



Agenda Council Meeting

**Tuesday 25 November 2014
9.00am**

**Council Chambers
Queen Street
TE KUITI**



NOTICE OF MEETING

A MEETING OF THE WAITOMO DISTRICT COUNCIL IS TO BE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 25 NOVEMBER 2014 COMMENCING AT 9.00AM

COUNCIL MEMBERS

Mayor Brian Hanna
Cr Terry Davey
Cr Lorrene Te Kanawa

Deputy Mayor Guy Whitaker
Cr Allan Goddard

Cr Phil Brodie
Cr Sue Smith

CHRIS RYAN
CHIEF EXECUTIVE

ORDER PAPER

Note:

Kiri Goulter of Hamilton Waikato Tourism will be in attendance at 1.00pm to make a public excluded Deputation to Council

Items of Business

Page No.

FILE 1 OF 3

1. Council Prayer

*God
Grant us the serenity to accept the things we cannot change
The courage to change the things we can
And the wisdom to know the difference
These things we ask in the name of Our Lord Jesus Christ
Amen*
2. Apologies
3. Declarations of Member Conflicts of Interest
4. Verbal Reports: Individual Councillor Roles and Responsibilities
5. Confirmation of Minutes – 16 October 2014 4 – 5
6. Confirmation of Minutes – 29 October 2014 6 – 19
7. Civic Assurance – Notice of Special Meeting 20 – 25
8. Citizens Award Working Party Membership 26 – 27

Items of Business	Page No.
9. Freedom Camping Bylaw	28 – 40
10. Progress Report: Resource Consent Applications	41 – 45
11. Financial Report for period ending 31 October 2014	46 – 64
12. Progress Report: Rates Arrears	65 – 69
13. Draft Significance and Engagement Policy	70 – 96
14. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – November 2014	97 – 102
15. Progress Report: Monitoring Against 2012-2022 LTP – Water	103 – 109
16. Progress Report: Monitoring Against 2012-2022 LTP – Wastewater	110 – 114
17. Progress Report: Monitoring Against 2012-2022 LTP – Stormwater	115 – 119
18. Progress Report: Monitoring Against 2012-2022 LTP – Land Transport	120 – 134
19. Funding Assistance Rates Review Update	135 – 140
20. Brook Park Incorporate Society – Minutes: 4 November 2014	141 – 143
21. Civil Defence Emergency Management Co-ordinating Executive Group Minutes	144 – 164
22. Progress Report: Te Kuiti Railway Building Project	165 – 185
23. Progress Report: Road Map Work Programme Monitoring Schedule	186 – 234
24. Motion to Exclude the Public for the consideration of:	235 – 236

FILE 2 OF 2 (PUBLIC EXCLUDED)

1. Deputation: Hamilton Waikato Tourism	1 – 42
2. Progress Report: Regulatory Enforcement Issues	43 – 47
3. Progress Report: Mayoral Forum/Shared Services	48 – 139
4. Beach Road, Mokau – Sea Wall Consent	140 – 167
5. Progress Report: Waitomo Waters	168 – 176

PLEASE NOTE

1. The business papers attached to this Order Paper set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions do not represent Council policy until such time as they might be adopted by Council resolution.
2. This Order Paper may be subject to amendment either by the addition or withdrawal of items contained therein.

WAITOMO DISTRICT COUNCIL

**MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON
THURSDAY 16 OCTOBER 2014 AT 9.00AM**

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

IN ATTENDANCE: Mike McGuire and Dede Downs (Sport Waikato) and Celina Yapp (Waitomo Caves Discovery Centre)

Chris Ryan, Chief Executive; Michelle Higgie, Executive Assistant; Helen Beever, Group Manager – Customer Services (for part only);

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

3.	Deputation: Sport Waikato – Presentation of Six Monthly Report	File 037/042A
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Council received a deputation from Mike McGuire and Dede Downs presenting the Sport Waikato Six Monthly Report in accordance with the Contract for Services Agreement between Waitomo District Council and Sport Waikato.

Celina Yapp (Waitomo Caves Discovery Centre) entered the meeting at 9.10am.

Resolution

The Deputation from Sport Waikato be received.

Davey/Smith Carried

Mike McGuire and Dede Downs (Sport Waikato) left the meeting at 9.30am.

4. Deputation: Waitomo Caves Discovery Centre – Reporting against Service Level Agreement for 2013/2014	File 037/042A
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Council received a deputation from Celina Yapp of Waitomo Caves Discovery Centre presenting the Centre's annual report against the Service Level Agreement for 2013/2014.

Resolution

- 1 The Deputation from Waitomo Caves Discovery Centre be received.
- 2 The Waitomo Caves Discovery Centre Report against the Service Level Agreement for 2013/2014 be received.

Smith/Te Kanawa Carried

Celina Yapp (Waitomo Caves Discovery Centre) entered the meeting at 9.55am.

5. Review of Bylaws: Water Services Bylaw and Public Amenities Bylaw	File 306/001A
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Council considered a business paper presenting for consideration the Summary of Information and updated versions of the Water Services Bylaw and the Public Amenities Bylaw for adoption for public consultation.

Resolution

- 1 The business paper on Bylaws Review be received.
- 2 The Summary of Information and the reviewed Water Services Bylaw and Public Amenities Bylaw be approved for public consultation.

Goddard/Brodie Carried

There being no further business the meeting closed at 10.00am.

Dated this day of 2014.

BRIAN HANNA
MAYOR

WAITOMO DISTRICT COUNCIL

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

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

IN ATTENDANCE: Greg Tims (Greg Tims & Associates), Rachel Thomas (Waikato Times); Chris Ryan, Chief Executive; Michelle Higgin, Executive Assistant (for part only); Helen Beever, Group Manager – Customer Services (for part only); Christiaan van Rooyen, Group Manager – Assets (for part only); John De Luca, Group Manager – Community Services (for part only); Vibhuti Chopra, Group Manager – Corporate Services (for part only) and Jo Gread, Policy Planner (for part only)

1.	Council Prayer	File 037/003
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2.	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
- 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
Contractual Issues: Annual Review against 2013/2014 Performance 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)

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.

Davey/Whitaker Carried

3. Resolution to Re-open Meeting to the Public	File 037/043
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Resolution

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

Whitaker/Smith Carried

The meeting adjourned for morning tea at 10.25am.
 The meeting re-opened to the public at 10.35am
 Rachel Thomas (Waikato News) entered the meeting at 10.35am.
 The Executive Assistant entered the meeting at 10.35am.

4. Declarations of Member Conflicts of Interest	File 037/051A
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No Declarations were made.

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

Cr Brodie

Te Kuiti Sports Meeting at Te Kuiti High School
 Healthy Rivers

Cr Te Kanawa

Tere Waitomo Community Trust
 Te Kuiti Development Incorporated
 Mud Run
 Christmas Tree Promotion

Cr Goddard

Benneydale Residents & Ratepayers
 Benneydale Market Day
 Benneydale Hall
 Destination Pureora

Cr Smith

Waitomo Store Opening
 Te Waitere Boat Club AGM
 Host Mayor at NZ Steel
 Marokopa Market

Deputy Mayor Whitaker

Emergency Services and Community Ball
 Te Kuiti Development Incorporated
 Brook Park
 Community Guy Fawkes Display (Saturday 8 November from 5.30pm)

Mayor Hanna

Maniapoto FM Station Upgrade
 Shears Committee Meeting re NZ Muster
 Meeting with Regional Commissioners re Social Sector Trials
 Youth Council
 Taharoa – NZ Steel Visit
 Inframax Construction Ltd – Celebratory Breakfast

Resolution

The Verbal Reports from Council Members be received.

Whitaker/Goddard Carried

6.	Confirmation of Minutes – 30 September 2014	File 037/040A
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Resolution

The Minutes of the Waitomo District Council meeting of 30 September 2014, including the public excluded Minutes, be confirmed as a true and correct record.

Brodie/Goddard Carried

The Group Manager – Customer Services entered the meeting at 11.00am

7.	Hamilton Waikato Tourism – End of Year Report 2013/2014	File 400/180
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Council considered a business paper presenting the Hamilton Waikato Tourism End of Year Report for 2013/2014.

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

Resolution

The business paper on Hamilton Waikato Tourism End of Year Report 2013/2014 be received.

Davey/Smith Carried

8.	Adoption of Strategies – Community Development Strategy and Waitomo District Library Services	File 092/015A
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Council considered a business paper presenting the draft reviewed 2015-2018 Community Development Strategy and draft reviewed Waitomo District Library Strategy 2015-2018 for adoption.

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

It was noted that the photo of the Te Kuiti Library needs to be updated to take into account the proposed changes of use in the Taupiri Street Building.

Resolution

- 1 The business paper on Adoption of Strategies – Community Development Strategy and Waitomo District Library Services be received.
- 2 The draft reviewed 2015-2018 Community Development Strategy and draft reviewed Waitomo District Library Strategy 2015-2018 be adopted.

Whitaker/Smith Carried

9.	Psychoactive Substances Policy	File 037/000B
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Council considered a business paper seeking guidance from Council in relation to the development of a Psychoactive Substances Policy.

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

Council note that LGNZ has indicated it is working on a framework around Psychoactive Substances and Council will await the outcome of that work.

Resolution

- 1 The business paper on Psychoactive Substances Policy be received.
- 2 Council agree not to prepare a Psychoactive Substances Policy at this time and to continue to monitor the situation in conjunction with the NZ Police.

Goddard/Brodie Carried

The Group Manager – Assets entered the meeting at 11.07am.

10.	Progress Report: Resource Consent Applications	File 097/001D
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Council considered a progress report on outstanding resource consent applications and those applications currently being processed.

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

Resolution

The Progress Report: Resource Consent Applications be received.

Te Kanawa/Brodie Carried

The Group Manager – Customer Services left the meeting at 11.12am

11.	Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – October 2014	File 037/05A
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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).

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

Council requested that photographs be put up on Public Notice Boards in Piopio showing the implications of fats blocking filters.

Resolution

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

Te Kanawa/Brodie Carried

The Group Manager – Community Services entered the meeting at 11.16am

12.	Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport	File 037/020/12A
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Council considered a progress report on:

- Implementation of the Work Plan for the Land Transport activity as contained in Year Three (2014/2015) of the 2012-2022 Long Term Plan
- Monitoring of the ongoing implementation of the 2012-22 Long Term Plan as part of the Road Map Work Programme.
- One Network Road Classification (ONRC)
- Road Asset Technical Accord (RATA)

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

Resolution

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

Whitaker/Davey Carried

The Group Manager – Assets left the meeting at 11.23am.

13. Civil Defence – WDC Controller	File 400/010/4
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Council considered a business paper providing a brief on the provision of the Civil Defence Controller capacity within Waitomo District Council.

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

Resolution

The business paper on Civil Defence – WDC Controller be received.

Smith/Goddard Carried

14. Brook Park Incorporated Society – Minutes: 6 October 2014	File 401/0581153000
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Council considered a business paper providing information relating to the Brook Park Incorporated Society meeting convened on 6 October 2014.

Deputy Mayor Whitaker and the Group Manager – Community Services expanded verbally on the Minutes and answered Members' questions.

Resolution

The business paper on Brook Park Incorporated Society – Minutes: 6 October 2014 be received.

Whitaker/Smith Carried

15. Progress Report: Civil Defence Emergency Management Joint Committee Minutes	File 400/010/2
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Council considered a business paper providing information relating to the Civil Defence Emergency Management Joint Committee meeting of 1 September 2014.

Resolution

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

Goddard/Davey Carried

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

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

Resolution

The Progress Report: Te Kuiti Railway Building be received.

Te Kanawa/Whitaker Carried

The Group Manager – Corporate Services and Policy Planner entered the meeting at 11.33am

The Group Manager – Community Services left the meeting at 11.36am

17. Progress Report: Road Map Monitoring Schedule	File 037/048A
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Council considered a Progress Report presenting the Road Map Monitoring Schedule as at 29 October 2014.

Resolution

The Progress Report: Road Map Monitoring Schedule be received.

Smith/Te Kanawa Carried

18. Representation Arrangements – Maori Ward Considerations	File 039/004
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Council considered a business paper providing information regarding the process to be following for a review of the provision of Maori Wards.

Resolution

- 1 The business paper on Representation Review – 2016 Local Body Election (Maori Wards) be received.
- 2 Council resolve to defer the review of the provision of Maori Wards until 2017.

Whitaker/Smith Carried

The Policy Planner left the meeting at 11.39am

19. Quarterly Financial and Non-financial Report for period ending 30 September 2014	File 100/018B
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Council considered a business paper presenting:

- The Financial Report for the period ended 30 September 2014
- Detail of non-financial performance of service performance (i.e. performance against key indicators) for the period to 30 September 2014

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

Resolution

The Quarterly Financial and Non-financial Report for period ending 30 September 2014 be received.

Davey/Whitaker Carried

20. Adoption of 2013/14 Draft Annual Report	File 037/013/2014AR
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Council considered a business paper presenting the Draft 2013/2014 Annual Report for Council’s consideration and adoption.

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

Council noted that the Auditors (Deloitte) will be in attendance at 1.30pm to brief Council confidentially on the outcome of the audit process and to present their Audit Opinion.

Resolution

- 1 The Deloitte Deputation be moved to the Public Excluded portion of this meeting.
- 2 Further consideration of this matter be deferred until after Deloitte’s Deputation later in this meeting.

Davey/Whitaker Carried

The meeting adjourned for lunch at 11.55am
The meeting reconvened at 12.55am

21. 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 Higgle, Executive Assistant
Christiaan van Rooyen, Group Manager – Assets
Vibhuti Chopra, Group Manager – Corporate 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
Progress Report: Regulatory Enforcement Issues	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	48(1)(a)
Progress Report: Waitomo Waters	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
Inframax Construction Limited – Approved Budget –v- Statement of Intent for Year Ending 30 June 2015	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Davey/Whitaker Carried

22. Adoption of 2013/14 Draft Annual Report File 037/013/2014AR continued

Resolution

- 1 The business paper on Adoption of 2013/2014 Draft Annual Report be received.

- 2 The Chief Executive be delegated authority to ensure any formatting/grammatical changes and feedback is accurately reflected in the Final Annual Report prior to publication.
- 3 The audited 2013/2014 Annual Report be adopted.

Whitaker/Brodie Carried

23.	Motion to Exclude the Public	File 037/043
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Resolution

Council move back into Public Excluded to complete consideration of the confidential business detailed in Item 21 above.

Whitaker/Davey Carried

There being no further business the meeting closed at 2.18pm

Dated this 25th day of November 2014.

BRIAN HANNA
MAYOR

Confidential Confidential

Confidential Confidential

Confidential

Document No: 349226

File No: 054/001D

Report To: Council**Meeting Date: 25 November 2014****Subject: Civic Assurance – Notice of Special General Meeting**

Purpose of Report

- 1.1 The purpose of this paper is to inform Council of a Special General Meeting of the shareholders of New Zealand Local Government Insurance Corporation Ltd (LGIC) and the need for Council to either appoint a WDC representative to attend for voting purposes or to appoint a Proxy for this meeting.

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.

Background

- 3.1 Civic Assurance is the trading name of the LGIC. It has been trading for over 50 years and is owned by Local Government (67 out of 78 New Zealand Councils, plus TrustPower holding 1.24% at 1 January 2014, are shareholders of Civic).
- 3.2 Civic offers Councils and Council Controlled Organisations various classes of insurance business, is the promoter and administrator of SuperEasy and SuperEasy KiwiSaver Superannuation Scheme, the Administration Manager for the Local Authority Protection Programme Disaster Fund, the Fund Manager for Riskpool, a 25% shareholder in Local Government Online Ltd, and the owner and property manager of Civic Assurance House (a nine-storey building on Lambton Quay in Wellington).
- 3.3 Council at its meeting on 1 May 2014 considered and received Civic Assurance's 2014 Statement of Intent which included the following performance targets and measures for the 2014 calendar year:
- (a) To obtain and maintain a claims paying ability rating from rating agency AM Best of 'A-(Excellent)' or better.
 - (b) To resolve Civic's disputes with its reinsurers and settle its Canterbury earthquake claims.
 - (c) To provide superannuation services to at least 90% of local authorities.
 - (d) To continue to be an efficient and effective administration manager for Civic Property Pool, Riskpool and LAPP.

Commentary

- 4.1 In line with Civic's Statement of Intent, the Board has called a Special General Meeting of the Shareholders on Friday 5 December 2014 commencing at 12 noon in Wellington to consider the following special resolution, which is supported unanimously by the Board of the Company:

"In accordance with section 129 of the Companies Act 1993, the shareholders approve the directors using their best endeavors to achieve a global settlement of some or all claims relating to the Canterbury earthquakes and if successful, the entry by the Company into the following transactions:

- *One or more written settlement agreements by the Company with each of the Company's reinsurers fully and finally settling some or all claims by the Company against each reinsurer relating to the Canterbury earthquakes under each policy of reinsurance; and*
- *One or more written settlement agreements by the Company with New Zealand Local Authority Protection Programme Disaster Fund ("LAPP") fully and finally settling some or all claims by LAPP against Civic relating to the Canterbury earthquake, under the policy of insurance between Civic and LAPP.*

The directors of the Company are authorised to finalise the amount of the settlements, and the terms of conditions of the settlements (acting in the best interested of the Company) and to enter into and sign all documents and to take any and all other actions that they may deem necessary or appropriate to effectuate the purposes of this resolution."

- 4.2 A copy of the Notice of Special General Meeting is attached to and forms part of this business paper.
- 4.3 Council needs to decide whether to send a Council representative to attend the Special General Meeting or to appoint a Proxy to vote on Council's behalf.

Suggested Resolutions

- 1 The business paper on Civic Assurance – Notice of Special General Meeting be received.
- 2 Council appoint to attend the Special General Meeting on Friday 5 December 2014 in Wellington and to vote in support/against the proposed special resolution.

OR

The Mayor be authorised to appoint a representative as Waitomo District Council's Proxy and to complete the required Proxy Form documentation in support/against the proposed special resolution.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

NOTICE OF SPECIAL GENERAL MEETING

Notice is hereby given that a Special General Meeting of the shareholders of New Zealand Local Government Insurance Corporation Limited ("the Company") will be held in the Company's Boardroom, Level 3, Civic Assurance House, 114 - 118 Lambton Quay, Wellington on Friday 5th December 2014 commencing at 12 noon for the purpose of transacting the following business:

SPECIAL BUSINESS**1. Apologies**

To receive apologies.

2. Major Transactions

To consider and if thought fit pass the following special resolution:

"In accordance with section 129 of the Companies Act 1993 the shareholders approve the directors using their best endeavours to achieve a global settlement of some or all claims relating to the Canterbury earthquakes and if successful, the entry by the Company into the following transactions:

- One or more written settlement agreements by the Company with each of the Company's reinsurers fully and finally settling some or all claims by the Company against each reinsurer relating to the Canterbury earthquakes under each policy of reinsurance; and
- One or more written settlement agreements by the Company with New Zealand Local Authority Protection Programme Disaster Fund ("LAPP") fully and finally settling some or all claims by LAPP against Civic relating to the Canterbury earthquake, under the policy of insurance between Civic and LAPP.

The directors of the Company are authorised to finalise the amount of the settlements, and the terms of conditions of the settlements (acting in the best interests of the Company) and to enter into and sign all documents and to take any and all other actions that they may deem necessary or appropriate to effectuate the purposes of this resolution."

The Board of the Company unanimously support this resolution.

(See the explanatory note on the reverse of the proxy form).

3. To transact any other business that may be properly brought before the meeting.**PROXIES/APPOINTED REPRESENTATIVES**

A Shareholder Member entitled to attend and vote but unable to do so may appoint a proxy for this meeting. Alternatively, Shareholder Members may appoint a representative to exercise its right at the meeting, pursuant to Clause 14.3 of the Constitution of the Company. A completed proxy form/notice in writing of appointment of a representative signed by the Shareholder Member must be lodged at the registered office of the Company by 12 noon one business day before the start of the meeting ie 4th December 2014.

By Order of the Board

RJ Gyles
General Manager - Finance
24 October 2014

Civic Assurance,
114 Lambton Quay,
PO Box 5521, Wellington 6145,
<http://www.civicasurance.co.nz>
Tel: (04) 978 1250 Fax: (04) 978 1260

EXPLANATORY NOTE FOR ITEM 2 – MAJOR TRANSACTIONS

The Board recommends to shareholders that the Special Resolution be passed thereby facilitating the possible global settlement of some or all of the claims resulting from the 2010 and 2011 Canterbury earthquakes.

By way of background, there have been some settlement negotiations to achieve a global settlement of the claims relating to the Canterbury earthquakes, although then as yet have not been successful.

Any large settlement that can be reached between Civic and LAPP could be a major transaction (as defined below) and any matching settlement between Civic and its reinsurers could in substance be a major transaction. Therefore the Directors of the Company are seeking prior approval to enable such settlements to be concluded. The settlements, if concluded, will be at an amount that the Directors of Civic and the trustees of LAPP consider fair and reasonable to all affected parties.

MAJOR TRANSACTION

The Company's Constitution defines a major transaction as:

- a) "the acquisition of, or an agreement to acquire, whether contingent or not, assets the value of which is more than half of the value of the company's assets before the acquisition;
- b) the disposition of, or an agreement to dispose of, whether contingent or not, the assets of the company the value of which is more than half of the value of the company's assets before the disposition; or
- c) a transaction that has or is likely to have the effect of the company acquiring rights or interests or incurring obligations or liabilities the value of which is more than half the value of the company's assets before the transaction;"

SPECIAL RESOLUTION

The Company's Constitution defines a special resolution as:

A resolution of shareholders approved by a majority of seventy five percent of the votes of those shareholders entitled to vote and voting on the question."

ATTENDANCE AT MEETINGS OF THE COMPANY

The Constitution provides for members to be represented at meetings of the Company **only** by proxies or appointed representatives.

Clause 14.3 (as amended in May 2004) provides

"A shareholder may exercise the right to vote by being present by a representative or by Proxy.

The representative or proxy for a shareholder is entitled to attend and be heard and vote at a meeting of shareholders as if the representative or proxy were a shareholder.

A proxy must be appointed in writing signed by the shareholder and the notice must state whether the appointment is for a particular meeting or a specified term not exceeding twelve months.

No proxy is effective in relation to a meeting unless a copy of the notice of appointment is produced to the registered office of the company not later than twenty-four hours before the start of the meeting.

A shareholder may appoint a representative to attend a meeting of shareholders on its behalf in the same manner as that in which it could appoint a proxy”.

Accordingly, proxies/notification of appointed representatives must be in my hands by 12 noon 4th December 2014.

It would be appreciated if shareholders, when considering who to appoint as their representative/proxy holder, would contact Roger Gyles thereby facilitating a quorum for the SGM.

Roger Gyles
General Manager – Finance
Phone: (04) 978 1255
Email: roger.gyles@civicasurance.co.nz
Fax: (04) 978 1260

Document No: 349394

File No: 400/120

Report To: Council**Meeting Date: 25 November 2014****Subject: Waitomo District Council Citizens Awards – Appointment of the Citizens Awards Working Party**

Purpose of Report

- 1.1 The purpose of this business paper is to make appointments to the Citizens Awards Working Party (CAWP) in line with the WDC Citizens Awards Policy.

Background

- 2.1 In 2011, Council agreed that it wished to recognise the contribution that both individuals and community organisations make in the achievement of improved community well-being and positive community outcomes.
- 2.2 The Citizens Awards concept was identified as a way to recognise the significant contribution made to the Waitomo District by individuals within the community.
- 2.3 Council, at its meeting on 13 December 2011, adopted a Waitomo District Council Citizens Awards Policy. This Policy identifies two award types as follows:
1. **Lifetime Achievement:** it is envisioned that Recipients of the Lifetime Achievement Award would have, over a number of years, demonstrated an outstanding community spirit and through their involvement in community projects and initiatives, made a significant difference to the Waitomo District.
 2. **Citizen of the Year:** it is envisioned that Recipients of Citizen of the Year Award would have, over the relevant year, demonstrated an outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.
- 2.4 A summary of the Policy is as follows:
- These Awards are to take place once per year.
 - Waitomo residents are nominated for these awards via a formal nomination process. (In order to assist the assessment of nominations specific information about the nominee is collected.)
 - This information includes:
 - Service History - associations/organisations involved and roles held
 - Key Projects
 - Key Achievements
 - Examples/Stories
 - Letters of Support for Nomination

- 2.5 Nominations for the awards are assessed by the Citizens Awards Working Party (CAWP). The CAWP is appointed by Council and made up of community members who have a strong knowledge of the District and its residents. The CAWP can have up to four community members plus one Council representative and is to serve a term of three years.

Commentary

- 2.1 The Policy identifies that:

Nominations for the awards would be assessed by the Citizens Awards Working Party (CAWP). The CAWP would be appointed by Council and made up of community members who have a strong knowledge of the District and its residents. The Working Party can have up to four community members plus one Council representative.

The CAWP would serve a term of three years.

- 3.1 The current Community members appointed to the CAWP are as set out below. Mayor Hanna is Council's representative on the CAWP.

- Max Lamb
- Ross Alleman
- Robyn Symonds

- 3.2 In line with the Policy, membership of the CAWP is now due for review following completion of a three year term (2011–2014).

- 3.3 Mayor Hanna has confirmed with all three community representatives that they are willing to re-stand for appointment to the CAWP.

Recommendation

- 4.1 It is recommended that Council re-appoint the current members of the CAWP for a further three year term.

Suggested Resolutions

- 1 The business paper on the Waitomo District Council Citizens Awards – Appointment of the Citizens Awards Working Party be received.
- 2 The Citizens Awards Working Party Membership consist of Mayor Brian Hanna, Max Lamb, Ross Alleman and Robyn Symonds for a further three year term with the next review being in November 2017.

DONNA MACDONALD
COMMUNITY DEVELOPMENT COORDINATOR

Document No: 350054

File No: 306/001A

Report To: Council**Meeting Date:** 25 November 2014**Subject:** Freedom Camping

Purpose of Report

- 1.1 The purpose of this business paper is to seek guidance from Council in relation to the development of a Freedom Camping Bylaw.

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 The Freedom Camping Act 2011 (Act) came into force on 30 August 2011 and provides local authorities with access to stronger regulatory measures to better manage the nuisance created by errant freedom campers.
- 3.2 There are a variety of options available to Councils in respect of freedom camping. The table below was produced by Local Government New Zealand and is a summary of the options, including relevant advantages /disadvantages and considerations.

Regime	Management Approach
No Bylaw	- Freedom camping is considered to be a permitted activity in all parts of a district (but does not trump reserve management plans or district plan rules).
District Plan Rules	- Some Council's will control freedom camping via District Plan rules. WDC's District Plan does not contain rules to control camping.

Regime	Management Approach
Reserves Act	<ul style="list-style-type: none"> - Freedom camping is effectively prohibited under section 44(1) of the Reserves Act 1977 in reserves unless any of the statutory exceptions apply. - Note Council will need to consider what practical enforcement options apply if it relies on this prohibition. - Where Council makes a freedom camping bylaw, any relevant reserves management plans should be consistent with the bylaw.
Local Government Act	<ul style="list-style-type: none"> - Bylaw making powers under sections 145 and/or 146 of the Local Government Act 2002, but need to be exercised carefully. - Bylaw able to regulate or prohibit freedom camping in the district but must not be repugnant to the general laws of New Zealand. (This would include section 12 of the Freedom Camping Act 2011). - Bylaw must be reasonable. - No access to instant fines for bylaw breaches. Council will need to consider what practical enforcement options apply.
Freedom Camping Act	<ul style="list-style-type: none"> - Freedom camping is considered to be a permitted activity but some parts of a district can be designated as prohibited for freedom camping or where restrictions apply. - Access to instant fines for bylaw breaches. - Consider consistency issues as between bylaws made under the Freedom Camping Act 2011 and any reserves management plans. - Look at issue of restrictions and prohibitions in total.

- 3.3 This business paper specifically considers the option of a bylaw under the Freedom Camping Act 2011. Under the Freedom Camping Act freedom camping is permitted on public land controlled or managed by a local authority unless it is already prohibited under another enactment (e.g. Reserves Act, District Plan, Traffic Legislation) or the local authority makes a bylaw prohibiting or restricting freedom camping in some areas for one or more of the following purposes:
- to protect the area;
 - to protect the health and safety of people who may visit the area; or
 - to protect access to the area.
- 3.4 Council may not prohibit freedom camping in all local authority land it controls or manages.
- 3.5 Prohibited areas are locations where no camping may take place. Restricted areas are locations where camping may occur subject to certain conditions. This could include conditions such as the maximum number of freedom camping vehicles permitted at a location, maximum number of consecutive nights of freedom camping in the same area by the same campers or requiring campers to camp in self contained vehicles.
- 3.6 Any bylaw that is developed must make it clear to prospective campers where they can and cannot camp. For this reason the bylaw must include a map and/or clear description of the areas where camping is restricted or prohibited.

- 3.7 Attached to and forming part of this business paper is the model Freedom Camping Bylaw which has been developed in consultation with the Department of Internal Affairs, the Department of Conservation and Local Government NZ.
- 3.8 Councils in the Waikato Region that have developed Freedom Camping Bylaws include:
- Thames Coromandel District Council
 - South Waikato District Council
 - Hauraki District Council
 - Hamilton City Council

Commentary

- 4.1 Freedom camping can at times create a nuisance when campers stay for extended periods of time or over the busy summer period and when camp sites are left in an untidy state when campers depart.
- 4.2 A review of WDC's Service Request System suggests there does not appear to be a significant problem in this district. Over the last two years four complaints have been lodged with WDC in regard to freedom camping.
- 4.3 Although only a limited number of service requests have been lodged with WDC informal feedback indicates that freedom camping can be a problem at Kiritehere over the Christmas holiday period and in the Awakino/Mokau area during the whitebait season.
- 4.3 Detailed below are areas where camping has been known to take place and mechanisms that can be used to control such camping.

Land Category	Land Status	Possible Legislative Controls
Various lay bays and pull off areas adjacent to State Highways throughout the District	Road Reserve	NZTA administered legislation
Privately owned property	Private Property	No direct legislative tools available
Local Road Reserves and/or Esplanade Reserves	Road Reserves or Esplanade Reserves	Reserve Act Freedom Camping Bylaw
Council Reserves and/or beaches	Generally Reserve land	Reserve Act Freedom Camping Bylaw
Department of Conservation land	DOC Estate	Freedom Camping Act

- 4.4 It is clear from the above table that developing a freedom camping bylaw is not the cure all for all problems associated with camping. Much of the camping that takes place outside of recognised camping grounds does not occur on land where the active enforcement of bylaw provisions would prove effective or practicable.

- 4.5 The enforcement of a freedom camping bylaw is likely to prove challenging. Generally camping takes place in the more remote parts of the district and the onus will be on WDC to prove that camping is actually taking place. This could involve an active rather than a reactive approach (visiting camping sites in the evening or early morning).
- 4.6 The development of a bylaw involves a the public consultation process as detailed in the Local Government Act. This process offers those with an interest in the issues involved to submit on Councils proposal.

Conclusion

- 5.1 The introduction of a freedom camping bylaw would allow some controls to be put in place over camping on WDC owned or managed land.
- 5.2 The development of a Freedom Camping Bylaw would first require a careful review of Council's extensive property portfolio to determine which properties are not suitable for camping or those where restrictions would need to apply.
- 5.3 As an interim measure signage at Council reserves where camping is known to take place might control the practice. This interim strategy could be monitored over a 12 month period to see if nuisance conditions associated with indiscriminate camping abate.
- 5.4 On completion of the investigation phase Council would be in a position to make an informed decision on the value of introducing a freedom camping bylaw.

Suggested Resolution

The business paper on Freedom Camping be received.



JOHN MORAN
MANAGER – REGULATORY SERVICES

November 2014

Attachment: 1 Model Freedom Camping Bylaw (doc 350055)

This Model Freedom Camping Bylaw has been developed in consultation with the Department of Internal Affairs, the Department of Conservation and Local Government New Zealand, who are all generally supportive of the Model Bylaw.

MODEL FREEDOM CAMPING BYLAW

1. EXPLANATORY NOTE

This clause contains an explanatory note to the Model Bylaw. It gives the section of the Freedom Camping Act 2011 ("the Act") that authorises the Bylaw and states that the Bylaw should be read alongside the Act.

It also, importantly, suggests that readers should refer to any other rules/plans/etc that govern freedom camping in the district or region. This is so that potential visitors to the region or district are aware that there are other means to restrict or prohibit freedom camping. For more information, see the notes to clause 6 of the Model Bylaw, which describe the other legal means a local authority can use to regulate freedom camping.

The [*relevant local authority*] makes this Bylaw under section 11 of the Freedom Camping Act 2011. This Bylaw should therefore be read alongside the Freedom Camping Act.

This Bylaw should also be read in conjunction with [*any other bylaws, rules or plans that govern freedom camping in the district or region*].

2. TITLE

This Bylaw is the [*Relevant Local Council*] Freedom Camping Bylaw [*year*].

3. PROCEDURE AND COMMENCEMENT

(1) The initial resolution to make this Bylaw was passed by the [*relevant local authority*] at an ordinary meeting of the Council held on [*date*] and was confirmed, following consideration of submissions received during the special consultative procedure, by a resolution at a subsequent meeting of the Council on [*date*].

(2) The Bylaw comes into force on [*date*].

4. DEFINITIONS

This clause defines key terms used in the Model Bylaw. Words that are already defined in the Freedom Camping Act are defined in the Model Bylaw by reference to the Act.

Local authorities should note that "freedom camping" has a defined meaning under the Act. We set out the definition here to remind local authorities of what constitutes freedom camping according to section 5(1) of the Act:

"In this Act, freedom camp means to camp (other than at a camping ground) within 200 m of a motor vehicle accessible area or the mean low-water springs line of any sea or harbour, or on or within 200 m of a formed road or a Great Walks Track, using 1 or more of the following:

- (a) a tent or other temporary structure:
- (b) a caravan:
- (c) a car, campervan, housetruck, or other motor vehicle."

The Act is clear (in section 5(2)) that freedom camping does not include: temporary and short-term parking of a motor vehicle; recreational activities commonly known as day-trip excursions; and resting or sleeping at the roadside in a caravan or motor vehicle to avoid driver fatigue.

If local authorities restrict freedom camping at a particular site to self-contained camping only, the following definition of self-contained vehicle may be useful:

"**Self-contained vehicle** means a vehicle designed and built for the purpose of camping which has the capability of meeting the ablutionary and sanitary needs of occupants of that vehicle for a minimum of three days without requiring any external services or discharging any waste and complies with New Zealand Standard 5465:2001, as evidenced by the display of a current self-containment warrant issued under New Zealand Standard Self Containment of Motor Caravans and Caravans, NZS 5465:2001."

Note that "self-contained vehicle" is not defined in the Freedom Camping Act and that this is only an example as to how it may be defined.

Bylaws made under section 11 of the Act should also use the phrase "local authority areas" (as defined in the Act) to describe the sites that are subject to restrictions or prohibitions regarding freedom camping. Other names – such as "public place" – should not be used, as they do not reflect the terminology used in the Act and may lead to the inclusion of areas not governed by the Act.

In this Bylaw, unless the context requires otherwise:

Act means the Freedom Camping Act 2011.

Camping ground has the meaning given in section 5(3) of the Act.

Council means [*the relevant local authority*].

[District or Region] means the [district or region] of the Council.

Freedom camp has the meaning in section 5(1) and (2) of the Act.

Local authority area has the meaning in section 6 of the Act.

5. PURPOSE

This clause does not have operative effect but is intended to state clearly the purpose of a bylaw under the Act. It sets out – following the wording of section 11(2) of the Act – the reasons for regulating freedom camping by way of restriction or prohibition in a district or region.

The purpose of this Bylaw is to control freedom camping in the [Region or District] in order to:

- (a) protect local authority areas;
- (b) protect the health and safety of people who may visit local authority areas; or
- (c) protect access to local authority areas.

6. LOCAL AUTHORITY AREAS WHERE FREEDOM CAMPING PERMITTED

This clause reflects section 10 of the Act. It is intended to be a reminder to local authorities that unless restricted or prohibited under a bylaw made in accordance with section 11 of the Act, freedom camping is allowed in any local authority area (unless it is prohibited by another enactment).

Other means of regulating freedom camping in local authority areas, apart from a bylaw made under section 11 of the Act, include:

- section 44 of the Reserves Act 1977;
- rules in a district or regional plan made under the Resource Management Act 1991;
- bylaws made under sections 145 or 146 of the Local Government Act 2002.

The difference between these means to prohibit or restrict freedom camping and a bylaw made under section 11 of the Act is that the infringement regime for illegal freedom camping in the Act can only be used by a local authority if there has been contravention of a section 11 bylaw.

Local authorities therefore have a number of tools at their disposal to regulate freedom camping in their district or region. However, a local authority needs to be careful, if it uses two or more of the methods available to regulate freedom camping, that it does not create confusion as to how the different rules/bylaws/etc interact together. A local authority may wish to review these other means of regulating freedom camping, to make sure they work consistently together, when creating a bylaw under the Act.

Consequently, when drafting a bylaw under section 11 of the Act, a local authority may wish to include reference to other means the authority is using to regulate freedom camping. This is in order to clarify for the public the extent of prohibitions or restrictions in relation to freedom camping in the district or region.

If this course of action is undertaken, careful drafting is necessary to ensure that the bylaw clearly delineates what restrictions or prohibitions have been created under section 11 of the Act and what is merely descriptive reference within the bylaw to restrictions or prohibitions that are the result of other statutory powers.

The footnote at the end of this clause is an optional feature. It is intended to provide a mechanism by which the local authority can inform the public of other restrictions or prohibitions on freedom camping in an area.

Freedom camping is permitted in any local authority area within the [District or Region] unless it is restricted or prohibited in an area:

- (a) in accordance with this Bylaw; or
- (b) under any other enactment.¹

7. PROHIBITED AREAS AS OUTLINED IN SCHEDULE ONE

The purpose of this clause is to state clearly that freedom camping is prohibited in the local authority areas set out in Schedule One.

Local authorities should note that under section 12 of the Act, they are not allowed to make a bylaw under section 11 with the effect of prohibiting freedom camping in all local authority areas in its district. A bylaw will be illegal under section 12 if it has the practical effect of prohibiting freedom camping in all local authority areas in the district or region, even if it does not literally say that: see, for example, *Schubert v Wanganui District Council* [2011] NZAR 233 (HC) at [41]–[53].

Note also that section 11(1) of the Act only provides for a local authority to prohibit freedom camping in local authority areas, as defined in section 6 of the Act. Furthermore, a local authority can only prohibit freedom camping in a local authority area if (in accordance with section 11(2)) it is satisfied that:

- the bylaw is necessary for one or more of the following purposes: to protect the area, to protect the health and safety of people who may visit the area, or to protect access to the area; and
- the bylaw is the most appropriate and proportionate way of addressing the perceived problem in relation to that area; and
- the bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990.²

Local authorities can also prohibit freedom camping in only part of a local authority area, as the definition of such an area within the Act includes any part of a local authority area: see section 6(1)(b).

A person must not freedom camp in any prohibited area within the [District or Region], as identified in Schedule One: Prohibited Areas for Freedom Camping, without the prior written consent of the Council.

¹ A list can be obtained from the Council website of all areas where freedom camping is restricted or prohibited under any other statutory powers.

² For example, extensive prohibitions of freedom camping in local authority areas – as well as breaching section 12 of the Act – may also breach section 18 of the New Zealand Bill of Rights Act 1990, which protects freedom of movement.

8. RESTRICTIONS ON FREEDOM CAMPING AS OUTLINED IN SCHEDULE TWO

The purpose of this clause is to state clearly that people can freedom camp in the local authority areas set out in Schedule Two, but that they must obey the restrictions in place in relation to those areas.

The bylaw can either have general restrictions applicable to all restricted areas, which are listed in clause 8, or the bylaw can – in Schedule Two – outline the particular restrictions that apply to each individual restricted area. (Further notes on this are provided in the notes accompanying Schedule Two of this Model Bylaw.)

Examples of restrictions include:

- That freedom camping is restricted to self-contained vehicles.
- That freedom camping is restricted to a maximum of three consecutive nights in any four week period.
- That freedom camping is restricted to designated carparks within a particular area only.
- That freedom camping in a non-self-contained vehicle or a tent is permitted within 100 m of a public toilet.

Note too that the same criteria in section 11(2) of the Act that apply to prohibiting freedom camping in a local authority area also apply to restricting freedom camping in an area (see the notes accompanying clause 7 as to what these criteria are).

Local authorities can also restrict freedom camping in only part of a local authority area, as the definition of such an area within the Act includes any part of a local authority area: see section 6(1)(b).

A person may freedom camp in any area identified in Schedule Two: Restricted Areas for Freedom Camping, pursuant to [either the specific restrictions listed for that area in Schedule Two or the restrictions outlined below].

9. PRIOR CONSENT FROM COUNCIL

The objective of this clause is to allow some flexibility in the operation of the bylaw. For example, a special event or occasion may occur in a local authority area that only allows restricted freedom camping or where freedom camping is prohibited under the bylaw. Clause 9 allows the local authority to exempt people from those restrictions and/or prohibition for the duration of the special event. There may be other reasons too that emerge for allowing consent for camping in a restricted area or a waiver of restrictions, but discretion as to whether these are granted remains with the local authority.

- (1) Consent can be sought from the Council to allow freedom camping on a site listed in Schedule One: Prohibited Areas for Freedom Camping, which may be granted with or without conditions. Consent must be applied for in writing to the Chief Executive Officer of the Council at least [insert timeframe] in advance of the date planned for freedom camping in the prohibited area.
- (2) Permission can be sought from the Council to waive or modify freedom camping restrictions on a site listed in Schedule Two: Restricted Areas for Freedom Camping, which may be granted with or without conditions. A waiver must be applied for in writing to the Chief Executive Officer of the Council at least [insert timeframe] in advance of the date planned for freedom camping in the area without restrictions applying.

10. OFFENCES

This clause sets out the offences relating to freedom camping listed in section 20(1) of the Act that are dependent upon a Bylaw to exist. Both of these offences are known in the Act as "infringement offences" (see the definition of this term in section 4(1)).

As specified by section 20(1) of the Act, every person commits an offence who –

- (a) freedom camps in a local authority area in breach of any prohibition or restriction in this Bylaw that applies to the area; or
- (b) makes preparations to freedom camp in a local authority area in breach of any prohibition or restriction in this Bylaw that applies to the area.

11. PENALTIES

This clause reflects section 23(1) of the Act, which sets out the penalty for infringement offences. According to section 23(1), a person who commits an infringement offence is liable to either a fee prescribed by regulations made under section 43 of the Act or, if no fee is prescribed by regulations, \$200.

As specified by section 23(1) of the Act, every person who commits an offence pursuant to section 20(1)(a) and (c) of the Act is liable to [the amount prescribed by regulations made under section 43 of the Act or \$200].

12. RELATIONSHIP OF BYLAW WITH [*RELEVANT SETTLEMENT LEGISLATION*]

This clause should be included if there is legislation effecting a Treaty of Waitangi settlement – such as the Ngāi Tahu Claims Settlement Act 1998 – that affects the district or region and the local authority wishes to clarify how it will interact with a bylaw made under section 11.

This Bylaw does not limit or affect the rights in relation to [*nohoanga/iwi/etc*] entitlements under the [*relevant settlement legislation*].

SCHEDULE ONE: PROHIBITED AREAS FOR FREEDOM CAMPING

Schedule One enables a local authority to fulfil its obligation under section 11(3) of the Act: that a bylaw made under section 11(1) must define a prohibited area by either a map, or a description of its locality (other than just its legal description), or both. Both methods are important means of identifying to the public where they are unable to freedom camp.

We suggest that Schedule One should define each prohibited area using both a written description of its locality and a map that clearly highlights where people cannot freedom camp.

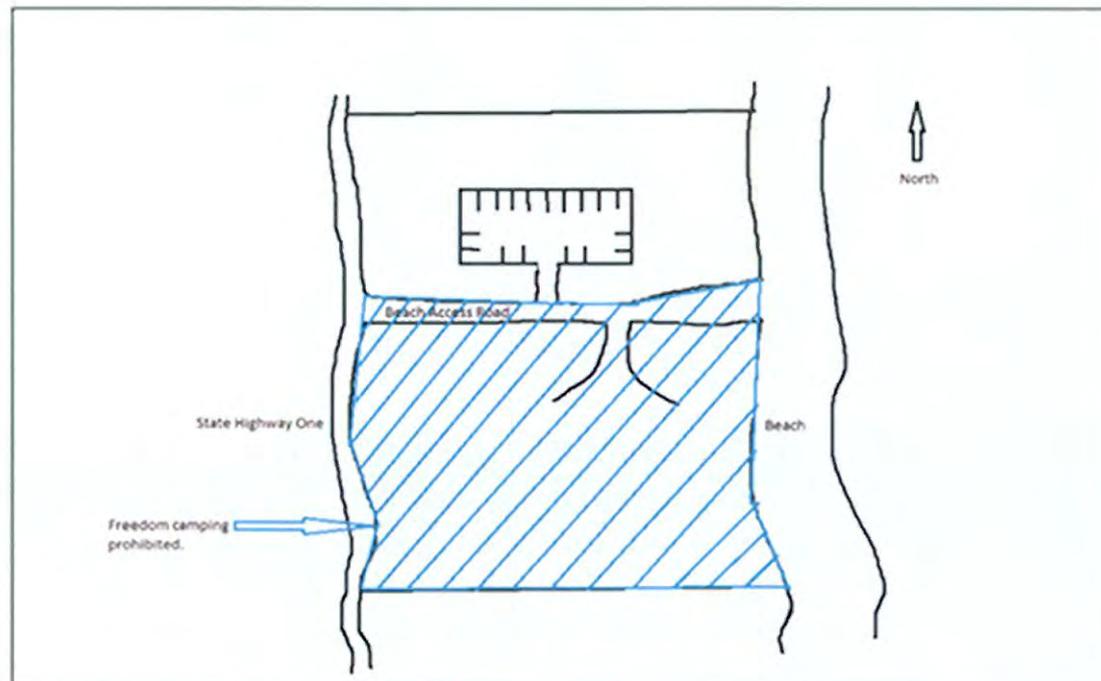
Local authorities should note that if they use both methods to identify a prohibited area, then – in the instance that there is an inconsistency between the two – the description prevails: section 11(4) of the Act.

An example of a prohibited local authority area (using the fictitious "Pohutukawa Park, Pleasantville") is defined below using both methods.

Southern half of Pohutukawa Park, Pleasantville

Pohutukawa Park is located approximately 5 km north of Pleasantville township, adjacent to and to the east of State Highway One.

Freedom camping is prohibited in all parts of Pohutukawa Park south of, and including, Beach Access Road.



SCHEDULE TWO: RESTRICTED AREAS FOR FREEDOM CAMPING***Defining restricted areas***

The purpose of Schedule Two is to enable a local authority to fulfil its obligation under section 11(3) of the Act: to define restricted areas by either a map, or a description of its locality (other than just its legal description), or both. Both methods are important means of identifying to the public where freedom camping is restricted.

We suggest that Schedule Two should use both methods to define restricted local authority areas. Local authorities should also note that if they use both methods, then – in the instance of an inconsistency between the two – the description prevails: section 11(4) of the Act.

Two examples of a restricted local authority area defined using both methods (one of them once again using the fictitious "Pohutukawa Park, Pleasantville") are included below. The second of these, relating to fictitious "Nikau Park, Pleasantville", relates to a restricted area that nevertheless allows freedom camping in a non-self-contained vehicle or in a tent due to the presence of a toilet block in the local authority area.

Restrictions that apply

A local authority can choose to form specific restrictions in relation to each area identified in Schedule Two, or to form general restrictions that apply to all areas in Schedule Two.

If the local authority chooses the latter option, then it can list the restrictions that apply to all restricted areas in clause 8. Such restrictions – as demonstrated by the notes accompanying clause 8 of this Model Bylaw – might relate to the type of vehicle that can be used for freedom camping, or how long a person is allowed to freedom camp for at a single location at any one time.

If the local authority chooses to follow the former option, then the particular restrictions in force in relation to each local authority area where freedom camping is restricted need to be identified in Schedule Two, alongside the definition of each area. Both examples of a restricted area in Schedule Two of the Model Bylaw (which are below) illustrate this.

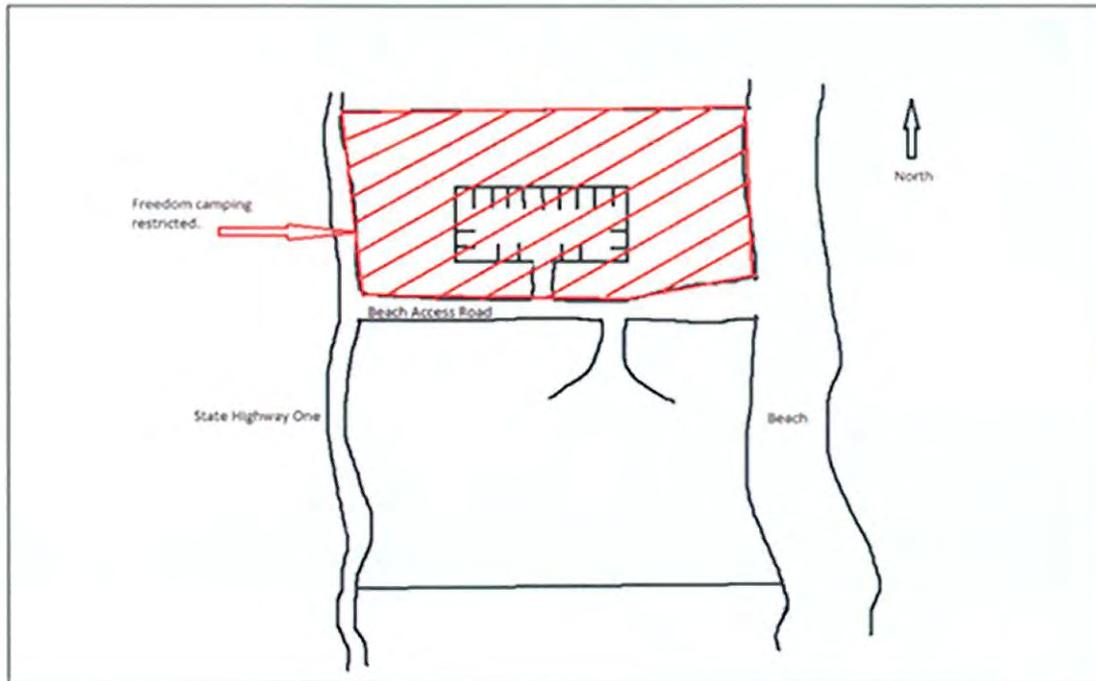
Whether or not the restrictions apply to particular areas, or are applicable to all restricted sites, the local authority must still ensure that the restrictions fulfil the test set out in section 11(2) of the Act in relation to each particular local authority area.

Northern half of Pohutukawa Park, Pleasantville

Pohutukawa Park is located approximately 5 km north of Pleasantville township, adjacent to and to the east of State Highway One.

Freedom camping is restricted in all parts of Pohutukawa Park north of Beach Access Road.

Freedom camping in this area is restricted to self-contained vehicles parked in designated carparks only. The maximum period anyone can freedom camp in this area is three consecutive nights in any four week period.

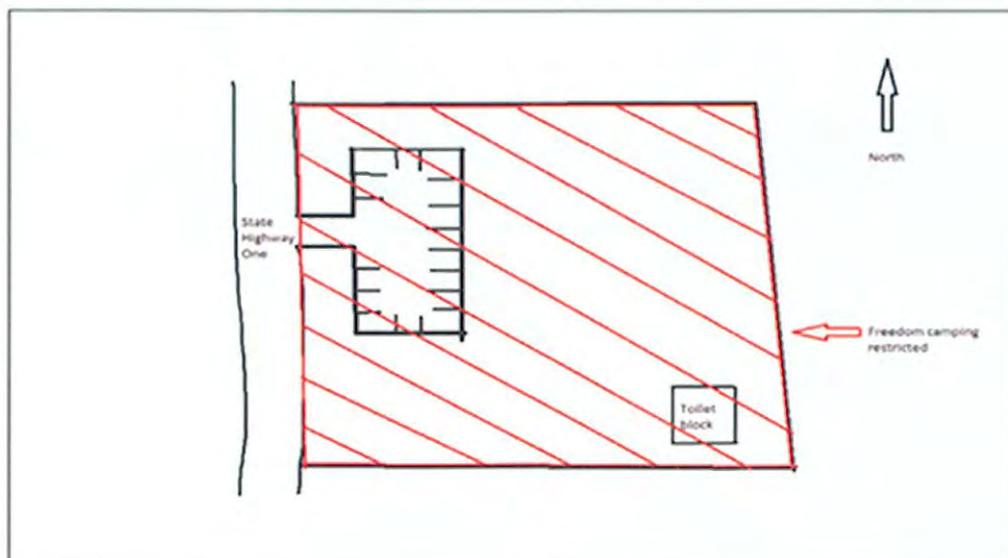


Nikau Park, Pleasantville

Nikau Park is located approximately 1 km south of Pleasantville township, adjacent to and to the east of State Highway One.

The maximum period anyone can freedom camp in this area (whether by motor vehicle or tent) is three consecutive nights in any four week period.

Freedom camping in a motor vehicle (including a car, campervan or housetruck) is restricted to designated carparks only.



Document No: 349992

File No: 097/001D

Report To: Council**Meeting Date:** 25 November 2014**Subject: Progress Report: Resource Consent Applications**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

Commentary

- 4.1 Commentary on outstanding resource consents is provided below:

4.2 Mokau Sands Limited

- 4.3 In May 2012 Council received a resource consent application from Mokau Sands Limited seeking Councils approval to redevelop the Seaview Motor Camp at Mokau.

- 4.4 The applicant is proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 4.5 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 4.6 A total of 39 submissions were received, some supporting the proposal while others opposed the development.
- 4.7 The applicant subsequently asked for the application to be placed on hold so as to allow ongoing discussions with the Department of Conservation and the NZ Transport Agency. Both organisations lodged submissions on the application and the applicant believed that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 4.8 Recently the applicant met with WDC staff where a revised proposal was outlined. The new proposal will involve the same no of units, however the buildings will be one level, capable of relocation in the event of further erosion and will be designed to blend into the coastal environment rather than intrude upon it.
- 4.9 When the amended application is received by Council the proposal will be reviewed and at that time a decision will be made in terms of the most appropriate way to process the revised proposal.
- 4.10 All submitters have been updated in terms of the delays presently encountered with the application.
- 4.11 In the meantime in order to expedite the application further meetings have been held with the applicant. The applicant hopes to obtain the written approval for the development from key submitters with a view to providing all the necessary information to both the Waikato Regional and Waitomo District Councils by March 2014.
- 4.12 The revised application has been received and reviewed by Councils planning consultants who confirm that what is now proposed is within the bounds of what was originally notified.
- 4.13 Aspects of the revised application required further detail and or clarification and for that reason the application was again been placed on hold pending receipt of the required detail.
- 4.14 Further information has now been received. That further information is being peer reviewed to ascertain that all outstanding issues have been adequately addressed.
- 4.15 A joint hearing (with Waikato Regional Council) has been scheduled for February 2015.
- 4.16 CANZ Resources Limited**
- 4.17 In December 2013 CANZ Resources Limited applied to Council for a resource consent in order to undertake earthworks associated with the removal of overburden from a trial coal excavation pit on a very remote site approximately 12km inland from Awakau Road, Awakino.
- 4.18 At this time no coal is to be extracted however an assessment of the coals quality and quantity will be carried out with a view to applying for further consents at a later date for a trial excavation of coal for export to China.

- 4.19 Should the trial excavation prove successful CANZ Resources Limited plan to develop an open pit coal mine on the site. Once again, if a coal mine is to be established on the site a range of additional consents will be required which will entail detailed consultation with a range of parties.
- 4.20 Informal feedback from the applicant indicates that market for coal in China is not as buoyant as it has been and for that reason further resource consent applications will not be lodged in the short term.
- 4.21 **Waipa Networks Limited**
- 4.22 Waipa Networks Limited (WNL) has applied to Waipa, Otorohanga and Waitomo District Council for approval to construct a new 110kv transmission line from Te Awamutu to the Hangatiki substation.
- 4.23 WNL has applied for designations in the three district plans to correspond with the proposed corridor for the transmission line and for land use consents for earthworks associated with the project.
- 4.24 The applications were publicly notified on 14 August 2014 with submissions closing 11 September 2014.
- 4.25 It is expected that a number of submissions will be received and in that case a joint hearing will be convened with Waipa District Council being the lead agency.
- 4.26 Within the submissions timeframe 42 submissions were received with 11 submitters supporting the application, 5 neutral and 26 in opposition.
- 4.27 Those in opposition were concerned primarily that an inadequate assessment had been carried out of alternatives and the visual impact of the transmission poles.
- 4.28 One of the submitters in opposition is a WDC property owner who is concerned that the transmission lines could impact on his ability to further develop his Hangatiki property.
- 4.29 In the meantime the application has been reviewed and further information has been requested to clarify a range of matters particularly associated with landscape and visual effects.
- 4.30 At this stage a joint hearing has been scheduled to commence the week commencing 8 December 2014.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



JOHN MORAN
MANAGER – REGULATORY SERVICES

November 2014

Attachment: Resource Consent Schedule (Doc 349994)

RESOURCE CONSENTS PROGRESSING AS AT 25 November 2014

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
110019	Mokau Sands Limited	Development of 31 holiday apartments and 50 seat café, Seaview Motor Camp site, Mokau	2/5/12	Yes	Applicant has requested that the application be placed on hold to allow further consideration to take place.	17/5/12	21/10/14			Yes	2/2/15	
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
140018	Waipa Networks Limited	Designation and Land Use Consent for 110kv Transmission Line	21/07/14	Yes	Information on landscape and visual effects.	22/9/14						

RESOURCE CONSENTS GRANTED (FOR 2014/15) AS AT 25 November 2014

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
140015	B Tang & M Sun	Development of a Retail Outlet, Rora Street, Te Kuiti	05/06/14	Yes	Amended site layout to be provided	17/06/14	20/06/14			No	16/07/14	Conditional Consent Granted 25/06/14
140016	R Gorrie	2 Lot Rural Subdivision, Te Mahoe Road, Mokau	12/06/14	Yes	Amended application to be provided	17/06/14	01/07/14			No	30/07/14	Conditional Consent Granted 09/07/14
140017	P Moreland	Side Yard Dispensation, Oparure Road, Oparure	24/06/14	No						No	21/07/14	Conditional Consent Granted 30/06/14
130026	Mokau Sands Limited	Proposed Dune Restoration, Seaview Motor Camp, Mokau	23/10/13	Yes	Affected parties approval required	30/10/13	23/06/14			No	21/07/14	Conditional Consent Granted 30/06/14
140020	D Bevege	Construction of a non-residential building over 160m ² , Huia Street, Piopio	05/08/14	No	Granted					No	04/09/14	Conditional Consent Granted 14/8/14
140021 140022	Transpower NZ Limited	Designation and Land Use Consent, Switchyard Extension, Hangatiki Substation	16/9/14	No						No	14/10/14	Conditional Consent Granted 7/10/14
140023	NZ Transport Agency	Designation, New Intersection, SH 3/SH 27, Hangatiki	17/9/14	No						No	15/10/14	Conditional Consent Granted 15/10/14
140024	D Klein	Side Yard Dispensation, Ailsa Street, Te Kuiti	30/9/14	No						No	24/10/14	Conditional Consent Granted 3/10/14
140006	Transpower NZ	Replacement of 2 existing power poles, Rangitoto Road, Rangitoto	20/10/14	No						No	18/11/14	Conditional Consent Granted 29/10/14
140027	A Todd and D Putaranui	Side Yard Dispensation, Taumatotara West Road, Te Anga	6/11/14	No						No	4/12/14	Conditional Consent Granted 10/11/14

Document No: 349811

File No: 100/018B

Report To: Council**Meeting Date:** 25 November 2014**Subject:** **Financial Report for the period ended 31 October 2014****Purpose of Report**

- 1.1 The purpose of this business paper is to present the Financial Report for the period ended 31 October 2014.

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 This business paper is intended to enable 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 2014 to 31 October 2014.
- 3.2 The order of the report is as follows:
- **Summary Income Statement** with comments detailing significant variances to Exceptions Annual Plan 2014/15 on Council's operating performance for the year to 31 October 2014.
 - **Summary Balance Sheet** with comments detailing significant balance sheet movements from 1 July to 31 October 2014.
 - **Capital Expenditure** summary with commentary on material variances of expenditure for the year compared with the Exceptions Annual Plan 2014/15.
 - **Treasury Management** which reports on the Public Debt position, cash reserves and significant treasury transactions.
 - **Cost of Service** Statement Summary and Cost of Service Statements for Council's ten significant activities are presented in **Appendix 1**.
 - **Balance Sheet** as at 31 October 2014 is presented in **Appendix 2**.
- 3.3 All figures in the tables, except percentages, are expressed in thousands of dollars (\$'000s).

Financial Report to 31 October 2014**4.1 INCOME STATEMENT HIGHLIGHTS**

- 4.2 Set out below is the summary of financial information for the four months to 31 October 2014. Detailed Cost of Service Statements are attached as **Appendix 1**.

FINANCIAL HIGHLIGHTS	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$1000's)	2013/14	2014/15	Oct 2014	Oct 2014	Oct 2014	Variance
Total Expenditure						
- Direct Operating	12,471	12,012	4,291	4,406	115	
- Indirect Operating	11,982	14,021	4,662	3,965	(697)	
Total Expenditure	24,453	26,033	8,953	8,371	(582)	-7%
Total Revenue						
- Operating Revenue	(11,147)	(10,850)	(2,814)	(3,340)	(526)	
- Rates Revenue	(17,297)	(17,749)	(8,989)	(9,077)	(88)	
Total Revenue	(28,444)	(28,599)	(11,803)	(12,417)	(614)	5%
Net Operating Cost/(Surplus)	(3,991)	(2,566)	(2,850)	(4,046)	(1,196)	42%
Other Comprehensive Income						
- Revaluation of Property, plant and equipment	(2,112)	0	0	0	0	
- Revaluation of Available for Sale Assets	(2,600)	0	0	0	0	
- Gains/Losses from Cash Flow Hedges	(383)	0	0	0	0	
Total Other Comprehensive Income	(5,095)	0	0	0	0	
Total Comprehensive Income for the Year	(9,086)	(2,566)	(2,850)	(4,046)	(1,196)	42%

4.3 **Net Operating Cost/ (Surplus):** The net operating surplus is \$1,196,000 more than budget for the 2014/15 financial year.

4.4 **Operating Expenditure** was 7% (\$582,000) less than budget forecast for the period ended 31 October 2014.

- Direct Operational expenditure was \$115,000 more than budget. The main contributors to this variance in order of magnitude are:
 - **Water Supply:** \$177,000 more than budget for the period. Operational and maintenance costs for the water treatment plant and reticulation system were more than budget for Te Kuiti, Piopio and Mokau.
 - **Sewerage:** \$130,000 more than budget. Additional costs were required for materials and routine maintenance in the Te Kuiti network during the period. This included increased pipeline maintenance for Williams, Edwards and Hill Streets.
 - **Community Services:** \$111,000 less than budget. This was due mainly to repairs and maintenance budgets remaining unspent during the period. These costs are only incurred on an as needed basis.
- Indirect expenditure is \$697,000 less than budget and is made up of the following three components:
 - **Allocated Costs:** \$252,000 less than forecast. The main driver for the variance is timing of actual expenditure against budget for organisational resourcing requirements, vehicles costs and information services costs.
 - **External Interest:** \$164,000 less than forecast. There are two reasons for this; firstly interest rates paid were less than budgeted interest rate assumptions and secondly, public debt level was less than the forecast in the Exceptions Annual Plan 2014/15.

- **Depreciation:** \$281,000 less than forecast for the four months due to the timing of capital expenditure additions and delays in the completion of the capital works including Te Kuiti Water Treatment Plant upgrade. The budget was prepared on the basis that this project would be completed in the 2013/14 year and would be depreciating in the 2014/15 year. In addition to that, depreciation for roading assets is projected to be \$2,956,000 for the year for existing assets, which is \$210,000 less than forecast in the EAP 2014/15. It is expected however that some of the variance will decrease once depreciation on current year asset additions is taken into account.

4.5 **Total Revenue** was \$614,000 more than forecast for the period ended 31 October 2014.

- Operating Revenue was \$526,000 more than forecast. The main contributors to this variance in order of significance are:
 - **Community Services:** \$372,000 more than forecast due to receipt of the grant revenue of \$276,000 from the Lotteries Grant Board for the restoration of the Railway Buildings. Contributions to capital works were also received from the Cottage for their share of carpark renewal and from the Piopio Hall committee for their contribution to works carried out at Piopio Hall.
 - **Sewerage:** \$90,000 more than forecast. This is due to trade waste revenue being more than forecast for the period.
 - **Roads and Footpaths:** \$72,000 more than forecast. Subsidy revenue is ahead of forecast due to the subsidy on emergency works that was carried out earlier in the year than anticipated.
 - **Community Development:** \$66,000 more than budget. Youth Engagement revenue was more than budget due to the grant revenue of \$36,000 received from ACC for the Reducing Risk Project and \$20,000 of grant revenue from Ministry of Social Services for Youth Projects.
 - **Solid Waste** \$94,000 less than forecast. This was due to reduced levels of waste being deposited at the landfill which has resulted in less revenue being received.

BALANCE SHEET HIGHLIGHTS

5.1 Balance Sheet highlights presented below show the movement in Council's financial position from 30 June 2014 to 31 October 2014. The complete Balance Sheet is attached as **Appendix 2**.

BALANCE SHEET HIGHLIGHTS (Amounts in \$1000's)	Actual Position 30 June 2014	Actual Position 31 Oct 2014	Movement from 30 June 2014
Assets			
- Cash and cash equivalents	955	1,965	1,010
- Debtors and Other Receivables	5,258	8,447	3,189
- Other current assets	103	103	0
- Other financial assets	3,389	3,389	0
- Non-current assets	320,005	319,843	(162)
- Derivative financial instruments	409	409	0
TOTAL ASSETS	330,119	334,156	4,037
Liabilities			
- Other Liabilities	5,472	4,087	(1,385)
- Total Borrowings	44,865	46,241	1,376
- Derivative financial instruments	171	171	0
Total Liabilities	50,508	50,499	(9)
Public Equity			
- Public Equity	279,611	283,657	4,046
TOTAL LIABILITIES AND EQUITY	330,119	334,156	4,037

5.3 **Total Assets** have increased from \$330,119,000 to \$334,156,000.

- Cash and cash equivalents have increased by \$1,010,000 mainly due to an increase in cash on hand at 31 October 2014. The increase in cash is represented by a term deposit of \$1,300,000 and call deposit of \$480,000.
- Debtors and Other Receivables increased from \$5,258,000 to \$8,447,000. This is mainly due to the increase in rates receivable owing 31 October 2014 as a result of the second instalment of rates being struck during the period. This instalment is due to be paid on 28 November 2014. The increase in rates receivable was partially offset by a decrease in general debtors relating to NZTA subsidy receivable and a GST refund receivable that were included in the 30 June 2014 balance.
- Non-current assets have decreased by \$162,000. The decrease is due to asset additions of \$1,574,000, less depreciation of \$1,736,000.

5.4 **Total Liabilities** have decreased from \$50,508,000 to \$50,499,000.

- Other Liabilities have decreased by \$1,385,000 due to a general reduction in payables and retention monies held at 31 October 2014.
- The Total Borrowings component increased by \$1,376,000. This increase was due to the issue of \$5,000,000 floating rate note and part of the proceeds were used to pay part of the Westpac Term Advance of \$3,697,000 and the balance of \$1,300,000 placed on term deposit. In addition to that finance leases of \$4,000 were repaid however accrued interest increased by \$127,000. The Call Advance facility that was drawn by \$50,000 at balance date was repaid during the period.

5.5 **Public Equity** increased from \$279,611,000 by \$4,046,000 due mainly to increase in total assets as detailed above.

6.1 **CAPITAL EXPENDITURE**

6.2 Set out below is the Capital Expenditure Budget for the year compared to actual expenditure for the three months ended 31 October 2014.

CAPITAL EXPENDITURE SUMMARY (Amounts in \$1000's)	EAP Budget 2014/15	Actual YTD Oct 2014	Variance 2014/15
Community Services			
- Parks and Reserves	107	94	(13)
- Housing and Other Property	874	311	(563)
- Recreation and Culture	304	13	(291)
- Public Amenities	79	137	58
Community Development			
- Youth Engagement	0	0	0
Regulation			
- Animal Control	0	5	5
Solid Waste Management			
- Landfill Management	901	1	(900)
Stormwater			
- Te Kuiti Stormwater	349	142	(207)
- Rural Stormwater	5	0	(5)
Sewerage			
- Te Kuiti Sewerage	515	46	(469)
- Te Waitere Sewerage	5	2	(3)
- Benneydale Sewerage	65	3	(62)
- Piopio Sewerage	0	7	7
Water Supply			
- Te Kuiti Water	1,540	73	(1,467)
- Mokau Water	80	47	(33)
- Piopio Water	65	5	(60)
- Benneydale Water	3	0	(3)
Roads and Footpaths			
- Subsidised Roads	4,923	591	(4,332)
- Non subsidised Roads	340	3	(337)
Corporate Support			
- Corporate Support	683	94	(589)
TOTAL CAPITAL EXPENDITURE	10,838	1,574	(9,264)

6.3 **Capital Expenditure** was \$1,574,000 for the period to 31 October 2014, of which \$594,000 (38%) related to Roads, \$555,000 (35%) related to Community Service and \$142,000 (9%) related to Stormwater.

6.4 **Community Services**

- Parks and Reserves - renewal of the playground equipment at Redwood Park and Centennial Park playgrounds in Te Kuiti. Unutilised budgets brought forward from previous financial years were used. There was no specific budget allocated for this in 2014/15.
- Housing and Other Property - restoration of the Railway buildings. This work is progressing well. As work has progressed, Council changed the scope and

timing of this project. Some costs will now be incurred in the 2014/15 year rather than in future years.

- The preparation of contract documentation was authorised for the refurbishment of the upper level of the building located at 28 Taupiri Street for the relocation of the Community House and these costs have been incurred. Grant funding of \$300,805 has been confirmed from the NZ Lotteries Board to fund part of this project.
- Public Amenities - renewal of car parking around the Cottage and Culture Centre was completed during the period.

6.5 **Regulation**

- Renewal of the access-way to the Dog Pound facility to make safe.

6.6 **Stormwater**

- In addition to general renewal works and piping of open water drains, renewal projects were undertaken as a priority in Duke and George Streets and Hospital Road. Work commenced on these projects in the previous financial year and was completed in September 2014.

6.7 **Sewerage**

- Minor treatment plant renewal work was undertaken in Te Kuiti, Benneydale and Piopio were undertaken during the period.
- A new chemical tank was required to better achieve Health and Safety standards.

6.8 **Water Supply**

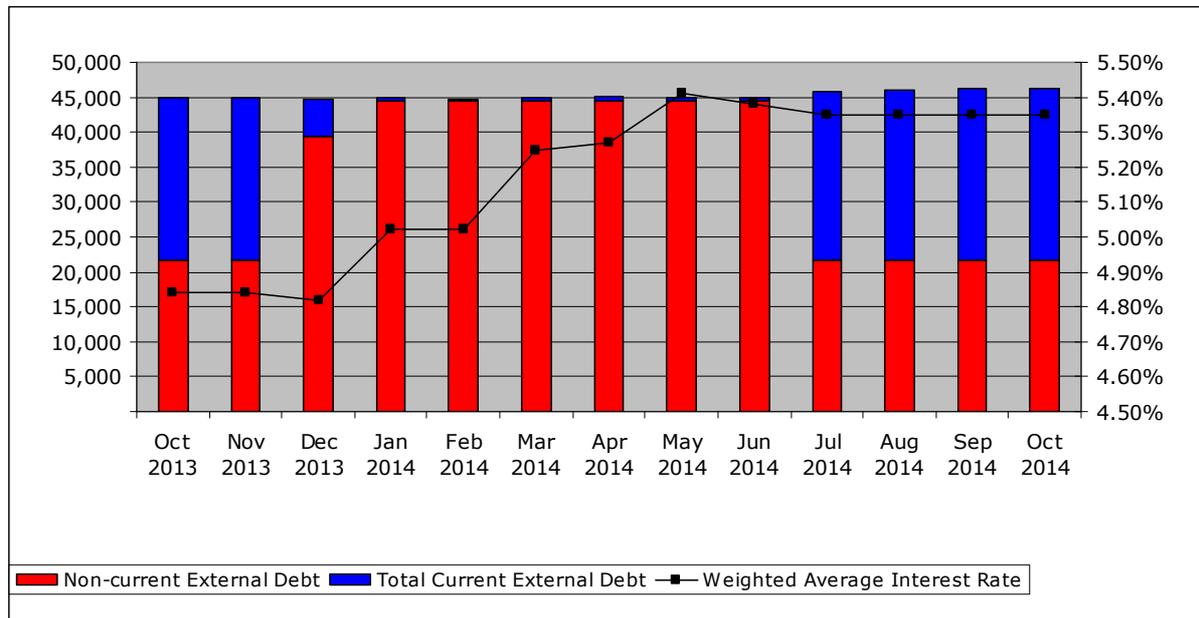
- Some minor renewal works have been carried for Te Kuiti Water Supply.
- Some capital works have also been carried out for the raw water storage dam in Mokau during the period.

6.9 **Roads and Footpaths**

- Capital expenditure on renewals and maintenance worth \$42,000 has been undertaken since the last financial report to Council a month ago.
- Expenditure on emergency reinstatement (\$315,000) at Point Road, Mokau erosion site, unsealed road metalling (\$139,000) and some minor renewal works.

7.1 **TREASURY MANAGEMENT**

7.2 Set out below is a chart recording trends in Council's current and non-current debt for the year to October 2014. The trend line overlaid is the effective weighted average interest rate currently being paid on all loans.



7.3 At 31 October the weighted average interest rate for all loans, excluding finance leases, accrued interest and loan facility fees was 5.35%.

7.4 As of 1 July 2014 the Debt held under the Westpac Wholesale Advance facility is classified as current, due to the facility maturing on 1 July 2015, (now less than one year away). It is expected during the course of this financial year the maturity date will be extended and it is at that time the current portion of that debt will be reclassified as non-current.

7.5 A detailed Treasury Report was included in the Quarterly Financial Report for the three months ended 30 September 2014. Since that date there have been no significant treasury events.

Suggested Resolution

The business paper on the Financial Report for the four months ended 31 October 2014 be received.

Vibhuti

VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

Appendix 1 Cost of Service Statements

Appendix 2 Balance Sheet as at 31 October 2014

Appendix 1: Combined Cost of Service Statements

Summary Cost of Service (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Oct 2014	YTD Actual Oct 2014	Variance Oct 2014	% Variance
Direct Operating Expenditure						
- Leadership	700	982	170	165	(5)	
- Community Service	1,648	2,075	665	554	(111)	
- Community Development	689	646	319	303	(16)	
- Regulation	270	104	45	34	(11)	
- Solid Waste Management	961	1,162	345	309	(36)	
- Stormwater Drainage	83	120	70	63	(7)	
- Resource Management	29	86	29	8	(21)	
- Sewerage	1,184	948	337	467	130	
- Water Supply	1,315	804	314	491	177	
- Roads and Footpaths	5,592	5,085	1,997	2,012	15	
Total Direct Operating Expenditure	12,471	12,012	4,291	4,406	115	3%
Indirect Expenditure						
- Allocated Costs	4,439	5,031	1,666	1,414	(252)	
- Interest	2,437	3,248	1,082	918	(164)	
- Depreciation	5,106	5,742	1,914	1,633	(281)	
Total Indirect Expenditure	11,982	14,021	4,662	3,965	(697)	-15%
TOTAL EXPENDITURE	24,453	26,033	8,953	8,371	(582)	-7%
Operating Revenue						
- Leadership	(146)	(136)	(39)	(30)	9	
- Community Service	(393)	(804)	(123)	(495)	(372)	
- Community Development	(194)	(78)	(26)	(92)	(66)	
- Regulation	(389)	(363)	(236)	(242)	(6)	
- Stormwater Drainage	(3)	0	0	0	0	
- Resource Management	(50)	(80)	(27)	(29)	(2)	
- Solid Waste Management	(899)	(1,090)	(363)	(269)	94	
- Sewerage	(1,154)	(828)	(275)	(365)	(90)	
- Water Supply	(1,291)	(1,486)	(184)	(205)	(21)	
- Roads and Footpaths	(6,628)	(5,985)	(1,541)	(1,613)	(72)	
Total Operating Revenue	(11,147)	(10,850)	(2,814)	(3,340)	(526)	19%
Rates Revenue						
- General Rate	(2,145)	(3,372)	(1,686)	(1,691)	(5)	
- UAGC	(3,983)	(3,117)	(1,558)	(1,569)	(11)	
- Targeted Rate	(10,747)	(10,850)	(5,425)	(5,444)	(19)	
- Rates Penalties	(422)	(410)	(320)	(373)	(53)	
Total Rates Revenue	(17,297)	(17,749)	(8,989)	(9,077)	(88)	1%
Net Operating Cost/(Surplus)	(3,991)	(2,566)	(2,850)	(4,046)	(1,196)	42%

The reasons for variance have been set out in sections 4.4 and 4.5 in the main body of the report and further details are also contained in the COSS for each activity that follows.

Governance: Leadership and Investments

GOVERNANCE: LEADERSHIP AND INVESTMENTS (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Oct 2014	YTD Actual Oct 2014	Variance Oct 2014	% Variance
Direct Expenditure						
- Representation	329	288	82	78	(4)	
- Strategic Planning & Policy Development	87	433	10	12	2	
- Monitoring & Reporting	174	141	0	0	0	
- Investments	110	120	78	75	(3)	
Total Direct Expenditure	700	982	170	165	(5)	-3%
- Allocated Costs	1,328	1,317	430	437	7	
- Interest	483	568	189	161	(28)	
Total Operating Expenditure	2,511	2,867	789	763	(26)	-3%
Operating Revenue						
- Representation	(61)	(59)	(15)	(4)	11	
- Investments	(85)	(77)	(24)	(26)	(2)	
Total Operating Revenue	(146)	(136)	(39)	(30)	9	-23%
Net Operating Cost/(Surplus)	2,365	2,731	750	733	(17)	-2%

The budget for Representation excludes rates penalties revenue which is disclosed as part of rates revenue in the Combined Cost of Service Statement on the previous page.

Net Operating Cost for the Governance Activity was 2% (\$17,000) less than budget for the four months to 31 October 2014.

Total Direct Expenditure was 3% (\$5,000) less than budget for the period.

Operating Revenue was 23% (\$9,000) less than forecast for the period.

- External information services support provided to ICL is included in the budget however this service has not yet commenced.

Community Service

COMMUNITY SERVICE (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Oct 2014	YTD Actual Oct 2014	Variance Oct 2014	% Variance
Direct Expenditure						
- Parks and Reserves	387	509	135	116	(19)	
- Housing and Other Property	286	430	180	148	(32)	
- Recreation and Culture	346	443	119	88	(31)	
- Public Amenities	516	545	166	147	(19)	
- Safety	113	148	65	55	(10)	
Total Direct Expenditure	1,648	2,075	665	554	(111)	-17%
- Allocated Costs	824	787	262	220	(42)	
- Interest	73	139	46	31	(15)	
- Depreciation	642	729	243	163	(80)	
Total Operating Expenditure	3,187	3,730	1,216	968	(248)	-20%
Operating Revenue						
- Parks and Reserves	(6)	(5)	(1)	(2)	(1)	
- Housing and Other Property	(212)	(636)	(72)	(400)	(328)	
- Recreation and Culture	(100)	(109)	(31)	(37)	(6)	
- Public Amenities	(40)	(54)	(19)	(56)	(37)	
- Safety	(35)	0	0	0	0	
Total Operating Revenue	(393)	(804)	(123)	(495)	(372)	302%
Net Operating Cost/(Surplus)	2,794	2,926	1,093	473	(620)	-57%

Net Operating Cost for the Community Service Activity was 57% (\$620,000) below budget for the period to 31 October 2014.

Direct Expenditure was 17% (\$111,000) less than budget for the period.

- Housing and Other Property expenditure was less than budget. Rates paid on Council properties were less than what was expected at the time the budgets were prepared.
- Repairs and maintenance expenditure were less than budget for Parks and Reserves, Housing and Other Property and Recreation and Culture. These costs are incurred on an as needed basis.

Operating Revenue was 302% (\$372,000) more than forecast for the period.

- Grant revenue of \$276,000 was received for the restoration of the railway building. This revenue is included as part of Housing and Other Properties. The grant revenue budget was included in the 2013/14 EAP.
- In addition to this a contribution of \$43,000 was also received from Piopio Hall committee towards the capital expenditure associated with the Piopio Hall.
- A contribution of \$40,000 was received from the Cottage for their share of the new car park adjacent to their premises on the Esplanade, Te Kuiti. This revenue is included as part of Public Amenities.

Community Development

COMMUNITY DEVELOPMENT (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Oct 2014	YTD Actual Oct 2014	Variance Oct 2014	% Variance
Direct Expenditure						
- Community Support	436	454	268	244	(24)	
- Youth Engagement	115	5	2	15	13	
- Sister City	6	2	0	0	0	
- District Development	132	185	49	44	(5)	
- Agencies	0	1	0	0	0	
Total Direct Expenditure	689	646	319	303	(16)	-5%
- Allocated Costs	506	445	148	160	12	
- Interest	1	1	0	0	0	
- Depreciation	5	5	2	1	(1)	
Total Expenditure	1,201	1,097	469	464	(5)	-1%
Operating Revenue						
- Community Support	0	0	0	0	0	
- Youth Engagement	(134)	(5)	(2)	(65)	(63)	
- Sister City	(3)	0	0	0	0	
- District Development	(35)	(54)	(18)	(21)	(3)	
- Agencies	(22)	(19)	(6)	(6)	0	
Total Operating Revenue	(194)	(78)	(26)	(92)	(66)	254%
Net Operating Cost/(Surplus)	1,007	1,019	443	372	(71)	-16%

Net Operating Cost for the Community Development Activity was 16% (\$71,000) below budget for the period to October 2014.

Direct Expenditure was 5% (\$16,000) less than budget for the period.

- Community Support expenditure was less than budget due to the timing of rates remissions applications being processed. Further rates and penalty remission applications will be processed over the next quarter.
- Youth Engagement expenditure was more than budget due to expenditure relating to the Reducing Risk Project being incurred. The grant revenue of \$36,000 was received from ACC which funded this expenditure. This project was not included in the 2014/15 budgets.

Operating Revenue was 254% (\$66,000) more than forecast for the period.

- Youth Engagement revenue was more than budget due to the grant revenue of \$36,000 received from ACC for the Reducing Risk Project and \$20,000 of grant revenue from Ministry of Social Services for Youth Projects.

Regulation

REGULATION (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Oct 2014	YTD Actual Oct 2014	Variance Oct 2014	% Variance
Direct Expenditure						
- Regulation	270	104	45	34	(11)	
Total Direct Expenditure	270	104	45	34	(11)	-24%
- Allocated Costs	429	577	192	175	(17)	
- Interest	2	1	0	1	1	
- Depreciation	2	2	1	0	(1)	
Total Expenditure	703	684	238	210	(28)	-12%
Operating Revenue						
- Regulation	(389)	(363)	(236)	(242)	(6)	
Total Operating Revenue	(389)	(363)	(236)	(242)	(6)	3%
Net Operating Cost/(Surplus)	314	321	2	(32)	(34)	-1700%

Net Operating Surplus for the Regulation Activity was \$34,000 more than budget for the period to October 2014.

Direct Expenditure was 24% (\$11,000) less than budget for the period.

- Inspection costs for Liquor Licensing were less than Budget for the period.

Operating Revenue was 3% (\$6,000) more than forecast for the period.

- Animal Control revenue was \$9,000 more than expected due to penalties charged on overdue dog registrations. This revenue was not included in the budgets.

Resource Management

RESOURCE MANAGEMENT (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Oct 2014	YTD Actual Oct 2014	Variance Oct 2014	% Variance
Direct Expenditure						
- District Plan Administration	29	86	29	8	(21)	
Total Direct Expenditure	29	86	29	8	(21)	-72%
- Allocated Costs	101	91	30	28	(2)	
Total Expenditure	130	177	59	36	(23)	-39%
Operating Revenue						
- District Plan Administration	(50)	(80)	(27)	(29)	(2)	
Total Operating Revenue	(50)	(80)	(27)	(29)	(2)	7%
Net Operating Cost/(Surplus)	80	97	32	7	(25)	-78%

Net Operating Cost for the Resource Management Activity was 78% (\$25,000) below budget for the period to 31 October 2014.

Direct Expenditure was 72% (\$21,000) less than budget for the period.

- Budgeted costs for legal expenses and consultants fees, which are usually on charged to resource consent applicants were not spent during the period.

Operating Revenue was 7% (\$2,000) more than forecast for the period.

Solid Waste Management

SOLID WASTE MANAGEMENT (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Oct 2014	YTD Actual Oct 2014	Variance Oct 2014	% Variance
Direct Expenditure						
- Collection	270	285	92	82	(10)	
- Landfill Management	691	877	253	227	(26)	
Total Direct Expenditure	961	1,162	345	309	(36)	-10%
- Allocated Costs	364	277	92	75	(17)	
- Interest	257	284	95	90	(5)	
- Depreciation	89	70	23	23	0	
Total Expenditure	1,671	1,793	555	497	(58)	-10%
Operating Revenue						
- Collection	(128)	(120)	(40)	(48)	(8)	
- Landfill Management	(771)	(970)	(323)	(221)	102	
Total Operating Revenue	(899)	(1,090)	(363)	(269)	94	-26%
Net Operating Cost/(Surplus)	772	703	192	228	36	19%

Net Operating Cost for the Solid Waste Management Activity was 19% (\$36,000) more than budget for the period to 31 October 2014.

Direct Expenditure was 10% (\$36,000) less than budget for the period.

- Landfill operational costs less than forecast due to reduced waste volumes. The reduced refuse volumes also impacts revenue.

Operating Revenue was 26% (\$94,000) less than forecast for the period.

- Due to less than forecast reduced waste volumes of refuse.

Stormwater Drainage

STORMWATER DRAINAGE (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Oct 2014	YTD Actual Oct 2014	Variance Oct 2014	% Variance
Direct Expenditure						
- Te Kuiti Stormwater	79	111	64	59	(5)	
- Rural Stormwater	4	9	6	4	(2)	
Total Direct Expenditure	83	120	70	63	(7)	-10%
- Allocated Costs	111	94	31	22	(9)	
- Interest	6	6	2	2	0	
- Depreciation	172	179	60	57	(3)	
Total Expenditure	372	399	163	144	(19)	-12%
Operating Revenue						
- Te Kuiti Stormwater	(3)	0	0	0	0	
Total Operating Revenue	(3)	0	0	0	0	0%
Net Operating Cost/(Surplus)	369	399	163	144	(19)	-12%

Net Operating Cost for the Stormwater Drainage Activity was 12% (\$19,000) less than budget for the period to 31 October 2014.

Direct Expenditure was 10% (\$7,000) less than budget for the period.

Sewerage and Treatment and Disposal of Sewage

SEWERAGE AND TREATMENT AND DISPOSAL OF SEWAGE (Amounts in \$1000's)	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
	2013/14	2014/15	Oct 2014	Oct 2014	Oct 2014	Variance
Direct Expenditure						
- Te Kuiti	1,041	818	295	427	132	
- Te Waitere	15	18	3	6	3	
- Benneydale	62	55	19	19	0	
- Piopio	66	57	20	15	(5)	
Total Direct Expenditure	1,184	948	337	467	130	39%
- Allocated Costs	362	652	217	132	(85)	
- Interest	511	777	259	205	(54)	
- Depreciation	714	1,021	340	238	(102)	
Total Expenditure	2,771	3,398	1,153	1,042	(111)	-10%
Operating Revenue						
- Te Kuiti	(1,146)	(825)	(274)	(363)	(89)	
- Benneydale	(1)	(2)	(1)	(1)	0	
- Piopio	(7)	(1)	0	(1)	(1)	
Total Operating Revenue	(1,154)	(828)	(275)	(365)	(90)	33%
Subsidy Revenue						
- Te Kuiti	0	0	0	0	0	
- Benneydale	0	0	0	0	0	
- Piopio	0	0	0	0	0	
Total Subsidy Revenue	0	0	0	0	0	0%
Total Revenue	(1,154)	(828)	(275)	(365)	(90)	33%
Net Operating Cost/(Surplus)	1,617	2,570	878	677	(201)	-23%

Net Operating Cost for the Sewerage Activity was 23% (\$201,000) below budget for the period to 31 October 2014.

Direct Expenditure was 39% (\$130,000) more than budget for the period.

- Sewerage direct expenditure was more than budget due to an increase in the materials required and additional maintenance costs incurred for Te Kuiti during the period. This included increased pipeline maintenance for Williams, Edwards and Hill Streets.

Total Revenue was 33% (\$90,000) more than forecast for the period.

- Trade Waste revenue was more for the period than forecast. It should be noted, however that the larger trade waste users are actively pursuing cleaner levels of discharge, which could impact on future revenue levels.

Water Supply

WATER SUPPLY (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Oct 2014	YTD Actual Oct 2014	Variance Oct 2014	% Variance
Direct Expenditure						
- Te Kuiti	826	542	207	302	95	
- Mokau	175	80	35	55	20	
- Piopio	262	127	49	110	61	
- Benneydale	52	55	23	24	1	
Total Direct Expenditure	1,315	804	314	491	177	56%
- Allocated Costs	357	791	264	165	(99)	
- Interest	188	422	141	81	(60)	
- Depreciation	417	570	190	139	(51)	
Total Expenditure	2,277	2,587	909	876	(33)	-4%
Operating Revenue						
- Te Kuiti	(601)	(627)	(184)	(187)	(3)	
- Mokau	(48)	(30)	0	0	0	
- Piopio	(25)	(26)	0	0	0	
- Benneydale	(17)	(23)	0	0	0	
Total Operating Revenue	(691)	(706)	(184)	(187)	(3)	2%
Subsidy Revenue						
- Te Kuiti	0	(780)	0	0	0	
- Mokau	(574)	0	0	(8)	(8)	
- Piopio	0	0	0	0	0	
- Benneydale	(26)	0	0	(10)	(10)	
Total Subsidy Revenue	(600)	(780)	0	(18)	(18)	
Total Revenue	(1,291)	(1,486)	(184)	(205)	(21)	11%
Net Operating Cost/(Surplus)	986	1,101	725	671	(54)	-7%

Net Operating Cost for the Water Supply Activity was \$54,000 (7%) less than budget for the period to October 2014.

Direct Expenditure was 56% (\$177,000) more than budget for the period.

- Operational and maintenance costs for the water treatment plant and reticulation system were more than budget for Te Kuiti, Piopio and Mokau

Total Revenue was 11% (\$21,000) more than forecast for the period.

- Subsidy revenue was received for construction of the raw water storage dam in Mokau and the Benneydale water upgrade with the submitting of the finalised invoices for these two projects. The remainder of the subsidy for the raw water storage dam will be claimed when the project is finalised.

Roads and Footpaths

ROADS AND FOOTPATHS	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$1000's)	2013/14	2014/15	Oct 2014	Oct 2014	Oct 2014	Variance
Direct Expenditure						
- Subsidised Roads	5,412	4,907	1,947	1,965	18	
- Non Subsidised Roads	180	178	50	47	(3)	
Total Direct Expenditure	5,592	5,085	1,997	2,012	15	1%
- Allocated Costs	57	0	0	0	0	
- Interest	916	1,050	350	347	(3)	
- Depreciation	3,065	3,166	1,055	1,012	(43)	
Total Expenditure	9,630	9,301	3,402	3,371	(31)	-1%
Operating Revenue						
- Subsidised Roads	(6,552)	(5,911)	(1,535)	(1,606)	(71)	
- Non Subsidised Roads	(76)	(74)	(6)	(7)	(1)	
Total Operating Revenue	(6,628)	(5,985)	(1,541)	(1,613)	(72)	5%
Net Operating Cost/(Surplus)	3,002	3,316	1,861	1,758	(103)	-6%
Subsidised Roads Maintenance	5,412	4,907	1,947	1,965	18	
Subsidised Roads Capital	5,026	4,923	483	591	108	
Combined Maintenance and Capital	10,438	9,830	2,430	2,556	126	5%
Subsidy Revenue for Subsidised Roads	(6,336)	(5,780)	(1,296)	(1,569)	(273)	21%

Net Operating Cost for the Roads and Footpaths Activity was 6% (\$103,000) less than budget for the period to 31 October 2014.

Direct Expenditure was 1% (\$15,000) more than budget for the period.

Operating Revenue was 5% (\$72,000) more than forecast for the period.

Subsidy revenue is based on both maintenance and capital expenditure and for most work categories the subsidy rate is 59%. Subsidy revenue is ahead of forecast due to the subsidy on emergency works that was carried out earlier in the year than anticipated.

Appendix 2: Balance Sheet as at 31 October 2014

BALANCE SHEET (Amounts in \$1000's)	Actual Position 30 June 2014	Actual Position 31 Oct 2014	Variance from 31 Oct 2014	Long Term Plan 30 Jun 2015	Variance from LTP
Public Equity					
- Retained Earnings	200,063	204,109	4,046	204,958	849
- Other Reserves	9,083	9,083	0	2,146	(6,937)
- Revaluation Reserve	70,465	70,465	0	71,401	936
TOTAL PUBLIC EQUITY	279,611	283,657	4,046	278,505	(5,152)
Current Assets					
- Cash and Cash Equivalents	955	1,965	1,010	100	(1,865)
- Inventories	34	34	0	38	4
- Land Subdivision Inventories	0	0	0	985	985
- Other Financial Assets	2	2	0	2	0
- Debtors and Other Receivables	5,258	8,447	3,189	4,953	(3,494)
- Assets Held for Sale	67	67	0	0	(67)
- Derivative Financial Instruments	0	0	0	0	0
Total Current Assets	6,316	10,515	4,199	6,078	(4,437)
Current Liabilities					
- Creditors and Other Payables	3,490	2,233	(1,257)	3,863	1,630
- Current Portion of Borrowings	380	24,471	24,091	671	(23,800)
- Provisions	17	17	0	51	34
- Employee Entitlements	505	376	(129)	485	109
- Derivative Financial Instruments	171	171	0	118	(53)
Total Current Liabilities	4,563	27,268	22,705	5,188	(22,080)
NET WORKING CAPITAL	1,753	(16,753)	(18,506)	890	17,643
Non Current Assets					
- Property Plant and Equipment	318,349	318,120	(229)	328,423	10,303
- Intangible Assets	88	88	0	85	(3)
- Forestry Assets	44	44	0	39	(5)
- Investment Properties	635	635	0	657	22
- Assets Held for Sale	889	956	67	0	(956)
- Other Financial Assets	3,389	3,389	0	837	(2,552)
- Derivative Financial Instruments	409	409	0	54	(355)
Total Non Current Assets	323,803	323,641	(162)	330,095	6,454
Non Current Liabilities					
- Creditors and Other Payables	618	618	0	0	(618)
- Borrowings	44,485	21,770	(22,715)	51,449	29,679
- Employee Entitlements	61	61	0	65	4
- Provisions	781	782	1	928	146
- Derivative Financial Instruments	0	0	0	38	38
Total Non Current Liabilities	45,945	23,231	(22,714)	52,480	29,249
NET ASSETS	279,611	283,657	4,046	278,505	(5,152)

Document No: 349110

File No: 130/003/4

Report To: Council**Meeting Date: 25 November 2014****Subject: Progress Report: Rates Arrears**

Purpose of Report

- 1.1 The purpose of this business paper is to provide a supplementary report on rates arrears and an overview of the debt collection options and initiatives.

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 paper.

Background

- 3.1 For the purposes of this report, summary data for rates arrears for the three years ended 30 June illustrates that rate arrears over that time. Figures include GST unless otherwise stated.
- 3.2 This paper also sets out the debt collection options applied to assist the collection of arrears.

Commentary

- 4.1 The total value of rates and rates penalties outstanding at 30 June 2014 was \$3,823,918. The comparable figures for the three years ended 30 June is shown in the following table.

Rates and penalties receivable at 30 June	2014 \$	2013 \$	2012 \$
Rates receivable	2,643,464	2,432,923	2,166,049
Rates penalties	1,180,454	1,021,806	859,941
Total Receivables	3,823,918	3,454,729	3,025,990

- 4.2 The amount owing has increased by \$797,928 (26%) since 30 June 2012. Increase in the value of rates penalties accounted for 40% (\$320,513) of the total increase. The contributing factors are; Maori Freehold Land properties (breakdown in the next table), and the increases in value of rates assessed over that period. Rates revenue increased by 5.4% (\$836,000) between June 2012 and June 2013, and 3.3% (\$541,000) between June 2013 and June 2014.
- 4.3 The following table sets out a breakdown of the outstanding amount owed (includes both rates and rates penalties) and a breakdown by general land and

Maori freehold land (MFL) and the number of properties contributing to arrears in each of these categories.

Year ended 30 June	Total Rates and Penalties	No. of Properties	Maori Land	No. of Properties	General Land	No. of Properties
Change 2012-14	\$797,928	28	\$444,447	33	\$353,481	-5
Change 2013-14	\$369,189	-26	\$183,617	4	\$185,572	-30
2014	\$3,823,918	654	\$1,332,228	188	\$2,491,690	466
2013	\$3,454,729	680	\$1,148,611	184	\$2,306,118	496
Change 2012-13	\$428,739	54	\$260,830	29	\$167,909	25
2013	\$3,454,729	680	\$1,148,611	184	\$2,306,118	496
2012	\$3,025,990	626	\$887,781	155	\$2,138,209	471

4.4 The total increase in rates arrears between 2012 and 2014 was made up of MFL 56% (\$444,447) and general land \$353,481 (44%).

4.5 The total number of properties involved increased from 626 in 2012 to 654 in 2014, however, it is important to note a few key trends

- the number of MFL properties in arrears increased by 33 properties between 2012-14 but only by 4 in the last year. Some of the properties could be eligible for MFL rates remission.
- the total number of General land properties in arrears decreased in the same period by 5 and more importantly, in the last year (2013-14) the total number has reduced by 30 properties, from 680 to 654 at 30 June 2014 (the increase was in 2012-13 year). This decrease reflects the WDC debt collection effort over the past 12 months.

4.6 The decrease in number of General land properties in arrears is however not reflected in value of arrears which have increased by \$185,572. This is largely due to the compounding nature of the penalty regime applied over that time amplified by one level of rates increase.

Debt Collection

5.1 Currently (at 30 June 2014) MFL rate arrears comprise 34.8% of the total owing.

5.2 Rates debt on MFL is actively pursued, however collection of rates on MFL is a complex issue and there is no one solution that will resolve the arrears problem.

5.3 For this reason, the rates arrears and penalties on MFL are substantially recognised for Financial Reporting purposes in the Provision for Doubtful Debts figure. The Provision for Doubtful Debt was provisioned at \$1,635,797 at 30 June 2014. That provision increased by \$572,478 since June 2012. The majority of this provision (\$1,209,505) relates to MFL.

5.4 There are differences between MFL and general land that impact on the mechanisms available for recovery of arrears. Unlike general land, rating sales cannot be used as a process on MFL covered by Te Ture Whenua Maori Act 1993. Where MFL is vested in trustees, the trustees are only liable for the rates to the

extent of income derived from the land. The practical effect of the lawmakers actions is to shift the real responsibility for funding LG to owners of general land.

5.5 In addition to this, the difficulty in confirming the full ownership details and contact addresses makes debt collection difficult where the land is in multiple ownership. WDC endeavors to balance the cost of pursuing the outstanding rates from multiple owners versus the recovery of outstanding rates on general land.

5.6 The following table shows the outstanding rates arrears balance at 30 June 2014 by age.

Rates Receivable At 30 June 2014	Current \$	1 Year \$	2 years \$	3 Years 4	4 years \$	5 years \$	6 years+ \$	Total \$
Maori Freehold land	326,558	269,893	238,915	205,590	159,959	124,302	7,013	1,332,228
General Land	902,581	545,584	397,568	282,127	192,455	132,515	38,860	2,491,690
Total	1,229,138	815,477	636,482	487,718	352,414	256,817	45,873	3,823,918

5.7 WDC is unable to collect rates charged against a property if the debt is older than 6 years unless judgment in favour of WDC has been obtained. In that case the debt is written off as collection is deemed to be statute barred. The amounts shown in the 6 years + category are under action. Since June 2012 \$203,353 of rates arrears has been written off as statute barred rates.

5.8 **Proactive Initiatives for Arrears Reduction**

5.9 WDC seeks to find repayment options that best suit individual circumstances so that the likelihood of recurring arrears is reduced. Once the arrears have been addressed, Easy Pay direct debit options are promoted in order to minimise any likelihood of getting into arrears again.

5.10 The preferred option of payment is by direct debit. This payment method provides the benefit of ensuring the amounts are received on time, provides cashflow information and removes issues such as automatic payments not being updated to reflect changes in rates amounts. The incentive for payment by direct debit is that the account is flagged to receive no penalty. Currently 24% of ratepayers are signed up to pay their rates by direct debit.

5.11 Correspondence is sent to ratepayers advising the ratepayer of their arrears, penalties charged on arrears and providing information on the options available to ratepayers to address their rates arrears.

5.12 WDC also engages with Grey Power, the Maori Land Court representatives, local budgeting services and other community groups to explain payment options available to ratepayers. This includes promoting the Easy Pay Direct Debits method as the preferred option, approved payment arrangements and the rates rebate scheme. Information about rates payment options have also been included in recent editions of the Waitomo Way and newsletters to residents.

5.13 Individual ratepayers are supported through a variety of rates remissions available under Council's policies.

5.14 There are several avenues for the recovery of rates that may be followed where staff have been unsuccessful in establishing an approved payment arrangements. These options include referring the debt on to external debt collection agencies, mortgage demands, rating sale and abandoned land sales.

5.15 External Debt Collection Agencies

- 5.16 In addition to in-house debt collection, WDC contracts an external debt collection agency for the recovery of individual accounts where required. The accounts forwarded for collection are generally accounts where recovery has not been successful via any of the other collection methods available. Before considering the services of the agency for recovery purposes, certain procedures are maintained to ensure ratepayers are notified and have the opportunity to engage with staff to address the arrears.
- 5.17 The use of the external debt agency is weighed up against the value of debt owing as the cost of debt recovery using this collection method includes paying a commission on all cash received along with collection costs that are unable to be charged on to the ratepayers account.
- 5.18 At 30 June 2014, there were 56 accounts referred on to the external debt collection agency totaling \$801,240.

5.19 Mortgage Demands

- 5.20 When the owner of a property is in default of the rates, the Local Government (Rating) Act 2002 allows for recovery of the rates arrears from persons with an interest in the rating unit. This includes the first mortgagee listed on the title. These are typically banks or lending institutions that hold a mortgage that is registered on the property. This recovery option is available for general land properties.
- 5.21 The mortgage demand process involves notifying the bank or lending institution of the rates arrears for the property. After a mandatory period of three months, a second notice is sent to the bank or lending institution demanding payment. If the mortgagee pays the unpaid rates the amount paid is treated as part of the money secured by the mortgage until it is repaid. This recovery option is generally considered for customers who have been in arrears for some time, the arrears are significant and where no approved payment arrangement is in place.
- 5.22 WDC has commenced the initial work for the mortgage demand process. A list is being compiled of the general land properties where there is a mortgage holder listed on the title. This involves collating mortgage information from certificates of title held by Land Information New Zealand (LINZ). From the initial work undertaken to date there are potentially 60 properties with rates arrears totaling \$330,000 (including penalties) that may be pursued via the mortgage holder. The assessment on these properties has not been completed and reviewed, so figures are given are a rough estimate at this stage.

5.23 Rating Sale

- 5.24 For general land, a rating sale option is available. Judgment for the debt is obtained following a Notice of Claim. This is a formal demand for payment, which gives the debtor 25 working days to make payment, dispute the debt, or come to an acceptable payment arrangement.
- 5.25 Once judgment is obtained, after three months the judgment is sealed. Application can then be made to the High Court for consent to sell the property. If payment is not made during this period, a notice of rating sale is then served on the debtor giving the debtor 6 months to make full payment. If no payment is forthcoming after the 6 month period, WDC may then proceed to sell the property.
- 5.26 WDC has commenced this process for one rates arrears ratepayer during 2014. This account was first lodged with Baycorp in 2002. The amount owing by the

ratepayer is \$40,813 (including current years rates). Judgment has been filed in the High Court and further action is pending until this process is completed.

5.27 **Abandoned Land Sale**

5.28 For general land, WDC is able to proceed with an abandoned land sale for certain properties that are in arrears. For properties to be considered for sale as abandoned, the land must be unoccupied, the ratepayer is unknown or unable to be located, and there must have been no payment of rates on the property for at least three years.

5.29 The general process for abandoned land sales is that WDC advises its intention to proceed with an abandoned land sale by a public notice. One month after advertising, application can be made to the District Court for an order declaring the land abandoned and authorising the WDC to sell or lease the land. Once declared as abandoned via the courts, WDC is then able to proceed to sell the property by public auction or tender.

5.30 An assessment of arrears that would meet the criteria for abandoned land sales is intended to be undertaken in 2015.

5.31 **Ratepayers (Unable to be Located)**

5.32 At 30 June 2014, 122 properties (18.67%) owing \$1,243,070 (32.5%) of the rates arrears related to "unknown address" ratepayer accounts. 80 properties totaling \$728,544 are MFL properties and 42 properties totaling \$514,526 are general land.

5.33 Ratepayers accounts are flagged as "address unknown" when mail is returned as undelivered. There can be a variety of reasons for the mail being returned including - the address being incorrect or insufficient information, the ratepayer no longer residing at the address given, the post office box been closed or redirection notice at the post office being expired.

5.34 This is investigated and attempts made to locate the correct mailing address however, often this is not possible and the rates account is flagged as "address unknown".

5.35 Currently the collectability of rates arrears for accounts that have historically been flagged as "address unknown" is being investigated, particularly where no rates demand has been delivered to the ratepayer. This is at the back of recent legal advice that has been obtained from Tompkins Wake by the Waikato Shared Services Group on this matter.

5.36 **Reporting**

5.37 A summary of receivables and the action being taken that is in line with the details provided in this report will in future form part of an enhanced quarterly financial report template so that a picture of the receivables trend can be maintained.

Suggested Resolution

The Progress Report: Rates Arrears be received.

VIBHUTI CHOPRA

GROUP MANAGER CORPORATE SERVICES

Document No: 349980**File No: 037/000B****Report To: Council****Meeting Date: 25 November 2014****Subject: Draft Significance and Engagement Policy****Purpose of Report**

- 1.1 The purpose of this business paper is to present the Draft Significance and Engagement Policy (SEP) for adoption.

Background

- 2.1 The Local Government Amendment Act 2014 requires all Councils to adopt a SEP by 1 December 2014. This will replace the current Significance Policy (June 2012).
- 2.2 A working draft of the SEP was presented to Council for feedback and input at the Council workshop on 12 November 2014. Three specific areas in the working draft were identified for further consideration:
- Distinction between decisions / engagement under the SEP and the Resource Management Act,
 - Clause 14 regarding JMA's and MOU's.
 - Check on the list of strategic assets as to what was required to be included under legislation.
- 2.1 These issues are discussed further in this business paper and amendments proposed in the Draft SEP. Attached to and forming part of this business paper is a copy of the Draft SEP
- 2.2 The purpose of the SEP is to enable Council and its community to identify the degree of significance attached to particular issues and to provide clarity to Council and the community about the extent and form of any public engagement that is expected before a particular decision is made.
- 2.3 The SEP places a greater emphasis on engagement. The new requirements require Councils to assess where on the significant spectrum a decision sits, and therefore what sort of engagement will be undertaken with the community. Generally the more significant a decision is, the higher the level of engagement.
- 2.4 In accordance with section 76AA of the LGA, when developing a SEP, a local authority must:
- Set out the general approach to determining significance;
 - Set out criteria or procedures to assess the extent of significance;

- Outline how the local authority will respond to community preferences about engagement;
 - Set out how local authority will engage on other matters; and
 - List strategic assets
- 2.5 Councils in the Waikato Region worked together to develop a template for use by all Councils in the Region. The draft SEP template was presented to Council at a workshop on 24 July 2014. The template was then subject to review by SOGLM and a legal review by Simpson Grierson and Tompkins Wake. The draft SEP template for the Waikato Region and a collaborative survey approach and survey content for consultation was signed off by the Mayoral Forum on 15 September 2014.

Consultation

- 3.1 Section 76AA(5) of the LGA 2002 states that a local authority must consult on its SEP unless it considers on reasonable grounds that it has sufficient information about community interests and preferences to enable the purpose of the policy to be achieved.
- 3.2 The time between the government announcing pre election that amendments to the LGA 2002 would be passed, and the royal assent was minimal. The Local Government Amendment Act 2014 was given royal assent on 7 August 2014 and required all Councils to adopt a SEP by 1 December 2014.
- 3.3 The community provided very positive feedback on Council's communications as part of the 2014 Residents Satisfaction Survey (RSS). 89% of residents surveyed were satisfied or very satisfied with the provision of Council communications.
- 3.4 Given this information and the time constraints, we have taken an approach very similar to many other Councils, which is to consult on the inputs to the policy as opposed to consulting on the policy itself. We believe that this was a more relevant and easily understandable form of consultation. We believe that this consultation and prior information obtained through the RSS 2014 provided Council with 'sufficient information about community interests and preferences' and that further consultation on a Draft SEP was not required.

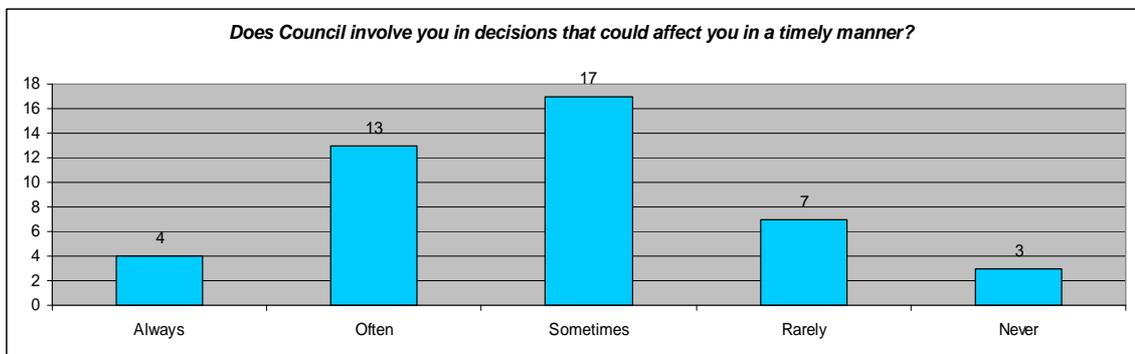
Survey Results

- 4.1 Attached to this business paper is a copy of the recent survey that was conducted in the community on inputs to the SEP. Specific reference was made in the survey to Council publications and local examples were used when asking for feedback on the types of decisions the community thought they should be involved in.
- 4.2 The survey was distributed as part of the October issue of the Waitomo Way and was also available on our website. 44 responses were received to the survey and an additional submission from Steven Wilson, Maniapoto Maori Trust Board came via the Waikato Regional Council (copy attached). The submission from the Maniapoto Maori Trust Board was a memo commenting on the Waikato Regional Council draft SEP, which Stephen Wilson requested be circulated to the other Waikato Councils.
- 4.3 In responding to the survey, participants did not necessarily indicate one preferred answer to the following questions:

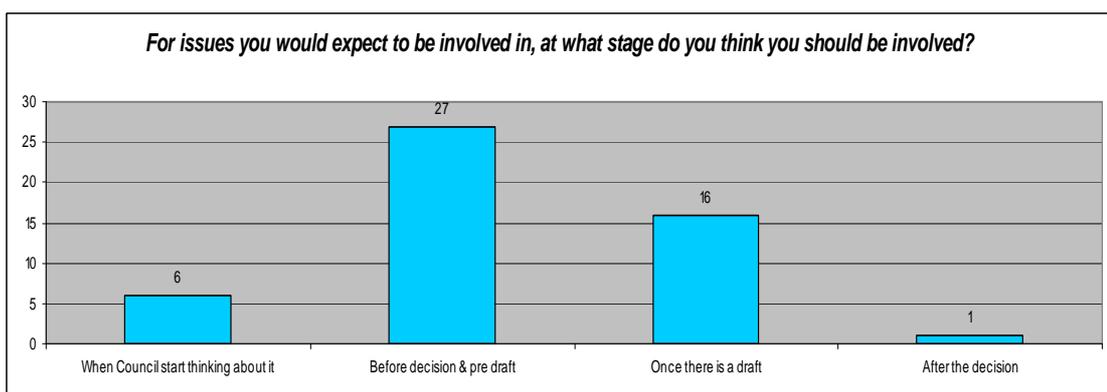
- For the issues you would expect to be involved in, at what stage do you think the community should be involved?
- For the issues you would expect to be involved in, how would you prefer Council to seek your feedback?
- For the issues that are considered less important, how would you prefer Council to communicate with you and seek your feedback?

4.4 In response to these questions, participants indicated a number of their preferences. Therefore the numbers reported against these questions does not directly equate to the number of respondents to the survey.

4.5 The first survey question asked participants whether they felt Council involved them in decisions that affected them. The majority of participants either thought that Council often or sometimes involved them in decision making in a timely manner.



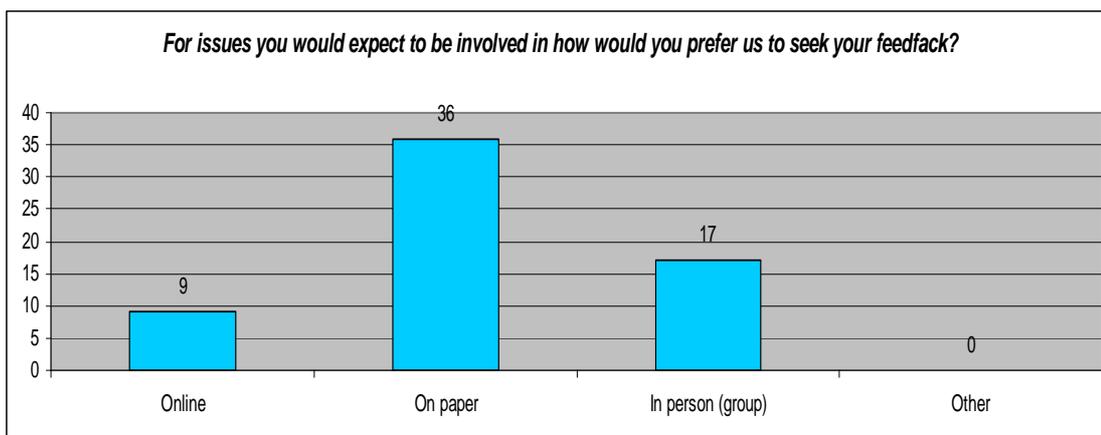
4.6 Information was sought from the community on when they thought they should be involved in Council's decision making process. The clear majority response was that people wanted to be involved before a decision was made and a draft developed (so feedback was included in the draft). A significant number of respondents also wished to be involved once there was a draft to look at.



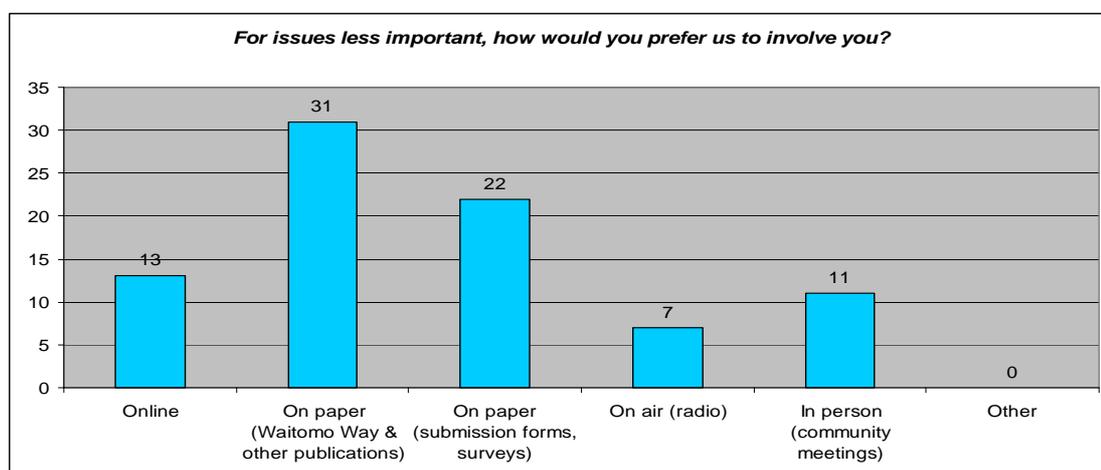
4.7 The community's feedback is consistent with how we have approached the 2015 – 2025 LTP. An initial survey on key issues for the 2015-25 LTP was done, which was included in the August edition of the Waitomo Way and was also available from key Council sites and online. Key information and pertinent message have continually been distributed since through the media and Council publications.

4.8 Questions were also asked in the survey to assess how the community would like to be involved in providing feedback and whether the current methods were adequate. The overwhelming response from the respondents was that people

preferred us to seek their feedback on paper, through submission forms and surveys.

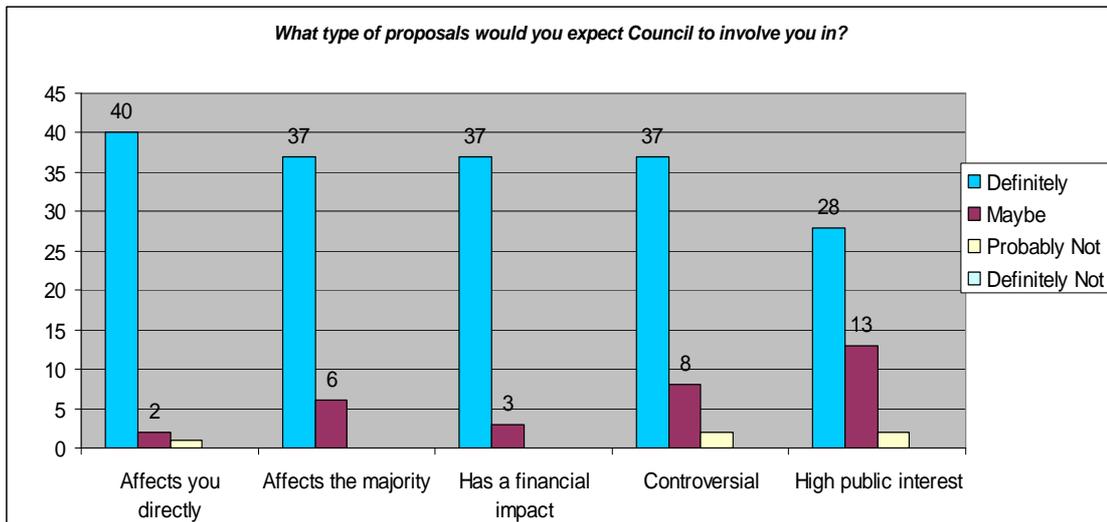


- 4.9 The next most popular method of seeking feedback identified by the survey was in person although community meetings which have been specifically set up by Council in the past have not necessarily been well attended.
- 4.10 A smaller number of residents indicated a preference to provide feedback online. This smaller number is probably reflective of the low internet service availability in the district.
- 4.11 A very similar response to the question we asked about how the community preferred to provide feedback for those issues they expected to be involved in, was received to the following question "For issues, that are less important, how would you prefer us to communicate with you and seek your feedback?"



- 4.12 For less important issues, it is recommended that we still keep the community informed via the Waitomo Way, our website and other publications. However the use of surveys will not necessarily be warranted, depending on the issue. In these situations, it is suggested that the information we provide the public includes Council's contact details for any feedback the community may have. For in person contact, Elected Members could obtain community feedback via scheduled Resident Association meetings and any other community meetings attended.
- 4.13 This survey question also asked how the community felt about the use of radio for less important issues. Seven participants supported the use of radio as a method of communication.

- 4.14 The Draft SEP includes a list of matters to take into account when assessing the degree of significance of proposals and decisions. If a proposal or decision is affected by a number of the matters in the list, it is more likely to have a higher degree of significance. In general, the more significant an issue, the greater the need for community engagement. We tested in the survey whether the types of matters we had included on our list as potentially triggering significance and therefore engagement, were also the type of decisions that the community felt they should be involved in.



- 4.14 The results of the survey confirmed that the triggers for potential significance and engagement included in the Draft SEP are appropriate.

Draft SEP

- 5.1 The Draft SEP is included as Appendix 1 of this Report. This document is the Waikato Region template for SEP populated with local content and amended as detailed further in this business paper. A number of Councils have made amendments to the Waikato Region template to adapt the policy to meet their local needs which have been done for the WDC draft SEP as well, albeit to a smaller extent.

5.2 Definitions

- 5.3 A few of new definitions have been added to the template, in particular definitions for Core Services and Group of Activities. These have been added to supplement the definition of Significant Activity. A proposal that affects the level of service of a significant activity, is one of the potential triggers of significance (clause 6). The definitions have been provided to avoid an operational change to a particular part of an activity becoming a trigger for significance. For example, a change to an aspect of the roading level of service because money needs to be diverted for unexpected emergency works is operational and should not act as a significance trigger.
- 5.4 The definition of significant activity (which incorporates the additional definitions) takes a whole of asset approach. Therefore it will be a change to the level of service of one of the groups listed in the definition as a whole that is a matter that could trigger a significant decision. This approach has also been adopted by Waipa District Council and Waikato District Council.

5.5 The definitions of 'LGA 2002' and 'Significant' have been added to aid interpretation. The definition of 'Strategic Asset' has been streamlined as the wording of section 5 of the LGA 2002 was included in the definition section and repeated again in schedule 1 of the Draft SEP.

5.6 Significance / Thresholds

5.7 Clause 6 of the policy includes the following list of matters to take into account when assessing the degree of significance of proposals and decisions and the appropriate level of engagement:

- *The level of financial consequences of the proposal or decision*
- *Whether the proposal or decision will affect a large portion of the community*
- *Whether the impact or consequences of the decision or proposal on the affected persons (being a number of persons) will, in Council's view, be substantial*
- *The likely impact on present and future interests of the community,*
- *The likely impact on Māori cultural values and their relationship to land and water*
- *Whether the proposal affects the level of service of a significant activity*
- *Whether community interest is high*
- *Whether the likely consequences are controversial*
- *Whether community views are already known, including the community's preferences about the form of engagement*
- *The form of engagement used in the past for similar proposals and decisions.*
- *There is a legal requirement to engage with the community*

5.8 If a proposal or decision is affected by a number of matters on the list, it is more likely to have a higher degree of significance. Generally, the more significant an issue, the greater the need for community engagement.

5.9 We added to the Waikato Region template the matter above in relation to a decision or proposal which has a substantial impact on affected persons (being a number of persons). This is one of the criteria currently included in our Significance Policy. Given the size of our community and/or particular parts of our community, it is considered appropriate to have a trigger for significance which takes into account the impact or consequences of decisions or proposals on smaller groups in the community (not just a large portion of the community). The inclusion of this trigger is supported by the survey results. A clear majority of respondents said they expected to be involved in decisions that affected them directly.

5.10 The template included "the likely impact on present and future interests of the community, recognising Maori culture values and their relationship to land and water" as one bullet point in the list above. In the Manipoto Maori Trust Board submission they requested that this bullet point be split into two as they felt that the first part of the bullet point was only very loosely related to the later part of the bullet point. We have made this amendment in the draft policy.

- 5.11 Wording has been added to clause 7 of the Waikato SEP template. This wording incorporates into the Draft SEP the financial thresholds in our current Significance Policy. The list in clause 6 of the Waikato Region template of those matters that could trigger significance only includes the following generic reference to financial issues:

The level of financial consequences of the proposal or decision

- 5.12 The proposed additional wording helps both Council and the community to understand what level of financial implications might result in a significant decision.
- 5.13 Waikato Regional Council and Waikato District Council have adopted a similar approach of including a financial threshold for triggering a potential significant decision.

5.14 Distinction between the SEP and Resource Management Act engagement

- 5.15 During the Council workshop on 12 November 2014 there was discussion that clause 4 (the first one) regarding engagement with public had the potential to be misinterpreted. This could especially happen with regard to proposals/decisions related to the Resource Management Act where the expectation could be increased engagement. The Draft SEP has been amended in two ways – firstly clause 4 has been moved to be clause 8. It was felt that the placement of the clause in isolation and prior to discussion about criteria for significance could be the cause of potential misinterpretation.

- 5.16 Secondly, clause 11 has been amended as follows (shown in red):

*Council is required to undertake a special consultative procedure as set out in Section 83 of the Local Government Act 2002, or to carry out consultation in accordance with or giving effect to Section 82 of the Local Government Act 2002 on certain matters (regardless of whether they are considered significant as part of this policy). **There are also other pieces of legislation like the Resource Management Act 1991 and Reserves Act 1977, which have their own requirements with regard to engagement which will be taken into account when determining the extent of community engagement.***

- 5.17 The proposed amendment is similar to the wording used by Taupo District Council.

5.18 Joint Management Agreements/MOU's

- 5.19 The Maniapoto Trust Board submission raised concerns with clause 14 of the SEP template, which states:

Joint Management Agreements, Memorandum of Understanding or any other similar high level agreements will be considered as a starting point when engaging with Māori.

- 5.20 Their concern was that this statement might have unintended consequences in that without a formal agreement, a mana whenua group may not be recognised to the same degree as a mana whenua group with a formal agreement. Their proposal is that formal agreements are considered as a starting point for all engagement with Maori, regardless of which groups have the formal arrangement. Their alternative proposal was to separately outline the intended engagement process for Maori by way of an amendment to the policy.

- 5.21 Each Council's approach to this clause will depend on their own current mix of formal/informal agreements for engaging with Maori. For example, Hamilton City

Council did not make any changes to this clause as a result of the submission, as all of their Iwi and Hapu are covered by either a Joint Management Agreement and/or a Memorandum of Understanding.

- 5.22 The following wording was presented to the Council Workshop on 12 November 2014, in response to this issue raised by the Maniapoto Trust Board:

Where Joint Management Agreements, Memorandum of Understanding or any other similar high level agreements exist, these will be considered as a starting point when engaging with Māori.

- 5.23 Concern was raised during the Workshop that clause 14 as drafted could unintentionally capture people/matters that were not party to the relevant JMA / MOU and give the impression that the JMA/MOU provisions would apply to all Maori in the same manner and that people not a party to these agreements would be consulted using methods of engagement not discussed or agreed to with them.

- 5.24 Subsequently, Clause 14 has been amended as shown in red as follows:

Where Joint Management Agreements, Memorandum of Understanding or any other similar high level agreement exist, these will be considered as a starting point when engaging with Māori who are a party to the particular agreement on matters relevant to that agreement.

5.25 Strategic Assets

- 5.26 The Draft SEP is required to contain a list of Council's strategic assets. Strategic assets are those assets that if we transfer ownership or control of, we trigger the use of the special consultative procedure. Strategic assets in the LGA 2002 means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to current or future well-being of the community. It must include:

- a. any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and
- b. any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and
- c. any equity securities held by the local authority in—
 - (i) a port company within the meaning of the Port Companies Act 1988
 - (ii) an airport company within the meaning of the Airport Authorities Act 1966.

- 5.27 The strategic assets from our current Significance Policy are included in the Draft SEP. This list was reviewed during the Council workshop on 12 November 2014. The list of strategic assets in Schedule 1 includes those items that cover core infrastructure requirements, such as the roading and sewage network. It also includes items that Council has a statutory responsibility to provide for, such as cemeteries (where there are not sufficient other providers) and reserves vested under the Reserves Act. Housing for the elderly features on the list of strategic assets under paragraph (b) of the definition of strategic assets as land or

buildings owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy.

- 5.28 The Council decided at a meeting on 25 October 2011 to include the Te Kuiti Cultural and Arts Centre in its definition of strategic assets. It may choose to reevaluate this decision if this asset is not considered to be necessary to achieve or promote any outcome that the local authority determines to be important to current or future well-being of the community.
- 5.29 Wording has been added to the schedule to include the general wording from section 5 of the LGA to give the list in Schedule 1 context.

5.30 Schedule 2: Community Engagement Guide

- 5.31 The Community Engagement Guide (Schedule 2 of Draft SEP) identifies the form of engagement Council may use to respond to specific issues. It also provides examples of types of issues and how and when communities could expect to be engaged in the decision making process.
- 5.32 A number of amendments to the template table in Schedule 2 have been made, as well as populating the examples and engagement sections with local content. Information on community engagement preferences and results from the survey was used to populate the engagement section.
- 5.33 A column for significance rating to show a link between the level of significance and level of engagement has also been added. The arrow at the side of the table is also an addition. This is designed to visually illustrate to the reader that a high level of significance and engagement means more time and more resources and a low significance rating and level of engagement means less time and less resources.
- 5.34 The 'empower' column which was included in the Waikato SEP template has been excluded from the Draft SEP. Empower is when the decision is made by the public not the Council. Empower is at the end of the engagement spectrum and is very rarely used. It only applies in situations such as a poll for electoral systems for STV or Maori Wards. As the use of this level of engagement is very rarely used and is for processes that are regulated by statute, it is thought that there is little benefit including it in the table.

5.35 Maori Engagement

- 5.36 The additional matter not already discussed in this business paper arising from the Maniapoto Maori Trust Board Submission is their proposal that the policy should be reviewed to consider how the relationship between Council and Maori is better reflected in the policy. They are suggesting that the policy could include a specific section regarding the Treaty relationship with Maori or companion policy that outlines the Treaty relationship and how to give effect to that relationship within the context of the policy.
- 5.37 The intent of the SEP is to allow identification of which proposals or decisions of Council are significant and how and when Council will engage with the community on these. The SEP is not considered to be the appropriate document for outlining the relationship between Council and Maori.
- 5.38 Council has considered this separately as part of the 2015-2025 LTP development including how Council might better engage with Maori when making decisions. The discussions have centered around Council's wish to continue to progress its current initiatives for involving Maori in decision making, including formalising current regular meetings with Iwi. The intent and process will be noted in Council's 2015-25 LTP.

Suggested Resolutions

- 1 The business paper on the Draft Significance and Engagement Policy be received.
- 2 Council considers on reasonable grounds that it has gathered sufficient information about community interests and preferences to enable the purpose of the Significance and Engagement Policy to be achieved without further consultation on the Draft Policy.
- 3 The Draft Significance and Engagement Policy be adopted as presented and the Significance Policy (June 2012) be revoked.



VIBHUTI CHOPRA
GROUP MANAGER-CORPORATE SERVICES

21 November 2014

- Attachments:
- 1 Draft SEP (347785)
 - 2 SEP survey
 - 3 Maniapoto Maori Trust Board Memo on Draft Significance and Engagement Policy (348596)



DRAFT
SIGNIFICANCE AND ENGAGEMENT POLICY

First adopted:	25 November 2014
Revision dates/version:	
Next review date:	October 2017
Engagement required:	Yes
Document number:	347785
Associated documents:	
Sponsor/Group:	Corporate Services

Purpose and Scope

1. To enable Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities.
2. To provide clarity about how and when communities can expect to be engaged in decisions made by Council.
3. To inform Council from the beginning of a decision-making process about the extent, form and type of engagement required.

Definitions

Community	A group of people living in the same place or having a particular characteristic in common. Includes interested parties, affected people and key stakeholders.
Core Service	As stated in Section 11A of the LGA 2002: <i>In performing its role, a local authority must have particular regard to the contribution that the following core services make to its communities:</i> <ol style="list-style-type: none"> (a) network infrastructure (b) public transport services (c) solid waste collection and disposal (d) the avoidance or mitigation of natural hazards (e) libraries, museums, reserves, and other recreational facilities and community amenities.
Decisions	Refers to all the decisions made by or on behalf of Council including those made by officers under delegation. <i>(Management decisions made by officers under delegation during the implementation of council decisions will not be deemed to be significant)</i>
Engagement	Term used to describe the process of seeking information from the community to inform and assist decision making. There is a continuum of community involvement.
Group of Activities	The term is used to describe a whole-of-activity approach. Without limiting the application of this provision to other assets, it means all activities and assets comprised within a group as a whole and not each individual component of the group.
LGA 2002	Local Government Act 2002
Significance	As defined in Section 5 of the LGA2002 <i>In relation to any issue, proposal, decision, or other matter that concerns or is before a local authority, means the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for,—</i> <ol style="list-style-type: none"> (a) the district or region: (b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter: (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.
Significant	As defined in Section 5 of the LGA 2002 <i>Means that the issue or proposal, decision, or other matter has a high degree of significance.</i>

Significant Activity	Describe those Groups of Activities which are both a Core Service of Council AND in which Council has historically invested substantial funding. These include: <ul style="list-style-type: none"> • Roading • Water • Wastewater • Solid Waste • Recreation and Culture • Public Amenities • Parks and Reserves
Strategic asset	As defined in Section 5 of the LGA 2002 and Schedule 1 of this policy.

Policy

4. An assessment of the degree of significance of proposals and decisions, and the appropriate level of engagement, will be considered in the early stages of a proposal before decision making occurs and, if necessary, reconsidered as a proposal develops.
5. The Council will take into account the following matters when assessing the degree of significance of proposals and decisions, and the appropriate level of engagement:
 - The level of financial consequences of the proposal or decision
 - Whether the proposal or decision will affect a large portion of the community
 - Whether the impact or consequences of the decision or proposal on the affected persons (being a number of persons) will, in Council's view, be substantial
 - The likely impact on present and future interests of the community
 - The likely impact on Māori cultural values and their relationship to land and water
 - Whether the proposal affects the level of service of a significant activity
 - Whether community interest is high
 - Whether the likely consequences are controversial
 - Whether community views are already known, including the community's preferences about the form of engagement
 - The form of engagement used in the past for similar proposals and decisions
 - There is a legal requirement to engage with the community
6. If the financial consequences of the proposal or decision exceed the following thresholds the proposal or decision will be considered significant:

A possible increase in funding requirement in excess of:

- (a) 20% of total Council operating budget costs, or
- (b) Capital expenditure in excess of 2.5% of the total value of Council's assets

Note 1: Emergencies and emergency works of Council are excluded from these thresholds, as by their very nature, they are unplanned and must be responded to immediately.

Note 2: The threshold for capital expenditure relates to new or development expenditure only. Asset renewal is an important and integral aspect of owning and managing assets.

Note 3: The thresholds above are not mutually exclusive. Capital expenditure is likely to result in associated operating costs, which must also be tested for materiality.

7. If a proposal or decision is affected by a number of the above considerations, it is more likely to have a higher degree of significance.
8. Engagement with the community is needed to understand the views and preferences of people likely to be affected by or interested in, a proposal or decision that is being considered by Council.
9. In general, the more significant an issue, the greater the need for community engagement.
10. The Council will apply a consistent and transparent approach to engagement.
11. Council is required to undertake a special consultative procedure as set out in Section 83 of the Local Government Act 2002, or to carry out consultation in accordance with or giving effect to Section 82 of the Local Government Act 2002 on certain matters (regardless of whether they are considered significant as part of this policy). There are also other pieces of legislation like the Resource Management Act 1991 and Reserves Act 1977, which have their own requirements with regard to engagement which will be taken into account when determining the extent of community engagement..
12. For all other issues requiring a decision, Council will determine the appropriate level of engagement on a case by case basis.
13. The Community Engagement Guide (attached as Schedule 2) identifies the form of engagement Council may use to seek feedback on some specific issues. It also provides examples of types of issues and how and when communities could expect to be engaged in the decision making process.
14. Where Joint Management Agreements (JMAs), Memorandum of Understanding (MOU) or any other similar high level agreements exist, these be considered as a starting point when engaging with Māori who are a party to the particular JMAs or MOU on matters relevant to that agreement.
15. When Council makes a decision that is significantly inconsistent with this policy, the steps identified in Section 80 of the Local Government Act 2002 will be undertaken.

SCHEDULE 1– STRATEGIC ASSETS

Section 5 of the Local Government Act defines a strategic asset as:

Strategic asset in relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to current or future well-being of the community; and includes:

- a. any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and
- b. any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and
- c. any equity securities held by the local authority in—
 - (i) a port company within the meaning of the Port Companies Act 1988
 - (ii) an airport company within the meaning of the Airport Authorities Act 1966

The following is a list of assets or group of assets that the council needs to retain if it is to maintain its capacity to achieve or promote any outcome that it determines to be important to the current or future well-being of the community.

- Roothing network as a whole
- Water network as a whole
- Wastewater network as a whole
- Reserves listed and managed under Reserves Act 1977
- Housing for Elderly persons as a whole
- Stormwater network as a whole
- Refuse Transfer Stations
- Public Cemeteries
- Te Kuiti Cultural and Arts Centre

The strategic assets (as defined above) are the assets in total and not every single element of the assets. For example:

- It is the water supply network as a whole that is the strategic asset and not each individual pipeline, filter and pump station.
- The rooding network is strategic, but small parcels of land that make it up may not be, and the purchase (or sale) of such parcels of land is unlikely to amount to a significant decisions.

The requirements of s.97 of the Act are therefore only triggered if the proposal relates to the asset as a whole, or a major sub-part of the asset.

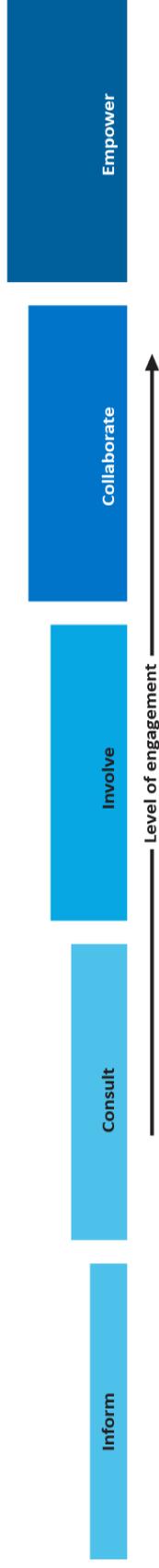
SCHEDULE 2 – COMMUNITY ENGAGEMENT GUIDE

Community engagement is a process, involves all or some of the public and is focussed on decision-making or problem-solving.

The International Association for Public Participation (IAP2) has developed a Public Participation Spectrum to demonstrate the possible types of engagement with the community. This model also shows the increasing level of public impact as you progress through the spectrum from left to right - 'inform' through to 'empower'. In simply 'informing' stakeholders there is no expectation of receiving feedback, and consequently there is a low level of public impact. At the other end of the spectrum, 'empowering' stakeholders to make decisions implies an increase in expectations and therefore an increased level of public impact. Differing levels of engagement may be required during the varying phases of decision-making on an issue, and for different stakeholders.

It will not always be appropriate or practicable to conduct processes at the 'collaborate' or 'empower' end of the spectrum. Many minor issues will not warrant such an involved approach. Time and money may also limit what is possible on some occasions.

In general, the more significant an issue, the greater the need for community engagement.



Forms of engagement

The Council will use the Special Consultative Procedure (as set out in section 83 of the LGA 2002) where required to do so by law, including for the following issues requiring decisions:

- The adoption or amendment of a Long Term Plan (in accordance with section 93 A of the LGA 2002)
- The adoption, amendment, or revocation of bylaws if required under section 156(1)(a) of the LGA 2002
- The adoption, amendment or revocation of a Local Alcohol Policy
- The adoption or review of a Local Approved Products (Psychoactive Substances) Policy
- The adoption or review of a class 4 venue policy under the Gambling Act 2003
- The preparation, amendment or revocation of a waste management and minimisation plan

Unless already explicitly provided for in the Long Term Plan, the Council will seek to amend its Long Term Plan, and therefore use the Special Consultative Procedure, when it proposes to:

- alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of Council, including commencing or ceasing such an activity; or
- transfer the ownership or control of strategic assets, as listed in Schedule 1.

The Council will consult in accordance with, or using a process or a manner that gives effect to the requirements of, section 82 of the LGA 2002 where required to do so by law, including for the following specific issues requiring decisions:

- Transferring responsibilities to another local authority under section 17 of the LGA 2002
- Establishing or becoming a shareholder in a council-controlled organisation
- Adopting or amending a revenue and financing policy, development contributions policy, financial contributions policy, rates remission policy, rates postponement policy, or a policy on the remission or postponement of rate on Māori freehold land
- Adoption, amendment or revocation of bylaws in accordance with section 156(1)(b) of the LGA 2002
- Prescribing fees in a bylaw under section 150 of LGA 2002

For such consultation, Council will develop information fulfilling the requirements of Section 82A of the LGA 2002, will make this available to the public, allow written submissions for a period of up to 4 weeks, and will consider all submissions prior to making decisions.

For all other issues, the following table provides an example of the differing levels of engagement that might be considered appropriate, levels of significance, types of tools associated with each level and the timing generally associated with these types of decisions/levels of engagement.

Significance and Engagement Guide

Significance Rating	Level of Engagement	What does it involve?	Examples	Engagement – Tools & Timing
High	Collaborate	Working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions.	Railway Building Project	External working groups (involving community experts) Expressions of Interest Document Council would generally involve the community at the start to scope the issue, again after information has been collected and again when options are being considered.
High	Involve	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision-making.	LTP Annual Plan District Plan	Waitomo Way and other Council publications Surveys Radio Website Existing community meetings (Elected Member briefings) Specific community meetings where feasible Submissions & hearings Council would generally provide the community with a greater lead in time to allow them time to be involved in the process.
Medium	Consult	Two-way communications designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision making.	Local Alcohol - Policy Bylaw reviews	Waitomo Way and other Council publications Radio Website Existing community meetings Submissions & hearings Council would advise the community once a draft decision is made Council and would generally provide the community with up to 4 weeks to participate and respond.
Low	Inform	One-way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened.	Water restrictions Annual Report Legislative changes	Waitomo Way and other Council publications Radio Website Council would generally advise the community once a decision is made.

*More Time
More Resources*



*Less Time
Less Resource*

Engagement tools and techniques

Over the time of decision making, Council may use a variety of engagement tools. The ones shown in table above are a guide. Tools and techniques used will be based on a range of factors including history and public awareness of the issue, stakeholder involvement, and timing related to other events and budgets. Council will also take into consideration that the community can feel 'over consulted'. Each situation will be assessed on a case-by-case basis.



MEMO TO: Waikato Regional Council, Waikato District Council, Waipā District Council, Ōtorohanga District Council, Waitomo District Council

TOPIC: Significance and Engagement Policy

FROM: Steven Wilson (Manahautū Whanake Taiao | Group Manager Environment)

ACTION: For consideration and discussion

1 PURPOSE OF MEMO

The purpose of this memo is to comment on the Waikato Regional Council ('WRC') draft Significance and Engagement Policy¹ ('Policy') specifically and to suggest ways in which all councils could approach this Policy with respect to Māori.

1.1 Summary

Though driven by legislative change, I congratulate councils in taking this step. I suggest that a Significance and Engagement Policy that appropriately considers the relationship between councils and Māori is a step towards good regulatory practice and giving effect to the principles of the Treaty of Waitangi. It also provides certainty for council and Māori in the way in which councils will engage depending on the significance of the issues at hand. This could be by way of a distinct section in the Policy considering matters relating to Māori engagement or the creation of a separate companion Policy given the same weight that considers the Treaty relationship. Implemented well I am confident this will result in quicker, less resource intensive processes that produce better outcomes for all.

I am happy to discuss this memo/submission with councils at a mutually convenient time.

2 BACKGROUND

In August this year, Central Government passed a number of amendments to the Local Government Act, 2002². These changes have required all Councils to write a Significance and Engagement Policy. The purpose of the Policy is to help Councils determine what the really important (significant) issues are to the community, and how and when they will involve the community in making those decisions (engagement)³. My understanding is that Councils in the Waikato Region are considering this policy collectively in a bid to achieve consistency across the region. (e.g compare the proposed Hauraki District Council⁴ and the WRC Policies) This is a move that Māori are likely to applaud as many rohe (tribal boundaries) cross over a number of Council areas.

2.1 Maniapoto rohe

The indicative Maniapoto tribal boundaries extends from Te Raukumara in the north down to Waipingao Stream on the West Coast, inland to Taumarunui in the south and across to Wharepungua and the Hauhungaroa Range on the eastern boundary. There are 7 Regional Management Committees (RMC) within the Maniapoto rohe. The RMC represent clusters of marae in their respective areas. (Attachment 1)

With the very compressed timeframe to consider the draft Policy there has been no opportunity to discuss the Policy or the submission with Maniapoto whānau and mana whenua groups.

¹ http://consultation.waikatoregion.govt.nz/portal/ltp/sep/draft_sep?pointId=s1408668641537#section-s1408668641537

² http://www.hauraki-dc.govt.nz/news_page/2014/september/significance_engagement

³ <https://hamiltoncitycouncil.typeform.com/to/QStXzC?source=Facebook>

⁴ http://www.hauraki-dc.govt.nz/Files/council_documents/Policies/Dft_Significance_Engagement_Policy.pdf



2.2 Profile

As well as the role of Group Manager Environment I work throughout the country with local authorities, central government and corporate clients with a key focus on facilitating consultation and engagement with Māori to produce mutually beneficial outcomes. I also have whakapapa (genealogical) connections with tribes that operate at marae and/or hapū and/or iwi authority level. They are in various stages of pre- and post-settlement and, as a result I am part of and observe the multiple types of interactions that occur with local authorities. (Attachment 2) With my role as Chair of the statutory Māori Advisory Committee to the Environmental Protection Authority ('EPA') I was also interviewed as part of preparing a case study for the Productivity Commission's Review of Regulatory Institutions and Practices⁵. I make the comments based on my wide-ranging experience in areas relevant to the Policy.

3 DISCUSSION

This section considers the context for comments and suggestions made in this memo and then discusses some issues with current wording in the Policy. It concludes with high level suggestions on amendments to the Policy and ways forward that could provide a better outcome for councils, community and Māori.

3.1 Context

Comments are based around the nature of the Treaty relationship that exists between councils and Māori and good regulatory practice following lessons from the Productivity Commission's review. This context informs the comments and suggestions that follow. Much of the context comes from evidence I prepared and presented, on behalf of the Maniapoto Māori Trust Board, to the Waitangi Tribunal during Te Rohe Potae enquiry hearings.

a) The nature of the Council/Māori Treaty relationship

The Productivity Commission review notes:

The Court of Appeal has stated that the Treaty of Waitangi enacts a relationship akin to a partnership and its central obligation is to act in good faith and work out answers in a spirit of honest cooperation (New Zealand Māori Council v Attorney-General, 1987). The principle of consultation can be regarded as particularly important. Without it, Māori interests and values can be overlooked when developing and implementing legislation. In 1989 the Court of Appeal found that the principle of good faith "must extend to consultation on truly major issues" (New Zealand Māori Council v Attorney-General, 1989). In some circumstances the Crown's obligations will go beyond consultation to include "active steps to protect Māori interests" (Ngāi Tahu Māori Trust Board v Director-General of Conservation, 1995). (p.167)

Legislation often then creates obligations on a range of parties, many of whom do not consider themselves to be part of the Crown, such as local government. These other parties may then argue that, seeing as they are not the Crown, they are not bound to give effect to the Treaty to the same extent as the Crown. However, the Waitangi Tribunal noted, with respect to natural resources, that:

... the Crown cannot avoid its Treaty duty of active protection by delegating responsibility for the control of natural resources to others [e.g. local authorities or other bodies whether under legislative provisions or otherwise]. More particularly, it cannot avoid responsibility by delegating on terms that do not require such authorities or bodies to afford the same degree of protection as is required by the Treaty to be afforded by the Crown...If the Crown chooses to so delegate, it must do so in terms which ensure that its Treaty duty of protection is fulfilled.⁶

⁵ <http://www.productivity.govt.nz/sites/default/files/regulatory-institutions-and-practices-final-report-ch7.pdf>

⁶ Waitangi Tribunal, (2011). "The report on the management of the petroleum resource." [Wai 796] p. 149 Wellington.



Therefore I consider that the burden rests on the Crown and delegated agencies that administer legislation, such as councils to ensure that such administration occurs so as to give effect to the Treaty and that Maniapoto/Māori interests in the Treaty relationship are actively protected.

b) Good regulatory practice

The Productivity Commission review notes

Excellence in regulatory practice cannot be legislated for. Good practice in upholding Treaty principles of partnership, mutual respect and good faith depends on leadership, good internal policies and processes, and guidance for staff and stakeholders...A really responsive regulator is responsive and attentive to the institutional environment in which it operates. Māori interests are acknowledged in the regulatory system, and there are specific statutory requirements on some regulators in administering particular regulatory regimes. (p.156)

Amongst other things, the Productivity Commission recommends

In designing institutional arrangements, processes and practices to incorporate Treaty principles into their work, regulators should focus on their own regulatory responsibilities and functions, and the capabilities, capacity and incentives of their stakeholders. (p.181)

With well established Treaty principles that include active protection, participation and partnership I suggest that the Policy needs to separately or explicitly consider significance and engagement with respect to Māori.

An important lesson from the EPA's experience for other regulators is that the investment in developing good relationships pays off in the form of reduced cost on all parties involved in the application process, while improving the quality of engagement and the resulting decisions. Such investment has achieved buy-in to the success of the EPA approach and a shared commitment to making it work. When decisions go against stakeholders, those decisions are now more readily accepted and are less likely to be contested. (ibid, p.182)

From the above discussion I suggest that it follows that a Significance and Engagement Policy that appropriately considers the relationship between Councils and Māori is a step towards good regulatory practice and giving effect to the principles of the Treaty of Waitangi. It also provides certainty for Councils and Māori in the way in which Councils will engage depending on the significance of the issues at hand. Implemented well I am confident this will result in quicker, less resource intensive processes that produce better outcomes for all.

3.2 Specific comments on Policy

This section comments specifically on the WRC Policy but it is likely that the same comments apply to other Council draft Policies.

- a) **Generally** I think that the Policy is well written and provides clear guidance in terms of community and stakeholder engagement. For the reasons outlined above I suggest that the Policy should be reviewed to consider how the relationship between Councils and Māori are better reflected in the Policy.
- b) **6. Bullet 4:** "The likely impact on present and future interests of the community, recognising Māori culture values and their relationship to land and water."

I suggest that 'recognising Māori culture values and their relationship to land and water' should be, at the least, a distinct bullet point. The latter part of the sentence is only very loosely related to the former part.

- c) **14.** "Joint Management Agreements, Memorandum of Understanding or any other similar high level agreements will be considered as a starting point when engaging with Māori."



This statement is supported but may have unintended consequences in that formal agreements become the starting point and, without a formal agreement, a mana whenua group may not be recognised to the same degree as a mana whenua group without a formal agreement. For example, the JMA agreements that Maniapoto has apply to a specific geographical area and there is no formal obligation on parties to the JMA to extend beyond the geographical area. This risks Councils and Maniapoto operating under two different regimes. I do note this issue is compounded with Councils with which Maniapoto has no formal relationship.

Additionally many Māori/tāngata whenua groups are at various stages of pre- and post-settlement with its accompanying formal Crown recognition. One way around this issue is that formal agreements are considered as a starting point for all engagement with Māori, regardless of which groups have the formal arrangement – in essence a “rising tide that lifts all ships.” Another way is to formally outline the intended engagement process for Māori by way of an amendment to the Policy.

- d) **Timeframe to respond:** respectfully I consider it ironic that a key guiding Policy such as this has such a short response timeframe. This seems contrary to the JMA agreements that we have in place and to good practice in this area. There simply has not been the time to discuss this matter within Maniapoto.

4 CONCLUSIONS AND RECOMMENDATION

From the above discussion I suggest that it follows that a Significance and Engagement Policy that appropriately considers the relationship between councils and Māori is a step towards good regulatory practice and giving effect to the principles of the Treaty of Waitangi. It also provides certainty for council and Māori in the way in which councils will engage depending on the significance of the issues at hand. Implemented well I am confident this will result in quicker, less resource intensive processes that produce better outcomes for all.

I suggest that the Policy could include a specific section regarding the Treaty relationship with Māori or a companion Policy that outlines the Treaty relationship and how to give effect to that relationship within the context of the Policy. As an example I note that the Environmental Protection Authority has an organisational Strategy and also has a Māori strategy (He Whetū Mārama⁷) that guides the EPA in undertaking its statutory and other obligations to Māori.

I am happy to come and discuss this memo/submission with Councils at a mutually agreeable time.

Steven Wilson

Manahautū Whanake Taiao

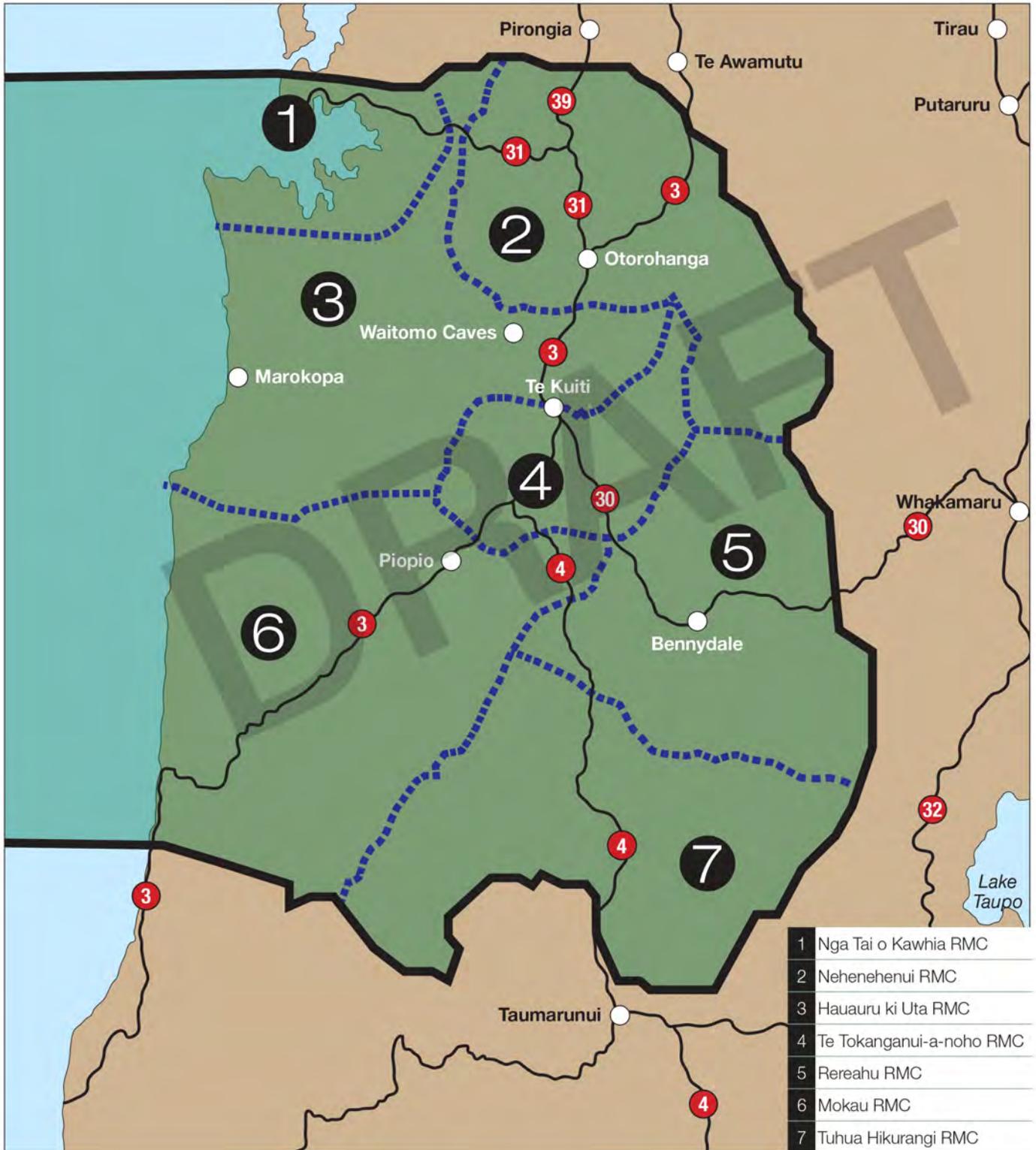
021 476645

steven@maximize.co.nz

⁷ http://www.epa.govt.nz/Publications/EPA_He_Whetu_Marama.pdf



ATTACHMENT 1: MANIAPOTO INDICATIVE ROHE MAP





5 ATTACHMENT 2: MAXIMIZE CONSULTANCY LIMITED

Maximize Consultancy Limited was established in 2005 and has a focus on maximising opportunity, creating value and building relationships in Māori organisations and in the ability of Corporate and Government organisations to work productively with Māori. Its Chief Executive Officer, Steven Wilson, has extensive experience across a wide range of fields. Steven has a Bachelor of Sciences, a Post Graduate Diploma in Management Studies, and is also finalising a dissertation on Governance Models in Māori organisations to complete a Masters in Business Administration from the University of Waikato. He is a qualified RMA hearings commissioner. Steven has experience in a national management role, his own business, and sales and marketing and is well used to applying current business thinking and theory to market place realities. He has been appointed as Chair of Ngā Kaihautū Tikanga Taiao, the statutory advisory committee responsible for advising the Environmental Protection Authority on matters relating to policy, process and applications, from a Māori perspective.

These transferable skills have been applied in Māori organisations to support them in achieving innovative, sustainable results, and as part of the Senior Management Team of a non-Māori NGO. Steven is also skilled at working with Corporate and Government organisations so they can form positive relationships with Māori. Fluency in Māori and English serve well in facilitation and dispute resolution roles. Project planning, project management, strategic planning, critical analytical thinking and successful applications for funding are other areas of strength.

Attendees at different wānanga that Steven facilitated noted that he was “very sensitive to the communication needs of the people whilst enabling all information to be imparted within the tight timeframes,” and that he “set the scene holistically which lay a foundation for enlightening and productive hui; diplomatic and efficient; clarified issues in both English and Māori.” Still another noted that it was “the most relaxed, comfortable and confident I have ever felt in any Māori training sessions anywhere.” “Feedback received from participants indicated that they had a better understanding of the Treaty of Waitangi and had learned a great deal from the session. They also highlighted that Steven was an excellent facilitator who was coherent, confident and provided an excellent style of delivery.” (Te Putara, Oct 2009, ERMA [now the Environmental Protection Authority])

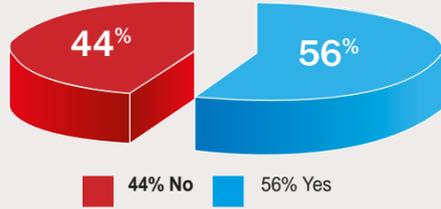
Steven has been involved in the successful development, teaching and roll out of reo, tikanga and Treaty of Waitangi programmes for Crown and other agencies. Steven was the inaugural chair of the Ngāti Tura Te Ngākau Hapū Trust in Te Arawa and has been chair of Parawai Marae. He is also the inaugural Treasurer of the Ngāti Korokī Kahukura Trust in Waikato/Raukawa and the former secretary of Pōhara Marae. He is currently undertaking projects for his marae and hapū.

BE PREPARED WAITOMO

In the 2014 Resident Satisfaction Survey we asked residents how prepared they were for an emergency event.

Fifty-six percent of the residents we surveyed have discussed an emergency response plan with members of their household while **forty-four percent** have not.

Residents who have discussed an emergency response plan with the members of their household:



An emergency response plan will help you to look after yourself and your loved ones **for at least three days or more** in the event of a natural disaster.

The Waitomo Emergency Survival Guide is available from the Waitomo District Council.

The booklet offers advice for families about planning for disasters now so that you can deal with the impact of an emergency:

- How and where you will meet up in the event of an earthquake, tsunami, volcanic eruption, flood or storm?
- Where is it safe to shelter in the event of an earthquake or storm?
- Are you prepared by having water available for your family, if the main water supply fails or is contaminated?
- Where and how to turn off electricity and gas in your home?



The Benneydale 'Wall of Stars' was opened by Mayor Brian Hanna on Friday 5 September, and features colourful mosaics that were created by the children of Benneydale.

Chairman of the Benneydale resident and ratepayer association Carl Epp gave a speech about the community project and gave thanks to the residents and businesses who donated their time and resources to make the project a success.

Survey on the Draft Significance and Engagement Policy

The purpose of this survey is to find out what you think the important issues are and when it is appropriate for us to involve you in making those decisions. Your feedback will enable us to develop a policy that will provide you with clarity on how and when you can be expect to be engaged by Council on a particular issue or proposal.



Complete the following survey and return to Waitomo District Council by Friday 24 October 2014.

PLEASE TELL US ABOUT YOU:

Name:

Address:

Email Address: Ratepayer/ Non Ratepayer:

1. Do you think Council involves you in decisions that could affect you and that it does so in a timely manner?

- Always
- Often
- Sometimes
- Rarely
- Never

2. For the issues you would expect to be involved in, at what stage do you think the community should be involved?

- As soon as Council starts thinking about it
- Before a decision is made and a draft is developed (so feedback is included in the draft)
- Once there is a draft to look at (so there is something to give feedback on)
- Once a decision has been made

3. For the issues you would expect to be involved in, how would you prefer Council to seek your feedback?

- Online (facebook, website, survey)
- On paper (submission form, survey)
- In person as part of a group (community meetings)
- Other, *please specify*

.....

Survey is continued over the page.

Survey on the Draft Significance and Engagement Policy



4. Would you expect to be involved in the Council decision making process for the following issues?

- Proposals or decisions that could affect you directly, for example impact the services you receive.

<input type="radio"/> Definitely	<input type="radio"/> Probably	<input type="radio"/> Maybe	<input type="radio"/> Definitely
<input type="radio"/> Not	<input type="radio"/> Not		
- Proposals or decisions that could affect the majority of the community.

<input type="radio"/> Definitely	<input type="radio"/> Probably	<input type="radio"/> Maybe	<input type="radio"/> Definitely
<input type="radio"/> Not	<input type="radio"/> Not		
- Proposals or decisions that could have a financial impact (for example, will affect rates, Council's debt levels or significantly increase fees and charges).

<input type="radio"/> Definitely	<input type="radio"/> Probably	<input type="radio"/> Maybe	<input type="radio"/> Definitely
<input type="radio"/> Not	<input type="radio"/> Not		
- Proposals or decisions that are controversial (for example, fluoridation of a water supply or banning legal highs).

<input type="radio"/> Definitely	<input type="radio"/> Probably	<input type="radio"/> Maybe	<input type="radio"/> Definitely
<input type="radio"/> Not	<input type="radio"/> Not		
- Proposals or decisions that are of high public interest (for example, taking ownership and revitalising the Te Kuiti Railway buildings)

<input type="radio"/> Definitely	<input type="radio"/> Probably	<input type="radio"/> Maybe	<input type="radio"/> Definitely
<input type="radio"/> Not	<input type="radio"/> Not		

5. For issues that are considered less important, how would you prefer Council to communicate with you and seek your feedback?

- Online (facebook, website, survey)
- On paper (Waitomo Way, newspaper adverts, council publications)
- On paper (submission forms, surveys)
- On air (radio advertising)
- In person (community meetings)
- Other, *please specify*

Thank you for your feedback. Please tear-off this survey and post to WDC using the return free-post envelope provided.

FOLD HERE



Free Post Authority Number 112498



Waitomo District Council
PO Box 404
Te Kuiti 3941

FOLD HERE

SEAL ALL THREE SIDES

Document No: 349165

File No: 037/005B

Report To: Council

Meeting Date: 25 November 2014

Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – November 2014

Purpose of Report

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

Local Government Act S.11A Considerations

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

Introduction

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

Background

- 4.1 The Water Supply activity provides for the environmentally safe collection, treatment and reticulation of WDC's public water supplies. Water services schemes are provided by Council at:
- Te Kuiti
 - Benneydale
 - Piopio
 - Mokau
- 4.2 There are three activities under the Water Supply activity:
- Planned Maintenance
 - Service Requests / Complaints
 - Emergency Repairs

4.3 Planned Maintenance

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

4.5 Service Requests / Complaints

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

4.7 Emergency Repairs

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

Te Kuiti

5.1 Water Supply

- 5.2 Routine flushing of the reticulation is done and no taste and odour complaints have been received.
- 5.3 ~~The Ngatai Street water pipe has now been replaced and the work area has been cleaned up. The road crossings and patches are scheduled to be resealed during the week and should be completed by Council's sitting. One resident in Duke Street complained of low water pressure due to the work carried out and this was rectified by the contractor.~~
- 5.4 ~~Mary Street water pipe replacement is progressing well and the bulk of the work will be completed by Council's sitting. It was necessary to replace this section of pipe due to the frequent bursts of the glue jointed PVC pipe that caused supply interruptions. A new valve is also introduced for better pressure zone management. The relocation of the pipe to the other side of the street resulted in the removal of a section of the main out of private property. An additional fire hydrant has been provided to space this vital service more evenly. The Mary Street Water Pipe Replacement project has been completed. On the day that the newly installed pipe was livened up, another burst occurred on the old glue-jointed PVC pipe. Fortunately very little disruption to the water supply resulted and the residents had already been informed of the planned changeover.~~
- 5.5 ~~A complaint from the St Luke Crescent community has been received of low water pressure. Due to the height below the reservoir top water level, this area is a low pressure zone. However, it came to light that there is air entering the system. Backflow preventers and air release valves are now being installed to allow entrapped air to be released and thus prevent airlocks from disrupting the service.~~

5.6 Wastewater

- 5.7 The Te Kumi pump station was thoroughly investigated after the power failure and some damage has occurred to the pump that is resulting in the pump having to be repaired. It was found that stones inside the pump station were sucked up on restart. A silt / grit trap is being investigated to prevent large debris to enter the pump station. ~~The Te Kumi sewer pump station pump has been repaired and~~

returned to service. The silt trap will be installed into the two inflow pipe lines to prevent large solid objects to damage the pumps in future.

- 5.8 A sewer manhole was inspected in a private property. Photos attached (Figures 1 and 2) show that a hole has been smashed into the manhole sidewall by unknown individuals to allow storm water to freely flow into it. This has now been closed up. The gravity main will be jetrodded to clear it from any debris that may have entered into the pipe.
- 5.9 The Hill Street sewer manhole requiring replacement has been completed. When the manhole was excavated for removal it collapsed due to the severe corrosion of the concrete.

5.10 Storm Water

- 5.11 No storm water related issues have been reported and the low rainfall can be attributed to this.

Mokau

6.1 Water Supply

- 6.2 ~~Filling of the newly constructed dam is progressing and the various inlet and outlet control components can be evaluated. Coupling up to the WTP will commence in due course.~~ The new Mokau dam has been filled and the inlet control valve is functioning correctly. The dam is also holding water without any visible leakage from the under drains. Work to connect the outlet to the clarifier inlet has been ordered and will commence shortly. The work should be completed before the Christmas shut-down. Photos of the full dam are attached.

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

~~6.4 The domestic supply pipe, severed during the high King tide, has been restored.~~

~~6.5 A large domestic leak has been found at a property along SH3. This leak has a daily leak volume of approximately 15,000 liters. The supply to the vacant house has been shut off and the property owner has been notified to repair the internal property reticulation.~~

6.6 Storm Water

- 6.7 No storm water related issues have been reported.

Piopio

7.1 Water Supply

- 7.2 Hydrant replacement is progressing and the Fire Department is kept up to date with developments.

- 7.3 No complaints have been received from residents about the water quality. The plant is producing water of a high quality.

7.4 Wastewater

7.5 ~~Several float and fat related issues have been called in and WDC staff responded. Filters blocked up by fats have been cleaned and another general information letter with photos, as attached as Figure 1 and Figure 2, has been sent out to residents and owners. Floats are replaced where found incorrect and the contractor is exchanging the incorrect units. No further major septic step tank issues have been received and normal maintenance is done. This is to prevent filters blocking up and to monitor effluent quality. A3 sized posters have been printed, laminated and posted at prominent locations to advise residents of the correct treatment of the individual septic tanks and pump systems.~~

7.6 ~~Recent effluent test results showed a deficiency in the UV disinfection operation and an investigation was launched. It was found that the UV intensity meter was faulty, although providing a positive reading. This unit has since been replaced and a regime of testing has been undertaken to determine the efficiency of the UV disinfection. Results of these tests have not yet been obtained and will be verbally communicated to Council at the meeting. As this is a notifiable incident the Waikato Regional Council and Iwi have been informed. The investigation into the below than desired UV disinfection has shown that it will be necessary to increase the UV maintenance schedule to achieve better results. This is presently being implemented.~~

7.7 Storm Water

7.8 No issues to report

Benneydale**8.1 Water Supply**

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

8.3 Wastewater

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

8.5 Storm Water

8.6 Nothing to report.

Waitomo Village**Te Waitere**

Suggested Resolution

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



ANDREAS SENGER
MANAGER – WATER SERVICES

November 2014



Figure 1: Opening smashed through to allow Storm water entry



Figure 2: Pipes installed by unknown individuals



Figure 3: Overview of full dam showing length the WDC went to preserve the Maori Archaeology by installing the concrete block wall to retain the mussel pit



Figure 4: Looking toward the dam inlet over full dam

Document No: 347065

File No: 037/020/12A

Report To: Council

Meeting Date: 29 October 2014

Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Water Supply

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress with implementation of the Work Plan for the Water Supply activity as contained in **year three (2014/2015)** of the 2012-2022 Long Term Plan (LTP).

Local Government Act S.11A Considerations

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

Introduction

- 3.1 This business paper focuses predominantly on capital expenditure projects i.e. renewal and improvement works; however any issues arising in the maintenance area of the Water Supply activity will be reported to Council on a needs basis.
- 3.2 This business paper is intended to compliment the monthly and quarterly reporting to Council. It is designed to provide further detailed information on the implementation of Council's capital (improvement and renewal) expenditure programme.

Background

- 4.1 The Water Supply activity provides for the environmentally safe collection, treatment and reticulation of WDC's public water supplies. Water supply schemes are provided by Council at:
- Te Kuiti
 - Benneydale
 - Piopio
 - Mokau
- 4.2 There are also privately owned and operated water supply schemes at Waitomo Village and Taharoa which do not form part of the 2012-2022 LTP.
- 4.3 There are three activities under the Water Supply activity:
- Maintenance
 - Renewals
 - Improvements

4.4 Maintenance

- 4.5 Operation and maintenance involves the planned and reactive servicing of the water infrastructure – repairing leaks and broken mains, servicing pump stations, cleaning reservoirs, repairing and replacing water meters, hydrants and valves, and operating the water treatment plants and intake systems.

4.6 Renewals

- 4.7 Renewal/replacement of water supply infrastructure (principally water supply mains) involves replacement of these assets at the end of their effective lives. The timing of renewals is determined from the asset age, condition assessments and capacity assessments of the existing water supply networks based on the available asset data.

4.8 Improvements

- 4.9 Improvement work involves the provision of additional water supply reticulation, storage or treatment plant capacity either by installing new or extending/upgrading existing pipe networks, storage structures or treatment plants.

Te Kuiti Water Supply

5.1 Background

- 5.2 The Te Kuiti Water Treatment Plant (TKWTP) in its present form provides safe drinking water however its production does not meet the Drinking Water Standards (DWS) 2005 or the Drinking Water Act 2007 (as amended 2008) and the TKWTP requires significant capital upgrade (for some components probably total replacement) to meet that standard. The reasons for not complying with the Standards mostly relate to the amount of risk that Water Quality Standards will not be met consistently. Some risks however are significant and need to be addressed as soon as possible.

- 5.3 The main risks are:

1. The intake point is downstream of the main Te Kuiti industrial area representing high risk of pollution.
2. The intake structure is of a floating boom type that takes water off the surface of the stream with the inherent risk of picking up floating pollutants (scums, oils, etc). Similarly during periods of very low river flows it will take water from close to the bottom of the stream where there is risk of picking up pollutants travelling along the bottom of the stream.
3. All chemical dosing devices (and therefore processes) located within the TKWTP are manually operated and therefore there is no means of automatically adjusting flow proportionality and therefore there is a risk of under dosing or overdosing as the intake flows varies with demand.
4. The configuration of the Flash Mixer and the Splitter Channels within the TKWTP system is such that the treatment dosing chemicals are not used optimally and therefore removal of pollutants is not optimal.
5. The Clarifier equipment can be considered obsolete and parts are no longer available. As a result the sludge blanket and control of sludge discharge

processes are operated on a manual basis which does not make for optimum removal of flocculated pollutants.

6. The dual media sand filters are the water last treatment barrier and the operation of the filters is all manual, the backwash arrangement is by gravity from the storage reservoir and is often not fully effective. This means that sometimes the filters are not cleaned properly creating the risk of pollutant break through.
7. The Clear Water Wells which receive the final treated water from the filtration process are attached to the associated filters and the pipe work (including the backwash network for the filters). The backwash valve glands are leaking into the clear wells contaminating the final treated water. Also the clear wells are open on top and the building is not vermin proof therefore there is the potential (high) risk of contamination.
8. The reservoir (1000m³) next to the TKWTP serves as the balancing tank between treatment and distribution. It also services as the chlorine contact tank and filter backwash storage. Due to its size it is very difficult to control chlorine levels within the required dosage parameters. In addition, the inlet and outlet pipe work is on the same side of the tank which creates the opportunity for short circuiting and therefore poor mixing of the chlorine with inadequate contact time before the treated water passes into the distribution system. When the water level gets below half full there is insufficient hydraulic head to backwash the filters effectively. (See 6 above)
9. Treatment plant operation and control is not automated and the monitoring reporting required by MoH (through the Drinking Water Assessor (DWA)) does not meet the 2005 standards consistently.

5.4 Capital Expenditure Budget

- 5.5 Funding from MoH has been allocated - \$780,820.56 excluding GST (Application \$1,942,005). The application was for only that part of the total upgrade required to meet the Drinking Water Act (2007) that was eligible for subsidy.
- 5.6 As detailed design developed it soon become apparent that a holistic plan of the total upgrade is needed to ensure the funding is optimised and the final product is the best that the available money can buy. This combined with the pressure of affordability meant that the work planned initially for 2012/13 has been moved to 2013/14. In the mean time a final design of the whole plant that can be implemented incrementally has been done. The completion date for phase 1 has been moved to December 2015. MoH has been requested to accept delay of the spending to the same date.
- 5.7 The upgrade will have four phases that match four main treatment stages with 6 main components:
 1. Intake in parallel with new water Take Consent
 2. Refurbishment of clarifiers
 3. Upgrade of filter backwash system
 4. Installation of Ultra Violet
 5. Renewal of main pump station
 6. New storage reservoir
- 5.8 Construction sequence is different for two main reasons, to utilize MoH funding while available and address the components that are the most critical.

5.9 Phase One

- Upgrade of filter backwash system
- Installation of Ultra Violet
- Renewal of main pump station

5.10 Phase Two

- Intake in parallel with new water Take Consent

5.11 Phase Three

- Refurbishment of clarifiers

~~5.12 Phase Four~~

- ~~• New storage reservoir~~

~~5.13 The amount in the 2013-14 budget for Phase One is \$2.51 million.~~

5.14 Detailed design of Phase One has been completed and the engineers estimate is \$4,241,176 excluding GST.

5.15 The intention is that the project will be executed through a series of engagement of smaller, and where possible, local contractors in an attempt to minimise cost and obtain optimum quality. High cost items will be purchased by WDC direct with contracts for installation only, where feasible.

5.16 Committed funds are \$1,785,567 excluding GST.

5.17 Expenditure to date \$182,360 excluding GST.

5.18 Target completion date is 19 February 2016.

Mokau Water Supply (MWS)

6.1 Background

6.2 The MWS is working reasonably well but does not meet the Drinking Water Act 2007 (as amended in 2008). It required coagulation and an Ultra violet disinfection unit.

6.3 The Plant has now been upgraded for a little less than the budgeted amount and is working well. As a result of the changes to the dam position and design changes to structure levels due to the finding of a shell midden and hangi pit, the clarifier will have to be moved to a lower level to continue to have gravity feed.

6.4 The other issues to be addressed include - inadequate storage of raw water to meet summer demand which is also the dry period and the existing storage dams need work to meet the new building compliance standards as of 2010/2011. Funding has been approved by MoH (\$725,790) and final design has been completed.

6.5 The present estimate and budget is \$800,000.

6.6 Capital Expenditure Budget

- ~~6.7—A dam site below the escarpment that is deemed geotechnical stable has been identified.~~
- ~~6.8—Design of new dam is complete and Consent applications to Waikato Regional Council (earthworks) and Waitomo District Council (Landuse) have been approved.~~
- ~~6.9—Consultation with Iwi and the owners of the surrounding land is ongoing.~~
- ~~6.10—The proposed dam site has been pointed out to Iwi and a letter from the archeologist stating that there is no expectation that any artifacts will be found in that area handed over.~~
- ~~6.11—An Archeological assessment required for the land use consent showed that the new site has no archeological significance. This proved wrong.~~
- ~~6.12—The position was discussed with the landowner and he has verbally accepted the proposed position. Land has been bought from the landowner.~~
- ~~6.13—Construction started early February 2014 however came to a halt on 7 February 2014 when a shell midden was uncovered and on the following Wednesday a hangi pit was also found.~~
- ~~6.14—There is a time consuming process to be worked through which includes the Historic Places Trust and the Archeologist as well as Iwi, WRC and WDC. The potential delay is in excess of three months.~~
- ~~6.15—In order to mitigate this, the design was changed and Iwi and WRC were consulted to get an earlier start.~~
- ~~6.16—Agreement was reached for limited construction to start the week commencing 3 March 2014, while other processes and negotiations goes on in parallel.~~
- ~~6.17—During May 2014 the effect of gale force winds caused the liner to be ripped out which had to be replaced and heavy rain also caused some erosion leading to an extension of time together with related impacts on the contract cost.~~
- ~~6.18—The additional cost as a result of delays following archeological finds, redesign of part of works in order to move forward, cost of remedial measures to protect archeological finds and delays following bad weather with what is known at present is estimated at \$150,000.~~
- ~~6.19—It is expected that filling the dam will start during last week of June 2014.~~
- ~~6.20—The redesign to accommodate the archeological finds and progress the project resulted in a lowering of the crest level therefore the water level.~~
- 6.21 This in turn lead to a situation that the gravity sand filter acting as a clarifier – first treatment barrier – has to be moved to a lower level to allow flow of water from the dam to the clarifier under gravity.
- 6.22 Alternative would be to build a transfer pump station.
- 6.23 Both solution will come at additional cost but the gravity solution is the preferred one since it does not have the long term mechanical and energy cost that goes with a pump station.

- 6.24 A final survey of the various components of the raw water system showed that there will be just enough static head to drive the water from the new dam to the existing primary filter providing the pipe size is maintained, therefore no pumping should be required. This solution is currently being pursued.
- 6.25 There are still dam safety remedial works to be done on the existing dams. The area around the dams has been declared Maori gardens and Mokau Ki Runga was adamant in the past that no earthworks should be done in the area. The issue of dam safety was broached and they first want to know what work is proposed and the proposed construction methodology.
- 6.26 The engineers estimate for this work is \$350,000 + GST, \$177,000 + GST is subsidised by MoH.
- 6.27 The final design will be conveyed to Mokau Ki Runga as soon as the detail is available to seek agreement on construction methodology relating to needed earthworks.

Piopio Water Supply (PWS)

7.1 Background

~~7.2 The project is now complete and operating very well.~~

Benneydale Water Supply (BWS)

~~8.1 This work has been completed under budget and the Plant is working well.~~

Waitomo Water Supply (WWS)

9.1 Background

- 9.2 An in-house assessment of the privately owned WWS was done in the 2008/09 year and the opportunity for potential WDC involvement was consulted on during the 2009-2019 LTCCP consultation process with a specific meeting in Waitomo Village.
- 9.3 Proposed capital expenditure was originally moved to start in the 2013/2014 year spread over 3 years.
- 9.4 More detailed investigation work was done late 2013 and the assets valued by the WDC Group Manager Assets.
- 9.5 This information was conveyed to THL before the December 2013 break and discussed at a meeting on 13 January 2014.
- 9.6 Some adjustment to values were agreed and that together with best guess estimates by the Group Manager Assets for renewal/replacement of assets staged over 9 years was used to model per cubic meter rates for treated water and treated waste water.

- 9.7 This information was conveyed to THL on 25 February 2014 to use in an assessment of financial impact on THL operations in Waitomo Village.
- 9.8 Due to significant base cost and small amount of water needed and waste water produced the modeled cost per cubic meter is quite high.
- 9.9 Although the modeled cost of water is in the same ball park as that of Mokau which produce near 3 times the volume with a similar situation of small residential numbers and large influx of holiday makers
- 9.10 Discussion with THL and the two Maori Trusts is ongoing.
- 9.11 There is no funding in the 2012-22 LTP and \$5,000 in the 2013-14 EAP for any work on Waitomo Village infrastructure.

Suggested Resolution

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



CHRISTIAAN VAN ROOYEN
GROUP MANAGER – ASSETS

October 2014

Document No: 347071

File No: 037/020/12A

Report To: Council**Meeting Date: 29 October 2014****Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Sewerage**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress with implementation of the Work Plan for the Sewerage activity as contained in year **three (2014/2015)** of the 2012-2022 Long Term Plan (LTP).

Introduction

- 2.1 This business paper focuses predominantly on capital expenditure projects i.e. renewal and improvement works; however any issues arising in the maintenance area of the Sewerage activity will be reported to Council on a needs basis.
- 2.2 This business paper is intended to compliment the monthly and quarterly reporting to Council. It is designed to provide further detailed information on the implementation of Council's capital (improvement and renewal) expenditure programme.

Background

- 3.1 The Sewerage activity provides for the environmentally safe collection, treatment and disposal of the District's sewage.
- 3.2 Council is involved in this activity to fulfill its legal responsibilities for the control of its sewerage systems and to work towards the achievement of Community Outcomes. Efficient, environmentally safe and sustainable urban wastewater services are essential for the social, cultural and environmental well-being of the District. Sewerage services are essential for the protection of public health and environment in urban areas through the collection, treatment and disposal of human and commercial/industrial wastewater.
- 3.3 The Local Government Act 2002 empowers Council to be involved in the ownership and provision of sewerage assets.
- 3.4 Sewerage (or wastewater) Schemes are provided by Council at:
- Te Kuiti
 - Benneydale
 - Piopio
 - Te Waitere
- 3.5 Concept design work planned for Mokau-Awakino and structure planning for Te Waitere has been moved outside the present 10 year plan due to lack of resources.

3.6 The privately owned and operated sewerage schemes at Waitomo Village and Taharoa do not form part of the 2012-22 LTP.

3.7 There are three activities under the Sewerage significant activity:

- Maintenance
- Renewals and Replacements
- Improvements

3.8 Maintenance

3.9 Operation and maintenance involves the planned and reactive servicing of the sewerage infrastructure – clearing blocked sewers, servicing pump stations, repairing damaged asset components and operating the sewage treatment plants and disposal systems.

3.10 Renewals

3.11 Renewal/replacement of sewerage infrastructure (principally sewer pipes) involves replacement of these assets at the end of their effective lives. The timing of renewals is determined from the asset age, condition assessments and capacity assessments of the existing drainage networks based on the available asset data. Renewal costs fluctuate between schemes with non-operational expenditure “smoothing” applied in all cases to avoid major spikes in overall expenditure for each scheme from one year to the next.

3.12 Improvements

3.13 This involves the provision of additional sewerage reticulation or treatment plant capacity either by installing new or extending existing pipe networks or treatment plants. Where possible, any identified shortfall in existing pipe capacity will be addressed at the time of the pipe replacement so that any existing undersized pipes will be replaced with larger diameter pipes.

Te Kuiti Sewerage

4.1 Capital Expenditure Budget

~~4.2 The budget for capital works to upgrade the Te Kuiti WWTP was originally estimated to be \$8.6 million.~~

~~4.3 A more detailed estimate for a design to treat 4,000m³ per day was \$8,489,030.~~

~~4.4 To meet consent conditions as the consent application progressed required the volume to be managed to move to 7,000m³ per day with more strict effluent quality parameters. This also increased the estimated cost by \$1,838,540, bringing the total estimate to \$10,327,570.~~

~~4.5 Actual construction cost is \$9,360,345.~~

4.6 The upgrade is now complete and operating well. The Plant has required some fine tuning which is still underway due to the highly variable discharge received from the Meat Works. The discharge received from the Meat Works varies constantly due to changes in their operations and this in turn requires adjustment of treatment processes at the Plant.

4.7 The UV units deliver the required level of sterilisation and well above, however they do not meet the contracted for performance and after extensive and intensive testing the Supplier will be replacing both units with two larger units at the Supplier's cost.

4.8 This replacement is expected to be completed by the end of February 2015.

4.9 Discharge Consent Application

4.10 Introduction

4.11 Existing (operative) consent expired in 2005 a new consent applied for was put on hold and present operations are under the old Consent. Request for information to inform the Discharge Consent applied for was submitted in June 2009 and further information was required which led to fairly detailed discussion, mainly with regard to land disposal of treated waste water.

4.12 Consent Issues/Progress

~~4.13 A final s92 (reply to request for information) was lodged 13 December 2010 and was processed by Waikato Regional Council. It was notified in June 2011 and six submissions had been received.~~

~~4.14 An intensive consultation process with Submitters is still being worked through.~~

~~4.15 Second Draft consent report by WRC including draft conditions was received and has been assessed and a reply returned to WRC.~~

~~4.16 A meeting was held on 5 April 2013 to further discuss points of difference between WRC and WDC.~~

~~4.17 Another meeting will be held on 17 May 2013 to try and finalise the Consent term, the only remaining sticking point.~~

~~4.18 A further meeting was held on 14 August 2013 to discuss issues brought up by one submitter who has "disappeared" for a period two years and surfaced again in late May 2013. These issues which are mainly about liaison and reporting had been resolved between WDC and WRC.~~

~~4.19 A third draft report including draft conditions for circulation has been received from WRC and commented on.~~

~~4.20 Term is still the sticking point and discussions have reached a deadlock.~~

~~4.21 Another business paper to discuss this in more detail and requesting a resolution is somewhere else in the agenda~~

4.22 Agreement has been reached between WRC and WDC on consent conditions and a term of 25 years. All Submitters, except DoC and Fish and Game, have indicated their acceptance of the conditions and term.

4.23 WRC is working with DoC and Fish and Game to reach agreement.

Te Waitere Sewerage

5.1 Key Projects and Programmes for the 2013-14 Year

5.2 **Project Number One: Land for Soakage**

5.3 Introduction

5.4 The Te Waitere sewerage system started as a system to service a subdivision of eight houses. The domestic water supply is collected off roof tanks and therefore the volume of household waste water is quite low per connection. The consent is for a volume, and based on that, actual waste water generated could service more houses. Several additional houses along with the Boat Club and public toilets were connected over time. On the basis of the low waste water quantities per household and a report that the capacity of the soakage is adequate as filed by a WRC Officer, it was calculated that up to 25 houses could be serviced.

5.5 There is demand for more sections and at least two owners of larger properties indicated their intent to develop more sections should waste water services be available.

5.6 Further investigation showed that the upgrade of the pump station to provide a reliable service for a larger community would not be a significant issue however the investigation into the capacity of the soakage field showed that it is utilized beyond its capacity already also that the ground along that hill slope is moving.

5.7 Design/Scope

5.8 A concept design that takes cognizance of the specific issues at Te Waitere needs to be developed. This will in all probability require negotiation with landowners for land to be used as soakage fields. Followed by consultation, preliminary design and cost estimate with rates modeling followed by further consultation ~~with probably an application to MoH for funding.~~ **At present there is no Wastewater funding available from Central Government.**

5.9 Consent Issues/Progress

5.10 The present consent is valid until September 2017. However with the knowledge recently obtained about the capacity of the existing soakage field there will be considerable pressure from WRC on Council to address the issues as soon as possible.

5.11 The Soakage field area had been surveyed to establish the exact position as part of upgrading the pump line and some rehabilitation work at the soakage field. The outcome showed that the land actually move in excess of 1.0m down slope in the past 15 years.

5.12 Further work/expenditure had been put on hold until such time as a geotechnical investigation identified if there is any land that could be safely develop either through the District Plan or a specific scheme plan.

5.13 Pipeline Renewal Funding Sources and Expenditure to Date

~~5.14 There is \$8,000 in the budget for renewal of a part of the pump line.~~

~~5.15 There has been no expenditure to date.~~

~~5.16 A quote was obtained and a project awarded to replace 400m of pipe in September 2013 which will fit within the \$16,000 (\$8,000 2012/3 and \$8,000 2013-14) providing no major issues are found during construction.~~

~~5.17 Procurement~~

~~5.18 Quote was obtained.~~

5.19 The work was delayed but is now complete

Benneydale Sewerage

6.1 Issues/Progress

6.2 Earlier work has been completed

6.3 The old network was regarded as being at the end of its economic life. During affordability review the economic life of the old network was extended by 20 years

6.4 Inspection of the lines showed that there are repair work to be done to ensure that the reticulation last the 20 year period.

6.5 The information has been analysed and a repair/renewal programme developed to ensure the integrity of the system for at least another 20 years.

6.6 Tender documentation has been completed.

6.7 The most critical work component is a main line crossing SH 30 which is partially crushed

6.8 This section will be done early in 2015 and the remainder will be programmed over the next 2 years

Piopio Sewerage

~~7.1 Completed~~

~~7.2 Quality of final effluent is very good.~~

Suggested Resolution

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

CHRISTIAAN VAN ROOYEN
GROUP MANAGER – ASSETS

Document No: 347066v2**File No: 037/020/12A****Report To: Council****Meeting Date: 25 November 2014****Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Stormwater**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress with implementation of the Work Plan for the Stormwater activity as contained in year **three (2014/2015)** of the 2012-2022 Long Term Plan (LTP).

Introduction

- 2.1 This business paper focuses predominantly on capital expenditure projects i.e. renewal and improvement works, however any issues arising in the maintenance area of the Stormwater activity will be reported to Council on a needs basis.
- 2.2 This business paper is intended to compliment the monthly and quarterly reporting to Council. It is designed to provide further detailed information on the implementation of Council's capital (improvement and renewal) expenditure programme.

Background

- 3.1 The Stormwater significant activity provides for the collection, diversion, treatment and disposal of urban surface water runoff following rainfall. Surface water flooding can occur in the absence of an effective stormwater drainage system.
- 3.2 Council is involved in this activity to fulfill its legal responsibilities for the control of its stormwater systems and to work towards the achievement of community outcomes. Efficient, environmentally safe and sustainable urban stormwater services are essential for the social, cultural and environmental well-being of the District. Stormwater services ensure the protection of public health in urban areas through the collection and disposal of urban stormwater.
- 3.3 The Local Government Act 2002 empowers Council to be involved in the ownership and provision of stormwater assets.
- 3.4 The Stormwater activity covers the stormwater assets owned and operated by Council in urban areas including:
- Te Kuiti
 - Benneydale
 - Piopio
 - Mokau
 - Awakino
 - Marokopa
 - Te Waitere

- 3.5 The majority of Council's stormwater infrastructure is located at Te Kuiti, with limited infrastructure available at the remaining townships. The stormwater infrastructure servicing Waitomo Village and Taharoa is privately owned and does not form part of this 2012-22 Long Term Plan.
- 3.6 WDC's storm water reticulation design endeavors to meet a 2 year rainfall return period.
- 3.7 The main activity under this significant activity is stormwater reticulation and disposal which comprises:
- Preparation of catchment assessments for each urban area to identify open drains, ephemeral water courses, permanent water courses, stormwater and preliminary secondary flow paths is a definitive need to manage stormwater in Te Kuiti. This represents a significant amount of work which Council voted funding to start it in the 2011-12 year.
 - Reporting on stream environmental impacts as demanded by comprehensive discharge consent. This reporting is completed annually.
 - Finding stormwater pipe work not on record, assess condition and record in asset register. This is an activity that takes place as general maintenance works occur. It really requires a special project to provide information to improve the information for the Activity Management Plan flowing into the 2012-22 Long Term Plan and further into the future to inform the work that needs to be done in the Catchment Assessments.
 - Providing, maintaining and upgrading Council's urban stormwater network comprising the urban open drains, pipes and manholes, downstream from surface channels, sumps and sump leads (the latter, together with all rural drainage assets, are included under the Land Transport significant activity).
- 3.8 The main elements of this activity are:

3.9 Maintenance

- 3.10 Operation and maintenance involves the planned and reactive servicing of the stormwater infrastructure – clearing drains, emptying sumps, repairing damaged asset components.
- 3.11 During recent investigation of sewer reticulation it has been identified that there are a number stormwater pipes that are partially blocked with accumulated debris. Investigation showed that cleaning of the system will be fairly costly and will have to be addressed through maintenance over a long time
- 3.12 Council approved a modest budget for four years starting 2012-13 for maintenance cleaning of reticulation. Work is done bit by bit and asset information collected as it progresses. Several minor repair/renewal projects had already been identified. A programme to do this work will be compiled on a Catchment by Catchment basis and brought into the budgets as it can fit.

3.13 Renewals

- 3.14 Renewal/replacement of stormwater infrastructure (principally stormwater pipes) involves replacement of these assets at the end of their effective lives. The timing of renewals is determined from the asset age, condition assessments and capacity assessments of the existing drainage networks based on the available asset data. This has shown a large spike in required renewals for the period 30 to

60 years from now. Using replacement values, the renewals costs have been smoothed to flatten this peak in the 2012-22 LTP. As asset information improves, specific renewals will be individually assessed to verify that the renewal is actually needed before the work is done.

- 3.15 The average renewal works expenditure based on current information is approximately \$100,000 per annum in the 2012-22 LTP.
- 3.16 The renewal funding for the past years has actually been spent on installation of renewal or new reticulation to solve critical spots that become apparent during each year.
- 3.17 ~~Two specific problem areas had been identified since and will be addressed this financial year – renewal of section in George Street budget estimate \$92,340 and renewal of section of Duke Street budget estimate \$117,420.~~ The specific areas identified in the 2012 – 2022 LTP for the 2014 / 2015 years are parts of Tammadge Street, King Street West and Taupiri Street. However several areas were identified during maintenance in the 2013 / 2014 year that required attention more urgently.
- 3.18 This trend is expected to continue as critical points are identified during the special maintenance cleaning programme.

3.19 Improvements

- 3.20 This involves the provision of additional stormwater drainage capacity either by installing new or extending existing drainage networks, or by increasing the size of existing pipes on the same alignment. Where possible, any identified shortfall in existing pipe capacity will be addressed at the time of the pipe replacement so that any existing undersized pipes will be replaced with larger diameter pipes. **An example of this is the planned Cotter Street Stormwater augmentation.**
- 3.21 Completion of urban catchment assessments may identify capacity shortfalls in the existing stormwater network. Similarly, concept design work proposed somewhere in the future for Mokau-Awakino and structure planning for Te Waitere may result in new drainage works proposed for these areas.

Te Kuiti Stormwater

4.1 Capital Expenditure Budget

- 4.2 ~~The budget for capital works for 2013-2014 is \$90,000 for minor renewals and \$209,000 for construction work on Duke and George Street.~~ The budget for capital works for 2014-2015 is \$348,628 for minor renewals, piping of open drains, stormwater rehabilitation and continuation of the catchment reticulation clearing and assessment.

4.3 Key Projects and Programmes for the 2013/2014 Year

4.4 Rora Street

~~Work delayed to go with Rora Street pavement rehabilitation to minimise disruption is now complete.~~

- 4.5 Minor renewal funding is allocated to address stormwater in Cotter Street. **Cotter Street Augmentation** was identified when work around the new Stock Effluent Facility in Cotter Street was completed. No formal provision to route the storm water from Waitete Road to the Mangaokewa River is in place, all water flowed

overland into a paddock, then piped through a short section underneath a commercial property to the river through private property. With the completion of the Stock Effluent facility it became clear that the existing route has insufficient capacity and may cause flooding to the commercial site and private property.

- 4.6 The Cotter Street augmentation is scheduled to proceed during the summer dry months, estimated cost \$45,000.
- 4.7 The major issues identified through the previous CCTV work ~~are~~ were on Duke and George Street.
- 4.8 ~~The Duke / Ngatai / George Streets work has been tendered and construction will take place over July to August depending on weather. The construction methodology offered will minimise disruption and reinstatement work to a minimum.~~ This work has been completed at a cost of \$221,000
- 4.9 In King Street East a 1,000mm pipeline from Taupiri Street to the river has been identified to have significant differential settlement to the extent that the pipe sections have moved apart. Investigation showed that water going through the joints has created tomo's and the whole section of pipe is suspect. It is not possible to exactly determine the size of the tomo's but they are significant and there is risk that sections of the pipe may drop into one or more of these. The pipe will have to be dug up and re-laid. Because of the depth (over 2m) it will be an expensive project. Initial estimate is \$180,000 excluding GST. This is being investigated further to see if there is a way to repair at lesser cost. The King Street East 1000mm diameter pipe, from Taupiri Street to the river, has been investigated. Lining the existing pipe is estimated at \$100,000. To remove and relay the pipe with new joint seals after proper bedding compaction is estimated to be \$180,000. This work is in the next LTP for the 2015 -16 year.

4.10 **Catchment Assessments**

- 4.11 The First Stage of the Basic Catchment Assessment is complete. Any new stormwater pipe replacement is done in accordance with the proposed pipe sizes as determined from this Assessment.

4.12 **Exceptions Project**

None

Rural Stormwater

5.1 **Capital Expenditure Budget**

5.2 Introduction

- 5.3 Minor renewals are small improvement works (mainly unforeseen) that may come up during a year and are identified by staff, the Maintenance Contractor or ratepayers.

No budget provision made in LTP

Budget operations for 2013/14	\$5,195
Expenditure to 30 June 2014	\$3,814
Budget operations for 2014/15	\$9,200
Expenditure to 30 October 2014	\$3,853

Suggested Resolution

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



CHRISTIAAN VAN ROOYEN
GROUP MANAGER – ASSETS

November 2014

Document No: 349160

File No: 037/020/12A

Report To: Council**Meeting Date: 25 November 2014****Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (November 2014)**

1 Purpose of Report

- 1.1 The purpose of this business paper is firstly, to brief Council on implementation of the Work Plan for the Land Transport activity as contained in Year Three (2014/2015) of the 2012-2022 Long Term Plan (LTP) and secondly, to establish a framework for monitoring the ongoing implementation of the 2012-22 LTP as part of the Road Map Work Programme.

Note: Each month additions and deletions to this Progress Report are made in **red font for additions and green strikeout** font for deletions.

- 1.2 Contents of this report are set out under the following Headings:

1	Purpose of Report.....	1
2	Local Government Act S.11a Considerations.....	2
3	Introduction.....	2
4	Background.....	2
5	Subsidised Roding.....	2
6	2014/2015 Maintenance Expenditures Budget.....	3
7	Community Projects/Road Safety Promotion.....	3
8	Emergency Reinstatement (First Response).....	3
9	Environmental Maintenance.....	4
10	Routine Drainage Maintenance.....	4
11	Sealed Pavement Maintenance.....	5
12	Structures Maintenance.....	5
13	Traffic Services Maintenance.....	5
14	Street Lights Maintenance.....	6
15	Unsealed Pavement Maintenance.....	6
16	2014/2015 Capital Expenditure Budget.....	7
17	Preventative Maintenance.....	7
18	Associated Improvements for Renewals.....	7
19	Drainage Renewals.....	8
20	Minor Improvements.....	9
21	Pavement Rehabilitation.....	10
22	Sealed Road Surfacing.....	10
23	Structures Components Replacement.....	11
24	Traffic Services Renewals.....	11
25	Unsealed Road Metalling.....	12
26	Emergency Reinstatements Projects.....	13
27	Other Major Works in Progress Rest of This Financial Year.....	13
28	Update on ONRC.....	14
29	Update on RATA.....	14

2 Local Government Act S.11a Considerations

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

3 Introduction

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

4 Background

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

5 Subsidised Roding

- 5.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy for works that meet agreed criteria via the Land Transport Programme.
- 5.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2014/2015 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2012/22 LTP.)

6	2014/2015 Maintenance Expenditures Budget
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- 6.1 The LTP-budget for 2014/15 is \$4,888,197 and the total current budget for subsidised maintenance works for the 2014/15 year is \$4,906,872.00. The reasons for this difference have been explained in the Exceptions Annual Plan for 2014/15.

7	Community Projects/Road Safety Promotion 431 - 433
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7.1 Introduction

- 7.2 The 2014/2015 Community Projects/Road Safety Promotion activity program was recently completed for the Road Safety Promotion activities for 2015-18 as guided by the NZ Transport Agency/Waikato Bay of Plenty Investment section.

7.3 Budget, Funding Sources and Expenditure to Date

- 7.4 The WDC 2014 -2015 budget for this activity is \$93,888 with a FAR of 65.5%. The expenditure to date is \$11,588.

7.5 Procurement

- 7.6 This activity forms part of the current Road Maintenance Contract. This Activity is a shared agreement between WDC and ODC with 65.5% FAR assistance from NZTA.

7.7 Progress

- 7.8 The Road Safety Coordinator has also completed the Action Plan for the current year. One Road Safety Initiative Advertisement for a motor cycle safety course has been actioned. The first Fatigue Stop of this financial year is scheduled for 27th of October 2014 on SH3 Mahoenui Hill and is a joint initiative with Road Safety Taranaki and Police. This has rained out and is now scheduled to happen on 24 December and 4 January. Other campaigns on the programme are "Plan before you Party" – during the Christmas parade, and a joint venture with Police to inform the public about lowered alcohol limits.

8	Emergency Reinstatement (First Response) 141
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8.1 Introduction

- 8.2 The 2014/2015 Emergency Reinstatement activity is intended to provide funding for unknown/unplanned events like large slips.

8.3 Budget, Funding Sources and Expenditure to Date

- 8.4 The WDC 2014 -2015 budget for this activity is \$180,000 with a FAR of 59%. The expenditure to date is \$54,918.

8.5 Procurement

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

8.7 Construction Issues/Progress

8.8 Works done under this category also includes trees blown down over the roads and NZTA qualifying slips.

9 Environmental Maintenance 121**9.1 Introduction**

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

9.3 Budget, Funding Sources and Expenditure to Date

9.4 The WDC 2014 -2015 budget for this activity is \$358,985 with a FAR of 59%. The expenditure to date is \$138,678.

9.5 Procurement

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

9.7 Construction Issues/Progress

9.8 Only normal maintenance activities in progress. Small slips and road side mowing made up the bulk of these costs.

10 Routine Drainage Maintenance**10.1 Introduction**

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

10.3 Budget, Funding Sources and Expenditure to Date

10.4 The WDC 2014 -2015 budget for this activity is \$449,400 with a FAR of 59%. The expenditure to date is \$194,648.

10.5 Procurement

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

10.7 Construction Issues/Progress

10.8 Only normal maintenance activities in progress. The bulk of these cost were from Water table maintenance and Culvert maintenance.

11 Sealed Pavement Maintenance**11.1 Introduction**

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

11.3 Budget, Funding Sources and Expenditure to Date

11.4 The WDC 2014 -2015 budget for this activity is \$1,353,600 with a FAR of 59%. The expenditure to date is \$328,103.

11.5 Procurement

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

11.7 Construction Issues/Progress

11.8 Only normal maintenance activities in progress. The bulk of these costs were from pre-reseal repairs and routine pavement maintenance.

12 Structures Maintenance 114**12.1 Introduction**

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

12.3 Budget, Funding Sources and Expenditure to Date

12.4 The WDC 2014 -2015 budget for this activity is \$160,500 with a FAR of 59%. The expenditure to date is \$37,113.

12.5 Procurement

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

12.7 Construction Issues/Progress

12.8 The bulk of these costs were from routine maintenance on guardrails, etc.

13 Traffic Services Maintenance**13.1 Introduction**

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

13.3 Budget, Funding Sources and Expenditure to Date

13.4 The WDC 2014 -2015 budget for this activity is \$139,000 with a FAR of 59%. The expenditure to date is \$18,904.

13.5 Procurement

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

13.7 Construction Issues/Progress

13.8 Cyclic maintenance on road signs and line marking make up these costs.

14 Street Lights Maintenance

14.1 Introduction

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

14.3 Budget, Funding Sources and Expenditure to Date

14.4 The WDC 2014 -2015 budget for this activity is \$194,000 with a FAR of 59%. The expenditure to date is \$93,681.

14.5 Procurement

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

14.7 Construction Issues/Progress

14.8 Cyclic maintenance and electricity costs make up this expenditure.

15 Unsealed Pavement Maintenance

15.1 Introduction

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

15.3 Budget, Funding Sources and Expenditure to Date

15.4 The WDC 2014 -2015 budget for this activity is \$973,700 with a FAR of 59%. The expenditure to date is \$781,256.

15.5 Procurement

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

15.7 Construction Issues/Progress

15.8 A major pavement maintenance programme was completed between July and September 2014 covering the whole network.

16	2014/2015 Capital Expenditure Budget
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- 16.1 The LTP-budget for 2014/15 is \$5,502,704 and the total current budget for subsidised CAPITAL works for the 2014/15 year is \$4,922,754. The reasons for this difference have been explained in the Exceptions Annual Plan for 2014/15.

17	Preventative Maintenance
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17.1 Introduction

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

17.3 Design/Scope

- 17.4 Three projects have been identified during this year and are being scoped and prioritized.

17.5 Consent Issues/Progress

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

17.7 Budget, Funding Sources and Expenditure to Date

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

17.9 Procurement

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

17.11 Construction Issues/Progress

- 17.12 Oparure Retaining Walls at Oparure Rd, km 12.3 and 12.9. These retaining walls are in a slow process of failure. A geotech investigation is underway to find a feasible solution and survey work has been completed recently to assist in the investigation of an option to re-align the road to improve the curves as well as deal with the two retaining walls at the same time. The NZTA indicated that they would not accept this work to be done under Emergency Funding; therefore it had to be re-allocated to Preventative Maintenance. The available funding is deemed insufficient for the proposed construction works, so the plan is to only progress with the investigation and design work this financial year and do the construction work next year.

18	Associated Improvements for Renewals
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18.1 Introduction

- 18.2 The 2014/2015 Associated Improvements for Renewals activity comprises of works to do at the same time and location of other approved category

activities/projects, which falls outside the scope/definition of the other activity/project.

18.3 Design/Scope

18.4 Works still to be identified during this year and prioritized.

18.5 Consent Issues/Progress

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

18.7 Budget, Funding Sources and Expenditure to Date

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

18.9 Procurement

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

18.11 Construction Issues/Progress

18.12 Nil.

19 Drainage Renewals

19.1 Introduction

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

19.3 Design/Scope

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

19.5 Currently WDC is focusing on assessing our high risk roads, in addition to the assessment of existing 225mm dia culverts.

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

19.7 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.

19.8 Consent Issues/Progress

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

19.10 Budget, Funding Sources and Expenditure to Date

19.11 The current WDC 2014 -2015 budget for this activity is \$459,000 with a FAR of 59%. The expenditure to date is \$59,579.

19.12 Procurement

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

19.14 Construction Issues/Progress

19.15 Drainage renewals and upgrades across the network take place as it fits in with other works with the bulk of the work being carried out during the Summer months.

20 Minor Improvements**20.1 Introduction**

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

20.3 Design/Scope

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

20.5 Consent Issues/Progress

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

20.7 Budget, Funding Sources and Expenditure to Date

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

20.9 Procurement

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

20.11 Construction Issues/Progress

20.12 This Budget is being re-allocated to provide funding for Emergency Works.

21 Pavement Rehabilitation

21.1 Introduction

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

21.3 Design/Scope

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

21.5 Consent Issues/Progress

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

21.7 Budget, Funding Sources and Expenditure to Date

21.8 The current WDC 2014 -2015 budget for this activity is \$1,399,150 with a FAR of 59%. The expenditure to date is \$2,875. (However, \$300,000 of this has to be transferred to fund Emergency Reinstatements.)

21.9 Procurement

21.10 Procurement will be done in accordance with the WDC Procurement Policy. All work under this category is purchased by way of open tender. This process ensures WDC compliance with the requirements of the NZTA procurement rules.

21.11 Construction Issues/Progress

21.12 A portion of this budget is being re-allocated to provide funding for Emergency Works.

22 Sealed Road Surfacing

22.1 Introduction

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

22.3 Design/Scope

22.4 A list of works are being identified and prioritized.

22.5 Consent Issues/Progress

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

22.7 Budget, Funding Sources and Expenditure to Date

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

22.9 Procurement

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

22.11 Construction Issues/Progress

22.12 A joint inspection with Higgins Contractors was done on 17 October 2014 to agree the proposed reseal strategies for each section of road on the reseals list. **Higgins will now do the seal designs and submit for approval. The Reseals programme is scheduled for 25 November 2014 to 31 March 2015.**

23 Structures Components Replacement**23.1 Introduction**

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

23.3 Design/Scope

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

23.5 Consent Issues/Progress

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

23.7 Budget, Funding Sources and Expenditure to Date

23.8 The current WDC 2014 -2015 budget for this activity is \$350,000 with a FAR of 59%. The expenditure to date is \$325.

23.9 Procurement

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

23.11 Construction Issues/Progress

23.12 Kawhia Harbour Bridge 14 is a precast unit and design and construction is underway. The installation is expected to be completed by January 2015.

24 Traffic Services Renewals 222**24.1 Introduction**

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

24.3 Design/Scope

24.4 Works are being identified and prioritized for programming on an ongoing basis. Compliance with NZTA and Austroads standards is required. Waitomo District is working towards full compliance. Progress against this target is continually disrupted by vandalism, motor accidents and theft.

24.5 Consent Issues/Progress

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

24.7 Budget, Funding Sources and Expenditure to Date

24.8 The current WDC 2014 -2015 budget for this activity is \$115,600 with a FAR of 59%. The expenditure to date is \$6,528.

24.9 Procurement

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

24.11 Construction Issues/Progress

24.12 Some Traffic Signs replacement is underway.

25 Unsealed Road Metalling 211

25.1 Introduction

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

25.3 Design/Scope

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

25.5 Consent Issues/Progress

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

25.7 Budget, Funding Sources and Expenditure to Date

25.8 The current WDC 2014 -2015 budget for this activity is \$502,900 with a FAR of 59%. The expenditure to date is \$139,303. (However, the balance of this has to be transferred to fund Emergency Reinstatements.)

25.9 Procurement

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

25.11 Construction Issues/Progress

- 25.12 About \$140,000 has been spent on structural metal during this financial year. The balance of this Budget is being re-allocated to provide funding for Emergency Works. This will have a negative impact on Unsealed Road metalling.

26 Emergency Reinstatements Projects**26.1 Introduction**

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

26.3 Design/Scope

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

26.5 Consent Issues/Progress

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

26.7 Budget, Funding Sources and Expenditure to Date

- 26.8 The current WDC 2014 -2015 budget for this activity is \$240,000 with a FAR of varying %. Additional funding is being diverted from Minor Improvements, from Pavement Rehabilitation and from Unsealed Road Metalling to fund the Emergency Works Projects which are Oparure Rd Culvert 1.4, Tawa St Slip, Mangarino Rd Slip and Point Rd Erosion. The expenditure to date is \$371,998.

26.9 Procurement

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

26.11 Construction Issues/Progress

- 26.12 Point Road Seawall is now completed, except for the proposed chip sealing of the road surface.

27 Other Major Works in Progress Rest of This Financial Year

- 27.1 Tawa Heights retaining wall – ~~Geotech investigation for design is in progress~~ – The winning tender has just been awarded, with construction expected during November/December 2014.
- 27.2 Oparure Rd Culvert at RP1.4 – This culvert formed a tomo that collapsed half the road width. Investigations under difficult conditions indicated that the existing culvert has to be replaced by a new HDPE culvert and the cost indication is about \$100,000. This project was reported separately to the Tender Committee. The expected completion date is December 2014.

- 27.3 Mangarino Road retaining wall – This was re-designed to explore the retreat option. However, the result indicated that the Retaining Wall option is preferable due to the high financial risk posed by unknowns of rock formations into the cutting. **A revised retaining wall option is agreed with Opus, who will confirm with the original Tenderers to determine if re-tendering is required. Expected completion is March 2015.**

28 Update on ONRC

- 28.1 The One Network Road Classification (ONRC) for WDC was done and submitted to NZ Transport Agency.
- 28.2 The Road Transportation Unit (RTU), set up by the Transport Agency and Local Government NZ to assist local authorities with the implementation of ONRC, is gaining traction with the retention of experienced principals to share best practice activity management planning.
- 28.3 The process of applying performance measures to our network, meanwhile, is underway. WDC will need to consider the ONRC CLoS and performance measures in relationship to the network, and assess current performance in relation to the REG provisional targets.
- 28.4 REG is developing a set of guidance documentation to assist RCAs with the implementation of the ONRC performance measures. REG is currently piloting the measures on selected networks to identify the key issues and frequently asked questions. It is expected that a full set of guidance will be released in December 2014. It will further assist RCAs to ensure they are well aware of the transition requirements of fully embedding the ONRC into decision making for the 2018-21 NLTP.
- 28.5 **Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.**

29 Update on RATA

- 29.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over Roothing expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.
- 30 RATA has requested Councils to indicate for which of the proposed Multi-Party Funding Agreement for Data Collection contracts they want to participate. WDC has evaluated the options and replied to RATA to say that WDC would participate with the RATA Data Contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as with the one additional Service of Footpath Condition Rating. **RATA has now assessed and awarded these contracts based on weighted attributes. They have decided to use two service providers - lowest and 2nd lowest because total regional network is too big for one provider to do all the work in a reasonably short time. Charges to Councils will be based on the average cost per lane kilometre across the region.**

- 30.1 The RAPT report (report on road maintenance and renewal practices across the region) should be available by January 2015.

31 Update on FAR

- 31.1 From 2015 on road rail crossings will only be subsidized at the L/A standard FAR.
- 31.2 RAG is working with REG to get clarity about actual maintenance procedures and how claims would be submitted by Kiwi Rail.

32 Update on LED

- 32.1 NZTA see LED lighting as a major potential cost saver. Indications gleaned from industry information are that the expected savings are anything but a foregone conclusion. The whole argument is based on energy saving, but the expected higher cost of equipment is still not determined. There is no proof as yet that LED lights will last the claimed 25 to 30 years.
- 32.2 LED lights do not have the same light intensity as the existing equipment and when installed the electrical controls have shown to be vulnerable to power fluctuations and in Waitomo that is a an issue that often causes problems with both existing SCADA and Telemetry systems.
- 32.3 Most of the existing street light equipment in Waitomo is mounted on aging power poles and not located at an ideally set spacing. WDC will be better served to transfer lights onto light poles at the correct spacing as a first step and first see how the switch-over to LED lighting develops. This will have the added benefit of making use of the expected drop in the unit cost of LED lighting as market volumes increase when the other larger councils start buying them in large quantities.

Suggested Resolution

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



JOHAN ROSSOUW
MANAGER – LOCAL ROADS

November 2014

Document No: 349184	File No: 520/001A
Report To: Council	
	Meeting Date: 25 November 2014
	Subject: Roding Financial Assistance Rate Review

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the review of the Roding Financial Assistance Rate (FAR) initiated by New Zealand Transport Agency (NZTA).

Background

2.1 General

- 2.2 The FAR represents 50% of all Roding spent on Local Roads in New Zealand. The other 50% comes from local authority rates. Historically the FAR started at 50% and was then adjusted for each local authority based on ability to pay which is based on Net Equalised Land Value.
- 2.3 NZTA decided that this distribution mechanism needed to be reviewed and issued a Discussion Document and sought submissions.
- 2.4 The stated aim of the FAR Review was to test the way the NZTA sets FARs to see whether the current approach is still "valid and appropriate", given that the last major changes to FARs were made more than 30 years ago.

2.5 Regional Submission

- 2.6 A Discussion Document was discussed at workshops with both the Technical Regional Advisory Group (RAG) of the Waikato Regional Transport Committee (WRTC) and the WRTC itself with members of Mayoral Forum present.
- 2.7 The general consensus was that:
- The document does not contain a discussion on what the problem or issues are with the current FAR approach, which would then enable stakeholders to understand what needs to be changed in order to improve the FAR system.
 - The document put forward eight principles and eight approaches but the data available on most of these is inadequate to form an informed decision.
- 2.8 At the WRTC it was decided that a Region wide submission was required to show solidarity.
- 2.9 A submission was prepared by the Regional Council and presented to the WRTC on 6 May 2013 and submission to NZTA on 7 May 2013.

- 2.10 In essence the Regional submission stated that the status quo is preferred but that the ability to pay component based on Net Equalised Land Value should be replaced with criteria that recognises the complex socio-economic and spatial circumstances across New Zealand as represented in the diversity within the Waikato region. WDC supported the approach taken in the Regional submission.

2.11 WDC Submission

- 3.1 A WDC Submission was also made to the Rooding Financial Assistance Rate Review Discussion Document following consideration by Council at the 30 April 2013. That submission was based along the following lines.
- 3.2 Any approach adopted by the NZTA should provide clear and transparent investment decisions. The historical approach to establishing FARs provided much of this. Any option that relies upon data containing unfounded assumptions, incomplete policy frameworks or requires judgements to be made are not supported by Waitomo DC.
- 3.3 Waitomo DC considered that no one single approach will in itself appropriately recognise the diverse socio-economic and geographic factors that exist within the Waikato and New Zealand. No one approach would provide appropriate outcomes for all activity classes established under the GPS.
- 3.4 Allocating FARs on the basis of local authority boundaries does not recognise the social and economic interactions that take place within and across local authority boundaries, or the volume of through traffic associated with tourism and export contributions.
- 3.5 WDC therefore considered that improvements could be made to the existing FAR system, with additional funding criteria meeting this objective i.e. length of network, ability to pay, non-rateable land and risk elements (topography, geology and climate are critical criteria for WDC).
- 3.6 Prior to selecting this option however, a number of data and policy criteria would need to be met including:
1. A nationally accepted road classification system that contains appropriate criteria for identifying and classifying each part of the network.
 2. A robust methodology on defining minimum levels of service to be provided under each level of the road classification system, with a bottom-line FAR applied to ensure an agreed minimum level of service could be provided to local communities.
 3. A shift away from the present reliance on net equalised land value as a basis for assessing differences between local authorities will require an equally robust set of data. At present data sources such as district level GDP, district level VKT and district level HCV counts are not robust enough to enable clear and transparent investment decisions.
- 3.7 Unless significant gaps in data and policy frameworks could be effectively resolved in collaboration with the local authority sector, WDC would not support any change to the current system.
- 3.8 WDC noted that the Waikato Mayoral Forum were progressing a programme of work on improving collaboration within the Rooding sector of the Waikato region, and had commenced an analysis of adopting the draft National Rooding Classification within the Waikato Region. WDC considered there was little scope for the savings envisaged by the Road Maintenance Task force in any changes to FAR with regards to WDC; as a Council we actively engage with our neighbouring

councils in an attempt to gain savings in our budgets by combining some Roading activities like Annual Reseal Contracts.

- 3.9 In respect to public transport, WDC noted that the current Flat Approach of 50% FAR for public transport activities is a simple system that seems to work effectively and provides budgeting certainty for local authorities.
- 3.10 WDC had not taken a view on the FAR review in relation to Transport Planning, Walking and Cycling, Road Safety Promotion, and Network User Information. The WRTC noted that the different approaches would have differing funding implications on these various activity classes but due to lack of detailed data and information an in-depth assessment of the impact of these approaches on the activity classes was not undertaken.

Commentary

3.1 Outcome of NZTA Review

- 3.2 On Wednesday 5 November, advice was received that NZTA had made its final key decisions on the FAR Review.
- 3.3 NZTA has advised that it has agreed the inputs and the methodology to be used to set the normal FAR for the 2015-2018 National Land Transport (NLT) Fund investment period and at the end of the transition period in 2024.
- 3.4 The methodology used is centreline kilometres divided by capital value, the inverse of rating units and the deprivation index.
- 3.5 NZTA has advised that this methodology delivers a FAR for WDC for both the 2015-2018 NLT Programme period and at the end of the transition as follows:

Normal FAR rates for the 2015-2018 NLTP and end of transition

2015/16	2016/2017	2017/2018	2023/2024
62%	63%	64%	71%

- 3.6 NZTA also provided further details on the decisions made which are set out in the attached "Funding Assistance Rates Review Update – Final Decisions October 2014" Brochure.

3.7 Commentary on Outcome of NZTA Review

- 3.8 The FAR therefore increases from 59% to 62% for 2015-16
- 3.9 Emergency funding (rain and or storm damage works) historically attracted additional funding on a sliding scale once the cumulative spend for a year reached approximately \$500,000 to about 90% in extremely bad years. Emergency funding will now only kick in after a local authority has spent the equivalent of 10% of its total road budget on rain and or storm damage works, which in the case of WDC is about \$1.0 million.
- 3.10 It is considered that over the long term, based on historical scenarios, the increase in the FAR from 59% to 62% will more or less cover the funding that will no longer be available as additional emergency funding, thus effectively maintaining the past overall funding level.

- 3.11 The unknown is that the NZTA Technical Levels of Service (TLoS) which go with the Customer Levels of Service (CloS) of the One Network Road Classification (ONRC) are not available as yet. These TLoS when fully applied by 2018 may have the effect that less funding is available overall.
- 3.12 An assessment of the expected impact of ONRC TLoS against existing TLoS will be made once the ONRC TLoS are available and Council will be informed of the expected outcome.

Suggested Resolution

The business on the submission to the Rooding Financial Assistance Rate Review be received.



CHRISTIAAN VAN ROOYEN
GROUP MANAGER ASSETS

Attachment: NZTA "Funding Assistance Rates Review Update – Final Decisions October 2014" Brochure (Doc 349195)

WHAT WAS THE PROBLEM?

Issues with the current system (status quo) included:

- A lack of a shared understanding of what funding assistance rates can, and should, seek to achieve. This has meant that over time the funding assistance rates system has been added to or amended, to try and achieve different policy objectives.
- The absence of a clear policy decision about what the overall split of costs between direct land transport system users and local communities (property owners and land users) should be.
- The wide range of different funding assistance rates that existed for different activities and the very high funding assistance rates for some activities created cost (and uncertainty) as people sought to ensure that activities were funded under the correct funding assistance rate.
- It was not clear that factors currently taken into account in setting funding assistance rates were reliable measures of the differences that materially affect some approved organisations' ability to deliver land transport outcomes.

THE SCOPE OF THE REVIEW

The scope of the review was very broad. It included all funding assistance rates for all local authorities, Auckland Transport, the Department of Conservation and the Waitangi National Trust Board. The following were not within the scope of the review:

- The status, ownership or control of any road.
- Anything within another organisations' control, or which would require a change in the law.
- Funding for road policing.
- Funding for state highways.
- How much of the National Land Transport Fund (NLTF) revenue can be spent on different types of land transport activities - ie the ranges of money available for different activity classes under the Government Policy Statement on Land Transport.
- Farebox recovery rates.

THE NZ TRANSPORT AGENCY BOARD IS THE DECISION-MAKER

Under section 20C of the Land Transport Management Act 2003 (LTMA), the Transport Agency must set the rate of funding assistance from the NLTF for activities or combinations of activities in accordance with any criteria set by the Minister of Transport. Some criteria have been set by the Minister of Transport in the past for enhanced funding assistance rates (FARs) for specific activities such as community transport funds. There are currently no ministerial criteria in relation to how the normal or 'base' FARs for local authorities should be set.

THE ROLE OF FUNDING ASSISTANCE RATES

Funding assistance rates are not a subsidy, but part of a co-investment system that recognises there are both national and local benefits from investing in the land transport network. Funding assistance rates are one tool within the land transport investment system to assist local government (and other approved organisations) and the Transport Agency to work together to achieve:

- The optimal national land transport outcomes within their combined financial resources.
- An integrated and appropriately consistent land transport network throughout the country.
- An appropriate sharing of the New Zealand land transport network costs between direct land transport system users and local communities.

The FAR principles and overall FAR framework is the foundation for the Board's decisions on the review.

THE FAR PRINCIPLES

The funding assistance rates system should:

1. Support optimal national land transport outcomes being achieved in the right way, at the right time and for the right price. Optimal national land transport outcomes contribute to the provision of an effective, efficient, safe, responsible and resilient transport system. (A reasonable transport system addresses the potential harms of that system, including environmental and health impacts.)
2. Facilitate land transport network users experiencing an integrated and appropriately consistent network throughout the country.
3. Appropriately split the costs of the New Zealand land transport network between direct land transport system users and local communities recognising that each of those groups affects, and benefits from, that network.
4. Provide approved organisations and the NZ Transport Agency with as much investment certainty as practicable.
5. Be efficient to apply.
6. Be based on evidence and data that is readily accessible and available.
7. Ensure that if there are variations on how the funding assistance rates are set or applied to address outliers or exceptions that this is done transparently.

OVERALL FAR FRAMEWORK

ONE RATE FOR EACH APPROVED ORGANISATION

OVERALL NLTF CO-INVESTMENT RATE

FACTORS MATERIALLY AFFECTING DELIVERY

ONLY COSTS FOR FIT-FOR-PURPOSE STANDARDS

TARGETED ENHANCED RATES

THE CONTEXT FOR THE FUNDING ASSISTANCE RATES REVIEW

WHAT ARE WE TRYING TO ACHIEVE FROM INVESTING IN LAND TRANSPORT?
Setting the strategic context, desired outcomes, direction and priorities

The Land Transport Management Act focuses land transport investment decision makers on effectiveness, efficiency and safety in the public interest.
The Government Policy Statement on Land Transport (GPS) sets out the results central government will seek from investment in the land transport sector for at least 10 years. It also sets out the NLTF revenue likely to be available, and the funding range for each activity class, eg local road maintenance, operations and renewals.

Regional Land Transport Plans (RLTP) prepared by Regional Transport Committees now combine strategic elements (objectives and policies) as well as land transport programme elements.

IS THIS THE RIGHT ACTIVITY TO INVEST IN? IS THIS THE RIGHT TIME TO INVEST IN THIS ACTIVITY?

Identifying and investing in the right activities at the right time to achieve our desired outcomes and direction

WHAT IS THE RIGHT LEVEL OF SERVICE/ STANDARD TO DELIVER THIS ACTIVITY TO?

Investing in the right standard of activity

Regional Land Transport Plans (RLTPs) set out how each region will optimise its land transport programme.

National Land Transport Programme (NLTP) is a programme of ongoing investment in New Zealand's land transport system. It is focused on delivering outcomes that are clearly aligned to the direction set by the GPS, underpinned by information and evidence to support investment decisions, and optimised in the context of a whole-of-transport system approach. Where a significant change in levels of service is proposed in an asset management plan a business case approach will apply.

The Business Case Approach (BCA) – Stakeholders work together to focus on identifying the problem, the consequences and benefits associated with the problem and the wider strategic context (the Strategic Case), before deciding which interventions, if any, are required.

The Public Transport Operating Model (PTOM) - Involves regional councils collaborating with public transport operators to plan and deliver public transport services, growing patronage and fare revenue with less reliance on public subsidy (from either local or central government).

PTOM provides opportunities for operators to improve services and grow their business through features such as exclusive operating rights, long contract tenure, opportunity to negotiate rather than tender contracts and financial incentive mechanisms.

Economic Evaluation Manual (EEM) – The EEM must be used by approved organisations evaluating the economics of a transport proposal to provide an efficiency assessment as part of preparing a funding application to the Transport Agency. An updated EEM has been released.

Investment Assessment Framework (IAF) – The Transport Agency gives effect to the GPS by using its IAF to determine what activities will receive funding within the overall funding range set by the GPS. The IAF is used to support councils and the Transport Agency to prioritise activities in the RLTPs and the NLTP.

The One Network Road Classification (ONRC) – The approach to network maintenance has shifted away from maintaining networks in line with budgets, to maintaining networks at the level that delivers the best value for money while also delivering fit-for-purpose customer levels of service as defined in the Road Efficiency Group's ONRC. The ONRC and its associated customer levels of service and performance measures will help to define the fit-for-purpose standards for roads.

HOW SHOULD WE SHARE THE COSTS OF A LAND TRANSPORT ACTIVITY?

Appropriately sharing the costs of delivering the outcomes for the land transport network

The Funding Assistance Rate Review is about how to appropriately share the costs of the New Zealand land transport network between local government and the National Land Transport Fund to assist us to work together to achieve the optimal national land transport outcomes in the right way, at the right time and for the right price.

WHAT HAVE WE DONE?

October 2012

Transport Agency Board approved scope for Funding Assistance Rate Review

March 2013

Discussion document released; 98 submissions received

December 2013

Funding assistance rate review options discussion document

May 2014

Initial decisions around FAR review

October 2014

Final funding decisions

DECISION: SETTING NORMAL FAR

The NZ Transport Agency Board has:

- Agreed that the method for setting the normal funding assistance rate for approved organisations will use the following methodology: centreline kilometres divided by capital value (centreline kilometres/capital value), and the inverse of rating units (1/rating units) and the index of deprivation, to identify the approved organisations that will receive a funding assistance rate higher than the minimum rate.
- Agreed to revise the minimum normal funding assistance rate received by any approved organisations so that it is 51% (two percentage points below the overall National Land Transport Fund (NLTF) co-investment rate of 53%).
- Agreed that the maximum normal funding assistance rate for all local authorities will be 75%, other than the Chatham Islands Council which will have a maximum normal funding assistance rate of 85%.
- Noted that in the year prior to the National Land Transport Programme (NLTP), the inputs used in the method for setting the normal funding assistance rate will be updated and normal funding assistance rates for each approved organisation recalculated.

THE METHOD FOR SETTING NORMAL FARs

When setting the funding assistance rate for an individual approved organisation, three elements come together, the overall co-investment rate, the methodology used to identify the relative position of individual approved organisations and the minimum rate.

The methodology identifies which approved organisations have the greatest need ie factors materially affecting their ability to deliver transport outcomes. Based on information that is robust, repeatable and independent, its primary function is to identify any approved organisation's ability to deliver transport outcomes relative to other approved organisations, not provide a measure of their actual transport task.

The methodology is: *centreline kilometres/capital value, plus 1/rating units, plus index of deprivation*. Centreline kilometres over capital value, identifies what must be spent to maintain the network, relative to the rating base that can be used to raise the local share. The index of deprivation and an inverse of the number of rating units ensure that the least wealthy and smallest communities receive a higher score. Standardising the inputs so they are of a comparable scale. They are then added together using methodology, giving each individual approved organisation a 'score'.

The potential NLTF contribution to approved organisations transport programmes is set by the overall co-investment rate. The NLTF funds available to be allocated as an enhanced rate are the difference between the minimum rate and the overall co-investment rate. Using a common number to multiply the scores of all individual approved organisations, we work from the top of the list (i.e. local authorities with the highest scores), to progressively increase the NLTF contribution for each approved organisations transport programme until all of the available NLTF funds are distributed. An approved organisations' normal funding assistance rate (expressed as a percentage) is the NLTF contribution to their transport programmes. Any approved organisation that does not receive an enhanced rate will receive the minimum rate.

The minimum and maximum rate

Funding assistance rates are also capped at a maximum rate. In May 2014, the Board agreed the minimum funding assistance rate would be 52%, one percentage point below the national co-investment rate of 53%. At the time, this was considered sufficient 'headroom' to enable councils who needed it to receive an enhanced FAR.

Further modelling found the lowest rate had a more significant impact than was anticipated on the funds available to allocate enhanced FARs to those approved organisations that had factors that materially affected their ability to deliver land transport outcomes. As a result the Board has also agreed to reduce the minimum funding assistance rate by one percentage point to 51%.

Reducing the minimum funding assistance rate to 51% enables a larger group of approved organisations to receive an enhanced FAR, spreading the impacts of the transition to the new FAR regime more evenly.

Some approved organisations may have made commitments in the 2015-16 financial year on the basis that their minimum normal FAR would be 52%. In recognition of those councils who may have made such commitments the lowest rate any approved organisation will receive for this period is 52%.

Funding assistance rates are part of a co-investment system that recognises there are both national and local benefits from investing in the land transport network. To ensure that both partners adopt a co-investment approach, it is important that councils continue to have 'skin in the game', so we have set the maximum FAR at 75%.

PROGRESS UPDATES

EMERGENCY WORKS

The Transport Agency has consulted on a revised emergency works policy and is working through feedback from the sector, addressing issues such as the ability to respond to extreme event, and identifying a nationally consistent definition for a qualifying event. We expect the operational policy to be finalised by the end of November 2014.

SPECIFIC ACTIVITIES

SPECIAL PURPOSE ROADS

The NZ Transport Agency Board agrees that the funding assistance rate for special purpose roads will remain at current levels for the 2015-18 NLTP, to allow approved organisations to develop individual plans to transition special purpose roads to the normal funding assistance rate by 2023/24.

Commentary

Good progress has been made with affected approved organisations on the development of transition plans to identify what (if any) 'works' may be required so that the road can be absorbed into the local road programme. The funding assistance review will require councils to implement a number of changes and allow the Transport Agency and approved organisations to complete discussions, to take this into account the existing funding assistance rate for special purpose roads will be maintained over the 2015-18 NLTP.

DEPARTMENT OF CONSERVATION

The NZ Transport Agency Board agrees that that the 'Bruce' Special Purpose Road is eligible to receive NLTF investment, and that the Transport Agency will work with the Department of Conservation (DOC) to identify a programme of transport activities on carriageways managed by the Department that are eligible for NLTF investment.

Commentary

DOC are an approved organisation but currently only receive funding for special purpose roads. In May 2014, the decision was made to exclude the Bruce Road from the roads eligible for NLTF funding. Following further investigation, that decision has been revisited to ensure there is a consistent approach on other special purpose roads, in particular the Ohakune Mountain Road. Looking forward, the Transport Agency will work with DOC to assist them to identify a programme of transport activities on carriageways managed by the Department that are eligible for NLTF investment.

LEVEL CROSSINGS

The NZ Transport Agency Board agrees that from the start of the 2015-18 NLTP, the costs of maintaining level crossings will be funded at approved organisations' normal funding assistance rate, but that the funding assistance rate for level crossing improvements will remain at current levels for the 2015-18 NLTP, transitioning to the relevant approved organisations normal funding assistance rate thereafter.

Commentary

To give effect to the Board's decision that, in principle, level crossings should be funded at an approved organisations' normal funding assistance rate, we have separated the level crossing improvements from the maintenance of existing level crossings. From 2015-16 the ongoing maintenance of existing level crossings should be included in an approved organisations' asset management programme. However, the issues associated with level crossing improvements are more complex. Further work is required across all of the partner organisations before we have a clearer pathway forward on how to address this issue.

STOCK EFFLUENT FACILITIES

The NZ Transport Agency Board agrees that the funding assistance rate for stock effluent facilities will remain at current levels for the 2015-18 NLTP and will transition to normal funding assistance rates thereafter.

Commentary

Historically, the NLTF has contributed 50% of the costs of stock effluent facilities. Most of the programme for the development and construction of stock effluent facilities has been completed. To allow the remaining parts of that programme to be completed the current funding assistance rate will be maintained for the 2015-18 NLTP. Stock effluent facilities will transition to normal funding assistance rates thereafter.

TARGETED ENHANCED RATES

If a targeted enhanced rate meets certain criteria it can be used to accelerate the delivery of specific land transport outcomes in exceptional circumstances, for a limited time period, and at a specified investment rate.

The Transport Agency has developed an operational policy and guidelines on how and for what targeted enhanced funding assistance rates should be used to deliver a specific transport outcome, which will be available on our Knowledge Base site www.pikb.co.nz.

Document No: 350051

File No: 401/0581153000

Report To: Council

Meeting Date: 25 November 2014

Subject: Brook Park Incorporated Society Minutes
– 4 November 2014**Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society Meeting convened on 4 November 2014.

Local Government Act S.11A Considerations

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

Commentary

- 3.1 Attached to and forming part of this business paper are the minutes of the Brook Park Incorporated Society meeting of 4 November 2014.

Suggested Resolution

The business paper on Brook Park Incorporated Society Minutes – 4 November 2014 be received.

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

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

Attachment: Brook Park Incorporated Society Minutes – 4 November 2014
(Doc 350050)

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

Guy Whitaker, Andrea Hanna, Karen Houghton Suzie Hoare, Robin Charteris, Graeme Churstain, Bruce Maunsell, Murray Putnam

1. Apologies

Apologies were received from Sue Wagstaff
Bruce/Andrea Carried

2. Confirmation of Minutes – for meeting 8th September 2014

No matters arising
Andrea/Guy Carried

3. Financial Report

All transactions to end of September have been coded.
All last month's transactions relate to Guy Fawkes event, plus some membership subs.
All donations commitments, except one for \$200, received for Guy Fawkes event

Balance as at 1/11/14 \$12,544.84

Bruce/Graeme Carried

4. Signage

All metal signs are installed. Rob Buckley and Phillip Houghton erected large sign last week.

Secretary to send letter of thanks King Country Kitchens for assistance.

Main gate sign still to be erected. 2 x wooden directional signs still to go up. Apparently Elly is arranging this with Rob. Rob is getting posts for this.

More signs will be installed in future when wetlands developed etc.

5. Memorial Grove

Sue has been in contact with Kelvin Hayes re trimming large trees, and will meet with him to discuss. Suggests this work done in conjunction with working bee so prunings can be tidied.

Sue also arranging with Barry Blackman for list of trees and labels. Grant for labels & stakes progressing.

6. MTB Trail

Murray Putnam (Owner of Bosco) attended meeting and volunteered his assistance with getting trail organised. He commented that Pirongia Trails could be good model for ours. He is getting in touch with organisers to get details.
Bruce to arrange meeting with Murray, Dave Smith, Pete Chandler to progress plans.

7. Guy Fawkes Event

Final details discussed.

Meeting closed at 6.30pm

Document No: 350048

File No: 400/010/3

Report To: Council**Meeting Date: 25 November 2014****Subject: Progress Report: Civil Defence Emergency Management Co-ordinating Executive Group Minutes**

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Co-ordinating Executive Group (CEG) meeting of 15 August 2014.

Background

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

Commentary

- 3.1 Attached to and forming part of this business paper are the unconfirmed minutes of the CEG meetings of 15 August 2014.

Suggested Resolutions

The Progress Report: Civil Defence Emergency Management Co-ordinating Executive Group Minutes of 15 August 2014 be received.

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

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

Attachment: 1 CEG Minutes – 15 August 2014 (Doc 350049)

MINUTES

CDEM Coordinating Executive Group Meeting

Friday, 15 August 2014

9.00 am – 12:00 pm

Waikato CDEM GECC

150 Victoria Street, Hamilton

Members in Attendance:

Hauraki District Council	Langley Cavers (Chair)
Matamata-Piako District Council	Dennis Bellamy
MCDEM	Suzanne Vowles
New Zealand Police	Karen Henrikson
St John	Stuart Cockburn
South Waikato District Council	Sharon Robinson (apologies for lateness)
Taupo District Council	Brian Fox
Thames-Coromandel District Council	Marion Smith (apologies for lateness)
Waikato District Council	Sue Duignan
Waikato Regional Council	Scott Fowlds
Waipa District Council	David Hall
Waitomo District Council	John De Luca
Waikato District Health Board	Trevor Ecclestone
Waikato Lifeline Utilities Group Chair	Allister Kelley (Lifelines Deputy Chair)
Group Controller	Lee Hazlewood
Group Recovery Manager	Greg Ryan

Members Apologies Received:

Hamilton City Council	Blair Bowcott
Otorohanga District Council	Andrew Loe
Welfare Coordination Group Chair	Te Rehia Papesch
NZ Fire Service and NZ Rural Fire	Roy Breeze

Staff in attendance:

GEMO	Andrea Taylor (minutes)
	Derek Phyn (ICT)
	Irving Young (welfare, lifeline utilities and outreach)
Hamilton City Council	David Robson (part of meeting)
Waikato District Council	Kelly Newell
Western Waikato EOA	Martin Berryman

Agenda Item	Discussion / Action Point
1	<p>Confirmation of Agenda:</p> <p>The agenda was confirmed with no additional items.</p>

Agenda Item	Discussion / Action Point
2	<p>Minutes from Previous Meeting:</p> <p>The minutes from the previous meeting (16 May 2014) were confirmed as a true and accurate record.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Resolution:</p> <p>That the CEG approve the minutes of the meeting held 16 February 2014.</p> <p>Moved: T Ecclestone Seconded: S Cockburn Carried</p> </div> <p>Matters arising from previous meeting:</p> <p>S Duignan queried whether we had received a reply to the letter to the Director regarding the concerns around Controller training. S Vowles advised that this is currently being drafted and will be available shortly.</p> <p>For an update on actions from previous meetings please see end of these minutes.</p>
3	<p>MCDEM Monitoring and Evaluation</p> <p>The MCDEM Monitoring and Evaluation Report was received for information. The following key items were noted/discussed:</p> <ul style="list-style-type: none"> • L Cavers commented that this was an excellent result, well above the score set by the Minister. He thanked the GEMO, CEG members and all Waikato CDEM professional staff for their efforts to get the Group to this point. D Bellamy also noted that thanks were due to L Cavers for his leadership. • 2014 Capability Assessment Report Results: <ul style="list-style-type: none"> ○ G Ryan went through the comparison of the 2009 results vs the 2014 results. Of particular note was the Management and Governance enabler, which had moved significantly. ○ Readiness: There has been an improvement in a number of areas, however some areas that still require a lot of focus (Community Resilience; Volunteer Programme). ○ Reduction: The areas that require the most attention going forward are in the risk management area. ○ Response: Relatively weak areas include the resources and logistics. ○ Recovery: This is one of the weaker areas, but progress is being made. Local recovery planning processes are underway and this will lift this area substantially going forward. ○ S Vowles noted that the 2009 report talked about the division of the three categories. The Waikato group have moved primarily into the advancing category with some items in the mature area. She suggested that the Group look at this and assess where we can test ourselves and look to extend as a Group. • Process Debriefing: <ul style="list-style-type: none"> ○ G Ryan noted that the GEMO and CEG Management and Governance Sub-group does not see any need for a formal process debriefing. Members agreed. • Development of Corrective Action Plan: <ul style="list-style-type: none"> ○ L Hazlewood advised that the Group has been tasked with creating a corrective action plan. He advised that the Groups 6 Year Strategic Plan would cover this and would be vigorously investigated to ensure that all actions required are included.

Agenda Item	Discussion / Action Point
	<div data-bbox="352 185 1402 566" style="border: 1px solid black; padding: 5px;"> <p>Resolution:</p> <p>That the CEG</p> <ul style="list-style-type: none"> • receive this report “2014 MCDEM monitoring and evaluation” for information. • agree that no further debriefing of the 2014 MCDEM monitoring and evaluation process is necessary. <p>Moved: S Fowlds Seconded: D Bellamy Carried</p> </div> <div data-bbox="352 600 1402 1048" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Resolution:</p> <p>That the CEG</p> <ul style="list-style-type: none"> • agree that the Waikato CDEM Group develop a corrective action plan in response to the 2014 MCDEM Capability Assessment Report, based on process outlined in this report. • move a vote of thanks to the GEMO staff and Waikato CDEM Professionals staff for their efforts over the last 3.5 years to achieve this significant improvement in our capability. <p>Moved: L Cavers Seconded: S Duignan Carried</p> </div>
4	<p>GEMO Report</p> <p>The GEMO Report was received for information. The following key items were noted/discussed:</p> <ul style="list-style-type: none"> • Level of effort across work areas: <ul style="list-style-type: none"> ○ Noted that 13/14 financial year was largely based on a fully resourced GEMO. • GEMO expenditure: <ul style="list-style-type: none"> ○ It was noted that the 2013/14 labour budget was 102% spent. While this was over budget it is balanced by under expenditure in the allocated costs budget (this was due to the time GEMO staff were spending in projects rather than time in the management budget, which includes leave etc). ○ Direct costs carried over included: <ul style="list-style-type: none"> ▪ \$5K Consultancy costs – Delegations for the CDEM Group ▪ \$4K Consultancy fees – Development of All Hazards Centre needs analysis and business case ▪ \$1.5K Contracted services – Alerting application ▪ \$4K Material costs – promotional items which were purchased but had not arrived ▪ \$6K - Meeting costs – Recovery forum • GEMO recruitment: <ul style="list-style-type: none"> ○ L Hazlewood updated the CEG on the appointment of I Young to the position of Welfare Manager and Recovery Coordinator. ○ GEMO management are currently working on a transition plan with T-R Papesch. It was noted that MSD chairing of the WCG continues through to July 2015 (when the revised National CDEM Group Plan is expected to be adopted).

Agenda Item	Discussion / Action Point
5	<p>Group Controllers Report</p> <p>The Group Controllers report was received for information. The following key items were noted/discussed:</p> <ul style="list-style-type: none"> • WebEOC Demo Model Development <ul style="list-style-type: none"> ○ L Hazlewood updated the CEG on the developments to date with the evaluation of the WebEOC platform. ○ It is expected that WebEOC will be operational for use by the GEMO by the end of August. • All Hazards Centre <ul style="list-style-type: none"> ○ There have been key meetings to scope the needs of the parties included. It was noted that the All Hazards Centre will not include all judicial services such as that undertaken by the Christchurch option. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Resolution:</p> <p>That the CEG</p> <ul style="list-style-type: none"> • receive this report “Group Controllers report” for information. <p>Moved: M Smith Seconded: S Fowlds Carried</p> </div>
6	<p>CEG Sub-group Reports</p> <p>The Sub-group report was received for information and decision making purposes. The following key items were noted/discussed:</p> <p><i>Management and Governance (1/8/14 meeting)</i></p> <ul style="list-style-type: none"> • Report taken as read with no discussion. <p><i>Readiness and Response (4/8/14 meeting)</i></p> <ul style="list-style-type: none"> • Training <ul style="list-style-type: none"> ○ G Ryan provided an update on the ITF foundational course deliveries, which has been delivered to 645 council staff. In addition, it has also been delivered to approximately 50 external parties (e.g. WCG, WELG). ○ The intermediate course is expected later this calendar year and councils were reminded that this course is a 16 hour commitment per staff member and needs to be included in training budgets appropriately. • National Welfare System <ul style="list-style-type: none"> ○ D Phyn presented to the CEG an update on the National Welfare System (see Attachment A). Overall, very positive feedback was received on the system. ○ Short and medium term actions required to implement this system were put forward for CEG approved (refer to agenda paper for full details). ○ Local CDEM and GEMO to print forms/cards as back up to system – noted that MCDEM have provided material to enable this. ○ GEMO to develop “interim R&R plan” for system. A draft of this plan is out for consultation at present. ○ Local CDEM and GEMO volunteers to carry out CDC mock-up exercise to set the system and develop SOP. The exercise will cover many „what if’ questions and people have already volunteered to assist with this. ○ S Vowles queried the timeframe outlined and whether it was realistic. D Phyn noted that this question was raised at the recent R&R sub-group meeting. S Duignan noted that it doesn’t appear to be an „end’-timeframe. It was confirmed that there are many where the dates which

Agenda Item	Discussion / Action Point
	<p>reflect a „roll out‘ date and the locals then need to prioritise their workloads appropriately. However, there are some tasks that require local input in a timely manner. D Robson noted that there are a lot of commitments already in place for local CDEM staff. L Hazlewood reminded the committee that as of 1 July we have no welfare system in place and that if necessary this needs to take priority over other commitments. One competing challenge noted was the need to have one CRP in place by November this year. M Berryman noted that when items are signed off and agreed to in this forum (e.g. CEG) and then taken back to their organisations there are other staff (e.g. planners) that this has an effect on. L Hazlewood noted that many items are not onerous, such as identifying target numbers. L Cavers confirmed that this is a priority and CEG members need to address workloads with their staff as required. L Hazlewood noted that the removal of the previous welfare system was a surprise to all concerned. The ramifications were not considered as demonstrated by the Ministry only providing the necessary forms, required for redundancy, on the day the new system came into the effect – this was driven by the Ministry, not the group.</p> <ul style="list-style-type: none"> ○ There was discussion around whether positions should be identified rather than „staff‘. It was agreed however, that these roles are more reliant on particular personality traits and abilities. ○ Langley reiterated that CEG needs to go back to their members and work through the workloads/priorities with their staff. <div data-bbox="357 958 1401 1066" style="border: 1px solid black; background-color: #e6f2ff; padding: 5px;"> <p>Action:</p> <ul style="list-style-type: none"> • CEG Members to work through/discuss workloads/priorities with their CDEM staff. </div> <div data-bbox="357 1104 1401 1507" style="border: 1px solid black; padding: 5px;"> <p>Resolution:</p> <p>That the CEG</p> <ul style="list-style-type: none"> • agree that the National Welfare System is officially used by the Waikato CDEM Group for welfare event management from 1 July 2014 - noting that current limited CDC resources may restrict effective and full use of it in every instance. • approve and support the short-term (priority) and medium-term tasks identified in this report to support the implementation of the Welfare System. <p>Moved: M Smith Seconded: D Bellamy Carried</p> </div> <ul style="list-style-type: none"> • EMIS (presentation – Attachment B) <ul style="list-style-type: none"> ○ D Phyn went through the feedback received regarding EMIS components. It was noted that there are many supporting factors that fall short – with the system decision making and governance process causing the most concern. ○ D Phyn went through the recommendation which was initially submitted to R&R (refer to agenda item for full details). This recommendation covered the GEMO using EMIS as a document management system during an event (on behalf of the Group); independent IT review to be undertaken in conjunction with BoP; comparison of alternative products for messaging and tasking; all EMIS training to be placed on hold; and the GEMO to test and evaluate any EMIS enhancements as released. ○ D Bellamy noted his frustration with EMIS. ○ S Vowles advised that she had spoken to D Coetzee who raised his concerns around staff having to undergo training twice. ○ L Hazlewood advised that surge capacity training for WebEOC only takes ten minutes and full-user at most 1 hr.

Agenda Item	Discussion / Action Point
	<ul style="list-style-type: none"> ○ T Ecclestone supported the recommendation and noted that EMIS will still be used at a national level. Health has used the “Health EMIS” system for E-Bola and measles issues as an information sharing platform. ○ S Cockburn noted concern around WebEOC not being supported and the time spent in going to a new system could be used to improve EMIS. It was noted that this was not possible as this is a national system and we have put a lot of effort (D Phyn’s time) in already and suggested enhancements which have not been taken up. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Resolution:</p> <p>That the CEG</p> <ul style="list-style-type: none"> • approve and support the above course of action as the most appropriate with regards to EMIS implementation until the next EGG review. <p>Moved: L Cavers Seconded: J DeLuca</p> </div> <ul style="list-style-type: none"> • Draft Warning Systems Strategy (presentation – Attachment C): <ul style="list-style-type: none"> ○ D Phyn outlined the process that had been undertaken to develop the draft warning systems strategy. ○ The goals of the strategy were outlined: <ul style="list-style-type: none"> • Evaluate existing warning systems • Decide on optimal suite of public alerting systems • Implement agreed public alerting systems • Increase public awareness and understanding • Build warning system resilience ○ He then went through the key objectives of the strategy and the principles that underpin this. The objectives ensure that the principles are considered. ○ It was noted that the disestablishment of redundant warning systems will be a difficult task. There is a need for a variety of tools to reach all concerned. ○ L Cavers reminded the committee that the CEG does not have the ability to bind all councils to agreements – this is the responsibility of the WCDEMG Joint Committee. The CEG should note options and the recommended tools that will be supported, while local authorities need to take these recommendations and develop an implementation plan that is appropriate for their area. Need to ensure that there is collaboration around these types of initiatives. <div style="border: 1px solid black; padding: 5px; margin: 10px 0; background-color: #e6f2ff;"> <p>Action:</p> <ul style="list-style-type: none"> • Draft Warning Systems Strategy summary to be reworded to be a more engaging and positive statement. D Phyn to draft, L Cavers to approve. </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Resolution:</p> <p>That the CEG</p> <ul style="list-style-type: none"> • Recommend that the Joint Committee adopt the proposed “Waikato CDEM Group Warning Systems Strategy 2014-2020” subject to amendments around positive rather than negative. <p>Moved: B Fox Seconded: S Duignan Carried</p> </div> <p>Reduction (4/8/14 meeting)</p> <ul style="list-style-type: none"> • S Fowlds provided an overview of the meeting and noted thanks to I Young/H Mitchell for their efforts in the WLUG (Waikato Lifeline and Utilities Group)

Agenda Item	Discussion / Action Point
	<p>area.</p> <ul style="list-style-type: none"> ○ A Kelley addressed the group with an updated on the WLUG. Both the Chair and Deputy Chair will be ceasing employment with their respective companies. A replacement Chair has been identified and I Young is investigating options for two Deputy Chairs to be in place going forward. ○ L Cavers noted that local government attendance from some councils has been very poor. He will be contacting each CEO to suggest they replace their member where there is ongoing low attendance. I Young also noted that there was a Roothing/Planning meeting held on the same date as the last WLUG meeting which could have had some impact on attendance. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Action:</p> <ul style="list-style-type: none"> • GEMO to ensure that WLUG agendas are copied to CEG members to provide awareness of when the meetings are occurring. </div> <p>Recovery (1/8/14 meeting)</p> <ul style="list-style-type: none"> • D Bellamy provided an overview of the meeting. • Recovery forum <ul style="list-style-type: none"> ○ The recovery forum was well attended by many Waikato representatives and most of the Recovery Managers from other groups. It was suggested that this national type of forum become a yearly initiative. • WCG (Welfare Coordination Group) <ul style="list-style-type: none"> ○ I Young provided an overview of the last WCG meeting. The welfare module of EMIS training and CDEM Foundational training has been a focus for the group. The Marae Preparedness Strategy is being progressed in the South Waikato District and an offshoot from this is a similar project aimed an engaging the Pacific Island community. <p>Controllers DNA (CODNA) sub-group</p> <ul style="list-style-type: none"> • Report taken as read. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Resolution:</p> <p>That the CEG receive the Sub-group report for information.</p> <p>Moved: L Cavers Seconded: D Bellamy Carried</p> </div>
7	<p>Waikato CDEM Group 6 Year Strategy</p> <p>The Waikato CDEM Group 6 Year Strategy report was received and the following key items were noted/discussed:</p> <ul style="list-style-type: none"> • L Hazlewood noted that the 6 year strategy should drive the workload for the GEMO and the local group CDEM staff. The strategy is currently being investigated to ensure that it is realistic in terms of timing. The strategy, as it stands at present, links in with the Ministry's strategy and the timing of the strategy links in with the LTP time frame. • S Vowles noted that with a change in Director and the potential for new Minister, MCDEM cannot guarantee that the Ministry's priorities won't change. • G Ryan provided an overview of each area of focus in the strategy. There was also discussion around the cost of implementing the strategy. G Ryan went through the GEMO income and expenditure over the next 6 years, confirmed the new spending, the proposed new spending (e.g. all hazards centre) and emerging issues (items brought about from strategy) that had been estimated to date. Some specific area identified include: <ul style="list-style-type: none"> ○ 15/16 FY proposed – \$40K CDEM Group Plan review

Agenda Item	Discussion / Action Point
	<ul style="list-style-type: none"> ○ 15/16 FY emerging – \$80K Public alerting platform reference to Auckland project (an annual charge). ○ 16/17-19/20 FY proposed – all hazards centre lease ○ 16/17-19/20 FY emerging – \$80K Public alerting platform ○ 16/17-19/20 FY emerging – 34K WebEOC maintenance ○ 16/17-19/20 FY emerging – 42.5K WebEOC depreciation <ul style="list-style-type: none"> • L Hazlewood noted that this is the approach that will be taken over the next few months to identify strategy costs over the next 6 years. Items noted as „emerging issues’ are flagged to Council. • L Cavers suggested that items should not be included in the LTP process unless we are certain it is going to happen. L Hazlewood noted that WRC have a requirement for advanced notice in order to be considered for the budget. It was noted that each item would have a business case to accompany it. It was suggested that we would approach the WCDEM Joint Committee with a similar (refined) business case to gain support for the expenditure. <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p>Action:</p> <ul style="list-style-type: none"> • LTP process: GEMO (G Ryan) to prepare business cases for any confirmed new spending. </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Resolution:</p> <p>That the CEG receive the Waikato CDEM Group 6 year Strategy report for information.</p> <p>Moved: L Cavers Seconded: D Hall Carried</p> </div>
8	<p>MCDEM Work Programme Status Report</p> <ul style="list-style-type: none"> • The MCDEM Work Programme Status report was received verbally by S Vowles for information. The following key items were noted/discussed: • John Hamilton has announced his intention to resign as Director of MCDEM, effective 31 October 2014. • The Telco providers in the Waikato have limited access for cell phone messaging in some areas – MCDEM have put out RFI to look at the use of cell broadcasting as a public alerting tool, noting that signing up to SMS text notification services only provides limited notification for specific areas (as opposed to notifications that can be targeted to a specific geographic location or area). • MCDEM Controllers’ course being progressed. • Advised that the National CDEM strategy will have more of a resilience „spin’ on it.
10	<p>Emergency Services Update</p> <p>A verbal update was received from the Emergency Services personnel present:</p> <ul style="list-style-type: none"> • Police (K Henrikson) <ul style="list-style-type: none"> ○ No update • St John (S Cockburn) <ul style="list-style-type: none"> ○ Recent Northland storm has allowed for valuable learnings. There were lost radio repeaters, it was discovered that DoC had the most reliable radio system at the time of the flooding. • DHB (T Ecclestone) <ul style="list-style-type: none"> ○ Multi-agency CIMS4 delivered in Thames recently went very well. ○ Multi agency exercise at HCC – exercise focused on testing council

Agenda Item	Discussion / Action Point
	<p>plans with a chemical leak.</p> <ul style="list-style-type: none"> ○ Approximately 150 people now been through the CIMS in Health course. ○ With a planned strike next week the DHB has an IMT in place in case required. ○ E-bola – points of entry into the country are being monitored.
11	<p>Items for next meetings</p> <p>Next Joint Committee Meeting (1 September 2014):</p> <ul style="list-style-type: none"> ○ Waikato CDEM Group 6 Year Strategy (strategic intent, goals and objectives) ○ MCDEM monitoring and evaluation update ○ WRC fit-for-purpose update <p>Next CEG Meeting (31 October 2014)</p> <ul style="list-style-type: none"> ○ MCDEM monitoring and evaluation update. ○ 2014/2015 GEMO work programme, budget and LTP (agreement prior to formal adoption by the Joint Committee)
12	<p>Scott Fowlds</p> <ul style="list-style-type: none"> • L Cavers thanked S Fowlds and made a small presentation to him to recognise his contribution to the Waikato CDEM group and in particular his input into the CEG. This will be S Fowlds last meeting with the CEG, however it is expected that he will continue as an Alternative Group Controller.

Meeting closed at 12.33 pm

154 Coordinating Executive Committee

Action Table – 15 August 2014

#	Action	Date required	Person Responsible	Status
32	CEG Members to work through/discuss workloads/priorities with their CDEM staff.	Next CEG meeting	CEG Members	
33	Draft Warning Systems Strategy summary to be reworded to be a more engaging and positive statement. D Phyn to draft, L Cavers to approve.	Next JC meeting	D Phyn / L Cavers	
34	GEMO to ensure that WLUG agendas are copied to CEG members to provide awareness of when the meetings are occurring.	Next WLUG meeting	I Young	
35	LTP process: GEMO (G Ryan) to prepare business cases for any confirmed new spending.	Next CEG meeting	G Ryan	

Outstanding Actions from Previous Meetings

#	Action	Date required	Person Responsible	Status
25	B Bowcott / D Hall to ensure this is raised with South Waikato CEO and is included in the LASS Forum for discussion. Note: date changed to follow up in three months	15 Aug 2014	B Bowcott / D Hall	Ongoing
30	L Cavers to discuss attendance at WLUG meetings as agenda item at upcoming CE meeting.	June 2014	L Cavers	

Actions noted as completed at this meeting

#	Action	Date required	Person Responsible	Status
19	Community Response Plan working group to work on a template for community response plans and distribute to the wider group.	Next CEG meeting	L Hazlewood	Complete
27	L Hazlewood to draft letter, for L Cavers signature, to MCDEM regarding the issues identified with the lack of frequency and potential attendance at Controller training – with an emphasis that this is unacceptable.	6 June 2014	L Hazlewood	Complete – signed by Hugh Vercoe
28	D Bellamy to prepare a report for submission to the CDEM Joint Committee to request that Roger Fisher is approved to act as Controller in the wider Thames Valley EOC.	29 May 2014	D Bellamy	Complete
29	I Young to advise each CEG member of their WLUG representative's attendance history at WLUG meetings and full list to L Cavers.	23 May 2014	I Young	Complete
31	L Cavers to share the job description that he has developed for Controllers to assist in the development of other positions (e.g. Recovery Manager).	30 May 2014	L Cavers	Complete

Attachment A: National Welfare System

National Welfare System

- 37 Attended Welfare Administrator Training
 - 10 CDEM Professionals
 - 26 Local Authority Staff
 - 7 Welfare Agency Reps
 - 1 CEG Member
- 29 provided feedback on the site
- **Fit for purpose**



National Welfare System

- Draft Plan – **URGENT ACTIONS** – July/August
 1. Local CDEM and GEMO print forms/cards
 2. GEMO Develop “Interim R&R Plan” for system
 3. Local CDEM and GEMO volunteers carry out CDC mock-up exercise to test system and develop SoP



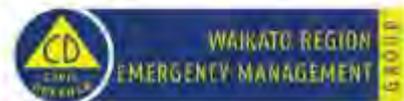
National Welfare System

- Draft Plan – Longer Term Actions
 1. Identify training target numbers – Aug
 2. Build and distribute a centralised register – Aug
 3. Identify all potential CDC supervisors – Aug
 4. Begin delivery of training – Aug
 5. Develop a program of regular mini-drills – Aug
 6. Begin implementation of mini-drills – September



National Welfare System

- Draft Plan (continued)
 7. Begin to identify suitable candidates for various roles – September
 8. Begin delivery of targeted role training – Oct
 9. Begin ID of suitable CDC and resources – Nov
 10. Monitoring and review progress – Start **Oct**
 11. Training, drills and resourcing – Ongoing
 12. Update of register - Ongoing



National Welfare System

- Recommendations for R&R

“That the CEG agree that the National Welfare System is officially used by the Waikato CDEM Group for welfare event management from 1 July - noting that current limited CDC resources may restrict effective and full use of it in every instance.”

“That the CEG approve and support the short-term (priority) and medium-term tasks identified in this report to support the implementation of the National Welfare System.”



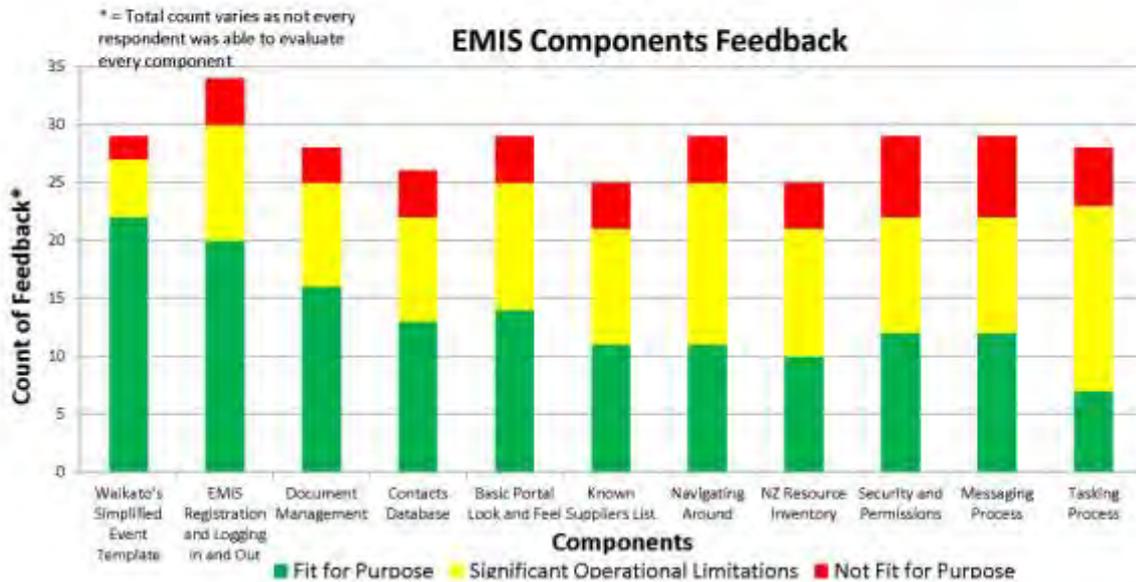
Attachment B: EMIS

EMIS

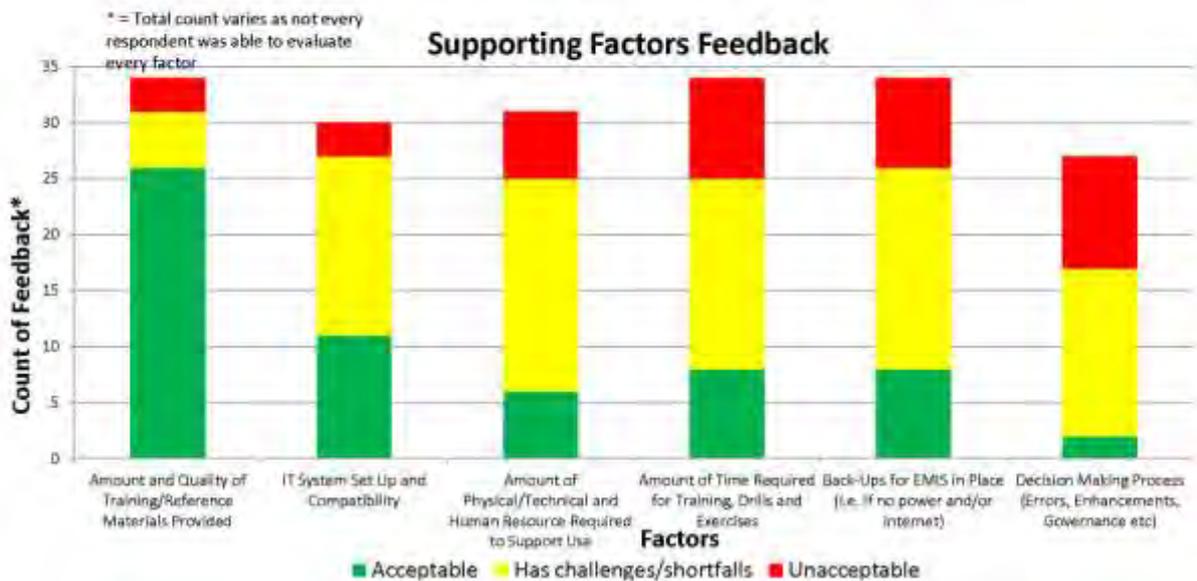
- 30 attended all of EMIS Basics training
- 4 attended parts of it
 - 15 CDEM Professionals
 - 16 Local Authority Staff
 - 3 CEG Members
- 29 provided feedback on the EMIS site and other factors



EMIS Components



Supporting Factors



Recommendation

1. Only the GEMO uses EMIS at this stage, and only for document management. During group or local events the GEMO will set up an appropriately named event site in the Group Portal. Local CDEM staff can then upload their SitReps, IAP's and Media Releases to this site, or forward them to the GEMO to do this for them. This will ensure key information is still being relayed to MCDEM using their preferred system.
2. The GEMO will investigate conducting a joint BoP/Waikato independent IT review of CDEM information system requirements with recommendations. The results upon which a joint CDEM Group decision could be based.
3. The GEMO will coordinate a workshop with local CDEM staff in August to compare EMIS (new forms just released), Origen and WebEOC for message management and tasking and make a recommendation at the next EGG meeting (October) about the best option for messaging and tasking. This will ensure the most effective and feasible online messaging and tasking system can be recommended to those local CDEM areas that do not currently have such a system available to them.

Recommendation

4. All further EMIS training (excluding that for the Welfare System) be put on hold until such time as a decision is made by CEG to use EMIS beyond just for uploading SitReps, IAP's and Media Releases. In the meantime the GEMO is to assist any local CDEM staff wishing to learn and/or practice uploading such documents to EMIS.
5. The GEMO will continue to test and evaluate any significant EMIS enhancements as they are released and will notify the EGG should they consider any new enhancement(s) worthy of wider consideration for adoption by the Group.

EMIS

- Recommendation for CEG (via R&R)

“That the CEG approve and support the above course of action as the most appropriate with regards to EMIS implementation until the next EGG review is scheduled”



Attachment C: Warning Systems Strategy

Purpose; to ensure...

- Appropriate warning system arrangements are maintained on a continual basis;
- Standards for participation in the national warning systems are maintained, as per section 19.3.3 of the National CDEM Plan Guide;
- Warning systems are integrated across the group, where appropriate; and
- Compatibility with best practice and the National Warning System



Current State; LAs

Local Authority =>	WRC/CEM&DCC	TVERA					WOMEGA					
		Waikato DC	TCDC	Hawkei DC	MRDC	DCC	Waikato DC	Otago/Dunedin DC	Waikato DC	WDC	Tairāra DC	
National Warning System												
Registered for national warning system (NWS)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Can receive and respond to messages 24/7	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Have 24/7 dedicated line response for messages	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Multiple communication methods available	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Have dedicated NWS contact details	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Participate in all NWS tests	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Public alerting systems used												
Media Releases and announcements via M&A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dedicated CDEM Facebook	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Use Council Facebook	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dedicated CDEM Twitter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Use Council Twitter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dedicated CDEM Website	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Use Council Website	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Public email notification service	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Public text notification service	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dedicated CDEM Signs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Use NWS/WMS Signs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Stakeholder email distribution list	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Stakeholder text distribution list	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Phone tree	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Active promotion of national warnings												
Public alerts CDEM controlled	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Agreements in place with local LA and other agencies for response to warnings												
Warning systems integrated into...												
Community response plans	n/a	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Public information management plans	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Public education programs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
CDEM professional training	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
CDEM exercises	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Warning systems supported by...												
Evacuation planning	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Evacuation route mapping	n/a	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Evacuation signs	n/a	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Regular maintenance and testing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Regular review	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Strategy

VISION:

"Communities, agencies and authorities in the Waikato are effectively warned of hazardous events and can respond appropriately."

MISSION:

"Effective, expedient, efficient and consistent warning systems will be implemented, integrated, and maintained across the Group where appropriate. They will be supported by proven technology and suppliers, applicable SoP, CDEM sector and community leader training and exercises, public education programmes, public information, evacuation and welfare planning, and ongoing monitoring and review. Warning systems and appropriate responses will be integrated into community response plans."



Goals and Objectives

GOAL READING
 GOALS are strategic objectives that are intended to underpin and provide an overview of the work.
 OBJECTIVES are specific, measurable, achievable, relevant and time-bound, and describe implementation of underpins. They describe how the strategy will be achieved (the necessary actions).
 GOALS AND OBJECTIVES are intended to describe the outcomes that are derived from the strategy and response objectives (which is not meant to be a list of deliverables). The objectives are not necessarily intended as a list of the implementation plan.
 (EM-0000000-000)

ID	GOALS and Objectives	Start	End	Objective Leader	Participations													Comments
					EMO	Local CDEM	Group EMO	Group PM	Local Authorities	Community Leaders	RCB	CE	Fire Services	Emergency Services	Police (Wairarapa)	Wairarapa	Other CDEM Smart	
GOAL 1 - EVALUATE EXISTING WARNING SYSTEMS																		
Obj 1.1	Document existing systems used by all Group members	04/10/24	04/03/25	EMO														
Obj 1.2	Identify existing systems	04/10/24	04/10/25	EMO														
GOAL 2 - SECURE THE OPERATIONAL STATE OF PUBLIC ALERTING SYSTEMS																		
Obj 2.1	Develop a plan for public alerting systems	02/14/25	02/14/25	EMO														
Obj 2.2	Conduct public alerting work/business/departmental communications	02/14/25	04/14/25	EMO														
Obj 2.3	Identify suitable systems	04/14/25	04/14/25	EMO														
Obj 2.4	Compare inter-connected systems against existing systems	04/14/25	02/12/26	Local CDEM														
Obj 2.5	Conduct an initial state of public alerting systems for each LA	02/14/25	04/12/26	EMO														
GOAL 3 - IMPLEMENT AGREED PUBLIC ALERTING SYSTEMS																		
Obj 3.1	Develop and agree to public alerting plan	02/12/24	Ongoing	Local CDEM														
GOAL 4 - INCREASE PUBLIC AWARENESS AND UNDERSTANDING																		
Obj 4.1	Identify, recommend and implement ways to build more public awareness of CDEM	04/14/25	Ongoing	Local EMO														
Obj 4.2	Identify ways to integrate agreed public alerting systems into appropriate	04/14/25	04/14/25	Local EMO														
Obj 4.3	Integrate agreed public alerting systems into appropriate	02/12/24	Ongoing	Local CDEM														
GOAL 5 - BUILD WARNING SYSTEM RESILIENCE																		
Obj 5.1	Develop an initial state of warning system resilience	02/12/26	02/12/26	EMO														
Obj 5.2	Identify and participate in external warning systems review	02/14/25	Ongoing	EMO														
Obj 5.3	Develop a plan for warning system resilience	02/12/26	Ongoing	Local CDEM & Community Leaders														
Obj 5.4	Implement warning system resilience	02/12/26	Ongoing	EMO														
Obj 5.5	Implement ongoing monitoring of warning system resilience	02/12/26	Ongoing	EMO														
Obj 5.6	Develop and implement a regular program of external reporting	02/12/26	Ongoing	EMO														
Obj 5.7	Review resilience	02/12/26	Ongoing	EMO														

Goals

1. Evaluate existing warning systems
2. Decide on optimal suite of public alerting systems (for each TA)
3. Implement **agreed** public alerting systems
4. Increase public awareness and understanding
5. Build warning system resilience



Key Objectives

Q2 14/15:	Public alerting workshops
Q4 14/15:	Initial Group SoP and SWOT
Q4 15/16:	Reports with recommendations
Q1 15/16:	Training and exercise plan
Q1-Q2 15/16:	CEG decision on supported systems
Q2 15/16:	LA plan and begin implementation
Q2 15/16:	Begin integration into CRP
Q1 16/17:	Integrate into public ed. plan



Principles (1-11)

1. Understand the local response:
2. Be aware of the national response:
3. Fail to plan = Plan to fail:
4. Implement public education and community participation:
5. Lead by example:
6. Implement ongoing research and monitoring:
7. Be adaptable:
8. Integrate CDEM into warning systems:
9. Consider existing systems:
10. Implement fast, resilient and reliable warning systems:
11. Strive for consistency:



Document No: 350052**File No: 401/9992000100****Report To: Council****Meeting Date: 25 November 2014****Subject: Progress Report: Te Kuiti Railway Building Project**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

Commentary

4.1 29 June 2012

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

4.3 24 July 2012

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

4.8 28 August 2012

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

4.13 25 September 2012

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

4.15 30 October 2012

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

4.18 27 November 2012

- 4.19 A key feature of moving this project forward has been the establishment of the "Reference Group", to be used to get feedback on ideas for the redevelopment.
- 4.20 An initial meeting of the Reference Group was held on 13 November 2012 to introduce the project members. A facilitated workshop is planned for 4 December 2012 to provide feedback on the initial ideas plans.
- 4.21 A presentation was also given to the "Business After 5" group to introduce WDC's thinking around the redevelopment and the use of the Reference Group.
- 4.22 Preliminary ideas sketches have been prepared as follows:
- a) buildings by Laura Kellaway Architects; and
 - b) surrounds by Mansergh Graham Landscape Architects.
- 4.23 These ideas sketches along with associated notes were attached to and formed part of the business paper for the 27 November 2012 Council meeting.
- 4.24 The introduction of these ideas sketches was to brief Council prior to the facilitated session with the Reference Group.
- 4.25 The signed lease document from KiwiRail was returned to WDC on 16 November 2012.

4.26 11 December 2012

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

4.30 26 February 2013

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

4.33 30 April 2013

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

4.35 6 June 2013

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

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

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

4.40 25 June 2013

- 4.41 The budget profiles forming the basis for the 2013/14 Annual Plan have been re-worked to match the application to the Lottery Grants Board and included in the Annual Plan documentation.
- 4.42 The Lottery Grants Board has confirmed in writing that they have received the full documentation forwarded to them.

4.43 27 August 2013

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

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

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

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

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

3. Expressions of Interest documentation for the Community Space

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

4.45 24 September 2013

- 4.46 The report and drawings relating to the engineering assessments (item 1 above) have been completed but are not to hand with WDC. The reason for the delay is a result of a request from WDC to include a full seismic assessment to be undertaken. The complete package will be available to WDC on 23 September 2013.
- 4.47 The architect has advised that draft documentation relating to item 2 above will be available to WDC 20 September 2013.
- 4.48 Expressions of Interest documentation is on track for completion.

4.49 26 November 2013

- 4.50 WDC received written notification on 24 October 2013 that the Lottery Grants Board has approved a grant of \$647,538.55 (GST inclusive) for the restoration project. The uplifting of this money is subject to achieving certain milestones.
- 4.51 The engineering assessment has been completed and received by WDC. Works related to the restoration project have been included in the contract documentation.
- 4.52 Finalised contract documentation including updated schedules and estimates will be completed 27 November 2013. This will mean the documentation, upon final checking, will be available for tender.
- 4.53 The draft documentation for the restoration was forwarded to Historic Places Trust and KiwiRail mid October, although we still await signoff of these documents.
- 4.54 A fire design report has been prepared which outlines the minimum fire design requirements for these buildings based on proposed usage and size of buildings. However the final recommendation, due to the historic nature of the buildings is for the installation of a sprinkler system. This has been included in the documentation.
- 4.55 The Expressions of Interest document for Community Space Building No. 1 was issued mid October and is due to close 28 November 2013. At least seven sets of documents have been uplifted.
- 4.56 The Expressions of Interest document for the Commercial Space (Building 2) has been completed and will be issued 25 November 2013 with a closing date of 23 December 2013. This document will also be issued to targeted recipients as well as advertised.

4.57 Timelines

4.58 Project 1 – Building Restoration

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

4.59 Project 3 - Roading Renewal

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

4.60 Project 4 – Community Space

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

4.61 Project 5

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

4.62 6 March 2014

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

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

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

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

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

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

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

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

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

4.71 Timelines

4.72 Project 1 – Building Restoration

Due to the difficulties in completing documentation this project has now fallen well behind the timeline. Drawing/documentation is now progressing and will be

lodged on 7 March 2014 for building consent and will be tendered the following week.

4.73 Project 3 – Roading Renewal

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

4.74 Project 4 – Community Space

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

4.75 Project 5 – Internal Refurbishment

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

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

4.77 30 September 2014

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

- 1 *The report Te Kuiti Railway Building Project: Review of Scope of Works be received.*
- 2 *Council note and authorise the following variations of Scope, Timeline and Budget:*
 - (a) *The timeline for the development of the Plaza Design be rescheduled from the 2015/2016 financial year to the 2014/2015 financial year and that funding for this design work be funded from the Public Amenities Reserve Fund.*
 - (b) *The budgets for the development of the Plaza for the 2016/2017 to 2019/2020 financial years be accumulated into the 2016/2017 financial year and the works associated be undertaken as one project.*
 - (c) *The Band Rotunda be relocated from the Plaza within the 2014/2015 financial year with the costs of relocation being funded from the Public Amenities Reserve Fund.*
 - (d) *The installation of an Electricity Point within Rora Street at an appropriate location.*
 - (e) *The consequential costs of \$10,800 associated with the installation of the Electricity Point be funded from the Land Transport Activity.*
 - (f) *The timeline for Project 4 be consolidated from the 2013/2014 and 2014/2015 financial years along with the 2016/2017 and 2017/2018 financial years to a timeline falling in the 2014/2015 and 2015/2016 financial year's.*

- (g) *Council note that the amended timeline for Project 4 is subject to securing external funding of \$100,000.*
- (h) *The application of debt funding (being \$115,660) for use during the 2014/2015 and 2015/2016 financial years to allow Project 4 to be completed within the new timeframe.*
- (i) *The change in scope for the Railway Building Project to include physical linkage to the i-Site, with the work to be undertaken partly as a variation to Project 1 with the balance scheduled concurrent with the balance of Project 4.*
- (j) *Funding of the i-Site linkage, estimated at \$110,820, by loan.*
- (k) *The addition of a new access to Building 3 as a variation to Project 1 and funded to an estimated cost of \$16,350 by loan.*
- (l) *Option 2 for Project 5 (a restaurant/café/bar) be the preferred option on condition that –*
 - 1 *A Lessee arrangement for the premises is completed before works proceed.*
 - 2 *Arrangement of external funding.*
 - 3 *An appropriate Lessee contribution towards the internal refurbishment in line with the commercial value of the opportunity.*

Project 1 – Building Restoration

5.1 1 May 2014

- 5.2 The contract documentation and schedule for this project have now been completed with the documentation submitted for building consent on 21 March 2014.
- 5.3 Documentation has received final approval from both the Historic Places Trust and KiwiRail.
- 5.4 Tenders have also been called for, advertising on Tenderlink, Waikato Times and Waitomo News. Public tenders have been called for as only three expressions of interest for this work were received by WDC when previously sought.
- 5.5 With the Easter period falling within the tender period, the closing date has been set for 20 May 2014. This is marginally outside our deadline for uplifting funding from the Lottery Grants Board.
- 5.6 A letter explaining the reason for the delays in finalizing plans and tendering has been forwarded to the Lottery Grants Board requesting a 3 week extension of the deadline from 16 May 2014.
- 5.7 While it is estimated the construction period will take approximately six months, tenderers have been requested to submit a timeline for completion of the project.

5.8 27 May 2014

- 5.9 Outstanding issues regarding the building consent have now been resolved and the building consent for Project 1 has been issued.
- 5.10 As explained in 5.56 and 5.57 an application was submitted to the Lottery Grants Board requesting an approximate 3 week extension to our time for uplifting of funding. The Lottery Grants Board has confirmed our extension to 20 June 2014.
- 5.11 At the time of preparing this business paper, tenders had closed with three tenders being received. These are currently being assessed in preparation in submitting a report to the tenders sub committee.

5.12 25 June 2014

- 5.13 5.64 The Tenders Sub Committee has accepted a tender from DMC Builders (2003) Limited from Wanganui for the amount of \$788,672.01. This includes contingencies values that have been added to the tender.
- 5.14 Contract documentation is currently being finalised and signed.
- 5.15 The contractors visited the site on 17 May 2014 and spent the morning with Group Manager – Community Services for document signing and discussing contractual procedures etc.
- 5.16 The structural assessment for the canopy has one item related to the footings still to complete and identified works will be treated as a variation to project 1.

5.17 29 July 2014

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

Photos of works to date will be available at the Council meeting.

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

5.21 26 August 2014

- 5.22 The contractor is now making significant progress in a number of areas at the time of writing this report. Works at the present time are concentrated on:

- roofing of building 1 (almost complete) and the roofing of building 2
- sub floor piling and bearers to building 2. Again extensive rot has necessitated the replacement of several piles.
- identification of weatherboards to be replaced
- finalizing the details between the platform and building 1
- agreement on paint colours and on site paint preparation

5.23 30 September 2014

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

5.27 29 October 2014

- 5.28 Progress has again been significant as the weather has been kind to the development since the September 2014 report. Works have included
- excavations of the footings for the building 1 structural strengthening portal frame
 - completion of the bracing walls associated with the building 1 chimney, including exterior cladding
 - roof guttering partially installed
 - installation of new window building 2 and replacement doors where specified
 - removal of the roofing on the canopy
 - re-glazing of windows where necessary is underway
 - painting is progressing well

- canopy roof removal has been undertaken in preparation of the installation of the skylights
- Canopy existing frames have been sand blasted and undercoated
- Cabling for canopy lights and cameras has been installed while access is available with the roof removed.
- Portal strengthening for the canopy is currently being manufactured
- Building 3 structural plans are complete and implementation of internal works to building 3 is commencing

5.29 25 November 2014

5.30 The contractor requested some time away from the site for personal reasons for many of the staff from 12 November 2014 to Monday 24 November 2014. A skeleton staff have been available during this time.

5.31 Five construction items remain for building 1

- installation of the central portal (new work)
- lightweight concrete to chimney
- fire sprinkler control
- minor floor repairs
- minor roof completion

5.32 Three construction items remain for building 2

- Chimney rebuild (new work)
- fire sprinkler control
- minor floor repairs

5.33 Building three works are yet to be undertaken and are scheduled to begin Monday 24 November 2014. This work was not individually itemized at time of tender and was not scheduled into the contract period.

5.34 This work is a major project in its own right and involves new internal perimeter walls, structural bracing, new main door through brickwork and internal wall replacement. The extent of work required an amendment to the building consent.

5.35 Three construction items remain for the canopy

- Structural strengthening (new work since tendering)
- fire sprinkler control
- roof installation
- gutter overlay
- skylight installation

5.36 It is to be noted that work on the canopy, especially associated with the roof, can only be undertaken on Mondays due to a KiwiRail requirement and this severely impacts on the timeline for the canopy works.

Project 2 – Plaza Redevelopment

- 6.1 Works associated with the roading redevelopment have been completed.
- 6.2 The bollards removed during this project have been replaced with new bollards, with those removed scheduled to be refurbished for use at a later stage.
- 6.3 No further works have been undertaken.

6.4 9 July 2014

- 6.5 During the Reference Group workshop on this project the issue of the future of the band rotunda was discussed, with the overwhelming opinion being the band rotunda should be removed from the plaza.
- 6.6 Should the band rotunda remain it will be required to be fully fire protected with sprinklers as part of the project.
- 6.7 The Brook Park Inc. has indicated that they would be keen to have the structure positioned in Brook Park. Before any removal is undertaken, investigation is required into how this structure was funded and constructed so that discussions can be undertaken with potential relevant parties.
- 6.8 Council is asked to confirm that this structure can be removed from the plaza area, which will enhance the potential use of building 3.

6.9 26 August 2014

- 6.10 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

6.11 30 September 2014

- 6.12 Mansergh Graham are currently updating the plaza proposal to incorporate all the proposed building usage changes and accessway changes.

Project 3 – Roading Renewal

- 7.1 Completed.

Project 4 – Community Space

- 8.1 Councils working group for this project have advised to proceed with the refurbishment of the internal areas of building 1, utilizing the existing layout and door access.

- 8.2 An assessment of existing electrical services within building 1 is currently underway.
- 8.3 An assessment of the additional structural strengthening of building 1 is currently underway.
- 8.4 A timeframe of 30 May 2014 has been agreed with the Architectural and Engineering service providers for the completion of contract documentation for the internal refurbishment building 1.
- 8.5 No decisions have been made in relation to building 3, the other community space building.
- 8.6 A report on the structural strengthening has been completed and will be incorporated into the architectural drawings/documentation currently being prepared. This will require an additional support wall in the building and new gib brace lining.
- 8.7 A structural assessment of the canopy is underway with the view to include this work in the Restoration Project.
- 8.8 **25 June 2014**
- 8.9 Draft construction drawings and specifications have been completed and are being worked through. Councils working committee is to finalise information related to doorways.
- 8.10 Instructions have been issued to the Quality Surveyors to prepare tender schedules and pre tender estimate.
- 8.11 **29 July 2014**
- 8.12 Draft contract documentation has been completed for the internal restoration of building 1.
- 8.13 A quantity surveyors estimate for this work has been established at \$148,200. While some of this work is structural strengthening and may be swung to the main contract, Councilors need to consider how this project is to be funded to allow the project to proceed.
- 8.14 The initial budget estimate for this work as well as the community space in building 3 was \$214,500, being spread over 5 years from 2013/2014 financial year and funded through WDC loan, as the work was originally programmed as a minor repair with full refurbishment a few years later.
- 8.15 The extent of structural works that are required in relation to this building means that all the works are required to be undertaken as a single project.
- 8.16 While no external funding was programmed for this work it was always envisaged an application to Trust Waikato would be made who will assist in making areas available for community groups, with the balance being loan funded. A decision on occupancy is required to allow any funding applications to be presented.
- 8.17 The following budgets have been approved to date, being \$47,000 in 2013/2014 and \$34,000 in 2014/2015, making a total of \$81,000 available. To date design costs have been absorbed into Project 1 fees.
- 8.18 The unfunded part of this project currently stands at \$67,000

8.19 A new entrance sketch to building three has also been developed and forwarded to HPT for approval. This is proposed to the side of building 3 to maintain the heritage view of the building frontage. Once approval has been granted this work will be incorporated in the restoration project currently underway.

8.20 26 August 2014

8.21 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

8.22 30 September 2014

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

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

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

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

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

8.28 29 October 2014

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

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

8.31 25 November 2014

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

8.33 This meeting took into account

- functionality and usability of the spaces within buildings 1 & 3
- the interaction with the i-site and WDC's potential for joined up facilities

- promotion of the hub concept in central Te Kuiti
 - potential users and how they would use the space
 - meeting spaces
 - potential use by Wintec (still to provide requirements)
 - the requirements of access for various parties and times of operation
- 8.34 This meeting resulted in considerable recommended changes to the internal fabric of buildings 1 & 3 and attached to and forming part of this agenda are free sketches outline these proposals these proposals.
- 8.35 The changes to building 1 create a space link to the i-site that will allow WDC to improve its services to the public through providing a hub for WDC activities. Three other community spaces are created of varying sizes.
- 8.36 The changes to building 3 are about increasing the functionality of the space, allowing areas to be operated at differing times.
- 8.37 These amendments do impact on timelines and budgets and in particular procuring the consultancy time to undertake the structural assessment of the changes and production of working drawings by the architect and engineer. This has been an ongoing issue due to the heavy workload within these fields by all practitioners.
- 8.38 Historic Places Trust approval will also be necessary for the link between the buildings 1 and 1A.
- 8.39 The redesign related to Building 3 is the most urgent due to the existing contract works being programmed to commence on Monday 24 November and the proposed changes impact on these. Instructions have been forwarded to the consultants on 19 November 2014.

Project 5 – Commercial Space Internal Refurbishment

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

9.2 29 July 2014

9.3 A preliminary high level layout for building 2 has been commissioned to facilitate future commercial negotiations, but also to allow identification of any required external modifications – eg doorways that will allow an application to the Historic Places Trust for approval.

9.4 It is the intention once approval from the HPT is granted that the external wall modifications will be included in the current project works.

9.5 This high level plan will include a restaurant / café at the northern half, a toilet block servicing the restaurant and other commercial activities and two retail outlets. These will require new external access requiring approval from HPT

9.6 26 August 2014

9.7 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

9.8 30 September 2014

- 9.9 An expression of interest has been received from a prospective lessee for the café/ bar/ restaurant.
- 9.10 A detailed design for the layout is now being prepared based on option 2 of the feasibility report, to be used in negotiations for the lease and also for a funding application to NKCDT and HPT signoff.
- 9.11 A copy of the draft proposed layout is attached to and forms part of this business paper for Councillors information.

9.12 29 October 2014

- 9.13 A detailed plan of the proposed kitchen is currently being prepared and once completed over the coming days, negotiations with the proposed tenant will commence.
- 9.14 A funding application to the NKCDT for \$100,000 for Project 5 is currently being prepared.
- 9.15 Project 1 includes the structural refurbishment of the fireplace within Project 5, Building 2. Due to the complexity and cost involved in refurbishing / structurally strengthening the chimney, the Historic Places Trust have approved the removal of the existing structure and the rebuilding of a new fire place with a similar footprint and upper chimney

9.16 25 November 2014

- 9.17 Two meetings have been held with the prospective tenant for building 1. The first meeting was an introduction meeting to discuss process and overall concepts.
- 9.18 The key messages from this first meeting was:
- need to finalize a layout over the next 2-3 weeks, noting that the layout is predominately a WDC project and must be suitable in the future for another operator to be running the complex
 - before the end of December 2014 a commitment letter (pre lease) is to be developed and sign which will outline the terms of the lease
 - Lease to be finalized by the end of February
 - WDC timeline has the building development tendered prior to the end of February (note this is very tight in relation to getting the necessary documentation completed. – the Engineers are currently working on the structural side of this development, the Architect can not proceed until the concepts are finalized)
 - WDC timeline for project completion being end of September / October.
- 9.19 Working drawings will not commence until the “commitment Letter” is agreed and signed.
- 9.20 The second meeting was held on site on 12 November 2014 to again review the concepts so as to put everything into the context of the current state of works.

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

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

Work Plan / Timeline / Budget

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

10.2 26 August 2014

10.3 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

10.4 30 September 2014

10.5 The timelines presented to Council at the workshop of the 12th August 2014 and confirmed 26th August 2014 are extremely tight and rely heavily on sourcing external funding to complete the projects.

10.6 At the present time projects are on track to this timeline.

10.7 29 October 2014

10.8 The complexity of providing an acceptable strengthening solution and the extent of work now required to building 3, means that this section of the restoration project will not be completed until the end of December 2014. Most other works associated with Project 1 will be completed early November, approximately 2 weeks behind schedule.

10.9 Due to the extent of Project 1 works associated with building 3, the internal refurbishment (Project 4) of building 3 will be substantially completed as part of Project 1. Building 3 internal refurbishment was scheduled for completion August 2015 but this will now be early 2015.

10.10 The balance of Project 4 (building 1) is on hold pending the outcomes of the Trust Waikato application, due out early December 2014.

10.11 Project 5, commercial space is on schedule.

10.12 25 November 2014

10.13 The new programme received from the contractors shows that all works will substantially be complete for Project 1 by the end of November 2014, the exceptions being:

- Painting – predominately completed first week December
- Roofing first week December
- Steel works – canopy portals second week December

10.14 A timeline for the extensive refurbishment of building 3 is yet to be completed but the balance of the works (buildings 1 & 2) within the restoration project have been completed approximately 4 weeks longer than that reported to Council on 12 August 2014.

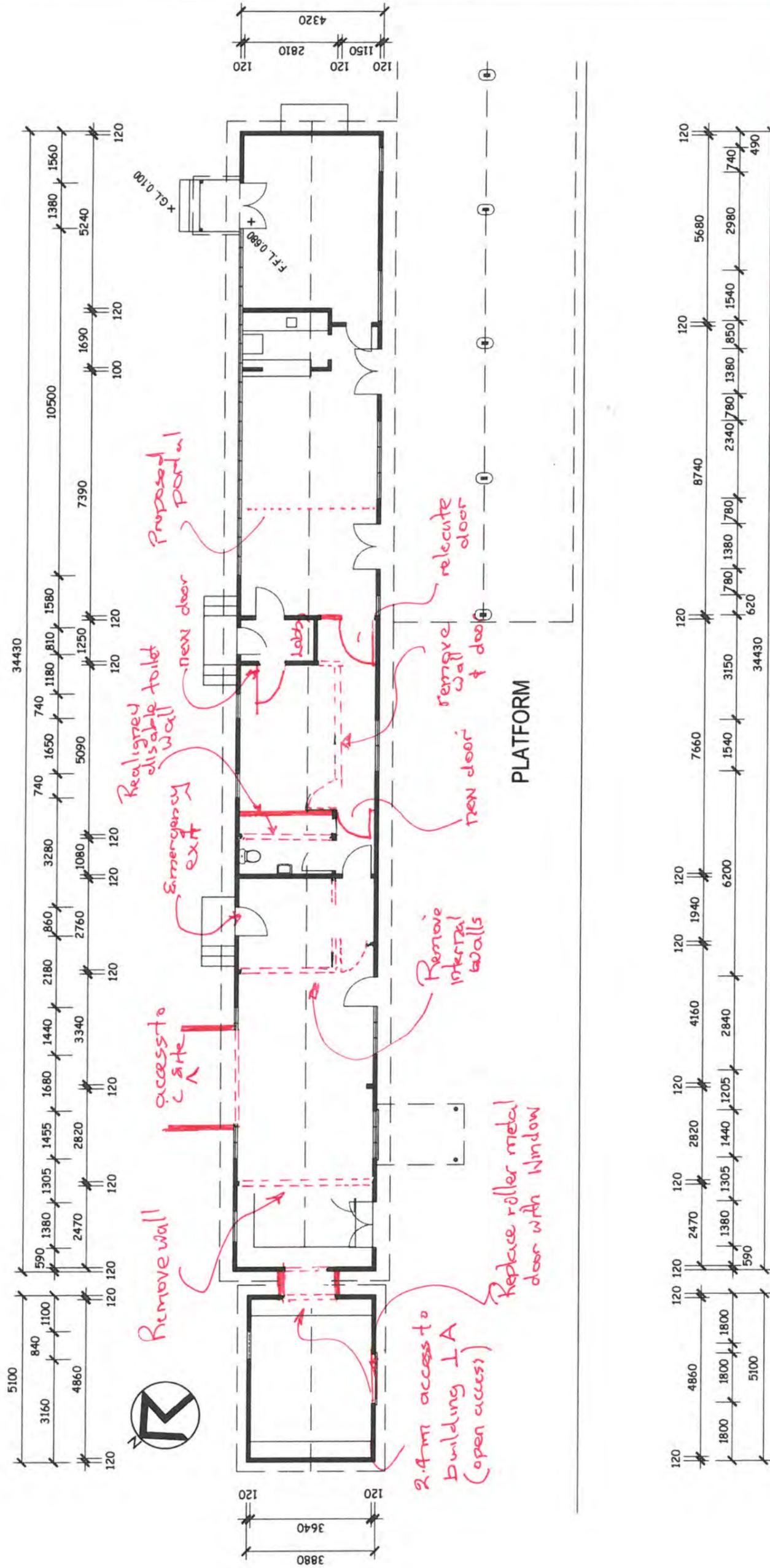
Suggested Resolution

The Progress Report: Te Kuiti Railway Building be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

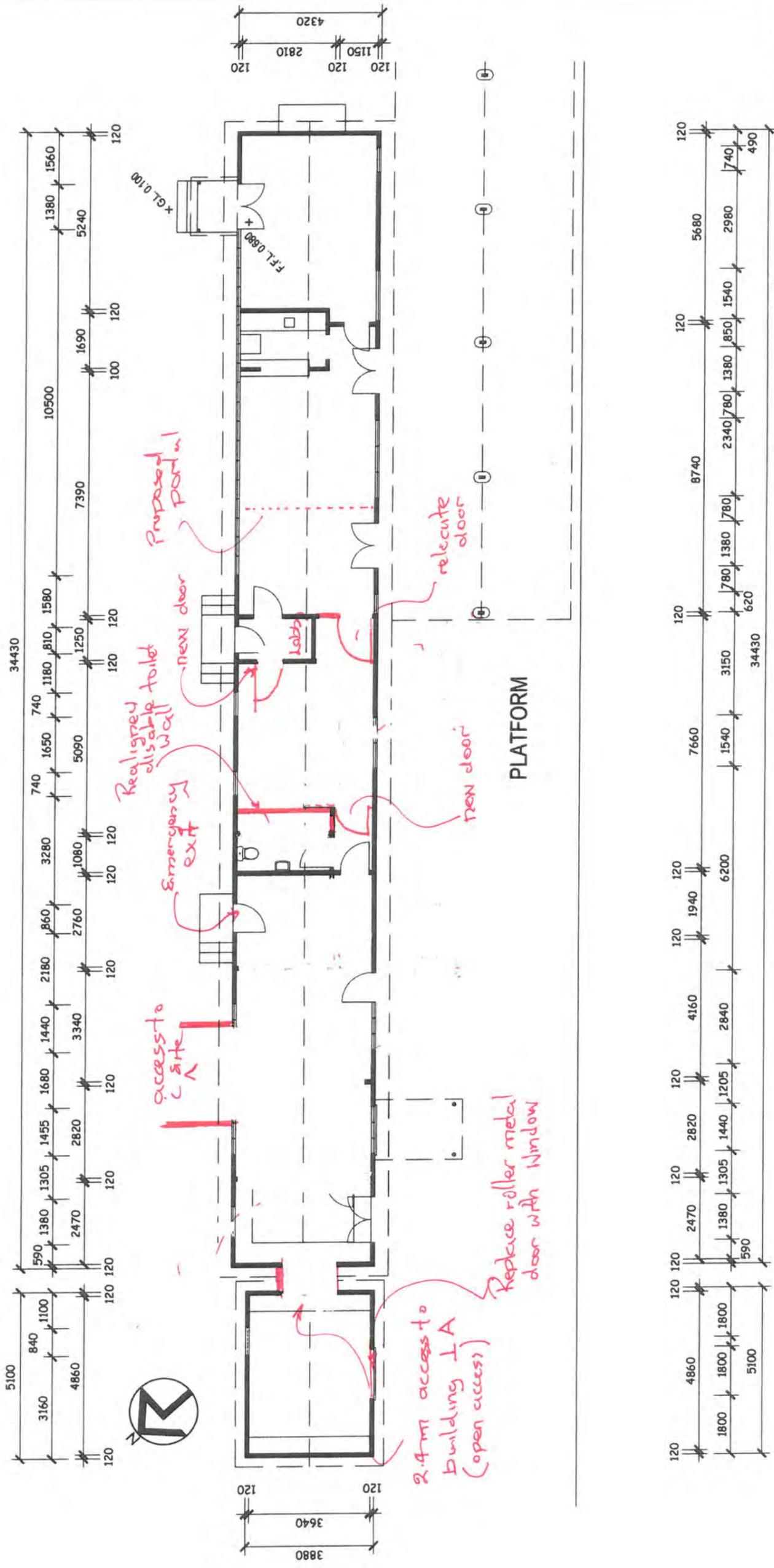
November 2014



INTERNAL LAYOUT AMENDMENTS
18 Nov 2014

STATION BUILDING NO.1

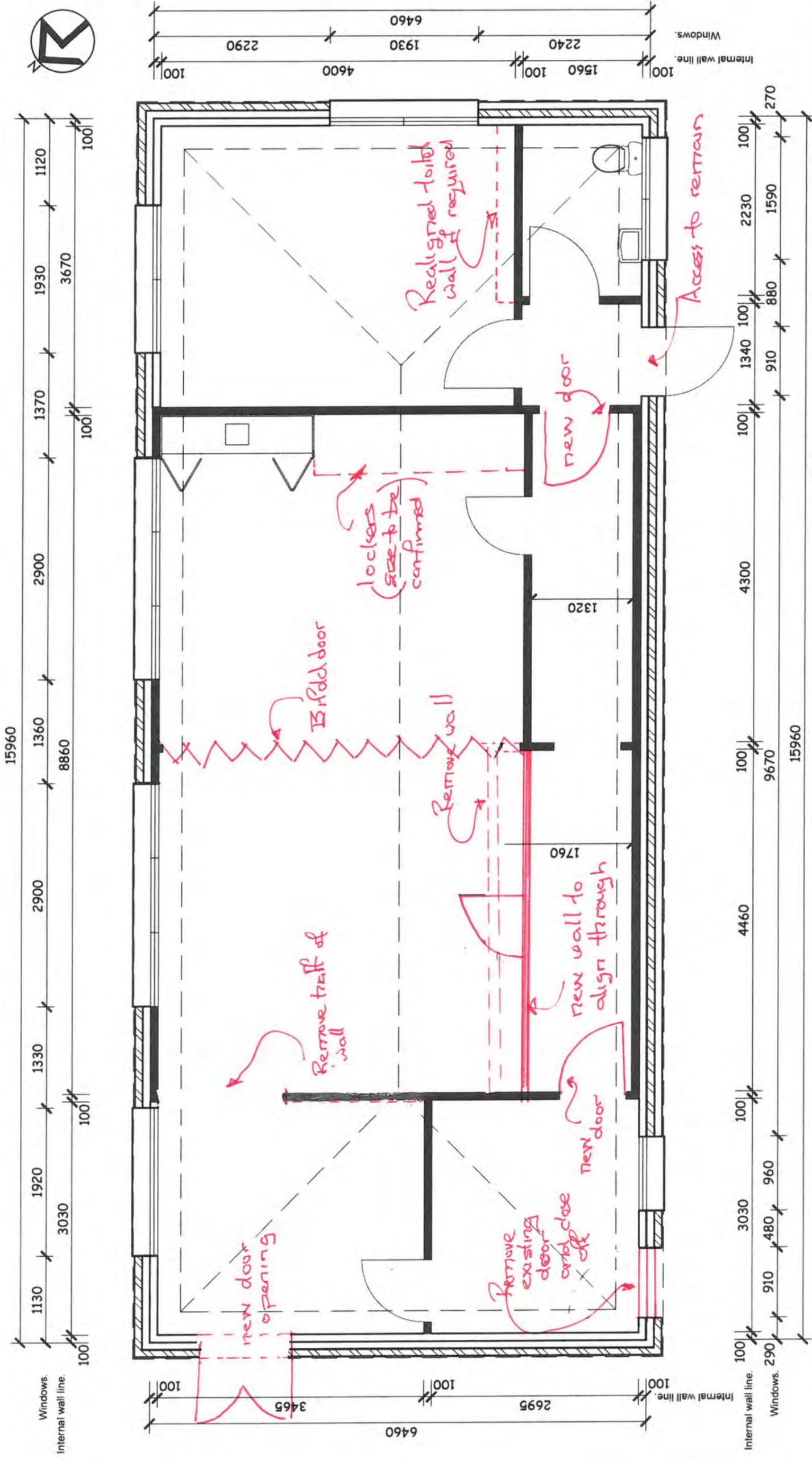
<p>TE KUITI RAILWAY STATION</p> <p>FLOOR PLAN - STATION BUILDING No. 1</p> <p>1:125 6A3 OCT 2012 01 1</p>	
<p>Information Ctr.</p> <p>KEY</p> <p>SB1 SB2 CTC3</p>	
<p>Te Kuiti Kaitiaki - Anahini & Heritage Consultant</p> <p>1125 6A3 OCT 2012</p>	



INTERNAL LAYOUT AMENDMENTS
 18 Nov 2014
 OVERALL SPACES CREATED

STATION BUILDING No.1

TE RUTTI RAILWAY STATION	
FLOOR PLAN - STATION BUILDING No. 1	
1:125 @ A3	OCT 2012
Information Ctr. S81 S82 CTC3	
BUILDING LAYOUT KEY <small>This drawing and its contents are the property of Te Ruttii Rail. Any unauthorised reproduction, in full or in part, is prohibited.</small>	
Te Ruttii Railways - Auckland Heritage Consultant Auckland, New Zealand	
TE RUTTI RAILWAY STATION FLOOR PLAN - STATION BUILDING No. 1 1:125 @ A3 OCT 2012 01	



INTERNAL LAYOUT AMENDMENTS
 18 Nov. 2014

CTC STATION BUILDING No.3

<p>Information Cr.</p> <p>KEY</p> <p>SB1 SB2 CTC3</p>		<p>TE KUITI RAILWAY STATION</p> <p>FLOOR PLAN - CTC BUILDING No. 3</p> <p>1:50 (A3) OCT 2012 03/11</p>
<p>Architect & Heritage Consultant</p> <p>Laura Kellaway</p> <p>Heritage New Zealand</p>		<p>1:50 (A3) OCT 2012 03/11</p>

Document No: 349168

File No: 037/048A

Report To: Council**Meeting Date: 25 November 2014****Subject: Progress Report: Road Map Work Programme Monthly Monitoring Schedule**

Purpose

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 26 August 2014.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at **25 November 2014**.

Background

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

Commentary

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

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

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

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

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

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

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

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

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

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

3.6 Amendments to Timelines and Projects of Work

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

Significant Amendments

4.1 30 September 2014

4.2 District Plan – Rules: Audit of Signs/Hoardings

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

4.4 25 October 2014

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

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

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

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

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

New Projects

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

Suggested Resolution

The Road Map Monitoring Schedule as at **25 November 2014** be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Road Map Monitoring Schedule as at **25 November 2014 (Doc 349169)**



Road Map

Work Programme Monitoring Schedule

as at 25 November 2014

CONTENTS

Development of 2015-2025 LTP	4
2015-2025 LTP Document.....	4
Review of Rates Remission/Postponement Policy (including Rates on Maori Freehold Land) ..	5
Review of Community Outcomes.....	6
Forecasting Assumptions.....	6
Review of Financial Strategy.....	6
Council Controlled Organisations.....	6
Appointment of Directors to a Council-Controlled Organisation.....	7
Treasury Policy (incorporating existing Investment and Liability Management Policies)	7
Significance and Engagement Policy	7
Assessment of Water and Sanitary Services	7
Asset Management Plans – Updating for 2015-2025 LTP Purpose	8
Review of Development/Financial Contributions	8
Leadership	9
Local Government Funding Agency (Debenture Trust Deed)	9
Waikato Mayoral Forum Work streams	9
Review of Representation Arrangements (including Maori Representation)	9
Review Memorandum of Understanding between WDC and ICL.....	10
Communications Strategy – Progress Report	10
Community Development	11
Economic Development.....	11
Customer Services – Monitoring against Strategy.....	11
Community Development – Review of Strategies	46
Youth Liaison/Youth Council	11
Community Events.....	11
Waitomo District Citizens Awards – Renewal of Working Party Membership	12
Waitomo District Citizens Awards	12
2015 Combined Mayoral ITO Graduation Ceremony.....	12
Regulation Services	13
District Plan – Review	13
District Plan – Rules: Audit of Signs/Hoardings	13
Urban Structure Plans.....	14
Jurisdictional Issues	14
Waikato River Catchment Economic Studies	14
Te Maika Zone	14
Bylaw – Review	15
Bylaw – Freedom Camping.....	15
Policy – Dog Control Policy and Practices 2014/2015 Review	46
Policy – Psychoactive Substances.....	16

Establishment of Rural Fire Authority for Waikato Valley Operational Area.....	16
Community Services	17
Te Kuiti Railway Building.....	17
Te Kuiti Mainstreet Garden Re-design.....	19
Land Disposal – 6 Jennings Street – Community House	19
28 Taupiri Street – Renewal Works and Entrance	19
Cultural and Arts Centre Upgrade: Stage 5.....	19
Cultural and Arts Centre Update: Court Yard	20
Parkside Subdivision.....	20
Land Disposal – Old Ministry of Works Building	20
Te Kuiti Campground – Investigations	21
Te Kuiti Aerodrome – Reserve Management Plan.....	21
Redwood Park – Future Maintenance Plan	21
Mokauiti Hall Disposal.....	22
Piopio Hall Roof Replacement	22
Benneydale Toilet Investigation	22
Mokau Effluent Disposal Upgrade	22
Walking Track Strategy.....	23
Passive Reserves Management Plan (2014 – 2016)	23
Investigation into Provision of Joint Services Facility.....	24
AMP: Parks and Reserves – Plan Improvement and Monitoring	24
AMP: Recreation and Culture– Plan Improvement and Monitoring.....	26
AMP: Public Amenities– Plan Improvement and Monitoring	29
AMP: Housing and Other Property– Plan Improvement and Monitoring.....	31
Asset Management	35
Te Kuiti Water Supply.....	35
Benneydale Sewerage	35
Waitomo Water and Wastewater – Feasibility Studies	36
Te Waitere Water and Wastewater Strategic Review.....	37
Roading Activity Influences	37
Waitomo District Landfill	38
Cross Boundary Collaboration (WDC/RDC)	38
Para Kore "Marae Working Toward Zero Waste"	38
SWaMMP – Plan Improvement and Monitoring	38
AMP: Water Supply – Plan Improvement and Monitoring	39
AMP: Wastewater– Plan Improvement and Monitoring	41
AMP: Stormwater– Plan Improvement and Monitoring	42
AMP: Land Transport– Plan Improvement and Monitoring.....	43
Completed Projects	45
Review of Representation Arrangements (including Maori Representation)	45
2013/2014 Annual Report	45

Development of 2015-2025 LTP

2015-2025 LTP Document

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #1 <ul style="list-style-type: none"> • LTP Project Plan overview • Review of Vision • Strategic Direction and Guiding Principles 	22 July 2014	Complete
Council LTP Workshop #2 <ul style="list-style-type: none"> • Strategic Issue – Te Kuiti Railway Buildings Projects • Community Outcomes • LTP Forecasting Assumptions 	12 August 2014	Complete
Council LTP Workshop #3 <ul style="list-style-type: none"> • Rates Remission Policy • Treasury Management Policy • Policy on Appointment of Directors to CCOs, • Development of Maori Capacity - (Council direction) 	19 August 2014	Complete
Council LTP Workshop #4 <ul style="list-style-type: none"> • AMPs: <ul style="list-style-type: none"> – Solid Waste Activity – Water and Sanitary Services Assessments – Information Technology – Regulatory and Safety/Resource Management 	4 September 2014	Complete
Council LTP Workshop #5 <ul style="list-style-type: none"> • AMPs: <ul style="list-style-type: none"> – Parks and Reserves – Recreation and Culture – Public Amenities 	9 September 2014	Complete
Council LTP Workshop #6 <ul style="list-style-type: none"> • AMPs: <ul style="list-style-type: none"> – Rooding – Water 	16 September 2014	Workshop #6 cancelled. Business deferred to Workshop #7 on 18 September 2014.
Council LTP Workshop #7 <ul style="list-style-type: none"> • AMPs: <ul style="list-style-type: none"> – Housing and Other Property – Community Development • Revenue and Financing Policy #1 	18 September 2014	Complete
Council LTP Workshop #8 <ul style="list-style-type: none"> • AMPs <ul style="list-style-type: none"> – Wastewater – Stormwater • Financial Strategy #1 (including Debt reduction Strategy) • District Plan 	23 September 2014 30 October 2014	Workshop #8 deferred to 30 September 2014 following the Council Meeting. The business will be split between the rescheduled Workshop #8 and Workshop #9 on 7 October 2014.
Council LTP Workshop #9 <ul style="list-style-type: none"> • Infrastructure Strategy #1 • Revenue and Financing Policy #2 • Financial Strategy #1 (including Debt reduction Strategy) • District Plan 	7 October 2014	Complete
Council LTP Workshop #10 <ul style="list-style-type: none"> • Financial Strategy #2 • Revenue and Financing Policy #3 	16 October 2014	Complete
Council Meeting <ul style="list-style-type: none"> • Adoption of Policies for inclusion in prelim draft LTP <ul style="list-style-type: none"> – Rates Remission – CCOs – Treasury Management – Financial Strategy 	28 October 2014 29 October 2014 16 December 2014	Due to changes to LGA introduced in August this year the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in this edition of the Roadmap. (Refer Section 4 of the business paper for details).

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #11 <ul style="list-style-type: none"> Significance & Engagement Policy Financial Forecasts #1 <ul style="list-style-type: none"> Issues / Operational Expenditure / Capex 	30 October 2014 12 November 2014	Workshop #11 deferred until 12 November 2014.
Council LTP Workshop #12 <ul style="list-style-type: none"> Financial Forecasts #2 (with prelim rating implications) 	18 November 2014 12 November 2014	Workshop #12 cancelled. Consolidated into Workshop #11 on 12 November 2014.
Council Meeting <ul style="list-style-type: none"> Adopt SEP for inclusion into LTP Adopt draft AMPs for LTP 	25 November 2014	
Council LTP Workshop #13 <ul style="list-style-type: none"> Financial Forecasts #3 Recap of issues Revenue and Financing Policy #2 	9 December 2014	
Council Meeting <ul style="list-style-type: none"> Adoption of Policies and Strategies for inclusion in prelim draft LTP: <ul style="list-style-type: none"> RFP and any others 	16 December 2014	
Council LTP Workshop #14 <ul style="list-style-type: none"> Reserve for financials or any late unforeseen issues. AMPs 	16 December 2014	
Council LTP Workshop #15 <ul style="list-style-type: none"> Budgets Rating indications final (Reserve date) 	10 February 2015	
Council LTP Workshop #16 <ul style="list-style-type: none"> Prelim Draft LTP Consultation Document 	17 February 2015	
Council Meeting <ul style="list-style-type: none"> Adopt pdLTP for Audit Adopt Consult Document for Audit 	24 February 2015	
Audit (Deloitte)	2 March 2015 – 10 March 2015	
Hot Review (OAG)	11 March 2015 – 13 March 2015	
Receipt of Audit Opinion	16 March 2015	
Council Meeting <ul style="list-style-type: none"> Adopt pdLTP for Consultation Adopt Consultation Document 	24 March 2015	
dLTP document Finalisation	25 March 2015 – 7 April 2015	
Public notification	7 April 2015	
Consultation Period – Starts	8 April 2015 – 8 May 2015	
Council Hearings (x 2 days)	21-22 May 2015	
Council Deliberations Meeting	4 June 2015	
Changes following deliberations	5 - 10 June 2015	
Audit Hot Review	11 – 12 June 2015	
Sign off from Deloitte	15 June 2015	
Council Meeting – Adoption of LTP	23 June 2015	

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

Key Milestone	Indicative Timeframe	Commentary
Desktop Review	August 2014	Complete
Prepare Recommendations	August 2014	Complete
Council LTP Workshop # 3 Present Desktop Review findings	19 August 2014	Complete
Council Meeting Adoption of reviewed Policy	28 October 2014 29 October 2014 16 December 2014	Due to changes to LGA introduced in August this year the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in this edition of the Roadmap. (Refer Section 4 of the business paper for details).

Review of Community Outcomes

Key Milestone	Indicative Timeframe	Commentary
Desktop review of COs	August 2014	Complete
Council LTP Workshop # 3 Present Desktop Review findings	12 August 2014	Complete
Include COs in pdLTP for adoption as part of draft LTP	17 February 2015	

Forecasting Assumptions

Key Milestone	Indicative Timeframe	Commentary
Development of assumptions	August 2014	Complete
Test assumptions against AMPs and prepare recommendations		Complete
Council LTP Workshop # 3 Consideration of Assumptions	12 August 2014	Complete
Include Forecasting Assumptions in pdLTP for adoption as part of draft LTP	17 February 2015	

Review of Financial Strategy

Key Milestone	Indicative Timeframe	Commentary
Desktop Review		Review to recognise comments from the OAG on the Strategy prepared for the 2012-22 LTP
Prepare Recommendations		
Council LTP Workshop # 8 Review of Financial Strategy	23 September 2014	Workshop #8 deferred to 30 September 2014 following the Council Meeting. This business deferred to Workshop #9 on 7 October 2014.
Council LTP Workshop # 9 Review of Financial Strategy	7 October 2014	Workshop #9 cancelled with business deferred to Workshop #10 on 16 October 2014.
Council LTP Workshop # 10 Review of Financial Strategy	16 October 2014	Complete.
Include Financial Strategy in pdLTP for adoption as part of draft LTP	17 February 2015	

Council Controlled Organisations

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of wording 2012-2022 LTP	September 2014	
Prepare recommended disclosure for inclusion in 2015-2025 LTP	October 2014	
Council Meeting – Adopt CCO disclosure for inclusion in draft LTP	28 October 2014 29 October 2014 16 December 2014	Due to changes to LGA introduced in August this year the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in this edition of the Roadmap. (Refer Section 4 of the business paper for details).

Appointment of Directors to a Council-Controlled Organisation

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy	August 2014	Complete
Prepare Recommendations		Complete
Council LTP Workshop # 3 Present Desktop Review findings	19 August 2014	Council agreed to update the Policy in line with current practice.
Council Meeting Adopt reviewed Policy	28 October 2014 29 October 2014 16 December 2014	Due to changes to LGA introduced in August this year the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in this edition of the Roadmap. (Refer Section 4 of the business paper for details).

Treasury Policy (incorporating existing Investment and Liability Management Policies)

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy	August 2014	Complete
Prepare Recommendations		Complete
Council LTP Workshop # 3 Present Desktop Review findings	19 August 2014	Complete
Council Meeting – Adoption of Policy for inclusion in draft LTP	28 October 2014 29 October 2014 16 December 2014	Due to changes to LGA introduced in August this year the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in this edition of the Roadmap. (Refer Section 4 of the business paper for details).

Significance and Engagement Policy

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

Assessment of Water and Sanitary Services

Key Milestone	Indicative Timeframe	Commentary
Review of WSSA	September 2014	Complete
Council LTP Workshop # 4 Consideration of draft WSSA	4 September 2014	Complete
Council Meeting – Adopt WSSA for inclusion in draft LTP	28 October 2014 29 October 2014 16 December 2014	Due to changes to LGA introduced in August this year the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in this edition of the Roadmap. (Refer Section 4 of the business paper for details).
WSSA included in pdLTP for adoption as part of draft LTP	17 February 2015	

Asset Management Plans – Updating for 2015-2025 LTP Purpose

Key Milestone	Date	Commentary
Review of AMPs including: <ul style="list-style-type: none"> • Levels of Service – mandatory, technical and community; the what, when and how • Demand Management – planning for the future and optimising current capacity • Lifecycle Management - Asset Inventory, Condition and performance Assessment, Management Strategies. • Risk Management – strategies in the event of failure modes for critical components • Completion of Financial Projections – the expenditure needed over the next 10 years or more to meet and maintain levels of service 	July /August 2014	Complete
Council LTP Workshop #4: <ul style="list-style-type: none"> • Solid Waste Activity • Water and Sanitary Services Assessment • Information Technology • Regulatory and Safety/Resource Management 	4 Sept 2014	Complete
Council LTP Workshop #5: <ul style="list-style-type: none"> • Parks and Reserves • Recreation and Culture • Public Amenities 	9 Sept 2014	Complete
Council LTP Workshop # 6: <ul style="list-style-type: none"> • Roading • Water 	16 Sept 2014	Complete
Council LTP Workshop # 7: <ul style="list-style-type: none"> • Housing and Other Property • Community Development 	18 Sept 2014	Complete
Council LTP Workshop #8: <ul style="list-style-type: none"> • Wastewater • Stormwater 	23 Sept 2014	Complete
Council Meeting: Adoption of draft AMPs for inclusion in 2015-2025 LTP	25 November 2014	
Council Workshop: draft AMPs	16 December 2014	
Council Meeting: Adoption of AMPs	February 2015	

Review of Development/Financial Contributions

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

Leadership

Local Government Funding Agency (Debenture Trust Deed)

Key Milestone	Indicative Timeframe	Commentary
Proposal to go from WDC to LGFA	February 2015	Depending on the outcome of this milestone the following process/dates might change
Amendments to Debenture Trust Deed	March 2015	The Debenture Trust Deed will be amended once outcome of WDC's proposal is known.
Council Meeting – Adoption of amended Debenture Trust Deed	28 April 2015	

Waikato Mayoral Forum Work streams

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

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

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

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

Review of Representation Arrangements (including Maori Representation)

Electoral Systems

Key Milestone	Timeframe	Commentary
Council Meeting: Resolution to change/not change the electoral system	26 August 2014	Complete

Key Milestone	Timeframe	Commentary
Public notice of the right for electors to demand a poll on the electoral system	4 September 2014	Complete
Deadline for polls to be received to be effective for the 2016 triennial local election	28 February 2015	If by 28 February 2015 it is ascertained that a poll is required, a timeline for dealing with the requirements of that poll will be developed at that time.

Review Memorandum of Understanding between WDC and ICL

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

Communications Strategy – Progress Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Six monthly progress report	16 December 2014	
Council Meeting - Six monthly progress report	30 June 2015	

Community Development

Economic Development

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

Customer Services – Monitoring against Strategy

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

Youth Liaison/Youth Council

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

Community Events

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

2014 Christmas Parade		
Key Milestone	Indicative Timeframe	Commentary
identifying success and the budget.		

2015 Great New Zealand Muster		
Key Milestone	Indicative Timeframe	Commentary
Identify and consult with key stakeholders.	September/October 2014	Completed.
Development and implementation of a Project Plan and Safety Plan	October 2014	Completed.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	January to March 2015	
Execution of event	March 2015	
Council Meeting Management Report on the event identifying success and the budget.	26 May 2015	

Waitomo District Citizens Awards – Renewal of Working Party Membership

Key Milestone	Indicative Timeframe	Commentary
Three-Yearly Working Party Membership Review		
Council Meeting Report on renewal of the CAwp for next three years	25 November 2014	A business paper is contained elsewhere in this Agenda.

Waitomo District Citizens Awards

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

2015 Combined Mayoral ITO Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Graduate names received from ITOs	December 2014/January 2015	
Invitation to Graduates and Families/Supporters	March 2015	
Graduation Ceremony	April 2015	

Regulation Services

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Issues and Options paper for coastal subdivision and development prepared.	May 2011	Completed.
Open days at Mokau and Te Waitere convened	5 and 12 November 2011	Completed.
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.
Council Workshop To consider strategy for reviewing District Plan	February 2014	Completed.
Changes to Plan to give effect to: <ul style="list-style-type: none"> NES for Telecommunication Facilities NES for Electricity Transmission Activities NES for Assessing and Managing Contaminants in soil to protect human health 	June 2014	Completed.
Council LTP Workshop #8 To seek Councils approval for a targeted Plan change	23 September 2014 7 October 2014 16 October 2014	Workshop #8 deferred to 30 September 2014. Business split between Workshops #8 and #9. This task re-scheduled to Workshop #9 on 7 October 2014. Workshop #9 deferred to 16 October 2014. Council was provided with an update on progress at the Workshop on 16 October 2014 and advised that a detailed Project Plan is being developed.
Plan change to give effect to NPS for Electricity Transmission	July 2014 - December 2014	
Plan change to give effect to NPS for Renewable Energy Generation	July 2014 - December 2014	
Coastal Environment and Outstanding Natural Landscapes Plan change to give effect to WDC community outcomes, RMA, NZCPS and Regional Policy Statement	July 2014 - December 2014	
Township Growth Plan change (Mokau/Awakino, Waitomo Caves and Te Waitere)	July 2014 – December 2015	
Significant Natural Areas Plan change to give effect to Regional Policy Statement	January 2015 – January 2016	
Administrative Plan change to address any straight forward zoning amendments	June 2016 – July 2017	

District Plan – Rules: Audit of Signs/Hoardings

Key Milestone	Indicative Timeframe	Commentary
Audit completed of District advertising hoardings.	28 February 2014	Completed
Council Meeting Council to provide guidance in terms of enforcement options.	25 March 2014	Completed. Business Paper presented to Council on outcome of audit.

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Action Plan presented to Council.	30 September 2014	Complete. Adopted Action Plan timeline set out below.
Detailed database developed of the District's advertising hoardings (residential and rural zones only). Information to include: sign owner, sign location, photos, non-compliance/ compliance detail.	October 2014 – January 2015	Progressing.
WDC's hoardings database to be reviewed with NZ Transport Agency representatives to identify locations and/ or specific signs which should be urgently addressed to resolve compliance issues as they relate to traffic safety on the state highway network.	February 2015	
Critical locations and specific signs identified as part of the review will then be urgently targeted in order to address issues of non compliance with sign owners.	February 2015	
Communicate with sign owners to restate the District Plan rules in order to address matters of non compliance. This will involve a range of options which could include relocating signs, reviewing and if necessary amending sign content, applying for a resource consent or in some cases simply removing non complying hoardings.	March – July 2015	

Urban Structure Plans

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

Jurisdictional Issues

Note: It is very difficult to predict accurate timelines as a lot will depend on Waikato Regional Council's response to the initial approach.

There has been no activity around this work stream now for several years as the issues has not been pressing for the Councils involved.

The issue remains in the roadmap so that it can be reactivated if the Councils believe there are benefits in further reviewing and reconsidering coastal jurisdiction.

Waikato River Catchment Economic Studies

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

Te Maika Zone

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports to Council	16 December 2014 23 June 2015	

Bylaw – Review

Public Amenities and Water Services Bylaws

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

Land Transport Bylaw

Key Milestone	Indicative Timeframe	Commentary
Council Bylaws Workshop Review of Land Transport Bylaw	29 January 2015	
Council LTP Workshop #15 If further workshopping required	10 February 2015	
Council Meeting Adopt Bylaw for Public Consultation	17 February 2015	
Finalise Bylaws for Consultation	18 – 20 January 2015	
Public notification	19 February 2015	
Consultation period	23 February – 23 March 2015	
Council Hearing	31 March 2015	
Council Deliberations Meeting	14 April 2015	
Council Meeting Adopt Land Transport Bylaw	28 April 2015	

Bylaw – Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Consideration need for a Bylaw	29 October 2014 25 November 2014	A business paper is contained elsewhere in this Agenda.
Draft Bylaw completed	December 2014	
Council Bylaws Workshop draft Freedom Camping Bylaw	29 January 2015	
Council LTP Workshop #15 If further workshopping required	10 February 2015	
Council Meeting Adopt Bylaw for Public Consultation	17 February 2015	
Finalise Bylaw for Consultation	18 – 20 January 2015	
Public notification	19 February 2015	
Consultation period	23 February – 23 March 2015	
Council Hearing	31 March 2015	
Council Deliberations Meeting	14 April 2015	
Council Meeting Adopt Bylaw	28 April 2015	

Policy – Psychoactive Substances

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Consideration of need for a Policy	29 October 2014	Complete. Council agreed not to prepare a Psychoactive Substances Policy at this time and to continue to monitor the situation in conjunction with the NZ Police. Progress reports will be presented to Council in March and September 2015.
Council Meeting Progress Report to Council re ongoing monitoring	24 March 2015 29 September 2015	
Draft Psychoactive Substances Policy completed	December 2014	
Council Bylaws Workshop Draft Policy	29 January 2015	
Council Meeting Adopt draft Policy for Consultation	17 February 2015	
Finalise draft Policy for consultation	18-20 February 2015	
Public notification	19 February 2015	
Consultation period	23 February – 23 March 2015	
Council Hearing	31 March 2015	
Council Deliberations Meeting Policy changes after deliberations	14 April 2015	
Council Meeting – Adopt Policy	28 April 2015	

Establishment of Rural Fire Authority for Waikato Valley Operational Area

As of August 2014, no further progress has occurred. If and when this project progresses, Council will be informed via Progress Reports.

Community Services

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

RAILWAY BUILDING: PROJECT 1 - RESTORATION

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

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

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

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed . EOI document publicised October / November, closing 28 November 2013. Six expressions of interest received. Acceptance still under review
Preparation of Tender Documentation for Building 1 to completely refurbish the existing building layout	May – June 2014	Draft completed June 2014 and budget estimate. Funding approval required from external sources. Application completed to Trust Waikato with outcomes available December 2014.
Building refurbishment construction to allow use of building 1		
Building usage by tenants building 3		
Preparation of Tender Documentation for Building 3 to completely refurbish the existing building layout		
Building refurbishment construction to allow use of building 3		Predominately will be undertaken as part of Project 1
Building usage by tenants building 3		

RAILWAY BUILDING: PROJECT 5– COMMERCIAL SPACE REVITALISATION

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

Key Milestone	Indicative Timeframe	Commentary
tenant		
Tender process for works		
Construction of internal work and site services associated with Cornerstone tenant		
Cornerstone tenant operational		

Te Kuiti Mainstreet Garden Re-design

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

Land Disposal – 6 Jennings Street – Community House

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

28 Taupiri Street – Renewal Works and Entrance

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	As required	Council will be kept briefed by way of progress reports to monthly Council meetings.
Application to Lottery Grants Board for funding to relocate TKCHT to 28 Taupiri Street	March 2014	Completed – WDC's application was successful but full funding was not granted
Council Meeting "Where to from here" in relation to funding and construction	25 June 2014	Council resolved to prepare contract documentation and a pre-tender estimate for consideration of any funding shortfalls
Construction documentation prep	August 2014 – September 2014	Tender documentation is complete along with pretender estimate and is subject to a separate business paper to the 30 September 2014 Council meeting
Council Meeting Project budgeting	28 October 2014 29 October 2014	Completed.
Tender for works	November 2014	
Implementation	December 2014– March 2015	

Cultural and Arts Centre Upgrade: Stage 5

Key Milestone	Indicative Timeframe	Commentary
Review of renewal expenditure to date taking into account additional works undertaken as part of the Main Hall Ceiling project. Should sufficient funding be available, identify potential projects.	August 2014 – September 2014	WDC undertook Stage One of this upgrade programme in 2010/11 and has undertaken further renewal work on a staged basis involving the sound system, supper room and upper areas of

Key Milestone	Indicative Timeframe	Commentary
		<p>the main hall.</p> <p>The 2012 LTP provided renewal capacity (\$130,000 per annum) up to and including the 2015/16 financial year. The current year's budget (2014/15) is predominately expended in undertaking the upper areas of the main hall and the approved additional works.</p> <p>The key future staged renewals include the main toilets, bar and service toilets, kitchen and the stage and stage curtaining.</p> <p>The balance of the budget for the 2015/16 year (first year of the 2015 LTP) will be insufficient to undertake all these works. The architects involved with this project have been asked to review the budgets for the remaining work with a view to renewal budget capacity included in the 2016/17 financial year for Council's consideration.</p> <p>Council at its Workshop on 9 September 2014 requested that the kitchen renewal work be the priority for 2015/16 funding.</p>
Council Meeting Detail of Stage 5 Upgrade	30 September 2014	Due to insufficient funding available this year, this Stage of the Upgrade will be implemented in 2015/16.

Cultural and Arts Centre Update: Court Yard

Key Milestone	Indicative Timeframe	Commentary
Development of a new concept plan for the Courtyard	November 2014 – December 2014	
Council Meeting Concept proposals	24 February 2015	
Detailed working drawings	March 2015	
Tender for works	April 2015	
Implementation (dependent on timing of Shears)		

Parkside Subdivision

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Notification of Section Sales	As required	Ongoing. Council will be kept informed of Section sales by way of Progress Reports to monthly Council meetings.
Investigations into alternative land usage	July 2014 – October 2014	Progressing Draft report for review has been received from consultant

Land Disposal – Old Ministry of Works Building

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	Council agreed that it does not wish to expend any further funds on this building and consulted with the community on the basis that Council will advise the Crown that Council wishes to relinquish its

Key Milestone	Indicative Timeframe	Commentary
		holding of the property.
Letter to Crown advising outcomes of the LTP consultation process and seeking approval to relinquish Councils involvement in the property	September 2012	Writing to the Crown was put on hold as an offer of finance with conditions was made through the 2012-2022 LTP process. The conditions included WDC and the community matching the funding proposal. The Submitter was advised Council would not contribute to funding the renewal works but delayed contacting the Ministry to allow the community to match the proposal. No correspondence has been received to date. It is proposed to write to the Ministry seeking approval to be released from Councils commitment. Te Kuiti Historical Society have been asked to investigate alternative accommodation to allow the approach to be made to the Ministry.

Te Kuiti Campground – Investigations

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and development of draft layout plan for discussion	October 2014 – December 2014	

Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Establishment Working Group for development of the Aerodrome Reserve Management Plan	10 October 2013	Completed This project has been rescheduled due to other work priorities
Advertise intention to prepare Plan and calling for initial submissions	November – December 2014	
Consultation Meeting 1 with aerodrome users	December 2014	
Consultation Meeting 2 with aerodrome users	February 2015	
Consultation Meeting 3 with aerodrome users	July 2015	
Preparation of Management Plan	January – June 2015	
Council Meeting Adopt draft Plan for Consultation	August 2015	
Public consultation	September – October 2015	
Council Hearing	November 2015	
Council Deliberations Meeting	November 2015	
Council Meeting Adoption of Finalised Plan	December 2015	

Redwood Park – Future Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consideration of draft Plan	April 2015	

Mokauiti Hall Disposal

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

Piopio Hall Roof Replacement

Key Milestone	Indicative Timeframe	Commentary
Preparation of documentation for the roof replacement	August - September 2014	
Obtaining quotations	October 2014	
Implementation	November 2014	

Benneydale Toilet Investigation

Key Milestone	Indicative Timeframe	Commentary
Development of proposal and budget estimate	August 2014	Proposal and budget estimate based on Piopio Public Toilets.
Council LTP Workshop # 5 Inclusion in Public Amenities AMP and workshop with Council	9 September 2014	Complete. Investigations into the provision of civic toilets in Benneydale in the current EAP will lead to the inclusion of replacement toilet for Benneydale during the first year (2015) of the LTP at an estimated cost of \$150,000.

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 workshopped as part of the Public Amenities AMP on 8 November 2011. A direct approach to other parties is to be made.

Key Milestone	Indicative Timeframe	Commentary
Report to Council once response received from MOE		Contact has been established with MOE. Councillor Brodie and Group Manager Community Services attending BOT meeting in Mokau 12 June 2012. BOT approved in principal the course of action to acquire land
Survey of the land to be undertaken to allow the quantification of land requirement	July 2012	Acceptance of Quotation from Arrow surveys to undertake this work has been accepted, with completion due 31 July 2012
Draft proposals prepared and presented to the Mokau School board of Trustees for signoff	August- September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Formal application to the Ministry of Education for land purchase	January – February 2013	Completed
Declaration of land as surplus to MOE requirements and available for sale	August 2013	Completed
Negotiations for purchase of land with government disposal team	August – October 2013	Commenced, proceeding through the sale process, with the process being undertaken by Darrochs. Negotiations ongoing with price only outstanding issue and this is currently being addressed by Darrochs. Related to interpretation of valuation Sale and purchase documentation completed and ready for WDC signing. Refer to Monthly Progress report contained elsewhere in this Agenda.
Valuation to be obtained for the land to be purchased	October – November 2013	Completed
Subdivision resource consent to be obtained		Not required as done under Public Works ACT
Sale & Purchase agreed with the Crown	June 2014	Completed
Detailed subdivision survey for submission to LIN (requires signoff by the Crown	July 2014 – August 2014	Progressing Draft plan completed and forwarded to MOE for final signoff.
Detailed design of effluent field	September 2014 – October 2014	
Tendering of work	October 2014 – November 2014	
Implementation of works	December 2014	

Walking Track Strategy

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

Passive Reserves Management Plan (2014 – 2016)

Key Milestone	Indicative Timeframe	Commentary
Notification of the intention to prepare a management plan and the call for community input into ideas for the plan	February 2015 – March 2015	
Quotations from consultants to prepare plan	February 2015 – March 2015	
Preparation of Draft Passive	April 2015 – August 2015	

Key Milestone	Indicative Timeframe	Commentary
Reserves Management Plan		
Workshop 15 with Council	September 2015	
Council Meeting - Adoption of Draft Plan for Consultation	October – November 2015	
Community consultation		
Hearing of submissions and consideration		
Council Meeting - Adoption of plan		

Investigation into Provision of Joint Services Facility

Key Milestone	Indicative Timeframe	Commentary
Scope of project to determine parameters and outcomes	January – March 2014 (to align with Customer Services Strategy 2014)	Refer business paper to Council Workshop 1 May 2013.
Council Workshop Project scope and outcomes in conjunction with Customer Services Strategy	13 May 2014	Completed
Establishment of Project Team	30 June 2014	Completed
Investigate options for future delivery of services from a defined central location	31 October 2014	
Report findings of Investigation to Council	25 November 2014	The outcome of the investigation is heavily influenced by the inclusion of the i-SITE into the Railway Building complex. The requirement for this project needs to be reassessed in the second half of the 2015/2016 year.

AMP: Parks and Reserves – Plan Improvement and Monitoring

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
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.

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

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

AMP: Recreation and Culture– Plan Improvement and Monitoring

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

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

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
43. Underground services investigations	2013; 2014;	As built drawings to be compiled for key assets to improve asset base information.
44. Undertake DRC valuation	2011	Review of valuation for Parks and Reserves assets in preparation for next asset valuation.
45. Include Building data in a "designed" asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
46. Expand recovery plans to sit with risk Analysis	2014 - 2015	Develop Recovery Plans in conjunction with Item 21.
47. Adoption of funding for three year improvement plan	Annually	Completed - included in Annual Plan budgets.
48. Operation manual established for Library and Cultural and Arts Centre	2012 - 2013	Finalised Cultural and Arts Centre Manual on completing of Stage 1 renewal.
49. Asset Management planning	2016; 2022	Miscellaneous works.

AMP: Public Amenities– 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.
AMP Data Improvements		
10. Continue to collect asset	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
attribute information		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.
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	2013-2018	Additional resourcing required to

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
review of Levels of Service (including customer consultation procedures)		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.

AMP: Housing and Other Property– 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/ 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	Ongoing process to improve the	If and when assets are identified

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
that are not included in this AMP	integrity of asset base.	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 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

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
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 appropriate.	2013-2018	Development as part of Advanced AMP.
43. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
44. Underground services investigations	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.

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

Asset Management

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

Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Funding Outcome	October 2011	On 19 September 2011 WDC received written confirmation from the Minister of Health that the application for Drinking Water Subsidy for Te Kuiti had been approved to the value of \$780,820.56 excluding GST. Since that time three written applications have been made to extend the expenditure date of that subsidy. The latest request has been made for December 2015.
Broad Upgrade Plan	August 2014	Preliminary design was revisited in 2013. Documentation is in progress for completion of the first two of four phases by end December 2015. The work has been delayed while negotiating with Veolia on takeover of operation of the TK WTP for the construction period.
Design and Conceptual Investigation Work		Investigation design work (detailed for Phase One and conceptual for Phases 2-4) has identified significant financial implications.
Council Workshop	16 September 2014 18 September 2014	Funding affordability, risk project scope and scale implications to be explored with Council. Following Council feedback, further details Key Milestones and Timelines will be developed and incorporated in the Road Map Work Programme. Workshopped as part of the Water AMP on 18 September 2014.
Filter & UV	December 2015	Targeted completion date of Phase One has now been moved out to December 2015.
Identified Reticulation Renewals	July 2012 – June 2015	Renewals identified as urgent; Mary Street, Cotter Street, Ngatai Street, Meads to Kent rising main. However it does not match what was identified in 2012-22 LTP

Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	2012-2015	Tender documentation and cost estimate are in progress. Work is targeted for the 2014/15 year.
Reticulation minor renewals	2012-2015	Tender documentation and cost estimate are in progress. Work is targeted for the 2014/15 year.

Waitomo Water and Wastewater – Feasibility Studies

Key Milestone	Indicative Timeframe	Commentary
1. Development of detailed scoping and associated project plan for inclusion in Road Map.	Preliminary scope with indicative cost by end October 2013.	<p>WDC condition assessment and valuation complete.</p> <p>Preliminary design and cost estimate complete.</p> <p>Met with THL around existing asset value and cost new systems.</p> <p>Financial modelling completed. Results sent to THL.</p>
2. Define proposed planning map and develop development scenarios which will indicate demand		<p>Structure Plan by Beca Consultants considered in identifying area to be serviced.</p>
3. Investigate high technology solutions with cost and establish economic feasibility		<p>Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement.</p>
4. Report to Council on conclusions	On completion of each section	<p>WDC met with THL who indicated that the indicative cost is not financially feasible from a business point of view.</p> <p>The only possible solution to make the cost of the service more affordable is to obtain Government funding.</p> <p>There is no funding available from the normal avenues. The only way would be to lobby the Minister directly on the basis of the high risk of National reputational harm should tourist get sick or die from a water borne disease contracted from these services.</p> <p>Discussion with THL and community is ongoing.</p>
Council Workshop	18 September 2014	<p>Council considered this project as a Strategic Issue in the development of the 2015-2025 draft LTP.</p> <p>Council was briefed on a recent meeting between existing consumers, WDC representatives (in an Observer capacity), Legal Representatives and Officials of the Maori Trusts and THL.</p> <p>Council noted for draft LTP development purposes it is highly unlikely that this project will progress enough to warrant inclusion of any financials other than the need to provide for resourcing (Project Management/ Legal advice) to aid progress, and that a commentary should be included in the draft LTP providing an explanation of Council's position.</p>

Te Waitere Water and Wastewater Strategic Review

Key Milestone	Indicative Timeframe	Commentary
1. Permeability tests to assess sustainability of existing land discharge of waste water and possible future development		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.
2. Development of detailed scoping and associated project plan for inclusion in the Road Map.	Outside 2022	Dependent on outcome of 1 above.
3. Consultation with landowners about development plans and land availability for land discharge	During the life of 2012-22 LTP	Dependent on outcome of 1 above and available resources.
4. Consultation with all property owners on separator/septic tank maintenance service	During the life of 2012-22 LTP	Dependent on available resources.
5. Report to Council on conclusions		On completion of each action.

Roading Activity Influences

Key Milestone	Indicative Timeframe	Commentary
Council Workshop – Introduction of Issue to Council	13 May 2014	Completed.
Council Meetings – progress on work streams	Monthly Council Meetings	Progress Reports will be provided to Council as required.
Amend Road Maintenance Contract Document	December 2014	Tender structure being reviewed
Engagement on and assessment of ONRC	May 2014 – December 2014	WDC's roading network has been assessed in accordance with Guidelines internally. Assessment around CLoS and performance measures is ongoing. Impact will only become clear once Technical Levels of Service that goes with CLoS is available from NZTA
Watching brief on FAR review	May – July 2014	Proposed figures go to NZTA Board in October 2014. Outcome expected in November 2014
Review Procurement Policy	June 2014	
Re-tender Roading Contract	March 2015	
Tender evaluation and award new tender	31 April 2015 (provisional latest date if new contract to start 1 July 2015)	New contract to start 1 July 2015.
Assess implications of FAR review	December - 2014	Progress Reports will be provided to Council as information become available. Council was given a verbal brief on the current situation with regard to the FAR review and ONRC as part of the Roads and Footpaths AMP Workshop on 18 September 2014.
Develop levels of service options along with funding options (depending on outcome of FAR review)	February 2015	
Review Roading Asset Management Plan	October 2014	In progress
Develop 30 year roading (& other) infrastructure strategy	October 2014	Complete
Develop LTP 2015-25	October 2014 – February 2015	In progress

Waitomo District Landfill

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study	December 2015	<p>A 'whole of life' study needs to be completed to determine:-</p> <ul style="list-style-type: none"> • Where refuse will come from for the balance of the resource consent. • The effects the statutory cost increases from the ETS will have on the landfill. • The costs of further developing the landfill. • The financial viability of the landfill due to increased costs to the user following ETS legislation. • Purchase of NZU units (Carbon Credits) has reduced the impact of the cost of the ETS legislation for the next 3 years buying time to find a feasible way forward. • Volumes of rubbish are consistently declining while operational cost of the landfill is fixed thus putting upward pressure on cost per tonne disposed.

Cross Boundary Collaboration (WDC/RDC)

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

Para Kore "Marae Working Toward Zero Waste"

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

SWaMMP – Plan Improvement and Monitoring

SWaMMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Undertake a two – yearly topographical survey of the landfill to determine compaction and filling rate	2012 then every two years thereafter	A full topographical survey of the Landfill will be done in 2014.
2. Improve monitoring of contractor performance	Ongoing	Monitor
3. Investigate all waste management facilities to identify hazards and safety improvements	Quarterly	Ongoing.
4. Explore interest in development of landfill as a sub-regional or regional waste disposal asset	Ongoing	Monitor
5. Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	Ongoing	Complete – This has been monitored and the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.

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	Ongoing	
7. Review progress with implementation of improvement plan		Reviewed as part of the 2012-15 AMP period.
8. Undertake waste audit on two yearly cycle	June 2012 two yearly from there on	An audit has been done in 2014.
9. Investigate ETS Liability (Start June 2013)	Ongoing	In progress.

AMP: Water Supply – Plan Improvement and Monitoring

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain needs and preferences of the communities with regard to water supply services and to ensure their views are considered when selecting the best level of service scenario.	Next review due December 2014	Driven by raw water source, the DWS and risks as identified in PHRMP's. Requires incremental improvements. Now called Water Safety Plans, which have to be reviewed 2014-15 to update 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.	2018-28 LTP	Unless legislative requirements force such a step.
6. Construct a new, larger raw water storage dam for Mokau.	2012-13 financial year	Construction in progress – stalled by archaeological finds. Work is nearly complete filling of the dam is expected to start end before the 2014-2015 summer. Complete and filling
7. Install automated monitoring equipment at the Piopio water treatment plant to provide evidence for compliance with MoH gradings.	2012 Calendar year	Completed.
8. Develop accurate and complete asset inventory registers for each scheme.	On-going process	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. This is progressing albeit slowly.

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
9. Develop a greater focus on risk identification and management for critical assets.	On-going process	To progress will require additional resource.
10. Prioritise the works developed from the risk assessment exercise.	Following 8 and 9 above	To meet this will require additional resource.
11. Construct additional treated storage at Te Kuiti to meet 24 hours demand.	2020-21	No subsidy - considering the affordability/sustainability the District finds itself in, Asset Service potential will continue to be monitored and just enough done to maintain the status quo. Structural assessment of existing reservoirs in conjunction with earthquake compliance / risk is needed and is now first priority - 2015-16 Budget
12. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply.	After 2028 if ever	Not regarded as a feasible option at this stage
13. Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management.	Dec 2015	CAPS subsidy funding from MoH approved work has been put on hold for affordability reasons until 2013-14. Asset Service potential is monitored and just enough done to maintain the status quo. 1 st phase tender documentation in process. Construction targeted for 2015
14. Develop informal strategies for meeting more stringent water quality standards and consent requirements.	On-going	Benneydale is fully compliant and Mokau nearly there. Due to changes to dam construction levels required following archaeological finds, the clarifier will have to be moved to a lower level with all associated pipe work. Design and cost estimate is underway Piopio is fully compliant
15. Install coagulation to improve filtration, install UV and upgrade telemetry and SCADA at Mokau.	2015 Calendar year	Part of 14 above. Complete
16. Arrange a routine forum of adjacent councils' water supply officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking and structured training already occurs.
Unachievable due to Budget Restrictions		
17. Upgrade supply main from Mokau to Awakino.	2013-16	MoH criteria have changed - No funding for renewals.

AMP: Wastewater– Plan Improvement and Monitoring

Wastewater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	December 2014	The LOS survey is completed at about 2 year intervals
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Review frequency consistent with annual and long term planning cycle.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Monitored	True modelling for waste water systems is not economically feasible. Sound engineering judgement is used to formulate solutions.
4. Initiate a long term infiltration and inflow investigation and reduction programme, initially for Te Kuiti.	On-going	Start date August 2009. Eight catchments identified. Actual remedial work of one catchment is complete. Investigation to assess remedial work required in next two catchments has been done. Contracts for identified remedial work in the next catchments will commence in 2014-15. Work delayed due to workload around capital upgrades at water and wastewater treatment plants and operational demands
5. Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino.	Beyond 2025	Not economically feasible.
6. Investigate extension of the Te Waitere scheme to service a two stage development of the area with the second stage encompassing the area not currently reticulated.	Beyond 2025	Discussed in more detail elsewhere in this document. Two main streams of thought in community that will require considerable consultation and mediation to reconcile.
7. Develop accurate and complete asset inventory registers for each scheme.	On-going	Progress is being made although slowly. Expect will take at least two years to make significant advance.
8. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Will follow as data improves.
9. Prioritise the works developed from risk assessment exercises.	On-going	Following identified as urgent; George & Hill Street, Lawrence Street, Ngatai – Hill Street. However this does not match what was identified in 2012-22 LTP
10. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified.
11. Arrange a routine forum of adjacent councils wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking already occurs.

AMP: Stormwater– Plan Improvement and Monitoring

Stormwater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	December 2014	The LOS survey is completed at about 2 year intervals.
2. Ensure the right level of funding is allocated to maintain the asset service potential.	Monitored	Monitor – To refine requires detailed Catchment Assessments to be completed, which requires specific additional resources
3. Develop accurate and complete asset inventory registers for each urban drainage area.	On-going	Improvement of asset data in progress. Expect will take at least two years to make significant progress.
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 2025	Need structure plan
6. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Progress is being made. Expect will take at least two years to make significant advance. In progress
7. Cost and prioritise the works developed from the risk assessment exercise.	On-going	Following identified as urgent; Te Kumi Road, Awakino Road, Cotter Street. However it does not match what was identified in 2012-22 LTP
8. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified
9. Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency		Basic design has been completed to assist decisions on renewal. Greater detail needs specific resource that is not available at this stage.
10. Review design capacity of existing SW pipes and prepare plan for extension of network to areas currently not serviced using augmentation strategy		Follows item # 9 Completed
11. Arrange regular forum of adjacent councils stormwater officers to discuss trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others).	On-going	Monitor
12. Minor stormwater issues will be addressed as they become repaired.	June 2015	Each year new areas are raised by residents.
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

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

AMP: Land Transport– Plan Improvement and Monitoring

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

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

Completed Projects

Review of Representation Arrangements (including Maori Representation)

Maori Wards and Constituencies

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

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

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

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

2013/2014 Annual Report

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

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

Community Development – Review of Strategies

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #7 Council to provide feedback on proposal to consolidate strategies.	18 September 2014	Complete
Council LTP Workshop #10 Review and/or consolidation of – <ul style="list-style-type: none"> Community Dev Strategy I-Site and Events Strategic Plan Waitomo District Library Services Strategic Plan 	16 October 2014	Completed.
Council Meeting <ul style="list-style-type: none"> Adoption of Strategy(s) 	25 November 2014	Complete. Council adopted 2015-2018 Community Development Strategy and Waitomo District Library Strategy 2015-2018 at its meeting on 29 October 2014.

Policy – Dog Control Policy and Practices 2014/2015 Review

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

Document No: 349167

File No: 037/043

Report To: Council**Meeting Date: 25 November 2014****Subject: Motion to Exclude the Public for the Consideration of Council Business**

Purpose of Report

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

Commentary

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

Suggested Resolutions

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

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Progress report: Waikato Mayoral Forum and Shared Services	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Beach Road, Mokau – Sea Wall Consent	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Progress Report: Waitomo Waters	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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