



Agenda Council Meeting

**Tuesday 24 March 2015
8.30am**

Note:

**This meeting will be public excluded until
10.00am**

**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 24 MARCH 2015 COMMENCING AT 8.30AM**

This meeting will be public excluded until 10.00am

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

Notes:

- 8.30am Greg Tims will be in attendance to facilitate the Public Excluded Item – Contractual Issues: Six Monthly Review against 2014/2015 Performance
- 10.00am Representatives from Waikato Regional Council will be in attendance to present on the 2015-2025 Long Term Plan

Items of Business	Page No.
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1. Council Prayer	
<i>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</i>	
2. Apologies	
3. Declarations of Member Conflicts of Interest	
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17. Progress Report: Te Kuiti Railway Building Project	173 – 194
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2. Progress Report: Mokau Toilet Effluent Upgrade	7 – 11
3. Retirement Housing Proposal – Te Kuiti	12 – 53
4. Local Authority Shared Services - Draft Statement of Intent 2015-2016	54 – 71
5. Local Authority Shared Services - Six Monthly Report to Shareholders	72 – 95

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.

Document No: 358637

File No: 037/043

Report To: Council**Meeting Date:** 24 March 2015**Subject: Motion to Exclude the Public for the Consideration of Council Business****Purpose of Report**

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Contractual Issues: 6 Monthly Review	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.

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Confidential

Document No: 358630**File No:** 037/043**Report To: Council****Meeting Date:** 24 March 2015**Subject: Resolution to Re-Open Meeting to the Public**

Purpose of Report

- 1.1 The purpose of this business paper is for Council to pass a formal resolution to re-open the meeting to the Public following the consideration of public excluded 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.
- 2.2 In circumstances where, following the consideration of public excluded business, there is further business on the Agenda to be dealt with in the public forum, Council must pass a formal resolution re-opening the meeting to the public.

Suggested Resolution

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

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Document No: 358677**File No:** 037/042**Report To: Council****Meeting Date:** 24 March 2015**Subject: Deputation: Waikato Regional Council – 2015-2025 Long Term Plan**

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Waikato Regional Council (WRC) Chairperson – Paula Southgate, Councillor – Alan Livingston and Director of Resource Use – Chris McLay will be in attendance at the meeting at 10.00am to present the WRC draft 2015-2025 Long Term Plan.

Suggested Resolution

The Deputation: Waikato Regional Council – 2015-2025 Long Term Plan be received.

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT



Waikato Regional Council's 2015-2025 Long Term Plan

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Presentation to Waitomo District Council

Healthy environment

Strong economy

Vibrant communities

Context for our 10 year plan



What we're doing about it

- We are working with others to reverse or mitigate these expected changes:
 - Waikato Spatial Plan
 - UNISA and land transport planning



What we're consulting on



Consulting on... Regional development fund

- **Proposal:** To establish a regional development fund which would:
 - support regionally significant projects
 - promote regional economic development
 - be achieved in a way that also enhances environmental, social and cultural outcomes.

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Healthy environment

Strong economy

Vibrant communities

Consulting on... Regional development fund



- **Proposal:** Money for the fund could come from:
 - a portion of our investment fund's returns, after subsidising rates and allowing for inflation-proofing
 - This option would have no impact on rates.
 - a per property targeted rate.

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Consulting on... TB rate collection

- **Proposal:** To decline a request from TBfree New Zealand to collect a rate on its behalf for vector possum control work.



Consulting on...

Incorporating mātauranga Māori

- **Proposal:** To draw on specialist expertise as needed to help with integrating mātauranga Māori into our planning, implementation and review processes.



Consulting on... How we fund environmental projects

- **Proposal:** To change some of the criteria for the allocation of money from funds that sit under the rebranded Natural Heritage Partnership Programme.
- This proposal has no impact on rates.



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Consulting on... Investment in Maungatautari

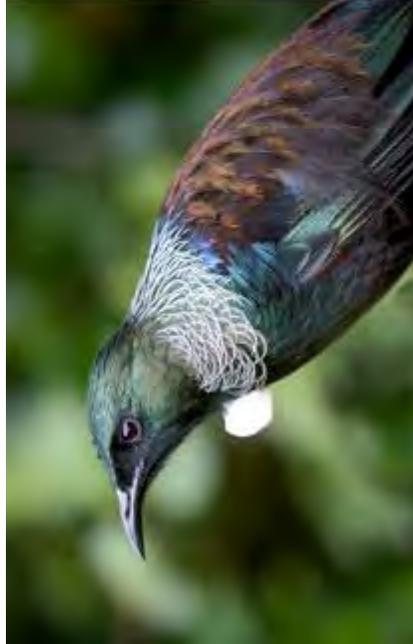


- **Proposal:** To provide \$300,000 per annum for three years for the Maungatautari Ecological Island from the existing natural heritage fund.
- This proposal has no impact on rates.
- \$1.78 of the existing \$5.80 per household natural heritage rate would fund this project.

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Consulting on... Indigenous biodiversity stocktake

- **Proposal:** To spend the next 12 months completing an inventory of indigenous biodiversity sites in the region.
- A lot of work over to improve land and water quality relies on this information.
- Condensing five years of work into just one.





In your district

Consulting on...

Understanding coastal marine areas

- **Proposal:** Additional funding to allow us to collect the 'right' information about our coastal marine environment.
 - Collect baseline data in priority areas
 - \$3.006 million over 10 years

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Healthy environment

Strong economy

Vibrant communities

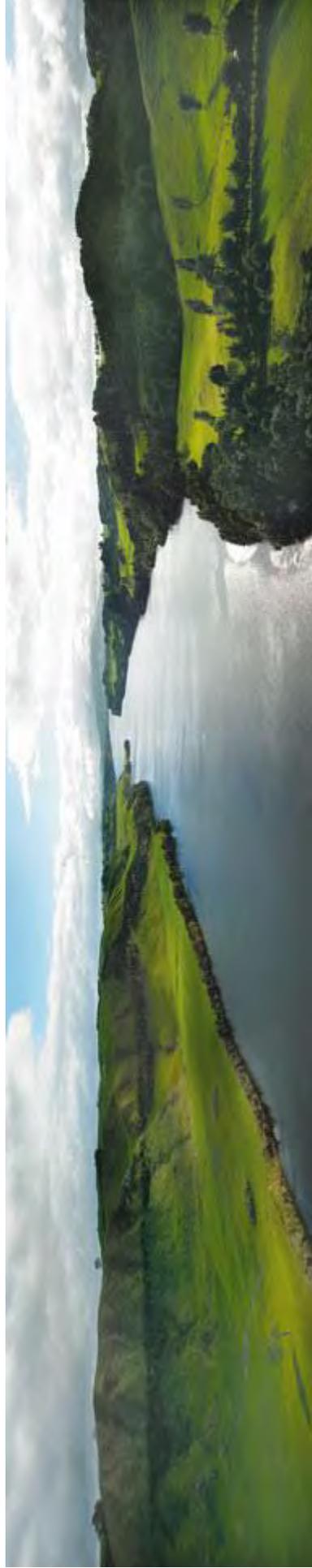
Consulting on... Waipa Catchment works

- **Proposal:** Additional works focused in the Waipa catchment to support the restoration and protection of the Waipa River.



What else do we have planned?

- Review of the Regional Plan and Coastal Plan
- Healthy Rivers/Wai Ora project continues



About the finances

Consulting on...

The UAGC may change

- Based on a review of the revenue and financing policy, it's proposed the following activities should be funded by the UAGC:
 - Iwi partnerships
 - Community partnerships (partial funding)
 - Biodiversity.



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How UAGC changes will affect rates

HOW CHANGES TO THE UAGC WILL AFFECT YOUR RATES

PROPERTY VALUE	\$200,000		\$350,000		\$1,000,000	
	CURRENT RATES	PROPOSED RATES 2015/2016	CURRENT RATES	PROPOSED RATES 2015/2016	CURRENT RATES	PROPOSED RATES 2015/2016
GENERAL RATE	\$60.50	\$61.50	\$105.88	\$107.62	\$302.50	\$307.50
PER PROPERTY RATES (UNIFORM)	\$69.73	\$85.05	\$69.73	\$85.05	\$69.73	\$85.05
INCREASE / DECREASE	\$130.23	\$146.55	\$175.61	\$192.67	\$372.23	\$392.55
		\$16.32 12.5%		\$17.06 9.7%		\$20.32 5.4%

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Changes to our charges

- Fixed charge for monitoring of farm water consents
- State of the environment monitoring for water takes



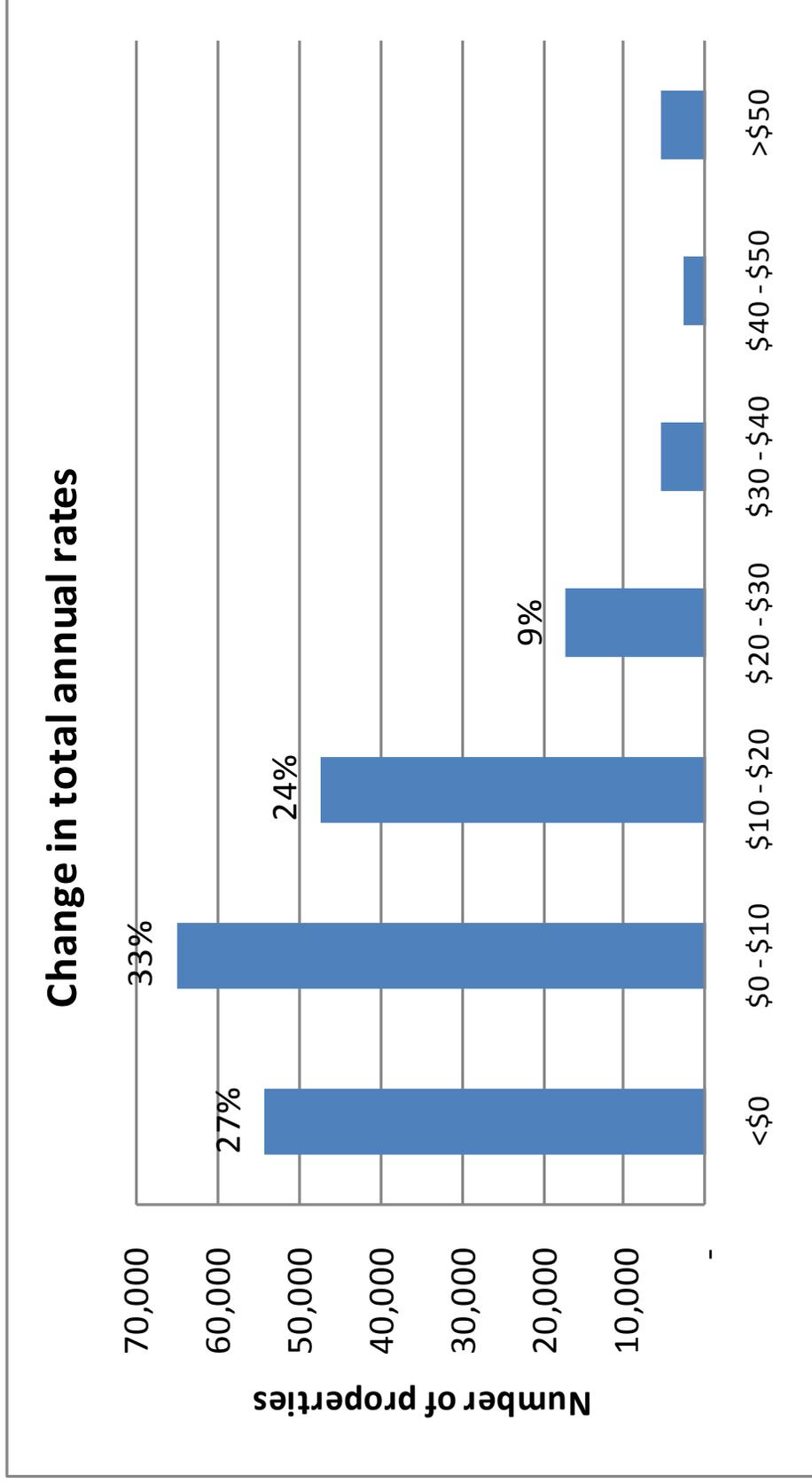
Proposed average rates revenue
increase

0.2%

in 2015/16



Rating impacts



Why average rates rise is down

- Protecting Lake Taupō rate reduces in 2015/16, stops in 2016/17
- No TBfree NZ rate collection
- \$1.6 million in efficiency savings
- Investment fund returns subsidising rates

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Healthy environment

Strong economy

Vibrant communities

Where our funding comes from



Consultation

Opens: 14 March 2015

Closes: 4pm, 14 April 2015

Submit online: www.waikatoregion.govt.nz/itp

Post to: Private Bag 3038, Waikato Mail Centre, Hamilton 3240

E-mail: haveyoursay@waikatoregion.govt.nz

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Healthy environment

Strong economy

Vibrant communities



www.waikatoregion.govt.nz/ltf

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 24 FEBRUARY 2015 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: Bruce Maunsell and Bruce Stephens; Sarah Nathan (CEO of Creative Waikato)

Chief Executive; Executive Assistant; Group Manager – Customer Services (for part only); Group Manager – Community Services (for part only); Environmental & Regulatory Services Leader (for part only) and Group Manager – Assets (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: Bruce Maunsell and Bruce Stephens – Te Kuiti High School Community Partnership Recreation Facility Proposal	File 037/042A
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Council received a Deputation from Bruce Maunsell and Bruce Stephens on the Te Kuiti High School Community Partnership Recreation Facility proposal.

Sarah Nathan entered meeting at 9.12am.

Bruce Maunsell, Bruce Stephens and the Group Manager – Community Services left the meeting at 9.35am.

Resolution

The Deputation on the Te Kuiti High School Recreation Facility proposal be received.

Whitaker/Davey Carried

4.	Deputation: Creative Waikato	File 037/042A
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Council considered a Deputation by way of PowerPoint Presentation from Sarah Nathan, CEO of Creative Waikato presenting the top-line results from the Waikato Creative Infrastructure Plan.

It was noted that the key link between Waikato and Taranaki was not included in the Presentation and should be acknowledged as significant.

Resolution

The Deputation on the Te Kuiti High School Recreation Facility proposal be received.

Te Kanawa/Goddard Carried

Sarah Nathan and the Group Manager – Customer Services left the meeting at 10.10am.

The meeting adjourned for morning tea at 10.10am and reconvened at 10.19am.

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

Waipa Catchment Meeting
Wash-up Meeting for Aria Bike Ride

Cr Te Kanawa

Waitomo Support Centre Meeting
Te Kuiti Development Incorporated
Te Kuiti Community House

Cr Goddard

Waikato Spatial Plan Meetng

Deputy Mayor Whitaker

Te Kuiti Development Incorporated
Brook Park Working Bee
District Licensing Committee Hearing

Mayor Hanna

Waikato Mayoral Forum Meeting
Roading Asset Technical Accord Meeting
Interview Panel for NZ Police Area Commander
NZ Police Review Meeting next week

Resolution

The Verbal Reports from Council Members be received.

Smith/Davey Carried

6.	Confirmation of Minutes – 16 December 2014	File 037/040B
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Resolution

The Minutes of the Waitomo District Council meeting of 16 December 2014, including the Public Excluded Minutes, be confirmed as a true and correct record subject to the following amendments:

- 1 In Attendance - add Councillor Brodie as being present.
- 2 Item 7, 2014 Community Partnership Fund – Consideration of Funding Applications, Resolution 2 – correct spelling of “Brook Park Incorporated Society”

Whitaker/Brodie Carried

7.	Confirmation of Minutes – 10 February 2015	File 037/040B
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Resolution

The Minutes of the Waitomo District Council meeting of 10 February 2015 be confirmed as a true and correct record subject to the following amendment:

Item 4, Council Meeting Schedule for 2015 – Correct the date for the Hearing of Submissions to the LTP Consultation Document to read: Monday 11 May 2015.

Goddard/Whitaker Carried

8.	Confirmation of Minutes – 17 February 2015	File 037/040B
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Resolution

The Minutes of the Waitomo District Council meeting of 17 February 2015 be confirmed as a true and correct record.

Goddard/Brodie Carried

9.	Inframax Construction Ltd – Resignation of Director/Chairperson	File 037/012E
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Council considered a business paper inform Council of the resignation of Inframax Construction Limited Director and Chairperson, Mr Eric Tait, and seeking retrospective approval of the decision made by the Investment Representative Committee in appointing a new Chairperson to the Inframax Board of Directors.

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

Resolution

- 1 The business paper on Inframax Construction Ltd – Resignation of Director/Chairperson be received.
- 2 The acceptance of the resignation from Inframax Construction Ltd Director/Chairperson, Mr Eric Tait, by the Shareholder Representative Committee be approved.
- 3 The appointment of existing Inframax Construction Ltd Director, Mr Craig Rowlandson, as Chairperson by the Shareholder Representative Committee be approved.

Whitaker/Goddard Carried

10. Waikato Plan Joint Committee – Appointment of Non-Local Government Representative File 225/009

Council considered a business paper seeking Council approval for the nomination of Mark Ingle as the 5th Non-Local Government Representative on the Waikato Plan Joint Committee; and for minor amendments to the Terms of Reference for the Waikato Plan Joint Committee relating to the role of the Non-Local Government Member selected to provide a perspective on the interests of Māori.

The Mayor and Cr Goddard expanded on the business paper and answered Members' questions.

Resolution

- 1 The business paper on Waikato Plan Joint Committee – Appointment of Non-Local Government Representative be received.
- 2 Pursuant to clause 30 of Schedule 7 of the Local Government Act 2002, Waitomo District Council resolves:
 - (a) To appoint Mark Ingle as the 5th Non-Local Government Member of the Waikato Plan Joint Committee.
 - (b) To amend the following Section 3.1 of the Terms of Reference for the Waikato Plan Joint Committee in respect of the interest of Maori:

from

At least one of the five non-Local Government Members must be a suitable person to represent the interests of Māori.

to

At least one of the five non-Local Government Members must be a suitable person to provide a perspective on the interests of Māori.

Goddard/Whitaker Carried

11.	Progress Report: Customer Service Strategy	File 037/5/1
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Council considered a business paper providing an update on the progress of the key service improvements identified in the Customer Service Strategy.

Resolution

Progress Report: Customer Service Strategy be received.

Davey/Smith Carried

12.	2014 Christmas Parade Report	File 400/103/2014
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Council considered a business paper providing a briefing on the outcome of the Waitomo District Christmas Parade 2014.

Resolution

The business paper on the 2014 Christmas Parade Report be received.

Whitaker/Smith Carried

The Group Manager – Customer Services and Environmental & Regulatory Services Leader entered meeting at 10.34am.

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

Resolution

The Progress Report: Resource Consent Applications be received.

Whitaker/Davey Carried

The Group Manager – Assets entered 10.36am.

The Group Manager – Customer Services and Environmental & Regulatory Services Leader left the meeting at 10.37am.

14. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – February 2015	File 037/005B
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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.

Resolution

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – February 2015 be received.

Brodie/Te Kanawa Carried

15. Progress Report: Monitoring Against 2012-2022 LTP – Land Transport	File 037/020/125A
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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)
- Road Maintenance - Procurement

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

The Group Manager – Corporate Services entered the meeting at 10.54am.

Resolution

The February 2015 Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport be received.

Davey/Whitaker Carried

The Group Manager – Assets left the meeting at 11.10am.

16. Financial Report for period ending 31 December 2014	File 100/018B
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Council considered a business paper presenting a report on Financial and Non-Financial Performance for the period ended 31 December 2014.

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

Resolution

The business paper on the Financial Report for the six months ended 31 December 2014 be received.

Whitaker/Te Kanawa Carried

17. Progress Report – Implementation of Communications Strategy	File 004/004
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Council considered a business paper providing a brief Council on progress made with various Communications projects identified within the Communications Strategy Implementation Plan as well as those that have arisen during the year.

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

Resolution

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

Smith/Davey Carried

18. Communications Plan for the Formal Consultation of the Long Term Plan	File 037/020/15
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Council considered a business paper presenting the Communications Plan for consultation on the proposals to be included in the Long Term Plan 2015-2025 through the Consultation Document.

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

Resolution

- 1 The business paper on the Communication Plan for the Long Term Plan 2015-25 be received.
- 2 The distribution of information forming part of the consultation process for the Long Term Plan, as proposed, be adopted.

Smith/Goddard Carried

19.	Adoption of Supporting Information for Long Term Plan 2015-25	File 037/020/15
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Council considered a business paper presenting the information which supports the Consultation Document (Supporting Information) for adoption by Council for Audit purposes.

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

The Group Manager – Corporate Services advised Council of a number of grammatical, formatting and layout inconsistencies identified since distribution of the Supporting Information and recommended the Chief Executive be authorised to address these prior to audit.

Councillor Te Kanawa requested that the Waitomo Discovery Centre be included as a location where the Supporting Information will be made available to the public.

Resolution

1. The business paper on Adoption of Supporting Information for the Long Term Plan 2015-25 be received.
- 2(a) Council adopt the **Strategic Direction and Community Outcomes** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(b) Council adopt the **Planning Assumptions** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(c) Council adopt the **Financial Strategy** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(d) Council adopt the **Infrastructure Strategy** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(e) Council adopt the **Revenue and Financing Policy** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(f) Council adopt the **Financial Information**, including all financial statements, Rating impact and examples, accounting policies and Funding Impact Statement as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(g) Council adopt the **Service Levels and Performance Management Framework** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(h) Council adopt the **Parks and Reserves Activity Management** Plan as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.

- 2(i) Council adopt the **Recreation and Culture Activity Management Plan** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25 for audit purposes.
- 2(j) Council adopt the **Public Amenities Activity Management Plan** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(k) Council adopt the **Roads and Footpaths Activity Management Plan** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(l) Council adopt the **Water Supply Activity Management Plan** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(m) Council adopt the **Housing and Other Property Activity Management Plan** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(n) Council adopt the **Urban Stormwater Activity Management Plan** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(o) Council adopt the **Wastewater Activity Management Plan** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(p) Council adopt the **Solid Waste Activity Management Plan** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(q) Council adopt the **Community Development Activity Management Plan** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(r) Council adopt the **Regulatory Services Activity Management Plan** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(s) Council adopt the **Policy on Appointment of Directors to CCO's** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(t) Council adopt the **Policy on Remission of Rates (Including Remissions and Postponements of Rates on Maori Freehold Land)** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 2(u) Council adopt the **Treasury Policy** as part of the Supporting Information for the Consultation Document prepared for the Long Term Plan 2015-25.
- 3. The Chief Executive be authorised to make necessary grammatical, formatting and amendments for consistency purposes to the Supporting Information documentation to reflect Council's considerations.

Goddard/Davey

Carried

20.	Adoption of Consultation Document for 2015-25 Long Term Plan for Audit	File 037/020/15
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Council considered a business paper presenting a draft Consultation Document for adoption for Audit purposes.

The Group Manager – Corporate Services expanded on the business paper and answered Members’ questions, highlighting the following issues:

- Page 180 – Alcohol Licensing (previously Liquor Licensing)
- Page 181 – Change of wording to “all businesses” (previously “commercial businesses”)
- Page 183 – Key Aspects of Financial Strategy, Bullet Point 2 – clarified formula
- Page 184 – Amend with actual numbers “\$XYZ” and “\$ABC”
- Page 191 – Use same Colour Key Code for both Graphs
- Page 191 – Piopio Rate Example – Add an * Note explaining why increase so much higher than rest of District

Council considered the inclusion of questions in the “Your Feedback” section of the draft Consultation Document and agreed that no questions were required.

Resolution

- 1 The business paper on Adoption of Consultation Document for 2015-2025 Long Term Plan (for Audit Purposes) be received.
- 2 Council adopt the Consultation Document for the 2015-2025 Long Term Plan for audit purposes.
- 3 The Chief Executive be authorised to make amendments to the draft Consultation Document as discussed.

Whitaker/Brodie Carried

The meeting adjourned for lunch at 12.15pm and reconvened at 1.00pm.
The Group Manager – Corporate Services left the meeting at 1.00pm.

21.	Progress Report: Road Map Work Programme Monitoring Schedule	File 037/048A
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Council considered a Progress Report presenting the Road Map Monitoring Schedule as at 25 November 2014.

Resolution

The Progress Report: Road Map Monitoring Schedule be received.

Smith/Whitaker Carried

22. Motion to Exclude the Public**File 037/043**

Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree that the following staff, having relevant knowledge, remain

Chris Ryan, Chief Executive
Michelle Higgie, Executive Assistant

- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Progress Report: Regulatory Issues	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Mayoral Forum Work Streams and Regional Shared Service Initiatives	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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.

Brodie/Whitaker Carried

There being no further business the meeting closed at 1.28pm

Dated this day of 2015.

BRIAN HANNA
MAYOR

**WAITOMO DISTRICT COUNCIL
PUBLIC EXCLUDED MINUTES****24 February 2015****1. Progress Report: Regulatory Issues File 097/001D**

Council considered a progress report on a range of outstanding regulatory issues.

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

Resolution

The Progress Report: Regulatory Issues be received.

Whitaker/Smith Carried

2. Progress Report: Mayoral Forum Work Streams and Regional Shared Service Initiatives File 225/009

Council considered a progress report providing an update on progression of the Waikato Mayoral Forum Work Streams and other Regional Shared Services initiatives pursuant to Council's Road Map Work Programme adopted on 27 August 2013.

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

Resolution

The Progress Report: Mayoral Forum Work Streams and Regional Shared Service Initiatives be received.

Goddard/Whitaker Carried

Document No: 358548

File No: 037/020/15

Report To: Council**Meeting Date:** 24 March 2015**Subject:** **Adoption of Supporting Information and Consultation Document for 2015-25 Long Term Plan for Public Consultation**

Purpose of Report

- 1.1 The purpose of this report is to present the Supporting Information and the Consultation Document for the 2015-25 Long Term Plan (LTP) for adoption for public consultation.

Background

- 2.1 Council is required to prepare a Long Term Plan and review it every 3 years. The latest review of the LTP is being carried out for the 2015-25 period.
- 2.2 As a result of amendments to the Local Government Act 2002 (LGA) in August 2014, Councils' are required to prepare a Consultation Document (CD) for engaging with the community on the proposals intended to be included in the LTP.
- 2.3 The purpose of the CD as set out in section **93B of the LGA** is to provide an effective basis for public participation in local authority decision-making processes relating to the content of a long-term plan by—
- a. providing a fair representation of the matters that are proposed for inclusion in the long-term plan, and presenting these in a way that—
 - (i) explains the overall objectives of the proposals, and how rates, debt, and levels of service might be affected; and
 - (ii) can be readily understood by interested or affected people; and
 - b. identifying and explaining to the people of the district or region, significant and other important issues and choices facing the local authority and district or region, and the consequences of those choices; and
 - c. informing discussions between the local authority and its communities about the matters in paragraphs (a) and (b).
- 2.4 Section 93G of the LGA also requires that, before adopting the CD for consultation, Council must first adopt the information that:
- a. Is relied on by the content of the CD
 - b. Is necessary to enable the Auditor to provide their report
 - c. Provides the basis for the preparation of the LTP.

- 2.5 The information set out in the table below is the SI relied on by Council's CD for the 2015-25 LTP.

Section One	Community Outcomes/ Vision/ Strategic Direction	
Section Two	Performance Management Framework	
Section Three	Planning Assumptions	
Section Four	Activity Management Plans:	
	<ul style="list-style-type: none"> • Community Development • Regulation • Water • Roads and Footpaths • Urban Stormwater • Wastewater 	<ul style="list-style-type: none"> • Solid Waste • Public Amenities • Parks and Reserves • Recreation and Culture • Housing and Other Property
Section Five	Infrastructure Strategy	
Section Six	Financial Strategy	
Section Seven	Revenue and Finance Policy	
Section Eight	Financial Information	
Section Nine	Rates Remission Policy	
Section Ten	Treasury Policy	
Section Eleven	Significant and Engagement Policy (347785) ¹	
Section Twelve	Policy on Appointment of Directors to CCO's	

- 2.6 The content of the SI and CD have been prepared based on discussions held with Council through a series of workshops throughout 2014 and early 2015.
- 2.7 The draft Consultation Document and Supporting Information were adopted by Council on 24 February 2015 for audit purposes.
- 2.8 The audit of the CD and the SI relied on by the CD was carried out in Feb - Mar 2015.
- 2.9 The consultation period for the CD will run from 1 April 2015 to 1 May 2015. The communications plan for the consultation was presented to the Council meeting on 24 February 2015.
- 2.10 The SI will be made publicly available on Council's website and upon request in accordance with section 93C(3)(c) of the LGA.

Commentary

3.1 CD and SI

3.2 Since adoption by Council for audit, the CD has been through a graphic design process to prepare it for public consultation. A copy of the document is enclosed with this report.

3.3 The Supporting Information has also been updated to address any inconsistency between documents, formatting and grammatical editorials.

3.4 Audit Process

3.5 The mandatory audit process, including a 'hot review' by the Office of the Auditor General (OAG) was carried out between 26 Feb and 19 March 2015.

3.6 The audit is required to assess

¹ Note not included for adoption as final form of policy adopted by Council 25 November 2014.

- a. whether the consultation document gives effect to the purpose set out in section **93B (of the LGA)**; and
 - b. the quality of the information and assumptions underlying the information provided in the CD.
- 3.7 Staff worked closely with auditors to ensure that the CD and the SI relied on by the CD met legislative requirements. Some changes were made to the CD based on feedback from the OAG. The changes were intended to provide more clarity and highlight some key areas. No changes were required to the Supporting Information including financials as a result of the audit process. The final Audit Report will be provided once Council has adopted the CD and will be tabled at the Council meeting.
- 3.8 Minor layout and graphic changes are in still being carried out to the CD attached to this report (Appendix 1). The final draft CD will be tabled at the Council meeting for adoption by Council and for inclusion of the signed Audit report. The Supporting Information attached to this report (Appendix 2) is finalised except for any changes required by Council at this meeting.

3.9 Funding and Financial Policies

- 3.10 Council is also required to adopt a number of funding and financial policies as part of the LTP, some of which require public consultation. The following draft funding and financial policies have been prepared in accordance with the requirements of the legislation:
- draft Revenue and Financing Policy
 - draft Treasury Policy
 - draft Rates Remission Policy (including remissions and postponements of rates on Maori freehold land)
- 3.11 These policies were adopted by Council for audit on 24 February 2015 as part of the package of Supporting Information.
- 3.12 However, the Revenue and Financing Policy and the Rates Remission policy are required to be publicly consulted separate to the CD, in a manner which gives effect to section 82 and 82A of the LGA.
- 3.13 Section 82A of the LGA requires the following information to be made publicly available when consulting in a manner which gives effect to section 82:
- the proposal and the reasons for the proposal
 - an analysis of the reasonably practicable options, including the proposal
 - in case of an amendment to a policy, details of the proposed changes to the policy
 - in the case of a policy to be adopted, a draft of the proposed policy.
- 3.14 The legislation exempts the Treasury Policy from consultation.
- 3.15 A Statement of Proposal has been prepared for the draft Revenue and Financing Policy and the draft Rates Remission policy (attached as Appendix 3), which incorporates the information required by the LGA.

3.16 Consultation

- 3.17 The Communication Plan for the consultation on the CD has been adopted by Council on 24 February 2015.
- 3.18 The consultation period will run from 1 April to 1 May and the key information/messages will be communicated to the community through a variety of channels - newspaper, social media, website and radio. The CD will be distributed to every household.
- 3.19 A communication pack will be provided to Councilors to support the ratepayer meetings being attended by the Councilors.
- 3.20 The RFP and the Rates Remission Policy will be consulted on concurrently with the CD in the period 1 April to 1 May. Hearings and deliberations are also proposed to be held on the same days as for the CD and the policies will be adopted on 23 June 2015 prior to the adoption of the 2015-25 LTP.
- 3.21 The Statements of Proposal will be available on our website and at the following key locations
- WDC Customer Desk
 - Library
 - i-SITE (notice board)
 - Waitomo Caves Discovery Centre
 - Mokau Museum
 - Marokopa Camp Ground
 - Benneydale Food market
 - Piopio Cloverleaf Cafe.

<h3>Suggested Resolutions</h3>

1. The business paper on Adoption of Supporting Information and Consultation Document for 2015-2025 Long Term Plan for public consultation be received.
2. The following Supporting Information relied on by the Consultation Document for the proposed Long Term Plan 2015-25, be adopted, prior to adopting the Consultation document, pursuant to section 93G of the Local Government Act 2002:
 - a. Community Outcomes/Vision/Strategic Direction
 - b. Performance Management Framework
 - c. Planning Assumptions
 - d. Community Development Activity Management Plan
 - e. Regulatory Services Activity Management Plan
 - f. Water Supply Activity Management Plan
 - g. Roads and Footpaths Activity Management Plan
 - h. Urban Stormwater Activity Management Plan
 - i. Wastewater Activity Management Plan
 - j. Solid Waste Activity Management Plan
 - k. Public Amenities Activity Management Plan
 - l. Parks and Reserves Activity Management Plan
 - m. Recreation and Culture Activity Management Plan
 - n. Housing and Other Property Activity Management Plan
 - o. Infrastructure Strategy
 - p. Financial Strategy
 - q. Revenue and Financing Policy
 - r. Financial Information, including all financial statements, Rating impact and examples, accounting policies and Funding Impact Statement

- s. Policy on Remission of Rates (Including Remissions and Postponements of Rates on Maori Freehold Land)
 - t. Treasury Policy
 - u. Policy on Appointment of Directors to CCO's
3. Pursuant to sections 82 and 102 of the Local Government Act 2002 the following funding and financial policies be adopted for consultation:
 - a. The draft Revenue and Financing Policy
 - b. The draft Policy on Remission of Rates (including Remissions and Postponements of Rates on Maori Freehold Land).
 4. The Consultation Document for the proposed Long Term Plan 2015-25 be adopted for public consultation.
 5. The Chief Executive be delegated authority to make any final editorial amendments to the Consultation Document and the Supporting Information, if required, prior to commencement of the consultation period on 1 April 2015.

VIBHUTI CHOPRA

GROUP MANAGER – CORPORATE SERVICES

19 March 2015

Attachment: Appendix 1 **Consultation Document (359279)**

Enclosures: Appendix 2 **Supporting Information**

- Community Outcomes/Vision/Strategic Direction (358793)
- Performance Management Framework (350058)
- Planning Assumptions (356709)
- Activity Management Plans:
 - Community Development (349200)
 - Regulation (342774)
 - Water (353811)
 - Roads and Footpaths (355376)
 - Urban Stormwater (352854)
 - Wastewater (351571)
 - Solid Waste (355762)
 - Public Amenities (347241)
 - Parks and Reserves (347237)
 - Recreation and Culture (347240)
 - Housing and Other Property (347239)
- Infrastructure Strategy (346859)
- Financial Strategy (356424)
- Financial Information (35640)
- Treasury Policy (267010)
- Policy on Appointment of Directors to CCO's (341657)

Appendix 3 **SOP for Review of Revenue and Finance Policy (359156)**

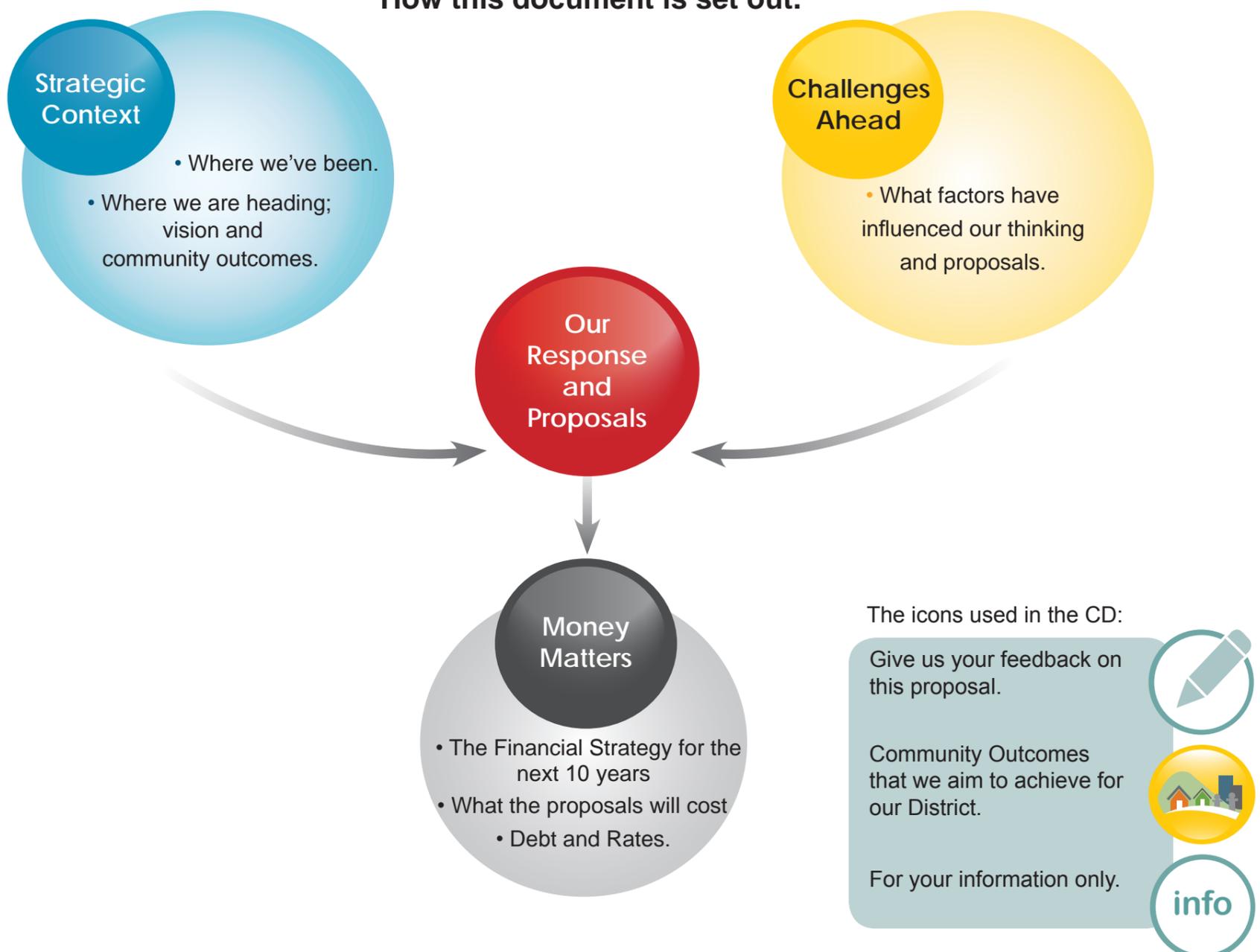
SOP for Review of Rates Remission Policy (359157)

The way forward

Welcome to the Consultation Document for Waitomo District Council's Long Term Plan (LTP) 2015-2025.

This document sets out Council's proposed direction and the financial impacts over the next 10 year period. The 'Supporting Information' contains the details that we have used to develop this Consultation Document. You can view the supporting information on our website www.waitomo.govt.nz or upon request, should you require it. Details are included on page 22 of this document.

How this document is set out.



Message from the Mayor and Chief Executive

We are pleased to present this Consultation Document (CD) which sets out our plans for the future 10 years that we propose to include in the 2015-25 Long Term Plan (LTP).

The 2015-25 LTP is proposed to signify the next phase in our journey towards achieving our vision “Creating a better future with vibrant communities and thriving business”. We intend to make this possible by placing greater emphasis on community and economic development.

Our district is a special place with a unique history, picturesque natural environment and home to many exciting recreational opportunities. We need to promote this. We would also like to enable commercial development and create job growth.

Across New Zealand there is a demographic trend of shrinkage in rural population. Waitomo district has also had a slight decline in the 2013 census. We can accept this as the inevitable; or we can develop strategies to maintain our current population and attract more people to live and work here. As a Council, we are very much in support of making changes and taking action to shape our future.

Tourism development is taking place right on our doorstep. The Hobbit Film Location Tour in Piopio, Timber Trail in Pureora Forest Park and the development of a private hotel and café business in Benneydale; are examples of successful initiatives in this area. We look forward to working closely with all of our key stakeholders in the Waitomo district to support the tourism industry.

We also aim to be working closer with Iwi to develop stronger cultural tourism which will be beneficial, especially as Pureora develops as a destination.

Significant progress has been made in our goal to consolidate delivery of services and upgrade our infrastructure which was important from a legislative compliance perspective. We have also taken big strides in improving our financial sustainability with public debt decreasing by 4.5% over the last 3 years.

Reducing debt remains a key priority for this Council. Guided by the debt reduction strategy, we are committed to decreasing public debt by \$18.9 million (37%) over the life of the plan.

We understand the need for balancing our future plans for development with what is affordable and the rates increases proposed over the next 10 years are between **1.1% - 3.9%**.

We would like to hear your thoughts on our proposals for the 2015-2025 LTP.

You can contact any of the elected representatives with your feedback.



*Brian Hanna
Mayor*



*Chris Ryan
Chief Executive*

Your Elected Representatives

We want to hear your views and encourage you to talk to us through the consultation process. You can provide your feedback face-to-face, over the phone or via email.



Mayor Brian Hanna
E: brian.hanna@waitomo.govt.nz
Ph: (07) 878 0800



Deputy Mayor Guy Whitaker
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DRAFT

Strategic Direction and Community Outcomes

Council's vision for our District is **“Creating a better future with vibrant communities and thriving business”**.

In moving towards this Vision, our aim is to make the district an attractive place that people will want to come and visit, work, and live in.

Community Outcomes provide an important framework for future planning and reflect the results that Council aims to achieve for the District in the future.

As part of the development of this LTP, the Community Outcomes were updated and as a result two Outcomes have been introduced under a new 'Effective Leadership' banner.

The Outcomes have been grouped under the four main headings below in order to better align them with Council's vision and ensure they are integrated to Council's areas of focus.

Community Outcomes that we aim to achieve



Vibrant Communities

1. A place where the multicultural values of all its people and, in particular, Maori heritage and culture is recognised and valued.

2. A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our District.

3. A place where young people have access to education, training and work opportunities.

4. A place where young people feel valued and have opportunities for input into the decisions for the District.

5. A place where we preserve the natural environment for future generations, ensuring that natural resources are used in a sustainable manner.



Thriving Business

6. A place that attracts more people who want to live, work and play, and raise a family.

7. A place where wealth and employment are created through local businesses and tourism opportunities and facilities are developed, facilitated and encouraged.



Effective Leadership

8. A place where the development of partnerships for the delivery of programmes and services is encouraged and pursued.

9. A place where the governance actively seeks to participate and take a leadership role in regional and national initiatives aimed at the development of the District.



Sustainable Infrastructure

10. A place that provides safe, reliable and well managed infrastructure which meets the District community needs and supports maintenance of public health, provision of good connectivity and development of the District.

The Waitomo Context

This section provides a background of Council's journey as context for the reasons behind our areas of focus for the next 10 years.

The Long Term Plan 2009-19 adopted by Council was aimed at addressing the inadequacies of the financial policies used in the past, the key ones of which were increasing borrowings substantially to fund road improvements and to fund the routine cost of operating the local roads.

Through that LTP, Council introduced a period focussed on prudent financial management and carrying out only essential capital works necessary for public health/ community well-being reasons. It was agreed with the community that a consistent effort over the following years would be required, including the inevitable need to increase rates funding to correct the practice of funding operating expenditure through borrowings.

The next and current LTP 2012-22 focussed on delivering core services in a financially sustainable manner. That LTP also signalled that financial prudence strategies were starting to show benefits and Council was well on its way to **good financial health**. Some major infrastructure upgrades were well ahead in implementation stages or fully planned and the strategy was to move the focus to **community development**.

The intervening years revealed many challenges for Council, all of which increased the demand on rates.

A decline in dividend income from the investment in Inframax Construction Limited, that had previously been used to reduce the annual rates requirement from the ratepayers. The income was used to meet the day to day costs for a wide range of services.

Council were also faced with significant new compliance costs imposed by the Government on all local authorities (in relation to water and wastewater services). The waste minimisation levy, emissions trading scheme and the costs associated with obtaining building accreditation also placed a demand on rates funding.

The level of capital investment needed to upgrade the district's water supply, storm water and sewerage assets had become substantial due to past asset management practices, and required considerable investment.



Opening of Piopio Water Treatment Plant (2013)

In response to these challenges, Council reduced costs, prominent amongst which was a reduction in service levels for Roding which reduced annual roading costs by \$1.4 million for the 2009-12 period.

Organisational costs were held where possible by re-sequencing the implementation of certain work programmes and initiatives.

Council minimised the rates impact by pursuing revenue from other sources where possible like **subsidies and grants** for essential infrastructure upgrades.

The next phase of our journey

The residents and ratepayers of our District have shown they are strong and resilient in the face of many challenges and have supported Council in its efforts to build a sustainable District with good infrastructure.

The journey now is to head further up the road towards a **vibrant and thriving** District.

Council signalled three years ago, the intention to grow and develop the District. The essence of this next LTP 2015-2025 is to bring life to that proposition, by commencing the **implementation of our plans**.

We are committed to ensuring the Community's assets are maintained in the most prudent manner for future generations.

It's our priority to continue with the planned renewals and/or upgrade of assets that enable us to effectively deliver our core services - Roads and Footpaths and the three water activities; Sewerage Treatment and Disposal, Water Supplies and Stormwater.

The section '**Our Response and Proposals**' provides further details about the proposals and projects planned for the next 10 years.

Challenges Ahead

There are some key challenges for Council and our District over the coming years that we have assessed. These challenges have influenced Council's thinking for the proposed 2015-25 LTP.

It is important to note that our challenges remain similar to what they were three years ago as these are factors that take concerted effort over time to influence.

Population change in rural New Zealand communities

New Zealand, like the majority of the Western world, is now facing the end of a period of population growth and is experiencing population shrinkage.

The end of population growth is compounded by a strong trend for population relocation where the usually resident population in many of our rural communities is in slow decline, while that of some cities such as Auckland continue to grow rapidly.

The effect of population relocation can reveal itself in a number of ways, decline of student numbers in rural (country) schools, labour shortages both in the primary sector (e.g. agriculture) and in the service sector (e.g. health, education, retail) and possibly loss of locally provided services to the community.

Waitomo District is also forecast to experience population shrinkage.

Given this, Council intends to place greater emphasis on improving the community environment and the wellbeing of its residents so that the District can retain or build on its current population.

Council's focus will be on **community and economic development** in order to revitalise the District and support the community. Council intends to actively develop action plans to attract more people to live and work here.

Council is constrained in the operational extent of the role it can play but intends to act as a facilitator and coordinator of efforts and programmes.



Implementation of the Economic Development Action Plan

The section 'Our Response and Proposals' provides further details about Community and Economic Development (page 9).



Growth projections

Our planning for the 2015-25 period is based on the assumption that no population growth is currently projected for the District. A key focus is maintaining and catering for our current population and attracting new residents to the District.



Aging population

New Zealand's population is ageing and our baby boomer generation (born 1946-1965) is now facing retirement.

Ageing population in rural areas can also be exacerbated by the migration of the young to the main cities.

The implications of an ageing population on local communities include increase in demand for pensioner housing, pressure on the local health care system and reduced labour supply.

When compared to other districts in the Waikato region, Waitomo has a higher youthful population.

In 2013, only 14.2 percent of our population were aged 65 years and over. This percentage is projected to increase to 19.4 percent by 2043.

Despite the relatively youthful make up of our community compared to others Districts' in the Region, the portion of the elderly in our community is **projected to increase**.

There will be a shift over time, in the type of services needed, which Council will closely monitor.



Demographics

Like elsewhere in New Zealand and in many other counties, our population is ageing, although our District has and will continue to have, a more youthful population compared to other parts of the Waikato Region.

In planning for the future 10 years, we have considered the characteristics of our population and translated this into demand for compatible services, e.g. community services for the elderly.

In planning for the next 10 years we have considered the **forecast demographic change** and translated this into demand for compatible services.

- ▶ Council is currently investigating the facilitation of the private provision of **more residential units for the elderly** in order to meet the needs of the changing demographics within our communities.



Changing face of Local Government

The last 5 years have seen the introduction of the Auckland Super City and other proposals for amalgamation across the country.

Waitomo District Council believes that amalgamation is unnecessary and in fact detrimental to local decision making and representation. It can be hugely disruptive with the potential to put planned initiatives into slow motion or even halt them, as experience in certain other regions has shown.

Our Council aims to continue its focus on **working collaboratively with other Councils** in the Region to ensure we can create the necessary efficiencies in service delivery as it has been in the last 2-3 years.

Council intends to maintain a watching brief on this aspect since there is always the possibility that an amalgamation proposal will be put forward kick-starting an extensive and intense process, which Council will need to be prepared for.

The key forum for collaborative working between Councils in the **Waikato Region is the Waikato Mayoral Forum (WMF)**.

Accumulated Debt

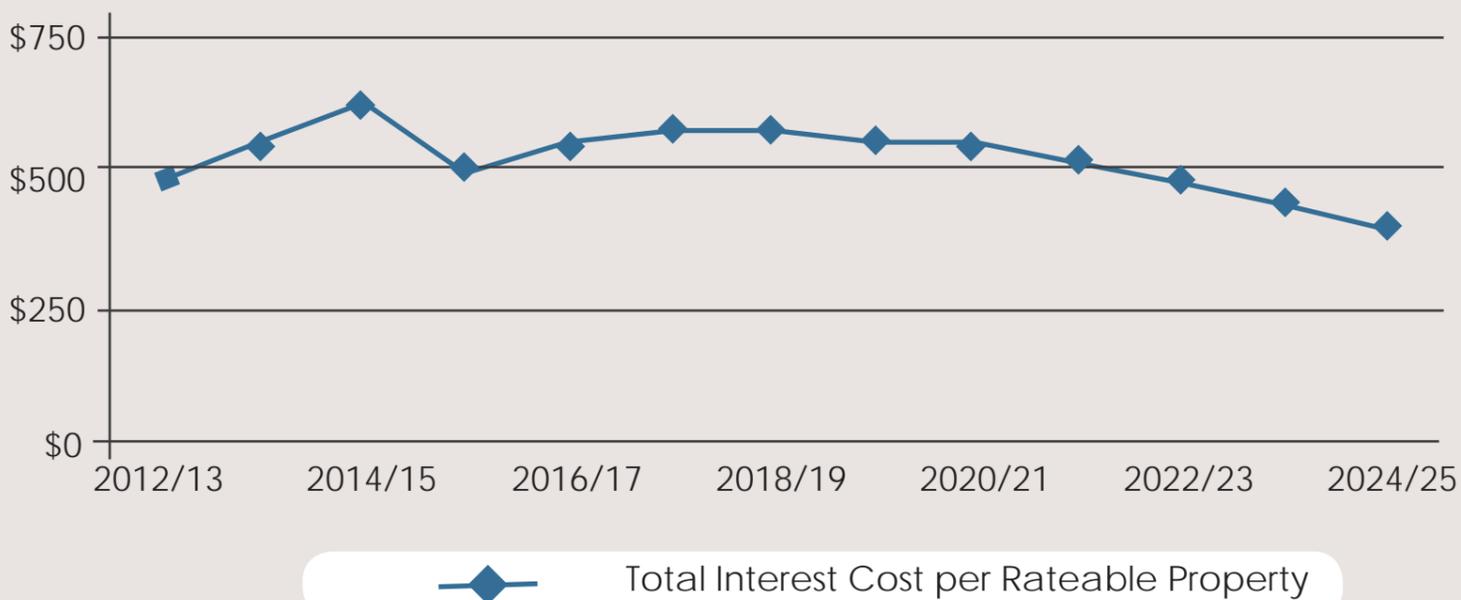
For the past few years Council has been working on improving its financial sustainability. Substantial progress in this area has been made over the last 3-4 years whereby Council's debt is starting to reduce despite a substantial capital works programme being carried out.

The progress made in Council's financial management is significant however, Council's accumulated debt from the past is still high which imposes debt servicing costs on its ratepayers.

Reducing debt is still a **high priority and challenge** for Council. Council's strategy to reduce debt is outlined in the '**Money Matters**' part of this document.

The graph depicts that a reducing debt servicing burden is forecast as a result of reducing debt.

Projected Loan Interest Cost per Rateable Property



As part of our financial strategy, Council is committed to reducing debt. Further details on how we are going to do this is included in the **Money Matters** section on page 15.

Our Response and Proposals

Implementing our vision

The issues facing the District, have not changed over the last 3-4 years and therefore the key message of the proposed 2015-25 LTP, and Council's strategic direction remains the same.

It is Council's intention to stay on its marked course – a focus on economic development, to facilitate the development of a vibrant district community, work toward lower indebtedness and a focus on rates affordability.

The proposed 2015-25 LTP will be focussed on developing specific action plans to implement the strategic direction and move us towards achieving our vision - "Creating a better future with vibrant communities and thriving businesses".

Faced with a shrinking population, Council considers it vital that we facilitate economic growth and community connectivity and development.

This section should be read in conjunction with the 'Money Matters' section.

Economic Growth

The importance of enhanced economic development has been an area of focus for Council for the last 3 years. Our district residents and ratepayers, endorsed that intent through the support for the 2012-22 LTP, the 2013 and 2014 Annual Plans and more lately as measured through the 2014 annual Resident Survey.

Council's aim is to support the growth of our local economy by effectively promoting our district's attractions as well as supporting local business initiatives and projects.

Council is in the process of developing an Action Plan for economic development. That development process will engage inputs from the district community as proposed and agreed in the current Annual Plan (2014-15).

Implementation of the Action Plan is proposed to **start from year 1** of the 2015-2025 LTP.

In terms of method of delivery, Council considered the following options:

Option 1 (preferred option): In-house delivery and/or facilitation of agreed initiatives, in place of the original concept for the establishment of a District Economic Development Board, as proposed in the 2012-22 LTP.

This option offers more efficient and cost effective delivery, at this time. The cost of economic development and district promotion activities through this option is \$168,000 per annum on average over the 10 years. This equates to **\$29 per rateable property**. Please note this is an indicative value as the actual rate will be based on the funding policy.

Option 2: The alternative is to deliver and or facilitate delivery through establishing and funding a separate legal entity for example, an Economic Development Board. The estimated delivery cost of a fully functional entity would be approximately \$365,000 per annum.

This option would mean an additional cost of **\$34 per rateable property** in the district. This is an indicative value only as the actual additional rate increase would depend on the funding policy applied.

Examples of the type of initiatives that we are considering:

- Develop a District marketing strategy
- Identifying industry gaps and aggressively pursuing investment.
- Enable appropriate and well structured marketing plans to fully develop and satisfy visitor experiences.
- Facilitate or build products to enable the high volume of visitors to the iconic Waitomo Caves to stay in our district for longer, for example:
 - » Promote packages with cycle ways, Hobbit film scene, the abundance of DOC natural attractions, and the natural beauty of our unique district.
 - » Work with Iwi to develop stronger cultural tourism, especially as Pureora develops as a destination.
 - » Develop Te Kuiti as a strong brand, and aggressively market our Main Street "hub" as a "destination" to the large volume of passing traffic, and tourists alike.
- Identifying skill gaps and labour shortages within the district and working with training providers to better align training to business needs.
- Increase our focus on visitor experience by promoting these unique tourism opportunities through WDC supported i-SITE's and marketing brochures.

We would like your views on the two options and also on whether you think Council should continue with its focus on economic development in a staged but steady manner.



Community Connectivity and Development

info

Strengthening our connections with our communities and supporting development is another area of focus for the 2015-25 period.

Community connectivity and development will involve continued support of our Youth Council.

Council would like to motivate the development of projects and events to give our youth a sense of contributing something of value to society.

The key areas of youth engagement include:

- Waitomo Youth Council,
- Mayor's Task Force for Jobs,
- Tuia Programme,
- Social Sector Youth Trials,
- Social Sector Youth Mentoring Programme.



Te Kuiti Railway Buildings



Upper Mokau River, Piopio

We want to work on promoting 'Waitomo as a place to live'.

We have already committed to some projects like the Te Kuiti Railway Buildings Revitalisation project which is progressing well.

We are also looking at ways to facilitate the development of more "Housing for the Elderly".

We will continue to encourage community groups to lead their own urban development in partnership with Council.

We intend to apply strong leadership to assist these initiatives.



Provide your feedback online:
www.waitomo.govt.nz/haveyoursay

Good Asset Stewardship and Management



Asset maintenance and upgrades, essential elements of prudent asset management, will continue to form a vital part of Council's future planning.

An **Infrastructure Strategy** (IS) covering a planning period of 30 years (2015-45) has been developed by Council, which outlines how Council intends to manage its Water supply, Wastewater, Stormwater and Roads and Footpath infrastructure assets.

Council has been investing in core services/ infrastructure over the last 7- 8 years; keeping up with the replacement of old assets at the end of their useful lives and developing assets to meet community needs and increasing environmental and public health standards.

Significant upgrades have been completed for Piopio Sewerage, Mokau Water, Piopio Water, Benneydale Water and Te Kuiti Sewerage.



Climate Change

Climate change can influence the frequency and intensity of extreme rainfall, average annual rainfall and sea levels and functioning of estuaries.

Our planning for water supply, waste water, storm water and roading takes into account the longer term consequences of climate change.



Key Aspects of the Infrastructure Strategy

Council's approach in the IS is informed and consistent asset renewal over time (especially for reticulation assets), as the majority of Council's significant infrastructure has been upgraded in the recent past.

The only significant capital improvement planned over the life of the IS is the completion of the upgrade of the Te Kuiti Water Treatment Plant in the 2015/16 and 2016/17 financial years.

Examples of the proposed renewals/upgrades to existing infrastructure include: bridge and stormwater renewals, upgrade to Te Waitere wastewater soakage field and mains replacement programme for water supply.

Some upgrades and investigations have been programmed for reasons of risk mitigation and resilience improving.

Development of new capacity driven infrastructure is not planned as there is currently enough capacity in the infrastructure network to allow for nominal growth.

Operating costs are expected to be relatively stable over the life of the IS with and no material changes in service levels are planned.

A critical aspect of the IS is updating our asset data (particularly for underground reticulation assets), however this is will be gradual and through establishment of processes for regular updates.

The full Strategy is contained as Section 5 of the **Supporting Information package** and is available on our website and upon request.

Service Levels we want to provide



Over the 2015-25 period Council is committed to maintaining its existing levels of service. The two areas where Council aims to increase its focus are Community Development and Economic Development.

We are aware that this will require a sustained effort over a longer period in order to achieve Council's vision and our intention is to incrementally achieve this.

Roads and Footpaths Activity

The Roads and Footpaths activity is the **largest activity area** of Council with the maximum spend.

Our roads network provides an important connectivity function within our predominantly rural district. The network also serves a key economic function by providing linkages to primary producers (e.g. farms and quarries). We aim to ensure this network is maintained sustainably over time.

Council receives funding assistance (subsidy) from the NZ Transport Agency (NZTA) for approved categories of work within the Roads and Footpaths activity.

NZTA has been working on the development and introduction of a One Network Roding Classification (ONRC) which might involve a change to current levels of service and Council's will be expected to transition to the new 'fit for purpose' levels.

Any new levels set could have financial implications for Council.

At the time of writing this document, the levels of service to be set by the ONRC remain unknown.

We will be keeping a watching brief on developments and will communicate with the community regarding these.



NZTA Subsidy

Roding subsidy from NZTA is Council's largest single source of revenue after rates. NZTA is currently reviewing its road classification system.

The outcome of NZTA's review of customer levels of service is also unknown, which could impact on the overall funding assistance Council receives from NZTA, however for the LTP funding is assumed at levels currently set out by NZTA.



Waitomo Village Water and Wastewater Infrastructure

info

Waitomo Village has its own privately owned and operated Water Supply and Sewerage scheme.

Council has been considering the factors that would be involved in the transfer of these infrastructure assets, into WDC's future ownership and management.

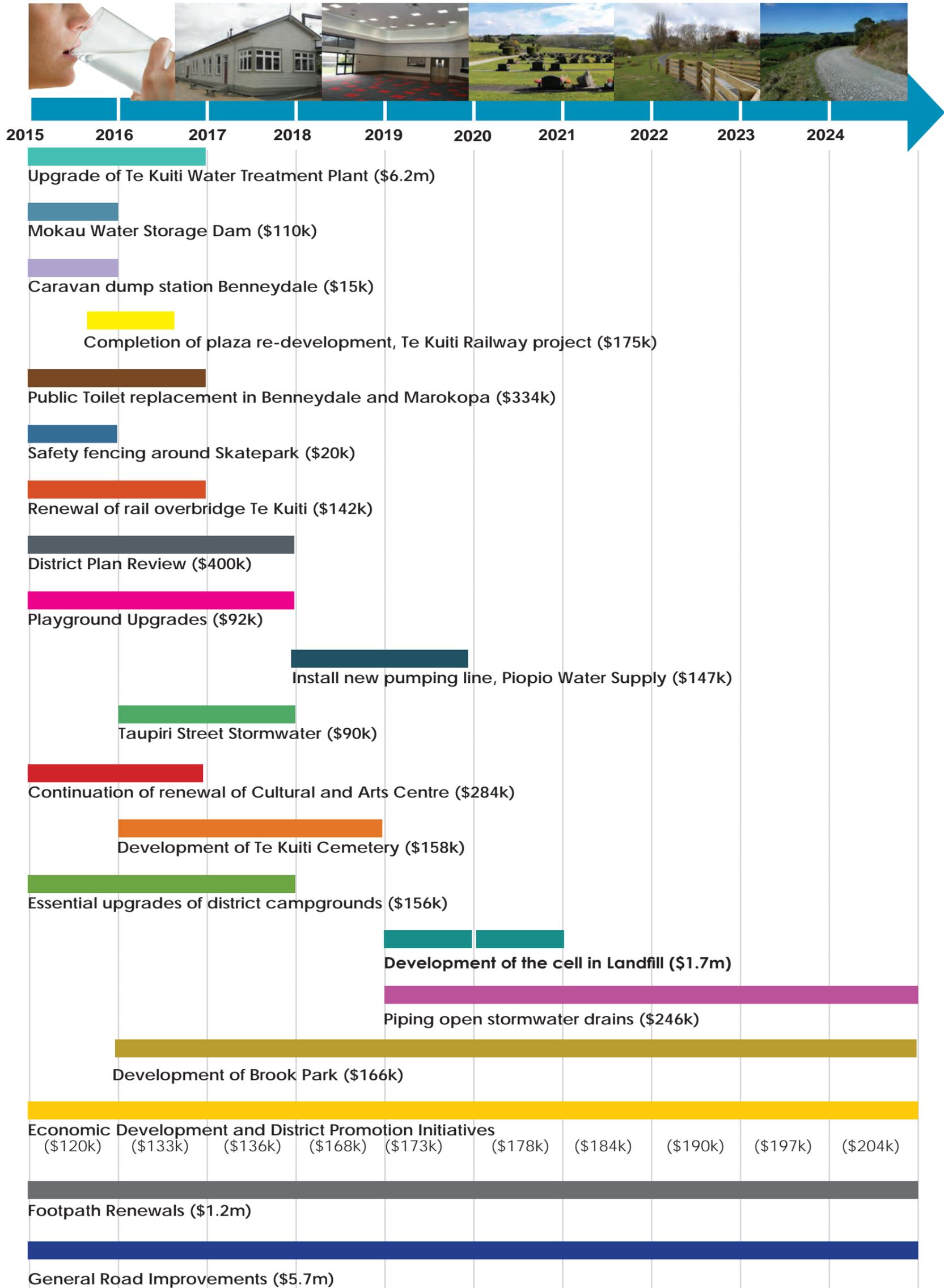
There are still a number of key issues to be worked through, mainly land tenure arrangements, and given the high level of uncertainty around the issues, Council has not included any financial provision for these assets in its financial forecasting for the next 10 years.

Key projects planned for the next 10 years.



The key projects proposed by Council over the next 10 years are shown below which are aimed at developing Waitomo district as a **great place to live and do business**.

Council has demonstrated through the Te Kuiti wastewater treatment plant upgrade that it can deliver projects on time and within budget. A key to this has been ensuring that the scope of the project is well defined and that it is fit for purpose in terms of providing the best value for money and meeting the needs of the community.



Revenue and Financing Policy (RFP) Change Proposals

The Revenue and Financing Policy (RFP) sets out our policies for sources of funds that will be used for expenditure. We are proposing a few changes to some parts of the RFP: UAGC / General Rate splits for certain activities; Non-residential Wastewater Rates. These changes do not impact on the total amount of rates. **It is about splitting the rates more fairly amongst properties.**

UAGC and General Rate

Council uses the Uniform Annual Charge (UAGC) and General Rates to fund activities which **benefit everyone in the community**. The UAGC is the fixed portion of your rates that every ratepayer pays equally. General rates are assessed on the basis of the capital value of the property.

Council is proposing changes to the way that the UAGC and General Rates funding methods are used to fund certain activities. In simple terms the proposal is to increase the General Rates portion used to fund certain activities.

The main reasons for the proposal are a need for increased transparency and that an equal split between the use of the General Rate and UAGC to fund service delivery is considered to be the most equitable method for funding the District benefit allocation.

The full draft RFP and detailed explanation of the charges is contained as **Section 7 of the Supporting Information** available on our website.

Options that Council has considered:

Option 1: Maintain status quo. This will increase the UAGC to \$880 in 2015/16 from the current \$650, if Council does not limit the total amount of the UAGC (which has been limited to \$650 in the past to preserve rates affordability objectives).

Option 2 (preferred option): To change the funding split between the UAGC and General Rates methods and to limit the increase in the value of the UAGC in any year to the percentage increase in the Local Government Cost Indicator (LGCI) for that year. This proposal will assist in maintaining rates affordability for all rateable properties within the District. The impact of this option is that UAGC for 2015/16 is \$654.

We would like to hear your views on the options.



Wastewater Rates for Non-residential properties in Te Kuiti

Council is proposing a change to the method of assessing the wastewater/ sewage rates for non-residential properties in Te Kuiti, in the interest of applying a more objective method to the assessment. **The methods that can be used are restricted by legislation.** Currently this rate is calculated using business hours as the basis (business hours being the proxy for extent of provision of service).

Proposed differentiation of properties:

Category 1:
All businesses

Category 2: Education & Community Childcare, Places of Worship, Marae, Clubs and Societies and Emergency Services. This category consists of organisations that are generally deemed 'not for profit'. For avoidance of doubt, Category 2 only covers properties with the uses listed and no others.

Category 3: Comprises of Government Departments, Rest Homes and Hospitals.

The Sewerage Rates* for these 3 categories will be assessed as follows:

Category 1	Pan Charge	Base Charge
Up to 4 pans		50% of Te Kuiti residential connected rate
5 and over pans	70% of Te Kuiti residential connected rate	50% of Te Kuiti residential connected rate
Category 2	Pan Charge	Base Charge
Up to 4 pans		50% of Te Kuiti residential connected rate
5 - 10 pans	30% of Te Kuiti residential connected rate	50% of Te Kuiti residential connected rate
Over 10 pans	20% of Te Kuiti residential connected rate	50% of Te Kuiti residential connected rate
Category 3	Pan Charge	Base Charge
Up to 4 pans		100% of Te Kuiti residential connected rate
5 and over pans	70% of Te Kuiti residential connected rate	100% of Te Kuiti residential connected rate

*This targeted rate is applied on every separately used or inhabited part of a rating unit (SUIP).

The proposed method of assessing the targeted sewerage rate for non-residential properties will affect properties differently. Some properties are expected to experience an increase while the rates for some might decrease. For example, the average increase

for sewerage charges for non-residential properties is \$319.00 and the average decrease is \$531.00.

This proposal only applies to non-residential properties in Te Kuiti. Council will provide further details directly to the affected properties.

Money Matters

Council's Financial Strategy for the 2015-25 period sets out the important financial aspects of Council's proposed direction and how it intends to manage its financial performance. It also provides some financial parameters that will guide Council's journey over the next 10 years.

The guiding principles underpinning Council's Financial Strategy are:

1. Provide amenities, facilities and services to the District community that contribute to and align with Council's Vision
2. Undertake good asset stewardship and management to ensure all community assets are fit for purpose and available for future generations
3. Maintain affordable rates increases to deliver the services and facilities required by the community
4. Ensure Financial sustainability - by ensuring that our revenue is sufficient to cover an efficient operating expense base, all funding sources are being used optimally and financial management is prudent.

Key Aspects of the Financial Strategy

- Rates revenue will be **limited to an average of 75%** of total operating expenditure over the 10 years.
- Total rate increases will be **limited to a 'cap'** of Local Government Cost Index (LGCI) + 2% for any year. LGCI changes annually and therefore the 'cap' will vary, however, indicatively it will be 4.71% based on the LGCI average for the next 10 years.
- External borrowing will be used in a **prudent and sustainable** manner. Some of the limits set up are - Total borrowings will not exceed 25% of total equity, Total borrowings must not exceed 20% of total assets, Net interest will not exceed 20% of annual rates.
- Council is committed to **reducing** its external debt over time.
- Council intends to focus on **growing** its Reserves balances.

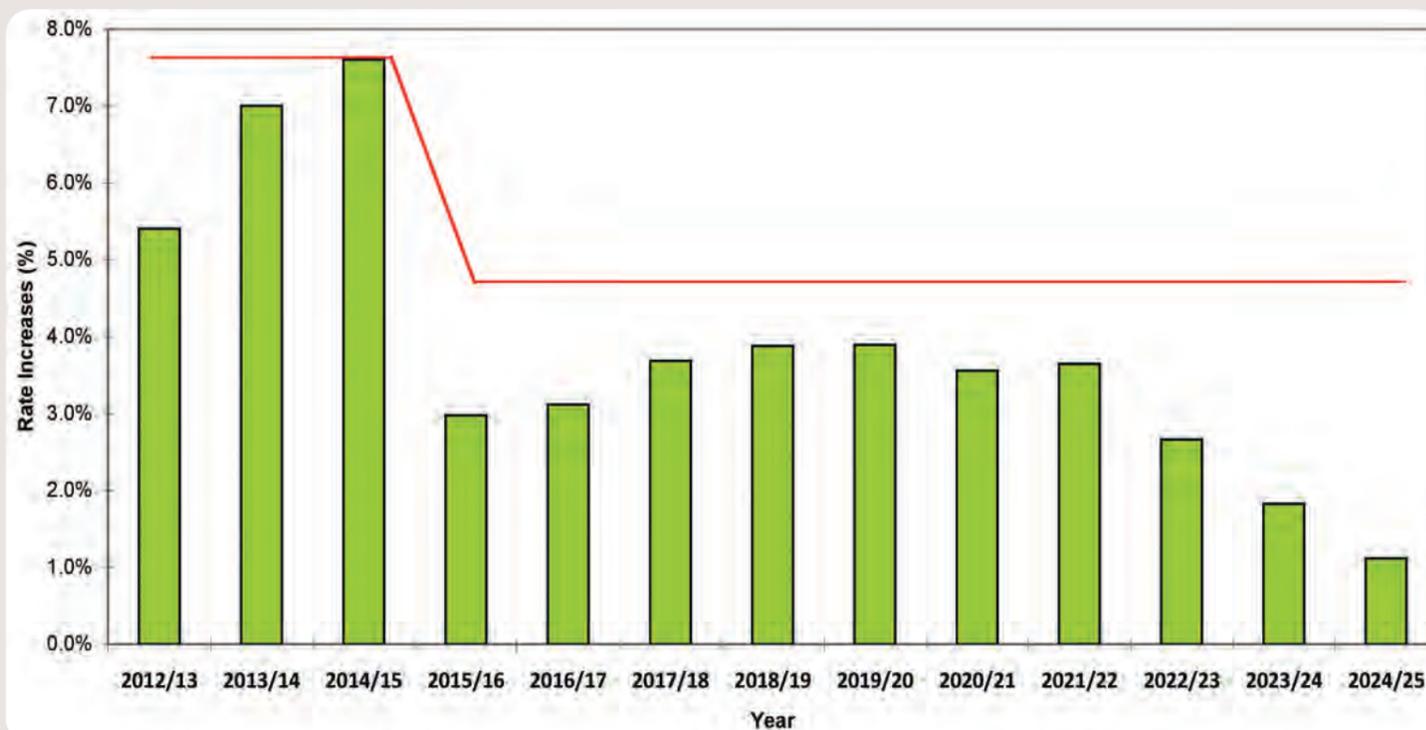
The full Financial Strategy is included as **Section 5** of the Supporting Information.

LGCI is the inflation assumption applied to the 10 year forecasts. It is the forecast of price level change developed by Business and Economic Research Limited (BERL) specifically for local government and it uses cost factors that are relevant to the public services provided by Councils.

Total Rates as a % of Total OPEX (Limited to an Average of 75%)

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
\$000's										
Total OPEX	26,583	27,392	28,367	28,849	29,533	30,390	31,220	31,800	32,755	33,315
Forecast Rate Requirement	17,854	18,410	19,090	19,831	20,602	21,335	22,113	22,699	23,114	23,373
Forecast Rate as a % of OPEX	67%	67%	67%	69%	70%	70%	71%	71%	71%	71%

LTP 2015-2025 Forecast Rates Increase



■ Budgeted rates increase (at or within limit) — LTP 2015-25 Rate Increase Cap

Graph comparing forecast rates increases with the rates increases 'cap' (4.71%). **It shows Council meets its self-imposed limit through the planning period.**

Debt Reduction

The objective to reduce the level of external public debt has been a key consideration for Council's Financial Strategy over the last 3 years. **That objective is not changed.**

Council remains committed to this endeavour over the future 10 years, so as to **reduce the debt servicing** burden on the district community and to enable deployment of resources for the development of the District and the facilities available.

The table shows that despite a significant investment programme of \$32 million (since 2011) having being undertaken, the amount of external debt has reduced over the same period.

(\$000's)	2011/12	2012/13	2013/14	Total
Total Capital Expenditure	\$9,914	\$13,387	\$8,698	\$31,999
Funded by Grants and Subsidies	(\$4,470)	(\$5,063)	(\$3,575)	(\$13,108)
External Debt Raised	\$1,633	(\$1,823)	(\$317)	(\$507)
Public Debt (at 30 June)	\$47,005	\$45,182	\$44,865	

This has been the result of Council's multi-pronged approach of improving its Reserves balance, efficiency in spending, reducing cost of finance and a focus on increasing operating income where possible.

Given the trend, Council considers that appropriate and required funding of reserves and their redeployment will be an effective debt reduction method and that the use of a new separate debt repayment rate over and above the current liability management approach is not required and would only alter the forecast overall debt position by a minimal amount.

Council's forecast for the 2015-25 period is to **borrow minimally** for essential capital works and to develop over time a strong capacity to self-fund the cost of asset renewal wherever practicable.

Another important consideration in the first three years of the planning period will be an assessment of the existing Investment Portfolio to better accommodate risk potential and how to optimise a return on investments for the District community.

In the 2012-22 LTP, Council agreed to levy an additional and separate rate uniformly across all properties, starting in 2015, the revenue from which would be used for the repayment of debt.

Since that time (in the last 3 years), Council's financial performance has progressed significantly.

Retained earnings have increased from \$192 million in 2011/12 to **\$200 million in 2013/14.**

Options that Council has considered:

Option 1: Levy an additional new rate calculated at an amount equivalent to 1% of the total property rates levied for that year across all the rating units in the District (as per 2012-22 LTP, noted earlier).

The funds from that new rate to be used for debt reduction.

The total funding impact of this new rate would be an additional rating amount of \$242,000 per annum (average over 10 years) or an additional **\$52 per rating unit**, if levied uniformly.

This figure is indicative only and the actual amount will be dependent on the funding policy.

This option will decrease external debt to \$30.7 million by year 10.

Option 2 (preferred option):

Given the debt containment effort over the past period and the forecast of decreasing external debt, Council's preferred option is to **continue the funding** of appropriate reserves and the appropriate utilisation of that capacity for debt reduction purposes instead of levying an additional new 1% debt reduction rate.

The impact of this option is that debt is forecast to reduce to \$32.8 million by year 10.

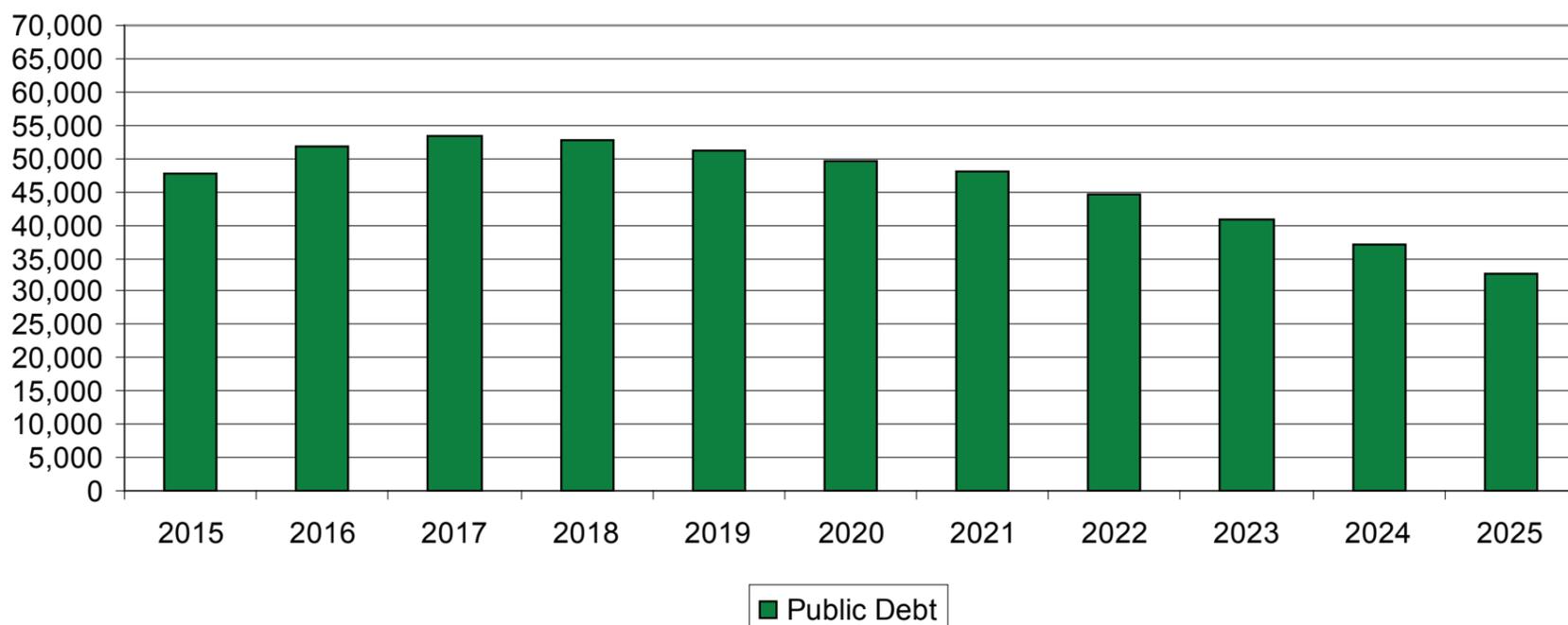
This is shown in the public debt graph.

There will be no impact on rates.

We would like your feedback on the options above.



Public Debt Profile 2015-2025



This graph shows public debt is forecast to reduce over time.

Total Expenditure

The forecast average total expenditure per annum for the 2015-25 period is \$39.4 million.

2015/16	2016/17	2017/18	2018-25
\$40.24 million	\$37.26 million	\$36.44 million	\$280.38 million

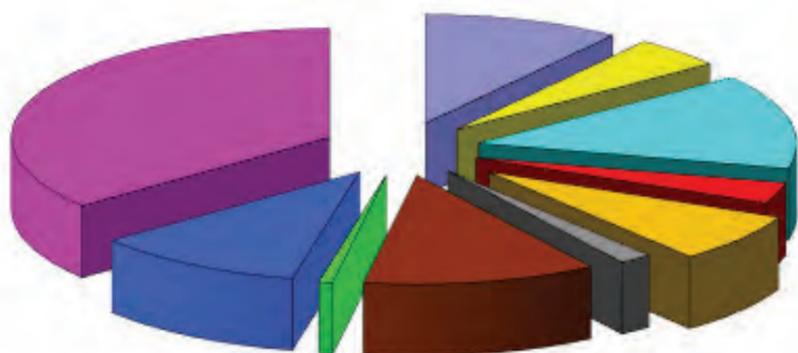
Despite inflation, the average total expenditure forecast for 2015-25 is almost the same as it was 3 years ago - \$39.07 million (2012-22 LTP forecast).

This demonstrates Council’s consistent endeavour for operational efficiency.

Operational Expenditure

Operational expenditure is incurred when carrying out Council’s **day-to-day activities** and includes such things as repairs and maintenance, depreciation, interest, insurance, telephone, electricity, chemicals, payroll, rent, vehicle running and so on.

Operational Expenditure 2015-2025 (\$300.2M)



- Governance 10%
- Roads and Footpaths 35.8%
- Water Supply 10.8%
- Resource Management 0.7%
- Sewerage 11.9%
- Stormwater 1.7%
- Solid Waste Management 7.3%
- Regulation 3.1%
- Community Services 14.1%
- Community Development 4.6%

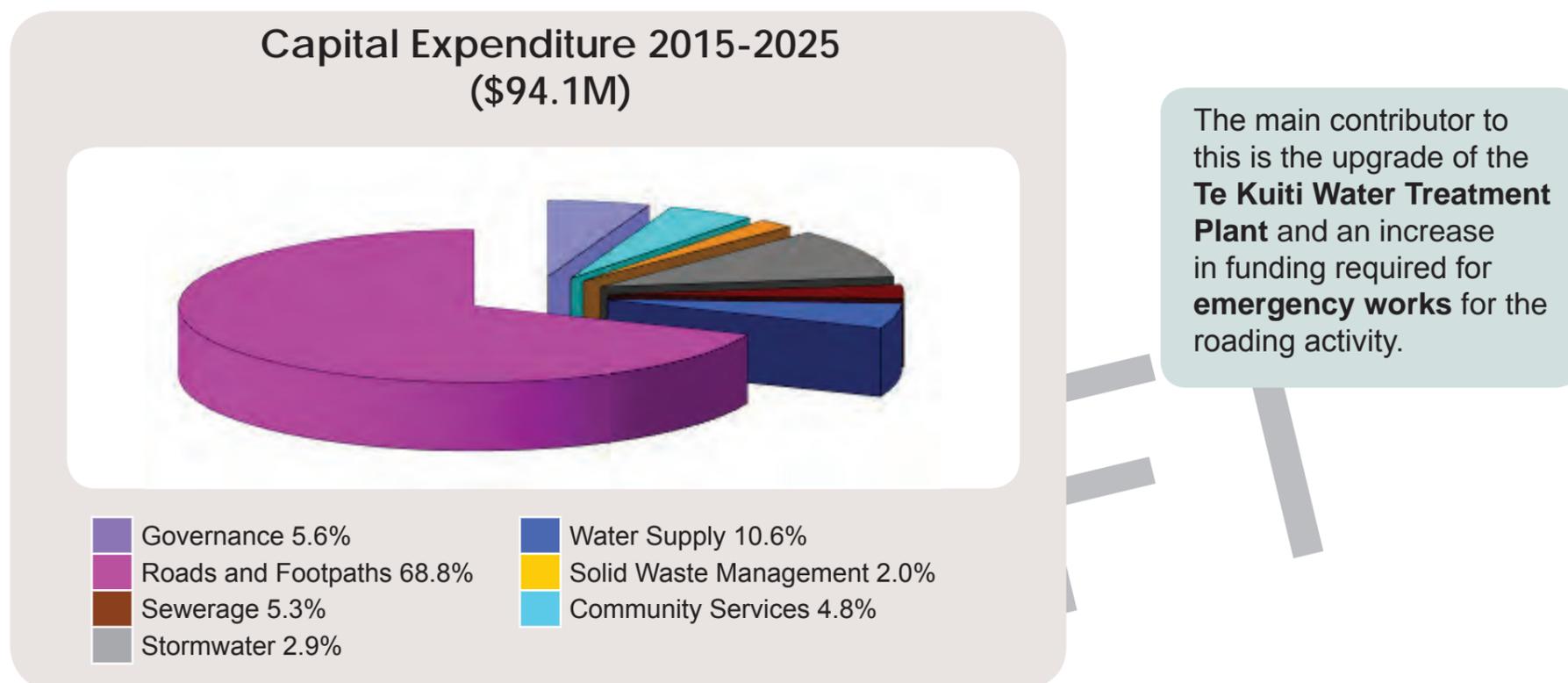
Council’s total Operational Expenditure to deliver the 10 significant activities is forecast to be **\$300.2 million over 10 years.**

Capital Expenditure

Council is proposing \$94.1 million of capital works expenditure over the 2015-25 period, most of which is related to renewals.

2015/16	2016/17	2017/18	2018-25
\$13.66 million	\$9.87 million	\$8.08 million	\$65.52 million (average \$8.93 million over 7 years)

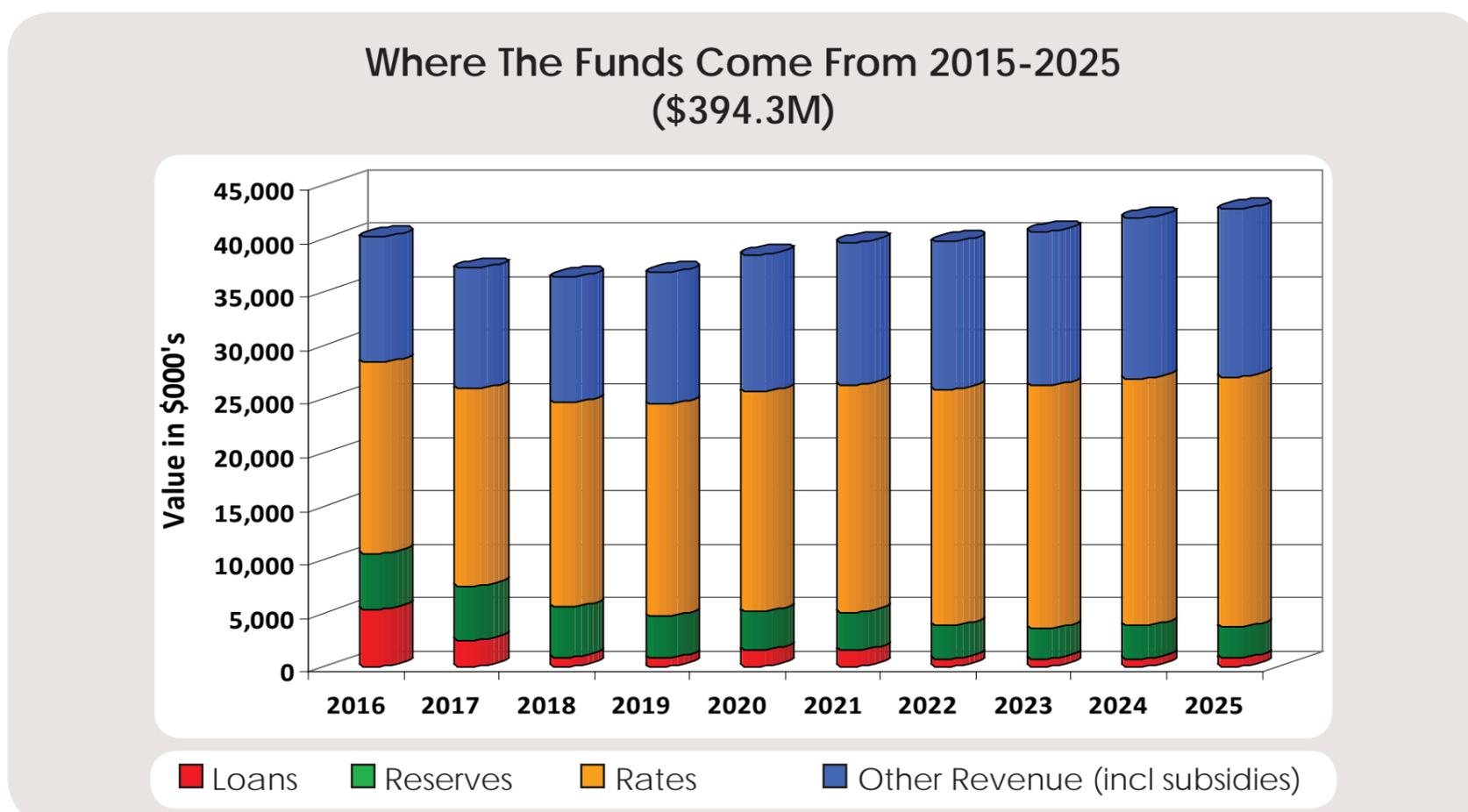
The most significant capital expenditure occurs in the first two years of the LTP.



Sources of Funds

The financial requirements of Council are met through various funding sources. Their use for meeting the expenditure of the different activities is described in Council’s Revenue and Financing Policy.

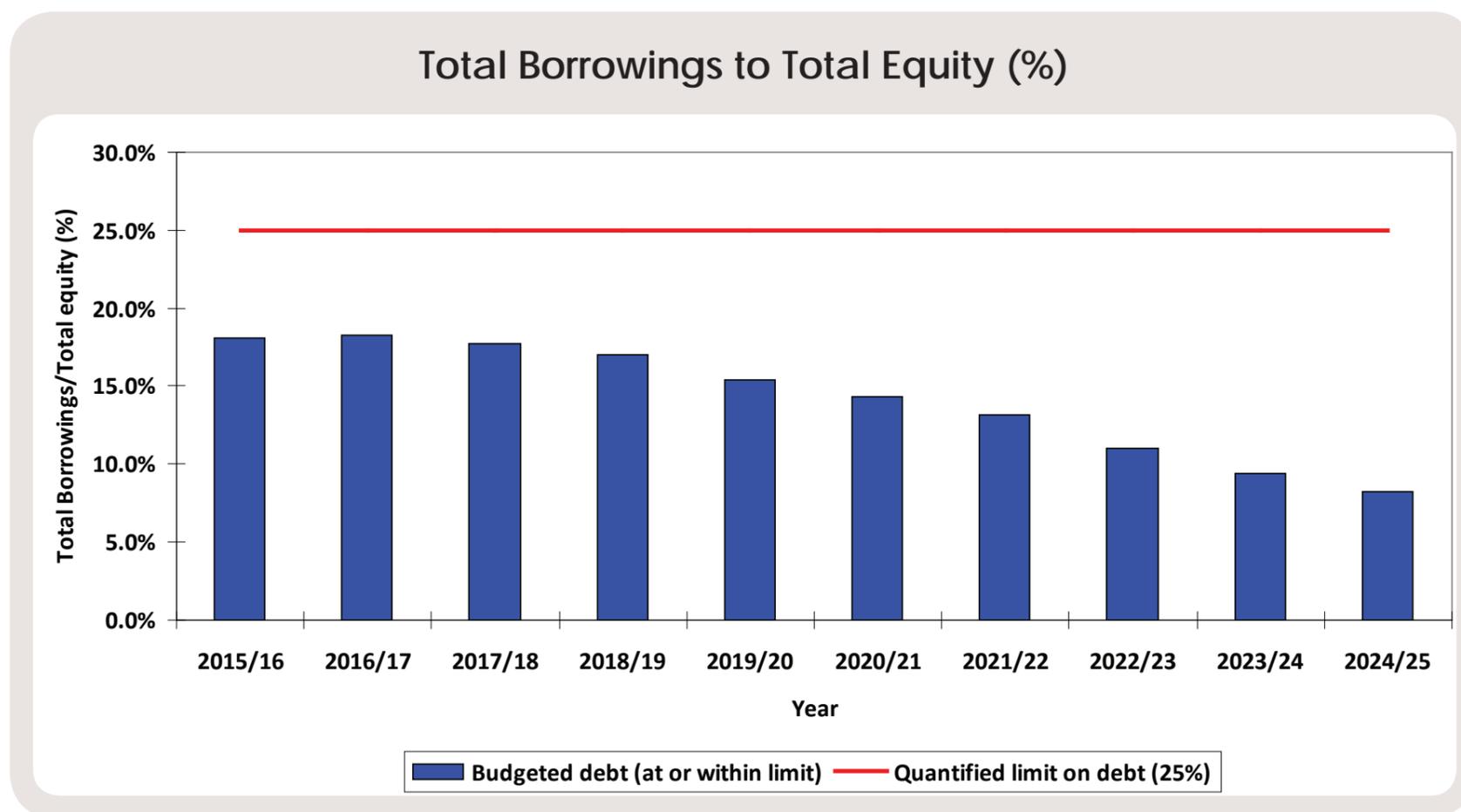
This graph shows the various funding sources over the 10 year forecast period. Details on the different types of rates charged are contained in the **Funding Impact Statement** which is Section 7 of the Supporting Information.



Projected Public Debt

The forecast public debt is forecast to reduce from \$51.7 million in 2015/16 to \$32.8 million over the 10 year period.

Council has set an internal limit of keeping its external borrowing less than 25% of total equity. The graph shows the forecast debt against this limit.



Summarised Balance Sheet

Council is forecasting its total public equity to increase substantially (more than \$100 million) over the next 10 years brought about by an increase in assets and a decrease in total liabilities.

Prospective Summarised Balance Sheet as at 30 June (\$000's)	EAP 2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Current Assets	5,978	5,461	5,593	5,736	5,890	6,054	6,228	6,419	6,625	6,853	7,096
Non Current Assets	330,357	336,948	343,991	350,676	352,245	372,145	382,401	383,760	411,271	427,380	428,973
Total Assets	336,335	342,409	349,584	356,412	358,134	378,198	388,630	390,179	417,897	434,233	436,069
Current Liabilities	9,558	9,383	9,483	9,591	9,707	9,830	9,962	10,106	10,262	10,434	10,617
Non Current Liabilities	50,504	47,755	49,205	48,747	47,027	45,525	43,780	40,443	36,673	32,826	28,690
Total Liabilities	60,062	57,138	58,688	58,337	56,733	55,355	53,742	50,549	46,935	43,260	39,308
Total Public Equity	276,273	285,272	290,896	298,074	301,401	322,843	334,887	339,629	370,962	390,974	396,761

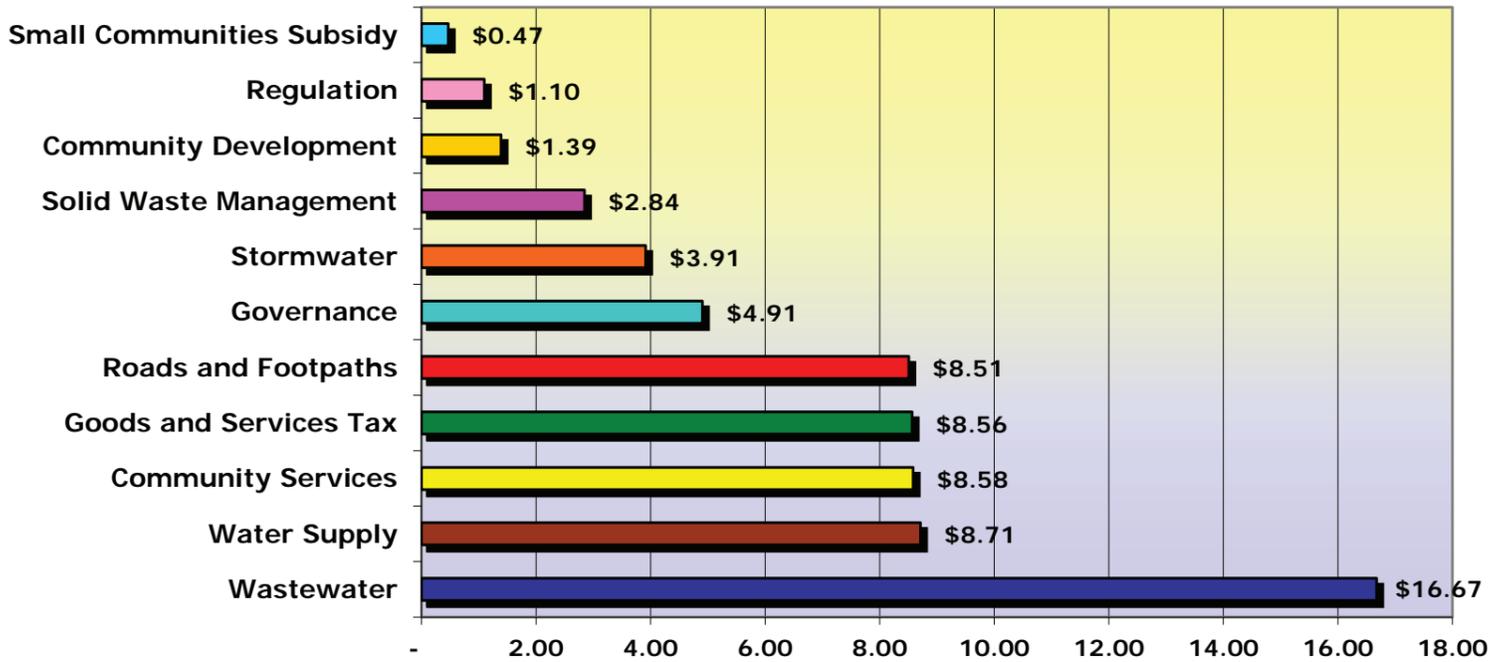
What does this mean for your Rates

The services that Council provides you are partially funded from rates. The total rates and increases forecast over the 10 year period are shown in table below.

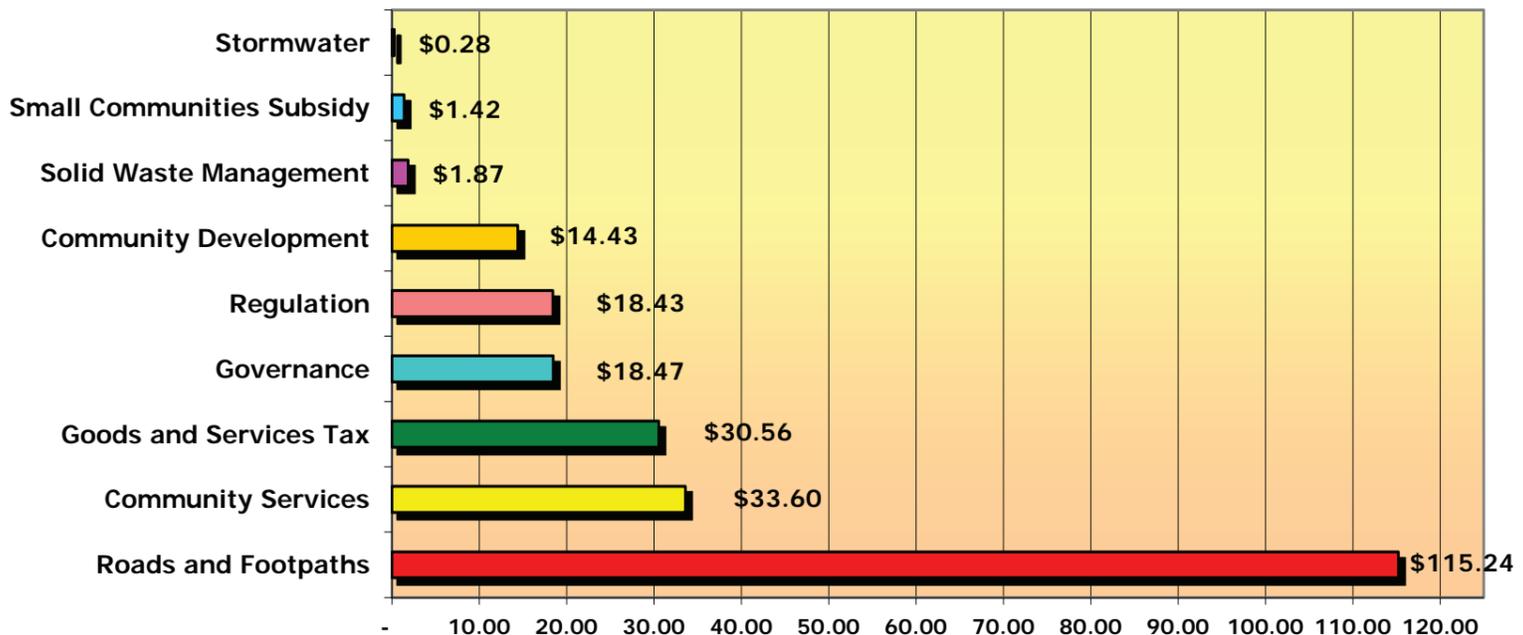
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
\$000's										
Rates Requirement	17,854	18,410	19,090	19,831	20,602	21,335	22,113	22,699	23,114	23,373
Percentage Increase	2.97%	3.11%	3.69%	3.88%	3.89%	3.56%	3.65%	2.65%	1.83%	1.12%

Where Rates Per Week Are Spent

Average Te Kuiti Residential Property paying \$66 per week



Mid-range Farm Business paying \$234 per week



The following table shows the rates for some indicative properties for the 2015/16 year.

	Te Kuiti Residential	Te Kuiti Commercial	Te Kuiti Wider Rating Area	Waitomo Commercial	Benneydale Residential	Piopio Residential	Piopio Wider Rating Area	Mokau Residential	Drystock Rural	Dairy Farm Rural
Capital Value \$ as at Sep 2012	170,000	275,000	630,000	1,100,000	44,000	127,000	385,000	270,000	3,075,000	5,550,000
		(3 pans)		(3 parts)						(2 parts)
Uniform Annual General Charge (UAGC)	654	654	654	1,962	654	654	654	654	654	1,308
General Rate	233	377	863	1,507	60	174	528	370	4,214	7,605
District Wide Roding Rate	379	613	1,404	2,451	98	283	858	602	6,853	12,368
Targeted Services Rate (Urban)	201	201	201	0	0	0	0	0	0	0
Targeted Services Rate (Rural)	0	0	0	114	38	38	38	38	38	76
District Development Rate - Commercial	0	99	0	394	0	0	0	0	0	0
District Development Rate - Rural Business	0	0	0	0	0	0	0	0	170	306
Subsidy Rate for Te Waitere Sewerage	7	7	7	7	7	7	7	7	7	7
Subsidy Rate for Benneydale Sewerage	11	11	11	11	11	11	11	11	11	11
Subsidy Rate for Benneydale Water	5	5	5	5	5	5	5	5	5	5
Subsidy Rate for Mokau Water	5	5	5	5	5	5	5	5	5	5
Stormwater Urban Fixed Charge	150	150	0	0	0	0	0	0	0	0
Stormwater Urban Capital Value	84	137	0	0	0	0	0	0	0	0
Stormwater (Rural)	0	0	17	51	17	17	17	17	17	34
Water Supply	521	521	0	0	1,400	1,283	0	1,400	0	0
Sewerage	956	478	0	0	1,100	1,100	0	0	0	0
Piopio Wider Rating Area - Sewerage	0	0	0	0	0	0	34	0	34	0
Piopio Retirement Village Contribution	0	0	0	0	0	23	23	0	23	0
Te Kuiti Trade Waste Contribution	41	41	41	41	41	41	41	41	41	41
Solid Waste Management - District	112	112	112	336	112	112	112	112	112	224
Solid Waste Collection & Recycling	55	55	75	0	0	124	0	159	0	150
Proposed Total Rates 2015/16	3,414	3,465	3,395	6,885	3,549	3,877	2,333	3,421	12,183	22,141
Total Rates (Actual) 2014/15	3,328	3,225	3,319	6,703	3,524	3,560	2,262	3,378	11,916	21,701
Change %	2.6%	7.5%*	2.3%	2.7%	0.7%	8.9%**	3.1%	1.3%	2.2%	2.0%

* The proposed rates for this Commercial property in TK are higher than average as a result of changes proposed to the way the Wastewater rates are assessed.

** Substantial renewals and maintenance work has been carried out in the last 2-3 years for Piopio Water Supply. Council Reserves have been used to transition the actual costs being transferred to the ratepayers, in order to ease the impact on the ratepayers. This transitioning is coming to an end over the next 2 years and therefore the proposed rates for the example property in Piopio are higher than average.

Your Feedback

It is important that you let us know your views and thoughts.

Consultation Process

Public consultation on the plans for the next 10 years is open over the period beginning Wednesday 1 April to Friday 1 May 2015. The Consultation Document will be made available at the following locations:

Te Kuiti	Piopio	Mokau	Waitomo	Benneydale	Marokopa
WDC Office, Queen Street or; Waitomo District Library Taupiri Street.	Cloverleaf Cafe Moa Street Piopio	Mokau Museum Main Road	Waitomo Caves Discovery Centre Waitomo Caves Village	Benneydale Foodmarket Ellis Road	Campground Rauparaha Road Marokopa

If you require further information, the Supporting Information package is available at our website www.waitomo.govt.nz or upon request from our main office (phone 0800 932 4357).

Elected Representatives will be present at the following meetings should you wish to speak with them.

Piopio	Mokau	Benneydale
23 April, 7pm Piopio Hall	19 April, 1pm Mokau Hall	28 April, 7.30pm Benneydale Hall

Ways to provide your feedback

Written Feedback: There is no set format that your written feedback must take, however you should aim to present your feedback in a way that is organised and easy to read. A submission form is available in this document.

You can download a PDF version or complete the form online by visiting www.waitomo.govt.nz/haveyoursay

In person: If you would like to provide us with your feedback in person rather than completing a feedback form or you would like to speak to us about what you have written, you will be able to talk to your local Councillors at a Council meeting scheduled for 11 May 2015.

If you would like to attend this meeting please either indicate you wish to attend on your feedback form or contact our Customer Service Team.

Please return your completed Submission to Council at the address provided below. If you need to use extra pages, include your name on each page and attach them to the form.

Freepost Authority Number 112498
Waitomo District Council
Queen Street,
PO Box 404,
Te Kuiti 3941

Email: consultation@waitomo.govt.nz
Online: www.waitomo.govt.nz/haveyoursay
Fax: 07 878 7771

Council will be considering public feedback on the Consultation Document on **11th May 2015**. This meeting is open to the public. Please notify our Customer Services Team if you would like to attend or indicate your attendance on the feedback form.



Submission Form

OFFICE USE ONLY

SUB NO.

Full Name:

Organisation (if applicable):

Address for correspondence:

Email Address:

Phone Number: Fax Number:

I wish to present my written submission verbally to a public Council hearing. YES NO

Terms and conditions: We will make all submissions including people's name and contact details, publicly available (as per the Local Government Official Information and Meetings Act 1987), at the Waitomo District Library, the WDC Office and on Council's website.

By signing this form you have indicated that you have read and agreed to these terms and conditions.

SIGNATURE (of person making submission or person authorised to sign on behalf of person making the submission).
..... DATE:

Submissions close at **5pm on Friday 1 May 2015**. Submissions received after this date and time will not be accepted.

The main objective proposed by Council for the 2015-25 LTP is to stay on an already charted course -focus on economic development, facilitate the development of a vibrant community, lower debt and to keep rates increases affordable over time. Council intends to **maintain the services it delivers at existing levels**. We would like your feedback specifically on the following aspects. **Please indicate which option you support.**



Question 1 (page 9): Economic Growth – method of delivery

Option 1 Option 2

DRAFT



Question 2: Should Council continue with its focus on economic development in a staged but steady manner?



Question 3 (page 14) : UAGC and General Rate

Option 1 Option 2



Question 4 (page 16) : Debt reduction method

Option 1 Option 2

Thank you for your feedback.



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Document No: 358578

File No: 064/001D

Report To: Council**Meeting Date:** 24 March 2015**Subject:** Local Government New Zealand – 2015 Annual General Meeting Remit Process

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council of the process for submitting remits for consideration at the 2015 Local Government New Zealand (LGNZ) Annual General Meeting (AGM).

Commentary

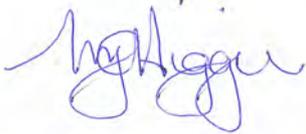
- 2.1 The 2015 LGNZ AGM is being convened in Rotorua on Sunday 19 July 2015, followed by the LGNZ Annual Conference on Monday 20 and Tuesday 21 July 2015.
- 2.2 Attached to and forming part of this business paper is a self-explanatory memorandum from LGNZ advising the process and timeline for member authorities to submit proposed remits for consideration at the 2014 LGNZ AGM, together with a Remit Application Form.
- 2.3 The Memorandum also sets out the criteria for considering remits under the Remits Screening Policy.
- 2.4 Since 1999, it has become rare for individual councils to make remits directly to LGNZ. Due to the criteria of the Remits Screening Policy, remit issues are predominantly raised by individual councils at Zone and Sector Group Meetings, and if supported, are taken forward by the Zone or Sector Group.

Recommendation

- 3.1 It is recommended that Council continue to have the Mayor and/or Chief Executive lobby key issues through Zone and Sector Group Meetings rather than initiate any individual remits to LGNZ AGMs.
- 3.2 The next meeting of Zone 2 is a Joint Zone 1 & 2 Meeting being convened at Manukau on Friday 9 May 2015. Any remit matter which Council wishes to promote should be notified to the Zone 2 Administrator for inclusion on the Agenda for this meeting so that it can be considered by the Zone, and if supported, a Remit made to LGNZ within the required timeframe.

Suggested Resolutions

- 1 The business paper on Local Government New Zealand – 2014 Annual General Meeting Remit Process be received.
- 2 Council continue to lobby key issues through Zone and Sector Group Meetings rather than initiate individual remits to LGNZ AGMs.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: LGNZ Memorandum

Date: 4 March 2015
To: Mayors, Chairs and Chief Executives
From: Malcolm Alexander, Chief Executive
Subject: **2015 Annual General Meeting Remit Process**

We invite member authorities wishing to submit proposed remits for consideration at the Local Government New Zealand Annual General Meeting (AGM) to be held on **Sunday 19 July 2015** in Rotorua, to do so no later than **5pm, Friday 22 May 2015**. Notice is being provided now so as to allow members of zones and sectors to gain support of five supporting councils for their remit. The supporting councils do not have to come from the proposing council's zone or sector.

Proposed remits should be sent with the attached form. The full remit policy can be downloaded from the [LGNZ website](#).

Remit policy

Proposed remits, other than those relating to the internal governance and constitution of Local Government New Zealand, should address only major strategic "issues of the moment". They should have a national focus articulating a major interest or concern at the national political level.

The criteria for considering remits were reviewed in March 1999 and National Council adopted the following Remits Screening Policy:

1. Remits must be relevant to local government as a whole rather than exclusively relevant to a single zone or sector group or an individual council;
2. Remits should be of a major policy nature (constitutional and substantive policy) rather than matters that can be dealt with by administrative action;
3. Remits must have formal support from at least one zone or sector group meeting, or five councils, prior to their being submitted, in order for the proposer to assess support and clarity of the proposal;
4. Remits defeated at the AGM in two successive years will not be permitted to go forward;
5. Remits will be assessed to determine whether the matters raised can be actioned by alternative, and equally valid, means to achieve the desired outcome;
6. Remits that deal with issues or matters currently being actioned by Local Government New Zealand may also be declined on the grounds that the matters raised are "in-hand". This does not include remits that deal with the same issue but from a different point of view; and

7. Remits must be accompanied by background information and research to show that the matter warrants consideration by delegates. Such background should demonstrate the:
- nature of the issue;
 - background to it being raised;
 - issue's relationship, if any, to the current Local Government New Zealand Business Plan and its objectives;
 - level of work, if any, already undertaken on the issue by the proposer, and outcomes to date;
 - resolution, outcome and comments of any zone or sector meetings which have discussed the issue; and
 - suggested actions that could be taken by Local Government New Zealand should the remit be adopted.

Remit process

Local Government New Zealand will take the following steps to finalise remits for the 2015 AGM:

- all proposed remits and accompanying information must be forwarded to Local Government New Zealand no later than **5pm, Friday 22 May 2015**, to allow time for the remits committee to properly assess remits;
- a remit screening committee (comprising the President, Vice President and Chief Executive) will review and assess proposed remits against the criteria described in the above policy;
- prior to their assessment meeting, the remit screening committee will receive analysis from the Local Government New Zealand staff on each remit assessing each remit against the criteria outlined in the above policy;
- proposed remits that fail to meet the tests imposed by the above policy will be informed as soon as practicable of the committee's decision, alternative actions available, and the reasons behind the decision;
- proposed remits accepted will be contacted as soon as practicable to arrange the logistics of presenting the remit to the AGM; and
- all accepted remits will be posted to the Local Government New Zealand website at least one month prior to the AGM.

To ensure quality preparation for members' consideration at the AGM, the committee will not consider or take forward proposed remits that do not meet this policy, or are received after **5pm, Friday 22 May 2015**.

General

Remits discussed at the AGM will be presented in the AGM Business Papers that will be distributed to delegates not later than two weeks before the AGM, as required by the Rules.

Should you require further clarification of the requirements regarding the remit process please contact Leanne Brockelbank on 04 924 1212 or Leanne.brockelbank@lgnz.co.nz.

Annual General Meeting 2015**Remit application**

Council Proposing Remit:	
Contact Name:	
Phone:	
Email:	
Fax:	
Remit passed by: (zone/sector meeting and/or list 5 councils as per policy)	
Remit:	

Background information and research:

Please attach separately and include:

- nature of the issue;
- background to its being raised;
- new or confirming existing policy;
- how the issue relates to objectives in the current Work Programme;
- what work or action on the issue has been done on it, and the outcome;
- any existing relevant legislation, policy or practice;
- outcome of any prior discussion at a Zone or Sector meeting;
- evidence of support from Zone/Sector meeting or five councils; and
- suggested course of action envisaged.

Please forward to: Local Government New Zealand

Leanne Brockelbank, Chief Financial Officer

P O Box 1214, Wellington 6140

Leanne.brockelbank@lgnz.co.nz

No later than 5pm, Friday 22 May 2015.

Document No: 358478

File No: 097/001D

Report To: Council**Meeting Date:** 24 March 2015**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 11-13 March 2015.
- 4.16 The hearing has been re-scheduled for Wednesday 20 to Friday 22 May 2015 due to the unavailability of a key expert witness.
- 4.17 CANZ Resources Limited**
- 4.18 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.
- 4.19 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.

- 4.20 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.
- 4.21 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.
- 4.22 **Waipa Networks Limited**
- 4.23 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.
- 4.24 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.
- 4.25 The applications were publicly notified on 14 August 2014 with submissions closing 11 September 2014.
- 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 A hearing was held on the 8, 9 and 10 December 2014 at Waipa District Council – Council Chambers. This hearing was chaired by an Independent Commissioner, Mr Alan Withy. Mr Withy was tasked with making recommendations on the Notices of Requirements and decisions on the resource consents on behalf of the three Council's.
- 4.30 After hearing all the evidence presented, Mr Withy, provided a report dated 21 January 2015 which set out his recommendation, under s.171(2) of the Resource Management Act 1991, on the Notices of Requirements from WNL for their designations. This recommendation was to confirm the designations, subject to conditions relevant to each Council.
- 4.31 This recommendation was provided to WNL on the 21 January 2015. On the 28 January 2015, WNL advised each of the Councils that it accepts in substantial part the recommendations of the Independent Hearing Commissioner, subject to some amendments to the associated condition sets.
- 4.32 Notice of the WNL decision was sent to all submitters and all affected landowners/occupiers on the 4 February 2015.
- 4.33 Submitters now have 15 working days for the receipt of those decisions to appeal the decision, pursuant to Section 174 of the Resource Management Act 1991. Such an appeal needs to be lodged with the Environment Court.

- 4.34 WNL also lodged concurrent resource consents with Waipa, Otorohanga and Waitomo District Council's. The Independent Commissioner reached the conclusion that the resource consents could also be granted, subject to conditions. Notices of those decisions were also sent to submitters on the 4 February 2015 and similarly, those parties have 15 working days from receipt of those decisions to appeal them.
- 4.35 Whether or not any appeals on the Notices of Requirements for designations or the resource consents are received will be known by the end of February 2015.
- 4.36 No appeals have been received. Preparatory work for construction will start in April 2015 with the clearing of vegetation. Meetings will be arranged with the 3 Councils (Waipa, Otorohanga and Waitomo) including community services divisions to ensure complaints are managed properly during the construction period and relevant contact details are provided.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



ELSA DU TOIT
ENVIRONMENTAL & REGULATORY SERVICES LEADER

March 2015

Attachment: Resource Consent Schedule (Doc 358479)

RESOURCE CONSENTS PROGRESSING AS AT 24 MARCH 2015

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	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	Postponed to May 2015	
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
150001	Gull Group of Companies	Proposed 24 hour unmanned Gull Service Station, cafe/restaurant and retail outlet.	19/01/15	Yes	Clarification required on a number of items pertaining to District Plan Rules.	23/01/15						
150004	L & M Reed	Operation of Eatery from Caravan, North Street, Mokau	18/02/15	Yes	Letter of approval from NZTA	6/03/15						
150005	KEA Exploration Limited	To undertake a seismic survey in a conservation area in the Waitomo District	8/02/15	Yes	Consultation with land owners and title deeds	20/02/15						
150006	Waituhi Pastoral	Boundary Relocation, 69 Walker Road, Te Kuiti	24/02/15	No	Approval of Amalgamation Condition by Land Information NZ	13/03/15		Yes				
150007	Troll Cave Ltd	Subdivision Waitomo Valley Road	3/03/15					Yes		No	31/03/15	
150008	NZTA	Improvement Works - Awakino River	13/3/15									

RESOURCE CONSENTS GRANTED (FOR 2014/15) AS AT 24 MARCH 2015

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
140018 140019	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				Yes	Hearing Held 8-10 December 2014	Conditional Consents Granted 4/02/15
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
140028	AW Proud	2 Lot Rural Subdivision, Boddies Road, Oparure	26/11/14	No						No	14/1/15	Conditional Consent Granted 1/12/14
140029	VA & RL Wheeler	Development of retail outlet, Taupiri Street, Te Kuiti	2/12/14	Yes	Applicant has requested that the application be placed on hold to allow further information to be provided. Traffic Management Plan and Title deeds received.	2/12/14 20/2/15	13/02/15 6/3/2015	 Yes		No	9/04/15	Conditional Consent Granted 17/03/2015
140030	Davis Family Trust	2 Lot Rural Subdivision, Mangaotaki Road, Piopio	4/12/14	No						No	22/01/15	Conditional Consent Granted 11/12/14

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
140031	Mighty River Power	Installation of Advance Metering Infrastructure	19/12/14	No						No	10/02/15	Conditional Consent Granted 13/2/15
140032	PGG Wrightson Limited	Proposed Subdivision of 2 Kea Street, Piopio	24/12/14	No						No	11/02/15	Conditional Consent Granted 6/1/15
150002	Simeon Gilbert	Front Boundary Dispensation, 411 Marokopa Road, Marokopa	4/02/15	No	Granted					No	13/03/15	Conditional Consent Granted 20/2/15
150003	Peter Chandler	Building in Rural Zone (Landscape Policy Area), Waitomo Caves Road, Waitomo	2/02/15	Yes	Site Plan required.	17/02/15	17/03/15	Yes		No	13/04/15	Conditional Consent Granted 19/03/15

Document No: 358571

File No: 037/005B

Report To: Council

Meeting Date: 24 February 2015

Subject: **Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – March 2015**

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 and is intended to compliment the quarterly capital report.

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 ~~Some taste and odour complaints for chlorine and earthiness, or mud taste, were noted. A change in chemical disinfection dosing occurred and will have influenced the taste and odour aesthetics. A change from chlorine gas to sodium hypo chloride was made during the start of the construction phase of the Te Kuiti WTP upgrade. In addition the river level is low and slow flowing, adding to the muddy taste. The taste and odour complaints reduced to negligible. Normal flushing operations have continued and it is believed that a combination of this maintenance and the consumers getting used to the taste is to be credited.~~
- 5.3 ~~The risk of a major water break at the Mangarino Reservoir was averted. The inlet Tee showed signs of weeping and a decision to replace the Tee was taken. A day after the Tee sprung a leak when one of the welded seams ruptured. Urgent repair work was ordered for the next day and by then the water was streaming out the seam of the old cast iron Tee. The repair was completed that same day with very little disruption. An inspection of the other reservoirs showed no similar issues. Monitoring the repaired Tee at the Mangarino reservoir outlet for the past month showed no further issues.~~
- 5.4 ~~The WTP upgrade is progressing well and the major excavations have been completed with the storage tank slab completed. The tanks will now be installed and the pump chamber fitted into place. The pumps have been delivered for storage until they are to be installed. Progress of the WTP upgrade is positive with the tanks all installed and backfilled. The pump chamber is installed and contractor is readying the area for the concrete slab to the new building. Photos are attached showing the progress.~~
- 5.5 ~~A "diesel" spill was reported to the Waikato Regional Council in the Mangaokewa River. Residents reported an oily sheen on the water on Saturday, 7 February. WRC responded and the source was located a few days later with the assistance of the WDC Environmental Technician. The town water supply is drawn from the middle of the stream with the aid of a floating gantry none of the surface located spill was drawn into the town supply.~~
- 5.6 ~~Water restrictions in Te Kuiti and Piopio have been upgraded to Level 3. The recent rains have not had any effect on the low river level in the longer term and a few days after the rains the flow in the river was down again.~~

5.7 Wastewater

- 5.8 ~~A sewer pipe bridge footing subsided in Errol Street. No spill occurred and the bridge footing was repaired.~~
- 5.9 A sewer overflow occurred in Seddon Street. The blockage was located at the bottom of Awakino Road. The blockage was caused by thick layers of fat. Due to the sensitivity of the overflow location this line is now monitored regularly and cleaned every four months. ~~A specialised jet rodding machine was brought in to thoroughly clean the pipe line from its source to the end at Taupiri Street to remove the large chunks of fat that were evident at the initial clean.~~
- 5.10 ~~A section of pipe underneath Carroll Street between George and Duke Streets was also jetrodded and then CCTV work undertaken. The CCTV footage showed that a section of pipe underneath the road, as well as a section underneath the railway line has collapsed and needs remedial action. The method of resleeving the collapsed pipe line is being investigated.~~

5.11 Storm Water

- 5.12 ~~No storm water related issues have been reported and the low rainfall can be attributed to this.~~ The recent rains have not had any adverse affect on the storm water system.

Mokau**6.1 Water Supply**

- 6.2 ~~Some taste and odour complaints were noted. It was reported last year during the dry period that the water in the old dam is very high in iron and manganese and the existing WTP does not have the capacity to remove these. The new dam will dilute and mask some of the taste and the water quality has improved.~~
- 6.3 ~~Only 2 fire hydrants remain to be adjusted to the correct level. Work is being planned to install 2 valves that will aid in the hydrant installations, as the major part of Mokau will have to be shut off to do them. This work will be coordinated to minimise the inconvenience to residents. The installation of the 2 valves to better co-ordinate water shutdowns in Mokau is still being planned. This will facilitate the replacement of the only 2 remaining hydrants that require attention.~~
- 6.4 ~~Precautionary Level 2 water restrictions have been put into place at Mokau. This is the first time that the new raw water reservoir is being utilized as a source and the performance is closely monitored with weekly checks on all dam levels. To date no significant issues have been found with the supply or water quality from the new dam.~~

6.5 Storm Water

- 6.6 No storm water related issues have been reported.

Piopio**7.1 Water Supply**

- 7.2 ~~All fire hydrants have now been raised in Piopio.~~

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

7.4 ~~A few small leaks were located in town and repaired. A large leak manifested itself at the primary school. The school was notified and repairs were made. At its worst, the leak resulted in a loss of about 2,500 litres per hour. A new leak / major consumption is causing some supply concerns. WDC staff have extensively investigated the whole of Piopio but could not yet find a water leak that showed up. A part of the unaccounted for consumption was identified entering a metered property and the consumer has rectified the leak. An increase in the waste water system was noted and it is believed that part of the unaccounted for water is due to leaking toilets or taps directly into the waste system. This search is ongoing.~~

7.5 **Wastewater**

7.6 ~~Several residential tanks became problematic with mostly fatty deposits being the cause. These fatty deposits block up the filters. Three of the discharge pipes also blocked up due to fatty deposits entering the small bore discharge pipes. Several more issues manifested themselves. One was the public toilets and that cause was identified as tampering with the power supply to the control box and pump. The switch has now been locked out to minimise this tampering and will be monitored. The other issue is at The Owl's Nest and is being investigated.~~

7.7 Yet some more unwanted items were discovered in the on-site tanks. Two of the tanks overflowed due to sanitary pads being discharged into the system, causing blockage and another had large pieces of food. These items caused 2 of the pumps to be replaced.

7.8 ~~The UV system has been fully tested and is now working properly with excellent bacterial kill rates. A new maintenance regime has been worked out that will prevent the same issue from reoccurring. The WWTP is operating well and no issues with the UV system have occurred since the change in the maintenance was made.~~

7.9 **Storm Water**

7.10 No issues to report

Benneydale

8.1 **Water Supply**

8.2 ~~Major power spikes twice caused damage to the UV disinfection control. UV is targeting protozoa, the normal bacterial disinfection through chlorination is not affected by this. An investigation is under way to determine what surge protection is required to prevent these incidents to occur again. A faulty turbidity probe caused the WTP to shut down briefly. The faulty unit was bypassed and the WTP started up again. This proved that the built-in fail safes work.~~

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

- 10.1 There have been no problems with the sewer system at Te Waitere.
- 10.2 ~~Mobile phone coverage has become available and to reduce maintenance costs two data loggers with early warning features have been installed that will warn of potential overflows. This will release the Operators from visiting the site on a weekly basis to a monthly basis to reduce cost.~~

Suggested Resolution

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – **March 2015** be received.



ANDREAS SENGER
MANAGER – WATER SERVICES

March 2015



Figure 1: Tank installations during backfilling operations



Figure 2: Tanks after backfilling operations



Figure 3: Building floor slab preparation

Document No: 358563

File No: 037/020/12A

Report To: Council**Meeting Date: 24 March 2015****Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (March 2015)****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 font for deletions.

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

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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

- 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

7.1 Introduction

7.2 The 2014/2015 Community Projects/Road Safety Promotion activity program was completed for the Road Safety Promotion activities for 2015-18 as guided by the NZTA/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 \$35,713 (excluding Salary and overheads).

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 is progressing the completed Action Plan for the current year. The following projects have been successfully completed so far:

PROJECT	DESCRIPTION	DATE
Motor cycle safety course	Road Safety Initiative advertisement	Sept 2014
Fatigue Stop	Raising awareness campaign in collaboration with Taranaki RSC and Police	27/10/2014 Cancelled due to Rain
Lowered Legal Alcohol Limits	Information card produced and distributed by the local police to hand out to drivers. Also handed out to local liquor outlets Bars, taverns and restaurants.	Ongoing
Plan B4U party campaign	To encourage locals to think before they party. A pamphlet, wrist-bands, chocolates and tee shirts were printed with the Plan B4U Party Message and distributed at the Te Kuiti Pool Party (28/11/2014), at the Te Kuiti Christmas Parade, local businesses, and SADD students at our four local high schools.	Nov/Dec 2014
Fatigue Stop	Raising awareness campaign in collaboration with Transfield and Police	24/12/2014
Fatigue Stop	Raising awareness campaign in collaboration with Transfield and Police. On the 4th over 38 cars stop with 38 people interviewed, 91 people enjoyed the sausages and rest. More than 100 other cars were stop on the road and handed fatigue bags and given messages about driving safe.	4/01/2015
Regional RSAP Meeting	This time to be held at WDC	18/03/2015
Marketing Strategy	Raising awareness campaign Safe speeds and not to drink and drive.	Ongoing
BTS Campaign	Check points to see how safe local children are travelling to and from Te Kuiti and Otorohanga area primary schools. A coloring competition was held with over 200 hundred entrees received. The winners received new booster seats.	March
Bikewise	Two training days were held at centennial park to try and encourage people back on their bikes, bike safety and maintenance was covered at the training session.	March 3/10

PROJECT	DESCRIPTION	DATE
Fatigue stop	Planned for the 9 th of march was cancelled, road Safety Taranaki cancelling their end due to lack of support from support agency's and over commitments on there behalf. More Fatigue stops are being planned for the up and coming winter ski traffic.	9 th March On going
Club champs	Player of the day caps and bags have been purchased and kits are being put together for when the local rugby competition starts. A training evening was held at the Waitete Rugby club rooms to discussion the rules and regulations of running a clubroom and Bar.	19 th Feb
Seniors Drivers	A questionnaire is being sent out to all seniors in regards to driving and road safety issues. A training discussion morning is being planned to help answer questions.	On going
SADD	A group of local children are being taken to attend a training session in Morrinsville on the 20 th March. This will be the first introduction to how SADD works and is a very important learning step for our new SADD students.	20 th March

8 Emergency Reinstatement (First Response) 141

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 \$151,768.

8.5 Procurement

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

8.7 Construction Issues/Progress

Works done under this category also includes trees blown down over the roads and NZTA qualifying slips. The amount of actual expenditure to date is tracking higher than forecasted due to more unforeseen events. This is due to the limited budget for the current year.

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 \$422,358.

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 and spraying of noxious weeds made up the bulk of these costs. The NZTA has changed their criteria on what they allow under Emergency Works and the result of that is that some work we previously could do under Emergency Work, now has to be funded under this Environmental Category.

10 Routine Drainage Maintenance
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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 **\$307,042.**

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 \$1200,000 with a FAR of 59%. The expenditure to date is **\$989,107.**

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. Downer has completed all the Pre-reseal works by the end of 2014 in preparation for the current reseals project which is near completion.

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 \$140,000 with a FAR of 59%. The expenditure to date is **\$52,866**.

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 and bridge decks.

13 Traffic Services Maintenance
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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 **\$31,557**.

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. **The District wide remark is expected to happen during March/April 2015.**

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 **\$175,460**.

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 \$1,126,700 with a FAR of 59%. The expenditure to date is **\$829,882**.

15.5 **Procurement**

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

15.7 **Construction Issues/Progress**

15.8 A major unsealed pavement maintenance programme was completed between July and September 2014 covering the whole network. The balance will be spend during April/May 2015.

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

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 NZTA, 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 prioritised.

17.5 **Consent Issues/Progress**

17.6 Applications are being submitted to the NZTA 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 \$10,700.

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 was done during late 2014 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 only the investigation and design work was completed during this financial year and the construction work is postponed to possibly 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 NZTA 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. This funding may get used to help fund the proposed Retaining Walls required with the upcoming Pavement Rehab Programme in April 2015.

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 NZTA 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 **\$137,755**.

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 NZTA, 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 NZTA 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 NZTA, 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 NZTA 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 \$1,099,150 with a FAR of 59%. (However, \$300,000 of this has to be transferred to fund Emergency Reinstatements.) The expenditure to date is **\$33,917**.

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. There were a hold up due to Environmental Consent requirements. **The Pavement Rehabilitation Contract is starting shortly and is expected to be completed by end of April.**

22	Sealed Road Surfacing
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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 NZTA, 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 NZTA 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 about **\$700,000**.

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 then completed the seal designs. The Reseals programme is underway and is scheduled for 25 November 2014 to 31 March 2015. **Higgins is now almost finished with the works.**

23	Structures Components Replacement
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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 NZTA, 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 NZTA 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 \$300,000 with a FAR of 59%. The expenditure to date is **\$40,747**.

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 end of April 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 prioritised for programming on an ongoing basis. Compliance with NZTA and Austroads standards is required. Waitomo District is working towards full compliance. Progress against this target is continually disrupted by vandalism, motor accidents and theft.

24.5 **Consent Issues/Progress**

24.6 Applications are to be submitted to the NZTA 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 **\$16,890**.

24.9 **Procurement**

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

24.11 **Construction Issues/Progress**

24.12 Traffic Signs replacement is underway and the District wide Line remark is to be partly funded from this budget and is expected to happen during March 2015.

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 NZTA 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 \$140,000 with a FAR of 59%. (However, the balance of this has to be transferred to fund Emergency Reinstatements.) The expenditure to date is **\$139,303**.

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
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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 NZTA, 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 NZTA 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 \$1,252,900 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 Operure Rd Culvert 1.4, Tawa St Slip, Gribbon Rd Slip, Mangarino Rd Slip and Point Rd Erosion. The expenditure to date is **\$488,296**.

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 Rock Embankment repair work is now completed, except for the proposed chip sealing of the road surface.
- 26.13 Tawa Heights retaining wall – Inframax is busy with this project and is expected to complete the work by end of March 2015 and it is funded under Emergency Works.
- 26.14 Oparure Rd Culvert at RP1.4 – . This project was completed successfully during December 2014 and funded under Emergency Works.
- 26.15 Mangarino Road retaining wall – This project was awarded to Inframax and is starting now after a delay to await final Environmental Consent which was recently obtained. Expected completion is end April 2015.

27 Update on ONRC

- 27.1 The One Network Road Classification (ONRC) for WDC was done and submitted to NZTA.
- 27.2 The Road Transportation Unit (RTU), set up by the NZTA 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.
- 27.3 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.
- 27.4 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.
- 27.5 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.
- 27.6 The NZTA has advised that they recommend LTA's to wait until the NZ Transport Agency has completed the new criteria for the ONRC Levels of Service before letting any new Tender documents.

28 Update on RATA

- 28.1 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.
- 28.2 WDC is participating in the RATA Multi-Party Data Collection contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as with the one additional Service of Footpath Condition Rating.

- 28.3 The RAPT report (report on road maintenance and renewal practices across the region) was made available by January 2015.
- 28.4 On 5 February 2015 the Manager Local Roads attended a RATA meeting for Asset Managers. Dawn Inglis introduced the purpose of this forum and Jarrod Bates presented an introduction to the basics of Asset Management, covering Asset Lifecycles, Condition Data, Forward Works Programming, and more. Don McLeod talked about Asset Management and how best to communicate these technicalities and key messages with our elected members. Dawn Inglis presented a NZTA Trends Wizard tool and Forwards Works Programme.
- 28.5 On 13 March RATA held a meeting for Asset Managers to discuss RAMM , ONRC Transition planning, ONRC Performance measures (the customer outcome measures, Technical outcome measures and Cost efficiency measures) and the Transition Plan.

29 Update on FAR

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

30 Update on LED

- 30.1 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.
- 30.2 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.
- 30.3 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.

31 Road Maintenance - Procurement

- 31.1 The original term set for the current Road Maintenance Contract was on a 3 year basis with the option of 2 possible term extensions of 1 year each. For various reasons dealt with at an earlier time Council took the decision not to exercise the possible term extension options. As a consequence the incumbent Contractor was advised and subsequently a negotiated arrangement was agreed whereby the term that the contract end in June 2015. A meeting is being set up to discuss extending this date by about 3 Months.

31.2 It is also noted that subsequent to that Council decision (March 2014) and the associated consequential Contract renegotiation that an amendment to the Local Government Act (Section 17A) came into effect on 8 August 2014. That amendment deals with service delivery review for significant procurements or service delivery arrangements.

31.3 The tasking and resourcing arrangement for the new procurement started November 2014, the first step in the work programme being a detailed review of the existing Contract document and the associated specification.

31.4 **The Programme:**

Roading Contract Retender Programme

Task	Start	Finish	2015							2015	
			Jan	Feb	Mar	Apr	May	May	Jun	Jul	Aug
Complete 1st draft tender docs and technical specifications	2-Feb	13-Feb		■							
Review specifications and align with Schedule and Basis of Payment	16-Feb	27-Feb		■							
Peer review	2-Mar	13-Mar			■						
Finalise Tender document - Greg	16-Mar	20-Mar			■						
Advertise RFT - WDC - Tenderlink	23-Mar	24-Mar			■						
Tender period	23-Mar	23-Apr				■					
Evaluate tenders - 3 Independent Evaluators -WDC RBU Observers	28-Apr	8-May					■				
Contractor presentations to tender evaluation team	6-May	6-May					■				
Recommend and award contract- Tenders Sub Committee	11-May	15-May					■				
Complete audit of network condition and value O/S work	1-Apr	24-Apr				■					
Prepare initial roading programme	4-May	29-May					■	■			
Contractor establishment	1-Jun	26-Jun							■		
New Contract Start	1-Jul	30-Jun-2018								■	➔

31.5 As part of the technical review it is recognised that WDC needs to take into account and include any new "One Network" requirements imposed by NZTA. Much of the detail of that is not yet fixed by the NZTA.

31.6 **Asset Management**

31.7 In summary the new contract includes the following:

- The ONRC implemented by NZTA introduces and adds significant additional monitoring, recording and reporting requirements

- Review of the capacity and resourcing implications of any changes for the part of WDC.
- 31.8 There is a 3 year transition period to develop the systems to comply with any new NZTA One Network requirements, in practice however there is only the 2 years (July 2015 to June 2017) for all of it to be embedded in the 2018 -2021 GPS and LTP.
- 31.9 The two main streams of work are:
- **Gap Analysis**
 - Matching the existing WDC road network to the ONRC classification (with regard to Customer and Technical levels of service) and identifying and scoping any variances.
 - **Asset Management Systems Development**
 - Developing the monitoring framework and associated procedures to collect data on network performance and the reporting system to comply with NZTA Performance Measure reporting requirements.
- 31.10 **Contract Scope**
- **Includes:**
 - Network Maintenance (sealed and unsealed)
 - Drainage
 - Vegetation Control
 - Traffic Services
 - Routine Structures Maintenance
 - Pre-Reseal Repairs
 - Annual Reseals Programme (new)
 - Emergency Works - immediate response and reinstatement
 - Inspections, Reports and Program through RAMM
 - **Excludes:**
 - Structural Renewals (bridges etc.) and rehabilitation of failing road pavement – these are separate specialist contracts
- 31.11 **Indicative possible Changes in the new Procurement Scope**
- Pre reseal repairs and reseals to become part of contract
 - Dedicated work streams
 - A strong focus of a Proactive Maintenance approach – eg local road network divided in 24 areas of near equivalent length of road – each with a twice a year programme cycle.
 - Reactive Maintenance – sealed and unsealed - eg on a year round – basis.
 - Pre-Reseal Repairs Spring/Summer - Metalling – pre autumn/winter surface metalling and shaping.
 - *"Payment directly aligned with service delivered in accordance with specification"*
 - Effectively this will mean Lump Sum payment for an area will only be made If ALL of the required and programmed maintenance work programme for an area is fully completed to specification.

- Penalty
 - Repeated non compliant service delivery – required work will be undertaken by WDC (outside contractor) to remedy AND costs deducted from future payments.

31.12 **Proactive Maintenance Work Stream**

- “Lump Sum” component of the contract which will include at least the following;
 - Potholes on Sealed and Unsealed Roads;
 - Litter and Litter bins;
 - Detritus and Street Cleaning;
 - Lined and Unlined Surface Water Channels/Water tables;
 - Catchpits/cesspits;
 - Footpaths edge maintain vegetation;
 - Barrier maintenance incl. guard rails and sight rails;
 - Kerb and Channel cleaning;
 - Small Slips (<2m²);
 - Drainage Systems, Culverts and risers;
 - Signs;
 - Edge Marker Posts;
 - Bridge cleaning/light maintenance;
 - Graffiti removal.
- Maintenance grade of metal roads in each of 24 areas as part of Proactive work stream will be agreed for each area, as specific action will depend on time of year and road condition
- Corridor vegetation window mowed 3 times per year as a specific action
- This procurement approach is expected to provide several benefits to both the WDC and the prospective Contractor -
 - WDC expects that the larger contract will incentivise contractors to allocate senior experienced management
 - Allow a more proactive maintenance approach. At present work that need doing is identified by both WDC, road contractor and through Service Requests. This is then prioritised and programmed. By the nature of the process this becomes largely reactive maintenance, which is spread across the whole 1,000km network. In turn it takes a lot of staff time to check that this work has been completed and to specification.
 - This procurement approach is expected to reduce WDC time required to check claims for work spread over the whole 1,000km network and make it available to do the more quality control and network monitoring with associated data gathering required to comply with the reporting to NZTA on the 167 Performance Measures that flowed from the ONRC work
 - This procurement approach is expected to provide steady year round work for the Contractor by establishing three specific work streams which go on all year, providing the opportunity for the Contractor to maintain a stable resource capacity in both equipment and skills that match the needs of each work stream

31.13 **Term**

- 3 + 1 + 1 years
- Start 1 July 2015 (dependent on the NZTA and the determination of the final form of the ONRC implications).
- Extension periods conditional on the Contractor meeting prescribed minimum acceptable performance levels over time.

31.14 **Method of Evaluation**

- Price – Quality Method of Evaluation
- Tender bid evaluation will be facilitated independently
- The Evaluators' report and recommendation will be assessed by the Senior Management Team Subcommittee "Tenders Group".

31.15 **Weighting**

- 50% Price
- 50% Non-price.

31.16 **Non-Price Attributes to Include:**

- **Relevant Experience (4%)**
 - Recent and similar work type, knowledge of local operating conditions
- **Track Record (4%)**
 - Including references
- **Technical Skills (12%)**
 - Names of key personnel for each work stream, skill sets and time commitment to contract
 - Ditto for key subcontractors (reseals etc.)
- **Resources (5%)**
 - Including pocket RAMM (min. one licence for WDC) contractor to pay for and provide all software, hardware, setup and any training etc in their tender rates.
 - Dedicated plant and equipment
 - Key sub-contractors (e.g. reseals)
 - Back-up
- **Management Skills (10%)**
 - Management Structure
 - Health and Safety
 - Programming
 - Training
 - Reporting
 - Cost management
 - Communications
 - Customer services
- **Methodology (15%)**
 - Separate methodology required for each work stream

31.17 The two Tenderers who score highest on Non-Price attributes will be required to do a presentation providing more details before a final recommendation is made.

Suggested Resolution

The March 2015 Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport be received.



JOHAN ROSSOUW
MANAGER – LOCAL ROADS

March 2015

Document No: 358530

File No: 401/0581153000

Report To: Council

Meeting Date: 24 March 2015

Subject: Brook Park Incorporated Society Minutes

Purpose of Report

1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society Meetings convened on:

- 8 December 2014
- 3 January 2015
- 3 February 2015
- 9 March 2015

Local Government Act S.11A Considerations

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

Commentary

3.1 Attached to and forming part of this business paper are the minutes of the Brook Park Incorporated Society meetings of 8 December 2014, 3 January 2015, 3 February 2015 and 9 March 2015.

Suggested Resolution

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

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

JOHN DE LUCA

GROUP MANAGER – COMMUNITY SERVICES

Attachment: Brook Park Incorporated Society Minutes – 8 December 2014, 3 January 2015, 3 February 2015 and 9 March 2015 (Doc 359099)

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,
TE KUITI ON 8th December 2014, at 5.30pm**

PRESENT:

Guy Whitaker, Andrea Hanna, Karen Houghton, Suzie Hoare, Robin Charteris, Graeme Churstain, Bruce Maunsell, Rob Buckley, Elly Kroef, Sheralee

1. Apologies

Apologies were received from Sue Wagstaff
Guy/Bruce Carried

2. Confirmation of Minutes – for meeting 6th October 2014

No matters arising
Elly/Bruce Carried

3. Correspondence In/Out

Guy has sent email to all sponsors thanking for support of the Guy Fawkes event.

Letter sent to King Country Kitchens thanking Steve for work he did in building frame for large sign.

4. Financial Report

Deposits: \$402.80 – Bucket donations received at Guy Fawkes event

Balance as at 1/12/14 \$12,955.01

To Bank:

- \$288 cash from BBQ at Guy Fawkes event
- \$20 donation from Ekatone St Resident who enjoyed the fireworks

Still to be received:

- Donation from Lions Club
- \$200 pledge from local business – reminder sent but may not arrive

Account to be approved:

- \$5750.00 Van Tiel Pyrotechnics - Suzy/Bruce carried

Karen is up to date with banking and finances, but still to get access to online banking
Charities Commission return still not complete – needs to be done asap

Financial Report accepted Karen/Graeme Carried

4. MTB Trail

Application for WDC Community Partnership Grant for assistance with costs of developing trail submitted. Decision due 16 December.

Elly has received and passed on information about Waipa MTB Club trail development including contact for Southstar Trail Builders who are professional MTB trail builders, and information about grants that Waipa MTB Club has successfully applied for.

Bruce to contact Southstar about possibility of them being involved in Brook Park trail. Also to discuss grant applications to Lion Foundation and Pub Charities with Sue Wagstaff with view to making applications.

Agreed that the committee would make development of the MTB trail a priority for 2015.

Moved **That Brook Park Committee applies for funding for the MTB trail from Pub Charities and Lion Foundation** Rob/Robin carried

NB Bruce subsequently contacted Southstar and arranged meeting to discuss MTB trail at Brook Park on 21st December.

5. Maintenance & Fencing

Elly suggests that **Weeds** be made an agenda item in future

6. Signage

4 wooden signs still to be erected on 3 sites. Andrea wants to make one change to a sign before then. Rob is organising to do work with Mike Wagstaff.

Signage to be removed from future agendas

7. Memorial Grove

No progress.

Guy to remind John de Luca that we are keen to progress, but need to finalise policy with WDC.

8. General Business

Conifer Grove

Sheralee has been in contact with Barry Blackman regarding the conifer grove. Barry wants to arrange a site visit to discuss work that is needed. Sheralee to ask Barry to suggest date & time for site visit.

Barry is keen to be involved.

He is concerned about the long grass within the grove. Ideally it needs to be mown more regularly.

2 dead plants need to be replaced.

Weed mat needs replacing, preferably with better quality matting.

Working Bee

Next working bee to focus on weed control.

Scheduled for either 15th or 22nd February 2015. Date to be finalised at next meeting.

Next meeting February 2nd 2015.

Meeting closed at 6.00pm

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,
TE KUITI ON 3rd February 2015, at 5.30pm**
PRESENT:

Guy Whitaker, Sue Wagstaff, Karen Houghton, Suzie Hoare, Bruce Maunsell, Elly Kroef,
Murray Putnam

1. Apologies

Apologies were received from Robin Charteris, Andrea Hanna, Rob Buckley,
Elly/Sue Carried

2. Confirmation of Minutes – for meeting 8th December 2014
--

Financial - \$200 reported as overdue contribution from local business for Guy Fawkes
event has been paid via 100% Electrical. Guy will transfer to BP account.

Donation from Lions Club has not been received as yet.

Elly/Suzie Carried

3. Correspondence In/Out

None

4. Financial Report

Deposits
Donations \$20
Subs \$20
Grant WDC \$14,500
Interest \$8.01
Guy Fawkes Sausage Sizzle \$288.00

Payments
CrossHills Nursery \$320.35
Pyrotech \$5750.00
Charities Comm Annual Fee \$51.11

Balance as at 7 January \$21,669.56

Payment to be approved
To Dalziels 100% Electrical (paid on behalf) for Waitomo News ad \$165.54

Elly to collect and pay for Grazon &/or Vigilant pesticide and to be reimbursed

Financial Report accepted Sue/Elly

4. MTB Trail

SouthStar trail builders have submitted quote for \$20,000 for 3km of MTB trail.

Can start mid March. Bruce to confirm that their quote accepted.

Grant from WDC \$14,500 to be applied to this.

We need to provide accommodation. Dave can arrange at DoC for \$100/p/week. Guy has offered to have them at his place at no cost. Bruce to clarify if they provide own food/contribute to cost.

As well as \$20k + gst build cost there will be costs for fence crossings, pipes, boardwalks etc. BM to approach local businesses to ask for contributions.

Balance of \$20,000 + gst (\$8,500) to be applied for from Grassroots Trust

Resolved: That Brook Park Incorporated Society will apply to Grassroots Trust for \$8,500 to cover balance of \$23,000 cost of developing 3km of MTB trail in Brook Park by Southstar.

Karen/Sue carried

5. Maintenance & Fencing

Nothing to report

6. Weed Control

Elly and Graeme have been carrying out weed control on sycamore maples. Trying different techniques. Most effective seems to be painting trunks with Grazon & diesel.

Brazilian Pepperwood is also a significant issue and needs same treatment.

Next working bee will focus on cutting and applying Vigilant to smaller trees. We will wait until spring to kill larger trees.

Oterh priorities should be thistles, especially on Mt Motokiora, and pulling small maples out of pine plantation.

Working Bee – 22 February 9.00.

Priorities: weed control, labels on conifers, Kelvin Hayes trimming trees on Lime Haulage boundary.

Sue to contact Kelvin and Barry Blackman.

Need Vigilant (elley) – Check what Guy has left over from previous work.

Remind people to bring loppers, chainsaws.

Sue to check with Graeme C re tractor.

Bruce to put ad in paper 12 and 19th Feb, and supply Murray with flyer for Bosco

Send email reminder 20/2

7. Memorial Grove

Guy and John de Luca to have meeting to sign off final details

Need to create record of existing plaques.

There has only been one application to place plaque in past 6+ months.

Need to clarify conditions of planting tree to ensure understanding that trees become part of the park and need to be maintained accordingly, as committee sees fit.

8. General Business

Will need to start planning Guy Fawkes event for this year in near future including funding applications. Lines Co application due July 10

Bruce hadn't been able to contact Sheralee Buchanan prior to meeting. Will apologise and update her re conifer grove & working bee. Her email is sibuchanan@farmside.co.nz.

Next meeting March 2nd 2015.

Meeting closed at 6.30pm

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,
TE KUITI ON 3rd February 2015, at 5.30pm**
PRESENT:

Guy Whitaker, Sue Wagstaff, Karen Houghton, Suzie Hoare, Bruce Maunsell, Elly Kroef, Murray Putnam

1. Apologies

Apologies were received from Robin Charteris, Andrea Hanna, Rob Buckley, Elly/Sue Carried

2. Confirmation of Minutes – for meeting 8th December 2014
--

Financial - \$200 reported as overdue contribution from local business for Guy Fawkes event has been paid via 100% Electrical. Guy will transfer to BP account.

Donation from Lions Club has not been received as yet.

Elly/Suzie Carried

3. Correspondence In/Out

None

4. Financial Report

Deposits
Donations \$20
Subs \$20
Grant WDC \$14,500
Interest \$8.01
Guy Fawkes Sausage Sizzle \$288.00

Payments
CrossHills Nursery \$320.35
Pyrotech \$5750.00
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Financial Report accepted Sue/Elly

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SouthStar trail builders have submitted quote for \$20,000 for 3km of MTB trail. Can start mid March. Bruce to confirm that their quote accepted. Grant from WDC \$14,500 to be applied to this. We need to provide accommodation. Dave can arrange at DoC for \$100/p/week. Guy has offered to have them at his place at no cost. Bruce to clarify if they provide own food/contribute to cost. As well as \$20k + gst build cost there will be costs for fence crossings, pipes, boardwalks etc. BM to approach local businesses to ask for contributions. Balance of \$20,000 + gst (\$8,500) to be applied for from Grassroots Trust

Resolved: That Brook Park Incorporated Society will apply to Grassroots Trust for \$8,500 to cover balance of \$23,000 cost of developing 3km of MTB trail in Brook Park by Southstar.

Karen/Sue carried

5. Maintenance & Fencing

Nothing to report

6. Weed Control

Elly and Graeme have been carrying out weed control on sycamore maples. Trying different techniques. Most effective seems to be painting trunks with Grazon & diesel. Brazillian Pepperwood is also a significant issue and needs same treatment. Next working bee will focus on cutting and applying Vigilant to smaller trees. We will wait until spring to kill larger trees. Oterh priorities should be thistles, especially on Mt Motokiora, and pulling small maples out of pine plantation.

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Remind people to bring loppers, chainsaws.

Sue to check with Graeme C re tractor.

Bruce to put ad in paper 12 and 19th Feb, and supply Murray with flyer for Bosco

Send email reminder 20/2

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Guy and John de Luca to have meeting to sign off final details

Need to create record of existing plaques.

There has only been one application to place plaque in past 6+ months.

Need to clarify conditions of planting tree to ensure understanding that trees become part of the park and need to be maintained accordingly, as committee sees fit.

8. General Business

Will need to start planning Guy Fawkes event for this year in near future including funding applications. Lines Co application due July 10

Bruce hadn't been able to contact Sheralee Buchanan prior to meeting. Will apologise and update her re conifer grove & working bee. Her email is sibuchanan@farmside.co.nz.

Next meeting March 2nd 2015.

Meeting closed at 6.30pm

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,
TE KUITI ON 9th March 2015, at 6pm**
PRESENT:

Guy Whitaker, Karen Houghton, Robyn Charteris, Rob Buckley, Andrea Hanna, Graeme Churstain, Helen Sinclair, Jane Murray

1. Apologies

Apologies were received from Sue Wagstaff, Bruce Maunsell, Sheralee Buchanan

2. Confirmation of Minutes – for meeting 3rd February 2015
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The minutes of the meeting held on the 3rd of February were confirmed as a true and correct record.

Moved/Karen Seconded/Guy

3. Correspondence In/Out

None

4. Financial Report

Deposits
Donations \$400 from the Lion's Club
Subs \$10
WDC – Lease and Outgoings \$4,304.34
Interest \$14.70

Payments
Nil

Balance as at 27 February \$26,412.00

No Payment to be approved

\$200 from Te Kuiti Tyres for the Guy Fawkes evening was deposited today by Guy (9th March 15)

Financial Report accepted Karen/Graeme

5. MTB Trail

Southstar are due to start work on the Mountain Bike Track on the 23rd of March. Bruce will be co-ordinating the start of work with Geoff Carter. Approaches will be made to companies regarding cheaper or discounted materials such as culverts, timber and drainage pipes.

Andrea to approach Inframax to ask about old small culverts.
Guy to communicate with Ed about disruption due to work on the track.

Also Guy to check with Sue about grass roots funding application.

6. Maintenance & Fencing

Rob to organise annual fertilizer application and will charge out through 8 Mile Farms and to be reimbursed.

Rob and Graham to investigate windfall poplars and machinery required to remove so fences can be repaired.

7. Weed Control

Gorse on the north face needs spraying as it is starting to take hold again.

Guy to talk to John De Luca about council getting Kerri to spray gorse and possibly blackberry down by old clubrooms.

8. Working Bee

Working Bee held on the 22nd of February and had approximately 14 people, cleared tree pruning's behind Lime Haulage and weeds (Brazilian Pepper Trees).

Next working Bee is the 19th of April at 9am, concentrating on weeds and clearing fence lines to be cleared.

Suzie has identified a weed behind the houses on Colin Brook Place, Guy to check with Suze to identify the weed and find out what spay is required to control.

The panoramic sign has been vandalised at the top of the hill.

9. Memorial Grove

Guy has emailed John De Luca requesting a meeting to discuss the guidelines for the memorial grove, John De Luca has yet to reply.

Andrea has talked to John De Luca and the Gazebo to be moved by the end of March.

Sue Wagstaff has requested that added to the memorial grove guidelines after a tree is planted Brook Park is responsible for the future maintenance of the tree.

8. General Business

Helen advised that Glen and Kim Bailey did not receive acknowledgement of subscription payment. Karen to check on this.

Thank you letter to be drawn up and sent with receipts for all subscriptions paid, emailed or posted.

Sue advised that not all of the \$500 was not used for tree pruning, this maybe used for further pruning or windblown tree removal.

Rob has concerns of dam on Colin Brook Place boundary, Guy to check with Guy De Luca if this has been inspected in the past.

Next meeting Wednesday the 8th of April 2015 at 5:30pm

Meeting closed at 6.30pm

Document No: 357645**File No: 400/010/2****Report To: Council****Meeting Date: 24 March 2015****Subject: Progress Report: Civil Defence Emergency Management Joint Committee Minutes**

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 14 November 2014 and 2 March 2015.

Background

- 2.1 The Waikato Civil Defence Emergency Management (CDEM) Group is a consortia of local authorities, emergency services, lifeline utilities, welfare organisations, Government departments and non-government organisations.
- 2.2 The role of the group is to work in partnership with communities ensuring effective and efficient delivery of emergency management within the Waikato region.
- 2.3 The Waikato CDEM Group boundary is based largely on Waikato Regional Council's boundary. The CDEM Group area covers approximately 24,000 square kilometres of the central North Island extending from Mt Ruapehu in the south to Port Jackson (at the tip of the Coromandel Peninsula) in the north.
- 2.4 Eleven local authorities within the Waikato region have joined together to establish a CDEM Joint Committee. Each council is represented by one elected member who is the Mayor/Chair or delegated elected representative.
- 2.5 The Joint Committee works together to minimise the potential effects of emergencies, prepare the people to respond to emergencies and help the community to recover as quickly as possible following an emergency.
- 2.6 The members of the Waikato CDEM Joint Committee are:
- | | | |
|-----|--------------------------------------|--------------------------------------|
| 1. | Councillor Hugh Vercoe (Chair) | (Waikato Regional Council) |
| 2. | Councillor Leo Tooman | (Hamilton City Council) |
| 3. | Mayor John Tregidga | (Hauraki District Council) |
| 4. | Mayor Jan Barnes | (Matamata-Piako District Council) |
| 5. | Mayor Max Baxter | (Otorohanga District Council) |
| 6. | Councillor Thomas Lee | (South Waikato District Council) |
| 7. | Councillor Anna Park | (Taupo District Council) |
| 8. | Councillor Peter French (Dep. Chair) | (Thames-Coromandel District Council) |
| 9. | Councillor Jacqui Church | (Waikato District Council) |
| 10. | Councillor Judy Bannon | (Waipa District Council) |
| 11. | Councillor Allan Goddard | (Waitomo District Council) |

- 2.1 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 confirmed minutes of the Committee meetings convened on 14 November 2014 and the unconfirmed minutes of 2 March 2015.

Suggested Resolution

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



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

March 2015

- Attachment: 1 Joint Committee Minutes – 14 November 2014 (Doc 357648)
2 Joint Committee Minutes – 2 March 2015 “unconfirmed” (Doc 35870)

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

Minutes of the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Council Chambers, Waikato Regional Council, 401 Grey Street, Hamilton East at 10.00am on Monday 14 November 2014.

MEMBERS PRESENT: **Waikato Regional Council**
Cr H Vercoe
Hamilton City Council Representative
Cr L Tooman
Hauraki District Council Representative
Cr M McLean
Matamata Piako District Council Representative
Cr B Hunter
Otorohanga District Council Representative
Mayor M Baxter
South Waikato District Council Representative
Cr T Lee
Waikato District Council Representative
Cr J Church
Waipa District Council Representative
Cr J Bannon
Waitomo District Council Representative
Cr A Goddard

IN ATTENDANCE: **Ministry of Civil Defence and Emergency Management**
S Vowles
D Bellamy

STAFF: Group Controller (L Hazlewood), Programme Manager GEMO (G Ryan), CEG Chair (D Bellamy standing in for L Cavers), Committee Administrator (G Cannon)

APOLOGIES: Mayor G Leach, Deputy Mayor P French, Cr A Park and Cr J Tregidga
Cr L Tooman (For early departure)

Accepted

Confirmation of Agenda

(Agenda Item 1)

No changes or additions to the circulated agenda were proposed. The meeting proceeded without a formal resolution being passed.

Disclosures of Interest

(Agenda Item 2)

There were no disclosures of interest.

SCHEDULE A: (FOR RECOMMENDATION TO WAIKATO CDEM GROUP)**Confirmation of Minutes - 1 September 2014**

File: 03 04 18 (Agenda Item 3) Docs # 3145907

Cr A Goddard moved/Cr T Lee seconded

CD14/23

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 1 September 2014 be received and approved as a true and correct record.

The motion was put and carried (CD14/23)

Group Emergency Management Office Report

File: 40 02 01 02 (Agenda Item 4) Doc # 3209988

Presented by Group Emergency Management Office (GEMO) Programme Manager (Greg Ryan), the report provided an update on the work that the GEMO is undertaking.

The staff presentation included a power presentation providing a monthly overview and targets (for the first quarter of the 2014/2015 financial year) of:

- The allocations of GEMO labour time.
- The labour time spent on welfare activities and projects.

The report highlighted the current key areas of work. The following additional points were made:

- The National Welfare System is being rolled out. This will replace the Red Cross Pride System. User training is required on how the system operates and how it will interact with other systems.
- Public workshops on the Group Warning System Strategy are due to take place. The purpose is to identify hazards and risks within specific communities, what further coverage may be required and whether there are educational gaps or opportunities.
- In some cases, all new Council employees are now taking part in the ITF Foundational Training.
- The Waikato Civil Defence Emergency Management Group (“the Group”) is now coordinating the delivery of Coordinated Incident Management Group (CIMS) training.
- Following the appointment of Irving Young to the role of Group Welfare Manager, there is an increased engagement with other welfare agencies and groups to identify needs.

There had been a change in the team portfolio to reflect an increased focus on community resilience. A diagram of the new team structure was contained in the report. This included the improved use of social marketing and media. A new role had been created named Community Resilience Coordinator. A key focus of this role would be the use of social marketing and media to improve community resilience.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- There was discussion about the CIMS training. One of the functions of the Integrated Training Committee is to determine how this training is to be delivered across the Group. The course is currently being delivered by the Tai Poutini Polytechnic.

Councillor Tooman moved/Councillor Church seconded

CD14/24

RESOLVED:

THAT the Waikato CDEM Group Joint Committee report, “GEMO Report”, dated 1 November 2014 (Doc # 3209988) be received for information.

The motion was put and carried (CD14/24)

Group Controller’s Report

File: 33 10 01 (Agenda Item 5) Docs # 3210462)

Presented by Group Controller (L Hazlewood) this item provided an overview of the Group Controller’s current and future priority work areas. The following matters were covered during the presentation:

All Hazards Centre

- The development of the alternate Group Emergency Management Centre (GECC) at Mystery Creek was well underway.
- While there was still strong engagement and support from the remaining response partners (fire, ambulance and civil defence), Police had decided to temporarily place a hold on the project until decisions about the future direction of policing had been finalised.
- It was considered that the combined agency project still had value, regardless of the level of Police involvement.
- There remains a need for a fit for purpose facility. The cost of construction was considerable due to the high level of building code requirements for such facilities. An independent project would not have the cost savings achieved through the proposed integrated approach.

Reorganisation of GEMO

- It has been identified that emergency management is behind the curve in respect of the use of social media. The GEMO wishes to improve its capabilities in community engagement, information management and dissemination. More effectively gaining information from the public and providing accurate and timely intelligence back out to the community.
- A new role titled Community Resilience Coordinator has been created to cover this work. Recruitment is underway. It is an ‘outward facing’ position that will combine other work areas, including volunteer coordination. This will be the main route for promoting and coordinating reach out to the community.

Integrated Training Framework (ITF)

- The development of the intermediate ITF course is progressing towards completion by the end of the year.

- The project has been more of a challenge than originally anticipated because of the lack of consensus in the sector on the best approach to Coordination Centre operations and the limited number of competent contractors who are capable of providing emergency management related training. However, the effort has resulted in a great deal of consensus building and work that will help define the content of the future courses to be developed over the next year.
- This work has taken up a great deal of the Group Controllers time resource and will now be handed over the project manager. The Group Controller will remain involved in the management of the MCDEM Resilience Funding for the programme through his role as the Chair of the National ITF Steering Committee.

Controller Training

- A national one week course had been developed. The first course was being run in the following week. Two (2) controllers from the Waikato Region would be attending.
- Fifteen (15) controllers require training. The course was run only three (3) times a year, meaning that it would take some time for training to be completed.
- In the meantime, training on a local level will continue by way of the regular control meetings.
- There was a focus on development a consistent professional national standard that would allow controllers to move between regions, if required.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- It was intended that the current number of controllers will be reduced to core team of highly competent individuals that could work within any region, allowing training and manage events to occur on a regular basis. This would reduce the cost to ratepayers and mean that individuals are more likely to be exposed to significant events. It was expected that the National Controller Training will ensure the development of this core team with the required level of competency.
- The Committee asked about how GEMO would identify who should be 'fast tracked' and receive the training first. A new process has been implemented for recruiting new controllers and a review process for existing controllers. While all existing controllers were considered appropriate, some developmental needs were identified, including communications. New recruits were likely to have priority because the recruitment process would have already identified them as being highly competent. Having said that, existing controllers who had a high level of skill and experience had also been identified.

Recruitment of Alternate Controller

- Hamilton City Council (HCC) has requested the appointment of an alternate controller. It was considered that there were some specific issues that made it appropriate for a controller to be appointed from within the Hamilton City area.
- A highly qualified candidate had been identified. The required process was that HCC would endorse the appointment and this endorsement would then be put before the Waikato CDEM Group Joint Committee. HCC had not yet had the opportunity to meet to consider the proposed

appointment. In order to ensure a timely appointment, the endorsement of the Waikato CDEM Group Joint Committee was sought, subject to a subsequent endorsement from HCC. The Committee was advised that the appointment had been approved by the Coordinating Executive Group (CEG).

Cr H Vercoe moved/ Cr L Tooman seconded

CD14/25

RESOLVED:

THAT the Waikato CDEM Group Joint Committee approve the appointment of Olly Te Ua as alternate controller for Hamilton City Council, subject to endorsement of the Hamilton City Council.

The motion was put and carried (CD14/25)

Good Initiatives

- The mass evacuation and welfare exercise by Taupo District Council has been completed and had gone well, with the entire council building being evacuated and run through the new welfare process.
- Promotion of the Get Ready Week with Waikato DHB has resulted in a large uptake of people going to the civil defence website.

Cr J Bannon moved/Cr J Church seconded

CD14/26

RESOLVED:

THAT the Waikato CDEM Group Joint Committee report, Group Controllers Report, dated 7 November 2014 (Doc # 3210462) be received for information.

The motion was put and carried (CD14/26)

Councillor Tooman left the meeting at 10.45 am.

Summarised Coordinating Executive Group (CEG) Minutes

File: 33 10 01 (Agenda Item 6) Doc # 3208507

CEG Chair (D Bellemy standing in for L Cavers) provided the Joint Committee with a summary of matters discussed at the CEG meeting held on 31 October 2014. The Joint Committee noted that:

- Neville Williams (Director – Community Services) had been appointed as the Waikato Regional Council CEO's representative on the CEG.
- Allen Harrop (WEL Network) had been appointed as the Chairperson of the Waikato Lifeline Utility Group (WLUG) and as a consequence is also now a member of the CEG.
- CEG Recovery Managers had taken part in a workshop to look at proposed changes in legislation. There was extensive attendance useful discussion. The workshop included discussion about the role and length of involvement of recovery managers.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The Committee noted that the lowest area in the latest Capability Assessment Survey ('the Assessment') was recovery. To address this work was being done on local recovery plans. Taupo had developed a plan and the Committee had approved a template to be used by other Councils. The majority of Councils were looking to have their plans developed by mid 2015.
- S Vowles from the Ministry of Civil Defence and Emergency Management advised that while recovery had been an issue at the time of the Assessment, the Group had made progress since then. The initiatives coming from the Waikato Region were excellent and were being looking at as a national template by the Ministry. This was associated with the leadership shown by those leading the recovery team within the group. It was noted that the same work that had been done to identify the qualities needed in a good Controller should also be done in terms of the Recovery Manager role.
- Clarification was sought from V Payne (Chief Executive) about who the Group Emergency Management Office should report to following the appointment of Neville Williams as a CEG member. The Committee was advised that Neville was to be viewed as a single member of the overall CEG, and that WRC was very clear that its role was only to support the group and be a good employer for the staff within the group.

Cr B Hunter moved/Cr M McLean seconded

CD14/27

THAT the Waikato CDEM Group Joint Committee report "Summarised CEG Minutes", dated 7 November 2014 (Doc # 3208507) be received for information.

The motion was put and carried (CD14/27)

Waikato CDEM Group 6 Year Strategic Plan

File: 33 10 01 (Agenda Item 7) Doc # 3208174

Presented by Programme Manager GEMO (Greg Ryan) this report provided an update regarding development of the Waikato CDEM Group 6 Year Strategic Plan (2014/2015 to 2019/2020). During the presentation (Doc# 3148696) and related questions, answers and discussion the Joint Committee noted that:

Waikato CDEM Group Capability Assessment Report

Greg Ryan spoke to the findings of the assessment, which were contained in the report. During the presentation, the following points were noted:

- Overall, the Group had been identified as 'Advancing' at 71.3%. An 'Advancing' organisation comprehensively implements the requirements of the CDEM Act, with a range of programmes becoming coordinated within the organisation.
- **Readiness:** Community resilience, community resilience monitoring, social capital and the volunteer programme were identified as areas of weakness

for the group. The Group had a strong focus on building and improving community resilience.

- Risk Reduction: Areas for improvement included risk reduction options, risk reduction programmes and risk monitoring. A risk reduction plan was being developed for the Group to formulate a more cohesive approach. It was noted that this was dependant on a number of other long term processes, including regional and district plans and policy statements. It was a complex process but it was hoped that the Group could move in the 'advancing' space within the next five (5) years.
- Response: It was important to build capability before exercising for capability. There was a focus on building capability over the past five (5) years. Standard operating procedures were being developed to manage the use of resources and ensure consistency. There have been improvements in this area over the last three (3) years.
- Recovery: This was one of the weakest areas, but there had been improvements. Work was being done to move into the 'advancing' space, but this would take some time.
- Governance and Management: Funding (link to risk) was identified as the only area of concern. It was expected that once there was a better understanding about how to manage risk, there would be an improvement in this area.
- Organisational Resilience: This was a new area of assessment. The weakest areas were critical functions, business continuity planning and adaptive capacity. Business continuity had broader considerations than civil defence, but the Group was looking at what it could to help improve this indicator.

A corrective action plan would be developed and submitted to the Committee at its March meeting.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- There were no statistics showing the number of people within the region who are prepared for an emergency event. There was no current approach to measuring community resilience. The development of this was being considered as part of the strategic plan.
- The volunteer programme was being progressed through the appointment of the Community Resilience Coordinator. The importance of volunteers was acknowledged, but there were associated considerations including health and safety concerns. One approach was to work with existing volunteer organisations to manage risks and reduce the number of spontaneous volunteers. It was considered that the use of social media would also assist in the management of spontaneous volunteers.
- The Committee asked about where its focus should be in terms of risk reduction. The biggest challenge was risk acceptability and whether the management plan was reasonable.
- Hazard Analysis was an important focus. This then raised the question of whether there was sufficient funding to manage identified risks.

Income/Expenditure

New areas of expenditure were identified over the term of the LTP. The all hazards centre, situational awareness system and public alerting tool were of particular note.

Councillor Bannon moved/Councillor Church seconded

CD14/28

RESOLVED

THAT the report “Waikato CDEM Group 6 Year Strategic Plan” (Doc # 3208174 dated 7 November 2014) be received for information.

That the Joint Committee requests that the Waikato Regional Council includes the changes noted in this report in the Waikato Regional Council Long-term Plan.

The motion was put and carried (CD14/28)

MCDEM Report

File: 33 10 01 (Agenda Item 8)

The MCDEM Work Programme Status Report was provided as a verbal update.

Mayor Baxter left the meeting at 12.05pm.

Councillor Hunter moved/Councillor Mclean seconded

CD14/29

RESOLVED

THAT the Waikato CDEM Group Joint Committee acknowledge the work of John Hamilton.

RESOLVED

THAT the verbal report from the Ministry of Civil Defence and Emergency Management be received for information.

The motion was put and carried (CD14/29)

Meeting closed at 12.07 pm

Doc # 3224812

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

Minutes of the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Council Chambers, Waikato Regional Council, 401 Grey Street, Hamilton East at 1.00pm on Monday 2 March 2015.

MEMBERS:	<p>Waikato Regional Council Cr H Vercoe Hamilton City Council Representative Cr L Tooman Hauraki District Council Representative Mayor JP Tregidga Matamata Piako District Council Representative Cr B Hunter Otorohanga District Council Representative Cr R Prescott Taupo District Council Representative Cr A Park Thames Coromandel District Council Representative Cr P French Waikato District Council Representative Cr J Church Waipa District Council Representative Cr J Bannon Waitomo District Council Representative Cr A Goddard</p>
IN ATTENDANCE	<p>Ministry of Civil Defence & Emergency Management S Vowles S Stuart-Black S Bayley</p> <p>NZ Fire Service R Breeze</p>
STAFF:	<p>CEG Chair (L Cavers), Group Controller (L Hazelwood), Team Leader GEMO (G Ryan), Democracy Advisor(J Cox)</p>
APOLOGIES	<p>Cr T Lee, Mayor Baxter</p>

Accepted

Confirmation of Agenda

(Agenda Item 1)

Cr Park moved/ Cr French seconded

CD15/01

THAT the agenda of the Waikato Civil Defence Emergency Management Group of 2 March 2015 as circulated be confirmed as the business for the meeting.

The motion was put and carried (CD15/01)

Disclosures of Interest

(Agenda Item 2)

There were no disclosures of interest.

SCHEDULE A: (FOR RECOMMENDATION TO WAIKATO CDEM GROUP)**Minutes of Previous Meeting**

File: 03 04 18 (Agenda Item 3) Docs # 3224812

Cr Vercoe moved/Cr Hunter seconded

CD15/02

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 14 November 2014 be received and approved as a true and correct record.

The motion was put and carried (CD15/02)

MCDEM Report

File: 03 04 18 (Agenda Item 4)

The Chair introduced and welcomed the new Director for the Ministry of Civil Defence & Emergency Management – Sarah Stuart-Black.

Ms Stuart-Black outlined her background in nursing, her education and practical experience with health and disaster management prior to joining the Ministry in 2003 in an Analysis and Planning role.

Suzanne Vowles provided a verbal update to the Committee on the work of MCDEM since the last meeting in November 2014.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Within the three Public Alerting Workshops the community demographics were shared with the various councils – showing how they differed from one area to another.
- Analysis of the results of the workshops will be reported back to the Committee.
- A separate nationwide public alerting business case being lead by MCDEM has made it through cabinet and is now awaiting funding.

Cr Church moved/ Mayor Tregidga seconded

RESOLVED

CD15/03

THAT the verbal report “MCDEM Report” by Suzanne Vowles be received.

The motion was put and carried (CD15/03)

Long Service Award

Group Controller Lee Hazelwood then introduced to the Committee, Emergency Management Officer, Phil Parker. MCDEM Director Sarah Stuart-Black presented to Phil a Plaque and Certificate for 29 years of Service to Civil Defence.

Cr Vercoe moved/ Mayor Tregidga seconded

RESOLVED

CD15/04

THAT the Committee extend their congratulations to Phil Parker on gaining the CDEM Long Service Award for 29 years of dedicated service, the Committee also thanks Phil for his years of service to the Community.

The motion was put and carried (CD15/04)

Ministerial Awards

The Chair then advised the Committee of a recent presentation by Minister of Civil Defence Nikki Kaye to a number of people who have made significant contributions to civil defence emergency management in New Zealand. Of the four total awards presented the Waikato CDEM Group was represented by:

- Silver Award to Phil Parker, Taupo Emergency Management Officer, Waikato CDEM Group, for sustained, professional contribution to civil defence and emergency management, and
- Silver Award to Langley Cavers, CE Hauraki District Council and Waikato CDEM Group CEG Chair, for significant contribution to enhancing the Waikato CDEM Group.

Cr Vercoe moved/ Cr Park seconded

RESOLVED

CD15/05

THAT the Committee extend their congratulations to both Phil Parker and Langley Cavers on their Ministerial awards.

The motion was put and carried (CD15/05)

CDEM Presentation

File: 03 04 18(Agenda Item 5) Doc #3301615

Presented by Roy Breeze of the New Zealand Fire Service the report advised the Committee of the New Zealand Fire Service 2020 Vision.

During the Presentation (Doc # 3301615) the following points were noted:

- Vision 2020 has come about as part of the Fire Service Review.
- Need to consolidate what the fire service do now.
- “Purple Calls” medical calls attended by fire service mean they are often completing CPR and applying a defibrillator prior to medical services arriving.
- The Act is out of date and legislation requires updating.
- Funding will be reviewed.

- New Vision “Leading integrated fire and emergency services for a safer New Zealand”.
- Consideration has been given to investment into leadership for professional and personal development.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- When queried whether any consideration had been given to setting up a service that combined Police Ambulance and Fire services to provide support. The Committee were informed that there has been conversation locally to create an All-Hazards which will be the service location for St Johns and the Fire Service and Civil Defence. New Zealand Police have decided at this time not to include their full-time presence in the centre.
- Negotiations are ongoing for the Fire Service to obtain the Capital expenditure approval to build and with Waikato Regional Council for the amount committed to leasing premises for Civil Defence.
- Meetings are happening at a national level with Fire Service, Police and MCDEM to ensure the co-location model is reviewed fully.

Mayor Tregidga moved/ Cr Tooman seconded

RESOLVED

CD15/06

THAT the verbal report “CDEM Presentation” by Roy Breeze of New Zealand Fire Service (Doc # 3301615) be received.

The motion was put and carried (CD15/06)

GEMO Report

File: 33 10 01 (Agenda Item 6) Doc # 3291497

Presented by Team Leader GEMO (G Ryan) the report provided a consolidated updated on the work the Group Emergency Management Office (GEMO) is undertaking, including key projects and any additional matters for Joint Committee attention.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Having recently taken on the Group Welfare Manager role January is showing that CDEM are tracking where they need to be with their targeted Welfare activity.
- Budgets are on track for the quarter and with the cost of labour down the funds can be reallocated to other projects within CDEM.
- The purpose of the Metrics provided to the Committee is to provide the Committee oversight of the time and funds spent in specific activity areas, the impacts of emergency responses on the planned work programme and to monitor what level of effort is spent on (administrative/Regional Council) activities that do not support the GEMO work programme directly.
- It was noted that the average time spent annually on such administrative/ regional council activities was 13%.
- The Committee were introduced to a new team member the Community Resilience Co-ordinator – Matt Pryor. Matt provided the Committee with his background in communications and Project Management.

- The Waikato Regional Council has included the work programme from CDEM in the Long Term Plan in its entirety, including the new items of expenditure previously agreed to by the Committee.

Cr Hunter moved/Cr Bannon seconded

RESOLVED

CD15/07

THAT the Waikato CDEM Group Joint Committee receive the report “GEMO Report” (Doc # 3291497 dated 20 February 2015) for information.

The motion was put and carried (CD15/07)

Group Controller’s Report

File: 33 10 01 (Agenda Item 7) Doc # 3291366

Presented by Group Controller (L Hazelwood) the report provided the Committee with an update on the areas of focus for the Group Controller.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- All Hazards Centre initiative has support of Waikato Regional Council who has approved an additional \$100,000 over the current lease contribution in the Long Term Plan (subject to public consultation and final approval). A new location is sought as the current location for the Group Emergency Coordination Centre is not compliant with the requirements for buildings that are critical to emergency response and recovery, and was only a temporary placement resulting from the maintenance work that had to be carried out on the main regional council building last year.
- Negotiations are in place to support the Fire Service in the location and completion of the All-Hazards centre. However, Waikato Regional Council currently favours a lease only option, as opposed to the capital expenditure approach favoured by the Fire Service. The issue is not insurmountable and discussions are continuing to move this forward.
- Integrated training framework – the intermediate course should be released within three months.
- The Waikato CDEM Group has reserve nominations for the next MCDEM Controller Development Programme in April 2015. Two controllers attended the previous course – but this extra space was only due to the unavailability of other members around the country. There are only 3 courses per year and space is limited.
- Priority is given to new controllers to be on the list for training and then the list of members is prioritised accordingly based on risk.
- The Group Controller reassured the council that although it will be some time before all Local Controllers can complete the national training, current competency levels within the region are reasonably high.

Cr Bannon moved/Cr Park seconded

RESOLVED

CD15/08

THAT the Waikato CDEM Group Joint Committee receive this report

“Group Controller’s Report” (Doc # 3291366 dated 20 February 2015) **be received.**

The motion was put and carried (CD15/08)

Waikato District Council CDEM Coordination

File: 33 10 01 (Agenda Item 8) Doc # 3291480

Presented by Group Controller (L Hazelwood) and Waikato District Council General Manager (S Duignan), the report provided the Joint Committee with an overview of the current service level agreement between the Waikato District Council (WDC) and Waikato Regional Council (WRC) for the provision and management of a Local CDEM coordinator.

During questions, answers and related discussion, the Committee raised or noted the following matters:

- The service level agreement between the Waikato District Council and the Group Controller has proved to be an outstanding success.
- Support to and full integration of the coordinator by the CEO and GM of Waikato District Council has been a key factor in the success.
- Waikato District Council wishes to continue this arrangement for at least another 5 years and is negotiating with Waikato Regional Council regarding employment matters.
- MCDEM completed an audit at Waikato District Council and found that everyone spoken with had good knowledge of their responsibilities and roles as a result of this arrangement. The Council is considered to be in a developing stage having started from a green fields capability. However, for them to have progressed so well in only 18 months is a win for GEMO and Waikato District Council.

Cr Tooman moved/ Mayor Tregidga seconded

RESOLVED

CD15/09

THAT the Waikato CDEM Group Joint Committee receive this report “Waikato District Council CDEM Coordination” (Doc # 3291480 dated 20 February 2015) be received.

The motion was put and carried (CD15/09)

Mayor Tregidga leaves 2.46pm.

Summarised CEG minutes

File: 33 10 01 (Agenda Item 9) Doc # 3290451

Presented by CEG Chair (L Cavers) the report provided the Joint Committee with a summary of the matters raised and discussed at the last Coordinating Executive Group (CEG) meeting (13 February 2015).

During questions, answers and related discussion, the Committee raised or noted the following matters:

- Agreement was sought and received for all of the dates submitted by CEG for planning of 2016 meetings of the CEG Subgroups, CEG and the Joint Committee.
- The Committee were provided with a draft of the Project Management Plan for the review of the Waikato CDEM Group Plan.
- There is a two year time frame for the draft to go through planning, initial consultation and drafting phases prior to a broader public consultation process, which includes feedback from MCDEM. GEMO are on target with the set timeframes.
- There is no expectation of extra meetings to complete review and drafting of the plan (other than project working group meetings).
- There will be significant CDEM stakeholder engagement – partner agencies, community and neighbouring civil defence groups.
- The Team Leader GEMO (G Ryan) advised there will be contractor engaged to support this review process in order for business as usual to continue within his role.
- The Joint Committee will be the champions for the plan.
- The committee were provided with a proposed Corrective Action Plan in response to the MCDEM Capability Assessment Report (the content of which was discussed in detail during the previous two committee meetings).

Cr Goddard moved/Cr Park seconded

RESOLVED

CD15/10

THAT the Waikato CDEM Group Joint Committee:

- a) Receive this report “Summarised CEG minutes” (Doc # 3290451 dated 20 February 2015) for information.**
- b) Approve the proposed Waikato CDEM Group meeting timetable for 2016.**
- c) Approve the proposed Waikato CDEM Group Plan Review project plan.**
- d) Approve the proposed Corrective Action Plan for submission to MCDEM.**

The motion was put and carried (CD15/10)

Items for next meeting

File: 03 04 18 (Agenda Item 10)

There were no items discussed for the next meeting.

Meeting closed at 3.00pm.

Doc # 3296770

Document No: 358532

File No: 400/010/3

Report To: Council**Meeting Date: 24 March 2015****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 13 February 2015.

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 meeting of 13 February 2015.

Suggested Resolutions

The Progress Report: Civil Defence Emergency Management Co-ordinating Executive Group Minutes of 13 February 2015 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 – 13 February 2015 (Doc 359096)

MINUTES

CDEM Coordinating Executive Group Meeting

Friday, 13 February 2015
9.00 am – 12:00 pm
Waikato CDEM GECC
150 Victoria Street, Hamilton

Members in Attendance:

Group Controller	Lee Hazlewood
Group Recovery Manager	Greg Ryan
Hamilton City Council	Blair Bowcott (apologies for lateness 9.10 am)
Hauraki District Council	Langley Cavers (Chair)
Matamata-Piako District Council	Dennis Bellamy
MCDEM	Suzanne Vowles
New Zealand Police	Karen Henrikson
NZ Fire Service and NZ Rural Fire	Roy Breeze
South Waikato District Council	Sharon Robinson
St John	Stuart Cockburn
Taupo District Council	Brian Fox (apologies for lateness 9.50 am)
Thames-Coromandel District Council	Marion Smith
Waikato District Council	Sue Duignan
Waikato District Health Board	Trevor Ecclestone
Waikato Lifeline Utilities Group Chair	Alan Harrop
Waikato Regional Council	Neville Williams
Waipa District Council	David Hall
Welfare Coordination Group Chair	Lindsay Scott (Acting)

Members Apologies Received:

Otorohanga District Council	Andrew Loe
Waitomo District Council	John De Luca
Welfare Coordination Group Chair	Te Rehia Papesch

Staff in attendance:

Group Emergency Management Office	Andrea Taylor (meeting administrator)
	Derek Phyn (information communications tech.)
	Irving Young (Group Welfare Manager)
	Julian Snowball (operations and lifelines)
	Sharon Cousins-O'Donnell (training and exercising)
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 (31 October 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 31 October 2014.</p> <p>Moved: D Bellamy Seconded: S Robinson Carried</p> </div> <p>For an update on actions from previous meetings please see end of these minutes.</p>
3	<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"> • GEMO Level of Effort <ul style="list-style-type: none"> ○ The GEMO level of effort is as expected for this time of the financial year. There is slightly less time in the 'business as usual', this is due to more time being spent in different projects. • Welfare Level of Effort <ul style="list-style-type: none"> ○ G Ryan provided an overview of the metrics now available for the level of effort spent in the Welfare programme. The amount of time spent on Welfare is increasing gradually for I Young as the role of Lifeline Utilities Coordination is past to J Snowball. <p><i>B Bowcott joined the meeting (9.10 am)</i></p> <ul style="list-style-type: none"> • GEMO Financial Update <ul style="list-style-type: none"> ○ The labour budget is underspent, this is primarily due to being one staff member down and a few one-off items which are still to be expended ○ L Cavers noted that he would rather see any underspend used on specific projects. It was confirmed that the GEMO was currently evaluating opportunities. • GEMO Recruitment <ul style="list-style-type: none"> ○ Mathew Pryor commences with the GEMO on Monday 16 February 2015 in the role of Community Resilience Coordinator. • Other Matters <ul style="list-style-type: none"> ○ Changes to MCDEM Resilience Fund Application Timeframes <ul style="list-style-type: none"> ▪ The deadline for submissions are now in July of the year prior to the funds being required. This change assists with budget planning for local government annual plans. ○ Waikato CDEM Group Meeting Timetable <ul style="list-style-type: none"> ▪ G Ryan noted that these dates are required to be locked in much earlier than usual due to elected officials availability during 2016 given there will be the consultation process for the reviewed CDEM Group Plan, along with local government triennial elections. The dates are based on same principle used for this calendar year. ▪ There was discussion around the 14 November 2016 date which is immediately after the triennial elections. It was requested that the work programme/budget be brought forward for approval (must be approved by 30 Nov) and the Joint Committee meeting be delayed to fit the normal council calendar for other Committee meetings

Agenda Item	Discussion / Action Point
	<p>(early December).</p> <ul style="list-style-type: none"> ▪ It was also noted that regarding the WCDEM Group Plan formal approval may need to be delayed to ensure that the new Joint Committee members are well informed. <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 “GEMO report” for information; and • approve the proposed Waikato CDEM Group meeting timetable (2016), subject to reconsidering the November 2016 meeting date. <p>Moved: D Bellamy Seconded: N Williams Carried</p> </div>
4	<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"> • All Hazards Centre <ul style="list-style-type: none"> ○ Waikato Regional Council has included additional funds to support the proposed All Hazards Centre in the draft Long Term Plan. It was noted that NZ Police have withdrawn from the project, however discussions are on-going with Fire and St Johns. There are specific issues to be worked through (e.g. CAPEX vs lease arrangements). H Vercoe is also supporting this through discussions with NZ Fire. ○ Regardless of outcome the GEMO will need to be relocated to a purpose-built building. ○ S Vowles will seek clarity from MCDEM around their perception on the concept of All Hazards Centres as a national theme. • Integrated Training Framework (ITF) <ul style="list-style-type: none"> ○ The Waikato have now had approximately 700 people go through the Foundational EOC course. The Foundational EOC Course is now compliant with CIMS 2. ○ The Intermediate EOC Course is in its final stages of development. ○ The Advanced courses will be led by an external Contractor. • MCDEM Controller Development Programme <ul style="list-style-type: none"> ○ Two Controllers from the Waikato attended the first programme. The programme was more academic than most had anticipated and the curriculum is being altered to address these concerns. Overall, positive comments have been received. L Hazlewood will attend the next course and a few additional Waikato controllers will be on the wait list if spaces are available. • CDEM Professionals Meeting <ul style="list-style-type: none"> ○ The meeting will act as a working group on operational matters. It will also give locals CDEM Professionals a voice, through L Hazlewood, to enable their operational input to be heard through the CEG. ○ The EMIS Governance Group has, over time, become more operational. It was therefore agreed (at the request of the EGG) that the meetings will be absorbed into the CDEM Professionals meeting, unless there are policy issues that are raised. This will commence at end this financial year. ○ This group will provide reports/recommendations to relevant sub-groups,

Agenda Item	Discussion / Action Point
	<p>where required, on particular issues/projects that they are involved in.</p> <ul style="list-style-type: none"> ○ It was noted that CEG members need to continue to meet with their CDEM Professional staff on a regular basis. <ul style="list-style-type: none"> ● Good Initiatives and Achievements <ul style="list-style-type: none"> ○ Waikato District Council has a very proactive approach towards recovery and welfare. ○ P Parker, CDEM Professional – Taupo, is retiring after many years in both CDEM and Emergency Services. <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: T Ecclestone Seconded: S Robinson Carried</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; background-color: #e6f2ff;"> <p>Action:</p> <ul style="list-style-type: none"> ● S Vowles to seek clarity from MCDEM around their perception on the concept of All Hazards Centres as a national theme. </div>
5	<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>Recovery (30/1/15 meeting)</p> <ul style="list-style-type: none"> ● Workshop to discuss proposed changes to the CDEM Act to support recovery <ul style="list-style-type: none"> ○ The recent Recovery Forum was very well attended. A submission on the proposed changes to the CDEM Act around recovery was an outcome of the meeting and was tabled for the information of CEG. Following the changes to the CDEM Act being implemented/confirmed work will commence on a Recovery Managers Development Needs Analysis (DNA). ● Local Recovery Planning <ul style="list-style-type: none"> ○ Each council are preparing their own Recovery plans, utilising the template created by Taupo DC. ○ S Robinson confirmed that South Waikato DC is off plan and she is following this up. ○ D Bellamy noted that Hauraki and Matamata-Piako are sharing a contractor to progress this. It was noted that the recovery plans will be individual to each Council and that it would not be possible to have one recovery plan in place for multiple councils (different hazardscapes, financial arrangements, community engagement etc). ○ G Ryan advised that there will be a further opportunity to put in a formal submission on the changes to the CDEM Act at a later date. S Vowles passed on MCDEM's appreciation for being included in the Recovery Forum. <p><i>B Fox joined the meeting (9.50 am).</i></p>

Agenda Item	Discussion / Action Point
	<ul style="list-style-type: none"> • Welfare Coordination Group (WCG) <ul style="list-style-type: none"> ○ L Scott (Regional Commissioner - East Coast), acting Welfare Coordination Group Chair, acknowledged the work that the Waikato has undertaken in the Welfare programme. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Resolution:</p> <p>That the CEG receive the Recovery Sub-group report for information.</p> <p>Moved: D Bellamy Seconded: L Scott Carried</p> </div> <p><i>Management and Governance (30/1/15 meeting)</i></p> <ul style="list-style-type: none"> • Waikato CDEM Group Plan Review <ul style="list-style-type: none"> ○ G Ryan went through a presentation on the review of the Group Plan (attached). ○ The timeframe of the review allows for sub-groups, CEG and other meetings already scheduled to workshop the Group Plan. Thus, there should be no need to organise additional meetings to achieve this, with the exception of the Working Group meetings. ○ G Ryan confirmed that Lisa Roberts (independent contractor) had been approached to facilitate workshops and re-draft the plan, plus other tasks as required. S Robinson noted that we need to maximise the involvement of L Roberts as much as possible with the funding available. But, warned that we may need to also retain some of the budget for unforeseen expenditure required for the review. ○ L Cavers advised that he will be included on the Working Group as the CEG Management and Governance Sub-group representative, given the importance of this review. ○ G Ryan gave an overview of the stakeholder engagement management plan (spreadsheet) and advised that he will be seeking guidance on how we engaged with those groups that local CDEM staff engage with (e.g. community boards). The spreadsheet will be sent to CEG member for this input. <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"> • receive the Management and Governance Sub-group report for information; • recommend to the Joint Committee that the proposed Waikato CDEM Group Plan Review project plan be approved; and <p>Moved: L Cavers Seconded: B Fox Carried</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; background-color: #e6f2ff;"> <p>Action:</p> <ul style="list-style-type: none"> • G Ryan to send the stakeholder engagement management plan (spreadsheet) to CEG members for their input. </div>

Agenda Item	Discussion / Action Point
	<ul style="list-style-type: none"> • Waikato Regional Council/Waikato CDEM Group Service Level Agreement <ul style="list-style-type: none"> ○ L Cavers outlined the purpose of the service level agreement (SLA). ○ The primary changes between this version of the SLA and the previous version were around clarifying the relationship with the CEG Chair, WRC representative and the GEMO, and also an updated organisation chart to better reflect the current structure. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Resolution:</p> <p>That the CEG</p> <ul style="list-style-type: none"> • approves the proposed amendments to the Service Level Agreement between the Waikato Regional Council and Waikato CDEM Group. <p>Moved: L Cavers Seconded: B Fox Carried</p> </div> <p><i>Readiness and Response (2/2/15 meeting)</i></p> <ul style="list-style-type: none"> • Matters discussed <ul style="list-style-type: none"> ○ S Cousins-O'Donnell advised that she will be working with the local CDEM Professionals to ensure that the Waikato is well coordinated to the build up to the national exercises, including agreeing what our needs are and how those will be supported with local exercises. • Waikato CDEM Group Pandemic Plan <ul style="list-style-type: none"> ○ T Ecclestone noted that the Pandemic Plan has been appropriately rationalised and that the DHB/Health would rely on the Waikato CDEM Group heavily for welfare support during a pandemic. ○ There was discussion around financial responsibilities during such an event. This will be looked at when compiling the Waikato CDEM Group Delegations Manual and is also an item for Group Plan review discussion. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Resolution:</p> <p>That the CEG</p> <ul style="list-style-type: none"> • receive the Readiness and Response Sub-group report for information; and • approve the proposed changes to the Waikato CDEM Group Pandemic Plan. <p>Moved: S Duignan Seconded: S Cockburn Carried</p> </div> <p><i>Reduction (2/2/15 meeting)</i></p> <ul style="list-style-type: none"> • Appointment of sub-group Chairperson (Reduction Sub-group) <ul style="list-style-type: none"> ○ S Duignan was thanked for taking on the role of Reduction Sub-group Chair. • Waikato Lifelines Utilities Group (WLUG) <ul style="list-style-type: none"> ○ A Harrop updated the meeting on activities within the WLUG. There will be a joint Lifelines forum coming up. ○ He advised that he will be meeting with various executives from lifeline utilities with the intention of increasing the involvement in the WLUG and hope to also gain more financial members.

Agenda Item	Discussion / Action Point
	<p>Resolution:</p> <p>That the CEG receive the Reduction Sub-group report for information.</p> <p>Moved: S Duignan Seconded: R Breeze Carried</p> <p>Controllers Development Needs Analysis (DNA) Sub-group</p> <ul style="list-style-type: none"> • Update <ul style="list-style-type: none"> ○ L Hazlewood advised that the National Controller’s Course amendments will impact on the Controller’s DNA project and that it is important that we don’t do anything that is different to the National philosophy. ○ It was noted that it was originally intended to reduce the number of local controllers to a core group. D Hall queried whether there is a need to replace vacant Controller roles as this time. L Hazlewood advised that he is happy to act as an interim Controller for local areas until Controller appointments are confirmed. ○ It was noted that whatever decision is made the Waikato Controllers need to be comfortable with the outcome, especially if this involves working in other locations when required. ○ L Cavers advised that he will discuss this further with the Waitomo DC CEO (Chris Ryan). <p>Resolution:</p> <p>That the CEG receive the Controllers Development Needs Analysis (DNA) report for information.</p> <p>Moved: D Bellamy Seconded: L Cavers Carried</p> <p>Action:</p> <ul style="list-style-type: none"> • L Cavers to contact Chris Ryan (CEO, Waitomo DC) to discuss the role of Controller for the Waitomo DC.
6	<p>MCDEM Capability Assessment Report</p> <p>The MCDEM Capability Assessment report was received and the following key items were noted/discussed:</p> <ul style="list-style-type: none"> • Waikato CDEM Group Corrective Action Plan <ul style="list-style-type: none"> ○ G Ryan went through the process taken to create the corrective action plan. ○ S Robinson noted that she was uncomfortable that some areas are moving from ‘Developing’ to ‘Mature’. However, it was felt by the meeting participants that the goal was realistic, given the work underway in the weaker areas and the work programme recently approved. ○ There was discussion around the capability assessment audit. S Vowles noted that the accuracy of the self-assessments from the Waikato Group was a credit to the Waikato, as no other groups have been as closely aligned. The meeting was reminded that the individual TA scores were not moderated by MCDEM. It was suggested that this may be incorporated in the next capability assessment audit.

Agenda Item	Discussion / Action Point
	<p>Resolution:</p> <p>That the CEG receive the MCDEM Capability Assessment report for information; and Recommend to Joint Committee that the proposed Corrective Action Plan be submitted to MCDEM.</p> <p>Moved: M Smith Seconded: B Fox Carried</p>
7	<p>MCDEM Work Programme Status Report</p> <p>The MCDEM Work Programme Status report was received verbally and the following key items were noted/discussed:</p> <ul style="list-style-type: none"> • S Vowles noted that national commitments had meant that less of her time has been spent on Waikato issues, meetings etc. • MCDEM is focussing on consolidation now that the new Director is in place. • L Hazlewood advised that MCDEM are interested in taking over the administrative aspects of the Integrated Training Framework. There will be a meeting shortly which will outline what this covers. • General <ul style="list-style-type: none"> ○ S Vowles advised that the Ministerial awards are approaching and it is hoped that there will be a few recipients from the Waikato. ○ The MCDEM Director will be visiting the Waikato on 2 March. If you have an items to raise please forward these to S Vowles/L Hazlewood. ○ L Cavers requested that CEG members reply to the request for input into the Waikato CDEM Group Delegations Manual. The e-mail will be resent to prompt a response. <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; margin-top: 10px;"> <p>Action:</p> <ul style="list-style-type: none"> • A Taylor to resend e-mail regarding input into Delegations Manual for CEG input. </div>
8	<p>Emergency Services Update</p> <p>A verbal update was received from the Emergency Services personnel present:</p> <ul style="list-style-type: none"> • NZ Police (K Henrikson) <ul style="list-style-type: none"> ○ Currently a lot of planning around the Cricket World Cup. ○ Will be focussing on building capability and improving the operations. ○ Updating the Mass Evacuation Plan. SAR secretariats are keen to exercise this in July (exercise will run for 1.5 days). S Cousins-O'Donnell will be included in the planning for this. • St John (S Cockburn) <ul style="list-style-type: none"> ○ Planning for the World Cup Cricket ○ St Johns was affected by the recent Spark outage where they were reliant on satellite phones and radios only. This will be investigated nationally. ○ S Cockburn recently undertook a New Year's Eve event in Gisborne and noted that it was good to see CIMS in action. He advised that this was led by CDEM and worked well. • DHB (T Ecclestone) <ul style="list-style-type: none"> ○ Emergency plan is underway. ○ Pandemic plan – have a team capable of responding (nationally). ○ Anyone that is involved in the Ebola outbreak overseas is put on a 21

Agenda Item	Discussion / Action Point
	<p>day stand down upon their return and closely monitored prior to being able to return to work.</p> <ul style="list-style-type: none"> ○ There is a heightened awareness on health issues due to sporting events (e.g. Cricket World Cup). ● NZ Fire (R Breeze) <ul style="list-style-type: none"> ○ R Breeze provided an overview of the NZ Fire Service 2020 Vision (attached). ○ “Leading integrated fire and emergency services for a safer New Zealand”. The outcome of this vision will be better clarity around what is expected of the NZ Fire Service and thus enable them to be in a position to plan and train more effectively against the requirements.
9	<p>Items for next meetings</p> <p>Next Joint Committee Meeting (2 March 2015):</p> <ul style="list-style-type: none"> ○ Waikato CDEM Group meeting timetable 2016 (approval) ○ Waikato CDEM Group Plan Review (project plan approval) ○ Waikato CDEM Group Corrective Action Plan (MCDEM Capability Assessment Report) (approval) ○ Fire service 2020 presentation (R Breeze) ○ MCDEM director in attendance <p>Next CEG Meeting (22 May 2015)</p> <ul style="list-style-type: none"> ○ Workshop on the review of the Waikato CDEM Group Plan.

Meeting closed at 11.55 am

Coordinating Executive Committee

Action Table – 13 February 2015

#	Action	Date required	Person Responsible	Status
38	S Vowles to seek clarity from MCDEM around their perception on the concept of All Hazards Centres as a national theme.	Next meeting	S Vowles	
39	G Ryan to send the stakeholder engagement management plan (spreadsheet) to CEG members for their input.	Next meeting	G Ryan / CEG members for response	
40	L Cavers to contact Chris Ryan (CEO, Waitomo DC) to discuss the role of Controller for the Waitomo DC.	Next meeting	L Cavers	
41	A Taylor to resend e-mail regarding input into Delegations Manual for CEG input	Next meeting	A Taylor / CEG members for response	

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. 13 Feb 15 - Update: Have spoken with CEO of South Waikato DC. Nothing tangible yet that can be actioned – Ongoing.	15 Aug 2014	B Bowcott / D Hall	Ongoing
32	CEG Members to work through/discuss workloads/priorities with their CDEM staff.	Next CEG meeting	CEG Members	Ongoing

Actions noted as completed at this meeting

#	Action	Date required	Person Responsible	Status
30	L Cavers to discuss attendance at WLUG meetings as agenda item at upcoming CE meeting.	June 2014	L Cavers	Complete
35	LTP process: GEMO (G Ryan) to prepare business cases for any confirmed new spending.	Next CEG meeting	G Ryan	Complete
36	L Hazlewood/G Ryan to put a business case together for a situational awareness tool (due in 6 months).	June 2015	L Hazlewood / G Ryan	Complete
37	G Ryan to draft report on Corrective Action Plan for discussion/approval at next Sub-group and CEG meetings.	Next Sub-group meetings	G Ryan	Complete

Document No: 358533

File No: 401/9992000100

Report To: Council**Meeting Date: 24 March 2015****Subject: Progress Report: Te Kuiti Railway Building Project**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

Commentary

4.1 29 June 2012

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

4.3 24 July 2012

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

4.5 The draft report for comment was received by WDC on 26 June 2012.

4.6 A subsequent meeting of 11 July 2012 between the Consultants, Mayor Hanna and Group Manager – Community Services, commented on this report and sought minor clarification changes.

4.7 The final report has been completed and made available to KiwiRail.

4.8 28 August 2012

4.9 Mayor Hanna and the Chief Executive Officer met with the KiwiRail property representatives in Wellington on Wednesday 18 July 2012. The purpose of this meeting was to:

1. Present the final version of the Conservation Plan so as to secure ownership of the railway station building; and
2. To discuss preliminary terms and conditions for the proposed ground lease occupied by the building footprint.

4.10 A signed agreement for the purchase of the building for \$1 was secured during the meeting, with KiwiRail to forward a draft ground lease for consideration.

4.11 The ground lease has been reviewed by management and Councils legal advisor and the lease, along with proposed changes has been circulated to all Councillors for comment.

4.12 Agreement has been reached with KiwiRail and the lease is being prepared for signing at the time of writing this report. The lease is substantially 'as circulated', with a commencement date of 1 September 2012.

4.13 25 September 2012

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

4.15 30 October 2012

4.16 A meeting was held on 1 October 2012 with the Working Group to present a project plan to the group and to discuss options for moving the project forward. The project plan and preliminary uses information was then work shopped with Council on 9 October 2012 so as to give guidance to the project moving forward.

4.17 Since this workshop the following works have been completed:

- Scale base building plan
- Survey of exterior plaza area)
- Reinstatement of plans for security of the building
- Preliminary ideas for layouts

4.18 27 November 2012

- 4.19 A key feature of moving this project forward has been the establishment of the "Reference Group", to be used to get feedback on ideas for the redevelopment.
- 4.20 An initial meeting of the Reference Group was held on 13 November 2012 to introduce the project members. A facilitated workshop is planned for 4 December 2012 to provide feedback on the initial ideas plans.
- 4.21 A presentation was also given to the "Business After 5" group to introduce WDC's thinking around the redevelopment and the use of the Reference Group.
- 4.22 Preliminary ideas sketches have been prepared as follows:
- b) buildings by Laura Kellaway Architects; and
 - b) surrounds by Mansergh Graham Landscape Architects.
- 4.23 These ideas sketches along with associated notes were attached to and formed part of the business paper for the 27 November 2012 Council meeting.
- 4.24 The introduction of these ideas sketches was to brief Council prior to the facilitated session with the Reference Group.
- 4.25 The signed lease document from KiwiRail was returned to WDC on 16 November 2012.

4.26 11 December 2012

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

4.30 26 February 2013

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

4.33 30 April 2013

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

4.35 6 June 2013

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

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

4.38 The amount applied for is tabled below:

Grant Funding (66%)	579,498
WDC Loan	<u>298,530</u>
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 – Roding Renewal

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

4.74 Project 4 – Community Space

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

4.75 Project 5 – Internal Refurbishment

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

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

4.77 30 September 2014

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

- 1 *The report Te Kuiti Railway Building Project: Review of Scope of Works be received.*
- 2 *Council note and authorise the following variations of Scope, Timeline and Budget:*
 - (a) *The timeline for the development of the Plaza Design be rescheduled from the 2015/2016 financial year to the 2014/2015 financial year and that funding for this design work be funded from the Public Amenities Reserve Fund.*
 - (b) *The budgets for the development of the Plaza for the 2016/2017 to 2019/2020 financial years be accumulated into the 2016/2017 financial year and the works associated be undertaken as one project.*
 - (c) *The Band Rotunda be relocated from the Plaza within the 2014/2015 financial year with the costs of relocation being funded from the Public Amenities Reserve Fund.*
 - (d) *The installation of an Electricity Point within Rora Street at an appropriate location.*
 - (e) *The consequential costs of \$10,800 associated with the installation of the Electricity Point be funded from the Land Transport Activity.*
 - (f) *The timeline for Project 4 be consolidated from the 2013/2014 and 2014/2015 financial years along with the 2016/2017 and 2017/2018 financial years to a timeline falling in the 2014/2015 and 2015/2016 financial year's.*
 - (g) *Council note that the amended timeline for Project 4 is subject to securing external funding of \$100,000.*
 - (h) *The application of debt funding (being \$115,660) for use during the 2014/2015 and 2015/2016 financial years to allow Project 4 to be completed within the new timeframe.*
 - (i) *The change in scope for the Railway Building Project to include physical linkage to the i-Site, with the work to be undertaken*

partly as a variation to Project 1 with the balance scheduled concurrent with the balance of Project 4.

- (j) *Funding of the i-Site linkage, estimated at \$110,820, by loan.*
- (k) *The addition of a new access to Building 3 as a variation to Project 1 and funded to an estimated cost of \$16,350 by loan.*
- (l) *Option 2 for Project 5 (a restaurant/café/bar) be the preferred option on condition that –*
 - 1 *A Lessee arrangement for the premises is completed before works proceed.*
 - 2 *Arrangement of external funding.*
 - 3 *An appropriate Lessee contribution towards the internal refurbishment in line with the commercial value of the opportunity.*

Project 1 – Building Restoration

5.1 1 May 2014

- 5.2 The contract documentation and schedule for this project have now been completed with the documentation submitted for building consent on 21 March 2014.
- 5.3 Documentation has received final approval from both the Historic Places Trust and KiwiRail.
- 5.4 Tenders have also been called for, advertising on Tenderlink, Waikato Times and Waitomo News. Public tenders have been called for as only three expressions of interest for this work were received by WDC when previously sought.
- 5.5 With the Easter period falling within the tender period, the closing date has been set for 20 May 2014. This is marginally outside our deadline for uplifting funding from the Lottery Grants Board.
- 5.6 A letter explaining the reason for the delays in finalizing plans and tendering has been forwarded to the Lottery Grants Board requesting a 3 week extension of the deadline from 16 May 2014.
- 5.7 While it is estimated the construction period will take approximately six months, tenderers have been requested to submit a timeline for completion of the project.

5.8 27 May 2014

- 5.9 Outstanding issues regarding the building consent have now been resolved and the building consent for Project 1 has been issued.
- 5.10 As explained in 5.56 and 5.57 an application was submitted to the Lottery Grants Board requesting an approximate 3 week extension to our time for uplifting of funding. The Lottery Grants Board has confirmed our extension to 20 June 2014.

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

5.12 25 June 2014

5.13 5.64 The Tenders Sub Committee has accepted a tender from DMC Builders (2003) Limited from Wanganui for the amount of \$788,672.01. This includes contingencies values that have been added to the tender.

5.14 Contract documentation is currently being finalised and signed.

5.15 The contractors visited the site on 17 May 2014 and spent the morning with Group Manager – Community Services for document signing and discussing contractual procedures etc.

5.16 The structural assessment for the canopy has one item related to the footings still to complete and identified works will be treated as a variation to project 1.

5.17 29 July 2014

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

- removal of the central area of the floor to building 1 for the new bearer and anchor piles. Due to connectivity difficulties this bearer will now be supported by all new piles,
- excavations for the new anchor piles / bearer on platform side of building 1. Again extensive rot has necessitated the replacement of several piles,
- excavations of chimney base for structural strengthening. Exposure of this based revealed the original footing to be loose concrete fill requiring removal and redesign of footing,
- window refurbishment in building 2

Photos of works to date will be available at the Council meeting.

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

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

5.21 26 August 2014

5.22 The contractor is now making significant progress in a number of areas at the time of writing this report. Works at the present time are concentrated on:

- roofing of building 1 (almost complete) and the roofing of building 2
- sub floor piling and bearers to building 2. Again extensive rot has necessitated the replacement of several piles.
- identification of weatherboards to be replaced
- finalizing the details between the platform and building 1
- agreement on paint colours and on site paint preparation

5.23 30 September 2014

5.24 Approval is currently being sought from the HPT for the linkage between Building 1 and the i-Site as well as the replacement of the fire place in Building

2 with a gas fired option, but keeping the external and internal appearance of the chimney. We await there reply.

5.25 Approval from the HTP has been granted for the final structural strengthening of the canopy. Working drawings for this work are complete and are currently being priced by the contractor.

5.26 Further significant works have been made since the August report to Council and include

- completion of the subframe works including piling to building 2
- releveling of building 2, which relevelled the floor by 25-35mm. Any work further releveling would require lifting the whole building, rebuilding the subframe and extensive repair works on all openings
- extensive amount of painting undertaken
- weatherboard replacement
- Steel framing to support chimney to Building 1
- Subfloor insulation and ground lining building 1 & 2

5.27 29 October 2014

5.28 Progress has again been significant as the weather has been kind to the development since the September 2014 report. Works have included

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

5.29 25 November 2014

5.30 The contractor requested some time away from the site for personal reasons for many of the staff from 12 November 2014 to Monday 24 November 2014. A skeleton staff have been available during this time.

5.31 Five construction items remain for building 1

- installation of the central portal (new work)
- lightweight concrete to chimney
- fire sprinkler control
- minor floor repairs
- minor roof completion

5.32 Three construction items remain for building 2

- Chimney rebuild (new work)

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

Building 1: Completion of the steel portal installation (underway)

Testing of the sprinkler system
Installation of fire mimic panel

Building 2: Completion of the steel portal installation (underway)
Internal wooden framing to the chimney- completed after the steel portal installation
Floor repairs at chimney
Guttering to complete
Testing of the sprinkler system

Canopy: Down pipes to complete

Building 3: Painting to complete (underway)
Dividing door installation (scheduled for 23 March)
Electrical works to complete (after completion of painting)
Sub frame connectors to install
Decking and ramp to complete (underway)
Accessible toilet fitout (completed as separate project)
Floor finishings (completed as separate project)
Testing of the sprinkler system
Door hardware currently being installed

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

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.
- 8.40 16 December 2014**
- 8.41 Discussions have been ongoing with Wintec with draft layout plans of building 3 being forwarded to them. To date we have not received any internal requirements specification from Wintec.

- 8.42 Preliminary engineering structural strengthening drawings and architectural drawings for buildings 1 & 3 have been completed to take account of the internal wall changes reported to Council in November. These are attached to and form part of this agenda item.
- 8.43 As previously reported the internal works associated with building 3 will be incorporated into the existing contract as most of the work requires complete internal reconstruction of the internal walls to undertake the structural strengthening.
- 8.44 Full contract documentation for the internal works to building 1 are nearing completion
- 8.45 25 March 2015**
- 8.46 The development of the community space projects is progressing well.
- 8.47 A recent application to the North King Country Development Trust (NKCDT) for the amount of \$100,000 to assist with the development of the community space was made to the NKCDT February meeting. This application was successful in securing \$60,000 towards the project.
- 8.48 Historic Places Trust (HPT) approval has been gained for the removal of the internal walls to Building 1 and the link from Building 1 to Building 1A. Prior approval had already been given to the linking of Building 1 & i-Site.
- 8.49 An unbudgeted amount of \$38,000 was received in the later half of 2014, meaning the \$100,000 of external funding has been obtained for this project.
- 8.50 Draft drawings / contract documentation for Building 1, the links and i-site works are well advanced and should be completed by the end of March, which is a delay of approximately 8 weeks from programme. This delay has been partly caused due to obtaining HPT approvals and inclusion of the i-Site into the project. A copy of the draft layout plan is attached to and forms part of the agenda
- 8.51 The internal engineering structural strengthening plans for Building 1 are complete.
- 8.52 Refer to notes for Project 1 for the update on the Building 3 Community space.
- 8.53 Discussions with WINTEC are well advanced, and a legal agreement and commercial valuation are currently being prepared and are likely to be available within the next week. These documents are based on WINTEC utilising the building 2 days of the week, 40 weeks of the year.
- 8.54 The balance of the time and the rear room of this building are available for other community uses.
- 8.55 Building 3 was originally scheduled for completion in August 2015 but will now be completed at the end of March 2015.

<p>Project 5 – Commercial Space Internal Refurbishment</p>

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

9.2 29 July 2014

- 9.3 A preliminary high level layout for building 2 has been commissioned to facilitate future commercial negotiations, but also to allow identification of any required external modifications – eg doorways that will allow an application to the Historic Places Trust for approval.
- 9.4 It is the intention once approval from the HPT is granted that the external wall modifications will be included in the current project works.
- 9.5 This high level plan will include a restaurant / café at the northern half, a toilet block servicing the restaurant and other commercial activities and two retail outlets. These will require new external access requiring approval from HPT
- 9.6 26 August 2014**
- 9.7 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)
- 9.8 30 September 2014**
- 9.9 An expression of interest has been received from a prospective lessee for the café/ bar/ restaurant.
- 9.10 A detailed design for the layout is now being prepared based on option 2 of the feasibility report, to be used in negotiations for the lease and also for a funding application to NKCDT and HPT signoff.
- 9.11 A copy of the draft proposed layout is attached to and forms part of this business paper for Councillors information.
- 9.12 29 October 2014**
- 9.13 A detailed plan of the proposed kitchen is currently being prepared and once completed over the coming days, negotiations with the proposed tenant will commence.
- 9.14 A funding application to the NKCDT for \$100,000 for Project 5 is currently being prepared.
- 9.15 Project 1 includes the structural refurbishment of the fireplace within Project 5, Building 2. Due to the complexity and cost involved in refurbishing / structurally strengthening the chimney, the Historic Places Trust have approved the removal of the existing structure and the rebuilding of a new fire place with a similar footprint and upper chimney
- 9.16 25 November 2014**
- 9.17 Two meetings have been held with the prospective tenant for building 1. The first meeting was an introduction meeting to discuss process and overall concepts.
- 9.18 The key messages from this first meeting was:
- need to finalize a layout over the next 2-3 weeks, noting that the layout is predominately a WDC project and must be suitable in the future for another operator to be running the complex
 - before the end of December 2014 a commitment letter (pre lease) is to be developed and sign which will outline the terms of the lease
 - Lease to be finalized by the end of February

- WDC timeline has the building development tendered prior to the end of February (note this is very tight in relation to getting the necessary documentation completed. – the Engineers are currently working on the structural side of this development, the Architect can not proceed until the concepts are finalized)
 - WDC timeline for project completion being end of September / October.
- 9.19 Working drawings will not commence until the “commitment Letter” is agreed and signed.
- 9.20 The second meeting was held on site on 12 November 2014 to again review the concepts so as to put everything into the context of the current state of works.
- 9.21 A third meeting is programmed for the week of the 24 November. The outcome of that meeting should finalise the development planning.
- 9.22 Instructions have also been given to Tompkins Wake lawyer to begin the preparation of commercial lease document.
- 9.23 16 December 2014**
- 9.24 On going discussions have been held with the preferred operator and an amended layout, especially associated with the kitchen is nearing finalisation. The finalised plans are attached to and form part of this business paper.
- 9.25 It is anticipated that a letter of intent will be finalised before the Christmas break to allow working drawings to be commenced (also subject to other external funding)
- 9.26 A funding application has been prepared and submitted to the North King Country Development Trust for \$100,000 to assist with the development of Project 5 – Commercial Space.
- 9.27 The Chief Executive and Group Manager Community Services spoke to the application at the meeting of the Trust on 9 December 2014. At the time of writing this report we await the outcomes of the funding request.
- 9.28 A copy of the power point presentation made to the Trust is attached to and forms part of this business paper.
- 9.29 25 March 2015**
- 9.30 Historic Places Trust approval has been granted for the removal and alterations to the internal walls of building 2 to allow construction of the restaurant/café/bar.
- 9.31 A letter of intent, to be used for the basis of a commercial lease, has been signed by the operator WDC has been holding discussions with and a draft layout plan has been agreed. The letter of intent includes a capital contribution by the operator towards the cost of the project as allowed for in the budgeting. A copy the draft plan is attached to and forms part of the agenda.
- 9.32 A draft commercial lease has been prepared and is ready to be sent to the operator. The commercial valuation is underway and should be completed next week.
- 9.33 Draft working drawings and contract documentation are underway and should be completed early April.

- 9.34 This timeline is behind schedule as preparation of documentation was limited until the letter of intent was signed. It is believed that the completion date for this project of October 2015 can still be met as per the letter of intent.
- 9.35 Discussions have been held with Vector Energy, owners of the gas network and a gas line can be extended to the restaurant/café/bar. This line would be thrust under Rora Street from Sheridan Street at a cost of approximately \$1,000. The necessary connection / metering facilities would be an additional cost from Nova eEnergy – WDC preferred gas supplier.

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.

10.15 16 December 2014

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

10.17 By the 24 December predominately buildings 1, 2 and the canopy will be completed.

10.18 25 March 2015

10.19 Alterations to the timelines for different projects are recorded within the content of each project.

10.20 As considerable further information on designs, construction periods and budgeting will become clearer as projects 4 & 5 are prepared for consenting and tender, it is our intention to update Council with the programme graph and budgets for the April Council meeting.

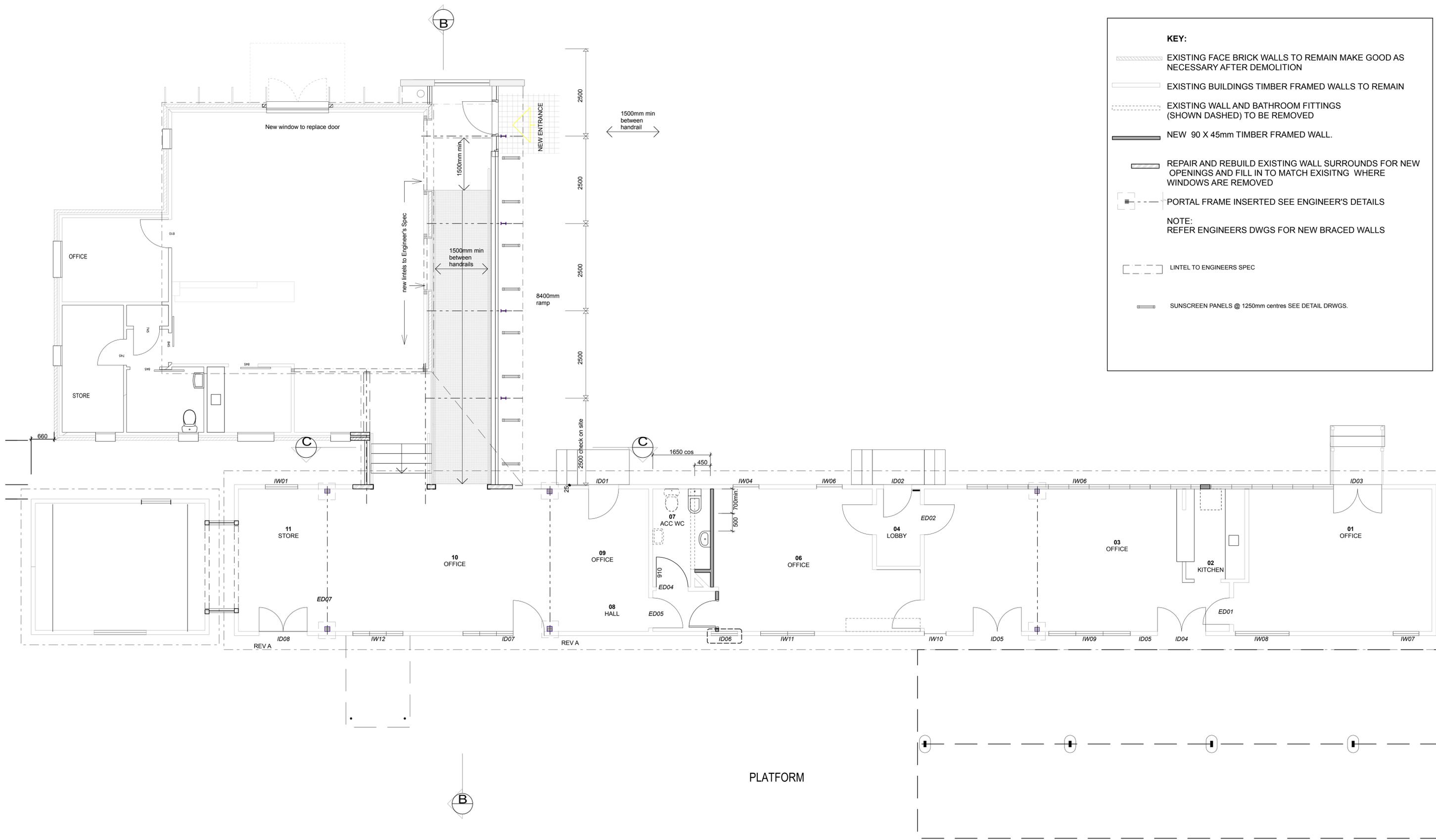
Suggested Resolution

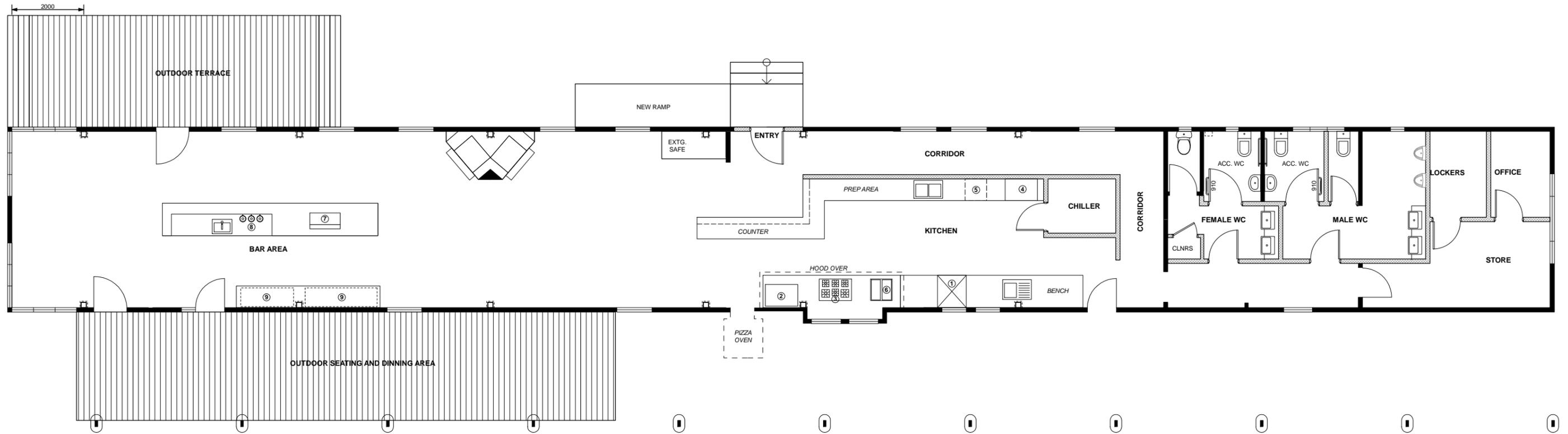
The Progress Report: Te Kuiti Railway Building be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

March 2015





PROPOSED STATION BUILDING N02 - PLAN



LEGEND:
 EXISTING WALLS
 NEW 90 X 45MM FRAMED WALLS LINED WITH 13MM GIBBOARD
 REFER ENGINEERS DRAWINGS FOR BRACED WALL DETAILS

KEY:	
1.	ABOVE BENCH DISHWASHER
2.	WALL MOUNTED SALAMANDER GRILL
3.	6 HOB GAS COOKER
4.	BAK BAR E32 OVEN ON BENCH
5.	UNDER BENCH PREP FRIDGE
6.	DEEP FRYER - TWIN TUB
NOTES:	

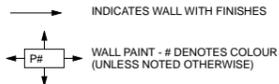
FINISHES LEGEND:

FLOOR FINISHES:

FC-CT	CARPET TILES
FL-V	VINYL FLOORING
FL-V-CV	VINYL FLOORING - COVERED
EF	EXISTING FLOORING

NOTES:
 REFER TO ARCHITECTURAL SPECIFICATION AND FINISHES SCHEDULE FOR FINISH TYPE AND COLOURS

WALL FINISHES:

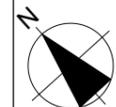


CURTAIN AND WINDOW TREATMENTS:

RB	ROLLER BLINDS - REFER TO FINISHES SCHEDULE
WFr	WINDOW FILM - DENOTES TYPE. REFER TO FINISHES SCHEDULE

Job Title
TE KUITI RAILWAY STATION REFURBISHMENT

For
 WAITOMO DISTRICT COUNCIL
 At
 RORA STREET
 TE KUITI



Project No.	623
Issue No.	-
Drawn	KM
Checked	AM
Project Date	
Issue Date	4/03/2015

Drawing Title	
PROPOSED FINISHES & CEILING PLANS	
Drawing #	A105
Scale	1:55 @ A1

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Document No: 358534**File No: 401/0588423600****Report To: Council****Meeting Date:** 24 March 2015**Subject: Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

- 3.1 TKCH is located within a residential property at 2 Jennings Street, Te Kuiti that is owned by WDC. The TKCH/WDC relationship is documented through a lease, with TKCH paying a lease rental of \$7,897.50 (GST inclusive) per year.
- 3.2 It is well documented that the property at 2 Jennings Street requires considerable works to repair structural damage to external walls, piling and roofing.
- 3.3 Due to the extent of these works, Council identified the building for disposal as part of the development of the draft LTP. The proposal to dispose of the building was clearly signalled in the consultation documentation for the LTP.
- 3.4 Prior to the disposal option being considered the TKCH Trustees embarked, in conjunction with WDC, on an investigation into the long term needs of TKCH. Jenny Grace Consulting was commissioned to undertake the Feasibility Study.
- 3.5 Funding was successfully sought from the Lotteries Commission (\$15,000) to undertake a feasibility study with the aim of:
- “To assess the long term feasibility of developing further services and reviewing potential services identified under the umbrella of Te Kuiti Community House Trust and the likely impact on the facility available and the proposed preliminary building modifications identified to cater for these services”*
- 3.6 The above aim of the Feasibility Study brief has subsequently been influenced by the decision to include the building in the LTP for disposal.

- 3.7 A business paper on the outcomes of the Feasibility Study was presented to Council at its meeting of 29 May 2012.
- 3.8 During the presentation, other options and a definition of TKCH needs were discussed by Council. This culminated in a request as to whether the Feasibility Study could be expanded to include other options and a confirmation of the TKCH needs.

Commentary

4.1 28 August 2012

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

4.4 25 September 2012

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

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

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

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

4.8 30 October 2012

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

4.11 26 February 2013

- 4.12 There was considerable difficulty in negotiating changes in the report with the consultant to align the report to WDC's current thinking as resolved in August 2012.

4.13 The delay necessitated an application to the Lotteries Commission to extend the deadline for submission of the report. This was accepted by the Lotteries Commission and an extension was granted till 31 January 2013.

4.14 Some changes were included in the finalised report and a detailed addendum to the report, by way of a covering letter to the Lotteries Commission, was submitted by Group Manager – Community Services.

4.15 30 April 2013

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

4.17 Future Development

4.18 Council's Regulatory Department notified the Group Manager – Community Services, as the custodian of WDC's building assets, that the library building was potentially an earthquake risk building.

4.19 In light of the possible future works associated with relocating the TKCH to this building, Design Management Consultants (DMC) were commissioned to complete an Initial Evaluation Procedure (IEP) of seismic assessment in accordance with NZSEE recommendations.

4.20 Earthquake Prone Buildings are deemed to have a NBS seismic strength assessment of less than 33%.

4.21 The library building IEP seismic assessment based on visual inspections show the building is categorized as Grade C with 42% NBS in accordance with NZSEE grading scale.

4.22 As the seismic strength assessment lies between 33% and 67% a more detailed evaluation is recommended where a fully detailed loading and structural strength is calculated in order to obtain a more accurate value of the actual building seismic strength.

4.23 Potential floor layout sketches are currently being prepared for discussion with TKCH. Agreement on these sketches will enable a Quantity Surveyors estimate to be prepared as a basis for funding applications.

4.24 6 June 2013

4.25 An upstairs sketch was distributed to the Trustees for comment on 7 May 2013 and was discussed at the Trustee meeting of 13 May 2013. A further site visit is being planned for 10 June 2013.

3.26 In the meantime this sketch is being formulated into a draft working drawing in preparation for future grant funding applications

4.27 25 June 2013

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

4.29 27 August 2013

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

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

4.32 24 September 2013

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

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

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

4.36 26 November 2013

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

4.38 6 March 2014

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

4.40 The application is based around the following financial data:

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

4.41 WDC has previously allocated funds to this project:

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

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

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

4.43 1 May 2104

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

4.45 27 May 2014

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

4.47 25 June 21014

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

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

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

4.51 Council has three options to move this project forward:

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

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

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

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

4.55 The Lottery Board provided the following comment on this:

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

4.56 29 July 2014

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

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

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

4.60 26 August 2014

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

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

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

4.64 30 September 2014

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

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

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

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

4.69 24 March 2015

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

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

- 4.72 The lowest tender of \$444,807.00 from ESN Construction has been accepted by the Tenders Subcommittee. This figure includes contingencies of \$25,000.
- 4.73 ESN Construction Ltd are a Hamilton based company who undertook the last two stages of the Civic Centre redevelopment.
- 4.74 WDC is currently working through a building program with the contractor and a start date has been tentatively set for 30 March 2015. The start date being dependent on the lift delivery schedule, sub contractor scheduling and the tenderers other commitments

Suggested Resolutions

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



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

March 2015

Document No: 358567

File No: 401/0588003200

Report To: Council**Meeting Date:** 24 March 2015**Subject: Progress Report: Piopio Toilets
Redevelopment**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

Commentary

4.1 29 June 2012

- 4.2 Four options for the redevelopment of the toilet complex have been prepared by Van Beek Design, based on the utilisation of the existing building block shell. The initial compliance of these sketches to meet the various building standards as to layout and disabled access has been checked by WDC's Regulatory staff.
- 4.3 A meeting was held in Piopio on 28 May 2012 with the designer to further develop the most practical option and to pass on the comments from the Regulatory staff.
- 4.4 In developing the concepts it became obvious that very little of the existing building structure could be utilised and the costings are being prepared with a comparison between utilising the existing building structure and total demolition.
- 4.5 It is anticipated that costs will be considerably more than the budget allowance, but Project Piopio Trust have indicated a keenness to be involved in the financing of the project to ensure that the redevelopment proceeds. Once costings are known, this aspect will need further discussion with the Piopio Trust.

4.6 24 July 2012

- 4.7 A finalised concept was received from Van Beek Design on 9 July 2012 for the redevelopment of the Piopio Toilets. Sketches were presented to Council at its meeting of 24 July 2012.
- 4.8 A preliminary design estimate based on Rawlinsons Construction Handbook, using an area of 45m², equates to \$146,250.
- 4.9 It is envisaged that the next step in the development of these plans is to present them to the Project Piopio Trust for comment and discussion as to funding proposals.

4.10 25 September 2012

- 4.11 A meeting was held with representatives from the Piopio Trust on 31 August 2012 at which the toilet proposal and future funding options were discussed.
- 4.12 The general opinion was that the plans were good with some minor tweaking. The objective now is to progress fundraising with the Trust. It was identified that some form of toilet usage count will be required to support funding applications.

4.13 27 November 2012

- 4.14 A meeting was held with Project Piopio Trust on 26 October 2012. The emphasis of this meeting was around confirming that the design matched the usage. This is to be confirmed by installing usage counters in the toilets. The counters are currently being updated and will be installed prior to the end of November.

4.15 26 February 2013

- 4.16 Due to technical difficulties with the counter programme the counters were not installed in the toilets until mid January. They appear to be working well but reporting is still an issue. It is anticipated that reporting issues will be solved in time to make reports available in graph form, for distribution at the Council meeting.

4.17 Initial indications are, and subject to the correct reporting process, that in the vicinity of 7000 users for the male and 7000 users for the female toilets were recorded between mid January and mid February.

4.18 30 April 2013

4.19 The user numbers were confirmed with further information recorded for the month of March.

4.20 Utilising this data and a theoretical fifty seater bus stopping at the site, calculation of requirements, based on NZS4241:1999 were made which indicated that between 2 and 3 units are required for the female and male toilets.

4.21 The initial sketch included:

- Female - 3 pans (3 units)
- Male – 3 pans plus 2 urinettes (5 units)

4.22 At a meeting with the designer of the new complex, discussion centered around how to reduce the proposal more inline with the usage data.

4.23 A new sketch is currently being prepared which will propose reducing the floor area by relocating the cleaner's cupboard to the mens area, reducing the mens area to 1 x pan and 2 x urinettes. A small adjustment to the width of the disabled toilet to increase its size inline with the standard has also been made.

4.24 The initial preliminary design estimate was \$146,250. Finalisation of the sketches/draft details will enable a more accurate quantity surveyor estimate to be prepared.

4.25 The initial budget for this project was \$63,715 and was based on refurbishment of the existing toilets. Subsequent designs have been based on the provision of a new building and Council, once the finalised estimates are available, will need to consider how the community can fund the balance.

4.26 6 June 2013

4.27 The initial design has been reworked, following receipt of the usage data, in an endeavour to reduce the floor area. A copy of the new design and original sketch were circulated to Councillors at the meeting of 6 June 2013.

4.28 The Quantity Surveyors estimate for the new design was also circulated to Councillors at the meeting of 6 June 2013.

4.29 Of note is the Quantity Surveyors estimate of \$160,200 are the following points:

- Use of block work rather than concrete slabs
- Exclusion of fees
- Inclusion of 10% contingency

Removal of the contingency indicates little change from the original estimates.

4.30 As previously raised with this business paper, Council needs to consider its options to progress the project as the expectation of the community is that this project will proceed at some point.

4.31 The original intention was to upgrade the existing toilets with a monetary allowance in the 2011/12 budget of \$63,715 of which approximately \$5,000 has been spent to date on designs.

4.32 An estimated budget for the project is itemised below:

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

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

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

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

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

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

4.37 27 August 2013

4.38 A meeting has been scheduled on 21 August 2013 with the designers to kick start the preparation of working drawings/contract documentation for this project.

4.39 24 March 2015

4.40 Contract documentation for this project was advertised on Tenderlink in the Waikato Times and locally in the Waitomo News with a closing date for tenders being 17 February 2015.

4.41 One tender only was received of \$221,730.00, for the Piopio Public Toilet Upgrade from ESN Construction Ltd. No local tenders were received. This tender includes a contingency value of \$20,000.

4.42 The tender from ESN Construction Ltd was accepted by the Tenders Subcommittee.

4.43 ESN Construction Ltd are a Hamilton based company who undertook the last two stages of the Civic Centre redevelopment and have also been awarded the 28 Taupiri Street Project.

4.44 WDC is currently working through a building program with the contractor and a start date has been tentatively set for 7 April 2015. The start date confirmation being dependent on sub contractor scheduling and the tenderers other commitments

Suggested Resolution

The Progress Report: Piopio Toilets Redevelopment be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

March 2015

Document No: 358638

File No: 037/043

Report To: Council**Meeting Date:** 24 March 2015**Subject: Motion to Exclude the Public for the Consideration of Council Business**

Purpose of Report

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Progress Report: Regulatory Enforcement Issues	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
2. Progress Report: Piopio Public Toilets Redevelopment	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Progress Report: Mokau Toilet Effluent Disposal Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
4. Retirement Housing Proposal – Te Kuiti	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. LASS Draft SoI 2015-2016	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. LASS Six Monthly Report to Shareholders	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