as SPM.	2013-2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
45. Adoption and funding for three year improvement plan.	Annually	Completed - included in Annual Plan budgets.
46. Asset Management planning miscellaneous.	2013; 2014; 2015- 20122	An allowance of funding for ongoing asset investigation.
47. Review of Leases and Licenses.	Register developed in NCS by 2013.	Leases/Licences Register to be developed and renewals as appropriate on an ongoing basis.

### AMP: Recreation and Culture– Plan Improvement and Monitoring

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvement</b>		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
2. Review levels of service	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
4. Define current levels of	December 2014	To be conducted during the review

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
service/performance measures		of AMP in anticipation of the 2015 Completed
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle.
6. Identify and include any assets that are not included in this AP	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify development, renewal, maintenance strategies where required	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results	December 2014	To be conducted during the review of AMP in anticipation of the 2015
<b>AM Data Improvements</b>		
10. Develop and document formal asset classification system for all assets	2013-2018	Review of Biz Assets use as AM program will involve asset classification and hierarchy.
11. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect maintenance data against significant assets or asset groups	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
14. Monitor actual versus predicted growth	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
15. Measure performance in levels of service against targets	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
<b>AM Process Improvements</b>		
16. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
17. Optimise operations to minimise lifecycle costs	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.
19. Process in place for monitoring, analysing and reporting of performance against levels of service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 2011	Review risk section of Parks and Reserves AMP and include any newly identified risks in review.
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created during review for the 2015-2025 LTP.
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the Parks and Reserves AMP.
25. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
26. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
27. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
28. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
29. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
30. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
31. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
32. FRS-3 compliant valuation complete for parks and reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of levels of service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
34. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
<b>AM System Improvements</b>		
35. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
36. System available to allocate maintenance costs against individual assets. Use AM System to generate valuation	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
37. Link maintenance history to significant assets or asset groups Criticality of assets identified in AM System	2020/2021	Outside 2012-2015 planning period.
38. Use AM System to store asset condition, performance and utilisation data where appropriate	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with 37.
41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
<b>Specific Improvement Projects 2009-2012</b>		

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
43. Underground services investigations	2013; 2014;	As built drawings to be compiled for key assets to improve asset base information.
44. Undertake DRC valuation	2011	Review of valuation for Parks and Reserves assets in preparation for next asset valuation.
45. Include Building data in a "designed" asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
46. Expand recovery plans to sit with risk Analysis	2014 - 2015	Develop Recovery Plans in conjunction with Item 21.
47. Adoption of funding for three year improvement plan	Annually	Completed - included in Annual Plan budgets.
48. Operation manual established for Library and Cultural and Arts Centre	2012 - 2013	Finalised Cultural and Arts Centre Manual on completing of Stage 1 renewal.
49. Asset Management planning	2016; 2022	Miscellaneous works.

### AMP: Public Amenities- Plan Improvement and Monitoring

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvements</b>		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
2. Review LOS	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
4. Define current LOS/performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle.
6. Identify and include any assets that are not included in this AMP	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify development, renewal, maintenance strategies where required	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results	December 2014	Update valuation/ depreciation information in AMP during review in anticipation of 2015-25 LTP planning cycle.
<b>AMP Data Improvements</b>		
10. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
11. Collect maintenance data against significant assets or	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
asset groups		of planning and accuracy of financial projections is optimised.
12. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Monitor actual versus predicted growth	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
14. Measure performance in LOS against targets	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
<b>AMP Process Improvements</b>		
15. Ensure operations and maintenance are competitively tendered where possible	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
16. Optimise operations to minimise lifecycle costs and Documentation of operations and maintenance activities	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
17. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
18. Predict failure works and identify treatment options for risks	2013-2018	Predictive failure to be part of the Advanced AMP.
19. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
20. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created during review for the 2012-2022 LTP.
21. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
22. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
23. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
24. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
25. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
26. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
27. Process in place for collecting costs against assets where appropriate	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
28. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
29. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AM System Improvements</b>		
30. Develop database for all community services	December 2014	Development of Asset Appendix for AMP.
31. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
32. Use "System" to generate valuation	2020/2021	Outside 2012-2015 planning period.
33. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
34. Criticality of assets identified in "System"	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
35. Use "System" to store asset condition, performance and utilisation data where appropriate	2020/2021	AMS to be developed in long term to cover community facilities assets.
36. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
37. Investigate the integration of "system" with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
38. Link electronic plans and records to GIS database	Ongoing	Developed in conjunction with Item 31.
<b>Specific Improvement Projects 2009-2012</b>		
39. Underground services investigations	2014; 2015; 2016	As built drawings to be compiled for key assets to improve asset base information.
40. Include Building data in a "designed" Asset management Programme such as SPM	2014-2015	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
41. Review AMP	December 2014	To be conducted during the review of AMP in anticipation of the 2015
42. Asset Management Planning miscellaneous	2015-2016 onwards	Completed - included in Annual Plan budgets.

## AMP: Housing and Other Property – Plan Improvement and Monitoring

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvements</b>		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
2. Review Levels of Service	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
4. Define current LOS/ performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
		2015-25 LTP planning cycle.
6. Identify and include any assets that are not included in this AMP	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify development, renewal, maintenance strategies where required	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results	December 2014	Update valuation/ depreciation information in AMP during review in anticipation of 2015-25 LTP planning cycle.
<b>AM Data Improvements</b>		
10. Develop and document formal asset classification system for all assets	2013-2018	Review of Biz Assets use as AM program will involve asset classification and hierarchy.
11. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect maintenance data against significant assets or asset groups	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
14. Monitor actual versus predicted growth	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
15. Measure performance in Levels of Service against targets	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
<b>AMP Process Improvements</b>		
16. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
17. Optimise operations to minimise lifecycle costs	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.
19. Process in place for monitoring, analysing and reporting of performance against LOS and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 2014	Review risk section of Parks and Reserves AMP and include any newly identified risks in review.
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets	December 2012	Asset inventory processes to be created

<b>Housing and Other Property AMP</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
and data collected via the maintenance contract.		
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the housing and Other Property AMP
25. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
26. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
27. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
28. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
29. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
30. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
31. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
32. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
<b>AM System Improvements</b>		
34. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
35. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
36. Use AM System to generate valuation	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
37. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
38. Criticality of assets identified in AM System	2013-2018	Information available for inclusion in AM System chosen 2012-2022 LTP.
39. Use AM System to store asset condition, performance and utilisation data where appropriate	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
40. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
41. Develop a risk register	December 2014	Developed in conjunction with Item 36.
42. Investigate the integration of AM System with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
43. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
<b>Specific Improvement Projects 2009-2012</b>		
44. Underground services	2013; 2014; 2015	As built drawings to be compiled

<b>Housing and Other Property AMP</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
investigations		for key assets to improve asset base information.
45. Independent review AMP	2014	To be conducted during the review of AMP in anticipation of the 2015
46. Include Building data in a "designed" Asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
47. Adoption and funding for three year improvement plan	Annually	Completed - included in Annual Plan budgets.
48. Miscellaneous Asset Management	2016-2017	Miscellaneous Works.
49. Input leases and licences into NCS System	2012-2013	Record data into NCS

## Asset Management

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

### Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Funding Outcome	October 2011	<p>On 19 September 2011 WDC received written confirmation from the Minister of Health that the application for Drinking Water Subsidy for Te Kuiti had been approved to the value of \$780,820.56 excluding GST.</p> <p>Since that time three written applications have been made to extend the expenditure date of that subsidy. The latest request has been made for December 2015 and has been approved.</p>
Broad Upgrade Plan	August 2014	<p>Preliminary design was revisited in 2013.</p> <p>Documentation is in progress for completion of the first two of four phases by end December 2015.</p> <p>An agreement was reached with Veolia to take over all water treatment plants. Work on the TK WTP is progressing with the first part, installation of the filter backwash tanks transfer pump station structure and floor for the building housing electrical and ultra violet units <b>being completed and the next step construction of the UV building starting 20 April 2015.</b></p>
Design and Conceptual Investigation Work		Investigation and detailed design work for Phase Two is in progress. This work will require a consent from WRC to work in the river which is in progress. <b>Consent discussions in progress.</b>
Council Workshop	18 September 2014	<p>Funding affordability, risk project scope and scale implications to be explored with Council.</p> <p>Following Council feedback, further details Key Milestones and Timelines will be developed and incorporated in the Road Map Work Programme.</p> <p>Workshopped as part of the Water AMP on 18 September 2014. Completed</p>
Filter & UV	December 2015	Targeted completion date of Phase One has now been moved out to December 2015.
Identified Reticulation Renewals	July 2012 – June 2015	<b>Renewals identified as urgent; Mary Street, Cotter Street, Ngatai Street has been completed South to Kent rising main partly completed. However it does not match what was identified in 2012-22 LTP. Part of Tawa Street line had to be replaced as result of slip. Tawa Street is complete following</b>

Key Milestone	Indicative Timeframe	Commentary
		completion of the last section of road retaining wall.

### Piopio Water Supply

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	2012-2015	A section of water line along Tui Street – SH3 to Aria road will be done by end of June 2015 to complete a ring main which will assist in isolating parts of network to assist in water loss investigations. This main will also assist to provide better controlled shutdowns during upgrade work. Tenders were received and instruction to start last week of April 2015.

### Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	2012-2015	Tender documentation and cost estimate has been completed. Work is targeted for the 2014/15 year. Tenders will be advertised in April 2015

### Waitomo Water and Wastewater – Feasibility Studies

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

Key Milestone	Indicative Timeframe	Commentary
		Discussion with THL and community is ongoing.
<b>Council Workshop</b>	18 September 2014	<p>Council considered this project as a Strategic Issue in the development of the 2015-2025 draft LTP.</p> <p>Council was briefed on a recent meeting between existing consumers, WDC representatives (in an Observer capacity), Legal Representatives and Officials of the Maori Trusts and THL.</p> <p>Council noted for draft LTP development purposes it is highly unlikely that this project will progress enough to warrant inclusion of any financials other than the need to provide for resourcing (Project Management/ Legal advice) to aid progress, and that a commentary should be included in the draft LTP providing an explanation of Council's position.</p>

### Te Waitere Water and Wastewater Strategic Review

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

### Roading Activity Influences

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> – Introduction of Issue to Council	13 May 2014	Completed.
<b>Council Meetings</b> – progress on work streams	Monthly Council Meetings	Progress Reports will be provided to Council as required.
Amend Road Maintenance Contract	June 2015	Tender structure being reviewed
Engagement on and assessment of ONRC	May 2014 – December 2014	<p>WDC's roading network has been assessed in accordance with Guidelines internally. Assessment around CLoS and performance measures is ongoing. Latest is that TLoS will not be provided. LA's have to determine TLoS using ONRC CLoS and the ONRC Performance Measure and report on how they meet the Performance Measures. <b>Transition work planned over period 2015-2018.</b></p>

Key Milestone	Indicative Timeframe	Commentary
Watching brief on FAR review	May – July 2014	NZTA Board was communicated in late 2014. Outcome was that WDC will move from 61% in 2014-15 to 71% by 2024-25.
Review Procurement Policy	June 2014	Completed
Re-tender Rooding Contract	July 2015	
Tender evaluation and award new tender	31 August 2015	Contract start date 1 October 2015
Assess implications of FAR review	December - 2014	Progress Reports will be provided to Council as information become available. Council was given a verbal brief on the current situation with regard to the FAR review and ONRC as part of the Roads and Footpaths AMP Workshop on 18 September 2014. Approved FAR will enable Council to fully fund emergency works without significant increase in road rate requirement.
Develop levels of service options along with funding options (depending on outcome of FAR review)	<b>February 2017</b>	NZTA Performance measures is expected to be finalised around July 2015. Existing road network will be assessed over following 2 years against Performance Measure to identify gaps in LoS if any
Review Rooding Asset Management Plan	October 2014	Consultation Draft completed
Develop 30 year rooding (& other) infrastructure strategy	October 2014	Consultation Draft completed
Develop LTP 2015-25	October 2014 – February 2015	Draft completed – any changes depend on outcome of LTP consultation

### Waitomo District Landfill

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study	May 2016	A 'whole of life' study needs to be completed to determine:- <ul style="list-style-type: none"> <li>• Where refuse will come from for the balance of the resource consent.</li> <li>• The effects the statutory cost increases from the ETS will have on the landfill.</li> <li>• The costs of further developing the landfill.</li> <li>• The financial viability of the landfill due to increased costs to the user following ETS legislation.</li> <li>• Purchase of NZU units (Carbon Credits) has reduced the impact of the cost of the ETS legislation for the next 3 years buying time to find a feasible way forward.</li> <li>• Volumes of rubbish are consistently declining while operational cost of the landfill is fixed thus putting upward pressure on cost per tonne disposed.</li> </ul>

### Cross Boundary Collaboration (WDC/RDC)

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

### Para Kore "Marae Working Toward Zero Waste"

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

### SWaMMP – Plan Improvement and Monitoring

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

### AMP: Water Supply – Plan Improvement and Monitoring

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain needs and preferences of the communities with regard to water supply services and to ensure their views are considered when selecting the best level of service scenario.	Next review due December 2014	Driven by raw water source, the DWS and risks as identified in Water Safety Plan (WSP). Requires incremental improvements. Review of Catchment Risk Assessments for Mokau and Benneydale is under way

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	On-going	Some work had been done and much catch-up work has been identified before further analysis will be of use. Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
4. Initiate a long term zonal metering and leak detection programme, initially for Te Kuiti.	On-going process	Monitor
5. Initiate a scheme proposal for Marokopa.	2018-28 LTP	Unless legislative requirements force such a step.
6. Construct a new, larger raw water storage dam for Mokau.	2012-13 financial year	Construction in progress – stalled by archaeological finds. Work is nearly complete filling of the dam is expected to start end before the 2014-2015 summer. Complete
7. Install automated monitoring equipment at the Piopio water treatment plant to provide evidence for compliance with MoH gradings.	2012 Calendar year	Completed.
8. Develop accurate and complete asset inventory registers for each scheme.	On-going process	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Once the Asset Group internal reshuffle has settled this work should progress more steadily.
9. Develop a greater focus on risk identification and management for critical assets.	On-going process	Once the Asset Group internal reshuffle has settled this work should progress more steadily..
10. Prioritise the works developed from the risk assessment exercise.	Following 8 and 9 above	Once the Asset Group internal reshuffle has settled this work should progress more steadily.
11. Construct additional treated storage at Te Kuiti to meet 24 hours demand.	2020-21	No subsidy - considering the affordability/sustainability the District finds itself in, Asset Service potential will continue to be monitored and just enough done to maintain the status quo. Structural assessment of existing reservoirs in conjunction with earthquake compliance / risk is needed and is now first priority – 2015-16 Budget
12. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply.	After 2028 if ever	Not regarded as a feasible option at this stage
13. Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management.	Dec 2015	CAPS subsidy funding from MoH approved work has been put on hold for affordability reasons until 2014-15. Asset Service potential is monitored and just enough done to maintain the status quo. 1 <sup>st</sup> phase tender documentation in process. Construction targeted for 2015

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
14. Develop informal strategies for meeting more stringent water quality standards and consent requirements.	On-going	Benneydale is fully compliant. Mokau - Due to changes to dam construction levels required following archaeological finds, the clarifier will have to be moved to a lower level with all associated pipe work. Design and cost estimate is underway. In the process it become clear that by modifying the pipe work and flow control the problem is solved. Piopio is fully compliant
15. Install coagulation to improve filtration, install UV and upgrade telemetry and SCADA at Mokau.	2015 Calendar year	Part of 14 above. Complete
16. Arrange a routine forum of adjacent councils' water supply officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking and structured training already occurs.
<b>Unachievable due to Budget Restrictions</b>		
17. Upgrade supply main from Mokau to Awakino.	2013-16	MoH criteria have changed – No funding for renewals.

### AMP: Wastewater– Plan Improvement and Monitoring

Wastewater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	December 2014	The LOS survey is completed at about 2 year intervals
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Review frequency consistent with annual and long term planning cycle.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Monitored	True modelling for waste water systems is not economically feasible. Sound engineering judgement is used to formulate solutions.
4. Initiate a long term infiltration and inflow investigation and reduction programme, initially for Te Kuiti.	On-going	Start date August 2009. Eight catchments identified. Actual remedial work of one catchment is complete. Investigation to assess remedial work required in next two catchments has been done. Contracts for identified remedial work in the next catchments will commence in 2014-15. Work delayed due to workload around capital upgrades at water treatment plant and operational demands
5. Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino.	Beyond 2025	Not economically feasible.

<b>Wastewater AMP – Plan Improvement and Monitoring</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
6. Investigate extension of the Te Waitere scheme to service a two stage development of the area with the second stage encompassing the area not currently reticulated.	Beyond 2025	Discussed in more detail elsewhere in this document. Two main streams of thought in community that will require considerable consultation and mediation to reconcile.
7. Develop accurate and complete asset inventory registers for each scheme.	On-going	Progress is being made although slowly. Expect will take at least two years to make significant advance. Once the Asset Group internal reshuffle has settled this work should progress more steadily
8. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Will follow as data improves. Once the Asset Group internal reshuffle has settled this work should progress more steadily
9. Prioritise the works developed from risk assessment exercises.	On-going	Following identified as urgent; George & Hill Street – been cleaned and settlement found, being monitored, Lawrence Street – been cleaned and being monitored, Ngatai – Hill Street– been cleaned and MH replaced being monitored. However this does not match what was identified in 2012-22 LTP
10. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified.
11. Arrange a routine forum of adjacent councils wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking already occurs.

### **AMP: Stormwater– Plan Improvement and Monitoring**

<b>Stormwater AMP – Plan Improvement and Monitoring</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	December 2014	The LOS survey is completed at about 2 year intervals.
2. Ensure the right level of funding is allocated to maintain the asset service potential.	Monitored	Monitor – To refine requires detailed Catchment Assessments to be completed, which requires specific additional resources

Stormwater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
3. Develop accurate and complete asset inventory registers for each urban drainage area.	On-going	Improvement of asset data in progress. Expect will take at least two years to make significant progress. Once the Asset Group internal reshuffle has settled this work should progress more steadily
4. Initiate a long term condition and performance assessment programme, initially for Te Kuiti.		Needs specific resource that is not available. Once the Asset Group internal reshuffle has settled this work should progress more steadily
5. Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere during the planning period	Beyond 2025	Need structure plan
6. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Progress is being made. Expect will take at least two years to make significant advance. Once the Asset Group internal reshuffle has settled this work should progress more steadily
7. Cost and prioritise the works developed from the risk assessment exercise.	On-going	Following identified as urgent; Te Kumi Road - completed Awakino Road – completed owner and NZTA, Cotter Street – last section under road still to do. However it does not match what was identified in 2012-22 LTP
8. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified
9. Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency		Basic design has been completed to assist decisions on renewal. Greater detail needs specific resource that is not available at this stage.
10. Review design capacity of existing SW pipes and prepare plan for extension of network to areas currently not serviced using augmentation strategy		Follows item # 9 Completed
11. Arrange regular forum of adjacent councils stormwater officers to discuss trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others).	On-going	Monitor
12. Minor stormwater issues will be addressed as they become repaired.	June 2015	Each year new areas are raised by residents.
<b>Unachievable due to Budget Restrictions</b>		
13. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Follow on from Catchment Management Plans beyond 2022	True modelling is not economically feasible. Sound engineering judgement will be used to formulate solutions. To progress will need additional resource
14. Prepare SW catchment assessments for each urban area beginning with Te Kuiti		Very basic work was done in 2011 Greater detail needs specific resource that is not available
15. Complete environmental impact studies for each stormwater drain and receiving water		Follows item # 16

Stormwater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
16. Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identify gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.		Follows item # 14  This is a much more detailed version of the proposed Catchment Assessments

### AMP: Land Transport– Plan Improvement and Monitoring

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Complete rating survey of footpaths and input to RAMM	July 2015	Should be done but period had to be extended due to cuts in Network and Asset Management budget. No NZTA funds for this type of work. Contracted through RATA for 2014-15 year
2. Populate RAMM with retaining wall data.	December 2015	NZTA have changed the inspection policy. It is expected that inspections will take three years for completion. This process is underway, however a number of "unknown" retaining structures are being identified. RAMM data is being improved progressively
3. Future use data and information obtained regarding future road requirements, especially for forestry/quarries.	December 2016	Additional resources required not available at this time. Included in 2015-2025 LTP.
4. Estimate impact of expected tourism numbers on existing road capacity	To be confirmed	Will need target specific vehicle counting which is not feasible at present.
5. Complete traffic management plans for Waitomo Village and Te Kuiti	To be confirmed	This follows item 4 – Fullerton Road carpark was sealed as part of the 2010/11 pavement rehabilitation package.
6. Review of Roding assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans	December 2016	This will be completed once the structure plans are in place. 2015-25 LTP item
7. Development of detailed plans and schedules for maintenance activities such as road marking and car parking within the network	June 2016	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling. Additional resources required not available at this time.
8. Training in the use of relevant asset management programmes such as Bizzle@asset at WDC	December 2014	Extended due to appointment of new staff to critical asset roles. Application for training has been lodged

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
9. Upgrade of all cross road culverts to a minimum size of 375mm dia in high rainfall areas, taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
10. Review progress with implementation of improvement plan.	Review whole of AMP on 3 yearly cycle	Next review December 2017.
11. 2014/15 Financial Year budget is targeted at maintenance work with minimal capital work.	June 2015	Reported monthly to Council. Refer to the LT monitoring paper.
<b>Unachievable due to Budget Restrictions</b>		
1. Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA removing funding for Walking and Cycling activities.
2. Investigate all roads to obtain metal depths and pavement CBR's	December 2015	Important for affective asset management but require resources not available. Period extended due to cuts in the Network and asset Management budget. NZTA has not approved any money for this type of work in any GPS to date so it is likely that this work will be extended out further. Money has been found to assess an initial 24kms of unsealed collector roads. The assessment planned if successful will be rolled out for the 14/15 Fin year to complete RAMM records
3. Install correct RP pegs on all roads.	June 2017	As above.
4. Install correct CMP's on all roads.	June 2015	Has now been included as part of the inspection regime of the Maintenance Contract
5. Install correct RAPID numbers on all roads.		As above.

## Completed Projects

### Review of Representation Arrangements (including Maori Representation)

#### Maori Wards and Constituencies

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop:</b> Consideration of briefing paper on Maori Wards and Constituencies	7 October 2014	Complete – the 7 October 2014 Workshop deferred until 16 October 2014.
<b>Council Meeting:</b> Resolution to be taken in respect to Council's consideration of Maori Wards and Constituencies	<del>28 October 2014</del> 29 October 2014 Statutory Deadline: 23 November 2014	Complete. Council at its meeting on 29 October 2014 resolved to defer Council resolve to defer the review of the provision of Maori Wards until 2017.

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

#### Representation Arrangement (only required if Maori Wards are to be created)

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> to consider options for representation arrangements	Pre-August 2015	Not required. Council at its meeting on 29 October 2014 resolved to defer Council resolve to defer the review of the provision of Maori Wards until 2017.
<b>Council Meeting</b> – Resolve representation arrangement for consultation	25 August 2015	
Public notice of proposal and invites submissions	September 2015	
Submissions close	October 2015	
If no submissions then proposal becomes final		
<b>Council Meeting</b> – consideration of submissions and possible amendment of proposal	<del>28 October 2014</del> 29 October 2014	
Public notice of "final" proposal	November 2015	
Appeals and objections close	December 2015	
If no appeals or objections then proposal becomes final		
If appeals/objections received, forward appeals, objections and other relevant information to the Commission	December 2015	
Commission considers resolutions, submissions, appeals, objections and make determination	April 2016	
Determination subject to appeal to High Court on a point of law		

### 2013/2014 Annual Report

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – Brief Council on timeframe.	27 May 2014	Complete.
WDC Audit. Deloitte will be onsite for 2 weeks. An additional week is also set aside for Deloitte to complete final queries from their Hamilton office.	8 – 19 September 2014	Complete

Key Milestone	Indicative Timeframe	Commentary
Deloittes technical/final review. Once the audit field work is complete the final document is sent to Deloittes technical team for final review.	September 2014	Complete
<b>Council Meeting</b> – Progress Report to Council on Interim June results. These are draft results and subject to change as a result of the audit process. The interim reports will include commentary and any qualifications necessary.	30 September 2014	Complete
Signed Audit Opinion available	28 October 2014	
<b>Council Meeting</b> - Adopt Annual Report.	<del>28 October 2014</del> 29 October 2014	Council was advised on 18 September 2014 that "worst case scenario" i.e. in the event of any hold-ups, a short meeting may need to be convened the morning of Friday 31 October 2014 to adopt the Annual Report. Complete.
Summary Annual Report available. The summary Annual Report is also audited by Deloittes and must be made available to the public within one month of the Annual Report adoption.	November 2014	Complete.

### Community Development – Review of Strategies

Key Milestone	Indicative Timeframe	Commentary
<b>Council LTP Workshop #7</b> Council to provide feedback on proposal to consolidate strategies.	18 September 2014	Complete
<b>Council LTP Workshop #10</b> Review and/or consolidation of – • Community Dev Strategy • I-Site and Events Strategic Plan • Waitomo District Library Services Strategic Plan	16 October 2014	Completed.
<b>Council Meeting</b> • Adoption of Strategy(s)	25 November 2014	Complete. Council adopted 2015-2018 Community Development Strategy and Waitomo District Library Strategy 2015-2018 at its meeting on 29 October 2014.

### Policy – Dog Control Policy and Practices 2014/2015 Review

Key Milestone	Date	Commentary
Prepare Report	September 2014	Complete.
<b>Council Meeting</b> – Dog Control Policy and Practices Report	30 September 2014	Complete.
Public notification	October 2014	Complete.

### Significance and Engagement Policy

Key Milestone	Indicative Timeframe	Commentary
Seek feedback from community through LTP engagement process	September 2014	
Input local content in Policy	September 2014	
<b>Council LTP Workshop # 11</b> Presentation of findings	<del>30 October 2014</del> 12 November 2014	Workshop deferred until 12 November 2014.
<b>Council Meeting</b> – Adoption	25 November 2014	Complete.

## Bylaw – Review

### Public Amenities and Water Services Bylaws

Key Milestone	Indicative Timeframe	Commentary
<b>Council Bylaws Workshop</b> Review of Public Amenities and Water Services Bylaws	<del>2 October 2014</del> 30 September 2014	Workshop brought forward to 30 September 2014.
<b>Council LTP Workshop #9</b> If further workshopping required	7 October 2014	Not required.
<b>Council Meeting</b> Adopt Bylaws for Public Consultation	16 October 2014	Completed
Finalise Bylaws for Consultation	17 – 23 October 2014	Completed
Public notification	23 October 2014	Completed
Consultation period	28 October - 28 November 2014	Completed.
<b>Council Hearing</b>	9 December 2014	Completed.
<b>Council Deliberations Meeting</b>	16 December 2014	Completed.
<b>Council Meeting</b> Adopt Public Amenities and Water Services Bylaws	10 February 2015	Completed. Public Amenities and Water Services Bylaws adopted by Council on 10 February 2015.

## Review of Representation Arrangements (including Maori Representation)

### Electoral Systems

Key Milestone	Timeframe	Commentary
<b>Council Meeting:</b> Resolution to change/not change the electoral system	26 August 2014	Complete. Council resolved to keep the current First Past the Post Electoral System.
Public notice of the right for electors to demand a poll on the electoral system	4 September 2014	Complete.
Deadline for polls to be received to be effective for the 2016 triennial local election	28 February 2015	Complete. No demand for a poll on the Electoral System was received.

## Review of Community Outcomes

Key Milestone	Indicative Timeframe	Commentary
Desktop review of COs	August 2014	Complete
<b>Council LTP Workshop # 3</b> Present Desktop Review findings	12 August 2014	Complete
Include COs in SI for adoption	24 February 2015	Complete

## Forecasting Assumptions

Key Milestone	Indicative Timeframe	Commentary
Development of assumptions	August 2014	Complete
Test assumptions against AMPs and prepare recommendations		Complete
<b>Council LTP Workshop # 3</b> Consideration of Assumptions	12 August 2014	Complete
Include Forecasting Assumptions in SI for adoption	24 February 2015	Complete

## Review of Financial Strategy

Key Milestone	Indicative Timeframe	Commentary
Desktop Review		Review to recognise comments from the OAG on the Strategy prepared for the 2012-22 LTP
Prepare Recommendations <b>Council LTP Workshop # 8</b>		Workshop #8 deferred to 30 September 2014 following the Council Meeting. This business deferred to Workshop #9 on 7 October 2014.
<b>Council LTP Workshop # 9</b> Review of Financial Strategy	7 October 2014	Workshop #9 cancelled with business deferred to Workshop #10 on 16 October 2014.
<b>Council LTP Workshop # 10</b> Review of Financial Strategy	16 October 2014	Complete.
Include Financial Strategy for adoption as part of Supporting Information	24 February 2015	Complete

## Asset Management Plans – Updating for 2015-2025 LTP Purpose

Key Milestone	Date	Commentary
Review of AMPs including: <ul style="list-style-type: none"> <li>Levels of Service – mandatory, technical and community; the what, when and how</li> <li>Demand Management – planning for the future and optimising current capacity</li> <li>Lifecycle Management - Asset Inventory, Condition and performance Assessment, Management Strategies.</li> <li>Risk Management – strategies in the event of failure modes for critical components</li> <li>Completion of Financial Projections – the expenditure needed over the next 10 years or more to meet and maintain levels of service</li> </ul>	July /August 2014	Complete
<b>Council LTP Workshop #4:</b> <ul style="list-style-type: none"> <li>Solid Waste Activity</li> <li>Water and Sanitary Services Assessment</li> <li>Information Technology</li> <li>Regulatory and Safety/Resource Management</li> </ul>	4 Sept 2014	Complete
<b>Council LTP Workshop #5:</b> <ul style="list-style-type: none"> <li>Parks and Reserves</li> <li>Recreation and Culture</li> <li>Public Amenities</li> </ul>	9 Sept 2014	Complete
<b>Council LTP Workshop # 6:</b> <ul style="list-style-type: none"> <li>Roading</li> <li>Water</li> </ul>	16 Sept 2014	Complete
<b>Council LTP Workshop # 7:</b> <ul style="list-style-type: none"> <li>Housing and Other Property</li> <li>Community Development</li> </ul>	18 Sept 2014	Complete
<b>Council LTP Workshop #8:</b> <ul style="list-style-type: none"> <li>Wastewater</li> <li>Stormwater</li> </ul>	23 Sept 2014	Complete
<b>Council Workshop:</b> Draft AMPs <ul style="list-style-type: none"> <li>- Recreation and Culture Activity</li> <li>- Housing and Other Property</li> <li>- Parks and Reserves</li> <li>- Public Amenities</li> <li>- Community Development</li> </ul>	16 December 2014	Complete

Key Milestone	Date	Commentary
<b>Council Workshop:</b> Draft AMPS <ul style="list-style-type: none"> <li>- Roads and Footpaths</li> <li>- Water Supply</li> <li>- Wastewater</li> <li>- Stormwater</li> <li>- Solid waste management</li> </ul>	17 February 2015	Consultation Drafts completed
<b>Council Meeting:</b> Adoption of AMPs	24 February 2015	Complete

## Community Events

2014 Christmas Parade		
Key Milestone	Indicative Timeframe	Commentary
Consultation with key stakeholders.	September/October 2014	Completed.
Development and implementation of a Project Plan and Safety Plan	October 2014	Completed.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November/December 2014	Completed.
Execution of event	December 2014	Completed
<b>Council Meeting</b> Management Report on the event identifying success and the budget.	24 February 2015	Completed

## Waitomo District Citizens Awards – Renewal of Working Party Membership

Key Milestone	Indicative Timeframe	Commentary
<b>Three-Yearly Working Party Membership Review</b>		
<b>Council Meeting</b> Report on renewal of the CAwp for next three years	25 November 2014	A business paper was presented to Council at the December 2014 meeting.

Document No: 360932

File No: 037/043

**Report To: Council****Meeting Date:** 29 April 2015**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:

<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. Progress Report: Waitomo District Aquatic Centre	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)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Progress Report: Wool Storage Facility	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
4. New Zealand Motor Caravan Association; Motorhome Friendly Towns System	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: Waitomo Waters	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: Health Rivers Wai Ora	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: WMF Work Streams – Waikato Spatial Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: Mayoral Forum Work Streams and Regional Shared Service Initiatives	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Audit Service Plan for audit of Council's 2014/15 Annual Report	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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**