

Document No: 309151**File No:** 037/042**Report To: Council****Meeting Date:** 25 June 2013**Subject:** **Deputation: SPCA (Sandra Squier)****Purpose**

- 1.1 The purpose of this business paper is to advise Council that Sandra Squier of the SPCA will be in attendance at 9.00am to address Council on SPCA activities.

Suggested Resolution

The Deputation from Sandra Squier on SPCA activities be received.

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

WAITOMO DISTRICT COUNCIL

MINUTES OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON THURSDAY 6 JUNE 2013 AT 9.00AM

PRESENT: Mayor Brian Hanna, Council Members Phil Brodie, Charles Digby, Allan Goddard, Pat Hickey, Lorrene Te Kanawa and Guy Whitaker

IN ATTENDANCE: Hilary Karaitiana, State Sector Youth Services Manager for Waitomo

Chris Gardner, Waikato Times

Chris Ryan, Chief Executive; Michelle Higgle, Executive Assistant; Vibhuti Chopra, Consultant Planner; John De Luca, Manager – Community Services (for part only) and John Moran, Manager – Regulatory Services (for part only);

1. Council Prayer

2. Deputation: Hilary Karaitiana

File 037/042

Council received a Deputation from Hilary Karaitiana, State Sector Youth Services Manager for Waitomo on progress with the State Sector Youth Services Trial Action Plan including a brief on -

- State Sector Youth Trials extended until July 2014 and cover entire District, not just Te Kuiti township.

Chris Gardner, Waikato Times entered the meeting at 9.13am.

- Reduction in Truancy
- Reduction in Youth Offending
- Reduction in Drug and Alcohol Abuse
- Increased Participation in Education, Training and Employment
- Alternative Education Academy

Hilary Karaitiana gave special thanks to Council for its continued support of the Waitomo Youth Council and to the Mayor for his assistance with the Youth Sector Trials including chairing of the Governance Group.

Resolution

The Deputation from Hilary Karaitiana be received.

Moved/Seconded Brodie/Te Kanawa Carried

Hilary Karaitiana left the meeting at 9.32am.

3. Confirmation of Minutes – 30 April 2013**File 037/001****Resolution**

The Minutes of the Waitomo District Council meeting held on 30 April 2013, including the public excluded Minutes, be confirmed as a true and correct record.

Moved/Seconded Hickey/Goddard Carried

4. Confirmation of Minutes – 23 May 2013 (dEAP Hearing)**File 037/001****Resolution**

The Minutes of the Waitomo District Council meeting held on 23 May 2013 be confirmed as a true and correct record.

Moved/Seconded Whitaker/Hickey Carried

5. Verbal Reports: Council Representation on External Organisations and Elected Member Portfolios**File 037/005B**

Individual Council Members provided verbal reports in respect to Council representation on External Organisations and issues arising from allocated Portfolios as follows:

Cr Brodie

- Zone 2 Meeting, Otorohanga
- Te Kuiti Railway Building Revitalisation Project
- State Highway 3 Working Party
 - Geo Hazard Study
 - Review Security of Network Workshop
- Piopio Water Treatment Plant Opening Day

Cr Te Kanawa

- Te Kuiti Community House
- Waitomo Support Centre

Cr Goddard

- Benneydale Hall Meeting
- Benneydale Residents and Ratepayers Assn
 - Focus Group Representatives
 - Health (Insulation)
 - Housing
 - Affordability
- Inframax Construction Ltd

Cr Digby

- Brook Park
- Zone 2 Meeting, Otorohanga
- Te Kuiti Railway Building Revitalisation Project
- Piopio Water Treatment Plant Opening

Cr Whitaker

- Te Kuiti Development Inc
- Friends of Brook Park Meeting and Working Bee

Cr Hickey

- Friends of Brook Park Meeting
- Te Kuiti Historical Society

Mayor Hanna

- Planners Conference hosted at Waitomo
- Youth Council
 - Kick Boxing
- Youth Week
 - Tuia Representatives organised family event day at Waitomo
- Mayoral Forum and RTC Meeting at South Waikato
- Presentation of Submission to Waikato Regional Council Hearing
- NZTA Meeting
 - Waitomo Intersection
 - Rora Street/Awakino Road Intersection
 - Te Kumi Road/King Street Intersection
- Field Day at Te Hape Station
- ITO Mayoral Graduation at The Big Apple
- Kaarst Conference at Waitomo
- Piripiri School – Visit to Council
- Westpac Bank Opening
- King Country North Development Trust
- Te Kuiti Railway Reference Group Meeting and Familiarisation Site Tour
- Benneydale Residents and Ratepayers Meeting
- Ministry of Health – Meeting with Dell Hood
- Mokau Site Visit
- Youth Partnership Fund – Funding Application for Skate Park Upgrade
- Inframax Construction Ltd
- Youth Driver Programme

Resolution

The Verbal Reports from Elected Members relating to representation on external organisations and allocated portfolios be received.

Moved/Seconded Te Kanawa/Digby Carried

The meeting adjourned for morning tea at 10.05am and reconvened at 10.20am.

The Group Manager – Community Services entered the meeting at 10.20am.

6.	Management Submission to the draft Exceptions Annual Plan 2013/14 – Elected Members’ Remuneration	File 037/013/2014
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Council considered a business paper presenting a Management Submission to the draft Exceptions Annual Plan (dEAP) 2013/14 relating to changes in remuneration for elected members.

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

Resolution

- 1 The Management Submission made to the draft Exceptions Annual Plan 2013/14 be received.
- 2 An increase of \$16,208 for Elected Members’ Remuneration be made in the Exceptions Annual Plan 2013/14.

Moved/Seconded Hickey/Digby Carried

7.	Deliberation on Submissions to the Waitomo District Council Draft Exceptions Annual Plan 2013-14	File 037/013/2014
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Council considered a business paper providing advice on suggested treatment for submissions received on the draft Exceptions Annual Plan 2013-14 (DEAP) to assist with deliberations on the submissions.

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

Council evaluated and categorised each of the submissions to assist in the comprehensive assessment of the submissions. This evaluation and categorisation is set out below following the Resolutions to this item.

Council considered the following Submitter requests requiring a decision as to how these matters will be dealt with for consideration as part of the adoption of the draft Exceptions Annual Plan 2013/2014 on Tuesday 25 June 2013.

Submission from Otorohanga District Development Board (ODDB) to reconsider funding \$15K per annum for three years for ODDB Youth Support Programs.

Proceed to Adoption Meeting on 25 June on the basis that funding capacity of \$15,000 will be provided in the dEAP subject to working through appropriate processes to gain in much greater detail exactly what will service be received for this funding. Council also noted that its current practice for this type of scenario is that there will have to be a Service Level Agreement put in place with clear Performance Measures which would have to be reported against.

Te Anga Hall Society Inc has proposed that Council consider a different method of funding rural community halls.

Proceed to Adoption Meeting on 25 June on the basis this matter will be further investigated as part of the 2013/2014 Work Plan and the Submitter be advised accordingly.

Request from Piopio Memorial Hall Committee to reallocate the money to be spent on Piopio Public Toilets at Kara Park to the upgrade of the Piopio War Memorial Hall Toilets.

Proceed to Adoption Meeting on 25 June on the basis that the Resolutions from business paper contained elsewhere in this Agenda being used to draft up the response to the Submitter.

Upgrade of Te Kuiti skatepark requested by WDYC, as well as, request for collaborative working with Council to apply for external funding for the skatepark upgrade and development of other youth spaces in the District.

Council has assisted the lodging of a funding application with the Youth Development Fund for upgrade works at the Te Kuiti Skate Park.

Revenue and Financing Policy for Urban Stormwater

Council agree to change the Revenue and Financing Policy for Urban Stormwater as follows: (Note: Changes to the existing policy are shown in red).

"STORMWATER DRAINAGE

7.2.6 Distribution of Benefits

Community Benefit: Communities that are provided with this service are the direct beneficiaries as it is their land and buildings that are protected from potential flooding. There are general public health benefits in providing a stormwater system. A further significant community benefit from the stormwater system is that roads remain passable during times of heavy rain and flooding.

User/Applicant Benefit: Individual land or property owners who can connect or are connected to the stormwater network are the direct beneficiaries of the service.

7.2.7 Funding

Community Allocation

Council resolved that the most effective, equitable and transparent method to fund this allocation is:

a) Urban Rating Area

*A combination of a Targeted Uniform Annual Charge on a **per rating unit** basis (which will fund the standing charges associated with the provision of the service and which may vary annually), with the residual funding requirement being met from a rate based on rateable capital property value.*

Urban properties that hold current resource consents to discharge stormwater directly into the Mangaokewa Stream, and which are not utilising any part of the urban reticulated stormwater or drainage network, are exempt from the rate based on rateable property value. However, the Targeted Uniform Annual Charge (TUAC) is associated with the overall provision of an urban stormwater service. As such this component is deemed to relate to the public good element of an urban stormwater service. Therefore, the TUAC will be levied on all liable properties.

b) Rural Rating Area

A Targeted Uniform Annual Charge levied on the basis of every separately used or inhabited part of a rating unit within the Rural rating area

~~(a) — Te Kuiti Urban: Council resolved that the most effective and transparent method to fund this allocation is through a 'base' Targeted Uniform Annual Charge levied on a 'per rating unit' basis with the residual funding requirement being met from a rate based on property value. This has the effect of distributing the funding allocation more evenly between properties with the higher value properties contributing more in recognition that they generally have larger improvements and site coverage (verifiable by roof areas, driveways, parking areas and other hard surfaces) which exacerbate higher levels of stormwater run-off.~~

~~(b) — Rural: Council resolved that the most effective and transparent method to fund this allocation is a Targeted Uniform Annual Charge levied in the Rural rating areas.~~

In deciding the funding split between the Urban and Rural rating areas, Council recognised that most of the stormwater network exists in the urban rating area and urban properties benefited most from the service.

User/Applicant Allocation: Council resolved that user Fees and Charges is the most efficient and transparently lawful available method for funding this allocation.

7.2.8 Overall Impact of Funding Mechanisms

Any adjustment made to funding allocations of individual activities, in consideration of the overall impacts on current and future social, economic, environmental and cultural well-being of the community are presented in the activity analysis section."

Resolution

- 1 The business paper on Deliberation on Submissions to the Waitomo District Council Draft Exceptions Annual Plan 2013-14 be received.
- 2 Changes to the Draft Exceptions Annual Plan 2013-14 be made based on decisions made by Council at the Deliberations Meeting for the DEAP. (Refer "Evaluation and Categorisation of Submissions" below)
- 3 The Chief Executive be delegated the authority to ensure that all amendments requested by Council are accurately reflected and to make all necessary changes to the final Exceptions Annual Plan 2013-14 prior to adoption.

Moved/Seconded Whitaker/Hickey Carried

The Group Manager – Community Services and Consultant Planner left the meeting at 11.25am.

Evaluation and Categorisation of Submissions to the draft Exceptions Annual Plan 2013/2014

Each submission has been evaluated and categorised under one of the pathways outlined below. This method assists a comprehensive assessment of submissions by Council. The pathways are:

- Critical Review (C)** The issue forms part of the proposals under consultation in the draft Exceptions Annual Plan (dEAP). Council decision on this issue could require making changes to the dEAP and impact on the financial forecasts contained in the dEAP.
- Urgent Review (U)** The issue is strategic, important, and should be addressed in the coming financial year. The total number of matters able to be addressed is limited by organisational capacity.
- Scheduled Review (S)** The issue(s) raised do not form part of the proposals under consultation but is strategic in nature and could be investigated as part of a scheduled review of the relevant strategic documents e.g. Annual Plan, District Plan or other scheduled reviews of policies and plans.
- Operational (O)** The issue(s) relate to a day to day operational or service delivery matter and can be dealt with as part of Council's existing service request system.
- Communication (Comm)** The issue(s) raised might not be specific to a matter or proposal offered up for submission in the dEAP. The nature of the issue(s) does not warrant a policy review, investigation or change to the dEAP. It could be a matter on which a submitter is seeking clarity or a submitter acknowledging/ commending some existing policy or service provision by council. Note: It is important the context to the issue(s) is/are clearly communicated.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
1	Physicians and Scientists for Global Responsibility	1	PSGR asks that Council take into consideration, while planning, concerns regarding Genetic Engineering, Wilding Pines and Nanotechnology, for a sustainable district and a healthy community. It urges New Zealand Councils to apply strong precautionary policies on genetically engineered organisms and on nano particles for Unitary, Local and Regional Plans.	Comm	The Trust's views are noted. The submission is a generic document which has been forwarded to all Councils throughout New Zealand.
		2	PSGR urges Council to apply a precautionary policy on genetically engineered organisms to meet its duty of care to its ratepayers and to protect the environment.	Comm	The Trust's advice is noted. Council is not directly involved in matters related to genetically engineered organisms. Any related policy would typically be in the Central Government or possibly Regional Council purview.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
		3	PSGR asks that Council endorse the Annual Plan with a precautionary statement, or something more stringent, to avoid the undesirable effects of transgenic wilding pines.	Comm	The Annual Plan is a document outlining Council's proposed services and budgets for the forthcoming year and the proposed funding for it. Council's District Plan contains objectives and policies which outline how Council will manage the use, development and protection of the District's natural and physical environment.
2	CCS Disability Action Waikato		The CCS Disability Action Waikato makes the following recommendations:		
		4	<ul style="list-style-type: none"> • Walking <ul style="list-style-type: none"> ○ The NZTA Pedestrian and Planning Guide should be used as a minimum standard only, best practice to be used whenever possible in reconstruction or repair of pedestrian routes and walkways. ○ 1% crossfall on all pedestrian routes. ○ Level platform to be provided directly adjacent to the kerb ramp at all street crossing opportunities. ○ Dish channels at street crossing opportunities without raised pedestrian beds. 	S	Thank you for your submission. Council intends to incorporate a number of the suggestions made as part of its scheduled works, however in carrying out some of the replacements the new specification for pram/ path let downs will be used. We would also like to note that the existing footpaths are already widened to 1.2m dimension on replacement and or upgrade.
		5	<ul style="list-style-type: none"> • Accessible routes to building and facility entrances <ul style="list-style-type: none"> ○ Accessible pedestrian routes to all public buildings and facilities from car parks, including mobility parks and footpaths 	S	Council is intending to carry out a 'Mobility Space Review' during 2013-14 financial year. Accessibility to public buildings and facilities will form part of this review.
		6	<ul style="list-style-type: none"> • Parking <ul style="list-style-type: none"> ○ Mobility Parks painted blue. ○ Kerb cuts provided at 10 minute parks to enable everyone to have safe access to the footpath. 	S	We will undertake a review of the current carpark marking, and will look for suitable areas to incorporate disabled parks, in close proximity to services during 2013-14 financial year
		7	<ul style="list-style-type: none"> • Accessibility Audits <ul style="list-style-type: none"> ○ Develop a program of accessibility audits for rural townships and settlements to ensure that everyone can access local facilities and services 	S	Audits will be programmed once the Mobility Space Review has been completed and implemented.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
		8	<ul style="list-style-type: none"> • Data Collection <ul style="list-style-type: none"> ○ Measure, monitor and evaluate disabled people's actual ability to use the transport system, especially pedestrian routes 	S	It is intended that as part of the Mobility Space Review, appropriate data will be collected and used to inform implementation.
3	Otorohanga District Development Board	9	<p>ODDB requests that WDC reconsider funding \$15k per annum for three years for ODDB Youth Support programs. They state that the proposal has been developed to formalise what is being provided for the past 8 years. And also that the proposed partnership will provide on-going sustainability for the programmes, to help protect the economic sustainability of the businesses.</p> <p>A list of local employers and employees who have received support from the service is attached. Letters of support from five Te Kuiti organisations are also attached – McIndoe Group Ltd, Work and Income, Jones' Truck & Tractor Service, General Automotive Services Ltd and Greg's Auto repairs Ltd.</p>	C	<p>Council has reconsidered the funding request from ODDB for Youth Support Programs taking into account the matters raised in the submission and support for the program from the local organisations.</p> <p>Council has agreed to include a funding capacity of \$15,000 in its Exceptions Annual Plan. The funding will be provided to ODDB subject to an appropriate Service Level Agreement being put in place with clear detail of the service deliverables and Performance Measures to be reported against.</p> <p>This is in alignment with the current practise of Council for any such funding provided, so that there is a clear understanding of the service being obtained by the Council for the community.</p>
4	Local Authority Shared Services	10	LASS thanks Council for its support to date, of the work of the Waikato Mayoral Forum and the continued support in the draft Annual Plan for the projects, work plans and funding being proposed by the Forum.	Comm	Thank you for your submission. Council notes your support and we look forward to further collaborative work with the Waikato Mayoral Forum in the interest of more efficient services for our District and the region.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
5	Te Anga Hall Society Inc	11	<p>The Te Anga Hall Society Inc advise that they cannot expect the current local support to continue for funding the operation of local halls as there are many calls on the same people, and the Society propose that Council consider funding rural community halls by way of –</p> <p>a) A targeted rate on all rural households for a cash grant to all rural halls to cover fixed compliance costs such as Insurance, Fire Safety and Warrant of Fitness, power and lines charges.</p> <p>OR</p> <p>b) A targeted rate on all households in a particular area and the funds to be shared between the halls in that area. The amount could be determined by the average fixed costs which include Insurance, Fire Safety and Warrant of Fitness and Power Line charges.</p>	S	<p>Thank you for your submission and for proposing funding options for local halls.</p> <p>While option (a) requires a blanket rate across rural households and option (b) a targeted rate, both options require changes to the existing funding policy. Option (b) will also require some extensive investigatory work to establish the rating areas.</p> <p>Changes to the funding policy and establishment of rating areas also require feedback from the affected communities.</p> <p>The necessary investigatory work and consultation process will form part of the work programme for 2013-14 to be formally consulted through the 2014-2015 EAP process.</p>
6	McIndoe Group Ltd	12, 9	<p>McIndoe Group Ltd's submission supports the Otorohanga Trades Training Centre (Otorohanga District Development Board Youth Support programs). The submission states that without utilising the Centre, their staff would find it difficult or possibly non-attainable to achieve their qualifications.</p>	C	<p>Council acknowledges and thanks McIndoe Group for its submission.</p> <p>Council has reconsidered the funding request from ODDB for Youth Support Programs taking into account the matters raised in the submission and support for the program from the local organisations.</p> <p>Council has agreed to include a funding capacity of \$15,000 in its Exceptions Annual Plan. The funding will be provided to ODDB subject to an appropriate Service Level Agreement being put in place with clear detail of the service deliverables and Performance Measures to be reported against.</p> <p>This is in alignment with the current practise of Council for any such funding provided, so that there is a clear understanding of the service being obtained by the Council for the community.</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
7	Piopio Memorial Hall Committee	13	<p>The Piopio Memorial Hall Committee asks Council to reconsider the intent to spend the money allocated to Piopio Public Toilets at Kara Park and re-allocate that money to the Piopio War Memorial Hall Toilets. The argument to re-allocate the money presented are:</p> <ul style="list-style-type: none"> • The Hall toilets are for the benefit of the Piopio community i.e. the ratepayers • The public toilets are well used and are adequately serving their purpose • Members of the Piopio community have on numerous occasions, most recently the Lions Club Christmas dinner for Senior Citizens, complained about access to the Hall entrance and the toilet facilities • The Piopio Hall Committee has raised approximately \$41,000.00 towards the Hall entrance and toilet facility renovations • With an aging population, access for wheelchairs and other mobility aids is increasingly more necessary, at present the Hall has only one extremely limited entrance/exit option and no toilet facilities, making it non-compliant with a number of government directives including health and safety • We are aware of functions such as weddings being held at other venues due to the difficult access and poor toilet facilities at the Hall <p>It is also stated that if the reallocation occurs, the Piopio Memorial Hall Committee would be happy to consider future fundraising ventures to assist with funding the Kara Park renovations in return.</p>	U	<p>Council provides public toilets for the benefit of the community as well as visitors to and within our community. Public toilets are necessary to assist in maintaining the health standards within our communities.</p> <p>The Kara Park toilets were identified in the Sanitary Assessment of 2008 and ranked third in the priority for upgrading for various reasons associated with privacy and equality and have therefore formed part of our toilet renewal programme. These public toilets are extensively used as shown by the usage figures and as noted in the submission, thereby making it important that they are upgraded to the requisite standards. Council has agreed for this upgrade to go ahead in 2013/14.</p> <p>In 2008-09, the monetary allocation for the upgrade of the Kara Park public toilets was transferred to assist the hall kitchen upgrade on the understanding that when the hall kitchen upgrade money became due it would be used for the public toilets.</p> <p>It is noted that the Piopio Hall committee have extensively fund raised towards hall upgrades.</p> <p>WDC currently funds a programme to undertake compliance works such as the access to Piopio Hall and it is anticipated that this work will be completed as part of this project. Access to the hall does not comply in relation to wheel chair access. An initial preliminary sketch of a potential upgrade of the access has been undertaken and given to the hall committee. This is yet to be finalized.</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
8	Sport Waikato	14	Sport Waikato thanks Council for the decision to fully fund the salary and overheads of the District Coordinator's role in Waitomo for \$73,434 plus GST until 30 June 2014. It is also stated that Sport Waikato are committed to ensuring the WDC funded District Coordinator position works at a level that impacts on the Council objectives and community outcomes and that Sport Waikato are keen to work more strategically with Council and other key local partners.	C	Council thanks Sport Waikato for their submission and confirms the funding arrangement for the 2013/2014 financial year. Council looks forward to working closely with Sport Waikato and key local partners regarding the delivery of sport and recreation services within the District, in accordance with established deliverables.
9	Waitomo District Youth Council	15	The Waitomo District Youth Council strongly supports the setting up of a District Economic Development Board which they suggest, would help to ensure that there were jobs available for young people now and in the future. Lack of work available here is a concern for the Youth Council.	U	Thank you for your submission. The Youth Council's views are noted. Council is committed to providing "a place where young people have access to education, training and work opportunities". Throughout the coming year Council will assess the economic development needs within the District which will inform future strategies.
		16	4 The Waitomo District Youth Council supports continued funding of Sport Waikato. The submission states that young people are getting less motivated to participate in sport at high school as they get older and that Sport Waikato could look further at the reasons for this and try and improve this. The submission also asks information on what services are provided by Sport Waikato for Piopio College.	C	Council agrees with the Youth Council view that sport plays an important part in maintaining health and fitness. Council will work closely with Sport Waikato throughout the year regarding the delivery of sport and recreation services within the District. A Schedule of Services is being developed. When confirmed, Council will notify the Youth Council of services to be provided to Piopio College in the coming year.
		17	The Waitomo District Youth Council supports redevelopment of the Te Kuiti Railway Buildings. It is suggested that the buildings should showcase some of the history of TK Railway and the community and that it could contain computers for the community, maybe a cybercafé, a homework centre and be attractive to tourists.	C	The Youth Council views and support are noted.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
		18	<p>The Waitomo District Youth Council would like to see an upgrade of the Te Kuiti Skate Park – covering the skate park, to provide a much needed avenue for recreation particularly in wet weather and winter. Also a drinking fountain, some more rubbish bins and a general tidy up.</p> <p>The submission suggests the Youth Development Partnership Fund as a possible funding avenue for upgrade works at the Skate Park. The youth Council would like to work with Council on a funding application for the Skate Park and youth spaces across the District.</p>	U	<p>Council thanks the Youth Council for putting forth some development and funding ideas for the TK Skate park.</p> <p>Council will support the Youth Council in developing a funding application for carrying out the development work.</p> <p>Providing additional bins requires a change in service and increased costs of emptying, however, Council will consider changing the size of the existing bins if necessary and reuse the existing bins as replacements elsewhere.</p> <p>Provision of a drinking fountain will also be explored. It is dependent on availability of a reticulation.</p>
10	NZ Historic Places Trust	17	The NZHPT support the proposed works on the Te Kuiti Railway Buildings and seek that the funding for the Key Proposal is retained in the 2013/14 Annual Plan.	C	Council thanks the New Zealand Historic Places Trust for your support on the Te Kuiti Railway Buildings project.
		20	The NZHPT requests that Council recognise the heritage attributes of the Government Building (former Ministry of Works Building) and allocate funds in the 2013/14 Annual Plan for deferred maintenance on this building.	Comm	<p>During the 2012-22 LTP process Council considered the future of this building and received submissions on its upgrade. At the time an offer of a small amount of funding was made available to Council on the proviso that other local funds were made available. No additional funding has been offered to date since the LTP process.</p> <p>The emphasis for WDC funding is on the strategically located railway building, at the present time. And Council will progress to offer back the Government building to the Crown.</p>
		21	The NZHPT thanks Council for the ongoing commitment to heritage in the Waitomo District.	Comm	Council appreciates NZHPT acknowledgement of Council's commitment to heritage in the Waitomo District.
11	Population Health (Waikato District Health Board)	22	Population Health supports the Annual Plan.	Comm	Council thanks Population Health for your support.
		23	Population Health notes the proposed postponement of the District Plan review due to the rationale outlined in the Annual Plan.	C	Council thanks Population Health for the submission.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
		24	Population Health advocates for references to the Health (Drinking Water) Amendment Act 2007 (Amended 2008) on pages 39 and 40 of the draft Annual Plan to be replaced with 'Drinking-water Standards for New Zealand 2005 (Revised 2008)'.	C	The reference in page 39 of the DEAP has been changed from Health (Drinking Water) Amendment Act 2007 (Amended 2008) to Drinking-water Standards for New Zealand 2005 (Revised 2008)'. The reference on page 40 will need to remain as Drinking-Water Standards for New Zealand 2005, since some of WDC water treatment plants can only meet the 2005 Standard and not the amended Standard.
12	Waikato Regional Council (WRC)	25	WRC notes the deferral of the full District Plan Review for a year and offers the assistance of their Regional Integration Team with the Scoping and Needs Analysis proposed for this year.	C	Council thanks WRC for the offer of assistance in completing the scoping and needs analysis for the District Plan Review project. We look forward to working collaboratively with the Regional Council on this.
		26	WRC states that they note the proposal for WDC to take over the running of Waitomo Village Water treatment and Wastewater Treatment Plants and that WDC's past record with its own systems gives WRC the confidence that the Village's infrastructure systems will be managed appropriately and upgraded where necessary to meet compliance requirements.	C	Thank you for your support and confidence in WDC's ability to manage and upgrade the water and wastewater infrastructure at Waitomo Village appropriately. Council would like to note that at this stage the proposal is to investigate the possibility of taking over the assets. The takeover in itself is not part of the proposals in the 2013-14 EAP.
		27	WRC thanks WDC for the ongoing support of WRC's programmes and for investing over the past year in building the relationship and also look forward to continue to work together on projects of mutual interest.	Comm	Council looks forward to continue working with WRC collaboratively.
13	Federated Farmers (FF)	28	Federated Farmers is very supportive of Council's goals - focus on essential services, achieve operational efficiency and ensure sound financial management practices. They applaud the effort council is making to spend ratepayer money prudently and acknowledge the desire to keep rate increases to a more acceptable level than those indicated in the Long Term Plan.	Comm	Thank you for your submission. Council appreciates your acknowledgement and support of its efforts towards efficiency and sustainability.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
		29	<p>FF observe that many councils are using the draft annual plan consultation process to inform their ratepayers of the changes made to the amalgamation process via the Local Government Act 2002 Amendment Act. They believe the information has been premature, blurred some of the issues and even been misleading in some cases.</p> <p>FF is pleased that Waitomo has not adopted the same approach. However, they have expressed a keen interest in this issue.</p> <p>They recommend that Federated Farmers be recognised as an interested stakeholder if any council amalgamation proposals are advanced.</p>	Comm	<p>Council acknowledges your support on its approach not to discuss the amalgamation process at this early and as yet unknown juncture.</p> <p>Federated Farmers registration of interest as an interested party is noted and your involvement at the appropriate time will be sought.</p>
		30	<p>FF thanks Council for the feedback received on their submission last year which they state was considerably more comprehensive than what most other councils provide. And that they are particularly pleased Council listened to submitters concerns with regards to the proposed 'Te Kuiti Wider Benefit Rate'.</p>	Comm	<p>Council acknowledges your appreciation of its decision not to implement the Te Kuiti Wider Benefit Rate. Council strives to balance the community views with its financial sustainability principles, at all times.</p>
		31	<p>FF are pleased to see council is adopting a sensible and practical approach with regards to the district plan review and likely RMA amendments. They agree that it is prudent to wait until outcomes are known and only wish other councils had also been pragmatic with the timing of their district plan reviews.</p> <p>FF recommend that the Council adopts the proposal to delay the district plan review until the implications of further RMA reforms are better understood.</p>	C	<p>Council thanks Federated Farmers for its support on deferring the District Plan Review.</p>
		32	<p>FF are supportive of Council's proposal to defer the establishment of the District Development Board and recommend that Council adopts the proposal to delay the establishment of a District Economic Development Board and seriously considers withdrawing the proposal completely.</p>	C	<p>Federated Farmers views are noted.</p> <p>It is Council's intention to assess the economic development needs within the District that will inform future strategies. Any change in direction which will be consulted upon as per Council's regular processes.</p> <p><i>It needs to be noted that one of the submitters - the Waitomo District Youth Council, has expressed strong support for the establishment of the District Economic Development Board. They believe the Board would help to grow the local economy and aid in job availability for young people now and in the future.</i></p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
		33	FF recommends that Council adopts the proposal to participate as borrower in the LGFA.	C	Federated Farmers views and your support of our proposal to join the LGFA are noted.
		34	FF is concerned about the costs and subsequent potential impact on rural ratepayers that may follow if council takes on the service provision for water and waste water services for Waitomo Village. They expect to have more to say on the issue once the proposal is fully developed and out for consultation next year. FF recommend that Council is mindful of the increased burden on council resources taking over this service is likely to involve and that Council ensures the proposal adopts a users pays funding philosophy.	C	Council acknowledges the concern expressed by Federated Farmers and advises that should Council decide to proceed with the provision of water and wastewater services at Waitomo Village it will only do so following full public consultation on the matter. All affected parties will have ample opportunity to be involved and to provide feedback during that process.
		35	FF support the use of a table showing a good range of example properties and their contributions towards different rating mechanisms on pages 61 and 62 of the draft Annual Plan and recommend that the Annual Plan and summary document continues to include example rates for a wide range of properties which enables readers to compare rates and understand how rates are allocated.	Comm	Your views and support of the information disclosed is noted.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
		36	<p>Federated Farmers recommend –</p> <ul style="list-style-type: none"> • That the Annual Plan continues to include detailed information on the UAGC. • That Council continues to explore ways to achieve maximum use of the UAGC funding mechanism. • That the statement of funding sources is clearer as to who benefits from the reconciliation of rates adjustment between General Rate and UAGC and how this benefit is measured. 	S	<p>Council thanks Federated Farmers for its submission on the UAGC. We advise that:</p> <ol style="list-style-type: none"> 1. The Annual Plan will continue to include detailed information on the UAGC. 2. Council regularly explores ways to maximise use of the UAGC funding mechanism and to settle on a UAGC that is considered to be fair, affordable and equitable to all ratepayers, both urban and rural. As a result of recent amendments to the Local Government Act, another review of Council's Revenue and Financing Policy (which includes the use of the UAGC) will be undertaken during the 2013-14 financial year. 3. Council's intention in carrying out a reconciliation of rates adjustment between the UAGC and General Rate is based on Council's considerations of rates affordability and sustainability for the entire District community. It is not expressly carried out to benefit any specific section of ratepayers. Indeed a higher UAGC would not only increase the burden on urban ratepayers but also on rural ratepayers that have multiple use properties. <p>The rationale behind Council's use of a UAGC 'level' is contained in its Revenue and Financing Policy. In brief, it is in keeping with section 101(3) of the Local Government Act 2002 which requires that in deciding upon funding sources, Council's need to give consideration to (among other things) the economic and social well beings of the District.</p>
		37	<p>FF applauds Council's extensive use of targeted rates as a funding mechanism for a range of activities and recommends that Council continue to make good use of targeted rates to fund services which have a high level of direct and identifiable benefit.</p>	Comm	<p>Thank you for your support of our use of Targeted rates as a funding tool.</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
		38	<p>FF acknowledges that council is exercising restraint in expenditure and urge them to continue to do so. They also acknowledge that council is sequencing and prioritising essential services first and strongly support this. They recommend that Council continues to keep rate increases as low as possible, by continuing its intention to maintain existing service levels, strive towards operational efficiency and adhere to sound asset management practices.</p>	Comm	Thank you for your acknowledgement of Council's sequencing and prioritising and Council's commitment to its principles of cost effectiveness and financial sustainability.
		39	<p>FF state that the funding split for the District Development Rate of - 60% general, 20% commercial and industrial business, and 20%rural business is still an issue for them.</p> <p>It is recommended that Council adjusts the funding split to better target the businesses and communities that benefit. It is appropriate in the interests of redressing the inequity created by the property based rating system to make use of the remaining portion of the UAGC cap to part fund this activity. This will reduce the reliance on the general rate. Further, it would be more appropriate to have a differential applied to Te Kuiti Commercial properties to ensure their contribution is increased and thus better reflect the benefit received.</p>	S	Your comments are noted and will be considered during the review of the Revenue and Financing Policy which is intended in the 2013-14 financial year.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
		40	<p>FF state that they note an approximate 15% decrease in the amount of Trade Waste revenue being collected from that projected in the LTP and that this seems inconsistent with the explanation on page 37 that Trade Waste revenue is forecast to increase and also with the amount collected via the Trade Waste Contribution TUAC which is understood as being 20% of that portion.</p> <p>FF seek clarification on whether the 80/20 split between the meat processing companies and TUAC has been amended and if not then it be ensured that the TUAC contribution drops in line with the decreased trade waste revenue.</p>	Comm	<p>Council acknowledges that there is an error on page 37 of the EAP. The first sentence under Operating Income should read "that the Trade Waste revenue from the industrial users of Te Kuiti sewerage scheme will decrease".</p> <p>This would be in line with another statement on page 37 of the EAP (about Trade Waste) which states that "Revenues are based on volume and load being discharged, which in turn is based on their level of activity". The level of activity of Trade Waste service users has been lower in the last 6 months due to climatic conditions.</p> <p>In terms of funding of Trade Waste, the Revenue and Financing Policy states that 80% of the cost of receiving and treating Trade Waste will be met by Trade Waste Charges and 20% of it through a Targeted Uniform Annual Charge. The 80/20 split is not related to Trade Waste Revenue.</p> <p>This policy is still in place and has been used to calculate the 20% Targeted Uniform Annual Charge to be levied across the District.</p> <p>The cost of receiving and treating Trade Waste has been calculated at \$788K which results in TUAC of \$158K. The TUAC amount including GST is \$181K. Rates are inclusive of GST. All other financials in the EAP document are GST exclusive.</p> <p>For the purpose of further clarity, the Cost of Service Statement for the Sewerage activity now contains a separate line showing the Targeted Rate for Trade Waste.</p>

8.	Financial Report for period ending 30 April 2013	File 100/018A
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Council considered a business paper presenting the Financial Report for the period ended 30 April 2013

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

Resolution

The business paper on the Financial Report for the period ending 30 April 2013 be received.

Moved/Seconded Digby/Whitaker Carried

9.	Local Government New Zealand – 2013-2016 Business Plan	File 064/001C
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Council considered a business paper advising of Local Government New Zealand's 2013-2016 Business Plan.

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

Resolution

- 1 The business paper on Local Government New Zealand – 2013-2016 Business Plan be received.
- 2 Local Government New Zealand be advised that Council has considered its 2013-2016 Business Plan and that Council supports the Plan's goals, objectives and strategic direction.

Moved/Seconded Brodie/Goddard Carried

10.	Progress Report – Communications Strategy Implementation Plan	File 004/004
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Council considered a business paper providing an update on progress with the implementation of Council's Communications Strategy.

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

Resolution

The business paper Progress Report Communications Strategy Implementation Plan be received.

Moved/Seconded Digby/Hickey Carried

11.	Documents Signed and Sealed by the Mayor and Chief Executive under Council's Common Seal	File 037/044
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Council considered a business paper presenting copies of documents signed by the Mayor and Chief Executive under the Common Seal of the Council.

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

Resolution

- 1 The business paper on Documents Signed and Sealed by the Mayor and Chief Executive under Council's Common Seal be received.
- 2 The actions of the Mayor and Chief Executive in executing this document under the Common Seal of the Council be approved.

Moved/Seconded Goddard/Digby Carried

12.	Progress Report: Road Map	File 037/048A
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Council considered a progress report against the Road Map Work Programme adopted by Council on 28 August 2012.

Resolution

The Road Map Monitoring Schedule as at 30 April 2013 be received.

Moved/Seconded Whitaker/Hickey Carried

13.	2013 Great New Zealand Muster	File 400/101/13
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Council considered a business paper providing a brief on the outcomes of the 2013 Great NZ Muster.

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

Cr Hickey raised concerns regarding small children getting stuck between cars parked on Rora Street and the scrim being held to keep the sheep on the carriageway.

Resolution

The business paper on the 2013 Great NZ Muster is received

Moved/Seconded Goddard/Whitaker Carried

14.	Progress Report: Monitoring Against 2012-2022 LTP – Land Transport	File 037/020/12A
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Council considered a business paper providing a brief on implementation of the Work Plan for the Land Transport activity as contained in year one (2012/2013) of the 2012-2022 Long Term Plan.

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

Resolution

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

Moved/Seconded Te Kanawa/Digby Carried

15.	Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – May 2013	File 037/005A
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Council considered a business paper providing a brief on progress for Operational and Maintenance performance by Council's contracted Services Provider for Water Services (Veolia Water).

Resolution

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater - May 2013 be received.

Moved/Seconded Goddard/Whitaker Carried

16.	Waitomo District Landfill Operations and District Schools Waste Minimisation Update	File 505/517B
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Council considered a business paper providing an update of the current Waitomo District Landfill operations and Waste Minimisation Activity at district schools.

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

Resolution

The business paper on Waitomo District Landfill Operations & District Schools Waste Minimisation update be received.

Moved/Seconded Digby/Te Kanawa Carried

The meeting adjourned for lunch at 12.04pm and reconvened at 1.00pm

The Group Manager – Community Services, Manager – Regulatory Services and Corporate Planner entered the meeting at 1.00pm.

17.	Progress Report: Piopio Toilets Redevelopment	File 401/0588003200
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Council considered a business paper providing a brief on progress with the redevelopment of the Piopio Public Toilets.

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

Council agreed that modelling on this matter be presented to the Adoption Meeting on 25 June on the basis that this project proceed as proposed with the balance outside the budget being loan funded.

Resolution

The Progress Report: Piopio Toilets Redevelopment be received.

Moved/Seconded Brodie/Te Kanawa Carried

18.	Progress Report: Rukuhia Domain - Establishment of a Management Committee	File 401/0582132000
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Council considered a business paper providing a brief on the progress of the establishment of a Management Committee for Rukuhia Domain, Piopio.

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

Resolution

The Progress Report: Rukuhia Domain - Establishment of a Management Committee be received.

Moved/Seconded Brodie/Whitaker Carried

19.	Progress Report: Waitomo Cultural and Arts Centre Upgrade – Stage 3	File 401/0588424200
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Council considered a business paper providing a brief on progress for the Stage 3 upgrade of the Waitomo Cultural and Arts Centre

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

The Mayor advised of two issues experienced recently with the new speaker system. Firstly, interference with the microphones from a stand alone sound system used for video and music at the Kick Boxing; and secondly a reduction in the blue tooth microphone volume when used in conjunction with the powered microphone.

Resolution

The Progress Report: Waitomo Cultural and Arts Centre – Stage 3 Upgrade be received.

Moved/Seconded Whitaker/Digby Carried

20.	Progress Report: Resource Consent Applications	File 097/001B
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Council considered a progress report providing information on outstanding resource consent applications and details of those applications currently being processed.

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

Resolution

The Progress Report: Resource Consent Applications be received.

Moved/Seconded Goddard/Digby Carried

21.	2013 Triennial General Elections	File 039/001/13
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Council considered a business paper seeking confirmation that voting documents in respect of the 2013 Triennial General Election may be processed during the voting period and to confirm the manner in which candidates names may be arranged on the voting document.

The Manager – Regulatory Services expanded verbally on the business paper and answered Members’ questions, including a verbal brief on the appointment of an Electoral Officer.

The Consultant Planner left the meeting at 1.20pm.

Resolution

- 1 The business paper on 2013 Triennial Elections be received.
- 2 Council confirms that voting documents in respect of the 2013 Triennial General Elections may be processed during the voting period.
- 3 Council confirms that Candidate’s names will be arranged on voting documents to be used in the 2013 Triennial General Elections in alphabetical order of surnames.

Moved/Seconded Whitaker/Digby Carried

The Manager – Regulatory Services left the meeting at 1.25pm.

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

Resolution

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Audit Service Plan for the Audit of Council's 2012/2013 Annual Report	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Inframax Construction Limited – Request for Extension of Advance	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: 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)
4. Progress Report: Te Maika Zone – Te Maika Trust Proposal	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: Waipa River Joint Management Agreement	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: Wool Storage Facility	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. Civil Defence – Shared Service Agreement / Local Controllers Appointment	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: Rural Halls (Oparure, Mokauiti, Kopaki and Benneydale Halls)	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: Parkside Subdivision	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
10. Progress Report: Brook Park Entrance	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
11. Progress Report: Te Kuiti Mainstreet Re-Design	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)
12. Progress Report: Te Kuiti Railway Building	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
13. Progress Report: Te Kuiti Community House	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)
14. Progress Report: Mangarino Road Property	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)
15. Progress Report: Marokopa Sea Wall	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
16. Progress Report: Mokau Toilet Effluent Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
17. Progress Report: Benneydale Water Easements	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
18. Progress Report: School Road Properties, Benneydale	7(2)(a) To protect the privacy of natural persons	48(1)(a)
19. Procurement: Ground Bond Ltd	7(2)(h) To maintain legal professional privilege	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.

Moved/Seconded Te Kanawa/Brodie Carried

There being no further business the meeting closed at 3.00pm.

Dated this 25th day of June 2013

BRIAN HANNA
MAYOR

Confidential

Confidential

Confidential

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Document No: 309150

File No: 037/005A

Report To: Council**Meeting Date:** 25 June 2013**Subject: Verbal Reports: Council Representation on External Organisations and Elected Member Portfolios**

Purpose of Report

- 1.1 The purpose of this business paper is to enable individual Council Members to report back to the full Council, on a needs basis, in respect to:
- 1 Appointments as Council's representative on External Organisations
 - 2 Reporting back on issues arising from allocated Portfolios

Commentary

- 2.1 Set out below are details of Council appointed representatives on External Organisations and allocated Portfolios.

External Organisation..... Council Representative

Benneydale Residents and Ratepayers Assn.....	A Goddard
Brook Park Advisory Committee	P Hickey
Brook Park Leadership Work Group.....	P Hickey, C Digby, G Whitaker
Brook Park Management Plan Working Group.....	P Hickey
Creative Communities Assessment Committee	P Hickey, L Te Kanawa
DC Tynan Trust	P Hickey, L Te Kanawa, G Whitaker
Hillview / St Andrews Court / Redwood Flats	L Te Kanawa
Kawhia Harbour (Foreshores)	C Digby
Marokopa Recreation Ground Committee.....	C Digby
Mokau Residents and Ratepayers Assn.....	P Brodie
North King Country Development Trust	Mayor
Piopio Retirement Board	P Brodie
Piopio Wastewater Community Liaison Group	Mayor, P Brodie, GM-Assets
Regional Land Transport Committee	Mayor or C Digby (Alternate)
Regional LTC Hearings Committee	Mayor
Regional Passenger Transport Committee	Waipa District Councillor
SPARC Assessment Committee	P Hickey and L Te Kanawa
Tainui Wetere Domain Board	P Brodie
Te Kuiti Community House	L Te Kanawa, GM-Com Services
Te Kuiti Historical Society	P Hickey
Transit NZ - State Highway 3 Working Party	Mayor and/or Cr Brodie
Waikato Region Civil Defence EMG.....	Mayor or C Digby (Alternate)

Waikato Valley EOA EMC	Mayor
Waikato Region Triennial Agreement Forum	Mayor and Chief Executive
Waipa Catchment Liaison Committee	C Digby

External Organisation..... Council Representative

Tere Waitomo Trust	L Te Kanawa
Waitomo Clean Air Healthy Homes Working Party	L Te Kanawa, Mayor
Waitomo/Otorohanga Road Safety Committee.....	P Hickey
Waitomo Safer Community Council.....	Mayor, C Digby
Waitomo/Tatsuno Sister City Committee	P Hickey
West Coast Liaison Subcommittee	P Brodie
Wintec Employment Partnership Group	Mayor , G Whitaker

Portfolio Council Representative

Leadership	Mayor and Deputy Mayor
Community Facilities	G Whitaker, P Brodie; Cr Hickey
Community Development.....	Mayor and/or L Te Kanawa Projects: (Whitaker and Hickey)
Regulatory Services	C Digby
Iwi Liaison	Mayor and Cr Te Kanawa
Solid Waste.....	Deputy Mayor and Cr Digby
Water Supply	Deputy Mayor and Cr Digby
Sewerage	Deputy Mayor and Cr Digby
Stormwater	Deputy Mayor and Cr Digby
Land Transport.....	Mayor and/or C Digby
Community Liaison	
Te Kuiti	L Te Kanawa, G Whitaker, P Hickey
Piopio.....	P Brodie
Mokau.....	P Brodie
Benneydale.....	A Goddard
Waitomo.....	Mayor and Cr Te Kanawa
Te Anga / Marokopa	C Digby

Suggested Resolutions

The Verbal Reports from Elected Members relating to representation on external organisations and allocated portfolios be received.

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Document No: 309198

File No: 039/001/13

Report To: Council**Meeting Date:** 25 June 2013**Subject:** Preparation of the Pre-Election Report

Purpose of Report

- 1.1 The purpose of this business paper is to apprise Council about the preparation of a Pre-Election Report (PER), which is a report required to be published prior to each triennial local authority election.

Local Government Act S.11A Considerations

- 2.1 The preparation of a PER is a legislative requirement and this paper provides information on the requirements of a PER. There are no Section 11A of the Local Government Act (LGA) considerations relating to this business paper.

Background

- 3.1 The PER is a new requirement and was added in the 2010 package of amendments to the LGA.
- 3.2 As per section 99A(4) of the LGA 2002, "*The purpose of a pre-election report is to provide information to promote public discussion about the issues facing the local authority.*"
- 3.3 Development of a PER is an obligation placed specifically on the chief executive as distinct from other documents like the Long Term Plan (LTP) which need to be prepared by the "local authority".
- 3.4 The PER needs to be prepared and published in the year of the election (2013 in this case) and no less than two weeks before nomination day i.e. by 2 August 2013 for this election year.
- 3.5 A PER must not contain any statements by, or photographs of, elected members of the local authority.
- 3.6 The PER itself is not required to be audited, however, it is prepared using the financial data that has been subject to the audit process (LTP and Annual Plans).
- 3.7 A PER does not need to be formally adopted by Council before it is published. It only requires the approval of the Chief Executive, as a matter of law.

Commentary

- 4.1 The content requirements of a PER are prescribed in clause 36 and 37 of Schedule 10 in the LGA 2002.
- 4.2 The requirements are somewhat less onerous for local authorities that have an ordinarily resident population of less than 20,000. Such PER's only need to contain retrospective information for the preceding financial year and this information can be the forecast information (from Annual Plan) as opposed to information on actuals (from Annual Report).
- 4.3 The PER must contain the following information:
- 4.4 **Prospective Information**
- 4.4 Funding Impact Statement for 3 financial years immediately following date of election
- FIS should be for period 1 July 2014 to 30 June 2017 (from LTP)
 - FIS should contain amount of funds expected to be produced from each source
 - How the funds are to be applied
 - Must follow format prescribed in LGA 2002.
- 4.5 Summary Balance Sheet for 3 financial years in prospect
- For period 1 July 2014 to 30 June 2017
 - Should disclose public debt and financial assets separately
- 4.6 Major projects planned for period 1 July 2014 to 30 June 2017 (from the 2012-2022 LTP but amended to reflect any agreed variations by way of exception).
- 4.5 **Retrospective Information**
- 4.7 Funding Impact Statement for period 1 July 2012 to 30 June 2013 (from LTP)
- FIS should identify the sources of funding to be used
 - FIS should contain amount of funds expected to be produced from each source
 - How the funds are to be applied
 - Must follow format prescribed in LGA 2002.
- 4.8 Summary Balance Sheet for period 1 July 2012 to 30 June 2013 (from LTP)
- Should disclose public debt and financial assets separately
- 4.9 A statement comparing rates, rate increases, borrowing and return on investment for the period 1 July 2012 to 30 June 2013, with the quantified limits specified in the financial strategy
- 4.10 Although it is not a requirement to provide information on the election year (2013/14), guidance notes to the sector advice that this information should be included to avoid any confusion as to whether this information is missing and also to be able to present financial trends.

- 4.11 It is our intention for the 2013 PER that it will replicate the information disclosed in other documents such as the 2012-22 LTP and the 2013-14 Exceptions Annual Plan.
- 4.12 There is no specification in the LGA 2002 on the distribution of the PER, except that it be prepared and published. However, in keeping with the general practice of accountability followed by Council and with the purpose of the PER, being, to provide information to promote public discussion, it would be judicious to make the availability of PER as easy as practicable.
- 4.13 We propose to make the PER available on the Council website and communicate its availability to the community through our usual channels such as July's issue of Waitomo Way and through the local media like newspaper and radio. A small number of copies would also be kept at the libraries and Council office.

Suggested Resolution

The business paper on Preparation of the Pre-Election Report be received.



VIBHUTI CHOPRA
STRATEGY AND POLICY ADVISOR

19 June 2013

Document No: 309260

File No: 100/018A

Report To: Council**Meeting Date:** 25 June 2013**Subject: Financial Report for period ending 31 May 2013**

Purpose of Report

- 1.1 The purpose of this business paper is to present the Financial Report for the period ended 31 May 2013.

Local Government Act S.11A Considerations

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

Background

- 3.1 The period covered by this report is 1 July 2012 to 31 May 2013.
- 3.2 The order of the report is as follows:
- **Income Statement** with high level comments on Council's operating performance for the eleven months to 31 May 2013.
 - **Balance Sheet** with high level comments on changes from 1 July 2012 to 31 May 2013.
 - **Capital Expenditure** summary with commentary on material variances of expected expenditure for the year compared with budget.
 - **Cost of Service** Statement Summary and Cost of Service Statements for Council's eleven significant activities are presented in **Appendix 1**.
 - **Balance Sheet** as at 31 May 2013 is presented in **Appendix 2**.
 - An explanation of the column content in the Financial Tables and Terminology is presented in **Appendix 3**.
- 3.3 All figures in the tables, except percentages, are expressed in thousands of dollars ('\$000s).

Financial Report to 31 May 2013
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4.1 INCOME STATEMENT HIGHLIGHTS

4.2 Set out below is the summary of financial information for the eleven months to 31 May 2013. Detailed Summaries of Cost of Service Statements are attached as **Appendix 1**.

FINANCIAL HIGHLIGHTS (Amounts in \$1000's)	Actual 2011/12 <a>	EAP Budget 2012/13 	YTD Budget May 2013 <c>	YTD Actual May 2013 <d>	Variance May 2013 <e>	% Variance <f>
Total Revenue						
Operating Revenue	(10,526)	(10,176)	(9,522)	(10,457)	(935)	
Rates Revenue	(15,670)	(16,630)	(16,630)	(16,683)	(53)	
	(26,196)	(26,806)	(26,152)	(27,140)	(988)	4%
Direct Expenditure						
Operating Expenditure	23,555	23,367	20,887	20,151	(736)	
	23,555	23,367	20,887	20,151	(736)	-4%
Net Operating Cost/(Surplus)	(2,641)	(3,439)	(5,265)	(6,989)	(1,724)	

4.3 Net Operating Cost/ (Surplus): The surplus of \$6,989,000 is \$1,724,000 above YTD budget. Included in the Net Operating Surplus is \$4,428,000 of subsidy revenue to fund asset renewal and improvement expenditure. Renewal and improvement expenditure is capital in nature and as such is not included in the Operating Expenditure figure in the income statement. In general terms the surplus reflects rates revenue recognised for the fourth and final rates invoice cycle for the year. It is anticipated that for the remainder of the financial year this surplus will decrease as a result of operational expenditure being charged, along with other year end adjustments.

4.4 Total Revenue is 4% (\$988,000) above budget the year to date budget forecast for the YTD May 2013.

- Subsidy revenue of \$1,862,000 has been recognised for Te Kuiti Wastewater Upgrade project. The budget for this revenue was included in the 2011/12 financial year.
- Subsidy revenue of \$358,000 has been recognised for Piopio Wastewater project. The budget for this revenue was included in prior financial years.
- Trade Waste revenue is currently tracking at \$287,000 more than forecast; however there is uncertainty around the collectability of this amount due to the nutrient load and volume measurements on which the revenue amount calculation was based, appearing to be artificially higher than they should have been. As such, revenue amounts have been recalculated to the estimated amounts and shown here. It is expected that final calculations will be completed by the end of the financial year.
- The Mokau Raw Water Storage Dam project has been delayed in order to develop a new design of the dam at a new site. Consequently no work has been done and no subsidy has been claimable to date.
- Upgrade work at the Piopio Water Treatment Plant was scheduled to be undertaken in the 2012/13 financial year. However the scope of the work

changed and a significant part of the work was completed in the 2011/12 year.

- NZTA subsidy is based on both roads maintenance and capital expenditure and is currently tracking at a combined subsidy rate of 58% which is slightly less than the Financial Assistance Rates (FAR) of 59% granted to Council for most work categories. The reduced subsidy received so far this year is a result of:
 - Combined expenditure being less than YTD budget.
 - Additional costs associated with rework costs to remedy a Contractor's inability to carry out work to the agreed specification.
- Rates Revenue has been struck as budgeted for and for the remainder of the year there could be slight changes due primarily to adjustments to the Rating Information Database (RID). Rates Penalties Revenue is also slightly ahead of budget for the eleven months to 31 May. A final penalty will be applied to any outstanding balances at the end of the financial year.

4.5 Operating Expenditure is 4% (\$736,000) less than budget forecast for the eleven months ended May 2013.

- Community Development expenditure is less than budget due to less property rates being remitted than budgeted for and reduced expenditure for the Community Partnership Fund. In addition to that expenditure for the I-site is less than forecast. This is linked to reduced sales.
- **Landfill** operational costs are currently tracking at less than budget (due to refuse volumes entering the landfill being less than forecast). As a result the Waste Minimisation Levy also tracking less than budget.
- Direct operating costs for **Te Kuiti Sewerage** is currently tracking less than budget due to expenditure on insurances, electricity and maintenance costs being less than forecast.
- Indicative expenditure through Council's water contractor for variation and maintenance work for Te Kuiti Water Supply is tracking more than budget forecast year to date. Exact expenditure for March and May is still to be determined and further to this an assessment as to the exact nature of this expenditure (capital or maintenance) is still to be done.
- The cost associated with the ongoing commissioning of the **Piopio Water Treatment Plant** is being kept under review. The cost is being expensed as a maintenance cost. However a detailed assessment will be carried out to test classification of items as either maintenance or capital expenditure. In addition, investigation work has been carried out to track leaks in the reticulation system.
- Fire hydrant replacement and repairs to a chlorine monitor have been carried out at the **Mokau Water Supply** causing an increase in maintenance expenditure.
- The Unsealed Pavement Maintenance Programme is underway but has been delayed due to weather conditions.
- Indirect expenditure is \$692,000 less than budget. There are three components that make up direct expenditure;
 - External Interest: \$432,000 less than forecast, due to interest rates being less than interest rate assumptions made in the Long Term plan.

- Allocated Costs: \$692,000 less than forecast, due in part to the creation of the Internal Services Unit and Roading Business Unit where the cost is shown as a credit in Indirect Expenditure and costs recorded as Direct Operating Expenditure.
- Depreciation: \$391,000 more than forecast, due primarily to depreciation being more than expected due to "uplift" of depreciation of very old assets. For budgetary purposes, these were depreciated to zero carrying value and thereafter have no depreciation charged, however for valuation purposes; depreciation is calculated (reinstated) to be one year of the assets' expected base life. In addition to that depreciation on capital additions and capitalised work in progress can be different to assumed depreciation on these assets.

5.1 BALANCE SHEET HIGHLIGHTS

5.2 Balance Sheet highlights presented below show the movement in Council's financial position from 30 June 2012 to 31 May 2013. The complete Balance Sheet is attached as **Appendix 2**.

BALANCE SHEET HIGHLIGHTS (Amounts in \$1000's)	Actual Position 30 June 2012 <g>	Actual Position 30 May 2013 <g>	Movement from 30 June 2012 <h>
Current Assets	9,246	6,414	(2,832)
Non-current Assets	308,097	315,313	7,216
Total Assets	317,343	321,727	4,384
Current Liabilities	18,955	17,074	(1,881)
Non-current Liabilities	34,010	33,286	(724)
Total Liabilities	52,965	50,360	(2,605)
Public Equity	264,378	271,367	6,989
Total Liabilities & Public Equity	317,343	321,727	4,384

5.3 **Current Assets** have decreased from \$9,246,000 to \$6,414,000.

- Rates Receivables have increased by \$4,311,000 since 30 June 2012, due the fourth and final rates invoice for the year being processed. However, Other Debtors have decreased by \$3,219,000. Of that amount, subsidy receivable from NZTA for Subsidised Roads increased by \$111,000 and receivables from Other Debtors reduced by \$648,000. Receivables from Ministry of Health for capital projects (which need be considered as "one offs") have reduced by \$2,682,000.
- Cash and cash equivalents have also decreased by \$808,000 during the eleven month period.
- The loan to Inframax Construction Limited of \$750,000 (due for repayment in November 2013) had been classified as a current asset. However terms of the advance have been renegotiated with the advance now due to be repaid in November 2015 and as such it is now reclassified as a non current asset.

5.4 Non-current Assets increased from \$308,097,000 to \$315,313,000.

- The increase of \$7,216,000 is due to asset additions of \$11,953,000 (mainly Te Kuiti Sewerage [\$6,105,000] and Subsidised Roding [\$3,858,000] less depreciation of \$4,702,000). Those additions are offset by the sale of a Parkside section for \$36,000.
- The loan to Inframax Construction Limited of \$750,000 has been re-classified as non-current.

5.5 Current Liabilities have decreased by \$1,881,000 from \$18,955,000 to \$17,077,000.

- Trade and Other Payables decreased by \$1,499,000.
- Borrowings (both current and non-current) have decreased by \$1,700,000 (3.6%) in the eleven months to May 2013.
- Current borrowings have reduced by \$206,000 in the eleven months to 31 May. This reduction was made up of repayment of the Call Advance facility of \$1,565,000 and a reduction in the Accrued Interest of \$86,000 offset by both \$1,350,000 of loans and Finance Leases of \$95,000 being reclassified.
- The current portion of the Provision for RiskPool of \$38,000 was paid in July 2012.
- During the year restructuring of \$11,350,000 of term loan debt was completed (consolidated into a Term Advance facility). This was recorded as current debt at 30 June but is now classified as non-current with a maturity date of 1 July 2014. This has had an immediate and positive effect on the working capital figure shown in the balance sheet.
- Floating Rates Notes totaling \$13,500,000 have now become current, as follows:

-	\$3,500,000	30/08/13
-	\$5,000,000	10/12/13
-	\$5,000,000	21/01/14
- The Term Loan of \$750,000 (borrowed from the Bank and advanced to Inframax Construction Ltd) has had its maturity date extended to November 2015 and is now re-classified as non-current. (Note: This is the contra entry to the loan included in Non-Current Assets).
- Part of the Call Advance facility at 30 June contained \$800,000 of debt that was used to purchase shares in Inframax Construction Limited. This debt was consolidated with a \$2,000,000 Term Loan to make one tranche of \$2,800,000 within the Term Advance facility and as such was reclassified as non-current.
- Employee entitlements have reduced in line with staff holidays being taken over the holiday season, however this liability is now expected to increase over time until the next holiday season.

5.6 Non-current liabilities decreased by \$724,000 from \$34,010,000 to \$33,286,000.

- Non-current borrowings decreased by \$1,494,000 due to re-classification of debt between current and non-current classifications. This is a result of approaching maturity dates and restructuring of debt, as detailed above.

- Part of Trade and Other Payables is classified as non-current due to payment being expected to be made later than one year from balance sheet date. This liability is for Goods and Services Tax due as a result of transitioning the accounting basis for GST which is to be repaid monthly over six years from 1 July 2013. More details of this are contained in Section 9 of this report.
- Part of Council's finance leases of \$144,000 are classified as non-current borrowings at 30 June for Annual Report purposes. These are classified as current for monthly financial reporting purposes.
- A provision had been made for a Call during 2012/13 by RiskPool, Council's professional indemnity mutual insurance pool. Advice has subsequently been received this Call will not be required, which allows the provision of \$37,000 to be written off.

5.7 Public Equity has increased by \$7,011,000 from \$264,378,000 to \$271,389,000 which is equal to the net surplus for the eleven months to 31 May 2013.

6.1 CAPITAL EXPENDITURE

6.2 Set out below is the Capital Expenditure Budget and Expenditure for the eleven months to 31 May 2013.

CAPITAL EXPENDITURE SUMMARY (Amounts in \$1000's)	EAP Budget 2012/13	YTD Actual 2012/13	Variance 2012/13
Community Facilities			
Parks and Reserves	306	202	(103)
Housing and Other Property	69	43	(26)
Recreation and Culture	229	163	(66)
Public Amenities	205	137	(68)
Community Development			
Information Centre	1	0	(1)
Solid Waste Management			
Landfill and Transfer Stations	6	36	30
Stormwater			
Te Kuiti Stormwater	122	80	(42)
Rural Stormwater	5	0	(5)
Sewerage			
Te Kuiti Sewerage	5,443	6,105	662
Te Waitere Sewerage	8	0	(8)
Benneydale Sewerage	0	17	17
Piopio Sewerage	0	159	159
Water Supply			
Te Kuiti Water	487	31	(456)
Mokau Water	1,204	102	(1,102)
Piopio Water	443	689	246
Benneydale Water	72	24	(48)
Roads and Footpaths			
Subsidised Roads	4,642	3,858	(784)
Non subsidised Roads	213	74	(139)
Corporate Support			
Corporate Support	452	233	(219)
	13,906	11,953	(1,953)

- 6.3 **Capital Expenditure** for all Council Activities was \$11,953,000 (**86%**) for the eleven months to 31 May 2013. Of that, \$6,105,000 (**51%**) related to the upgrade of the Te Kuiti Wastewater Treatment Plant, \$3,858,000 (**32%**) for Subsidised Roding and \$689,000 (**6%**) for the Piopio Water Supply.
- 6.4 **Community Facilities**
- 6.5 The purchase of equipment has been completed to resource the in-house Internal Services Unit. (For budgetary purposes (as part of the Long Term Plan 2012-22), these were included in the Parks and Reserves Activity. However this transaction will be included in the new Internal Services Business Unit cost centre in due course).
- 6.6 Asset renewal budgets for Parks and Reserves, Esplanade Reserves and Playgrounds have not been spent to date but could be if the need arises.
- 6.7 Capital expenditure for Housing and Other Property has mainly been for concept plans and consultation work undertaken for the Railway Building revitalisation and restoration projects. This expenditure is predominately covered by seed funding budget.
- 6.8 The Civic Centre upgrade project Stage Two (i.e. renewal of the ceiling in the supper room of the Arts and Culture building) has now been completed. In addition to that the Stage Three being installation of a public sound system has been completed at a cost of \$43,000.
- 6.9 Library book purchases are tracking at less than the capital budget, with \$55,000 (86%) spent to date against full year budget of \$64,000. In addition to that a roof renewal budget of \$25,000 has not been spent; this is being delayed pending investigation into use of the building by the Te Kuiti Community House.
- 6.10 The Mokau toilet upgrade has been completed as part of toilet renewals, as has the land purchase for Te Kuiti cemetery.
- 6.11 Renewal works currently being undertaken relate to the Rora Street garden upgrade plans and the Mokau public toilets effluent disposal. Work on the Rora Street upgrade has not yet commenced.
- 6.12 **Solid Waste**
- 6.13 The automated security gates at the entrance to the landfill were installed by Inframax shortly before the Waitomo District Landfill was returned to Council. The gates gave trouble opening and closing from an early stage mainly because the gates were constructed of light materials and deformed when opened and closed by the hydraulic rams. It came to a point that despite the gate's structure having been strengthened a number of times they no longer opened or closed properly and have been replaced with a more sturdy and effective automated sliding gate.
- 6.14 **Stormwater**
- 6.15 The St Andrews Court stormwater drainage project was completed in May 2013. This work was mainly funded through a capital contribution from St Andrews Court Trust.
- 6.16 Work was to be carried out in Rora Street; however this is on hold and will be timed with development of the Railway Building complex.
- 6.17 Stormwater drain cleaning has been undertaken.

6.18 Sewerage

- 6.19 Te Kuiti WWTP construction is progressing as planned and is expected to be completed by the end of this financial year. There is, however, some risk that wet weather may cause delays.
- 6.20 Final costs have been received for the completion of the Benneydale Sewerage plant upgrade, which were budgeted for last year.
- 6.21 The Piopio Sewerage Scheme was substantially completed in the 2011/12 year with only some minor remaining work completed during the first quarter of this financial year. The budget for this work was included in the 2011/12 year.

6.22 Water Supply

- 6.23 Te Kuiti Water Supply - the intention was to prepare for the upgrade next year. However, in recognition of present workloads it has been decided to move this preparatory work into the 2013-14 financial year.
- 6.24 The Mokau Dam upgrade project has been delayed. Despite consultation with, and commitment to, Iwi and approval from Historic Places Trust the situation remains where local Tangata Whenua are strongly opposed to any earth works disturbance in the area of the existing dams. An alternative engineering solution is being investigated.
- 6.25 The Piopio Water Treatment Plant upgrade identified a number of unforeseen but related reticulation issues in the immediate vicinity of the Treatment Plant that had to be addressed at an increased cost and there were some improvements not originally envisaged to properly finish off the whole facility to a standard that will keep for a considerable time into the future. During January water mains at Piopio failed along State Highway 3 at two different locations. Repairs have been carried out and are substantially completed for an expected cost of \$160,000. This work was unbudgeted.

6.26 Roads and Footpaths

- 6.27 One rehabilitation project budgeted for in the current year has been put on hold and is being reassessed.
- 6.28 The Rora Street Stage 2 Project has been moved from current year to the 2013/14 financial year.
- 6.29 Some of the funds set aside for the rehabilitation projects will be redirected to smaller projects to improve the current network.
- 6.30 Currently we have eight sites which require urgent attention and these sites have now been programmed through the maintenance contract for a May to June completion.

7.1 TREASURY REPORT

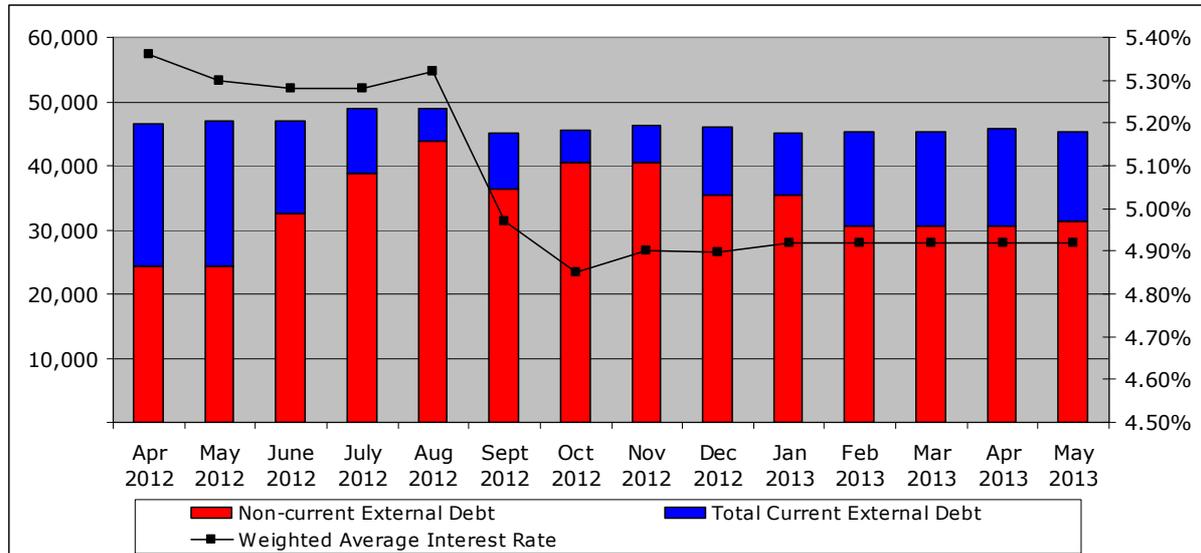
- 7.2 Set out below is the Treasury Report which provides more information on Council's public debt position and debt financing costs.

7.3 Cash Position

- 7.4 Council's cash position at 31 May 2013 was \$1,903,000 in funds. At the 30 June 2012 balance date the cash balance was \$2,711,000. Included in that 30 June cash balance was a term deposit of \$2,045,000 which has now been utilised.

7.5 Summary of Public Debt Position

7.6 Set out below is a chart recording trends in Council's current and non-current debt for the year to 31 May 2013. The trend line overlaid is the weighted average interest rate currently being paid on all loans.



7.7 At 31 May 2013 the weighted average interest rate for all loans excluding Finance Leases and Accrued Interest was **4.92%** (excluding Loan Facility Line Fees).

7.8 Public Debt Position Comparison to Budgets

7.9 Forecasted public debt at 30 June 2013 (as per the Long Term Plan 2012-2022) is \$48,086,000.

7.10 Actual public debt at 31 May 2013 was \$45,305,000. Public debt net of cash and liquid investments was \$43,401,000.

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

7.12 The Term Advance and Call Advance Facilities is a Westpac credit facility (to the value of \$19,000,000) for refinancing maturing Westpac Term Loans and providing working capital requirements over the year. The limits on borrowing contained in the Council's Financial Strategy requires lines of credits of at least 105% of external debt outstanding to be maintained at all times.

7.13 A Line of Credit fee of 0.5% (\$95,000 p.a.) of the facility balance applies to this credit facility.

7.14 As a general policy this facility will continue to be used to finance capital expenditure prior to a loan draw down or to meet Council's working capital requirements between each of the quarterly rates instalments.

7.15 As at the 31 May 2013 this facility was drawn by \$15,772,000 leaving a balance amount of \$3,228,000.

7.16 A Term advance of \$2,800,000 was used for the purchase of shares in Inframax Construction Limited and is to remain as a separate tranche within the Wholesale Advance facility for taxation reasons.

7.17 Details of Loan Portfolio

7.18 The following table records the public debt position and the key terms and conditions for each loan as at 31 May 2013. The classification of current and non-

current loans is based on current loans (being loans that are due for refinancing or repayment within 12 months of the balance sheet date).

	Loan Start Date	Loan Maturity Date	Interest Reprice Date	Loan Balance	Interest Rate
Current Loans					
Finance Leases				150,536	0.00%
Accrued Interest				132,094	0.00%
Call Advance		1/07/2014		275,000	4.10%
Floating Rate Notes (Hedged)	31/08/2010	30/08/2013	30/08/2013	3,500,000	6.03%
Floating Rate Notes (Hedged)	10/12/2010	10/12/2013	11/09/2017	5,000,000	5.53%
Floating Rate Notes (Hedged)	21/01/2011	21/01/2014	21/01/2014	5,000,000	5.28%
Total Current Loans				14,057,630	
Non-current Loans					
Term Advance		1/07/2014	31/05/2013	12,697,000	4.05%
Term Advance (ICL)		1/07/2014	31/05/2013	2,800,000	4.05%
Westpac Term Loan (ICL)	24/11/2011	20/11/2015	19/08/2013	750,000	7.40%
Floating Rate Notes (Hedged)	31/08/2010	31/08/2015	31/08/2015	5,000,000	6.66%
Floating Rate Notes (Unhedged)	9/11/2012	9/11/2015	9/08/2013	5,000,000	3.74%
Floating Rate Notes (Hedged)	18/04/2012	18/04/2017	18/04/2017	5,000,000	4.99%
Total Non-current Loans				31,247,000	
Total Public Debt				45,304,630	4.92%
Cash & Liquid Investments					
Cash				1,903,456	
Total Cash & Liquid Investments				1,903,456	
Public Debt Net of Investments				43,401,174	

7.19 Total public debt was \$45,305,000 and cash assets were \$1,903,000 at 31 May 2013 giving a net debt position of **\$43,401,000**

7.20 On 24 November 2011 an unsecured term loan of \$750,000 was drawn and advanced to Inframax Construction Limited. The term of the loan is for two years and interest resets quarterly. Interest paid monthly by the company to Council for the provision of this funding includes a small margin to cover administrative costs. The maturity of both the loan and the advance has been extended to November 2015.

7.21 Treasury Events at 31 May 2013

7.23 Work has been started to participate as a borrower from the Local Government Funding Agency in anticipation that approval will be granted (as part of the Exceptions Annual Plan process). Work involves minor changes to Council's Debenture Trust Deed and assessing whether Council will meet the financial covenants stipulated by the Agency.

7.24 Interest Costs

- 7.25 Due to the current low interest rate environment (historically and forecast) and the Local Authority Funding Agency proposal, the proportion of debt held on a fixed interest rate profile has been kept at the lower limit of Council's Treasury Management policy limits. It is proposed that the proportion of debt (changing from fixed to floating) will reduce from 33% to 22% from May 2017 and then to 11% from September 2017 onwards. Council's Treasury Management Policy requires a minimum fixed amount of 30% during that time horizon, however because of the reasons given above this "technical" breach is considered acceptable by the Treasury Management Committee.
- 7.26 The total actual interest paid to lenders to 31 May 2013 was \$2,078,000 against the YTD budget of \$2,495,000, **\$417,000** (or **17%**) less than forecast. Interest paid constitutes 7.65% of total revenue; Council's Treasury Policy requires this amount does not exceed 40%.

7.27 Financial Derivatives and Hedge Accounting

- 7.28 Included in the balance sheet are valuation amounts for Derivative Financial Instruments. The valuation amount is componentised into assets, liabilities, current and non-current and was for interest rate swaps held in the balance sheet at 30 June 2012 for a total net liability of \$702,000.
- 7.30 Council uses interest rate swaps to manage its interest rate exposure in accordance with its Treasury Management policy. The use of interest rate swaps is an accepted treasury management tool to manage interest rate exposure and in particular since the Global Financial Crisis, managing interest rate fluctuations through traditional debt instruments, such as term loans, for extended periods has become prohibitively expensive.
- 7.31 The contracts for interest rate swaps Council has entered into are "Receive Floating – Pay Fixed"; whereby in exchange for receiving an interest rate on a floating rate profile, Council has agreed to pay a fixed amount. By doing this there is certainty of the amount of interest payable over the life of the swap. These swaps are termed a 'Cash Flow Hedge'.
- 7.32 Council's accounting policy and IFRS require all financial instruments to be valued at balance date to reflect fair value. However if a set of agreed criteria are met then any change in fair value does not form part of the Net Surplus/(Deficit) figure and Hedge Accounting is applied. The change in value is then included in the Income Statement as part of Comprehensive Income alongside other items such as Property, Plant and Equipment revaluation Gains and Losses.
- 7.33 The reason for doing this is to remove volatility from the Income Statement that would otherwise be required is to reflect changes in the market place. During the life of the interest rate swap, certainty of interest cost is assured, however when the swap arrangement expires at maturity the arrangements have no value, as it had no value at its inception.
- 7.34 In the monthly financial reports, the fair value of the interest rate swaps has not been recorded in the balance sheet at report date because a calculation is required by Council's treasury advisors to componentise the fair value into either an asset or liability, current or non-current amounts. Notwithstanding that, the total fair value of all swap contracts at the 31 May 2013 was \$493,000 where as at the 30 November 2012 they peaked at \$932,000. This significant change in value of \$439,000 over six months demonstrates the importance of applying Hedge Accounting where possible to remove this market related influence from the Net Surplus/(Deficit) figure in the Profit & Loss Statement.

8.0 TRADE AND OTHER RECEIVABLES

8.1 Set out below is summary of Trade and Other Receivables (i.e. unpaid rates and other debtor amounts owing) as at 31 May 2013 with comparatives from the same period last year.

Trade & Other Receivables (Amounts in \$000's)	As at 31.5.12	As at 31.5.13	Variance \$	Variance %
Rates Receivable	2,319	2,653	334	14%
Rates Penalties	1,097	1,228	131	12%
Rates and Penalties Receivable	3,416	3,881	465	14%
NZ Transport Agency	499	1,044	545	109%
Ministry of Health Subsidy	991	0	(991)	-100%
Extraordinary Water Charges	0	46	46	
Other Trade Receivables	2,834	568	(2,266)	-80%
Other Trade Receivables	4,324	1,658	(2,666)	-62%
Gross Receivables	5,565	5,538	(2,202)	-40%
Less Provision for Doubtful Debts	(807)	(1,063)	(256)	32%
Total Trade & Other Receivables	4,758	4,475	(409)	-9%

8.2 Included in the above rate and rate penalties receivables are rates and penalties outstanding on freehold Maori land which may be eligible for rates remission. As at 31 May, substantially all remissions received or to be processed on behalf of owners of Maori Multiple Owned Freehold Land have been processed. A total of \$172,000 in rates remissions have been granted to date against a full year budget of \$260,000. Last year the total remitted amounted to \$304,000.

8.3 The rates arrears and penalties, including those owing on freehold Maori land, are substantially recognised in the Provision for Doubtful Debts figure.

8.4 At 31 May 2013 Other Trade Receivables totalled \$568,000 of which \$151,000 has been due and owing for more than three months. Of that \$23,000 is a long term outstanding debt owed by a Resource Management applicant and \$25,000 for Trade Waste Debtors.

9.0 CHANGE IN ACCOUNTING BASIS FOR GOODS AND SERVICES TAX (GST)

9.1 The following is a briefing on the expected effect of a change in how GST obligations are accounted for under the Goods and Services Tax Act 1985.

9.2 This accounting change process (work stream in the Road Map) indicated it would be carried out in the second half of this financial year. Commentary on this work stream has been provided in previous financial reports. The work is now substantially complete.

9.3 WDC along with seven other Local Authorities was allowed in the past under section 19AB to account for GST under the "Payments Basis". This section is to be repealed and all Councils will be required to apply the "Invoice Basis" on or before the 30 June 2013.

9.4 By way of explanation; the accounting basis deals with timing of when GST is accounted for and returned to Inland Revenue via Council's monthly GST returns.

The "*Payments Basis*" required GST to be accounted for the supply of goods and services when cash was paid or received.

The "*Invoice Basis*" requires GST to be accounted for when a tax invoice is raised or received. Under both accounting bases a valid tax invoice is to be held by Council before a GST Tax Input credit can be claimed.

- 9.5 There are cashflow implications for the "*Invoice Basis*" in that GST has to be accounted for and returned to Inland Revenue before the cash is actually received from Council's customers or ratepayers. From a cashflow management perspective the shorter the time between issuing a tax invoice and collection of the cash receipt the better.
- 9.6 WDC is now required to account for GST on all rates assessments (which are tax invoices) issued to date. This includes rate assessments issued for multiple owned Maori unproductive freehold land where the owners cannot be located. For these properties a rates debtor is held in Council's Accounts Receivables until it is either (a) written off through being statute barred (older than six years) or (b) remitted through Council's remission policy. To explain further; for a rates debtor that remains unpaid until written off by either process, the GST amount on the original rates assessment will have been paid over to Inland Revenue and will not return to WDC until one of the formal credit note adjustments (either a statute barred write off or remission) has been transacted.
- 9.7 The transition calculation has been completed and the amount of GST owing at transition date, being the 1 May 2013 is \$949,000. This figure represents GST owing to IRD on all receivables, less GST claimable on any creditors outstanding at that date. In conjunction with that, a one off adjustment to the accounts has been made to correct historical anomalies.
- 9.8 There is some cashflow relief from this accounting change through being able to spread payment of the transition amount in even monthly instalments over six years starting from 1 July 2013.
- 9.9 For presentation of Council's Annual Report and this monthly financial report, there will be a new item in the Non-current liability section of the Balance Sheet for part of the GST owing but not due within one year from balance date. For this and all prior monthly financial reports and annual reports Council's full liability for GST had been shown as current.

Suggested Resolution

The business paper financial report to 31 May 2013 be received.



CHRIS RYAN
CHIEF EXECUTIVE

Appendix 1: Cost of Service Statements

Summary Cost of Service Statement

Summary Cost of Service (Amounts in \$000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget May 2013	YTD Actual May 2013	Variance May 2013	% Variance
Operating Revenue						
Leadership	738	(149)	(53)	(137)	(84)	
Community Service	(368)	(390)	(361)	(372)	(11)	
Community Development	(222)	(227)	(218)	(254)	(36)	
Regulation	(306)	(402)	(381)	(327)	54	
Stormwater Drainage	0	0	0	(68)	(68)	
Resource Management	(91)	(73)	(67)	(38)	29	
Solid Waste Management	(859)	(1,070)	(961)	(818)	143	
Sewerage	(2,968)	(535)	(490)	(2,980)	(2,490)	
Water Supply	(776)	(1,686)	(1,636)	(595)	1,041	
Roads and Footpaths	(5,674)	(5,644)	(5,355)	(4,868)	487	
Total Operating Revenue	(10,526)	(10,176)	(9,522)	(10,457)	(281)	3%
Rates Revenue						
General Rate	(2,997)	(2,928)	(2,928)	(2,932)	(4)	
UAGC	(2,995)	(3,080)	(3,080)	(3,087)	(7)	
Targeted Rate	(9,506)	(10,312)	(10,312)	(10,344)	(32)	
Rates Penalties Revenue	(386)	(310)	(310)	(320)	(10)	
Less Council Rates	214	0	0	0	0	
Total Rates Revenue	(15,670)	(16,630)	(16,630)	(16,683)	(53)	0%
Direct Operating Expenditure						
Leadership	801	658	356	445	89	
Community Service	1,103	1,356	1,156	1,199	43	
Community Development	865	749	718	618	(100)	
Regulation	232	241	224	195	(29)	
Solid Waste Management	925	1,216	999	863	(136)	
Stormwater Drainage	90	137	116	98	(18)	
Resource Management	73	81	74	29	(45)	
Sewerage	1,048	1,231	1,118	894	(224)	
Water Supply	1,232	1,233	1,118	1,331	213	
Roads and Footpaths	5,472	4,387	4,027	4,190	163	
Total Direct Operating Expenditure	11,841	11,289	9,906	9,862	(44)	0%
Indirect Expenditure #	11,714	12,078	10,981	10,289	(692)	-6%
Total Expenditure	23,555	23,367	20,887	20,151	(736)	-4%
Net Operating Cost/(Surplus)	(2,641)	(3,439)	(5,265)	(6,989)	(1,724)	

Indirect expenditure is \$692,000 less than budget. There are three components that make up indirect expenditure;

- External Interest: \$432,000 less than budget, due to interest rates being less than interest rate assumptions made in the Long Term plan.
- Allocated Costs: \$692,000 less than budget, due primarily to internal structural changes through the creation of the Internal Services Unit and Roading Business Unit where the recovery of the overhead costs is shown as a credit in Indirect Expenditure but the costing of allocated costs is shown as Direct Operating Expenditure.
- Depreciation: \$391,000 more than budget, due primarily to depreciation being more than forecast due to "uplift" of depreciation of very old assets. For financial reporting purposes, these were depreciated to zero carrying value and thereafter have no depreciation charged, however for valuation purposes; depreciation is calculated (reinstated) to be one year of the assets' expected base life. In addition to that depreciation on capital additions and capitalised work in progress can be different to assumed depreciation on these assets.

➤ Leadership

LEADERSHIP	Actual	EAP	YTD	YTD	Variance	%
(Amounts in \$1000's)	2011/1	Budget	Budget	Actual	May	Variance
	2	2012/1	May	May	2013	
		3	2013	2013		
Operating Revenue						
Representation	(11)	(12)	(21)	(38)	(17)	
Investments	849	(132)	(30)	(78)	(48)	
Treasury Management & Overhead	(100)	(5)	(2)	(21)	(19)	
	738	(149)	(53)	(137)	(84)	158%
Direct Expenditure						
Representation	291	286	234	243	9	
Strategic Planning & Policy Development	188	84	26	53	27	
Monitoring & Reporting	213	122	12	49	37	
Investments	109	166	84	100	16	
Treasury Management & Overhead	0	0	0	0	0	
Total Direct Expenditure	801	658	356	445	89	25%
Indirect Expenditure	1,924	1,997	1,773	1,581	(192)	
Total Expenditure	2,725	2,655	2,129	2,026	(103)	-5%
Net Operating Cost/(Surplus)	3,463	2,506	2,076	1,889	(187)	-9%

Variance comments:

- Net Operating Cost** for the Leadership Activity is 9% (\$187,000) below the budget for the YTD May 2013.
- Operating Revenue** was 158% (\$84,000) more than budget for the period.
 - Interest revenue of \$47,000 has been received on the \$750,000 advance to Inframax Construction Ltd. This revenue was not budgeted for in the Investments activity. This revenue is offset by the interest Council pays to the bank on the loan raised and then advanced to Inframax.
 - Included in the Investments Activity is Quarry royalties' revenue of which \$23,000 has been received from Inframax Construction Ltd for crushing at WDC owned quarries to 31 May 2013. There has been an agreed change to the methodology of calculating royalties due and invoiced, whereby it is based on usage and not production.
- Total Direct Expenditure** is 25% (\$89,000) over budget due to:
 - Direct expenditure was more than forecast for Strategic Planning and Policy Development due in part to costs incurred relating to the development of the Joint Management Agreement for the Waipa River. In addition there were costs for completion of the Long Term and Annual plans and communications (e.g. newsletters and publications) expenditure.
 - Direct expenditure for the Investments activity is more than budget due to rates expenditure on Council owned quarries being expensed in this activity. In prior years, and when the budgets were prepared, this expenditure has been included in the Community Services (Housing and Other Properties) activity. The expenditure showing in Housing and Other Properties shows the corresponding under expenditure.

Community Service

COMMUNITY SERVICE (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget May 2013	YTD Actual May 2013	Variance May 2013	% Variance
Operating Revenue						
Parks and Reserves	(6)	(11)	(10)	(9)	1	
Housing and Other Property	(218)	(216)	(198)	(210)	(12)	
Recreation and Culture	(96)	(114)	(108)	(112)	(4)	
Public Amenities	(48)	(49)	(45)	(30)	15	
Safety	0	0	0	(11)	(11)	
	(368)	(390)	(361)	(372)	(11)	3%
Direct Expenditure						
Parks and Reserves	204	270	214	222	8	
Housing and Other Property	199	320	281	270	(11)	
Recreation and Culture	256	308	300	365	65	
Public Amenities	409	386	312	301	(11)	
Safety	35	72	49	41	(8)	
Total Direct Expenditure	1,103	1,356	1,156	1,199	43	4%
Indirect Expenditure	1,851	1,692	1,550	1,509	(41)	
Total Expenditure	2,954	3,048	2,706	2,708	2	0%
Net Operating Cost/(Surplus)	2,586	2,658	2,345	2,336	(9)	0%

Variance comments:

1. **Net Operating Cost** for the Community Services Activity is \$9,000 less than budget for the YTD May 2013.
2. **Operating Revenue** is 3% (\$11,000) more than budget.
 - Revenue for Housing and Other Property is more than forecast due to increased Rental and Lease revenue from investments properties and receipt of a Grant for the Community House for a feasibility study on relocating the Community House.
 - Cemetery fees are tracking less than forecast.
3. **Total Direct Expenditure** is 4% (\$43,000) more than the budget for the period.
 - Additional repair works to fences and grounds, was undertaken at the Rukuhia Domain (Piopio) at the request of local users. This work and expenditure was not budgeted for but was partly funded by donations to Council.
 - Housing and Other Properties expenditure is more than budget due to costs associated with land transfers and in some cases the transfers and transactions relate to the recovery of unpaid rates. These transfers could result in the addition of capital assets to Council.
 - Some repairs and maintenance within the Housing and Other Properties Activities have not been undertaken to date. This type of expenditure is usually incurred as and when required and some of this work is weather dependent.
 - The direct costs associated with the Recreation and Culture activity were higher than forecast for the eleven months to 31 May 2013. From 1 October 2012 both the district mowing and the operation of the pool are now undertaken by the Internal Services Unit (ISU). The change in how the service is provided has impacted on how the costs are shown in the cost of service statement. While the mowing costs are effectively provided for in both direct and indirect budgets through the original contract allocation, the costs associated with the pool operations were budgeted in the indirect expenditure section of the cost of service statement. However from 1 October 2012 these costs are now accounted for in the direct costs section of the statement. This means the range of cost types measured in the direct expenditure section of the Recreation and Culture activity are different to that assumed at the time the budget forecasts were developed. This variance is offset by a reduction in the indirect expenditure section of the Cost of Service Statement.

- Half of Council's contribution to the Waikato Valley Rural Fire Group was budgeted to have been paid before May 2013 however there has been a delay due the group undergoing structural and organisational issues leading to this project not being finalised. In addition to that some cost was incurred to Council to control a fire at Mokau; recovery of this cost from the perpetrator may be successful otherwise a claim will be made to the Rural Fire Authority.

Community Development

COMMUNITY DEVELOPMENT (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget May 2013	YTD Actual May 2013	Variance May 2013	% Variance
Operating Revenue						
Community Support	(20)	0	0	(79)	(79)	
Economic Development	(22)	0	0	(4)	(4)	
Regional Tourism	(161)	(207)	(200)	(155)	45	
Agencies	(19)	(20)	(18)	(16)	2	
	(222)	(227)	(218)	(254)	(36)	17%
Direct Expenditure						
Community Support	631	452	441	395	(46)	
Economic Development	4	13	9	8	(1)	
Regional Tourism	230	282	266	215	(51)	
Agencies	0	2	2	0	(2)	
Total Direct Expenditure	865	749	718	618	(100)	-14%
Indirect Expenditure	346	476	436	404	(32)	
Total Expenditure	1,211	1,225	1,154	1,022	(132)	-11%
Net Operating Cost/(Surplus)	989	998	936	768	(168)	-18%

Variance comments:

1. **Net Operating Cost** for the Community Development Activity is 18% (\$168,000) less than budget for the YTD May 2013.
2. **Operating Revenue** is 17% (\$36,000) more than forecast for the period.
 - A grant for the Job Pool Feasibility programme of \$14,500 has been received from the Ministry of Social Development and recognised in the Community Support activity. These funds were not included in the budget.
 - Grant revenue of \$28,586 from the Ministry of Social Development to provide funding to support the delivery of youth activities associated with the Social Sector Trial has been recognised in YTD Actuals for the Community Support activity. This revenue was received in the last financial year however has been recognised in 2012/13 in order to match revenues with expenses.
 - Grant revenue of \$31,500 has been received from the Ministry of Social Development for a Contract for Youth Services. It is expected this grant will be spent in full on Social Sector Trials during the remainder of the financial year. Any unspent amounts will likely be moved to the balance sheet as Revenue in Advance to match expenditure in the following year.
 - Revenue for the Regional Tourism activity was below budget by \$45,000 due to a reduced level of sales at the Visitor Information Centre and is reflected in a similar reduced level of purchases in the expenditure section.
 - Ticket sales for the eleven months to 31 May were \$129,000; for the same period last year they were \$142,000. Possible reasons for the decrease are a reflection of changes to rail passenger services in and to Te Kuiti and reduced ticket sales for local events and performances.
3. **Total Direct Expenditure** is 14% (\$100,000) less than forecast for the period.
 - Costs of \$38,000 associated with the provision of the Youth Programme were incurred in the Community Support activity. These costs were unbudgeted in current year but are funded by the Ministry of Social Development.

- Community Partnership Fund grant allocation expenditure in the Community Support activity was less than expected with only \$14,000 being allocated in YTD May 2013.
- The rates remissions expense in the Community Support for the year is less than budget. The rates remissions on undeveloped and unoccupied Maori Freehold land that have been applied for or granted on behalf of Maori land owners have been substantially processed. To date \$173,000 of rates remissions have been granted whereas the full year budget is for \$260,000. Last year a total of \$304,000 was granted, but included in that figure would have been significant historical arrears being remitted as a "one off".
- Costs in the Regional Tourism activity are less than budget as stock and service purchases at the Visitor Information Centre have reduced in line with reduced levels of sales, as discussed above.

Regulation

REGULATION (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget May 2013	YTD Actual May 2013	Variance May 2013	% Variance
Operating Revenue						
Regulation	(306)	(402)	(381)	(327)	54	
	(306)	(402)	(381)	(327)	54	-14%
Direct Expenditure						
Regulation	232	241	224	195	(29)	
Total Direct Expenditure	232	241	224	195	(29)	-13%
Indirect Expenditure	548	480	440	470	30	
Total Expenditure	780	721	664	665	1	0%
Net Operating Cost/(Surplus)	474	319	283	338	55	19%

Variance comments:

1. **Net Operating Cost** for the Regulation Activity is 19% (\$55,000) more than budget for the YTD May 2013.
2. **Operating Revenue** is 14% (\$54,000) below the budget for the period.
 - Building consent revenue continues to be less than forecast. Building consent numbers are down with much of the construction activity focused on less expensive projects which in turn attract much lower application fees.
 - Approximately 170 applications have been received year to date, with a project value of \$12,001,533. For the same period last year, 178 applications had been received with a project value of \$10,043,832.
3. **Total Direct Expenditure** is 13% (\$29,000) below the budget for the period.
 - Direct expenditure for the Building Control Activity has been reduced as a result of processing more building consents in-house rather than using external agencies.

Solid Waste Management

SOLID WASTE MANAGEMENT (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget May 2013	YTD Actual May 2013	Variance May 2013	% Variance
Operating Revenue						
Collection	(109)	(95)	(87)	(107)	(20)	
Landfill Management	(750)	(975)	(874)	(711)	163	
	(859)	(1,070)	(961)	(818)	143	-13%
Direct Expenditure						
Collection	268	283	260	245	(15)	
Landfill Management	657	933	739	618	(121)	
Total Direct Expenditure	925	1,216	999	863	(136)	-14%
Indirect Expenditure	771	739	662	486	(176)	
Total Expenditure	1,696	1,955	1,661	1,349	(312)	-19%
Net Operating Cost/(Surplus)	837	885	700	531	(169)	-24%

Variance comments:

1. **Net Operating Cost** for the Solid Waste Activity is 24% (\$169,000) below the budget for the YTD May 2013.
2. **Operating Revenue** is 13% (\$143,000) below the forecast for the period.
 - Solid Waste Collection (i.e. rubbish bag sales) revenue is tracking well above YTD budget, with \$107,000 received so far, against a YTD forecast of \$87,000 and full year forecast of \$95,000.
 - Generally, reduced volumes are entering the landfill resulting in reduced revenue for the year to June 2013; however there are a number of underlying trends within different classes of refuse entering the landfill.
 - **Total Direct Expenditure** is 14% (\$136,000) below the budget for the period.
 - Landfill operational costs are currently tracking less than budgeted for, due to reduced refuse volumes entering the landfill as is the Waste Minimisation Levy also tracking less than budget.
 - In addition to that there are a number of "compliance" type costs still to be charged but were budgeted to be spent before June. These include items such as resource compliance costs, compaction surveys and the Annual peer Review costs.
 - The effect of reduced landfill revenue and reduced operational expenditure results in net direct operational income of \$98,000. The year to date budget is for \$135,000 and the full budget for the year is \$33,000. For the same period last year, that is the eleven months to 31 May 2012; net direct operational income was \$40,000. (Direct operational income includes total Landfill Revenue less direct expenditure; in other words depreciation, interest, allocated costs and all costs for the Waste Minimisation Activity are ignored). It should be noted; however there are still year end adjustments to be charged, including changes to the Landfill Provision, losses on disposal of assets (if any) and others.

Stormwater Drainage

STORMWATER DRAINAGE (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget May 2013	YTD Actual May 2013	Variance May 2013	% Variance
Operating Revenue						
Te Kuiti Stormwater	0	0	0	(68)	(68)	
	0	0	0	(68)	(68)	0%
Direct Expenditure						
Reticulation and Disposal - Urban	87	127	110	91	(19)	
Reticulation and Disposal - Rural	3	10	6	7	1	
Total Direct Expenditure	90	137	116	98	(18)	-16%
Indirect Expenditure	265	243	223	265	42	
Total Expenditure	355	380	339	363	24	7%
Net Operating Cost/(Surplus)	355	380	339	295	(44)	-13%

Variance comments:

1. **Net Operating Cost** for the Stormwater Activity is 13% (\$44,000) below the budget for the YTD May 2013.
2. **Operating Revenue** is \$65,000 more than budget.
 - A contribution was received from St Andrew's Housing Trust towards the cost of piping and covering the open drains adjacent to St Andrews Retirement Village. This revenue was not included in the budgets and the expenditure will be capital in nature.
3. **Total Direct Expenditure** is 16% (\$18,000) below the budget for the period.
 - Maintenance costs have been less than budget for the period as work is carried out when required or as determined after rainfall events. This result may well alter with future wet weather events over the remainder of the year.

Resource Management

RESOURCE MANAGEMENT (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget May 2013	YTD Actual May 2013	Variance May 2013	% Variance
Operating Revenue						
District Plan Administration	(91)	(73)	(67)	(38)	29	
	(91)	(73)	(67)	(38)	29	-43%
Direct Expenditure						
District Plan Administration	73	81	74	29	(45)	
Total Direct Expenditure	73	81	74	29	(45)	-61%
Indirect Expenditure	133	110	101	111	10	
Total Expenditure	206	191	175	140	(35)	-20%
Net Operating Cost/(Surplus)	115	118	108	102	(6)	-6%

Variance comments:

1. **Net Operating Cost** for the Resource Management Activity is 6% (\$6,000) less than budget for the YTD May 2013.
2. **Operating Revenue** is 43% (\$29,000) below the budget for the period.
 - Due to the reduced volume of applications being received for processing.
3. **Total Direct Expenditure** is 61% (\$45,000) below the budget for the period.
 - Expenditure on consultants for resource applications is currently tracking less than budget due to the reduced volume of applications requiring processing.

Sewerage

SEWERAGE (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget May 2013	YTD Actual May 2013	Variance May 2013	% Variance
Operating Revenue						
Te Kuiti	(714)	(534)	(489)	(759)	(270)	
Benneydale	(1)	(1)	(1)	0	1	
Piopio	(254)	0	0	(1)	(1)	
	(969)	(535)	(490)	(760)	(270)	
Subsidy Revenue						
Te Kuiti	(1,285)	0	0	(1,862)	(1,862)	
Benneydale	(104)	0	0	0	0	
Piopio*	(610)	0	0	(358)	(358)	
	(1,999)	0	0	(2,220)	(2,220)	
	(2,968)	(535)	(490)	(2,980)	(2,490)	508%
Direct Expenditure						
Te Kuiti	942	1,110	1,015	768	(247)	
Te Waitere	17	16	15	20	5	
Benneydale	80	63	53	72	19	
Piopio	9	42	35	34	(1)	
Total Direct Expenditure	1,048	1,231	1,118	894	(224)	-20%
Indirect Expenditure	1,152	1,400	1,282	929	(353)	
Total Expenditure	2,200	2,631	2,400	1,823	(577)	-24%
Net Operating Cost/(Surplus)	(768)	2,096	1,910	(1,157)	(3,067)	-161%

Variance comments:

1. **Net Operating Surplus** for the Sewerage Activity is 161% (\$3,067,000) more than budget for the YTD May 2013.
2. **Operating Revenue** is 508% (\$2,490,000) above budget for the period.
 - Subsidy of \$358,000 has been claimed and paid for the Piopio Sewerage scheme; this represents the final amount of subsidy revenue for this scheme and was not included in the budgets for the current year but was included in prior budgets.
 - Subsidy of \$1,862,000 has been claimed for progress on the Te Kuiti Wastewater Treatment plant upgrade to date. This revenue was not included in the budgets for the current year as there was uncertainty at the time the subsidy application was made about whether or not we were eligible to receive subsidy monies.
 - Trade Waste revenue is currently tracking at \$287,000 more than forecast; however there is uncertainty around collectability of this amount. An issue has arisen where the nutrient load and volume measurements from which the revenue amount calculation was based on seem to be artificially higher than they should have been. As such revenue amounts have been recalculated to estimated amounts and shown here; it is expected that final calculations will be completed by the end of the financial year,
3. **Total Direct Expenditure** is 20% (\$224,000) below budget for the period.
 - Insurance costs associated with Local Authority Protection Programme (LAPP) were less than budget. As recommended, the savings on budget for all insurances (including LAPP) will be transferred to Council's Natural Disasters Reserve as part of its self insurance position.
 - Electricity costs are currently less than budgeted. The budgets were prepared on the assumption that the newly constructed WWTP assets would be using more electricity.
 - Variation and maintenance costs are currently tracking less than budget.

Water Supply

WATER SUPPLY (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget May 2013	YTD Actual May 2013	Variance May 2013	% Variance
Operating Revenue						
Te Kuiti	(475)	(484)	(443)	(524)	(81)	
Mokau	(6)	(31)	(26)	(5)	21	
Piopio	(16)	(24)	(22)	(9)	13	
Benneydale	(13)	(23)	(21)	(7)	14	
	(510)	(562)	(512)	(545)	(33)	
Subsidy Revenue						
Mokau	0	(808)	(808)	0	808	
Piopio	(266)	(316)	(316)	(50)	266	
	(266)	(1,124)	(1,124)	(50)	1,074	
	(776)	(1,686)	(1,636)	(595)	1,041	-64%
Direct Expenditure						
Te Kuiti	810	866	788	872	84	
Mokau	173	139	125	157	32	
Piopio	183	167	150	240	90	
Benneydale	66	61	55	62	7	
Total Direct Expenditure	1,232	1,233	1,118	1,331	213	19%
Indirect Expenditure	739	693	634	742	108	
Total Expenditure	1,971	1,926	1,752	2,073	321	18%
Net Operating Cost/(Surplus)	1,195	240	116	1,478	1,362	

Variance comments:

- Net Operating Cost** for the Water Supply Activity is \$1,362,000 less than budget for the YTD May 2013.
- Operating Revenue** is 64% (\$1,041,000) less than budget for the period.
 - The Mokau raw water storage dam project has been delayed in order to develop a new design of the dam at the new site. Consequently no subsidy has been claimable to date.
 - Upgrade work at the Piopio Water Treatment Plant was scheduled to be undertaken in the 2012/13 financial year. However as subsidy was obtained unexpectedly and the scope of the work changed, a significant part of the work was completed in the 2011/12 year.
 - Metered water revenue is more than forecast due to greater consumption from mainly industrial users.
- Total Direct Expenditure** is 19% (\$213,000) more than budget for the period.
 - Indicative expenditure through Council's water contractor for variation and maintenance work is tracking more than budget year to date. Exact expenditure for March and May are still to be determined and further to this an assessment as to the exact nature of this expenditure (capital or maintenance) is still to be done. However offsetting part of this over expenditure is reduced insurance costs and electricity costs.
 - Fire hydrant replacement and repairs to a chlorine monitor have been carried out in Mokau causing an increase in maintenance expenditure.
 - Additional costs have been incurred in the commissioning of the Piopio Water treatment plant. These are currently being expensed as maintenance items. However a detailed assessment is still to be carried out to ensure correct classification as either maintenance or capital expenditure. In addition to that, investigation work has been carried out to track leaks in the reticulation system.

Roads and Footpaths

ROADS AND FOOTPATHS (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget May 2013	YTD Actual May 2013	Variance May 2013	% Variance
Operating Revenue						
Subsidised Roads	(5,599)	(5,584)	(5,321)	(4,823)	498	
Non Subsidised Roads	(75)	(60)	(34)	(45)	(11)	
	(5,674)	(5,644)	(5,355)	(4,868)	487	-9%
Direct Expenditure						
Subsidised Roads	5,287	4,241	3,896	4,022	126	
Non Subsidised Roads	185	146	131	168	37	
Total Direct Expenditure	5,472	4,387	4,027	4,190	163	4%
Indirect Expenditure	3,985	4,233	3,880	3,792	(88)	
Total Expenditure	9,457	8,620	7,907	7,982	75	1%
Net Operating Cost/(Surplus)	3,783	2,976	2,552	3,114	562	22%
Subsidised Roads Maintenance	5,287	4,241	3,574	4,022	448	
Subsidised Roads Capital	3,833	4,642	4,506	3,858	(648)	
Combined Maintenance and Capital	9,120	8,883	8,080	7,880	(200)	
Subsidy Revenue for Subsidised Roads	(5,460)	(5,443)	(5,203)	(4,536)	667	

Variance comments:

- Net Operating Cost** for the Roads and Footpaths Activity is 22% (\$562,000) more than budget for the YTD May 2013.
- Operating Revenue** is 12% (\$669,000) below the budget for the period.
 - Subsidy revenue is based on both maintenance and capital expenditure amounts and currently tracking at a combined subsidy rate of 58% which is slightly lower than the Financial Assistance Rates (FAR) granted to Council of 59% for most work categories. As combined expenditure is less than YTD budget, subsidy claimed will also be less.
 - The reduced subsidy revenue is due to a contractor not completing a construction job and an additional contractor having to be established to remedy the works. This additional cost is currently being negotiated with NZTA for subsidy.
 - In addition the rehabilitation project at Rora Street has been moved from current year to the 2013/14 financial year. The rescheduling of this project has reduced the level of NZTA subsidy revenue claimed to date.
- Total Direct Expenditure** is 4% (\$163,000) below the budget.
 - The unsealed pavement maintenance programme is currently underway. However delays are being experienced because of weather conditions.
 - There has been increased expenditure required for emergency reinstatement as a result of weather events in the eleven months to May 2013. The expenditure for emergency reinstatement was \$387,000 against a full year of budget of \$60,000. Savings will be made elsewhere in the roading programme so as to bring expenditure in total for Land Transport within budget for the year.

Appendix 2: Balance Sheet as at 31 May 2013

BALANCE SHEET (Amounts in \$1000's)	Actual Position 30 June 2012	Actual Position 30 May 2013	Long Term Plan 30 Jun 2013	Variance from 30 June 2012	Variance from LTP
Public Equity					
Retained Earnings	192,232	199,221	199,518	6,989	297
Other Reserves	3,529	3,529	2,765	0	(764)
Revaluation Reserve	68,617	68,617	50,168	0	(18,449)
Total Public Equity	264,378	271,367	252,451	6,989	(18,916)
Current Assets					
Cash and Cash Equivalents	2,711	1,903	100	(808)	(1,803)
Inventories	26	34	36	8	2
Land Subdivision Inventories	0	0	1,146	0	1,146
Other Financial Assets	2	2	2	0	0
Trade and Other Receivables	6,507	4,475	4,630	(2,032)	155
Derivative Financial Instruments	0	0	0	0	0
Total Current Assets	9,246	6,414	5,914	(2,832)	(500)
Current Liabilities					
Trade and Other Payables	3,918	2,419	3,629	(1,499)	1,210
Current Portion of Borrowings	14,264	14,058	5,200	(206)	(8,858)
Provisions	52	14	51	(38)	37
Employee Entitlements	456	318	456	(138)	138
Derivative Financial Instruments	265	265	118	0	(147)
Total Current Liabilities	18,955	17,074	9,454	(1,881)	(7,620)
Net Working Capital	(9,709)	(10,660)	(3,540)	(951)	7,120
Non Current Assets					
Property Plant and Equipment	305,353	312,618	298,242	7,265	(14,376)
Intangible Assets	91	79	80	(12)	1
Forestry Assets	39	39	39	0	0
Investment Properties	663	662	648	(1)	(14)
Assets Held for Sale and Discontinued Operations	1,112	1,076	0	(36)	(1,076)
Other Financial Assets	793	793	841	0	48
Deferred Tax Asset	0	0	0	0	0
Derivative Financial Instruments	46	46	54	0	8
Total Non Current Assets	308,097	315,313	299,904	7,216	(15,409)
Non Current Liabilities					
Borrowings	32,741	31,247	42,886	(1,494)	11,639
Trade and Other Payables	0	790	0	790	(790)
Employee Entitlements	59	76	61	17	(15)
Provisions	727	690	928	(37)	238
Derivative Financial Instruments	483	483	38	0	(445)
Total Non Current Liabilities	34,010	33,286	43,913	(724)	10,627
Net Assets	264,378	271,367	252,451	6,989	(18,916)

Appendix 3: Key to columns in Financial Tables and Terminology

The Income Statement and Cost of Service Statements contain five columns of information:

- Column <a> shows the actuals for 2011/2012 year. The actuals for prior year exclude rates paid on council properties in both rates revenue and expenditure in the cost of service statements.
- Column shows the budget for the whole year as approved by Council in the Annual Plan 2012/13.
- Column <c> shows the budget for the part of the year that this Financial Report relates to. Normally the budget is spent (or income received) evenly throughout the year, however where it is forecast that expenditure might be incurred or income received in a particular month or season, the budget has been allocated accordingly. In other words the budget has not been allocated on a uniform basis.
- Column <d> shows actual expenditure incurred or income received to 31 May 2013.
- Column <e> shows the variance between actual expenditure/income to date (<d>) and the budget to date (<c>). Where the variance is positive more expenditure has been incurred or less income received than budgeted for the year to date. Where the variance is negative, as denoted by closed brackets "()", expenditure incurred is less or income received is more than year to date budget.
- Column <f> shows the percentage variance and is calculated by dividing Variance Year to Date (<e>) by Budget Year to Date (<c>). Variance figures are presented for the Net Operating Cost/Surplus, Operating Revenue and Operating Expenditure rows for each cost of service statement.

Terminology

- Current loans are those due to mature (and therefore repaid or refinanced) prior to 30 June 2013.
- Floating Rate Notes are a floating interest rate debt security instrument raised on the Wholesale Debt Market, which operates between commercial borrowers and lenders.
- Non-current loans are those that have a maturity date beyond 30 June 2013.
- Finance Leases are for the financing of the main telephone and photocopying equipment used. This finance lease figure is included in the Loan Portfolio table so as to reconcile the total public debt figure to the balance sheet. The reason for using finance leases for these types of assets is that as part of the asset, a maintenance service is provided, access is gained to the latest equipment available and the risk of major breakdown rests with the supplier.
- Interest rate swaps are a "receive floating – pay fixed" contract, where in exchange for paying a fixed amount of interest, Council will receive a floating amount of interest from the bank. The floating amount received will then offset the floating amount due to be paid on floating rate notes. To ensure the effectiveness of the hedge, matching of the swap terms to the underlying debt terms is required. To avoid any doubt the notional amount of the swap does not represent additional debt being raised.
- Loan Maturity Date is the date the loan has to be either repaid in cash or refinanced through a draw down of a new loan or by extension of the existing loan maturity date.
- Interest Re-price Date is the date that the interest rate and interest period can be reviewed.
- Weighted Average Interest Rate is calculated by dividing the total loan amount, excluding the Wholesale Advance facility and finance leases, by the total of the interest cost on each loan. The interest cost is calculated by multiplying the loan amount by the interest rate listed above. This calculation assumes that the rate listed above is applicable for the whole year. The actual interest cost to the council is different to this because different interest rates apply during the course of the year and life of the loan.

Document No: 308773

File No: 054/001C

Report To: Council Meeting**Meeting Date:** 25 June 2013**Subject:** Civic Assurance – Annual Accounts to 31 December 2012**Purpose of Report**

- 1.1 The purpose of this paper is to inform Council about Civic Assurance's current financial position and to receive the 2012 Annual Report.

Local Government Act S.11A Considerations

- 2.1 This business paper does not have any considerations in relation to the Local Government Act S.11A.

Background

- 3.1 Civic Assurance is the trading name of the New Zealand Local Government Insurance Corporation Ltd (LGIC). It has been trading for 50 years.
- 3.2 It is owned by Local Government and is dedicated to servicing local government with a range of financial services. A schedule of shareholders is attached to, and forms part of, this business paper.

Services Provided

- 4.1 Civic Assurance offers councils and CCOs (Council Controlled Organisations) the following classes of insurance business:

Material Damage	Forest & Rural Fire Costs
Business Interruption	Civil Defence Expenditure
Motor Vehicle	Election Expenses
Contractors All Risks	Machinery Breakdown
Marine Cargo and/or Hull	Boiler Explosion
Electronic Equipment	Professional Indemnity
Fidelity Guarantee	Public Liability
Personal Accident	Travel

- 4.2 Civic is also the promoter and administrator of SuperEasy and SuperEasy KiwiSaver Superannuation Scheme, the Administration Manager for LAPP, the Fund Manager for Riskpool, a 25% shareholder in Local Government Online Ltd. Profits to Civic after allowing for the expenses it incurs in doing this work are modest, but the fees collected make an important contribution to Civic's overheads. Civic is also the owner and property manager of Civic Assurance House (a nine-storey building on Lambton Quay in Wellington).

The Year's Highlights

5.1 Insurance Business

Civic's property reinsurance programme for 30 June 2010 to 30 June 2011 was uncapped. The cost to Civic of the September 2010, February 2011 and June 2011 Canterbury earthquakes has therefore been limited to three retentions of \$3.6 million – a total of \$10.8 million. That is still a lot of money, but without reinsurance it obviously would have been considerably more.

The large reinsurance losses from the Canterbury earthquakes for what, with the benefit of hindsight, were very modest premiums meant that Civic's reinsurers for 2010-11 were not prepared to renew Civic's programme. Unsurprisingly with what had happened, no other reinsurers were willing to offer Civic uncapped cover either. Unable to secure suitable property reinsurance protection, Civic withdrew from offering property insurance from 30 June 2011. Civic was able to secure property reinsurance from 1 July 2012, but councils were not prepared to buy property insurance from Civic without Civic holding an 'A' credit rating.

Other lines of insurance business such as motor insurance have continued to be provided.

5.2 Investment Revenue

Interest rates continued at historic lows during 2012. This combined with fewer funds to invest compared to previous years meant lower investment income for Civic, down from \$440,289 in 2011 to \$415,930 in 2012.

Civic Assurance House is a nine-storey building near the government centre. Its value in 2012 fell \$150,000 from \$6,925,000 to \$6,775,000. Gross rents received for Civic Assurance House decreased from \$778,609 to \$761,215. Operating costs increased from \$379,197 to \$427,344.

5.3 Financial Strength

High claims in 2010 and in particular the 4 September 2010 Canterbury earthquake reduced Civic's capital base from \$19.5 million to \$15.5 million. The 2011 February and June earthquakes contributed gross losses of another \$7.2 million.

Compounding these losses is that Civic from 30 June 2011 has not been writing any property insurance, which prior to September 2010 had been Civic's main source of profit.

Civic's claims paying ability rating from AM Best at 3 May 2013 was B++ u (Good), with negative outlook.

Civic is in arbitration with two of its reinsurers: R+V Versicherung AG and AIG. Civic's legal advice is that it will win both of these. They should know before the end of 2013.

In early 2012 the Company had a rights issue at 90 cents per share. This was supported by 42 of Civic's 68 shareholders and raised \$4.2 million of new capital – (refer to 5.3 below). The primary reason for the rights issue and the reason that it was supported was for Civic to get back its 'A rating' so it could again be active in the local government property insurance market.

A second share issue has also been made offering shares to all councils, whether a current shareholder or not. With disputes outstanding on Civic's reinsurance recoveries, the closing date of this second share issue has been extended to 13 December 2013.

Civic received a provisional licence on 29 February 2012 from the RBNZ under section 244 of the Insurance (Prudential Supervision) Act 2010 to carry on insurance business in New Zealand. It is expected that a full licence from RBNZ will be issued during the course of 2013. **This situation applies to all New Zealand insurers.**

Canterbury Earthquakes Claims

- 6.1 The Canterbury earthquakes have had a significant impact on the operational and financial results of the Company for the year, with over **900** claims being received.
- 6.2 As at 31 December 2012 the Outstanding Claims Liability in relation to Canterbury earthquake claims was **\$826,012,000** of which \$822,069,000 is covered by reinsurance treaties resulting in a net incurred claims liability of **\$3,943,000**.
- 6.3 As a result of the Canterbury earthquake events, reinsurance cover has been less affordable than in previous years. In addition to this, the Company has faced logistical issues detailing the exposures that were to be written due to a lack of detailed information being readily available on the local government assets. As a consequence of this, the Company was unable to obtain reinsurance at an appropriate price for the reinsurance year commencing 1 July 2011 and has not accepted any new material damage risk from that date.
- 6.4 The principal concern in determining the outstanding claims liabilities for Canterbury earthquake claims is the unique nature of the event. Despite the material nature of the outstanding claims liability, it has been decided at this stage that no actuarial adjustment should be applied to the case estimates recorded for these claims. The reasons for this are:
 - The unique and continuing nature of the Canterbury earthquake events means that at this stage there is very limited data upon which to base a meaningful actuarial analysis.
 - All claims have been assessed by loss adjusters who have expertise in this area. We understand that there is no reason to believe that there is any systemic under or over estimation of reported claims.
 - To date, few claims have been closed so there are unlikely to be reopened claims.
- 6.5 Despite the considerable gross claims costs, the financial impact on the Company has been significantly mitigated by the existing catastrophe reinsurance treaties in place until 30 June 2011. **These reinsurance treaties limit the Company's net claims liability to \$3.6 million net incurred claims per event** (net of reinsurance). While it is expected that the gross claims will be larger than the net

retention (after catastrophe reinsurance) any increase in the claims costs will be borne by the reinsurers and therefore the risk margin on the net claims liability is zero.

- 6.6 Although the Company's exposure to insurance risk is limited to \$3.6 million net incurred claims per event, it continues to be exposed to credit risk relating to the ability of the reinsurers to pay the gross reinsurance recoveries receivable.

Business Outlook

- 7.1 It will take a number of years before Civic can rebuild its insurance portfolio to where it was. To assist councils with managing their insurances and to reduce their long-term insurance costs, Civic hopes to launch, subject to confirming a suitable reinsurance programme, a new pool – the Civic Property Pool (CPP).
- 7.2 CPP will provide Civic with an additional revenue stream from the administration of CPP and councils with a new, cost-effective option for their property risk financing.
- 7.3 These have been difficult times for councils too, who have been faced with very large premium increases and generally with less favourable policy wordings, including higher deductibles (both earthquake and other perils) and the introduction of loss limits.
- 7.4 Civic continues to offer other lines of insurance such as motor insurance and will re-enter the property insurance market as soon as its rating and reinsurance availability allows it to do so. Meanwhile, Civic through its income from SuperEasy, LAPP and Riskpool administration fees and rent from Civic Assurance House is able to cover the bulk of its running costs.

Financial Position

- 8.1 Attached to, and forming part of, this business paper are the following extracts from Civic's audited financial statements for the year ended 31 December 2012:

8.2 Statement of Comprehensive Income

This statement highlights the Group's trading result for the year, with a **\$1,284,886 loss** for the Group compared to the \$5,390,229 loss for the same period last year.

8.3 Statement of Financial Position

Over the 12 months ended 31 December 2012 Civic's equity increased by \$2,890,730, as follows:

Ordinary Shares Issued During the Year	4,175,616
Deduct: Total Comprehensive Profit/(Loss)	(1,284,886)
Increase in Equity For Year Ended 31/12/12	2,890,730

This increase is reflected in the Statement of Financial Position mainly in:

Current Assets

- Reinsurance Recoveries (increased by \$117,529,882 to **\$820,245,659**)
- Bank & Cash Equivalents (decreased by **\$9,481,679**)
- Sundry Debtors (decreased by **\$544,463**)

Non Current Assets

- Deferred Tax Asset (increased by **\$272,432**);
- Investment Property (decreased by **\$150,000**)

Current Liabilities

- Reinsurance Received in Advance (decreased by **\$14,936.206**)
- Sundry Creditors (increased by **\$2,550,204**)
- Outstanding Claims Liability (increased by \$116,607,800 to **\$829,306,800**);
- Unearned Premium Reserve (increased by **\$604,028**)

8.4 Auditor's Report

Council's attention is drawn to the auditor's comments on the company's 'going concern' basis on which the financial statements have been prepared.

Suggested Resolution

1. The business paper on the annual accounts of Civic Assurance be received.
2. That the audited 2012 Annual Report of Civic Assurance for the year ended 31 December 2012 be received.



C.E. (KIT) JEFFRIES
GROUP MANAGER – CORPORATE SERVICES

11 June 2013

Attachment: Extracts from the 2012 Annual Report of Civic Assurance

Statement of Comprehensive Income

FOR THE YEAR ENDED 31 DECEMBER 2012

	Notes	2012 Group \$	2011 Group \$	2012 Parent \$	2011 Parent \$
REVENUE					
Income Attributable to Insurance Business					
Premium Earned		(100,323)	4,457,514	(100,323)	4,457,514
Reinsurance Paid		(169,094)	(2,827,659)	(169,094)	(2,827,659)
Net Claims	3	84,955	(7,382,282)	84,955	(7,382,282)
Underwriting (Deficit)		(184,462)	(5,752,427)	(184,462)	(5,752,427)
Commissions & Claims Management Expenses		-	-	-	-
		(184,462)	(5,752,427)	(184,462)	(5,752,427)
Administration Fees		1,593,505	1,392,366	1,593,505	1,392,366
Income from Investments	9	415,930	440,289	415,930	440,289
Property Income		761,215	788,609	761,215	788,609
Net Operating Revenue		2,586,188	(3,131,162)	2,586,188	(3,131,162)
EXPENDITURE					
Audit Fee					
Statutory Audit		109,169	73,475	109,169	73,475
Other Fees Paid to Auditors re Taxation Advisory		30,850	36,150	30,850	36,150
Claims Paying Ability Rating		21,798	21,611	21,798	21,611
Consultants		143,229	153,898	143,229	153,898
Depreciation	11	67,700	30,070	67,700	30,070
Amortisation	11	50,346	49,419	50,346	49,419
Interest Expense		8,658	-	8,658	-
Directors' Remuneration		114,900	114,900	114,900	114,900
Insurance Council of New Zealand		12,500	12,500	12,500	12,500
Legal Fees		246,322	56,778	246,322	56,778
Property Operating Expenses		427,344	379,197	427,344	379,197
Bad Debts		-	107	-	107
Other Expenses		1,185,933	985,727	1,185,908	985,657
Employee Remuneration		1,431,064	1,293,509	1,431,064	1,293,509
Total Expenditure		3,849,813	3,207,341	3,849,788	3,207,271
Profit/(Deficit) Before Share of Profit from Associate, Revaluation of Investment Property and Taxation		(1,263,625)	(6,338,503)	(1,263,600)	(6,338,433)
Subvention Payment		-	-	(7)	672
Revaluation of Investment Property	10	(323,161)	(900,000)	(323,161)	(900,000)
Share of Profit of Associate		29,461	24,410	-	-
Profit/(Deficit) Before Taxation		(1,557,325)	(7,214,093)	(1,586,768)	(7,237,761)
Less Taxation (Credit) / Expense	8	(272,439)	(1,823,864)	(272,432)	(1,823,172)
TOTAL COMPREHENSIVE PROFIT/(LOSS) NET OF TAX	14	(1,284,886)	(5,390,229)	(1,314,336)	(5,414,589)

The Notes to the Financial Statements form part of, and should be read in conjunction with, these Statements.

Statement of Financial Position

AS AT 31 DECEMBER 2012

	Notes	2012 Group \$	2011 Group \$	2012 Parent \$	2011 Parent \$
SHAREHOLDERS' EQUITY					
Issued and Paid-Up Ordinary Shares					
11,030,364 Ordinary Shares fully paid up	20	10,566,406	6,390,790	10,566,406	6,390,790
Retained Earnings	20	2,407,772	3,692,658	2,396,115	3,710,451
TOTAL EQUITY		12,974,178	10,083,448	12,962,521	10,101,241
Represented By:					
CURRENT ASSETS					
Bank & Cash Equivalents		14,617,721	24,099,400	14,567,126	24,048,110
Sundry Debtors and Prepayments		425,904	970,367	425,897	971,038
Premiums Receivable		33,005	23,450	33,005	23,450
Reinsurance Recoveries	6	820,245,659	702,715,777	820,245,659	702,715,777
Reinsurance Prepayments	7	40	60,067	40	60,067
Income Tax Receivable	8	200,510	197,920	200,510	197,920
Managed Funds	13	-	-	-	-
Total Current Assets		835,522,839	728,066,981	835,472,237	728,016,362
NON CURRENT ASSETS					
NZ Government Stock	13	107,618	110,374	107,618	110,374
Shares in Local Government Online		111,224	81,764	30,000	30,000
Property, Plant and Equipment	11	286,122	94,460	286,122	94,460
Intangible Assets (Software)	11	110,245	159,151	110,245	159,151
Deferred Tax Asset	8	3,689,647	3,417,215	3,689,647	3,417,215
Investment Property	10	6,775,000	6,925,000	6,775,000	6,925,000
Total Non Current Assets		11,079,856	10,787,964	10,998,632	10,736,200
TOTAL ASSETS		846,602,695	738,854,945	846,470,869	738,752,562

The Notes to the Financial Statements form part of, and should be read in conjunction with, these Statements.

Statement of Financial Position

AS AT 31 DECEMBER 2012

	Notes	2012 Group \$	2011 Group \$	2012 Parent \$	2011 Parent \$
CURRENT LIABILITIES					
Sundry Creditors & Accrued Charges		3,076,879	526,675	3,076,886	526,675
Reinsurance Received in Advance		-	14,936,206	-	14,936,206
Accrued Holiday Pay		84,553	53,359	84,553	53,359
Subordinated Debt	16	120,176	120,176	-	-
		3,281,608	15,636,416	3,161,439	15,516,240
Insurance Provisions					
Unearned Premium Reserve	7	1,040,109	436,081	1,040,109	436,081
Outstanding Claims Liability	3	829,306,800	712,699,000	829,306,800	712,699,000
Total Insurance Provisions		830,346,909	713,135,081	830,346,909	713,135,081
Total Current Liabilities		833,628,517	728,771,497	833,508,348	728,651,321
TOTAL LIABILITIES		833,628,517	728,771,497	833,508,348	728,651,321
EXCESS OF ASSETS OVER LIABILITIES		12,974,178	10,083,448	12,962,521	10,101,241

For and on behalf of the Directors

Chairman Tony Marryatt



22 April 2013

Director Bryan Taylor



22 April 2013

The Notes to the Financial Statements form part of, and should be read in conjunction with, these Statements.

Independent Auditor's Report

To the readers of New Zealand Local Government Insurance Corporation Limited and Group's Financial Statements for the year ended 31 December 2012

The Auditor-General is the auditor of New Zealand Local Government Insurance Corporation Limited (the "Company") and Group. The Auditor-General has appointed me, Dave Shadwell, using the staff and resources of Deloitte, to carry out the audit of the financial statements of the Company on her behalf.

We have audited the financial statements of the Company and Group on pages 9 to 41, that comprise the statement of financial position as at 31 December 2012, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information.

OPINION

FINANCIAL STATEMENTS

In our opinion the financial statements of the Company and Group on pages 9 to 41:

- comply with generally accepted accounting practice in New Zealand;
- comply with International Financial Reporting Standards; and
- give a true and fair view of the Company and Group's:
 - financial position as at 31 December 2012; and
 - financial performance and cash flows for the year ended on that date.

EMPHASIS OF MATTER - VALIDITY OF THE GOING CONCERN BASIS ON WHICH THE FINANCIAL STATEMENTS HAVE BEEN PREPARED

Without modifying our opinion, we considered the adequacy of the disclosures made in note 24 on page 41 about the going concern assumption, which notes that the Company's reinsurers have not unanimously agreed to meet the claims made, and the uncertainty as to when the Company will resume its normal business activities.

The outcome of the reinsurance issues and the Company's ability to continue its material damage cover insurance activities are uncertain at this stage. The validity of the going concern assumption on which the financial statements are prepared depends, inter alia, on the limitation of the Company's net outstanding claims liability to \$6.6m.

We consider the disclosures to be adequate.

OTHER LEGAL REQUIREMENTS

In accordance with the Financial Reporting Act 1993 we report that, in our opinion, proper accounting records have been kept by the Company and Group as far as appears from an examination of those records.

Our audit was completed on 22 April 2013. This is the date at which our opinion is expressed.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the Board of Directors and our responsibilities, and explain our independence.

BASIS OF OPINION

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and carry out our audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Material misstatements are differences or omissions of amounts and disclosures that would affect a reader's overall understanding of the financial statements. If we had found material misstatements that were not corrected, we would have referred to them in our opinion.

An audit involves carrying out procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgement, including our assessment of risks of material misstatement of the financial statements whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the Company's preparation of the financial statements that give a true and fair view of the matters to which they relate. We consider internal control in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.

An audit also involves evaluating:

- the appropriateness of accounting policies used and whether they have been consistently applied;
- the reasonableness of the significant accounting estimates and judgements made by the Board of Directors;
- the adequacy of all disclosures in the financial statements; and
- the overall presentation of the financial statements.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements. In accordance with the Financial Reporting Act 1993, we report that we have obtained all the information and explanations we have required. We believe we have obtained sufficient and appropriate audit evidence to provide a basis for our audit opinion.

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The Board of Directors is responsible for preparing financial statements that:

- comply with generally accepted accounting practice in New Zealand; and
- give a true and fair view of the Company and Group's financial position, financial performance and cash flows.

The Board of Directors is also responsible for such internal control as it determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

The Board of Directors' responsibilities arise from the Financial Reporting Act 1993.

RESPONSIBILITIES OF THE AUDITOR

We are responsible for expressing an independent opinion on the financial statements and reporting that opinion to you based on our audit. Our responsibility arises from section 15 of the Public Audit Act 2001.

INDEPENDENCE

When carrying out the audit, we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the New Zealand Institute of Chartered Accountants.

Other than the audit, and taxation compliance services, we have no relationship with or interests in the Company or any of its subsidiaries.



Dave Shadwell, DELOITTE
WELLINGTON, NEW ZEALAND
ON BEHALF OF THE AUDITOR-GENERAL

CIVIC ASSURANCE SHAREHOLDERS AS AT 31 DECEMBER 2012

SHAREHOLDER MEMBER	NO. OF SHARES		SHAREHOLDER MEMBER	NO. OF SHARES	
CITY COUNCILS			DISTRICT COUNCILS (Cont'd)		
Auckland	2,195,042	19.9%	Rotorua	175,906	1.6%
Christchurch	1,417,704	12.9%	Ruapehu	56,666	0.5%
Dunedin	470,966	4.3%	Southland	13,715	0.1%
Hamilton	202,729	1.8%	South Taranaki	135,496	1.2%
Hutt	479,822	4.4%	South Waikato	42,374	0.4%
Invercargill	407,927	3.7%	South Wairarapa	53,930	0.5%
Napier	283,842	2.6%	Stratford	65,608	0.6%
Nelson	95,543	0.9%	Tararua	99,972	0.9%
Palmerston North	411,737	3.7%	Tasman	65,584	0.6%
Porirua	140,146	1.3%	Taupo	83,971	0.8%
Upper Hutt	51,209	0.5%	Tauranga	124,242	1.1%
Wellington	526,821	4.8%	Thames-Coromandel	7,120	0.1%
DISTRICT COUNCILS			Timaru	230,118	2.1%
Ashburton	56,016	0.5%	Waikato	41,070	0.4%
Buller	27,698	0.3%	Waimakariri	88,172	0.8%
Carterton	23,642	0.2%	Waimate	30,458	0.3%
Central Hawke's Bay	28,580	0.3%	Waipa	149,082	1.4%
Central Otago	91,238	0.8%	Wairoa	22,992	0.2%
Clutha	33,711	0.3%	Waitaki	120,000	1.1%
Far North	35,440	0.3%	Waitomo	16,940	0.2%
Gisborne	99,404	0.9%	Wanganui	289,660	2.6%
Gore	44,589	0.4%	Western Bay of Plenty	28,142	0.3%
Grey	33,742	0.3%	Westland	16,356	0.1%
Hastings	129,170	1.2%	Whakatane	38,788	0.4%
Hauraki	63,434	0.6%	Whangarei	63,524	0.6%
Horowhenua	110,689	1.0%	REGIONAL COUNCILS		
Hurunui	14,000	0.1%	Canterbury	152,696	1.4%
Kaipara	13,629	0.1%	Waikato	22,000	0.2%
Kapiti Coast	15,060	0.1%	Horizons	2,000	0.0%
Kawerau	31,161	0.3%	Taranaki	1,000	0.0%
Manawatu	203,964	1.8%	Wellington	80,127	0.7%
Marlborough	86,022	0.8%	OTHER		
Masterton	127,230	1.2%	TrustPower	137,251	1.2%
Matamata-Piako	122,554	1.1%			
New Plymouth	441,456	4.0%			
Otorohanga	5,000	0.0%			
Queenstown-Lakes	31,149	0.3%			
Rangitikei	23,338	0.2%			
Total Shares				11,030,364	

Document No: 309329	File No: 037/049
Report To: Council Meeting	
	Meeting Date: 25 June 2013
	Subject: Adoption of Amended Revenue and Financing Policy

Purpose of Report

- 1.1 The purpose of this business paper is to present the amended Revenue and Financing Policy for Council's consideration and adoption.

Local Government Act S.11A Considerations

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

Background

- 3.1 Following public requests to reconsider the methodology used to fund the Te Kuiti Urban Stormwater activity Council, during the preparation of the 2013/14 dEAP, carefully considered the various funding options and funding tools available bearing in mind the principles of 'exacerbator pays' and 'fairness and equity' between all groups of ratepayers.
- 3.2 Council resolved to change the funding mechanism for urban stormwater from SUiPs to a combination of a 'base' uniform charge on a 'per rating unit' (which will fund 67% of the total cost of service in 2013/14) with the residual funding requirement being met from a rate based on property value (33% of the total cost).
- 3.3 The base charge is expected to cover the standing charges associated with the provision of urban stormwater services and may vary annually. The portion based on capital value will shift the rating incidence on to higher value properties which Council considered fair since those properties generally have larger improvements and site coverage which exacerbate higher levels of stormwater run-off into the urban stormwater system.
- 3.4 The draft EAP containing this proposal was adopted for consultation on 26 March 2013 and was made available for public consultation from 9 April to 9 May 2013. Hearing of submissions was held on 23 May 2013 and Council deliberated on those submissions on 6 June 2013.
- 3.5 No submissions were received in respect of the urban stormwater funding proposal.

Amendments to the Revenue & Financing Policy

- 4.1 The changes required to the Revenue and Financing Policy have been made and the amended Policy is enclosed separately and forms part of, this business paper.
- 4.2 Summarised below are the changes to the RFP:
- **Page 9**

The percentage funding sources have been amended from 100% Targeted UAC to:

 - ✓ 67% Targeted UAC
 - ✓ 33% Targeted Rate
 - **Page 29**
 - ✓ Clause 7.2.5 – funding percentages amended from 100% to 67% TUAC/33% Targeted Rate
 - ✓ Clause 7.2.7(a) – new commentary introduced to reflect Council’s proposal to amend the funding methodology for urban stormwater services.
 - ✓ Clause 7.2.7(b) – new sub-section for Rural Rating Area added to clearly differentiate between the funding methodologies proposed for urban and rural stormwater services.
- 4.3 There were no other changes required to the Revenue and Financing Policy as a result of the 2013/14 EAP process.

Suggested Resolutions

- 1 The business paper on Adoption of the amended Revenue and Financing Policy be received.
- 2 The amended Revenue and Financing be adopted.

C.E (KIT) JEFFRIES
GROUP MANAGER – CORPORATE SERVICES

21 June 2013

Enclosure: 1 Revenue and Financing Policy

Document No: 309096	File No: 037/013/2014AP
Report To: Council Meeting	
	Meeting Date: 25 June 2013
	Subject: Adoption of 2013/2014 Exceptions Annual Plan

Purpose of Report

- 1.1 The purpose of this business paper is to:
- 1 Present the final 2013/14 Exceptions Annual Plan (final EAP) for Council consideration and adoption as per Section 95 of the Local Government Act 2002;
 - 2 Set the rates for the 2013/14 financial year pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002; and
 - 3 Present a summary of changes made to the dEAP since the Hearing of Submissions and the Deliberations Meeting.

Local Government Act S.11A Considerations

- 2.1 Throughout preparation of and consultation on the 2013/14 EAP (including the hearing of and deliberations on submissions received), Council, pursuant to s.11A LGA 2002, had particular regard to the contribution that the following core services make to the District's communities:
- (a) network infrastructure;
 - (b) public transport services;
 - (c) solid waste collection and disposal;
 - (d) the avoidance or mitigation of natural hazards; and
 - (e) libraries, museums, reserves, recreational facilities and other community infrastructure.

Background

- 3.1 The draft EAP was adopted for consultation on 26 March 2013 and was made available for public consultation from 9 April to 9 May 2013. Hearing of submissions was held on 23 May 2013 and Council deliberated on those submissions on 6 June 2013.
- 3.2 The final EAP document enclosed reflects the decisions made by Council at the deliberations meeting on the draft EAP held on 6 June 2013.
- 3.3 The final EAP document has been exempted from a formal OAG audit.

Amendments to the Final EAP

4.1 The changes made to the final EAP reflect the consultation process and Council's deliberations on it. It also includes some other matters that were agreed upon by Council at its meeting held on 6 June 2013. The updated EAP document is included with and forms part of this business paper.

4.2 Summarised below are the key changes to the draft EAP:

- **Youth Support Program**

\$15,000 per annum has been included in the final EAP for the Youth Support Program run by Otorohanga District Development Board (ODDB), as requested in their submission. This funding will be provided to ODDB subject to an appropriate Service Level Agreement being put in place detailing the service deliverables and performance measures.

- **Funding for Urban Stormwater Service**

Council has agreed that urban properties holding current resource consents to discharge stormwater directly into the Mangaokewa Stream, and which are not utilising any part of the urban reticulated stormwater or drainage network, will be exempt from the stormwater rate based on rateable capital property value. However, the Targeted Uniform Annual Charge, which is associated with the overall provision of an urban stormwater network, will be levied on all liable properties.

Once Council has adopted the 2013/14 EAP the Revenue and Financing Policy will be amended to reflect the above change in the funding for urban stormwater services. As the change formed part of the consultation process there is no requirement to separately adopt the amended Revenue and Financing Policy.

- **Piopio Toilet Upgrade**

\$110,000 has been added for the upgrade of the public toilets at Piopio to be funded through loans.

- **Te Kuiti Railway Buildings**

\$68,721 has been added to 2013/14 for the preparation of working drawings and detailed architectural and engineering plans. A separate Business Paper forming part of the meeting agenda contains detailed information on this matter.

- **Elected Members' Remuneration**

To provide for the increase in elected members' remuneration as advised by the Remuneration Authority, an increase of \$18,458 has been made in the 2013/14 EAP.

(Note: This amount is more than the \$16,208 agreed to by Council previously. The difference resulted from a mis-interpretation that the \$16,208 related only the increase to the Councillor's remuneration to which the increase in the cost of the Mayor's Office had to be added. The difference is \$2,250 and the effect on rates is negligible – i.e. even if removed it would not alter the 3.2% increase in rates required for 2013/14. On that basis no further amendment is recommended).

▪ **Advance to Inframax Construction Limited (ICL)**

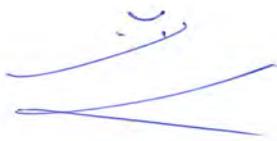
The advance to ICL, which was budgeted to be repaid in November 2013, has been extended to be repaid in November 2015. This particularly affected the projected Balance Sheet and Cashflow Statement.

- 4.3 The following summarises the amendments to, and increase in, the total rate requirement between the 2013/14 dEAP and the final 2013/14 EAP.

RECONCILIATION OF INCREASE IN RATES REQUIRED FOR 2013/14	
Rates Required (as per dEAP Consultation Document)	16,810,220
<u>Amendments (as per Consultation Process)</u>	
1. Council & Committees (Remuneration)	16,208
2. Mayor's Office (Remuneration)	2,250
3. ODDB Youth Support Programme	15,000
4. Piopio Toilet (Additional Depreciation & Interest Charges)	<u>4,697</u>
<u>Total of Amendments</u>	38,155
Total Rate Requirement (as per 2013/14 EAP)	<u>16,848,375</u>
Deduct: Total Rate Requirement 2012/13	- 16,320,278
Total Rate Increase for 2013/14 (excl GST)	<u>\$528,097</u>
Percentage Increase for 2013/14	3.2%

Suggested Resolutions

- 1 The business paper on Adoption of the 2013/14 Exceptions Annual Plan be received.
- 2 The 2013/14 Exceptions Annual Plan be adopted.
- 3 Pursuant to Sections 23 and 24 of the Local Government (Rating) Act 2002, Council set the Instalment Due Dates, Rates and Charges as described in the Funding Impact Statement within the final 2013/14 Exceptions Annual Plan for the 2013/14 financial year.


 C.E (KIT) JEFFRIES
GROUP MANAGER – CORPORATE SERVICES

17 June 2013

Attachment: 1 Final 2013/14 Exceptions Annual Plan

Document No: 309156**File No:** 037/048A**Report To: Council****Meeting Date:** 25 June 2013**Subject: Progress Report: Road Map Work Programme Monthly Monitoring Schedule**

Purpose

- 1.1 The purpose of this business paper is to provide Council with an update on progress against the Road Map Work Programme adopted by Council on 28 August 2012.
- 1.2 The Road Map as adopted on 28 August 2012 was circulated to members prior to that meeting.
- 1.3 Enclosed separately and forming part of this business paper is the Road Map Monitoring Schedule reporting progress against the Road Map as at 30 April 2013.

Background

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

Commentary

- 3.1 The current Road Map (as at 28 August 2012) includes work programmes required by legislation and projects identified in the 2012-2022 LTP.
- 3.2 The Road Map Work Programme is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.

3.3 In the interim period a Monthly Monitoring Schedule is presented to Council at the monthly meetings. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones for the current year (2012/2013) and includes the indicative timeframe and a commentary on progress for each project of work.

3.4 The next version of the Road Map will be developed for Council's consideration following adoption of the 2013/2014 Annual Plan (AP) and will include work streams detailed in the AP.

3.5 Amendments to Timelines and Projects of Work

3.6 Any amendments to Project timelines are noted in the monthly Monitoring Schedule. Updates are highlighted in red font. Deletions are highlighted in green font with a strike out. All completed projects are moved to the end of the Schedule and are highlighted in blue font.

New Projects

4.1 The following are projects which have been identified since the current Road Map was adopted by Council (on 28 August 2012) and will be added to the next version of the Road Map. In the interim, progress report will be made to Council on an "as required" basis.

1.0 Te Maika Zone

1.1 In April 2012 the Te Maika Trust Board (the Board) approached Council, confidentially, with a proposal for the long term management of the Te Maika Zone (the Proposal).

1.2 Council subsequently confirmed that it was willing to consider entering into a Memorandum of Understanding with the Board in order to investigate the Proposal further.

1.3 Once there is a clear understanding of the Board's proposal and the implications of that proposal on the range of stakeholders who have an interest in Te Maika, key milestones and indicative timelines will be developed.

1.4 In the interim, Council will be kept briefed on progress through monthly "confidential" progress reports.

2.0 Cross Boundary Collaboration (WDC/RDC)

2.1 On 26 September 2012, the Chief Executive of Ruapehu District Council (RDC) met with the WDC Chief Executive to discuss possible cross boundary collaboration, with a particular emphasis on solid waste matters.

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

3.0 Para Kore "Marae Working Toward Zero Waste"

3.1 Para Kore is a joint project funded by the Ministry for the Environment (Sustainable Management Fund) and working with Waikato Regional Council, Xtreme Waste and other Sponsors/Partners regarding the need to investigate and create/agree an interface between that initiative and our established plans and services for Solid Waste.

- 3.2 This project has been identified for inclusion in the Road Map as it is possible that it may result in amendments being required to WDC's Solid Waste Management and Minimisation Plan.
- 3.3 Once key milestones are identified, an indicative timeline will be included in a future version of the full Road Map document.

Suggested Resolution

The Road Map Monitoring Schedule as at 25 June 2013 be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Enclosure: Road Map Monitoring Schedule as at 25 June 2013 (Doc 309157)



Road Map

Monitoring

Schedule

Monitoring against
Road Map adopted on 28 August 2012

as at 25 June 2013

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Development of 2015-2025 LTP

All 2012/2013 tasks relative to development of the 2015-2025 LTP have been completed – refer “Completed Tasks” Section of this Report.

Leadership

Local Government Funding Agency (Debenture Trust Deed)

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – report on the LGFA and amendments required to the Debenture Trust deed.	25 September 2012	Completed
Council Meeting – SoP adopted for public consultation	26 March 2013	Included in the dEAP adopted for public consultation.
Public Notification of SoP	April 2013	Completed
Consultation period	9 April – 7 May 2013	Completed
Council Meeting – to adopt EAP and amended Debenture Trust Deed	25 June 2013	A business paper is contained elsewhere in this Agenda.
Council Meeting – to adopt amended Debenture Trust Deed	24 September 2013	

Change in GST Basis from Payments Basis to Invoice basis

Key Milestone	Indicative Timeframe	Commentary
Initial scope and investigation on impact with recommendations on use of transition provisions	October - December 2012	Progressing – two proposals have been evaluated. Tax Team on site from 18 March to assist staff with transition.
Council Meeting - Brief Council on timeframe, potential impact of the change and significant issues identified	26 March 2013 28 May 2013	A business paper is contained elsewhere in this Agenda.
Implementation of changes in process, system changes and staff training	June/July 2013	

2013/2014 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Identification of amendments to LTP for 2013/14 year	October 2012	Completed
Review of 2013/14 budgets for year 2 of LTP and Managers complete 2013/14 budgets.	October 2012	Completed
Modelling of budgets and finances from Affordability Review for 2013/14 including information.	November 2012	Completed
Management Review of 2013/14 budgets and rating predictions	November 2012	Completed
Council Workshop #3: Strategic Issues and Policy Considerations	11 December 2012	Completed

Key Milestone	Indicative Timeframe	Commentary
for draft 2013/14 EAP		
Council Workshop #4: Presentation of Rating Indications	5 February 2013	Completed
Council Workshop #5: Presentation of draft 2013/14 EAP complete with proposed rating depictions	19 February 2013	Completed
Council Meeting: Adopt draft 2013/14 EAP for audit purposes.	20 March 2013	Completed
Audit of draft 2011/12 EAP	21 – 25 March 2013	Completed
Council Meeting to adopt SoP for public consultation	26 March 2013	Completed
Public Notification of SoP	April 2013	Completed
Consultation Period	9 April – 9 May 2013	Completed
Hearing of Submissions	23 May 2013	Completed
Deliberation of Submissions	6 June 2013	Completed
Council Meeting to adopt EAP	25 June 2013	A business paper is contained elsewhere in this Agenda.

Regulation Services

District Plan Review

Key Milestone	Indicative Timeframe	Commentary
Issues and Options paper for coastal subdivision and development prepared.	May 2011	Completed
Open days at Mokau and Te Waitere convened	5 and 12 November 2011	Completed
Council Meeting – reporting on feedback received	13 December 2011	Completed. Council considered a business paper advising of the work done since June 2011 on the District Plan review.
Review setup involving - identification of key milestones, stakeholders, communication to be undertaken and assessment of resources required.	September-November 2012	This work is currently ongoing.
Assessment of “current state” of the District Plan rules and policies e.g. – what’s working and what isn’t, which rules have been challenged, how are the linkages with neighbouring local authorities in terms of resource use policies, alignment with RPS.	November/December 2012	
RPS becomes operative	December 2012	
Council assimilates a team to scope the development of a new District Plan (using information gathered earlier).	February/ March 2013	This will also be the time (March to June 2013) when the Exceptions Annual Plan process will be underway.
Consultation with stakeholders	May 2013	
New District Plan drafted	February 2014	Timeframe takes into account LG Elections in October 2013.
Further consultation with stakeholders	March 2014	Exceptions Annual Plan process (March to June 2014) will be underway.
Public notification of proposed	July 2014	The 2015-25 LTP process will start

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

Urban Structure Plans

Key Milestone	Date	Commentary
Will occur as part of staged review of Sections of the District Plan	2012/2013 Financial Year	Timelines for consultation etc. will be determined as part of the specific project plans.

Jurisdictional Issues

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

Review of Regional Policy Statement

Key Milestone	Indicative Timeframe	Commentary
Provide input during development of preliminary draft	August – November 2009	Complete.
Environment Waikato approved RPS Consultation Draft for release to stakeholders.	November 2009	Complete.
RPS Consultation Draft released to stakeholders	December 2009	Complete. The Working Draft RPS was distributed to Council

Key Milestone	Indicative Timeframe	Commentary
		Members mid December 2009.
Councillor/Iwi Workshops, Consultation with Territorial Authorities and Key Stakeholders	December 2009 – July 2010	Completed.
Prepare comments on consultation draft	January/February 2010	Council will consider a business paper at its meeting on 10 February 2009.
Council Meeting - consideration and Deputation from Environment Waikato	23 February 2010	Completed. Environment Waikato formally presented the Draft RPS to Council at a Workshop on 23 February 2009.
Finalise and submit comments on consultation draft to EW	February 2010	Completed.
Analysis of Feedback	March – April 2010	Completed.
Notification of new RPS and commencement of First Schedule Process	November 2010	Environment Waikato arranged to meet with Council on Monday 13 December 2010 to workshop the draft RPS.
Staff prepare draft submission on RPS	December 2010 / January 2011	Council received a PowerPoint Presentation from Grant Eccles of Aecom assessing relevant issues within the RPS to the Waitomo District. From feedback provided by the Council at that Workshop a draft submission was developed for Council's approval prior to submitting.
Council Meeting - consider/approve draft submission	24 February 2011	Completed.
Draft RPS Submission Closing date	28 February 2011	Completed.
Further joint Submission on RPS prepared and submitted	July 2011	Completed.
Hearing of Submissions	February – June 2012	Completed.
Decision on RPS notified	December 2012	
Council Meeting – consideration of the need to prepare an appeal to the Environment Court on RPS content.	11 December 2012	Completed.

Sale of Liquor Act 1989 – Liquor Licensing Policy/Plan

Key Milestone	Indicative Timeframe	Commentary
Council confirms it will work collaboratively with Waipa and Otorohanga District Councils to develop a Local Alcohol Policy (LAP) and a list of approved persons to sit on District Licensing Committees.	26 February 2013	Council agreed to a collaborative approach at February 2013 Council meeting.
Draft LAP developed in consultation with Police and Area Health Board.	June 2013	
Council approves draft LAP for public consultation	25 June 2013	
Consultation period	9 July – 6 August 2013	
Council meeting – hear submissions and deliberation	27 August 2013	
Council meeting to adopt provisional LAP	24 September 2013	
Council meeting to confirm approved persons to sit on District Licensing Committee	26 November 2013	
District Licensing Committee operational	18 December 2013	

Establishment of a Rural Fire Authority for Waikato Valley Operational Area

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

Te Maika Zone

Key Milestone	Indicative Timeframe	Commentary
Confidential Progress Reports to Council	Monthly	Confidential Progress Reports are presented to Council monthly.

Community Development

Sport Waikato Services

Key Milestone	Indicative Timeframe	Commentary
<p>Council Meeting – Business/Positioning paper to Council for consideration and approval</p>	30 October 2012	<p>WDC has written to Sport Waikato seeking an update on the combined Waitomo/Otorohanga stock take project being undertaken by Waikato University.</p> <p>To date WDC has not received any project information. As soon as information is available a detailed business paper will be presented for Council's consideration.</p> <p>A meeting is Scheduled with CEO of Sports Waikato for 26 November 2012.</p> <p>Meeting held on 26 November 2013.</p> <p>Sport Waikato deputation to Council on 26 February 2013.</p> <p>Requested documentation supplied to WDC March 2013.</p> <p>Council at its Workshop on 20 March 2013 considered information received from Sport Waikato and the service delivery options offered for 2013/14.</p> <p>Council accepted that its aspiration to enter into a shared-service arrangement with Otorohanga was unlikely to eventuate and agreed that funding for Sport Waikato services should be fully reinstated in 2013/14.</p> <p>This meant an increase of \$35,000 in rate funding would be required, which was agreed to be met from the Community Services Reserve Account and not rates.</p> <p>Council also indicated that until future service delivery options have been identified only a 12 month performance based contract be negotiated with Sport Waikato from 1 July 2013.</p> <p>This project will be carried forward into the next version of the Road Map to enable reporting on ongoing liaison with Sport Waikato regarding future service delivery options.</p>

Economic and District Development

Key Milestone	Indicative Timeframe	Commentary
Council Workshop #2 – Discussion paper re legal structure of Board	9 October 2012	Project timeline and legal structure options workshopped with Council 9 October 2012. Scope of responsibility presently in development for presentation to Working Party.
Legal documentation developed	November – December 2012	Decision to defer project for one year, included in dEAP for consultation.
Council Meeting – Adoption of Legal Structure and documentation	26 February 2013	These dates will be reviewed for the next version of the Road Map following adoption of the 2013/2014 Annual Plan.
Recruitment of Board Members	March – June 2013	
Appointment of Board Members	June 2013	
Council Workshop – Board to Workshop draft Strategy with Council	12 November 2013	
Council Meeting – Adoption of draft District Economic Development Board Strategy for public consultation	17 December 2013.	
Public Consultation	January – February 2014	
Council Meeting – Adoption of Strategic Plan	25 March 2014	
Implementation of Strategy	July 2015 onwards	

Development of Customer Services Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of a preliminary draft Customer Services Strategy	January/February 2013	Activity deferred to 2013-2014 year to allow Group Manager Customer Services to inform development.
Council Workshop – Consideration the preliminary draft Customer Services Strategy	23 April 2013	These dates will be reviewed for the next version of the Road Map following adoption of the 2013/2014 Annual Plan.
Finalise Draft Customer Services Strategy	May 2013	
Council Meeting – Draft Customer Services Strategy presented for adoption by Council	25 June 2013	

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. Finalized lease to be submitted
Council Meeting – Business/Positioning paper to Council for consideration and approval of the establishment of a working group to prepare a site and building development proposal	28 August 2012	Completed. Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Preparation of site and building development proposal	September – December 2012	Ongoing with Reference Group. Initial proposal included as prt of the November Agenda.
Council Workshop # 5 Consideration the preliminary draft site and building development proposal	19 February 2013	Completed. Council work shopped scenarios for the development including cost implications.
Council Meeting Business Paper to Council for financial programme and costings for approval and inclusion in dEAP	20 March 2013	Completed Business Paper adopted by Council for inclusion in dEAP documentation.

Centennial Park Drainage

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

Te Kuiti Library Roof Renewal

Key Milestone	Indicative Timeframe	Commentary
Obtain quotations for the roof renewal	October 2012	This project has been delayed pending outcomes of shifting Te Kuiti Community House to the building and the earthquake assessment outcomes.
Tender Committee approval		
Implementation of the renewal	November 2012	

Civic Centre Upgrade (Main Hall Ceiling - including alarm) Stage 4

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Business paper to review upgrade options / proposals for Stage 4 with Council	25 September 2012	Completed. A business paper was presented to Council at the October 2012 Council Meeting.
Preparation of upgrade documentation	March - April 2013	<p>Preliminary meeting held with Architects. Documents on hold until March 2013.</p> <p>A second meeting with the architect was held 12 April to discuss the three options for the ceiling. These are currently being assessed by AECOM's quantity surveyor to provide information relating to the most cost effective option before proceeding with working drawings.</p> <p>The QS confirmed that approval of the texture on the surface will be the most cost effective solution. Draft working drawings and tender documentation will be available 18 June.</p>
Building Consent and Tendering – Stage 4 as required		
Construction – Stage 4		

Sale of 6 Te Kumi Road

Key Milestone	Indicative Timeframe	Commentary
Letter to tenant advising of Councils intentions moving forward	August 2012	Completed. A letter has been forwarded to the tenant advising WDC's intention to dispose of the property in November.
Valuation of the property	January 2013	Completed
Marketing of property through real estate company	March 2013 onwards	The property has been listed for three months, with no enquiries to date.

Sale of 6 Jennings Street – Community House

Key Milestone	Indicative Timeframe	Commentary
Preparation of services provision study undertaken by the Community House	May – June 2012	Completed
Council Meeting – Business paper to present study findings to Council	May 2012	Completed – Council has requested the study be expanded to include alternative locations and to confirm requirements
Council Meeting – Business paper to seek funding to assist with the additional study	28 August 2012	Completed.
Undertake the additional study by the community house	28 August 2012 – October 2012	Council resolved not to assist in the undertaking of the additional study but to support the Trusts endeavours to raise funding for the use of the upstairs floor of the Library. Changes to the report are being worked through with consultant.
Council Meeting – Report findings to Council		Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.

Benneydale Hall Replacement / Disposal

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Progress Report on discussion within the community on alternatives for use as a community hall	Monthly	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.

Parkside Subdivision Disposal

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Progress Reports	Monthly	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Initial open day	30 June 2012	Completed.
Finalisation of promotional material including bank display	August 2012	Completed.
Open day	25 August	Completed.
Open day	1 September 2012	Completed.
Open day	8 September 2012	Completed.
Establish Real Estate Agreement for sales	September – October 2012	Completed.
Provide Real Estate board onsite	September – October 2012	Completed. Agreement has been reached with Real Estate Agents. Real Estate boards will be installed by end of November.
Section Sales		Ongoing One section sold this calendar year (8 February 2013)

Mokauiti Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – progress report on discussion within the community on alternatives for use as a community hall	Monthly	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Establish a committee to look at options for disposal.	October 2012	Hall Committee asked to nominate three working group members. Completed at hall meeting December 2012.
Meeting to discuss options for the hall	May 2013	Meeting scheduled for 12 June 2013.

Oparure Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
Letter to be sent to Department of conservation advising of WDC decision during the LTP process	September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Adjust Councils records to remove WDC as the owner / ratepayer of the facility	September 2012	Completed. A second letter forwarded to Department of Conservation 30 May 2013.

Mokau Effluent Disposal Upgrade

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

Quarry Resources Review

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

Key Milestone	Indicative Timeframe	Commentary
Council Workshop 5 – consideration of review document	19 February 2013	Completed. A quarry resources review was presented to Council along with recommendations for inclusion in the dEAP. Council asked for the work to be reviewed with ICL in an endeavour for the work to be completed over time with a zero budget to WDC.

Review Lease/Licences

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

Old Ministry of Works Building, Queen Street, Te Kuiti

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

Land Purchase – Te Kuiti Cemetery

Key Milestone	Indicative Timeframe	Commentary
Review of requirements and identification of suitable land	January 2012	Completed.
Negotiation with Landholder	February 2012	Completed.

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Report to Council seeking resolution to purchase	24 April 2012	A business paper detailing options was presented to Council at the 24 April 2012 meeting.
Purchase/Settlement	July – August 2012	Discussions have been held with an independent Purchaser with an approach to the land owner being made. Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. Completed.

Riverview Heights Land Disposal

1.0 DESCRIPTION

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

2.0 DISCUSSION / ISSUES

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

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

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

As part of the draft 2010/11 EAP development, Council considered a preliminary estimate to form the entrance road into the proposed subdivision including the financial aspects of the subdivision proposal and resolved not to proceed with the proposal at that time.

Ongoing assessment of economic conditions will be taken into consideration before reconsidering this project further.

Cemetery Maps and Records

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

Te Kuiti Mainstreet Garden Re-design

Key Milestone	Indicative Timeframe	Commentary
Review of existing data relating to existing Main Street gardens	December 2011	
Establish design team of Councillor, Community Services, TK Business	January – February 2012	A business paper was presented to Council at the 4 April 2012 Council

Key Milestone	Indicative Timeframe	Commentary
Association and Rooding.		meeting.
Develop design proposals in conjunction with Consultant	March – April 2012	A Design Team has been established and an initial draft sketch proposal for a typical area is to be available for discussion mid June.
Finalised sketch plans to be completed for Stage 1 – the ANZ intersection and roundabout	August - September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. Detail drawings and costings received by WDC. Needs to be discussed by the working group prior to presentation to Council.
Council Meeting – Presentation of Design	30 October 2012	As reported previously to Council, revised plans are currently being prepared and will be completed mid June.
Ongoing implementation		

Parks and Reserves AMP – Plan Improvement and Monitoring

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

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

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
32. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
33. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
34. FRS-3 compliant valuation complete for Parks and Reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
35. Process developed for the review of levels of service (inc. customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
AM System Improvements		
36. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
37. Financial system available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
38. Use AMS to store asset condition, performance and utilisation data where appropriate.	2020/2021	AMS to be developed in long term to cover community facilities assets.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with Item 21.
41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
43. Underground services investigations.	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
44. Including building data in a "designed" Asset Management Programme such as SPM.	2013-2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
45. Adoption and funding for three year improvement plan.	Annually	Completed - included in Annual Plan budgets.
46. Asset Management planning miscellaneous.	2013; 2014; 2015- 20122	An allowance of funding for ongoing asset investigation.
47. Review of Leases and Licenses.	Register developed in NCS by 2013.	Leases/Licences Register to be developed and renewals as appropriate on an ongoing basis.

Recreation and Culture AMP – Plan Improvement and Monitoring

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvement		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review levels of service	December 2014	To be conducted during the review of AMP in anticipation of the 2015

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

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

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
appropriate.		
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
43. Underground services investigations	2013; 2014;	As built drawings to be compiled for key assets to improve asset base information.
44. Undertake DRC valuation	2011	Review of valuation for Parks and Reserves assets in preparation for next asset valuation.
45. Include Building data in a "designed" asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
46. Expand recovery plans to sit with risk Analysis	2014 - 2015	Develop Recovery Plans in conjunction with Item 21.
47. Adoption of funding for three year improvement plan	Annually	Completed - included in Annual Plan budgets.
48. Operation manual established for Library and Cultural and Arts Centre	2012 - 2013	Finalised Cultural and Arts Centre Manual on completing of Stage 1 renewal.
49. Asset Management planning	2016; 2022	Miscellaneous works.

Public Amenities AMP – Plan Improvement and Monitoring

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

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

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

Housing and Other Property AMP – Plan Improvement and Monitoring

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review Levels of Service	December 2014	To be conducted during the review of AMP in anticipation of the 2015
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015
4. Define current LOS/	December 2014	To be conducted during the review

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

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

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

Asset Management

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

District Transfer Station Improvements

1.0 DESCRIPTION

The development of the District Transfer Stations has been completed to an acceptable functional standard and it is intended that these Transfer Stations will operate in this way for the period of the 2012 – 22 LTP with the exception of minor upgrades such as fence and signage renewals.

Stormwater – Health and Safety Issues

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Progress Report to Council (Stormwater: Monitoring against the LTP)	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.

Te Kuiti Wastewater Treatment Plant Upgrade

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

Te Waitere Water and Wastewater Strategic Review

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

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

Benneydale Sewerage

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

Piopio Sewerage Treatment (Resource Consent and Construction)

The project commenced in 2006 and ran into numerous obstacles. The Scheme is now fully operational and is delivering excellent results, well within the consent parameters.

The Scheme will be operated by Innoflow until December 2013.

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.	Present workloads do not allow for this work this financial year.	This project of work is to be reconsidered by the Council. Community and THL consultation initiated. THL would like WDC condition assessment and valuation.
2. Define proposed planning map and develop development scenarios which will indicate demand		Progressing this project will be dependant upon the outcome of Council considerations as above and availability of resources. Awaiting structure plan by Beca Consultants.
3. Investigate high technology solutions with cost and establish economic feasibility		Progressing this project will be dependant upon the outcome of the Council considerations as above and availability of resources. High level assessment and guesstimate of cost done. High technology solutions result in very high unit cost. Experimenting with lower technology solution should be less costly but will take time and there is no up front guarantee of final quality.
4. Report to Council on conclusions	On completion of each section	

Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Funding Outcome	October 2011	On 19 September 2011 WDC received written confirmation from the Minister of Health that the application for Drinking-Water Subsidy for Te Kuiti has been approved to the value of \$780,820.56 excluding GST. Council will be kept updated on progress through the presentation of quarterly progress reports.
Broad Upgrade Plan	June 2013	Preliminary design was completed in 2011-12. Tender documentation is in progress for completion of 1 st of 4 phases by end June 2014
Filter & UV	July 2013 – June 2015	
Identified Retic Renewals	July 2012 – June 2015	

Mokau Water Supply

Key Milestone	Indicative Timeframe	Commentary
Dam Tender	September 2012	
Dam Construction	2012/13 Summer	Actual completion in that period very much weather dependent. Council will be kept updated on progress through the presentation of quarterly progress reports. Alternative solution under investigation.
Treatment plant upgrade	2012/13 financial year	Tendering in process.

Benneydale Water Supply

Key Milestone	Indicative Timeframe	Commentary
Treatment plant upgrade	2012/13 financial year	Council will be kept updated on progress through the presentation of quarterly progress reports. Delayed by workload. Tendering in process.

Water Supply AMP – Plan Improvement and Monitoring

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain needs and preferences of the communities with regard to water supply services and to ensure their views are considered when selecting the best level of service scenario.	Next review due December 2014	Driven by raw water source, the DWS and risks as identified in PHRMP's. Requires incremental improvement and updating of current knowledge.
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	On-going	Some work had been done and much catch-up work has been identified before further analysis will be of use. Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
4. Initiate a long term zonal metering and leak detection programme, initially for Te Kuiti.	On-going process	Monitor
5. Initiate a scheme proposal for Marokopa.	2015-25 LTP	Unless legislative requirements force such a step.
6. Construct a new, larger dam storage for Mokau.	2012-13 financial year	Final tender documentation was modified following Iwi consultation and HTP direction. Council has been kept updated on progress by business papers to the following Council meetings: - 5 October 2011 - 24 February 2011 - 29 November 2011 An update is also included in the 25 September 2012 quarterly report. Alternative solution under investigation.
7. Install automated monitoring	2012 Calendar year	Council will be kept updated on

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
equipment at the Piopio water treatment plant to provide evidence for compliance with MoH gradings.		progress through the presentation of quarterly progress reports. Completed.
8. Develop accurate and complete asset inventory registers for each scheme.	On-going process	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. To progress will require additional resource.
9. Develop a greater focus on risk identification and management for critical assets.	On-going process	To progress will require additional resource.
10. Prioritise the works developed from the risk assessment exercise.	Following 8 and 9 above	To meet this will require additional resource.
11. Construct additional treated storage at Te Kuiti to meet 24 hours demand.	2020-21	No subsidy - considering the affordability/sustainability the District finds itself in, Asset Service potential will continue to be monitored and just enough done to maintain the status quo.
12. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply.	After 2022 if ever	Not regarded as a feasible option at this stage
13. Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management.	July 2014	CAPS subsidy funding from MoH approved work has been put on hold for affordability reasons until 2013-14. Asset Service potential is monitored and just enough done to maintain the status quo. 1 st phase tender documentation in process
14. Develop informal strategies for meeting more stringent water quality standards and consent requirements.	On-going	Benneydale, Mokau and Piopio will comply as of end of 2012-13 financial year. Tendering in process
15. Install coagulation to improve filtration, install UV and upgrade telemetry and SCADA at Mokau.	2013 Calendar year	Part of 14 above.
16. Arrange a routine forum of adjacent councils' water supply officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking and structured training already occurs.
Unachievable due to Budget Restrictions		
17. Upgrade supply main from Mokau to Awakino.	2013-16	MoH criteria have changed - No funding for renewals.

Wastewater AMP – Plan Improvement and Monitoring

Wastewater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their	December 2012	The LOS survey is completed at about 2 year intervals

Wastewater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
views are considered when selecting the best level of service scenario.		
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 nearly 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 2012-13.
5. Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino.	Beyond 2022	Not economically feasible.
6. Investigate extension of the Te Waitere scheme to service a two stage development of the area with the 2nd stage encompassing the area not currently reticulated.	Beyond 2022	Discussed in more detail on page 6. Two main streams of thought in community that will require considerable consultation and mediation to reconcile.
7. Develop accurate and complete asset inventory registers for each scheme.	On-going	Needs specific resource to improve asset data, that resources not available at this stage
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. To progress will require additional resource.
9. Prioritise the works developed from risk assessment exercises.	On-going	Needs specific resource to improve asset data, that resource is not available at this stage to utilise the improved asset data that support such an exercise.
10. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified.
11. Arrange a routine forum of adjacent councils wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking already occurs.

Stormwater AMP – Plan Improvement and Monitoring

Stormwater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their	December 2012	The LOS survey is completed at about 2 year intervals.

Stormwater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
views are considered when selecting the best level of service scenario.		
2. Ensure the right level of funding is allocated to maintain the asset service potential.	Monitored	Monitor – To refine requires detailed Catchment Assessments to be completed, which requires specific additional resources
3. Develop accurate and complete asset inventory registers for each urban drainage area.	On-going	Needs specific resource that is not available at this stage to improve asset data
4. Initiate a long term condition and performance assessment programme, initially for Te Kuiti.		Needs specific resource that is not available
5. Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere during the planning period	Beyond 2022	Need structure plan
6. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. To progress will require additional resource.
7. Cost and prioritise the works developed from the risk assessment exercise.	On-going	Needs specific resource that is not available at this stage to utilise the improved asset data that support such an exercise
8. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified
9. Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency		Basic design has been completed to assist decisions on renewal. Greater detail needs specific resource that is not available at this stage.
10. Review design capacity of existing SW pipes and prepare plan for extension of network to areas currently not serviced using augmentation strategy		Follows item # 9 Completed
11. Arrange regular forum of adjacent councils stormwater officers to discuss trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others).	On-going	Monitor
12. Minor stormwater issues will be addressed as they become repaired.	June 2015	Each year new areas are raised by residents.
Unachievable due to Budget Restrictions		
13. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Follow on from Catchment Management Plans beyond 2022	True modelling is not economically feasible. Sound engineering judgement will be used to formulate solutions. To progress will need additional resource
14. Prepare SW catchment assessments for each urban area beginning with Te Kuiti		Very basic work was done in 2011 Greater detail needs specific resource that is not available
15. Complete environmental impact studies for each stormwater drain and receiving water		Follows item # 16

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

Land Transport AMP – Plan Improvement and Monitoring

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Complete rating survey of footpaths and input to RAMM	July 2015	Should be done but period had to be extended due to cuts in Network and Asset Management budget. NZTA has not approved funds for this type of work in GPS 2 so it is likely that this work will be extended out further.
2. Populate RAMM with retaining wall data.	December 2013	NZTA have changed the inspection policy. It is expected that inspections will take three years for completion. This process is underway, however a number of "unknown" retaining structures are being identified.
3. Future use data and information obtained regarding future road requirements, especially for forestry/quarries.	December 2013	Additional resources required not available at this time. Included in 2012-2022 LTP.
4. Estimate impact of expected tourism numbers on existing road capacity	To be confirmed	
5. Complete traffic management plans for Waitomo Village and Te Kuiti	To be confirmed	This follows item 4 – Fullerton Road carpark was sealed as part of the 2010/11 pavement rehabilitation package.
6. Review of Roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans	December 2014	This will be completed once the structure plans are in place. 2012-22 LTP item
7. Development of detailed plans and schedules for maintenance activities such as road marking and car parking within the network	December 2013	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@sset at WDC	December 2013	Extended due to appointment of new staff to critical asset roles.
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.

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
10. Review progress with implementation of improvement plan.	Review whole of AMP on 3 yearly cycle	Next review December 2014.
11. 2012/13 Financial Year budget is targeted at maintenance work with minimal capital work.	June 2013	Reported monthly to Council. Refer to the LT monitoring paper.
Unachievable due to Budget Restrictions		
1. Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA removing funding for Walking and Cycling activities.
2. Investigate all roads to obtain metal depths and pavement CBR's	December 2013	Important for affective asset management but require resources not available . Period extended due to cuts in the Network and asset Management budget. NZTA has not approved any money for this type of work in GPS 1 so it is likely that this work will be extended out further. Money has been found to assess an initial 74 kms of unsealed collector roads. The assessment planned if successful will be rolled out for the 13/14 Fin year to complete RAMM records
3. Install correct RP pegs on all roads.	July 2014	As above.
4. Install correct CMP's on all roads.	June 2014	Has now been included as part of the inspection regime of the Maintenance Contract
5. Install correct RAPID numbers on all roads.		As above.

SWaMMP – Plan Improvement and Monitoring

SWaMMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Undertake a two – yearly topographical survey of the landfill to determine compaction and filling rate	2012 then every two years thereafter	A full topographical survey of the Landfill was completed in 2012.
2. Improve monitoring of contractor performance	On-going	Monitor
3. Investigate all waste management facilities to identify hazards and safety improvements	June 2012	Completed for 2012.
4. Explore interest in development of landfill as a sub-regional or regional waste disposal asset	On-going	Monitor
5. Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	On-going	Complete – This has been monitored and the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.

SWaMMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
6. Review solid waste management activities required to support development in growth areas (Waitomo village, Mokau etc) following completion of structure plans	On-going	
7. Review progress with implementation of improvement plan		To be reviewed as part of the 2012-15 AMP period.
8. Undertake waste audit on two yearly cycle	June 2012	An audit was completed 2012 and will be repeated two yearly thereafter.
9. Investigate ETS Liability (Start June 2013)	On-going	In progress.

Completed Tasks

Development of 2015-2025 LTP

~~2012/2013 Affordability Review~~

This task was inadvertently included in each of the three years 2012/2013, 2013/2014 and 2014/2015 when in fact it should only occur once in the three year period in the lead up to preparing the next LTP.

Key Milestone	Indicative Timeframe	Commentary
Initial Scope/Development of Discussion Paper	September 2012	
Council Workshop #1 Guidance and buy in from Council	18 September 2012	In adopting the Road Map on 28 August 2012, Council rescheduled this Workshop to 27 September 2012.
Detailed Process Design	October 2012	
Implementation	October/November 2012	
Completion	December 2012	

Review of Definition and Application of Separately Used and Inhabited Parts (SUIP)

Key Milestone	Indicative Timeframe	Commentary
Council Workshop #1 – review of existing definition and application of SUIPs	18 September 2012	In adopting the Road Map on 28 August 2012, Council rescheduled this Workshop to 27 September 2012.
Council Workshop #2 – (rates modelling)	9 October 2012	Completed

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – adopt amended policy on the application of SUIPs	27 November 2012	Completed

Review of Urban Stormwater Funding

Key Milestone	Indicative Timeframe	Commentary
Council Workshop #1 – review of existing funding of Urban Stormwater	18 September 2012	In adopting the Road Map on 28 August 2012, Council rescheduled this Workshop to 27 September 2012.
Council Workshop #2 – (rates modelling)	9 October 2012	Completed
Council Meeting – approve amended Revenue & Financing Policy for consultation purposes)	27 November 2012	Completed

Review Basis of Sewerage Charges in Piopio

Key Milestone	Indicative Timeframe	Commentary
Council Workshop #1 – review impact of introducing pan charges at Piopio	18 September 2012	In adopting the Road Map on 28 August 2012, Council rescheduled this Workshop to 27 September 2012.
Council Workshop #2 – (rates modelling)	9 October 2012	Completed
Council Meeting – approve amended Revenue & Financing Policy for consultation purposes)	27 November 2012	Completed

2012/2013 Review of Revenue and Financing Policy

Key Milestone	Indicative Timeframe	Commentary
Desktop Review and prepare recommendations	November 2012	Completed.
Council Workshop # 3 Consideration of findings	11 December 2012	Council at its meeting on 27 November 2012 considered Sewerage TUAC (Pan Charges) and the Definition and Practical Application of Separately Used or Inhabited Part (SUIP) of a Rating Unit.
Council Workshop Meeting - Council Approval for Consultation Purposes	26 February 2013 20 March 2013	Completed
Draft Policy included in 2013/14 Annual Plan for Consultation	1 March 2013 26 March 2013	Completed

Council Controlled Organisations – DC Tynan Trust (Exemption)

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Review of CCO status exemption for DC Tynan Trust	30 April 2013	Completed.

Building Maori Capacity

Key Milestone	Indicative Timeframe	Commentary
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Key Milestone	Indicative Timeframe	Commentary
The formation of a Joint Committee with the Maniapoto Maori Trust Board (Nga Wai O Waipa Joint Committee)	July 2012	Completed.
The finalisation of a Joint Agreement with the Maniapoto Maori Trust Board for the management of the Upper Waipa River and its tributaries	November 2012	<p>A tentative date of Thursday 29 November was scheduled for the Collective Waipa River Joint Management Agreement signing.</p> <p>A confidential progress report (confidential for the purpose of maintaining legal professional privilege) was considered by Council at the 30 October 2012.</p> <p>Signing of the JMA with Maniapoto was completed on Wednesday 3 April 2013.</p>

Leadership

Community Satisfaction Survey (for 2011/2012 Annual Report)

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Customer Satisfaction (Levels of Service) Survey	May 2012	Completed
Survey to test: 1. Importance of Service 2. Satisfaction with Service 3. Provide for commentary/suggestions	May 2012	Completed
Undertake Survey	June - July 2012	Completed
Analyse / Report Survey Results	August 2012	Completed
Council Meeting - Customer Satisfaction Survey Results to Council	28 August 2012	Completed
Customer Satisfaction Results ready for inclusion in Annual Report	August 2012	Completed

2011/2012 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Brief Council on timeframe and present the audit service plan	29 May 2012	Completed
Interim audit to test systems and control.	5-8 June 2012	Completed
Completing year end adjustments and preparing draft Annual Report	July-September	Completed
Final Audit visit to test balances and disclosures	10-21 September	Completed
Council Meeting - Interim Report and progress report to Council on annual report preparation.	25 September 2012	Completed
Deloitte technical and final review	Early October 2012	Completed

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – signed audit opinion available and adoption of Annual Report	30 October 2012	Completed. Council's Auditors attended the October Council meeting to address Council on the audit process for the 2011/2012 Annual Report.

Procurement Policy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop # 4 Review of Procurement Policy	5 February 2013	
Council Meeting – Policy presented to Council for adoption of amendments or updates.	26 March 2013	Completed.

Communications Strategy Implementation Plan - 2012

Key Milestone	Indicative Timeframe	Commentary
Development of the Communications Strategy Implementation Plan for 2012	July - September 2012	Completed
Management approval of the Implementation Plan for 2012/13	September 2012	Completed
Council Workshop # 2 Review of implementation plan	9 October 2012	Completed
Council Meeting - Council receives and adopts the Communications Strategy Implementation Plan – 2012/13	27 November 2012	Completed

2012 General Revaluation for Rating Purposes

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Brief Council on timeframe and process for revaluation	29 May 2012	Completed
Market Surveys sent to random sample of property owners in district	5 June 2012	Completed
Communication to ratepayers via rates newsletter and Waitomo Way	July and August	Completed
Final District Valuation Roll sent to OVG for audit	21 September 2012	Completed
Communication to public that roll is open for inspection and notification of objection timeframes	17 October 2012	Completed
Notice of general revaluation sent out to all owners and ratepayers detailing new values	23 October 2012	Completed
Council Meeting – Quotable Value will present key highlights of revaluation to elected members	30 October 2012	Completed. Representatives from QVNZ were in attendance at the Council Meeting on 30 October 2012 and spoke to Council on the results of the 2012 revaluation.
Objections close	4 December 2012	Completed
Ratepayers notified of result of objection process	As each objection reviewed	Completed

Review of Elected Member Remuneration for 2013/2014

Key Milestone	Indicative Timeframe	Commentary
Supply Annual Report to Remuneration Authority	31 October 2012	Completed.
Remuneration Authority to advise Indicative Pool for 2013/2014 year	30 November 2012	The Remuneration Authority has finally released its Determination for the 2013/2014 year for the period post the Triennial Elections. That information has been distributed to the elected Council. With regard to remuneration in the period 1 July until the Elections, the status quo will remain.
Council Meeting to consider how Indicative Pool to be allocated for 2013/2014 year (Policy Review)	26 February 2013	
Council to advise Authority of its recommendations for allocation of 2013/2014 Indicative Pool	March 2013	
Remuneration Authority to review recommendation	April/May 2013	
Remuneration Authority to issue Determination to come into force on 1 July 2013	June 2013	

Community Development

Administration of the Community Development Partnership Fund

Key Milestone	Indicative Timeframe	Commentary
Accountability Statements due	August 2012	Completed.
Funding Round advertised	October 2012	Two public notices in the Waitomo News are scheduled during funding round. 2012 updated information added to WDC website.
Assessment/Reporting documentation developed	November 2012	Applications and supporting documentation to be distributed TO Members on 27 November 2012.
Council Meeting – Consideration of Funding Applications	11 December 2012	Completed. Applications were considered by Council 11 December 2012.

Community Events

Key Milestone	Indicative Timeframe	Commentary
2012 Christmas Parade		
Consultation: Consult with staff that have previously had an involvement. Identify and consult with key stakeholders.	September/October 2012	Completed. The WDC Customer Services Team and Youth Council have been consulted with and Road Closure documents submitted. A meeting has also been held with the TKDI Events Working Group.
Development and implementation of a Project Plan	October 2012	Completed. Project Plan to CEO 9 October 2012.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November/December 2012	Completed. All advertising booked and information on website. Local schools have been emailed float registration packs.
Execution of event	December 2012	Completed
Council Meeting: Management Report on the event identifying	26 February 2013	Completed - Report presented to Council 26 February 2013.

Key Milestone	Indicative Timeframe	Commentary
2012 Christmas Parade		
success and the budget.		

Key Milestone	Indicative Timeframe	Commentary
2013 Great New Zealand Muster		
Identify and consult with key stakeholders.	September/October 2012	Progressing. A meeting has been held with the TKDI Events Working Group. A new 2012-2015 Partnership Agreement between WDC and NZ Shearing Committee (as per Triennial Grant) has been drafted. Partnership document sent to Shearing Committee. Meeting scheduled between WDC officers and Shearing Committee for 23 October 2012.
Development and implementation of a Project Plan	October 2012	Project plan in development. To be completed by 31 October 2012. Project Plan with CE for Approval.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	January to March 2013	Stallholder information updated ready for distribution and advertising. To be distributed by 16 November 2012. Sponsorship packs distributed - to date \$7,000 sponsorship secured.
Execution of event	6 April 2013	Completed
Council Meeting: Management Report on the main event (The Muster) identifying success and the budget.	28 May 2013	Completed.

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Advertise for replacement Youth Council Members	September – October 2012	Article included in the September 2012 Waitomo Way. Documents presently being updated, ready for promotion and advertising in October 2012. Presentations to High School assemblies are scheduled for the final week of October 2012. 2013 Recruitment information added to WDC website.
New Youth Council members appointed	November 2012	Nominations close 28 November 2012. A skills session with nominees, assisted by MYD is scheduled for early December 2012.
Youth Leadership Camp convened	January 2013	Youth Leadership Camp held 21 and 22 January 2013
Meetings scheduled throughout year.	Monthly	Regular monthly meetings scheduled
Youth Event held	February – May 2013	Planning under way for a Youth Event in April/ May 2013. \$3,000 MYD funding secured.
Submission to Exceptions Annual Plan by Youth Council	April/May 2013	Completed

Combined Mayoral ITO Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Graduate names received from ITO's	December 2012/January 2013	Completed. March 2013.
Invitation to Graduates and Families/Supporters	March 2013	Completed.
Graduation Ceremony	April 2013	Completed.

Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Presentation of existing Policy for review and confirmation/amendment	27 November 2012	Completed
Calling of Nominations	February 2013	Completed
Consideration of Nominations by Working Party	March/April 2013	Progressing
Awards Ceremony	May 2013	The Award Ceremony was convened on Friday 7 June 2013.

Regulatory Services

2012/2013 Review of Dog Control Policy and Practices

Key Milestone	Date	Commentary
Preparation of Report	September 2012	Complete.
Council Meeting	25 September 2012	Complete. A business paper including the 2012/2013 Report on Dog Control Policy and Practices was presented at the 25 September 2012 Council meeting.
Public notification	October 2012	Completed. Public notification was made in the Waitomo News and on WDC's Website.

Community Services

Civic Centre Upgrade (including Alarm System) Stage 2

Key Milestone	Indicative Timeframe	Commentary
Renewals works undertaken on completion of watermain	January 2010 – February 2010	Complete.
Review upgrade proposals with Council including a review of options and procedures for a security alarm system	August 2010	Complete.
Preparation of upgrade documentation including alarm	August 2010	Complete.
Building Consent and Tendering – Stage 1	November/December 2010	Complete.
Construction – Stage 1	December 2010/January 2011	Complete
Council site visit to familiarize and discuss upgrade	September 2011	Completed. Council undertook a Site Visit at the Civic Centre on 1 September 2011.

Key Milestone	Indicative Timeframe	Commentary
Council Workshop 15 – Housing and Other Property AMP	15 November 2011	The proposed upgrade programme was presented as part of the Recreation and Culture AMP. Discussions were based on the Supper Room being Stage 2 with the project to be carried out over two financial years. A detailed timeline of Key Milestones will be developed for the next version of the Road Map. Works associated with the supper room refurbishment have been identified and preliminary investigations undertaken. A progress report and timeline will be presented to Council's March meeting.
Tendering – Stage 2	April 2012	Draft documentation has been prepared for tender and a business paper was presented to Council' at the 24 April 2012 meeting for consideration and feedback.
Construction – Stage 2	May June 2012	Documentation/tenders have been advertised, with tenders closing 25 May, work is scheduled for mid May to mid June.
Issue of practical completion certificate	July 2012	Completed

Civic Centre Upgrade (Sound System) Stage 3

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Business paper to review upgrade options / proposals for Stage 3 with Council	25 September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Preparation of upgrade documentation	October 2012	Specification has been prepared and quotations sought as per Council resolution. Report required for Tenders Committee.
Construction – Stage 3	March/April 2013	Completed. Sound System implemented and commissioned.

Sale of 4 Moa Street

Key Milestone	Indicative Timeframe	Commentary
Investigate options for disposal	September –October 2012	Investigation document received by WDC.
Council Meeting – Business paper to investigate and outline options for disposal of the property a 4 Moa Street	27 November 2012	Completed After considering the business paper on this property, 27 November 2012, Council resolved not to proceed with the sale.

Asset Management

Piopio Water Supply

Key Milestone	Indicative Timeframe	Commentary
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 Piopio has been approved to the value of \$316,419 excluding GST.</p>
Upgrade of WTP	Calendar year - 2012	<p>Council will be kept updated on progress through the presentation of quarterly progress reports.</p> <p>Completed and fully operational providing excellent quality treated water.</p> <p>An official Opening Ceremony was held on Friday 24 May 2013.</p>

Document No: 309166**File No:** 037/020/12A**Report To: Council****Meeting Date:** 25 June 2013**Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport****Purpose of Report**

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

Introduction

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

Background

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

Subsidised Roding

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

4.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2012/2013 year of the LTP are provided below.

4.3 2012/2013 CAPITAL EXPENDITURE BUDGET

The total budget for subsidised capital works for the 2012/13 year as contained in the 2012/22 LTP is \$4,642,380.

4.4 STOCK EFFLUENT DISPOSAL FACILITY

4.4.1 Introduction

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

4.4.2 Design/Scope

The design of this facility is a standard design obtained from the RCA web site. It is consistent with a number of rural effluent disposal facilities in the Waikato and Taranaki Regions.

Final Design has been received.

4.4.3 Consent Issues/Progress

No consents have been applied for at this stage.

4.4.4 Budget, Funding Sources and Expenditure to Date

NZTA has approved CAT 1 funding for this site. The approved FAR is 100% for the roading works and 50% for the construction of the facility. This equates to an average of 68% over the entire construction. \$160,000 has been set aside for this work in the 2012/2013 financial year. The local share for this activity will be paid by Waikato Regional Council. This will be claimed for under the Minor Improvements for Renewal Budget. Expenditure to date is \$14,570.00. This relates to the design and contract works to date.

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

coordination among TAs to ensure STE facilities are constructed to an agreed schedule to ensure sufficient funding is available.

WDC will be responsible for the inclusion of these activities in their work programmes and making the funding applications to the NZTA as well as the coordination of the construction and ongoing maintenance of the facilities.

The funding agreement has been signed and returned.

4.4.5 Procurement

This contract will be tendered through the open market. The Contract has been prepared and is ready for tender once the edited drawings are complete and the Funding Agreement has been signed.

4.4.6 Construction Issues/Progress

The project was tendered, through tenderlink. There were four bids received. The winning tender was Whitaker Civil Engineering Limited.

4.5 WALKING AND CYCLING STRATEGY IMPLEMENTATION

4.5.1 Introduction

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

4.6 WALKING AND CYCLING REVIEW

4.6.1 Introduction

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

4.7 DRAINAGE RENEWALS

4.7.1 Introduction

Drainage Renewals work covers the replacement of all culverts of up to 1800mm in diameter. Currently WDC is focusing on assessing all 225mm dia and 300mm dia culverts to ensure sufficient capacity, if found lacking will be upgraded to a minimum of 375mm dia. This is anticipated to provide better capacity to protect the roading infrastructure in a major storm event.

4.7.2 Design/Scope

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

4.7.3 Consent Issues/Progress

Nil to report

4.7.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$400,000 at a 59% FAR. To date WDC has spent \$217,229.00

4.7.5 Procurement

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

4.7.6 Construction Issues/Progress

We are currently underway with our busy programme of drainage renewals and upgrades across the network.

4.8 PAVEMENT REHABILITATION

4.8.1 Introduction

Four Pavement Rehabilitation Packages are to be let. The packages are Rora Street, Oparure and Haurua Roads, Marokopa and Taharoa Roads and the last package of Manganui Road

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

4.8.2 Design/Scope

CPG Consultants from New Plymouth were successful with their price for the design and procurement of these packages. WDC will act as the Engineers Representative on these sites and manage the day to day operations.

4.8.3 Consent Issues/Progress

Nil consent required.

4.8.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$930,000 with a FAR of 59%. The expenditure to date is \$984,526.00

4.8.5 Procurement

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

Contract 500/12/003 Rora Street has been let to Higgins Contractors. Work is currently on hold. This Rehabilitation project will be undertaken in the 2013/2014 Financial Period.

Contract 500/12/004 – Haurua and Oparure Roads has been let to Transfield Services Ltd and work is programmed to commence on Monday 29 October 2013.

Contract 500/12/006 – Maunganui Road has been let to Inframax Construction Ltd and work is programmed to commence on Monday 29 October 2012.

Contract 500/12/005 – Taharoa and Marokopa Roads, has been edited to release Marokopa Road during this financial period. **The tender for Marakopa Road was let to Inframax construction.**

4.8.6 Construction Issues/Progress

The four pavement Rehabilitation projects have now all been completed

4.9 SEALED ROAD SURFACING

4.9.1 Introduction

The 2012/2013 Reseal Programme comprises approximately 43km of reseal including rural and urban sites.

4.9.2 Design/Scope

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

4.9.3 Consent Issues/Progress

Nil.

4.9.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$1.280M with a FAR of 59%. The expenditure to date is **\$1,054,120.00**

4.9.5 Procurement

This category was procured through a separate reseal contract, awarded to Johnstone and Masters Ltd in the 2011/12 financial year

4.9.6 Construction Issues/Progress

The Re-seal programme is completed.

4.10 STRUCTURES COMPONENTS REPLACEMENTS

4.10.1 Introduction

The 2012/2013 work plan provides for structural maintenance bridges in the Waitomo District. This category also makes provision for incomplete works from the 2011-12 financial year.

4.10.2 Design/Scope

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

4.10.3 Consent Issues/Progress

Bridge 52 – Te Kumi, is part of the let tender. However, this is being redesigned with a view to a more cost effective solution.

4.10.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$350,000 with a FAR of 59%. The expenditure to date is \$292,884.00

4.10.5 Procurement

The 2012/2013 Bridge Maintenance Contract has now been let. The successful bidder was Whitaker Civil Construction.

4.10.6 Construction Issues/Progress

Works are currently well underway on this contract. Excellent progress is being made with 90% of the work completed to date..

4.11 TRAFFIC SERVICES RENEWALS

4.11.1 Introduction

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

4.11.2 Design/Scope

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

4.11.3 Consent Issues/Progress

Nil consents required.

4.11.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$192,800 at a 59% FAR. To date we have spent \$ 240,242.00. through the Roothing Maintenance and/or Street Light Maintenance Contract.

4.11.5 Procurement

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

4.11.6 Construction Issues/Progress

The district remark was completed in March, and we have had a programme of cross bar replacements undertaken, which has increased the spend in this area.

4.12 UNSEALED ROAD METALLING

4.12.1 Introduction

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

4.12.2 Design/Scope

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

4.12.3 Consent Issues/Progress

Nil required.

4.12.4 Budget, Funding Sources and Expenditure to Date

The LTP budget is \$547,800 at a 59% FAR. Expenditure to date is \$272,463.00

Procurement

This category is procured through the Roding Maintenance Contract.

4.12.5 Construction Issues/Progress

The drought delayed the start of our grading and metalling programme. This is now well underway, with the majority of roads targeted for completion during June 2013.

4.13 EMERGENCY RE-INSTATEMENT, MINOR IMPROVEMENTS AND ASSOCIATED IMPROVEMENTS

4.13.1 Introduction

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

4.13.2 Budget, Funding Sources and Expenditure to Date

The LTP budgets for these categories total \$814,900 (previous report had a misprint of \$714,900) at varied FAR rates. To date we have spent \$701,275.00 through the Road Maintenance Contract, Pavement Rehabilitation and Emergency Works contracts.

4.13.3 Procurement

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

Contract 500-11-020 Waitomo Caves Road Subsidence Repairs, is now complete. Funding arrangements around the increased costs are before NZTA. The final review of costs is underway and a decision from NZTA due in the near future.

4.13.4 Construction Issues/Progress

The major works completed to date this financial year are:

- Oparure Road (Coleman's Hill) Guardrail.
- RP 14300 Mangaotaki Road Emergency Reinstatement.
- Associated works with the 4 pavement Rehabilitation projects

Unsubsidised Rooding

- 5.1 Work is carried out to ensure safe and efficient travel within and through the District as necessary for road or pedestrian safety and convenience, but are not subsidised by NZTA. The Council has sole financial responsibility for this activity.
- 5.2 Commentaries detailing progress on unsubsidised roading activities contained in the 2012/13 year of the LTP are provided below.

5.3 2012/13 CAPITAL EXPENDITURE BUDGET

The total budget for unsubsidised capital works for the 2012/2013 year as contained in the 2012-2022 LTP is \$213,300. This figure includes an allowance of \$50,000 for property purchase if required.

5.4 ROAD IMPROVEMENTS

5.4.1 Introduction

Unsubsidised Rooding Improvements covers all roading work outside of the formed NZTA approved carriageway. An example of this is the re-construction of driveways following pavement rehabilitations or total new roads.

5.4.2 Design/Scope

Nil to date.

5.4.3 Consent Issues/Progress

Nil to date

5.4.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$50,000. To date we have spent \$1,484.00.

5.4.5 Procurement

Nil to report

5.4.6 Construction Issues/Progress

Nil to report

5.5 FOOTPATH RENEWALS

5.5.1 Introduction

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

5.5.2 Design/Scope

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

5.5.3 Consent Issues/Progress

Nil required.

5.5.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$70,000. To date we have spent \$70,286 This budget is being subsidised by the Unsubsidised Roading Improvement budget.

5.5.5 Procurement

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

5.5.6 Construction Issues/Progress

The contractor is currently undertaking urgent footpath renewals which will be billed in the forthcoming financial year.

5.6 RETAINING WALL REPLACEMENT**5.6.1 Introduction**

WDC has identified several retaining walls that need replacing.

5.6.2 Design/Scope

Designs for 2 retaining walls have been completed. .

5.6.3 Consent Issues/Progress

Building consents for both sites have been obtained.

5.6.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$43,300. To date we have spent \$2,281.00.

5.6.5 Procurement

Due to time constraints this category will be procured through invited quotation from suitably qualified local contractors.

5.6.6 Construction Issues/Progress

The Requests for Pricing for the two walls close on Friday 20th June 2013.

Suggested Resolution

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

GERRI WATERKAMP
MANAGER – ROADING

June 2013

Document No: 309167**File No:** 037/005A**Report To: Council****Meeting Date:** 25 June 2013**Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater - May 2013**

Purpose of Report

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

Introduction

- 2.1 This business paper focuses predominantly on the maintenance area of the Water Supply activity to Council.
- 2.2 This business paper is intended to compliment the monthly and quarterly reporting to Council.

Background

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

- Te Kuiti
- Benneydale
- Piopio
- Mokau

- 3.2 There are three activities under the Water Supply activity:

- Planned Maintenance
- Service Requests / Complaints
- Emergency Repairs

3.3 Planned Maintenance

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

3.5 Service Requests / Complaints

- 3.6 Service requests are initiated by the Ratepayers or Business in the various towns and are called in, emailed or they could be provided to the Customer Services by

means of walk-in. The Service Requests are then forwarded to Veolia Water to resolve.

3.7 Emergency Repairs

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

Te Kuiti

4.1 Water Supply

- 4.2 The dry weather persisted with the river flow dropping, but remained above 0.6 cumecs. There was only one day when the river flow dipped briefly to 0.595 cumecs. Overall the residents heeded the water restriction and reduced their consumption and the Meat Companies also reduced consumption. The rains brought welcomed relief and it was possible to lift the water conservation restriction. The residents certainly did their part during the dry period by conserving water.
- 4.3 The dry weather also showed up numerous leaks and these were attended to. The programmed maintenance on fire hydrants and valves was drastically reduced to prevent water loss. Only in serious cases of water taste and odour complaints were pipes flushed. However, the general consensus conveyed by the residents was that the water was of good quality with several residents complimenting on this. The flushing of hydrants has now resumed and all other scheduled activities are back to normal. Since the lifting of the restriction, several hydrants have been repaired, replaced or raised to meet the Hamilton City Council specifications. **The scheduled flushing of hydrants and valve maintenance has resumed. The number of hydrants that require raising has diminished and all of the hydrants should be completed by the end of the next financial year.**
- 4.4 A recurring section of troublesome pipe in the John Street/South Street area is being replaced due to general failure. The pipe is also laid too close to the surface with vehicular traffic adding to the breaks in the pipe. The section of pipe in John Street / South Street proved more troublesome than anticipated and the work escalated. After completion, some pipe fittings were found to be faulty and the contractor had to return to make the necessary repairs.
- 4.5 There is also a section of pipe in the View Road/Terrace Road area that has had 14 bursts since the beginning of January and this is scheduled to be replaced during April. The section of View Road / Terrace Road scheduled for replacement had to be postponed and will now be done during June. **The Terrace Road / View Road pipe replacement is progressing as planned and will provide an added level of service to the residents. There will also be a fire hydrant closer to the dwellings.**
- 4.6 The dry spell has highlighted a deficiency in the water supply security for the residents of Te Kuiti. Once the river dries up, there is no back-up or stored supply that the Town can rely on. Council respectfully needs to be made aware that this could be a serious issue for future droughts and planning for a raw water supply reservoir should be investigated.
- 4.7 A burst in Hospital Road caused some disruption on Saturday, 27 April. Once opened the fault actually originated from another area and once this was opened up and investigated, it was again found that the problem lay at another area. The fault was eventually traced on the Monday to a mains burst in Eketone Street on

the opposite side of the road, but the water forced its way along an abandoned section of pipe all the way into Hospital Road.

- 4.8 The Kent Street pipe replacement will commence in June. This 150mm rising main was damaged in a slip on the road. Due to the possibility of movement in the soil, the pipe will be specially drilled and coupled to flexible joints inside anchoring chambers to prevent breaking.

4.9 Wastewater

- 4.10 No major problems have occurred with the reticulation. Normal maintenance was performed on several pumps and new pumps have been installed in the Waitete Road pump station adjacent to the Inframax depot as part of the Trade Waste Service to UBP. Due to the dry weather, and subsequent lack of flushing, some grit and fats managed to build up in the reticulation as a result of the low flows. Once the rains started some of these components caused some blockages. One in particular occurred in Taupiri Street, but the effect was noticed right up to George Street. Heavy equipment was required to jet the accumulated fats and rags to unblock this.
- 4.11 The recent rains have increased the number of Customer Service Requests concerning the backing up of the sewer system and sewer overflows. This is as a result of stormwater infiltration. Not only are some of the pipes and chambers allowing rain water into the system, but the roof water of numerous dwellings has over time been channeled into the piped systems via gully traps. There is presently a works contract in place to seal the pipes in the Ward Street catchment area as a first phase to alleviate the ingress. Veolia Water Ltd are attending to the overflows as soon as they can.
- 4.12 The Te Kuiti Waste Water Treatment Plant upgrade is progressing well and on schedule. The augmentation of the clarifier progressed successfully and is proving to work as predicted with the effluent quality being of a very high standard. The process at present still requires chemical flocculant dosing, but dosing rates have been drastically reduced and it is expected that dosing can be further reduced once the flocculator is brought on-line soon. The Waste Water Treatment Plant is progressing well. No major issues with the temporary treatment were experienced and the effluent quality is good. The dosing has been reduced further while still maintaining good quality effluent. The flocculator is now commissioned and is assisting with the dosing. Overall the process to date is performing well.
- 4.13 The tertiary filters and Ultra Violet disinfection systems are now commissioned and functional. The quality of effluent has vastly improved and the plant is consistently producing effluent of around 3 NTU or better at this stage. There are still teething issues that are dealt with. The main contract is drawing to a close and the Contractor, Spartan Construction, have reduced their presence. Mainly site landscaping and clean-up is still to be done with the only major work left is the sludge dredge setup.
- #### **4.14 Storm Water**
- 4.15 The recent heavy rains have not caused any major problems. Remedial work is scheduled in Butler Street to prevent the road being undermined. Recent very heavy rains have identified several areas that require attention and investigations for solutions are under way.

Mokau

5.1 Water Supply

- 5.2 The Mokau dam level stabilised, however the secondary dam was brought on-line and the draw off was alternated between the primary and secondary dams. The quality of the final water has been improved due to some operational trials to introduce a small quantity of flocculant in the treatment. At present this is still in the trial stage but all indications are that it will become a permanent modification in the future. Both dams are now full since the rains started and the water restrictions have been lifted. **No issues are evident in the supply of water to Mokau. The Ultra-Violet disinfection system has now been installed. Overall the plant is running efficiently and produces quality water.**
- 5.3 Some leaks occurred and were repaired. There is a hydrant that requires replacement on SH3 and this is planned for April. The Hydrant along SH3 has been completed. No further issues were reported.
- 5.4 The residents of Mokau and Awakino have been tremendous in their effort to conserve water during the Easter weekend and they should be commended for this effort.
- 5.5 At no stage during the long weekend did the consumption reach a level higher than the usual normal consumption of the permanent residents. Normal consumption is around 150m³ per day and during the long weekend it was 130m³.
- 5.6 The installation of the Ultra Violet (UV) disinfection system will commence toward the end of May. This will enhance the water quality and provide a safer level of service to the residents. The UV is supplementary to the chlorine that is currently dosed.

5.7 Storm Water

- 5.8 No issues to report. **An issue with storm water was reported after the recent king tide and is being investigated.**

Piopio

6.1 Water Supply

- 6.2 The water pipe lines that were replaced and recently reported on have now been completed and the water consumption in Piopio has dropped considerably. The water plant is producing water of very high standard. The plant is producing water of a very high quality. An official opening is planned for 25 May to showcase the work that was done to improve the water supply to Pio Pio. **The water consumption has now stabilized and very few issues are evident. The official opening went well and the community embraced the effort by the numbers represented at the opening. Overall the system is now operating effectively with a few minor settings and procedures still to be resolved.**

6.3 Wastewater

- 6.4 Some issues were reported with the sewage system and dealt with through the Service Request system. In several cases these were not related to the installed system, but to blockages caused by foreign material deposited into the system. In these cases the residents have been billed for the service to rectify the

blockage. The system is functioning well with minor issues cropping up from time to time. These are dealt with through the proper channels. There are still a number of problems that can be attributed to the resident and they are being educated as time progresses. A Service Request was called in during May and it involved supplying a new control box. Interim measures were put in place and the permanent fix is now completed. Another Service Request involved a new lid to be fitted, but this tank will require a heavy duty lid, as it can be damaged again by vehicular traffic in the future.

6.5 Storm Water

6.6 No issues have been reported.

Benneydale Water Supply (BWS)

7.1 Water Supply

7.2 No issues have been reported with water services in this area. Some small leaks have been found, notably inside the School area, and these were repaired. The residents heeded the call for water conservation and the water supply has been adequate during this period. The Ultra Violet (UV) disinfection system installation should be completed by the end of May. This will enhance the water quality and is supplementary to already dosed chlorine. The Ultra-Violet disinfection system is now installed. The plant is operating with very few issues that are dealt with through normal maintenance procedures.

7.3 Wastewater

7.4 No issues were reported and the quality of effluent is good and within specifications. No issues are reported and the system is operating efficiently.

7.5 Storm Water

7.6 Nothing to report.

Waitomo Water Supply (WWS)

8.1 Background

8.2 Nothing to report.

Suggested Resolution

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater - June 2013 be received.



ANDREAS SENGER
MANAGER – WATER SERVICES

June 2013

Document No: 309187**File No:** 401/0588424200**Report To: Council****Meeting Date:** 25 June 2013**Subject: Progress Report - Waitomo Cultural and Arts Centre – Stage 4 Upgrade**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress for the Stage 4 upgrade of the Waitomo Cultural and Arts Centre.

Local Government Act S.11A Considerations

- 2.1 The provision of community infrastructure, such as the Cultural and Arts Centre, is consistent with Section 11A of the Local Government Act 2002 (including amendments).
- 2.2 Upgrading of the facility will lead, over time, to increased usage and subsequent increased income, making the facility more cost effective to administer.

Background

- 3.1 Council in its 2012-2022 LTP continued the funding of the staged upgrade of the Waitomo Cultural and Arts Centre. The upgrade to date has been well received by the users and public.
- 3.2 The funding of the 2012-2013 financial year was \$130,000 of which a minimal amount was used to complete the Supper Room upgrade, leaving approximately \$114,000 for Stage 3.
- 3.3 It is to be noted that budgeting is not tagged to any specific project within the upgrade proposal due to the required funding being spread over six years as compared to the initial upgrade programme of 3 years. The change was promoted for affordability reasons.
- 3.4 Council, at its meeting on 25 September 2012 reviewed several options for the next stages of the Arts & Cultural Centre upgrade and resolved to proceed with the renewal of the ceiling, lighting and aircon outlets in the main hall as stage four at the end of the financial year, combining the remaining budget with the 2013/2014 allocation.

Commentary

4.1 Ceiling to Main Hall

4.2 Renewal of the ceiling in the main hall involves several items of work:

- Battening and gibbing a new ceiling as per the foyer redevelopment. The original estimate for replacing the ceiling in the main hall was \$48,000 with the quote from the stage 2 builder being \$93,000.
- Removal of the texture coating from side walls (this could be done at a later date).
- Upgrading lighting, power points/emergency lights, which is estimated at \$65,000.
- Upgrading air conditioning outlets as well as fire and alarm requirements, estimated at \$10,000.

4.3 A meeting was held on site with the architect on the 17 October 2012 to discuss options for progressing this work, and the extent of specification required. The opportunity was taken at this early stage to coincide with the final inspections for stage two.

4.4 The contract documentation for Stage 4 is well advanced and the architects have indicated these will be completed by 21 June 2013.

4.5 Regarding the queries from the Shearing Committee, the following treatments have been undertaken:

- a) A limited amount of ceiling can be raised on front of the stage due to the steel truss construction. The raising of the first bay has been included in the documents.
- b) All existing fixing points are retained.
- c) The modification to the exit door to the right of the stage has been included as a separate item in the documentation. Changes to this door could be expensive due to the exterior cladding and the progress of this item of work can be assessed at the time of tender assessment.
- d) Banner fixing wires are included in these documents.
- e) The stage height will be investigated and included in separate documentation in the future.
- f) Provision for LED lighting is still being investigated.

4.6 A tentative construction period for this contract is 22 July – 13 August 2013, although finalising construction times would be negotiated with the successful tenderer and potential users of the hall.

4.7 It is anticipated that the project will be tendered on either 27 or 28 June, with tender closing 10 July 2013.

Suggested Resolution

The Progress Report : Waitomo Cultural and Arts Centre – Stage 4 Upgrade be received.

A handwritten signature in blue ink, appearing to read 'John De Luca', is written in a cursive style.

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

June 2013

Document No: 309200

File No: 401/0588003200

Report To: Council**Meeting Date:** 25 June 2013**Subject: Progress Report: Piopio Toilets
Redevelopment**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the Piopio Toilets Redevelopment.

Local Government Act S.11A Considerations

- 2.1 The provision of public toilets is consistent with Section 11A Local Government Act 2002 (including amendments).
- 2.2 Public toilets are an important community infrastructure meeting the needs of providing for a healthy community.

Background

- 3.1 Waitomo District Council included in the 2009-2019 LTP a monetary allowance in year 1 to upgrade the Piopio Public Toilets and in year 3 an allowance to assist the Piopio Hall Committee to upgrade the halls kitchen.
- 3.2 These projects were reversed as it was debated whether the toilet provision should be incorporated into the hall complex or at the existing site.
- 3.3 A meeting between the Group Manager - Community Services, Manager - Community Facilities and members of the Piopio Trust was held in February to kick start the design process to remodel the existing toilets.
- 3.4 The emphasis of the remodel was to utilise as much as possible the existing infrastructure to minimise costs moving forward.
- 3.5 Van Beek Design, from Piopio was approached to prepare sketches and options for redevelopment of the exiting toilets.

Commentary

- 4.1 Four options for the redevelopment of the toilet complex have been prepared by Van Beek Design, based on the utilisation of the existing building block shell. The initial compliance of these sketches to meet the various building standards as to layout and disabled access has been checked by WDC's Regulatory staff.
- 4.2 A meeting was held in Piopio on 28 May 2012 with the designer to further develop the most practical option and to pass on the comments from the Regulatory staff.
- 4.3 In developing the concepts it became obvious that very little of the existing building structure could be utilised and the costings are being prepared with a comparison between utilising the existing building structure and total demolition.
- 4.4 It is anticipated that costs will be considerably more than the budget allowance, but Project Piopio Trust have indicated a keenness to be involved in the financing of the project to ensure that the redevelopment proceeds. Once costings are known, this aspect will need further discussion with the Piopio Trust.
- 4.5 A finalised concept was received from Van Beek Design on 9 July 2012 for the redevelopment of the Piopio Toilets. Sketches were presented to Council at its meeting of 24 July 2012.
- 4.6 A preliminary design estimate based on Rawlinsons Construction Handbook, using an area of 45m², equates to \$146,250.
- 4.7 It is envisaged that the next step in the development of these plans is to present them to the Project Piopio Trust for comment and discussion as to funding proposals.
- 4.8 A meeting was held with representatives from the Piopio Trust on 31 August 2012 at which the toilet proposal and future funding options were discussed.
- 4.9 The general opinion was that the plans were good with some minor tweaking. The objective now is to progress fundraising with the Trust. It was identified that some form of toilet usage count will be required to support funding applications.
- 4.10 A meeting was held with Project Piopio Trust on 26 October 2012. The emphasis of this meeting was around confirming that the design matched the usage. This is to be confirmed by installing usage counters in the toilets. The counters are currently being updated and will be installed prior to the end of November.
- 4.11 Due to technical difficulties with the counter programme the counters were not installed in the toilets until mid January. They appear to be working well but reporting is still an issue. It is anticipated that reporting issues will be solved in time to make reports available in graph form, for distribution at the Council meeting.
- 4.12 Initial indications are, and subject to the correct reporting process, that in the vicinity of 7000 users for the male and 7000 users for the female toilets were recorded between mid January and mid February.
- 4.13 The user numbers were confirmed with further information recorded for the month of March.
- 4.14 Utilising this data and a theoretical fifty seater bus stopping at the site, calculation of requirements, based on NZS4241:1999 were made which indicated that between 2 and 3 units are required for the female and male toilets.

- 4.15 The initial sketch included:
- Female - 3 pans (3 units)
 - Male – 3 pans plus 2 urinettes (5 units)
- 4.16 At a meeting with the designer of the new complex, discussion centered around how to reduce the proposal more inline with the usage data.
- 4.17 A new sketch is currently being prepared which will propose reducing the floor area by relocating the cleaner’s cupboard to the mens area, reducing the mens area to 1 x pan and 2 x urinettes. A small adjustment to the width of the disabled toilet to increase its size inline with the standard has also been made.
- 4.18 The initial preliminary design estimate was \$146,250. Finalisation of the sketches/draft details will enable a more accurate quantity surveyor estimate to be prepared.
- 4.19 The initial budget for this project was \$63,715 and was based on refurbishment of the existing toilets. Subsequent designs have been based on the provision of a new building and Council, once the finalised estimates are available, will need to consider how the community can fund the balance.
- 4.20 The initial design has been reworked, following receipt of the usage data, in an endeavour to reduce the floor area. A copy of the new design and original sketch were circulated to Councillors at the meeting of 6 June 2013.
- 4.21 The Quantity Surveyors estimate for the new design was also circulated to Councillors at the meeting of 6 June 2013.
- 4.22 Of note is the Quantity Surveyors estimate of \$160,200 are the following points:
- Use of block work rather than concrete slabs
 - Exclusion of fees
 - Inclusion of 10% contingency
- Removal of the contingency indicates little change from the original estimates.
- 4.23 As previously raised with this business paper, Council needs to consider its options to progress the project as the expectation of the community is that this project will proceed at some point.
- 4.24 The original intention was to upgrade the existing toilets with a monetary allowance in the 2011/12 budget of \$63,715 of which approximately \$5,000 has been spent to date on designs.

4.25 An estimated budget for the project is itemised below:

Construction cost as per QS estimate (including contingency)	\$160,200
Balance of fees to complete plans/specification/contract documents	\$6,000
Consent fees	\$1,500
Site completions (paths/grassing etc)	\$1,000
	\$168,700
Less balance original budget	-58,715
Estimate of underfunding	\$109,985
Say	\$110,000

4.26 The options for Council to consider funding this shortfall are:

- a) Community funded (as per the original intention)
- b) Loan funded by WDC
- c) Combination of the two, i.e. Community funded \$20,000, WDC funded \$90,000

4.27 The expectation that the community will raise the \$110,000 to allow this project to proceed is probably unrealistic. The Piopio community already extensively fundraise towards other community initiatives, especially in relation to the hall.

4.28 If it is accepted that the raising of such funds by the community is beyond their reach, then WDC's only option to progress the project is to fund the balance through loans and this will need to be considered as part of the EAP process.

4.29 Following the meeting of 6 June 2013, the 2013-14 Annual Plan documentation and budgets have been amended to include this project. The outcomes of the adoption of the Annual Plan will determine how this project proceeds.

Suggested Resolution

The Progress Report: Piopio Toilets Redevelopment be received.

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

June 2013

Document No: 308779**File No:** 097/001B**Report To: Council****Meeting Date:** 25 June 2013**Subject: Progress Report: Resource Consent Applications**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

Commentary

- 4.1 Commentary on outstanding resource consents is provided below:

4.2 Mokau Sands Limited

- 4.3 In May 2012 Council received a resource consent application from Mokau Sands Limited seeking Councils approval to redevelop the Seaview Motor Camp at Mokau.
- 4.4 The applicant is proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 4.5 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 4.6 A total of 39 submissions have been received, some supporting the proposal while others are opposed to the development.
- 4.7 The applicant has subsequently asked for the application to be placed on hold so as to allow ongoing discussions with the Department of Conservation and the NZ Transport Agency. Both organisations have lodged submissions on the application and the applicant believes that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 4.8 Because of the ongoing delays with processing this consent, the applicant has been advised that the application should proceed to a hearing as soon as possible or if that is unlikely the application should be withdrawn at this time.
- 4.9 A joint hearing with Waikato Regional Council is now expected to be held late August/early September.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



JOHN MORAN
MANAGER – REGULATORY SERVICES

June 2013

Attachment: Resource Consent Schedule (Doc 308780)

RESOURCE CONSENTS PROGRESSING AS AT 25 JUNE 2013

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
090022	Mr E Manawaiti	Three Lot Rural Subdivision, Walker Road	9/6/09	Yes	Property in hazard zone – Geotech report required.	22/6/09						
090026	Greenplan Holdings Ltd	Two Lot Rural Subdivision SH 3, Mahoenui	26/6/09	Yes	Comment required from NZ Transport Agency.	26/6/09						
090037	R & K Pethybridge	Two Lot Residential Subdivision, Ailsa Street, Te Kuiti	31/8/09	Yes	Geotech report required. Applicant is considering other options.							
110019	Mokau Sands Limited	Development of 31 holiday apartments and 50 seat café, Seaview Motor Camp site, Mokau	2/5/12	Yes	Applicant has requested that the application be placed on hold to allow further consideration to take place.	17/5/12						
110024	Waitomo District Council	Earthworks in excess of 2,000m ³	8/9/11	Yes	Affected parties approval required.	19/9/11						
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							

RESOURCE CONSENTS GRANTED (FOR 2012/13) AS AT 30 APRIL 2013

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
120013	PA & EM Van Straalen	5 Lot Rural Subdivision, State Highway 3, Hangatiki	11/7/12	No						No	9/8/12	Conditional Consent Granted 13/7/12
120014	Patbros Holdings Limited	Side Yard Dispensation, Te Kuiti Road, Te Kuiti	6/8/12	No						No	3/9/12	Conditional Consent Granted 23/8/12
120015	P & P Fagan	Boundary Adjustment, Hangatiki East Road, Hangatiki	13/8/12	No						No	10/9/12	Conditional Consent Granted 24/8/12
120016	F Bartholomew	2 Lot Rural Subdivision, Whataroa Road, Oparure	17/8/12	No						No	14/9/12	Conditional Consent Granted 27/8/12
120017	M Schmidt	2 Lot Rural Subdivision, Te Mahoe Road, Mokau	20/8/12	No						No	18/9/12	Conditional Consent Granted 13/9/12
120018	J Petre	2 Lot Rural Subdivision, Mangaotaki Road, Piopio	20/8/12	No						No	18/9/12	Conditional Consent Granted 30/8/12
120019	B Hanna	4 Lot Rural Subdivision, Tate Road, Te Kuiti	20/8/12	No						No	18/9/12	Conditional Consent Granted 30/8/12
120020	M Easton	5 Lot Rural Subdivision, State Highway 4 Mapara	20/8/12	No						No	18/9/12	Conditional Consent Granted 31/8/12
120002	M McKinley	2 Lot Rural Subdivision, Te Waitere Road, Te Waitere	3/2/12	Yes	Documentation required from Maori Land Court	9/2/12	2/10/12			No	19/10/12	Conditional Consent Granted 4/10/12
120022	AT & LY Brough	2 Lot Rural Subdivision, Barclay Road, Aria	13/9/12	No						No	11/10/12	Conditional Consent Granted 21/9/12
120023	J & N Higgins	Front Yard Dispensation, Robin Azariah Place, Te Kuiti	21/9/12	No						No	19/10/12	Conditional Consent Granted 26/9/12
110038	Kea Petroleum Ltd	Development of an oil exploration well site Nukuhakari Station, Waikawau	7/2/12	Yes	Archaeological Assessment required. Iwi consultation required.	13/2/12	22/6/12	Roading	7/8/12	No	29/11/12	Conditional Consent Granted 8/11/12
120021	Chevron New Zealand	Redesign/Upgrade of existing unmanned diesel stop, Te Kumi Road, Te Kuiti	10/9/12	Yes	Affected parties approval required.	20/9/12	26/10/12			No	23/11/12	Conditional Consent Granted 29/10/12
120027	NZ Steel Mining Limited	Construction of an over height building, Taharua	30/10/12	Yes	Clarification of proposal required.	5/11/12	12/11/12			No	05/12/12	Conditional Consent Granted 23/11/12
120028	C Dimond	2 Lot Rural Subdivision, Te Anga Road, Waitomo	14/11/12	No						No	12/12/12	Conditional Consent Granted 14/11/12

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
120030	Te Ana Valley Farms	4 Lot Rural Subdivision, Fullerton Road, Waitomo	10/12/12	No						No	29/1/13	Conditional Consent Granted 13/12/12
120031	R Chester	Side Yard Dispensation, Fullerton Road, Waitomo	23/11/12	No						No	14/1/13	Conditional Consent Granted 29/11/12
120032	L Knight	2 Lot Residential Subdivision, Taupiri Street, Te Kuiti	07/12/12	No						No	26/1/13	Conditional Consent Granted 10/12/12
120033	Te Ana Valley Farms	Cave and Rafting Tours, Conservation Zone, Fullerton Road, Waitomo	11/12/12	No						No	30/1/13	Conditional Consent Granted 10/1/13
130001	I Alpiges	Side Yard Dispensation Moana Quay, Marokopa	8/1/13	No						No	8/2/13	Conditional Consent Granted 11/1/13
130002	D Marsh	3 Lot Rural Subdivision, State Highway 3, Te Kuiti	9/1/13	No						No	5/2/13	Conditional Consent Granted 15/1/13
130003	Greenplan Holdings Limited	3 Lot Rural Subdivision, Papakauri Road, Mahoenui	23/1/13	No						No	20/2/13	Conditional Consent Granted 24/1/13
130005	K Riepen	2 Lot Rural Subdivision, Fraser Smith Road, Awakino	25/1/13	No						No	22/2/13	Conditional Consent Granted 7/2/13
120026	T & M van Straalen	Operate a retail shop and automotive work shop, State Highway 3, Hangatiki	12/10/12	No	Application processing through limited notification.					No	14/03/13	Conditional Consent Granted 27/2/13
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
130006	Fine Woodworking Limited	Additions to a building used for industrial purposes in the Rural Zone, State Highway 3, Te Kuiti	8/2/13	No						No	12/03/13	Conditional Consent Granted 19/2/13
130009	L King	2 Lot Residential Subdivision (boundary relocation), Marokopa Road, Marokopa	7/3/13	No						No	8/4/13	Conditional Consent Granted 13/3/13
130010	Tihiroa Dairies Ltd	Earthworks in excess of 2,000m ³ , Brooklee Road, Waitomo	22/03/13	No						No	23/4/13	Conditional Consent Granted 28/3/13
130011	Latter-Day Saints Church	Land Use Consent – Church extensions, Tonga Street, Te Kuiti	12/04/13	No						No	13/5/13	Conditional Consent Granted 30/4/13
130013	Rusling Family Trust	2 Lot Residential Subdivision, Hill Street, Te Kuiti	28/05/13	No						No	24/06/13	Conditional Consent Granted 31/05/13

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
130015	Barnett Farm Limited	Front Yard Dispensation, Ohura Road, Aria	4/06/13	No						No	26/6/13	Conditional Consent Granted 5/6/13

Document No: 309152

File No: 037/043

Report To: Council**Meeting Date:** 25 June 2013**Subject: Motion to Exclude the Public for the Consideration of Council Business**

Purpose of Report

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Progress Report: 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)
2. Progress Report: Te Maika Zone – Te Maika Trust Proposal	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Progress Report: Wool Storage Facility	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Inframax Construction Limited –Statement of Intent for Year Ending 30 June 2014	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. Independent Roadmarkers Taranaki Limited – Statement of Intent for Year Ending 30 June 2014	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: WVEOA Civil Defence Provision	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: Rural Halls (Oparure, Mokauiti, Kopaki and Benneydale Halls)	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: Parkside Subdivision	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: Brook Park Entrance	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report: Te Kuiti Railway Building	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
11. Progress Report: Te Kuiti Community House	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)
12. Progress Report: Te Kuiti Mainstreet Re-Design	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)
13. Progress Report: Te Kuiti Cemetery	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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
14. Progress Report: Mangarino Road Property	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)
15. Progress Report: Marokopa Campground – Renewals Work	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)
16. Progress Report: Marokopa Sea Wall	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
17. Progress Report: Mokau Toilet Effluent Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
18. Progress Report: School Road Property, Benneydale	7(2)(a) To protect the privacy of natural persons	48(1)(a)
19. Progress Report: School Road Properties, Benneydale	7(2)(a) To protect the privacy of natural persons	48(1)(a)
20. Progress Report: Benneydale Water Easements	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
21. Benneydale Water Easements	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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



MICHELLE HIGGIE
EXECUTIVE ASSISTANT