

## WAITOMO DISTRICT COUNCIL

---

### MINUTES OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 26 MARCH 2013 AT 9.10AM

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

**IN ATTENDANCE:** Kiri Goulter, Chief Executive and Alistair Calder, Director (Hamilton & Waikato Tourism)

John Ash and Kyle Barnes (Tere Waitomo Community Trust)

Chris Ryan, Chief Executive; Michelle Higgie, Executive Assistant; Helen Beever, Group Manager – Customer Services (for part only); Rebecca Whitehead, Community Development Coordinator (for part only); Kit Jeffries, Group Manager – Corporate Services (for part only); Christiaan van Rooyen, Group Manager – Assets (for part only); Gerri Waterkamp, Manager – Roading (for part only) and Andreas Senger, Manager – Water Services (for part only)

<b>1.</b>	<b>Prayer</b>	<b>File 037/001</b>
-----------	---------------	---------------------

John Ash, Tere Waitomo Community Trust entered the meeting at 9.10am.

<b>2.</b>	<b>Deputation: Hamilton Waikato Tourism Six Monthly Report</b>	<b>File 037/042</b>
-----------	--	---------------------

Council received a Deputation from Kiri Goulter, Chief Executive and Alistair Calder, Director, of Hamilton & Waikato Tourism presenting the Hamilton & Waikato Tourism Six Monthly Report.

Kyle Barnes, Tere Waitomo Community Trust entered the meeting at 9.24am.

#### **Resolution**

The Deputation from Hamilton & Waikato Regional Tourism Ltd be received.

Moved/Seconded    Whitaker/Digby    Carried

Kiri Goulter and Alistair Calder, Hamilton & Waikato Tourism left the meeting at 9.50am.

<b>3. Deputation: Tere Waitomo Community Trust</b>	<b>File 037/042</b>
--	---------------------

Council received a Deputation from John Ash and Kyle Barnes of Tere Waitomo Community Trust.

The meeting adjourned for morning tea at 10.10am.

The Community Development Coordinator and Group Manager Customer Services left the meeting at 10.10am.

John Ash and Kyle Barnes of Tere Waitomo Community Trust left the meeting at 10.25am.

The meeting reconvened at 10.25am.

The Group Manager – Corporate Services entered the meeting at 10.25am.

#### **Resolution**

The Deputation from Tere Waitomo Community Trust be received.

Moved/Seconded Te Kanawa/Brodie Carried

<b>4. Confirmation of Minutes – 26 February 2013</b>	<b>File 037/001</b>
--	---------------------

It was noted that the apology from Cr Pat Hickey at the 26 February 2013 meeting was noted in the Minutes following re-opening to the public at Item 4 on page 2.

#### **Resolution**

The Minutes of the Waitomo District Council meeting held on 26 February 2013, including the public excluded Minutes, be confirmed as a true and correct record subject to the following amendment:

Item 20: Resource Management Act Reform Bill Briefing, Resolution 2 be amended to read: "Waitomo District Council endorse the LGNZ Submission and rely on it to represent Waitomo District Council's interests."

Moved/Seconded Brodie/Goddard Carried

<b>5. Verbal Reports: Council Representation on External Organisations and Elected Member Portfolios</b>	<b>File 037/005A</b>
--	----------------------

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

#### Cr Brodie

- Zone 2
  - Hobbiton Visit
  - FAR Funding
  - Fire Service Levy

Cr Te Kanawa

- Waitomo Discovery Centre
- Te Kuiti Community House
- Waitomo Sports Support Centre Meeting
- St Johns Restructure

Cr Goddard

- Benneydale Residents and Ratepayers Assn
- Zone 2
  - Waikato University Study – Demographics
  - Water NZ Association – Agenda to Privatised
- Federated Farmers
  - Positive Feedback on Council's progress
  - AGM – Tuesday 16<sup>th</sup> April

Cr Digby

- Federated Farmers Drought Meeting
  - Want Council to show leniency on rate penalties
- Friends of Brook Park Meeting

Cr Whitaker

- Friends of Brook Park Meeting
  - Negotiations ongoing re Brook Park Entrance
  - Funding Applications made for Signage
  - Working Bee scheduled for 14 April
  - Conifer Grove Inspection
- Te Kuiti Development Inc
  - Waitomo Signage
  - Saturday Market Days

Cr Hickey

- Sister City
  - Dates for visit to Japan
  - Hosting of Students

Mayor Hanna

- North King Country Development Trust
  - New Secretary
  - Mentoring Applications
- Hillary Karaitiana – Governance Group
- NZ Police Meeting
- Waitomo Sports
- Meeting – 100km Cycle Challenge
- Tongan Rugby Team
- Youth Council
  - Office Holder Training
  - Nominations for Youth MP
- Wananga for Rangatahi Programme
  - Two nominations from Waitomo this year
  - Tuia Group

**Resolution**

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

Moved/Seconded    Digby/Te Kanawa    Carried

<b>6. Local Government New Zealand – 2013 Annual General Meeting Remit Process</b>	<b>File 064/001C</b>
--	----------------------

Council considered a business paper advising of the process for submitting remits for consideration at the 2013 Local Government New Zealand (LGNZ) Annual General Meeting (AGM).

The Mayor noted that with the AGM being convened in Hamilton Councillors may wish to attend. Councillors agreed that they would wait to receive the Agenda before deciding on whether or not to attend.

**Resolution**

The business paper on Local Government New Zealand – 2013 Annual General Meeting Remit Process be received.

Moved/Seconded Digby/Hickey Carried

<b>7. NZ Mutual Liability Riskpool – 2012 Annual Report</b>	<b>File 054/001C</b>
---	----------------------

Council considered a business paper providing a brief on the activities of RiskPool during the 2011/12 financial year and providing information on the financial results of the CCO as disclosed in RiskPool's 2012 Annual Report.

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

**Resolution**

- 1 The business paper on the New Zealand Mutual Liability RiskPool - 2012 Annual Report be received.
- 2 The 2012 Annual Report as presented by New Zealand Mutual Liability RiskPool be received.

Moved/Seconded Brodie/Goddard Carried

<b>8. Local Authority Shared Services – Half-Yearly Report to 31 December 2012</b>	<b>File 064/013A</b>
--	----------------------

Council considered a business paper presenting for information the half-yearly report to 31 December 2012 for the Local Authority Shared Services Limited (LASS).

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

**Resolution**

The Local Authority Shared Services Accounts for the half-year ended 31 December 2012 be received for information.

Moved/Seconded Goddard/Te Kanawa Carried

<b>9.</b>	<b>Local Authority Shared Services –Draft Statement of Intent for 2013/14</b>	<b>File 064/013A</b>
-----------	---	----------------------

Council considered a business paper presenting the Local Authority Shared Services Draft Statement of Intent for 2013/14.

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

**Resolution**

- 1 The business paper on Local Authority Shared Services – Draft Statement of Intent for 2013/14 be received.
- 2 The Local Authority Shared Services – Draft Statement of Intent for 2013/2014 be received.

Moved/Seconded Brodie/Hickey Carried

<b>10.</b>	<b>Financial Report for Eight Months ending 28 February 2013</b>	<b>File 100/018</b>
------------	--	---------------------

Council considered a business paper presenting the Financial Report for the period ended 28 February 2013.

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 eight months to 28 February 2013 be received.

Moved/Seconded Digby/Whitaker Carried

The Group Manager – Assets, Manager – Roading, and Manager – Water Services entered the meeting at 11.31am.

<b>11.</b>	<b>Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater - March 2013</b>	<b>File 037/020/12A</b>
------------	--	-------------------------

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 - March 2013 be received.

Moved/Seconded Brodie/Te Kanawa Carried

<b>12.</b>	<b>Summary of West Waikato RSAP Meeting – 13 March 2012</b>	<b>File 037/005A</b>
------------	---	----------------------

Council considered a business paper providing a summary of discussions and action points from the West Waikato Road Safety Action Plan Quarterly Meeting hosted by Waitomo District Council on 13 March 2013.

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

**Resolution**

- 1 The business paper on Summary of West Waikato RSAP Meeting 13 March 2013 be received.
- 2 Council approve further investigation by the Roading Business Unit into providing assistance with the Roadside Fatigue Stop over the Winter Season (2 Stops) and accept the offer of a Rural Road Safety Campaign in the District.

Moved/Seconded Whitaker/Te Kanawa Carried

<b>13.</b>	<b>Proposed Roundabout – Rora Street/State Highway 30 Intersection</b>	<b>File 037/005A</b>
------------	--	----------------------

Council considered a business paper informing of design issues relating to the proposed roundabout at the intersection of Rora Street and State Highway 3 and the agreement reached for a proposed resolution.

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

Councillors expressed their opposition to the Intersection remaining in its current status regardless of improvements to road marking and signage and requested further solutions be investigated.

**Resolution**

- 1 The business paper on Proposed Roundabout and Rora Street/ SH30 Intersection be received.
- 2 Council approve further investigation by the Roading Business Unit into solutions to the Rora Street/State Highway 3 intersection.

Moved/Seconded Goddard/Hickey Carried

<b>14.</b>	<b>WDC Roading Business Unit – Current Activities</b>	<b>File 037/005A</b>
------------	---	----------------------

Council considered a business paper providing a brief Council on activities currently being carried out by the WDC Roading Business Unit.

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

**Resolution**

The business paper on Present Activities - Roads be received.

Moved/Seconded Whitaker/Digby Carried

<b>15.</b>	<b>Progress Report: Monitoring Against 2012-2022 LTP – Land Transport</b>	<b>File 037/020/12A</b>
------------	---	-------------------------

Council considered a business paper providing a brief on implementation of the Work Plan for the Land Transport activity as contained in year one (2012/2013) of the 2012-2022 Long Term Plan.

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

**Resolution**

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

Moved/Seconded Digby/Whitaker Carried

<b>16.</b>	<b>Progress Report: Te Kuiti Wastewater Treatment Plant</b>	<b>File 0505/504D</b>
------------	---	-----------------------

Council considered a business paper providing a brief on progress with construction of the Te Kuiti Wastewater Treatment upgrade and an increase in construction cost based on 2008/09 estimate.

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

Council moved a vote of thanks to the Group Manager – Assets and his team on obtaining such a good result under the circumstances.

**Resolution**

The Progress Report: Te Kuiti Sewer Treatment Plant Upgrade be received.

Moved/Seconded Brodie/Whitaker Carried

The meeting adjourned for lunch at 12.25pm.

The Chief Executive left the meeting at 12.25pm.

Junine Stewart, Group Manager - Corporate Services and Councillors Stuart Kneebone and Russ Rimmington of Waikato Regional Council entered the meeting at 12.35pm.

The meeting reconvened at 1.00pm.

**17. Deputation: Waikato Regional Council****File 037/042**

Council received a Deputation from Junine Stewart, Group Manager - Corporate Services and Councillors Stuart Kneebone and Russ Rimmington of Waikato Regional Council on the 2013/2014 draft Annual Plan.

The Chief Executive re-entered the meeting at 1.30pm.

**Resolution**

The Deputation from Waikato Regional Council be received.

Moved/Seconded Digby/Whitaker Carried

Junine Stewart, Group Manager - Corporate Services and Councillors Stuart Kneebone and Russ Rimmington left the meeting at 1.42pm.

**18. Progress Report:**

**Civil Defence Emergency  
Management Executive Group  
Minutes**

**File 400/010/3**

Council considered a progress report on the Civil Defence Emergency Management Executive Group meeting of 1 February 2013.

**Resolution**

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

Moved/Seconded Goddard/Brodie Carried

**19. Progress Report:**

**Outstanding Resource Consent  
Applications**

**File 097/001B**

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

**Resolution**

The Progress Report: Resource Consent Applications be received.

Moved/Seconded Te Kanawa/Goddard Carried

<b>20.</b>	<b>Adoption of 2013/2014 Draft Exceptions Annual Plan for Consultation</b>	<b>File 037/013/2014AP</b>
------------	--	----------------------------

Council considered a business paper presenting the Draft 2013/14 Exceptions Annual Plan (dEAP) and Summary of Information (SoI) for adoption for consultation purposes.

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

The Group Manager – Corporate Services tabled information and briefed Council on recently identified issues, including possible solutions, relating to the future funding of water and wastewater at Benneydale.

### **Resolution**

- 1 The business paper on Adoption of the Draft 2013/14 Exceptions Annual Plan and Summary of Information for consultation purposes be received.
- 2 Council adopt the Draft 2013/14 Exceptions Annual Plan and Summary of Information for Consultation Purposes subject to the following amendments:
  1. Benneydale water and wastewater funding (as per tabled information today)
  2. Check that figures in graphs on page 12 and 14 match
  3. Reduce the Sister City funding from \$8,000 back to \$4,000
3. The proposed venues, dates and times for presentation of the 2013/14 dEAP be confirmed as follows:
 

Piopio Hall	-	Thursday 11 April at 5.30pm
Cultural and Arts Centre, Te Kuiti	-	Monday 15 April at 5.30pm
Waitomo Caves Discovery Centre	-	Tuesday 16 April at 5.30pm

Moved/Seconded Whitaker/Digby Carried

The Chief Executive, on behalf of the team involved in developing this draft Exceptions Annual Plan, noted his thanks for Council’s input into making the process so successful.

<b>21.</b>	<b>Motion to Exclude the Public for the Consideration of Council Business</b>	<b>File 037/043</b>
------------	---	---------------------

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 in attendance to assist Council with its decision making:

Chris Ryan, Chief Executive  
 Michelle Higgie, Executive Assistant  
 John De Luca, Group Manager – Community Services  
 Kit Jeffries, Group Manager – Corporate Services

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

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>S.48(1) grounds for this resolution</b>
1. Progress Report: Regulatory Enforcement Issues	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Te Maika Zone – Te Maika Trust Proposal	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Progress Report: Waipa River Joint Management Agreement	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Wool Storage Facility	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Progress Report: School Road Properties, Benneydale	7(2)(a) To protect the privacy of natural persons	48(1)(a)
6. Inframax Construction Ltd – Six Monthly Report	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Independent Roadmarkers Taranaki Limited – Draft Statement of Intent for Year Ending 30 June 2014	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Inframax Construction Ltd – Draft Statement of Intent for Year Ending 30 June 2014	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Moved/Seconded Hickey/Te Kanawa Carried

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

Dated this 30<sup>th</sup> day of April 2013

BRIAN HANNA  
**MAYOR**

Confidential

Confidential

Confidential

Document No: 305106

File No: 037/005B

**Report To: Council****Meeting Date:** 30 April 2013**Subject: Verbal Reports: Council Representation on External Organisations and Elected Member Portfolios**

## Purpose of Report

1.1 The purpose of this business paper is to enable individual Council Members to report back to the full Council, on a needs basis, in respect to:

- 1 Appointments as Council's representative on External Organisations
- 2 Reporting back on issues arising from allocated Portfolios

## Commentary

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

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



<b>Document No:</b> 305115		<b>File No:</b> 064/003	
<b>Report To:</b>		<b>Council</b>	
		<b>Meeting Date:</b>	30 April 2013
		<b>Subject:</b>	<b>Local Government Commission: Decisions on "A Better Hawke's Bay" Local Government Reorganisation Application</b>

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the Local Government Commission's initial consideration of the "A Better Hawke's Bay" Local Government Reorganisation Application.

### Commentary

- 2.1 Attached to and forming part of this business paper is a self-explanatory letter from the Local Government Commission in respect the "A Better Hawke's Bay" application for reorganisation of local government in the Hawke's Bay Region lodged with the Commission on 7 February 2013.
- 2.2 WDC has been provided with this information as an adjoining local authority (adjoining Taupo District, which is an affected area of the application).

### Suggested Resolutions

The business paper on Local Government Commission: Decisions on "A Better Hawke's Bay" Local Government Reorganisation Application be received.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Attachment: Letter from Local Government Commission (Doc No. 303356)

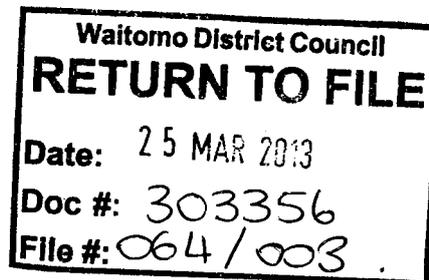


# Local Government Commission

## Mana Kāwanatanga ā Rohe

21 March 2013

Chris Ryan  
Chief Executive Officer  
Waitomo District Council  
PO Box 404  
TE KUITI 3941



*Michelle*  
*Can you please*  
*post to Councillors*  
*intranet*  
*o/c*

*Agenda 30/4/2013*

Dear Chris

### Decisions on 'A Better Hawke's Bay' local government reorganisation application

I refer to the 'A Better Hawke's Bay' application for reorganisation of local government in Hawke's Bay Region lodged with the Commission on 7 February 2013, under clause 3 of Schedule 3 of the Local Government Act 2002.

This is to inform your Council, as an adjoining local authority, that at its meeting on 15 March 2013, the Commission, after careful consideration of the material provided in the application and subsequently, agreed, pursuant to clause 6 of Schedule 3 of the Act, to assess the application. Before proceeding to assess the application, however, the Commission, pursuant to clause 8(1), must first be satisfied there is demonstrable community support in the district of each affected territorial authority for local government reorganisation in the area. This is also to inform your Council that the Commission was satisfied in this regard. I have enclosed a copy of the detailed decisions and explanations on these matters.

The next stage of the process involves the Commission advising the affected and adjoining local authorities of these decisions, publicly notifying the application and seeking alternative applications under clause 9 of Schedule 3. The deadline for anyone to lodge an alternative application is 3 May 2013.

If you wish to discuss any part of these decisions please feel free to contact me or Gavin Beattie at this office.

Yours sincerely

Donald Riezebos  
Chief Executive Officer



**LOCAL GOVERNMENT COMMISSION  
MANA KĀWANATANGA Ā ROHE**

**Decisions of the Commission under clauses 6 and 8 of Schedule 3  
of the Local Government Act 2002 on an application by  
'A Better Hawke's Bay' Trust for reorganisation of  
local government in Hawke's Bay**

**Introduction**

1. On 7 February 2013 the Local Government Commission received an application from 'A Better Hawke's Bay' Trust, under clause 3 of Schedule 3 of the Local Government Act 2002 (the Act), for reorganisation of local government in Hawke's Bay. Specifically the application is for the union of the districts of Wairoa, Napier, Hastings and Central Hawke's Bay, and the constitution of a new local authority, called Hawke's Bay Council, which would assume the functions and responsibilities currently held by the existing territorial authorities for these four districts and of the Hawke's Bay Regional Council which would all be abolished.
2. At a meeting on 15 March 2013, the Commission considered this application and made a number of decisions pursuant to Schedule 3 of the Act. The purpose of this document is to set out those decisions and the reasons for them, and to identify the next steps which the Commission must take.

**Decisions**

3. At its meeting on 15 March 2013, the Commission:
  - a) agreed that the affected areas in respect of the 'A Better Hawke's Bay' Trust application are the areas comprising the districts of Wairoa, Napier, Hastings and Central Hawke's Bay and also those parts of Rangitikei and Taupo Districts currently within Hawke's Bay Region
  - b) agreed, under clause 6 of Schedule 3 of the Local Government Act 2002, to assess the application
  - c) agreed, under clause 8(1) of Schedule 3, that the Commission has sufficient information to be satisfied there is demonstrable community support in the district of each affected territorial authority for local government reorganisation in Hawke's Bay Region
  - d) decided, under clause 9, to proceed to publicly notify the application made by 'A Better Hawke's Bay' Trust and seek alternative applications within 20 working days from the date of the last public notice.

## Reasons for the decision

4. The Commission was required under clause 6 of Schedule 3 to consider the application as soon as practicable after receiving it, which was on 7 February 2013, and to decide whether or not to assess the application.
5. Clause 7 sets out the grounds on which the Commission may decline to assess an application. The Commission found that none of these grounds applied in respect of the 'A Better Hawke's Bay' application.
6. Among other things, the Commission was required to consider information provided demonstrating community support in the district of each affected territorial authority for the application. In order to satisfy itself on this requirement, the Commission needed to determine which were the affected territorial authorities.
7. An affected territorial authority is, under the amended section 5 of the Act, a territorial authority that contains an affected area. An affected area is defined under clause 2 of Schedule 3 and includes an area that would be included in a new or different local authority if the reorganisation were to proceed. On this basis, the Commission agreed that the affected areas included the districts of Wairoa, Napier, Hastings and Central Hawke's Bay and therefore the respective district and city councils were affected territorial authorities.
8. The applicant subsequently advised the Commission that it had not addressed the fact that small parts of Rangitikei and Taupo Districts were currently within Hawke's Bay Region. The applicant did not have a view as to whether these areas should be included in its proposed new Hawke's Bay Council.
9. The Commission has now decided that the areas of Rangitikei and Taupo Districts currently within Hawke's Bay Region are also affected areas being areas that would be included in a new or different local authority if the reorganisation were to proceed. There are two alternatives as to the different local authority these areas would become part of if the application proceeded: either they would be included in the proposed new Hawke's Bay Council (a territorial authority), or they would remain in their current territorial authority but become part of a new regional council area.
10. Having agreed the affected areas and therefore the affected territorial authorities, the Commission was then in a position to assess whether there was the required information demonstrating community support in the district of each affected territorial authority for the application. For this purpose it considered the following information it had received:
  - a breakdown by residence of the database of 1,000 registered supporters of the 'A Better Hawke's Bay' initiative which included supporters from all four territorial authority districts fully within Hawke's Bay Region
  - a list of leaders of a range of regional organisations as well as what were referred to as 'average' ratepayers "representing all areas of our region – from Central Hawke's Bay through Hastings and Napier to Wairoa"
  - the results of a thousand person telephone poll in Hawke's Bay Region conducted between 7 and 10 February 2013
  - correspondence from other individuals and organisations including one iwi.

11. In respect of the areas of Rangitikei and Taupo Districts currently within Hawke's Bay Region, the Commission received the following information demonstrating community support for the application:
  - correspondence from the Mayors of the two areas
  - correspondence from individuals.
12. On the basis of the above information, the Commission came to the conclusion that there was sufficient information demonstrating community support for the application from the districts of all the affected territorial authorities. As there were no further grounds to decline to assess the application, the Commission agreed it would assess the application.
13. Prior to proceeding to assess an application, however, the Commission must first be satisfied, under clause 8(1) of Schedule 3, that there is demonstrable community support in the district of each affected territorial authority for local government reorganisation in the affected area. (NB this requirement is different from the community support *for the application* under clauses 5 and 6 of Schedule 3 referred to above.)
14. At its meeting on 15 March 2013, in addition to deciding whether to assess the application, the Commission also considered whether it had sufficient information to satisfy itself under clause 8(1). It concluded it did have sufficient information. The basis for this decision was the following information that had been received:
  - particular contents of the McGredy Winder & Co. report 'Future Prosperity of the Hawke's Bay Region' dated August 2012
  - responses to a February 2012 'BayBuzz' survey
  - responses from a telephone survey of Napier residents conducted in May 2011
  - responses to the more recent February 2013 telephone survey (referred to above)
  - correspondence from individuals and organisations
  - records of presentations made by the applicant to five different groups in Hawke's Bay Region
  - responses received by Wairoa District Council from consultation it initiated on local government reform
  - a letter from Hastings District Council supporting a process that enables community discussion on reorganisation options in Hawke's Bay.

#### **Relevant matters the Commission took into consideration**

15. In its considerations relating to community support, the Commission took into account whether community support was demonstrated or was demonstrable in each of the affected areas, and whether the support was demonstrated or demonstrable from organisations and individuals located within the affected areas and/or representing parts of those areas
16. The Commission noted that the evidence demonstrating community support did not need to indicate a particular level or type of support in the affected area, this includes whether there was majority support, as this is not a requirement in the Act.

- 17 As a result, and being satisfied with the level of information provided, the Commission considered it did not need to undertake any consultation of its own at this stage in the process.
- 18 As part of its consideration in future as to whether to proceed to issue a draft reorganisation proposal and then a final proposal, the Commission will need to continue to assess levels of community support for local government reorganisation in Hawke's Bay Region and for particular options that may be identified during the process. At each step in this process the Commission will need to continue to satisfy itself on the existence of demonstrable community support.

### Next steps

- 19 Having agreed to assess the 'A Better Hawke's Bay' application and satisfied itself there is demonstrable community support from the district of each affected territorial authority for local government reorganisation in Hawke's Bay Region, the Commission must now take further prescribed steps. These steps are as follows:
- advise the applicant and affected local authorities of the Commission's decisions under clauses 6 and 8 of Schedule 3 of the Local Government Act 2002
  - advise each local authority that adjoins an affected local authority and any other person, body or group the Commission considers should be notified, of the Commission's decisions
  - give public notice of:
    - the receipt of the reorganisation application including the type of reorganisation proposed, the local authorities affected and the extent of the affected area
    - where further information about the application can be obtained
    - an invitation for persons, bodies and groups to submit alternative applications in relation to the affected area
    - when alternative applications must be received by and that applications received after this date may be declined.
- 20 The date by which alternative applications must be received is **Friday, 3 May 2013.**

Document No: 305105

File No: 400/150

**Report To: Council****Meeting Date:** 30 April 2013**Subject:** **DC Tynan Trust – Exemption as a Council Controlled Organisation**

## Purpose of Report

- 1.1.1 The purpose of this business paper is for Council to consider the exemption of the DC Tynan Trust from being a Council Controlled Organisation under the Local Government Act 2002 (LGA 2002).

## Background

- 2.1 The DC Tynan Trust was established in 1982 by Daniel Tynan Estate. The purpose of the Trust is to provide financial assistance to community organisations involved in social welfare, the maintenance and advancement of education and the provision of recreational facilities of benefit to Te Kuiti residents.
- 2.2 The current Trustees are Diane Forgeson, Pat Hickey, Guy Whitaker and Lorrene Te Kawana.
- 2.3 The Trust currently has accumulated funds of approximately \$208,000.
- 2.4 The capital funds of the Trust are held in investment and the income from the investment is available for allocation to community organisations. The Trustees meet annually to review applications received and at their discretion, allocate funds to applicants.

## Commentary

- 3.1 The Trust meets the definition of a Council Controlled Organisation (CCO) under the LGA 2002 because the power to appoint and remove trustees is vested with the Council.
- 3.2 As a Council Controlled Organisation additional requirements are imposed on the Trust including:
- The requirement to issue a Statement of Intent that complies with Schedule 8 of the LGA 2002,
  - Submit to Council its performance monitoring in relation to its Statement of Intent and Council's objectives for the Trust,
  - Submit a half yearly report, which must include information required to be included by its Statement of Intent.
  - Submit an audited annual report, which must enable the reader to assess performance against the Statement of Intent and which must be prepared in accordance with generally accepted accounting standards,

- Consolidation of the Trust into the group financial statements of the Council,
  - Change of balance date from 31 March to 30 June.
- 3.3 Under Section 7(3) of the Local Government Act 2002, the Council may exempt the Trust from being classified as a Council Controlled Organisation by resolution. Council must take into account the nature and scope of activities and costs and benefits to the community, the Trust and Council.
- 3.4 Once granted, the Council must review the exemption at least every three years but Council may revoke the exemption at any time. The exemption was last reviewed and approved by Council in April 2013.
- 3.5 The additional requirements imposed by legislation are onerous particularly given the size and nature of the Trust. The benefits of the exemption are removal of the requirements to comply with the requirements of a Council Controlled Organisation.
- 3.6 It should be noted that as an exempted organisation there would be no independent audit of the financial statements. However the Trust, given its nature, is considered to be low risk.

### **Recommendation**

- 4.1 Council resolve to exempt the DC Tynan Trust from being classified as a Council Controlled Organisation under Section 7(3) of the Local Government Act 2002.

### **Suggested Resolutions**

- 1 The business paper on DC Tynan Trust – Exemption as a Council Controlled Organisation be received.
- 2 Council exempt the DC Tynan Trust from being classified as a Council Controlled Organisation under section 7(3) of the Local Government Act 2002.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

22 April 2013

Document No: 303455

File No: 092/018

**Report To: Council****Meeting Date:** 30 April 2013**Subject: Progress Report: Youth Engagement – July 2012 to March 2013**

### Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with an update on Youth Engagement activity for the period 1 July 2012 to 30 March 2013.

### Background

- 2.1 For the first time, through the LTP 2012-2022, Council identified Community Outcomes relating to youth as follows:

***CO3 : A place where young people have access to education, training and work opportunities***

***A place where young people feel valued and have opportunities to input into the district.***

- 2.2 Achieving these outcomes form an important part of fulfilling Council's vision of "Creating a better Future with Vibrant communities and thriving business".

### Commentary

- 3.1 Since adoption of the 2012-2022 Long Term Plan a number of youth engagement initiatives have been supported by WDC. These include:
- Waitomo Youth Council
  - The Social Sector Trials
  - Acting as fund/ contract holder for Youth Mentoring Programme and Youth Events (Ministry of Social Development - MSD)
  - Participating in the Tuia Programme
  - Participating in the Mayors Taskforce for Jobs
- 3.2 Over this time, it has become clear that these projects are interconnected and that the networks developed (between our youth, our community and government organisations) are heavily reliant on one another.
- 3.3 Each initiative or project works with different groups of youth and/or community groups; which in turn are connected to different people. Through this type of

approach, these projects connect with more young people than Council could hope to connect with on its own.

- 3.4 Set out below are the key projects or achievements for each area of Youth Engagement in the period July 2012 to May 2013.

### **3.5 The Waitomo Youth Council (YWC)**

- 3.6 2012 saw the completion of the YWC's inaugural year. The YWC last year focused on the delivery and support of key events, youth leadership and developing processes for the group ongoing.
- 3.7 The YWC successfully hosted a free Youth Matinee Concert for the Waiata Maori Music Awards and hosted a family event prior to the Christmas Parade. Both of these events were generously supported by Maniapoto FM.
- 3.8 Members of the YWC visited and contributed to a number of Youth Leadership forums including the Youth in Local Government Forum, the Waikato Bay of Plenty Regional Youth Council Forum, Hamilton City Youth Council and the Local Forum on Supply of Alcohol (supporting Population Health).
- 3.9 Late in 2012, WDC recruited new members to the YWC for 2013. This year we have a large number of YWC members, 19 in total. This group is much more focused and committed to their roles.
- 3.10 This commitment was evident very early on and at the Youth Leadership Camp in January, each of the YWC members participated and contributed to developing an Action Plan for the 2013 year.
- 3.11 Recently we presented YWC members with two opportunities to potentially represent Waitomo at both a Regional and National level through Ministry of Youth Development initiatives, the Regional Youth Forum and the National Youth Parliament.
- 3.12 Seven of the YWC members applied for the Regional Forum roles, all achieved interviews. At the time of preparing this business paper it was not known if any have been selected. One applied for Youth Parliament and is also awaiting a decision on this. The Mayor will be able to provide a verbal update on the outcome of these applications at the Council meeting.
- 3.13 We have been fortunate to secure a grant of \$3,000 towards a Youth Leadership Day from the MYD. The YWC is again thinking of combining with Maniapoto FM to deliver this event within Waitomo.

### **3.14 Social Sector Trials**

- 3.15 The Waitomo District is one of six districts nationally that have been chosen to pilot the Social Sector Youth Trials. This Trial takes a cross Ministry (Justice, Education, Police, Health, and MSD) approach to improving outcomes for young people. Initially this project was focused in Te Kuiti but a recent extension to the pilot includes the wider District.
- 3.16 The Trial has four key desired outcomes:
- Reduce Truancy
  - Reduce offending by young people
  - Reduce young peoples use of alcohol and drugs
  - Increase the number of young people engaged in training and education

- 3.17 WDC supports this initiative through the Mayors' involvement in the Pilot's Governance Group, through the Community Development Activity and being the contract/fundholder for Youth Mentoring Programme and Youth Events with MSD.
- 3.18 The Social Sector Trials have developed stronger and more productive relationships across the community. This has allowed the collective skills, knowledge and resources of community leaders, organisations and groups to reach young people in a coordinated way and vice versa the valuable participation, knowledge and skills of young people into programme delivery and greater community participation in general.
- 3.19 Some of the key achievements of this initiative to date are:
- A 12% increase in young people at Te Kuiti High School participating in sport
  - 25/27 NETS cases from 2012 were closed – up from 5/28 in 2010 (NETS students are those who have missed 20 school days with no contact to the school (usually consecutive) and have been referred back to the Ministry of Education NETS service for follow up.
  - 21/24 young people graduated from the new Secondary School Trades Academy
  - 1500 reusable canvas bags with key anti drink-drive messages were provided to local off-license premises
  - Details were checked for 330 young people to ensure they were enrolled in education (aged 12-16)
  - 12 frontline workers were training in the Smashed and Stoned (Alcohol and Drug) Brief Intervention Programme
  - 15 At-Risk young people attended a Specialised Holiday Programme
  - 45 community volunteers assisted in the running of holiday programmes (including 10 Service Academy students)
  - 28 Youth Leaders were supported to attend a Leadership Conference in Auckland
  - 154 young people took part in Breakaway Holiday Programmes
  - 120 community people attended an Alcohol and Drug Effects Workshop
  - 30 Year 12 and 13 students took part in Mock Job Interviews with 30 community members
  - 90 packets of illegal synthetic cannabis were removed from local shelves this quarter
  - 300 students received Police Education in School
  - 45 NEET (young people not in education, employment or training) have been identified (with an additional two this quarter). Of these, 29 have been moved to ETE, 12 have left the District, two have been moved to the Youth Service and two remain NEET (one of which is being proactively case-managed)

- 45 young people accessed the Youth Mentoring Programme, of these 40 now have individual plans in place
- 9 young people are currently being assisted with Learner Driver Licensing Training (2 of these passed during December) (Total for 2012: 12)
- 3 young people were employed to run a Rangatahi Radio Show

### **3.20 Ministry of Social Development Youth Mentoring Programme and Youth Events**

3.21 WDC has been the fund-holder for the above MSD Contract for the last year. We are presently in the process of renewing this contract for another year.

3.22 As the fund-holder, WDC:

- Supports the delivery of activities included in the Te Kuiti Youth Action Plan
- Provides administration support for the delivery of a Youth Mentoring Programme to at risk young people; and
- Delivers and/or supports the delivery of 10 youth events for a minimum of 300 young people aged 12-18.

3.23 The youth mentoring programme is centred on the needs of the young person. It is designed to provide one on one tailored support and guidance to at risk young people alongside their whanau to identify goals and to develop and implement a plan to achieve those goals. For some, it is about getting into training, for others it may be information on how to obtain identification and complete applications or reducing substance abuse. Many have a number of issues that they work through over time.

3.24 It has proven to be successful for the 40 strong young people registered in 2012 as it is flexible to meet their needs and has reduced the need for the young person and their family to go from service to service.

3.25 The Youth Events supported range from Holiday Programmes run by the Journey Church, Te Whananga O Aotearoa, Sporting and Cultural Events for young people and Youth Leadership related events. The target number of 300 young people was easily achieved.

### **3.26 Mayors Taskforce for Jobs**

3.27 The Mayors Taskforce for Jobs (MTFJ) is a nationwide network of Mayors, which began in 2000 with 7 Mayors and now has a membership of 65 Mayors (97% of Mayors). Its focus is youth employment and engagement in local communities.

3.28 Through Mayor Hanna's involvement in the Task Force we were fortunate to be able to host a workshop with acclaimed author and social justice advocate Celia Lashlie in October 2012. At this workshop, Celia's focus was on sharing her experiences of engaging and effectively supporting whanau. Focusing on how to work with families to change behaviours and supporting positive change. This workshop was attended by over 30 youth and social service workers within our community.

3.29 We are presently preparing for a Combined Mayoral Graduation Ceremony. This ceremony is hosted in partnership with Otorohanga District Council and Wintec, and celebrates the achievement of individuals within our Districts, and highlights

the important contribution and support made to each of the graduates by their employer. This ceremony will be held 9 May 2013.

### **3.30 Tuia Programme**

- 3.31 Through the Mayors Taskforce for Jobs WDC is also involved in the Tuia Programme, a development and mentoring programme for young Maori leaders. Each year participating Mayors select a Rangatahi from within their community to mentor. These Rangatahi also participate in a number of leadership whananga, with representatives from other districts, throughout the year.
- 3.32 Simone Holland was Mayor Hanna's Rangatahi in 2012. Throughout the year Simone achieved a number of things including winning best emerging artist at the NZ Maori music awards. Simone throughout her time also supported the Youth Council in their delivery of community events.
- 3.33 Kauri Bell and Te Miri Takerei have been selected as Mayor Hanna's representatives for 2013. Both have strong cultural and performance skills including kapa haka, dance and singing.
- 3.34 Kauri and the young dancers he instructs performed at the Muster and Te Miri will perform at this Year's Waitomo District Citizens Awards.
- 3.35 Over the weekend of 23 and 24 March 2013 Waitomo and Otorohanga Districts hosted Marcus Akuhata Brown and a group of Tuia students within the two districts. Kauri and Te Miri as the 2013 Tuia Rangatahi representatives attended sessions with this group and found it very valuable.

<h3><b>Suggested Resolution</b></h3>
--------------------------------------

The Progress Report: Youth Engagement – July 2012 to March 2013 be received.



REBECCA WHITEHEAD  
**COMMUNITY DEVELOPMENT COORDINATOR**

26 March 2013

**Document No:** 305111**File No:** 037/048A**Report To: Council****Meeting Date:** 30 April 2013**Subject: Progress Report: Road Map Work Programme Monthly Monitoring Schedule**

## Purpose

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

## Background

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

## Commentary

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

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

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

### **3.5 Amendments to Timelines and Projects of Work**

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

## **New Projects**

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

### **1.0 Te Maika Zone**

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

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

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

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

### **2.0 Cross Boundary Collaboration (WDC/RDC)**

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

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

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

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

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

**Suggested Resolution**

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



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Enclosure: Road Map Monitoring Schedule as at 30 April 2013 (Doc 305015)



# **Road Map**

# **Monitoring**

# **Schedule**

Monitoring against  
Road Map adopted on 28 August 2012

as at 30 April 2013

## CONTENTS

<b>Development of 2015-2025 LTP</b>	1
Council Controlled Organisations – DC Tynan Trust (Exemption) .....	1
Building Maori Capacity.....	1
<b>Leadership</b>	2
Local Government Funding Agency (Debenture Trust Deed) .....	2
Change in GST Basis from Payments Basis to Invoice basis .....	2
Review of Elected Member Remuneration for 2013/2014.....	2
2013/2014 Exceptions Annual Plan.....	3
<b>Regulation Services</b>	4
District Plan Review.....	4
Urban Structure Plans.....	4
Jurisdictional Issues .....	5
Review of Regional Policy Statement .....	5
Sale of Liquor Act 1989 – Liquor Licensing Policy/Plan .....	6
Establishment of a Rural Fire Authority for Waikato Valley Operational Area .....	6
Te Maika Zone .....	7
<b>Community Development</b>	8
Youth Liaison/Youth Council .....	8
Sport Waikato Services.....	8
Economic and District Development.....	9
Combined Mayoral ITO Graduation Ceremony.....	9
Community Events .....	9
Development of Customer Services Strategy .....	10
Waitomo District Citizens Awards .....	10
<b>Community Services</b>	11
Te Kuiti Railway Building .....	11
Centennial Park Drainage.....	11
Te Kuiti Library Roof Renewal .....	11
Civic Centre Upgrade (Sound System) Stage 3 .....	12
Civic Centre Upgrade (Main Hall Ceiling - including alarm) Stage 4.....	12
Sale of 6 Te Kumi Road .....	12
Sale of 4 Moa Street.....	12
Sale of 6 Jennings Street – Community House .....	13
Benneydale Hall Replacement / Disposal .....	13
Parkside Subdivision Disposal .....	13
Mokauiti Hall Disposal.....	14
Oparure Hall Disposal .....	14
Mokau Effluent Disposal Upgrade .....	14
Quarry Resources Review.....	15
Review Lease/Licences .....	15
Old Ministry of Works Building, Queen Street, Te Kuiti .....	15
Land Purchase – Te Kuiti Cemetery .....	16

Riverview Heights Land Disposal .....	16
Cemetery Maps and Records .....	17
Te Kuiti Mainstreet Garden Re-design .....	17
Parks and Reserves AMP – Plan Improvement and Monitoring.....	17
Recreation and Culture AMP – Plan Improvement and Monitoring .....	20
Public Amenities AMP – Plan Improvement and Monitoring .....	22
Housing and Other Property AMP – Plan Improvement and Monitoring .....	25
<b>Asset Management</b> .....	28
District Transfer Station Improvements .....	28
Stormwater – Health and Safety Issues .....	28
Te Kuiti Wastewater Treatment Plant Upgrade .....	28
Te Waitere Water and Wastewater Strategic Review.....	28
Benneydale Sewerage .....	29
Piopio Sewerage Treatment (Resource Consent and Construction) .....	29
Waitomo Water and Wastewater – Feasibility Studies .....	29
Te Kuiti Water Supply.....	29
Piopio Water Supply .....	30
Mokau Water Supply .....	30
Benneydale Water Supply .....	30
Water Supply AMP – Plan Improvement and Monitoring .....	30
Wastewater AMP – Plan Improvement and Monitoring .....	32
Stormwater AMP – Plan Improvement and Monitoring.....	33
Land Transport AMP – Plan Improvement and Monitoring.....	34
SWaMMP – Plan Improvement and Monitoring .....	35
<b>Completed Tasks</b> .....	37
<b>Development of 2015-2025 LTP</b> .....	37
2012/2013 Affordability Review .....	37
Review of Definition and Application of Separately Used and Inhabited Parts (SUIP).....	37
Review of Urban Stormwater Funding .....	37
Review Basis of Sewerage Charges in Piopio.....	38
2012/2013 Review of Revenue and Financing Policy .....	38
<b>Leadership</b> .....	39
Community Satisfaction Survey (for 2011/2012 Annual Report).....	39
2011/2012 Annual Report .....	39
Procurement Policy Review.....	39
Communications Strategy Implementation Plan - 2012.....	40
2012 General Revaluation for Rating Purposes.....	40
<b>Community Development</b> .....	41
Administration of the Community Development Partnership Fund.....	41
<b>Regulatory Services</b> .....	42
2012/2013 Review of Dog Control Policy and Practices .....	42
<b>Community Services</b> .....	43
Civic Centre Upgrade (including Alarm System) Stage 2 .....	43

## Development of 2015-2025 LTP

### Council Controlled Organisations – DC Tynan Trust (Exemption)

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> - Review of CCO status exemption for DC Tynan Trust	30 April 2013	A business paper is contained elsewhere in this Agenda.

### Building Maori Capacity

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

## Leadership

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

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> - report on the LGFA and amendments required to the Debenture Trust deed.	25 September 2012	Completed
<b>Council Meeting</b> - SoP adopted for public consultation	26 March 2013	Included in the dEAP adopted for public consultation
Public Notification of SoP	April 2013	
Consultation period	9 April - 7 May 2013	
<b>Council Meeting</b> - to adopt EAP and amended Debenture Trust Deed	25 June 2013	
<b>Council Meeting</b> - to adopt amended Debenture Trust Deed	24 September 2013	

### Change in GST Basis from Payments Basis to Invoice basis

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

### Review of Elected Member Remuneration for 2013/2014

Key Milestone	Indicative Timeframe	Commentary
Supply audited financial statements to Remuneration Authority	31 October 2012	Completed.
Remuneration Authority to advise Council of Indicative Pool for 2013/2014 year	30 November 2012	As at 18 April 2013, the Remuneration Authority has still not notified Council of the Indicative Pool for 2013/2014.
<b>Council Meeting</b> to consider how Indicative Pool to be allocated for 2013/2014 year (Policy Review)	26 February 2013	
Council to advise Authority of its recommendations for allocation of 2013/2014 Indicative Pool	March 2013	
Remuneration Authority to review recommendation	April/May 2013	
Remuneration Authority to issue Determination to come into force on 1 July 2013	June 2013	

## 2013/2014 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Identification of amendments to LTP for 2013/14 year	October 2012	Completed
Review of 2013/14 budgets for year 2 of LTP and Managers complete 2013/14 budgets.	October 2012	Completed
Modelling of budgets and finances from Affordability Review for 2013/14 including information.	November 2012	Completed
Management Review of 2013/14 budgets and rating predictions	November 2012	Completed
<b>Council Workshop #3:</b> Strategic Issues and Policy Considerations for draft 2013/14 EAP	11 December 2012	Completed
<b>Council Workshop #4:</b> Presentation of Rating Indications	5 February 2013	Completed
<b>Council Workshop #5:</b> Presentation of draft 2013/14 EAP complete with proposed rating depictions	19 February 2013	Completed
<b>Council Meeting:</b> Adopt draft 2013/14 EAP for audit purposes.	20 March 2013	Completed
Audit of draft 2011/12 EAP	21 – 25 March 2013	Completed
<b>Council Meeting</b> to adopt SoP for public consultation	26 March 2013	Completed
Public Notification of SoP	April 2013	Completed
Consultation Period	9 April – 9 May 2013	In progress
<b>Hearing</b> of Submissions	23 May 2013	
<b>Deliberation</b> of Submissions	6 June 2013	
<b>Council Meeting</b> to adopt EAP	25 June 2013	

## Regulation Services

### District Plan Review

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

### Urban Structure Plans

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

## Jurisdictional Issues

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

## Review of Regional Policy Statement

Key Milestone	Indicative Timeframe	Commentary
Provide input during development of preliminary draft	August – November 2009	Complete.
Environment Waikato approved RPS Consultation Draft for release to stakeholders.	November 2009	Complete.
RPS Consultation Draft released to stakeholders	December 2009	Complete. The Working Draft RPS was distributed to Council Members mid December 2009.
Councillor/Iwi Workshops, Consultation with Territorial Authorities and Key Stakeholders	December 2009 – July 2010	Completed.
Prepare comments on consultation draft	January/February 2010	Council will consider a business paper at its meeting on 10 February 2009.
<b>Council Meeting</b> - consideration and Deputation from Environment Waikato	23 February 2010	Completed. Environment Waikato formally presented the Draft RPS to Council at a Workshop on 23 February 2009.
Finalise and submit comments on consultation draft to EW	February 2010	Completed.
Analysis of Feedback	March – April 2010	Completed.
Notification of new RPS and commencement of First Schedule Process	November 2010	Environment Waikato arranged to meet with Council on Monday 13 December 2010 to workshop the draft RPS.
Staff prepare draft submission on RPS	December 2010 / January 2011	Council received a PowerPoint Presentation from Grant Eccles of Aecom assessing relevant issues within the RPS to the Waitomo District.

Key Milestone	Indicative Timeframe	Commentary
		From feedback provided by the Council at that Workshop a draft submission was developed for Council's approval prior to submitting.
<b>Council Meeting</b> - consider/approve draft submission	24 February 2011	Completed.
Draft RPS Submission Closing date	28 February 2011	Completed.
Further joint Submission on RPS prepared and submitted	July 2011	Completed.
Hearing of Submissions	February – June 2012	Completed.
Decision on RPS notified	December 2012	
<b>Council Meeting</b> – consideration of the need to prepare an appeal to the Environment Court on RPS content.	11 December 2012	Completed.

### Sale of Liquor Act 1989 – Liquor Licensing Policy/Plan

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

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

Key Milestone	Indicative Timeframe	Commentary
Complete draft proposal	31 October 2011	Council was briefed on this proposal as part of the Public Amenities AMP on 8 November 2011.
<b>Council Meeting</b> – consideration of draft Proposal	29 November 2011	As of 29 November 2011, no further information had been received on the proposal for reporting to Council. The next meeting to discuss the proposals is now scheduled for mid March.
Inclusion of proposal in Public Amenities AMP	6 December 2011	The finances and details associated with the enlarged Rural Fire district have been included in the Public Amenities Activity Plan as a proposal, which as yet is not finalised.
Consulted on as part of 2012-22 LTP process	April/May 2012	Information unavailable at the time of consultation

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> - progress report	28 August 2012	<p>A progress report was presented to Council at its 28 August 2012 meeting.</p> <p>The Department of Conservation (DoC) indicated that although they are yet to have talks with Thames-Coromandel on the proposed amalgamation, DoC's stance is that both current proposals are not in their interest and therefore DoC cannot support the consultation document for the proposal to establish the Waikato Valley Rural Fire District, as the proposal will effectively split their Conservancy into three.</p> <p>All four Councils indicated that it would be a waste of their respective Councils time to formally consider the consultation document for the proposal to establish the Waikato Valley Rural Fire District in the absence of the Department of Conservations support.</p> <p>The National Rural Fire Authority has indicated that they would have further meetings with Department of Conservation and Thames-Coromandel Council to try and resolve the deadlock.</p> <p>No further meetings for the Steering Committee have been scheduled.</p>

## Te Maika Zone

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

## Community Development

### Youth Liaison/Youth Council

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

### Sport Waikato Services

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – Business/Positioning paper to Council for consideration and approval	30 October 2012	WDC has written to Sport Waikato seeking an update on the combined Waitomo/Otorohanga stock take project being undertaken by Waikato University. To date WDC has not received any project information. As soon as information is available a detailed business paper will be presented for Council's consideration. A meeting is Scheduled with CEO of Sports Waikato for 26 November 2012. Meeting held on 26 November 2013. Sport Waikato deputation to Council on 26 February 2013. Requested documentation supplied to WDC March 2013. Council at its Workshop on 20 MArch 2013 considered information received from Sport Waikato and the service delivery options offered for 2013/14. Council accepted that its aspiration to enter into a shared-service arrangement with Otorohanga was unlikely to eventuate and agreed that funding

Key Milestone	Indicative Timeframe	Commentary
		<p>for Sport Waikato services should be fully reinstated in 2013/14.</p> <p>This meant an increase of \$35,000 in rate funding would be required, which was agreed to be met from the Community Services Reserve Account and not rates.</p> <p>Council also indicated that until future service delivery options have been identified only a 12 month performance based contract be negotiated with Sport Waikato from 1 July 2013.</p>

## Economic and District Development

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

## Combined Mayoral ITO Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Graduate names received from ITO's	December 2012/January 2013	Completed. March 2013.
Invitation to Graduates and Families/Supporters	March 2013	Completed.
Graduation Ceremony	April 2013	Ceremony booked for 9 May 2013

## Community Events

Key Milestone	Indicative Timeframe	Commentary
<b>2013 Great New Zealand Muster</b>		
Identify and consult with key stakeholders.	September/October 2012	Progressing. A meeting has been held with the TKDI Events Working Group. A new 2012-2015 Partnership Agreement between WDC and NZ

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

### Development of Customer Services Strategy

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

### Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – Presentation of existing Policy for review and confirmation/amendment	27 November 2012	<b>Completed</b>
Calling of Nominations	February 2013	<b>Completed</b>
Consideration of Nominations by Working Party	March/April 2013	<b>Progressing</b>
Awards Ceremony	May 2013	

## Community Services

### Te Kuiti Railway Building

Key Milestone	Indicative Timeframe	Commentary
Development of Conservation Plan, Maintenance Plan and preliminary budget estimates for the restoration of the buildings	July 2012	Completed
Ownership / lease of the building and land to be secured from New Zealand Rail	July 2012	Completed by MOU only. Finalized lease to be submitted
<b>Council Meeting</b> – Business/Positioning paper to Council for consideration and approval of the establishment of a working group to prepare a site and building development proposal	28 August 2012	Completed.  Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Preparation of site and building development proposal	September – December 2012	Ongoing with Reference Group. Initial proposal included as prt of the November Agenda.
<b>Council Workshop # 5</b> Consideration the preliminary draft site and building development proposal	19 February 2013	<b>Completed.</b>  Council work shopped scenarios for the development including cost implications.
<b>Council Meeting</b> Business Paper to Council for financial programme and costings for approval and inclusion in dEAP	20 March 2013	<b>Completed</b>  Business Paper adopted by Council for inclusion in dEAP documentation.

### Centennial Park Drainage

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

### Te Kuiti Library Roof Renewal

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

### Civic Centre Upgrade (Sound System) Stage 3

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

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

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

### Sale of 6 Te Kumi Road

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

### Sale of 4 Moa Street

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

## Sale of 6 Jennings Street – Community House

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

## Benneydale Hall Replacement / Disposal

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

## Parkside Subdivision Disposal

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

## Mokauiti Hall Disposal

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

## Oparure Hall Disposal

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

## Mokau Effluent Disposal Upgrade

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

## Quarry Resources Review

Key Milestone	Indicative Timeframe	Commentary
Land status investigation for Quarries	September 2010/December 2011	Completed, including surveys for key leased quarries.
Desktop assessment of Quarries	October 2010/March 2011	Progressing. Legal implications relating to lease renewals were identified and a legal opinion was obtained. Leases have not been renewed and are operating on a monthly system.
<b>Council Workshop 15</b> – consideration of investigation and assessment outcomes	15 November 2011	Preliminary outcomes of site investigations will be presented as part of the new Investments AMP. Following this Workshop a detailed timeline of Key Milestones will be developed. The newly developed working draft Investments AMP was presented to Council in December 2011.
Prepare a review of all land ownership/survey information and leases collated to date into a review document, identifying future discussion points and options	January 2013	Discussions have been held with a quarry consultant in relation to providing a desktop review of the quarry site information for Councils key quarries.
<b>Council Workshop 5</b> – consideration of review document	19 February 2013	<b>Completed.</b>  A quarry resources review was present to Council along with recommendations for inclusion in the dEAP. Council asked for the work to be reviewed with ICL in an endeavour for the work to be completed over time with a zero budget to WDC.

## Review Lease/Licences

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

## Old Ministry of Works Building, Queen Street, Te Kuiti

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop 15</b> – presentation of background information to Council to enable informed decision on future of the building	15 November 2011	Following this Workshop a detailed timeline of Key Milestones will be developed for inclusion in the next version of the Road Map. Council agreed that it does not wish to expend any further funds on this building and proposes to consult with the community on the basis that Council will advise the Crown that the property is no longer of use to the Council and that Council wishes to relinquish its holding of the property.

Key Milestone	Indicative Timeframe	Commentary
Letter to Crown advising outcomes of the LTP consultation process and seeking approval to relinquish Councils involvement in the property	September 2012	<p>Writing to the Crown was put on hold as an offer of finance with conditions was made through the LTP process.</p> <p>The conditions included WDC as well as the community matching the funding proposal. Council advised the submitter that it would not contribute to funding the renewals works but delayed contacting the Ministry to allow the community to match the proposal.</p> <p>As no correspondence has been received to date, it is proposed to write to the Ministry seeking approval to be released from Councils commitment.</p>

## Land Purchase – Te Kuiti Cemetery

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

## Riverview Heights Land Disposal

### 1.0 DESCRIPTION

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

### 2.0 DISCUSSION / ISSUES

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

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

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

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

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

## Cemetery Maps and Records

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

## Te Kuiti Mainstreet Garden Re-design

Key Milestone	Indicative Timeframe	Commentary
Review of existing data relating to existing Main Street gardens	December 2011	
Establish design team of Councillor, Community Services, TK Business Association and Rooding.	January – February 2012	A business paper was presented to Council at the 4 April 2012 Council meeting.
Develop design proposals in conjunction with Consultant	March – April 2012	A Design Team has been established and an initial draft sketch proposal for a typical area is to be available for discussion mid June.
Finalised sketch plans to be completed for Stage 1 – the ANZ intersection and roundabout	August - September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. Detail drawings and costings received by WDC. Needs to be discussed by the working group prior to presentation to Council.
Council Meeting – Presentation of Design	30 October 2012	
Ongoing implementation		

## Parks and Reserves AMP – Plan Improvement and Monitoring

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvement</b>		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
2. Review Levels of Service.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
3. Confirm corporate AM objectives.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
4. Define current Levels of Service/performance measures.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
5. Conduct external audit of AMP.	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-22 LTP planning cycle.

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

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
and data collected via the maintenance contract.		
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the Parks and Reserves AMP.
25. Compile up to date information on leased reserves	December 2012	Part of Asset Appendix.
26. Complete reserves management plan	Ongoing process.	The Brook Park Management Plan was finalised and adopted by Council in February 2010. Further Management Plans dependant upon funding.
27. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
28. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
29. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
30. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
31. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
32. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
33. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
34. FRS-3 compliant valuation complete for Parks and Reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
35. Process developed for the review of levels of service (inc. customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
<b>AM System Improvements</b>		
36. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
37. Financial system available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
38. Use AMS to store asset condition, performance and utilisation data where appropriate.	2020/2021	AMS to be developed in long term to cover community facilities assets.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with Item 21.
41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
<b>Specific Improvement Projects 2009-2012</b>		
43. Underground services investigations.	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
44. Including building data in a	2013-2014	Dependent on Council's ability to

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
"designed" Asset Management Programme such as SPM.		purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
45. Adoption and funding for three year improvement plan.	Annually	Completed - included in Annual Plan budgets.
46. Asset Management planning miscellaneous.	2013; 2014; 2015- 20122	An allowance of funding for ongoing asset investigation.
47. Review of Leases and Licenses.	Register developed in NCS by 2013.	Leases/Licences Register to be developed and renewals as appropriate on an ongoing basis.

## Recreation and Culture AMP – Plan Improvement and Monitoring

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

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
of service against targets		performance is reported to Council on a 3-monthly basis.
<b>AM Process Improvements</b>		
16. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
17. Optimise operations to minimise lifecycle costs	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.
19. Process in place for monitoring, analysing and reporting of performance against levels of service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 2011	Review risk section of Parks and Reserves AMP and include any newly identified risks in review.
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created during review for the 2015-2025 LTP.
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the Parks and Reserves AMP.
25. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
26. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
27. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
28. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
29. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
30. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
31. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
32. FRS-3 compliant valuation complete for parks and reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of levels of service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
34. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
		contractors.
<b>AM System Improvements</b>		
35. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
36. System available to allocate maintenance costs against individual assets. Use AM System to generate valuation	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
37. Link maintenance history to significant assets or asset groups Criticality of assets identified in AM System	2020/2021	Outside 2012-2015 planning period.
38. Use AM System to store asset condition, performance and utilisation data where appropriate	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with 37.
41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
<b>Specific Improvement Projects 2009-2012</b>		
43. Underground services investigations	2013; 2014;	As built drawings to be compiled for key assets to improve asset base information.
44. Undertake DRC valuation	2011	Review of valuation for Parks and Reserves assets in preparation for next asset valuation.
45. Include Building data in a "designed" asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
46. Expand recovery plans to sit with risk Analysis	2014 - 2015	Develop Recovery Plans in conjunction with Item 21.
47. Adoption of funding for three year improvement plan	Annually	Completed - included in Annual Plan budgets.
48. Operation manual established for Library and Cultural and Arts Centre	2012 - 2013	Finalised Cultural and Arts Centre Manual on completing of Stage 1 renewal.
49. Asset Management planning	2016; 2022	Miscellaneous works.

## Public Amenities AMP – Plan Improvement and Monitoring

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvements</b>		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review LOS	December 2014	To be conducted during the review of AMP in anticipation of the 2015
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015
4. Define current LOS/performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle.
6. Identify and include any assets that are not included in this AMP	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify development, renewal, maintenance strategies where required	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results	December 2014	Update valuation/ depreciation information in AMP during review in anticipation of 2015-25 LTP planning cycle.
<b>AMP Data Improvements</b>		
10. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
11. Collect maintenance data against significant assets or asset groups	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Monitor actual versus predicted growth	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
14. Measure performance in LOS against targets	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
<b>AMP Process Improvements</b>		
15. Ensure operations and maintenance are competitively tendered where possible	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
16. Optimise operations to minimise lifecycle costs and Documentation of operations and maintenance activities	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
17. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
18. Predict failure works and identify treatment options for risks	2013-2018	Predictive failure to be part of the Advanced AMP.
19. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
20. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created during review for the 2012-2022 LTP.
21. Process in place for the condition assessment of assets	December 2014	Initial broad assessments conducted 2009.

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
including assets to be assessed, frequency and ranking procedures.		Detailed assessments for 2015-2025 LTP.
22. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
23. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
24. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
25. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
26. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
27. Process in place for collecting costs against assets where appropriate	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
28. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
29. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
<b>AM System Improvements</b>		
30. Develop database for all community services	December 2014	Development of Asset Appendix for AMP.
31. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
32. Use "System" to generate valuation	2020/2021	Outside 2012-2015 planning period.
33. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
34. Criticality of assets identified in "System"	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
35. Use "System" to store asset condition, performance and utilisation data where appropriate	2020/2021	AMS to be developed in long term to cover community facilities assets.
36. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
37. Investigate the integration of "system" with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
38. Link electronic plans and records to GIS database	Ongoing	Developed in conjunction with Item 31.
<b>Specific Improvement Projects 2009-2012</b>		
39. Underground services investigations	2014; 2015; 2016	As built drawings to be compiled for key assets to improve asset base information.
40. Include Building data in a "designed" Asset management Programme such as SPM	2014-2015	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
41. Review AMP	December 2014	To be conducted during the review of AMP in anticipation of the 2015

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
42. Asset Management Planning miscellaneous	2015-2016 onwards	Completed – included in Annual Plan budgets.

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

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

<b>Housing and Other Property AMP</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
tendered		tendered. Small, isolated contracts are dependent on the availability of contractors.
17. Optimise operations to minimise lifecycle costs	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.
19. Process in place for monitoring, analysing and reporting of performance against LOS and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 2014	Review risk section of Parks and Reserves AMP and include any newly identified risks in review.
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the housing and Other Property AMP
25. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
26. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
27. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
28. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
29. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
30. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
31. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
32. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
<b>AM System Improvements</b>		
34. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
35. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
36. Use AM System to generate	2020/2021	Outside 2012-2015 planning

<b>Housing and Other Property AMP</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
valuation		period. Long term objective to effectively monitor the need for future capital expenditure.
37. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
38. Criticality of assets identified in AM System	2013-2018	Information available for inclusion in AM System chosen 2012-2022 LTP.
39. Use AM System to store asset condition, performance and utilisation data where appropriate	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
40. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
41. Develop a risk register	December 2014	Developed in conjunction with Item 36.
42. Investigate the integration of AM System with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
43. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
<b>Specific Improvement Projects 2009-2012</b>		
44. Underground services investigations	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
45. Independent review AMP	2014	To be conducted during the review of AMP in anticipation of the 2015
46. Include Building data in a "designed" Asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
47. Adoption and funding for three year improvement plan	Annually	Completed – included in Annual Plan budgets.
48. Miscellaneous Asset Management	2016-2017	Miscellaneous Works.
49. Input leases and licences into NCS System	2012-2013	Record data into NCS

## Asset Management

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

### District Transfer Station Improvements

#### 1.0 DESCRIPTION

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

### Stormwater – Health and Safety Issues

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

### Te Kuiti Wastewater Treatment Plant Upgrade

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

### Te Waitere Water and Wastewater Strategic Review

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

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

## Benneydale Sewerage

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

## Piopio Sewerage Treatment (Resource Consent and Construction)

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

The Scheme will be operated by Innoflow until December 2013.

## Waitomo Water and Wastewater – Feasibility Studies

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

## Te Kuiti Water Supply

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

## Piopio Water Supply

Key Milestone	Indicative Timeframe	Commentary
Funding Outcome	October 2011	On 19 September 2011 WDC received written confirmation from the Minister of Health that the application for Drinking-Water Subsidy for Piopio has been approved to the value of \$316,419 excluding GST.
Upgrade of WTP	Calendar year - 2012	Council will be kept updated on progress through the presentation of quarterly progress reports. Completed and fully operational providing excellent quality treated water. <b>Completed</b>

## Mokau Water Supply

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

## Benneydale Water Supply

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

## Water Supply AMP – Plan Improvement and Monitoring

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain needs and preferences of the communities with regard to water supply services and to ensure their views are considered when selecting the best level of service scenario.	Next review due December 2014	Driven by raw water source, the DWS and risks as identified in PHRMP's. Requires incremental improvement and updating of current knowledge.
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Considering the affordability/ sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	On-going	Some work had been done and much catch-up work has been identified before further analysis will be of use. Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
4. Initiate a long term zonal metering and leak detection programme, initially for Te Kuiti.	On-going process	Monitor
5. Initiate a scheme proposal for Marokopa.	2015-25 LTP	Unless legislative requirements force such a step.

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
6. Construct a new, larger dam storage for Mokau.	2012-13 financial year	Final tender documentation was modified following Iwi consultation and HTP direction. Council has been kept updated on progress by business papers to the following Council meetings: - 5 October 2011 - 24 February 2011 - 29 November 2011 An update is also included in the 25 September 2012 quarterly report. Alternative solution under investigation.
7. Install automated monitoring equipment at the Piopio water treatment plant to provide evidence for compliance with MoH gradings.	2012 Calendar year	Council will be kept updated on progress through the presentation of quarterly progress reports. Completed.
8. Develop accurate and complete asset inventory registers for each scheme.	On-going process	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. To progress will require additional resource.
9. Develop a greater focus on risk identification and management for critical assets.	On-going process	To progress will require additional resource.
10. Prioritise the works developed from the risk assessment exercise.	Following 8 and 9 above	To meet this will require additional resource.
11. Construct additional treated storage at Te Kuiti to meet 24 hours demand.	2020-21	No subsidy - considering the affordability/sustainability the District finds itself in, Asset Service potential will continue to be monitored and just enough done to maintain the status quo.
12. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply.	After 2022 if ever	Not regarded as a feasible option at this stage
13. Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management.	July 2014	CAPS subsidy funding from MoH approved work has been put on hold for affordability reasons until 2013-14. Asset Service potential is monitored and just enough done to maintain the status quo. <b>1<sup>st</sup> phase tender documentation in process</b>
14. Develop informal strategies for meeting more stringent water quality standards and consent requirements.	On-going	Benneydale, Mokau and Piopio will comply as of end of 2012-13 financial year. <b>Tendering in process</b>
15. Install coagulation to improve filtration, install UV and upgrade telemetry and SCADA at Mokau.	2013 Calendar year	Part of 14 above.
16. Arrange a routine forum of adjacent councils' water supply officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking and structured training already occurs.
<b>Unachievable due to Budget Restrictions</b>		
17. Upgrade supply main from Mokau to Awakino.	2013-16	MoH criteria have changed - No funding for renewals.

## Wastewater AMP – Plan Improvement and Monitoring

Wastewater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	December 2012	The LOS survey is completed at about 2 year intervals
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Review frequency consistent with annual and long term planning cycle.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Monitored	True modelling for waste water systems is not economically feasible. Sound engineering judgement is used to formulate solutions.
4. Initiate a long term infiltration and inflow investigation and reduction programme, initially for Te Kuiti.	On-going	Start date August 2009. Eight catchments identified. Actual remedial work of one catchment is nearly complete. Investigation to assess remedial work required in next two catchments has been done. Contracts for identified remedial work in the next catchments will commence in 2012-13.
5. Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino.	Beyond 2022	Not economically feasible.
6. Investigate extension of the Te Waitere scheme to service a two stage development of the area with the 2nd stage encompassing the area not currently reticulated.	Beyond 2022	Discussed in more detail on page 6. Two main streams of thought in community that will require considerable consultation and mediation to reconcile.
7. Develop accurate and complete asset inventory registers for each scheme.	On-going	Needs specific resource to improve asset data, that resources not available at this stage
8. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. To progress will require additional resource.
9. Prioritise the works developed from risk assessment exercises.	On-going	Needs specific resource to improve asset data, that resource is not available at this stage to utilise the improved asset data that support such an exercise.
10. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified.
11. Arrange a routine forum of adjacent councils wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking already occurs.

## Stormwater AMP – Plan Improvement and Monitoring

Stormwater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	December 2012	The LOS survey is completed at about 2 year intervals.
2. Ensure the right level of funding is allocated to maintain the asset service potential.	Monitored	Monitor – To refine requires detailed Catchment Assessments to be completed, which requires specific additional resources
3. Develop accurate and complete asset inventory registers for each urban drainage area.	On-going	Needs specific resource that is not available at this stage to improve asset data
4. Initiate a long term condition and performance assessment programme, initially for Te Kuiti.		Needs specific resource that is not available
5. Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere during the planning period	Beyond 2022	Need structure plan
6. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. To progress will require additional resource.
7. Cost and prioritise the works developed from the risk assessment exercise.	On-going	Needs specific resource that is not available at this stage to utilise the improved asset data that support such an exercise
8. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified
9. Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency		Basic design has been completed to assist decisions on renewal. Greater detail needs specific resource that is not available at this stage.
10. Review design capacity of existing SW pipes and prepare plan for extension of network to areas currently not serviced using augmentation strategy		Follows item # 9 Completed
11. Arrange regular forum of adjacent councils stormwater officers to discuss trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others).	On-going	Monitor
12. Minor stormwater issues will be addressed as they become repaired.	June 2015	Each year new areas are raised by residents.
<b>Unachievable due to Budget Restrictions</b>		
13. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Follow on from Catchment Management Plans beyond 2022	True modelling is not economically feasible. Sound engineering judgement will be used to formulate solutions. To progress will need additional resource
14. Prepare SW catchment assessments for each urban area beginning with Te Kuiti		Very basic work was done in 2011 Greater detail needs specific resource that is not available
15. Complete environmental impact studies for each stormwater drain and receiving water		Follows item # 16

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

## Land Transport AMP – Plan Improvement and Monitoring

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Complete rating survey of footpaths and input to RAMM	July 2015	Should be done but period had to be extended due to cuts in Network and Asset Management budget. NZTA has not approved funds for this type of work in GPS 2 so it is likely that this work will be extended out further.
2. Populate RAMM with retaining wall data.	December 2013	NZTA have changed the inspection policy. It is expected that inspections will take three years for completion. This process is underway, however a number of "unknown" retaining structures are being identified.
3. Future use data and information obtained regarding future road requirements, especially for forestry/quarries.	December 2013	Additional resources required not available at this time. Included in 2012-2022 LTP.
4. Estimate impact of expected tourism numbers on existing road capacity	To be confirmed	
5. Complete traffic management plans for Waitomo Village and Te Kuiti	To be confirmed	This follows item 4 – Fullerton Road carpark was sealed as part of the 2010/11 pavement rehabilitation package.
6. Review of Roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans	December 2014	This will be completed once the structure plans are in place. 2012-22 LTP item
7. Development of detailed plans and schedules for maintenance activities such as road marking and car parking within the network	December 2013	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling. Additional resources required not available at this time.
8. Training in the use of relevant asset management programmes such as Bizzle@sset at WDC	December 2013	Extended due to appointment of new staff to critical asset roles.
9. Upgrade of all cross road culverts to a minimum size of 375mm dia in high rainfall areas, taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.

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

## SWaMMP – Plan Improvement and Monitoring

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

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

## Completed Tasks

### Development of 2015-2025 LTP

#### ~~2012/2013 Affordability Review~~

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

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

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

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop #1</b> - review of existing definition and application of SUIPs	18 September 2012	In adopting the Road Map on 28 August 2012, Council rescheduled this Workshop to 27 September 2012.
<b>Council Workshop #2</b> - (rates modelling)	9 October 2012	Completed
<b>Council Meeting</b> - adopt amended policy on the application of SUIPs	27 November 2012	Completed

#### Review of Urban Stormwater Funding

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

## Review Basis of Sewerage Charges in Piopio

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

## 2012/2013 Review of Revenue and Financing Policy

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

## Leadership

### Community Satisfaction Survey (for 2011/2012 Annual Report)

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

### 2011/2012 Annual Report

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> - Brief Council on timeframe and present the audit service plan	29 May 2012	Completed
Interim audit to test systems and control.	5-8 June 2012	Completed
Completing year end adjustments and preparing draft Annual Report	July-September	Completed
Final Audit visit to test balances and disclosures	10-21 September	Completed
<b>Council Meeting</b> - Interim Report and progress report to Council on annual report preparation.	25 September 2012	Completed
Deloitte technical and final review	Early October 2012	Completed
<b>Council Meeting</b> - signed audit opinion available and adoption of Annual Report	30 October 2012	Completed. Council's Auditors attended the October Council meeting to address Council on the audit process for the 2011/2012 Annual Report.

### Procurement Policy Review

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

## Communications Strategy Implementation Plan - 2012

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

## 2012 General Revaluation for Rating Purposes

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

## Community Development

### Administration of the Community Development Partnership Fund

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

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

## Regulatory Services

### 2012/2013 Review of Dog Control Policy and Practices

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

## Community Services

### Civic Centre Upgrade (including Alarm System) Stage 2

Key Milestone	Indicative Timeframe	Commentary
Renewals works undertaken on completion of watermain	January 2010 – February 2010	Complete.
Review upgrade proposals with Council including a review of options and procedures for a security alarm system	August 2010	Complete.
Preparation of upgrade documentation including alarm	August 2010	Complete.
Building Consent and Tendering – Stage 1	November/December 2010	Complete.
Construction – Stage 1	December 2010/January 2011	Complete
Council site visit to familiarize and discuss upgrade	September 2011	Completed. Council undertook a Site Visit at the Civic Centre on 1 September 2011.
<b>Council Workshop 15</b> – Housing and Other Property AMP	15 November 2011	The proposed upgrade programme was presented as part of the Recreation and Culture AMP. Discussions were based on the Supper Room being Stage 2 with the project to be carried out over two financial years. A detailed timeline of Key Milestones will be developed for the next version of the Road Map. Works associated with the supper room refurbishment have been identified and preliminary investigations undertaken. A progress report and timeline will be presented to Council's March meeting.
Tendering – Stage 2	April 2012	Draft documentation has been prepared for tender and a business paper was presented to Council' at the 24 April 2012 meeting for consideration and feedback.
Construction – Stage 2	May June 2012	Documentation/tenders have been advertised, with tenders closing 25 May, work is scheduled for mid May to mid June.
Issue of practical completion certificate	July 2012	Completed

<b>Document No:</b> 304740	<b>File No:</b> 100/018
<b>Report To: Council</b>	
	<b>Meeting Date:</b> 30 April 2013 <b>Subject:</b> <b>Quarterly Financial and Non-financial Report for period ending 31 March 2013</b>

## Purpose of Report

1.1 The purpose of this business paper is to present:

- The Financial Report for the period ended 31 March 2013 and;
- Detail of non-financial performance of service performance (i.e. performance against key indicators) for the period to 31 March 2013.

## Background

2.1 The period covered by this report is 1 July 2012 to 31 March 2013.

2.2 The order of the report is as follows:

- **Income Statement** with high level comments on Council's operating performance for the nine months to 31 March 2013.
- **Balance Sheet** with high level comments on changes from 1 July 2012 to 31 March 2013.
- **Capital Expenditure** summary with commentary on material variances of expected expenditure for the year compared with budget.
- **Treasury Report** which reports on Council's Public Debt position, cash reserves and significant treasury transactions.
- **Cost of Service** Statement Summary and Cost of Service Statements for Council's ten significant activities are presented in Appendix 1.
- **Balance Sheet** as at 31 March 2013 is presented in Appendix 2.
- An explanation of the column content in the Financial Tables and Terminology is presented in Appendix 3.
- As an attachment is the Treasury Management Report from Bancorp Treasury Services Ltd (Council's treasury advisors) for the quarter ended 31 March 2013.
- Performance Management Report on Key Performance Indicators and Targets for the period ending 31 March 2013.

2.3 All figures in the tables, except percentages, are expressed in thousands of dollars ('\$000s).

## Financial Report to 31 March 2013

### 3.0 INCOME STATEMENT HIGHLIGHTS

3.1 Set out below is the summary of financial information for the nine months to 31 March 2013. Detailed Summaries of Cost of Service Statements are attached as Appendix 1.

<b>FINANCIAL HIGHLIGHTS</b> <b>(Amounts in \$1000's)</b>	<b>Actual</b> <b>2011/12</b> <b>&lt;a&gt;</b>	<b>EAP</b> <b>Budget</b> <b>2012/13</b> <b>&lt;b&gt;</b>	<b>YTD</b> <b>Budget</b> <b>Mar 2013</b> <b>&lt;c&gt;</b>	<b>YTD Actual</b> <b>Mar 2013</b> <b>&lt;d&gt;</b>	<b>Variance</b> <b>Mar 2013</b> <b>&lt;e&gt;</b>	<b>%</b> <b>Variance</b> <b>&lt;f&gt;</b>
<b>Total Revenue</b>						
Operating Revenue	(10,526)	(10,176)	(8,049)	(8,818)	(769)	
Rates Revenue	(15,670)	(16,630)	(12,550)	(12,604)	(54)	
	<b>(26,196)</b>	<b>(26,806)</b>	<b>(20,599)</b>	<b>(21,422)</b>	<b>(823)</b>	<b>4%</b>
<b>Direct Expenditure</b>						
Operating Expenditure	23,555	23,367	17,341	16,201	(1,140)	
	<b>23,555</b>	<b>23,367</b>	<b>17,341</b>	<b>16,201</b>	<b>(1,140)</b>	<b>-7%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>(2,641)</b>	<b>(3,439)</b>	<b>(3,258)</b>	<b>(5,221)</b>	<b>(1,963)</b>	

3.2 **Net Operating Cost/ (Surplus):** The surplus of \$5,221,000 is \$1,963,000 above YTD budget. Included in the Net Operating Surplus is \$3,883,000 of subsidy revenue to fund asset renewal and improvement expenditure. Renewal and improvement expenditure is capital in nature and as such is not included in the Operating Expenditure figure in the income statement.

3.3 **Total Revenue** is 4% (\$823,000) above budget the year to date budget forecast for the YTD March 2013.

- Subsidy revenue of \$1,862,000 has been recognised for Te Kuiti Wastewater Upgrade project. The budget for this revenue was included in the 2011/12 financial year.
- Subsidy revenue of \$358,000 has been recognised for Piopio Wastewater project. The budget for this revenue was included in prior financial years.
- Trade Waste revenue is currently tracking more than forecast; however an issue has arisen where the nutrient load measurement component appears to be artificially higher than it should be. Revenue amounts may therefore be overstated and may have to be recalculated (back-dated to June 2012). It is expected the amount these industrial users will be liable for will be less than what has been billed to date.
- The Mokau Raw Water Storage Dam project has been delayed as work continues to identify an option that avoids adverse indirect effects on potential archaeological sites. There is budget of \$808,000 of subsidy revenue included for this project.
- Upgrade work at the Piopio Water Treatment Plant was scheduled to be undertaken in the 2012/13 financial year. However sufficient DWAP subsidy was obtained to enable a significant part of the work to be completed in the 2011/12 year ahead of time. A budget of \$316,000 had been included in the current year's budgets for subsidy revenue, however \$266,000 of this was received in the previous financial year with the remaining \$50,000 received this financial year.

- NZTA subsidy is based on both roads maintenance and capital expenditure and is currently tracking at a combined subsidy rate of 58% which is slightly less than the Financial Assistance Rates (FAR) granted to Council for most work categories. The reduced subsidy received so far this year is a result of:
  - Combined expenditure being less than YTD budget.
  - Additional costs associated with rework were incurred to remedy a Contractor's inability to carry out the work to the agreed specification.

3.4 **Operating Expenditure** is \$1,140,000 less than budget forecast for the nine months ended March 2013.

- **Landfill** operational costs are currently tracking at less than budget, and due to reduced refuse volumes entering the landfill the Waste Minimisation Levy is also tracking less than budget. In addition, there are a number of "compliance" type costs still to be charged but were budgeted to be spent before March. These include items such as resource compliance costs, compaction surveys and the annual peer review costs.
- Direct operating costs for **Te Kuiti Sewerage** is currently tracking less than budget due to reduced expenditure on insurances, electricity and maintenance costs.
- Additional costs have been incurred in the commissioning of the **Piopio Water Treatment Plant**. These are currently being expensed as maintenance items. However a detailed assessment is still to be carried out to ensure correct classification as either maintenance or capital expenditure. In addition to that, investigation work has been carried out to track leaks in the reticulation system.
- Fire hydrant replacement and repairs to a chlorine monitor have been carried out at the **Mokau Water Supply** causing an increase in maintenance expenditure.
- Both the sealed and unsealed pavement maintenance programs are delayed due to contractors having difficulty in getting material to complete these works. Offsetting this has been an over expenditure on Emergency Reinstatement works. However expenditure in all work categories is managed so that the total spent is within the total approved budget by the end of the financial year.

#### 4.0 **BALANCE SHEET HIGHLIGHTS**

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

<b>BALANCE SHEET HIGHLIGHTS (Amounts in \$1000's)</b>	<b>Actual Position 30 June 2012 &lt;g&gt;</b>	<b>Actual Position 31 Mar 2013 &lt;g&gt;</b>	<b>Movement from 30 June 2012 &lt;h&gt;</b>
Current Assets	9,246	5,176	(4,070)
Non-current Assets	308,097	314,153	6,056
<b>Total Assets</b>	<b>317,343</b>	<b>319,329</b>	<b>1,986</b>
Current Liabilities	18,955	17,984	(971)
Non-current Liabilities	34,010	31,746	(2,264)
<b>Total Liabilities</b>	<b>52,965</b>	<b>49,730</b>	<b>(3,235)</b>
Public Equity	264,378	269,599	5,221
<b>Total Liabilities &amp; Public Equity</b>	<b>317,343</b>	<b>319,329</b>	<b>1,986</b>

4.2 **Current Assets** have decreased from \$9,246,000 to \$5,176,000.

- Rates Receivables have increased by \$169,000 since 30 June 2012. However Other Debtors have decreased by \$2,706,000. Subsidy receivable from NZTA for Subsidised Roads reduced by \$279,000 and receivables from Other Debtors reduced by \$155,000. Receivables from Ministry of Health for capital projects (which need be considered as "one offs") have reduced by \$2,198,000.
- Cash and cash equivalents have also decreased by \$1,466,000 during the nine month period.

4.3 **Non-current Assets** increased from \$308,097,000 to \$314,153,000.

- The increase of \$6,056,000 is due to asset additions of \$9,944,000 (mainly Te Kuiti Sewerage [\$5,358,000] and Subsidised Roding [\$2,858,000] less depreciation of \$3,853,000). Those additions are offset by the sale of a Parkside section for \$36,000.

4.4 **Current Liabilities** have decreased by \$971,000 from \$18,955,000 to \$17,984,000.

- Trade and Other Payables decreased by \$1,507,000. This reflects the level of capital expenditure in the Trade and Other Payables at year end.
- Borrowings (both current and non-current) have decreased by \$1,558,000 in the nine months to March 2013. This reduction was made up of repayment of the Call Advance facility of \$1,540,000 and Finance Leases of \$41,000, however Accrued Interest increased by \$23,000.
- During the year restructuring of \$11,350,000 of term loan debt was completed by being consolidated into a Term Advance facility. This was current debt at 30 June but as a result of requested changes to our banking arrangements is now classified as non-current with a maturity date of 1 July 2014. This has had an immediate and positive effect on the working capital figure shown in the balance sheet.
- Floating Rates Notes totaling \$13,500,000 have now become current as has the Term Loan of \$750,000 that was advanced to Inframax Construction Ltd.
- Part of the Call Advance facility at 30 June contained \$800,000 of debt that was used to purchase shares in Inframax Construction Limited. This debt was consolidated with a \$2,000,000 Term Loan to make one tranche of \$2,800,000 within the Term Advance facility and as such was reclassified as non-current.
- A provision had been made for a Call during 2012/13 by RiskPool, Council's professional indemnity mutual insurance pool. Advice has subsequently been received this Call will not be required, which allows the provision to be written off.
- Employee entitlements have reduced in line with staff holidays being taken over the holiday season, however this liability is now expected to increase over time until the next holiday season.

4.5 **Non-current liabilities** decreased by \$2,264,000 from \$34,010,000 to \$31,746,000.

- Non-current borrowings decreased by \$2,100,000 due entirely to re-classification of debt between current and non-current classifications. This is a result of approaching maturity dates and restructuring of debt (please refer above for more detail).
- Part of Council's finance leases of \$144,000 are classified as non-current borrowings at 30 June for Annual Report purposes. These are classified as current for monthly financial reporting purposes.

4.6 **Public Equity** has increased by \$5,221,000 from \$264,378,000 to \$269,599,000 which is equal to the net surplus for the nine months to 31 March 2013.

## 5.0 **CAPITAL EXPENDITURE**

5.1 Set out below is the Capital Expenditure Budget and Expenditure for the nine months to 31 March 2013.

<b>CAPITAL EXPENDITURE SUMMARY</b> <b>(Amounts in \$1000's)</b>	<b>EAP Budget</b> <b>2012/13</b>	<b>YTD Actual</b> <b>2012/13</b>	<b>Variance</b> <b>2012/13</b>
<b>Community Facilities</b>			
Parks and Reserves	306	200	(105)
Housing and Other Property	69	26	(43)
Recreation and Culture	229	113	(116)
Public Amenities	205	137	(68)
<b>Community Development</b>			
Information Centre	1	0	(1)
<b>Solid Waste Management</b>			
Landfill and Transfer Stations	6	36	30
<b>Stormwater</b>			
Te Kuiti Stormwater	122	79	(43)
Rural Stormwater	5	0	(5)
<b>Sewerage</b>			
Te Kuiti Sewerage	5,443	5,358	(85)
Te Waitere Sewerage	8	0	(8)
Benneydale Sewerage	0	17	17
Piopio Sewerage	0	153	153
<b>Water Supply</b>			
Te Kuiti Water	487	9	(478)
Mokau Water	1,204	71	(1,133)
Piopio Water	443	648	205
Benneydale Water	72	24	(48)
<b>Roads and Footpaths</b>			
Subsidised Roads	4,642	2,858	(1,784)
Non subsidised Roads	213	60	(153)
<b>Corporate Support</b>			
Corporate Support	452	154	(298)
	<b>13,906</b>	<b>9,944</b>	<b>(3,962)</b>

5.2 **Capital Expenditure** for all Council Activities was \$9,444,000 for the nine months to 31 March 2013. Of that, \$5,358,000 (**54%**) related to the upgrade of the Te Kuiti Wastewater Treatment Plant and \$2,858,000 (**29%**) relates to Subsidised Roding.

### **5.3 Community Facilities**

- 5.4 The purchase of a range of equipment has been completed to resource the in-house Internal Services Unit. Asset renewal budgets for Parks and Reserves have not been spent to date but could well be if the need arises.
- 5.5 Capital expenditure for Housing and Other Property has mainly been for concept plans and consultation work undertaken for the Railway Building revitalisation and restoration projects.
- 5.6 The Civic Centre upgrade project Stage Two (i.e. renewal of the ceiling in the supper room of the Arts and Culture building) has now been completed.
- 5.7 Library book purchases are also tracking in line with capital budgets.
- 5.8 The Mokau toilet upgrade has been completed as part of toilet renewals, as has the land purchase for Te Kuiti cemetery. Renewal works currently being undertaken relate to the Rora Street garden upgrades and the Mokau public toilets effluent disposal.

### **5.9 Solid Waste**

- 5.10 The security gates at the entrance to the landfill were installed by Inframax shortly before the landfill was returned to Council. The gates gave trouble opening and closing from an early stage mainly because the gates were constructed of light materials and deformed when opened and closed by hydraulic rams. It came to a point that despite having been strengthened a number of times they no longer opened or closed properly and have been replaced with a more sturdy and effective sliding gate.

### **5.11 Stormwater**

- 5.12 The St Andrews Court stormwater drainage project was completed in March 2013, on time and within budget.
- 5.13 Stormwater drain cleaning has been undertaken.

### **5.14 Sewerage**

- 5.15 Te Kuiti WWTP construction is progressing as planned and is expected to be completed by the end of this financial year. There is, however, some risk that wet weather may cause delays.
- 5.16 Blockages in the old part of the Benneydale Sewer Reticulation earlier in the year prompted cleaning and investigation that was not budgeted for. The results were used to form a budget for 2013/14 for renewal of parts of the old reticulation network.
- 5.17 The Piopio Sewerage Scheme was substantially completed in the 2011/12 year with only some minor remaining work completed during the first quarter of this financial year. The budget for this work was included in the 2011/12 year.

### **5.18 Water Supply**

- 5.19 Te Kuiti Water Supply - the intention of this budget was to prepare for the upgrade next year. However, as capital works are managed by the Group Manager-Assets and in recognition of his present workload it has been decided to move this preparatory work into the 2013-14 financial year.
- 5.20 The Mokau Dam upgrade project has been delayed. Despite consultation with, and commitment to, Iwi and approval from Historic Places Trust the situation remains where local Tangata Whenua are strongly opposed to any earth works disturbance

in the area of the existing dams. An alternative engineering solution is being investigated.

- 5.21 The Piopio Water Treatment Plant upgrade unearthed a number of unforeseen reticulation issues in the immediate vicinity of the Treatment Plant that increased cost and there were some improvements not originally envisaged to properly finish off the whole facility to a standard that will keep for a considerable time into the future. During January water mains at Piopio failed along State Highway 3 at two different locations. Repairs have been carried out and are substantially completed for an expected cost of \$160,000. This work was unbudgeted.

## **5.22 Roads and Footpaths**

- 5.23 Two rehabilitation projects budgeted for in the current year have been put on hold and are being reassessed.
- The project located at Taharoa is still on hold. There are private works occurring around the project site and therefore this project will be reviewed.
  - One Rehabilitation Project (Marokopa Road) has been put out to tender. This is currently under review.
  - The Rora Street Stage 2 Project has been moved from current year to the 2013/14 financial year.
- 5.24 Some of the funds set aside for the rehabilitation projects will be redirected to smaller projects to improve the current network.
- 5.25 Currently we have eight sites which require urgent attention to avoid losing NZTA funding for the projects. These sites have now been programmed to the procurement stage and it is anticipated that work will be completed in this financial year. These projects cannot be deferred as they are having a significant impact on the viability of the roading network and are located along two important tourist access routes within the network (Mangaotaki and Manganui Roads).

## **6.0 TREASURY REPORT**

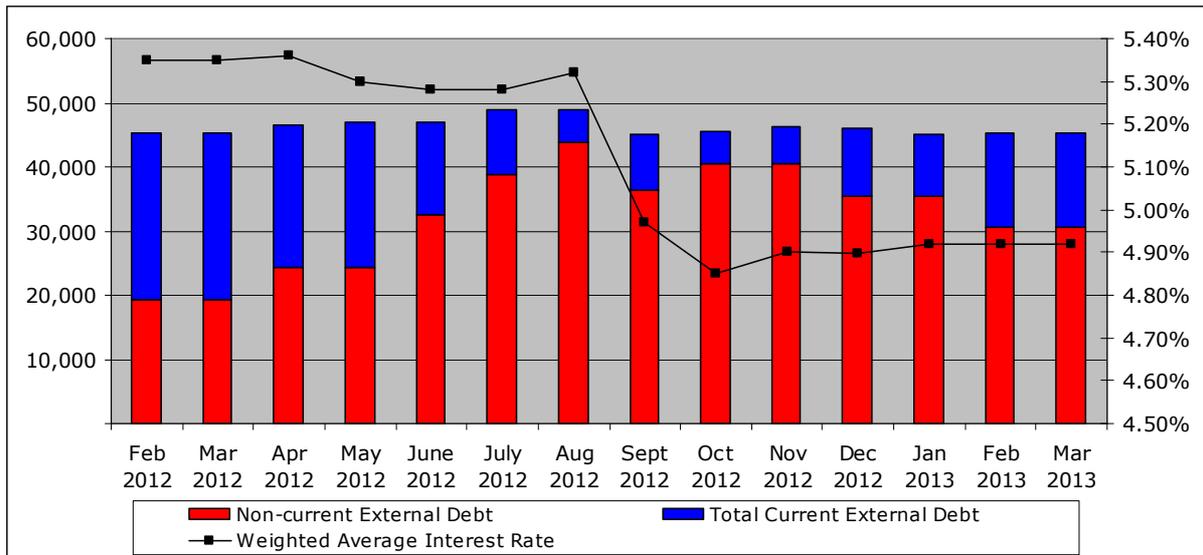
- 6.1 Set out below is the Treasury Report which provides more information on Council's public debt position and debt financing costs.

### **6.2 Cash Position**

- 6.3 Council's cash position at 31 March 2013 was \$1,245,000 in funds. At the 30 June 2012 balance date the cash balance was \$2,711,000. Included in the 30 June cash balance was a term deposit of \$2,045,000 which has now been utilised.

### **6.4 Summary of Public Debt Position**

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



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

### 6.7 Public Debt Position Comparison to Budgets

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

6.9 Actual public debt at 31 March 2013 was \$45,447,000. Public debt net of cash and liquid investments was \$44,202,000.

### 6.10 Wholesale Advance Facilities (Term Advance and Call Advance Facilities)

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

6.12 A Line of Credit fee of 0.6% (\$114,000 p.a.) of the facility balance applies to this credit facility. As a result of negotiations with the bank from 1 April 2013 the fee will reduce to 0.5% (\$95,000 p.a.) of the facility balance, a saving of \$19,000 p.a.

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

6.14 As at the 31 March 2013 this facility was drawn by \$15,797,000.

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

### 6.16 Details of Loan Portfolio

6.17 The following table records the public debt position and the key terms and conditions for each loan as at 31 March 2013. The classification of current and non-current loans is based on current loans (being loans that are due for refinancing or repayment within 12 months of the balance sheet date).

	Loan Start Date	Loan Maturity Date	Interest Reprice Date	Loan Balance	Interest Rate
<b>Current Loans</b>					
Finance Leases				159,340	0.00%
Accrued Interest				240,537	0.00%
Call Advance		1/07/2014		300,000	4.10%
Floating Rate Notes (Hedged)	31/08/2010	30/08/2013	30/08/2013	3,500,000	6.03%
Floating Rate Notes (Hedged)	10/12/2010	10/12/2013	11/09/2017	5,000,000	5.53%
Floating Rate Notes (Hedged)	21/01/2011	21/01/2014	21/01/2014	5,000,000	5.28%
Westpac Term Loan (ICL)	24/11/2011	24/11/2013	21/05/2013	750,000	7.50%
<b>Total Current Loans</b>				<b>14,949,877</b>	
<b>Non-current Loans</b>					
Term Advance		1/07/2014	31/05/2013	12,697,000	4.05%
Term Advance (ICL)		1/07/2014	31/05/2013	2,800,000	4.05%
Floating Rate Notes (Hedged)	31/08/2010	31/08/2015	31/08/2015	5,000,000	6.66%
Floating Rate Notes (Not hedged)	9/11/2012	9/11/2015	9/05/2013	5,000,000	3.76%
Floating Rate Notes (Hedged)	18/04/2012	18/04/2017	18/04/2017	5,000,000	4.99%
<b>Total Non-current Loans</b>				<b>30,497,000</b>	
<b>Total Public Debt</b>				<b>45,446,877</b>	<b>4.92%</b>
<b>Cash &amp; Liquid Investments</b>					
Cash				1,244,562	
<b>Total Cash &amp; Liquid Investments</b>				<b>1,244,562</b>	
<b>Public Debt Net of Investments</b>				<b>44,202,315</b>	

6.18 Total public debt was \$45,447,000 and cash assets were \$1,245,000 at 31 March 2013 giving a net debt position of **\$44,202,000**

6.19 On 24 November 2011 an unsecured term loan of \$750,000 was drawn by Council and then advanced to Inframax Construction Limited. The term of the loan is for two years and interest resets quarterly. Interest paid monthly by the company to Council for the provision of this funding includes a small margin to cover administrative costs. Should repayment of this advance by Inframax Construction Limited not happen in November next the terms of both the advance to Inframax Construction Limited and the loan from Westpac to Council will need to be renegotiated.

## 6.20 Treasury Events since 31 March 2013

6.21 This treasury report portrays the position as at 31 March 2013. Since that date there has been no significant treasury transactions to note.

## 6.22 Interest Costs

6.23 Due to the prevailing low interest rate environment (historically and forecast) and the prospect of being able to borrow from the Local Authority Funding Agency later in this calendar year, the proportion of debt held on a fixed interest rate profile has been purposely kept at the lower limit of Council's Treasury Management policy limits. In keeping with this strategy it is proposed that the proportion of debt changing from fixed to floating will reduce from 33% to 22% from April 2017 and then to 11% from September 2017 onwards. Council's Treasury Management Policy requires a minimum fixed amount of 30% during that time horizon, however because of the reasons given above this "technical" breach is considered acceptable by the Treasury Management Committee.

6.24 The total actual interest paid to lenders to 31 March 2013 was \$1,709,000 against the YTD budget of \$2,041,000 a reduction of **\$332,000** (or **16%**) against budget. Interest paid constitutes 8.0% of total revenue; Council's Treasury Policy requires this amount does not exceed 40%.

### **6.25 Financial Derivatives and Hedge Accounting**

6.26 Included in the balance sheet are valuation amounts for Derivative Financial Instruments. The valuation amount is componentised into assets, liabilities, current and non-current and was for interest rate swaps held in the balance sheet at 30 June 2012 for a total net liability of \$702,000.

6.27 Council uses interest rate swaps to manage its interest rate exposure in accordance with its Treasury Management policy. The use of interest rate swaps is an accepted treasury management tool to manage interest rate exposure and in particular since the Global Financial Crisis, managing interest rate fluctuations through traditional debt instruments, such as term loans, for extended periods has become prohibitively expensive.

6.28 The contracts for interest rate swaps Council has entered into are "Receive Floating – Pay Fixed"; whereby in exchange for receiving an interest rate on a floating rate profile, Council has agreed to pay a fixed amount. By doing this there is certainty of the amount of interest payable over the life of the swap. These swaps are termed a 'Cash Flow Hedge'.

6.29 Council's accounting policy and IFRS require all financial instruments to be valued at balance date to fair value. However if a set of criteria are met then any change in fair value does not form part of the Net Surplus/(Deficit) figure and Hedge Accounting is applied. The change in value is then included in the Income Statement as part of Comprehensive Income alongside other items such as Property, Plant and Equipment revaluation Gains and Losses.

6.30 The reason for doing this is to remove volatility from the Income Statement that is due entirely to changes in the market place. During the life of the interest rate swap, certainty of interest cost is assured, however when the swap expires it will have no value, as it had no value at its inception.

6.31 In the monthly financial reports, the fair value of the interest rate swaps has not been recorded in the balance sheet at report date because a calculation is required by Council's treasury advisors to componentise the fair value into either an asset or liability, current or non-current amounts. Notwithstanding that, the total fair value of all swap contracts at the 31 March 2013 was \$604,000 where as at the 31 December 2012 they were \$855,000. This significant change in value of \$251,000 over three months demonstrates the importance of applying Hedge Accounting where possible to remove this market related influence from the Net Surplus/(Deficit) figure.

## **7.0 TRADE AND OTHER RECEIVABLES**

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

<b>Trade &amp; Other Receivables (Amounts in \$1000's)</b>	<b>As at 31.3.12</b>	<b>As at 31.3.13</b>	<b>Variance \$</b>	<b>Variance %</b>
Rates Receivable	1,853	1,968	115	6%
Rates Penalties	1,098	1,228	(130)	-11%
<b>Rates and Penalties Receivable</b>	<b>2,951</b>	<b>3,196</b>	<b>(245)</b>	<b>-8%</b>
NZ Transport Agency	1,900	419	1,481	353%
Ministry of Health Subsidy	992	348	644	185%
Extraordinary Water Charges	0	106	(106)	-100%
Other Trade Receivables	603	890	(287)	-32%
<b>Other Trade Receivables</b>	<b>3,495</b>	<b>1,763</b>	<b>1,732</b>	<b>98%</b>
<b>Gross Receivables</b>	<b>6,446</b>	<b>4,959</b>	<b>1,487</b>	<b>30%</b>
Less Provision for Doubtful Debts	(807)	(1,063)	256	-24%
			0	
<b>Total Trade &amp; Other Receivables</b>	<b>5,639</b>	<b>3,895</b>	<b>1,744</b>	<b>45%</b>

- 7.2 Included in the above rate and rate penalties receivables are rates and penalties outstanding on freehold Maori land which may be eligible for rates remission during the 2012/13 year. Finance staff continue identifying these as time permits.
- 7.3 The rates arrears and penalties, including those owing on freehold Maori land, are substantially recognised in the Provision for Doubtful Debts figure.
- 7.4 At 31 March 2013 Other Trade Receivables totalled \$890,000 of which \$45,000 has been due and owing for more than three months. Of that \$24,000 is a long term outstanding debt owed by a Resource Management applicant, and \$5,000 relates to rental debtors.

## **8.0 CHANGE IN ACCOUNTING BASIS FOR GOODS AND SERVICES TAX (GST)**

- 8.1 The following is a high level briefing of the expected effect of a change in how Council accounts for its GST obligations under the Goods and Services Tax Act 1985.
- 8.2 This accounting change process is a work stream that was indicated in Council's Road Map to be carried out in the second half of this financial year.
- 8.3 Council along with seven other Local Authorities in the past had been given leave under section 19AB to account for GST under the "Payments Basis". This section is expected to be repealed and all Councils will be required to apply the "Invoice Basis" on or before the 30 June 2013.
- 8.4 By way of explanation; the accounting basis mentioned above relates to timing of when GST is accounted for and returned to Inland Revenue via Council's monthly GST returns. The "Payments Basis" requires GST to be accounted for the supply of goods and services when cash is paid or received. The "Invoice Basis" requires GST to be accounted for when a tax invoice is raised or received. Under both accounting bases a valid tax invoice is to be held by Council before a GST Tax Input credit can be claimed.
- 8.5 There is a cashflow implication under the Invoice Basis for cash receipts, in that GST has to be accounted for and returned to Inland Revenue before the cash is actually received from Council's customers or ratepayers. From a cashflow

perspective the shorter the time between issuing a tax invoice and collection of the cash receipt the better.

- 8.6 At issue for Council is that it will be required to account for GST on all rates assessments (which are tax invoices) issued to date. This includes rate assessments issued for multiple owned Maori unproductive freehold land where the owners cannot be located. For these properties a rates debtor is held in Council's Accounts Receivables until it is either (a) written off through being statute barred (older than six years) or (b) remitted through Council's remission policy. To explain further; for a rates debtor that remains unpaid until written off by either process, the GST amount on the original rates assessment will have been paid over to Inland Revenue and will not returned to Council until one of the formal credit note adjustments (either a statute barred write off or remission) has been carried out.
- 8.7 Some relief from this accounting change has been granted to the affected Councils in that **the amount that becomes immediately payable at the date of change can be spread over 72 months from the 30 June 2013.**
- 8.8 It is very important to note that Council's full liability for GST has always been reflected in its balance sheet and that this is not a new liability.
- 8.9 For presentation of Council's Annual Report, there will be a new item in the Non-current liability section of the Balance Sheet for part of the GST owing but not due within one year from balance date. For this and all prior monthly financial reports and annual reports Council's full liability for GST had been shown as current.
- 8.10 Tax advisors have been engaged to assist Council with this transition and perform a wider review of Council's compliance with the GST Act. It is anticipated that 1 May 2013 will be the transition date where the accounting change will be made. Up until that date trial calculations have been and will be undertaken to ensure accuracy.
- 8.11 Indicative results from the calculation performed on balances at the 28 February show that the adjustment amount will be approximately \$494,000. It is expected when the transition is completed at the 1 May that the adjustment will be of similar order.
- 8.12 A separate briefing paper for this accounting change will be presented to Council for its meeting in June after the transition calculation has been completed and reviewed.

### **Suggested Resolution**

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

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

Attachment	1	Bancorp Treasury Report (Doc 305290)
Attachment	2	Non-financial report period ending 31 March 2013

<b>Appendix 1: Cost of Service Statements</b>
---

### Summary Cost of Service Statement

Summary Cost of Service (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget Mar 2013	YTD Actual Mar 2013	Variance Mar 2013	% Variance
<b>Operating Revenue</b>						
Leadership	738	(149)	(41)	(140)	(99)	
Community Service	(368)	(390)	(302)	(320)	(19)	
Community Development	(222)	(227)	(186)	(218)	(32)	
Regulation	(306)	(402)	(340)	(295)	45	
Stormwater Drainage	0	0	0	(65)	(65)	
Resource Management	(91)	(73)	(55)	(32)	23	
Solid Waste Management	(859)	(1,070)	(787)	(655)	132	
Sewerage	(2,968)	(535)	(401)	(2,953)	(2,552)	
Water Supply	(776)	(1,686)	(1,545)	(510)	1,035	
Roads and Footpaths	(5,674)	(5,644)	(4,392)	(3,630)	762	
<b>Total Operating Revenue</b>	<b>(10,526)</b>	<b>(10,176)</b>	<b>(8,049)</b>	<b>(8,818)</b>	<b>1,358</b>	<b>-17%</b>
<b>Rates Revenue</b>						
General Rate	(2,997)	(2,928)	(2,196)	(2,203)	(7)	
UAGC	(2,995)	(3,080)	(2,310)	(2,316)	(6)	
Targeted Rate	(9,506)	(10,312)	(7,734)	(7,758)	(24)	
Rates Penalties Revenue	(386)	(310)	(310)	(327)	(17)	
Less Council Rates	214	0	0	0	0	
<b>Total Rates Revenue</b>	<b>(15,670)</b>	<b>(16,630)</b>	<b>(12,550)</b>	<b>(12,604)</b>	<b>(54)</b>	<b>0%</b>
<b>Direct Operating Expenditure</b>						
Leadership	801	658	301	329	28	
Community Service	1,103	1,356	994	1,048	54	
Community Development	865	749	511	447	(64)	
Regulation	232	241	189	163	(26)	
Solid Waste Management	925	1,216	826	704	(122)	
Stormwater Drainage	90	137	111	97	(14)	
Resource Management	73	81	60	25	(35)	
Sewerage	1,048	1,231	937	683	(254)	
Water Supply	1,232	1,233	928	1,040	112	
Roads and Footpaths	5,472	4,387	3,417	3,246	(171)	
<b>Total Direct Operating Expenditure</b>	<b>11,841</b>	<b>11,289</b>	<b>8,274</b>	<b>7,782</b>	<b>(492)</b>	<b>-6%</b>
Indirect Expenditure	11,714	12,078	9,049	8,419	(630)	-7%
			18			
<b>Total Expenditure</b>	<b>23,555</b>	<b>23,367</b>	<b>17,341</b>	<b>16,201</b>	<b>(1,122)</b>	<b>-6%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>(2,641)</b>	<b>(3,439)</b>	<b>(3,258)</b>	<b>(5,221)</b>	<b>(1,963)</b>	

# **Indirect expenditure** consists of depreciation, internal interest and overhead costs. These costs are shown separately in each of the Cost of Service Statements.

## Leadership

LEADERSHIP (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget Mar 2013	YTD Actual Mar 2013	Variance Mar 2013	% Variance
<b>Operating Revenue</b>						
Representation	(11)	(12)	(19)	(23)	(4)	
Investments	849	(132)	(20)	(96)	(76)	
Treasury Management & Overhead	(100)	(5)	(2)	(21)	(19)	
	<b>738</b>	<b>(149)</b>	<b>(41)</b>	<b>(140)</b>	<b>(99)</b>	<b>241%</b>
<b>Direct Expenditure</b>						
Representation	291	286	194	188	(6)	
Strategic Planning & Policy Development	188	84	15	39	24	
Monitoring & Reporting	213	122	12	5	(7)	
Investments	109	166	80	97	17	
Treasury Management & Overhead	0	0	0	0	0	
<b>Total Direct Expenditure</b>	<b>801</b>	<b>658</b>	<b>301</b>	<b>329</b>	<b>28</b>	<b>9%</b>
Indirect Expenditure	1,924	1,997	1,497	1,230	(267)	
<b>Total Expenditure</b>	<b>2,725</b>	<b>2,655</b>	<b>1,798</b>	<b>1,559</b>	<b>(239)</b>	<b>-13%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>3,463</b>	<b>2,506</b>	<b>1,757</b>	<b>1,419</b>	<b>(338)</b>	<b>-19%</b>

### Variance comments:

- Net Operating Cost** for the Leadership Activity is 19% (\$338,000) below the budget for the YTD March 2013.
- Operating Revenue** was 241% (\$99,000) more than budget for the period.
  - Interest revenue of \$28,000 was received on Council's call account and short term investments. This was conservatively budgeted for in Treasury Management in the 2012-22 LTP.
  - Interest revenue of \$42,000 has been received on the \$750,000 advance to Inframax Construction Ltd. This revenue was not budgeted for in the Investments activity. This revenue is offset by the interest Council pays to the bank on the loan raised and then advanced to Inframax.
  - Quarry royalties revenue of \$50,000 was received from Inframax Construction Ltd for crushing at WDC owned quarries during the December quarter. This revenue is included under the Investments activity.
- Total Direct Expenditure** is 9% (\$28,000) over budget due to:
  - Direct expenditure was more than budget for Strategic Planning and Policy Development as a result of costs incurred to date relating to the Joint Management Agreement around the Waipa River.
  - Direct expenditure for the Investments activity is more than budget due to rates expenditure on Council owned quarries being expensed in this activity. In prior years, and when the budgets were prepared, this expenditure has been included in the Community Services (Housing and Other Properties) activity. The expenditure showing in Housing and Other Properties shows the corresponding under expenditure.

## Community Service

COMMUNITY SERVICE (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget Mar 2013	YTD Actual Mar 2013	Variance Mar 2013	% Variance
<b>Operating Revenue</b>						
Parks and Reserves	(6)	(11)	(9)	(12)	(3)	
Housing and Other Property	(218)	(216)	(162)	(179)	(17)	
Recreation and Culture	(96)	(114)	(94)	(94)	0	
Public Amenities	(48)	(49)	(37)	(35)	2	
Safety	0	0	0	0	0	
	<b>(368)</b>	<b>(390)</b>	<b>(302)</b>	<b>(320)</b>	<b>(19)</b>	<b>6%</b>
<b>Direct Expenditure</b>						
Parks and Reserves	204	270	180	188	8	
Housing and Other Property	199	320	246	265	19	
Recreation and Culture	256	308	260	296	36	
Public Amenities	409	386	259	274	15	
Safety	35	72	49	25	(24)	
<b>Total Direct Expenditure</b>	<b>1,103</b>	<b>1,356</b>	<b>994</b>	<b>1,048</b>	<b>54</b>	<b>5%</b>
Indirect Expenditure	1,851	1,692	1,270	1,201	(69)	
<b>Total Expenditure</b>	<b>2,954</b>	<b>3,048</b>	<b>2,264</b>	<b>2,249</b>	<b>(15)</b>	<b>-1%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>2,586</b>	<b>2,658</b>	<b>1,963</b>	<b>1,929</b>	<b>(34)</b>	<b>-2%</b>

### Variance comments:

- Net Operating Cost** for the Community Services Activity is 2% (\$34,000) below the budget for the YTD March 2013.
- Operating Revenue** is 6% (\$19,000) more than budget.
  - Revenue for Housing and Other Property is more than budget due to increased Rental and Lease revenue and the receipt of a Grant for the Community House.
- Total Direct Expenditure** is 5% (\$54,000) below the budget for the period.
  - Many operations associated with community services are seasonal in nature and expenses will come to hand as the second part of the financial year progresses.
  - Additional repair works to fences and grounds, was undertaken at the Rukuhia Domain (Piopio) at the request of local users. This work and expenditure was not budgeted for but was partly funded by donations to Council.
  - Land and Other Housing expenditure is more than budget due to costs associated with land transfers and in some cases the transfers and transactions relate to the recovery of unpaid rates. These transfers could result in the addition of capital assets to Council.
  - Some repairs and maintenance within the Housing and Other Properties Activities have not been undertaken to date. This type of expenditure is usually incurred as and when required and some of this work is weather dependent.
  - The direct costs associated with the Recreation and Culture activity were higher than budget for the nine months to 31 March 2013. From 1 October 2012 both the district mowing and the operation of the pool are now undertaken by the Internal Services Unit (ISU). The change in how the service is provided has impacted on how the costs are shown in the cost of service statement. The costs associated with the pool operations were budgeted in the indirect expenditure section of the cost of service statement. However from 1 October 2012 these costs are now accounted for in the direct costs section of the statement. This has led to a variance in the direct expenditure section of the Recreation and Culture activity. This variance is offset by a reduction in the indirect expenditure section of the cost of service statement.
  - Half of Council's contribution to the Waikato Valley Rural Fire Group was budgeted to have been paid before March 2013 however there has been a delay due the group undergoing structural and organisational issues leading to this project not being finalised.

## Community Development

COMMUNITY DEVELOPMENT (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget Mar 2013	YTD Actual Mar 2013	Variance Mar 2013	% Variance
<b>Operating Revenue</b>						
Community Support	(20)	0	0	(71)	(71)	
Economic Development	(22)	0	0	(3)	(3)	
Regional Tourism	(161)	(207)	(171)	(132)	39	
Agencies	(19)	(20)	(15)	(12)	3	
	<b>(222)</b>	<b>(227)</b>	<b>(186)</b>	<b>(218)</b>	<b>(32)</b>	<b>17%</b>
<b>Direct Expenditure</b>						
Community Support	631	452	281	279	(2)	
Economic Development	4	13	9	5	(4)	
Regional Tourism	230	282	219	163	(56)	
Agencies	0	2	2	0	(2)	
<b>Total Direct Expenditure</b>	<b>865</b>	<b>749</b>	<b>511</b>	<b>447</b>	<b>(64)</b>	<b>-13%</b>
Indirect Expenditure	346	476	355	340	(15)	
<b>Total Expenditure</b>	<b>1,211</b>	<b>1,225</b>	<b>866</b>	<b>787</b>	<b>(79)</b>	<b>-9%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>989</b>	<b>998</b>	<b>680</b>	<b>569</b>	<b>(111)</b>	<b>-16%</b>

### Variance comments:

- Net Operating Cost** for the Community Development Activity is 16% (\$111,000) less than budget for the YTD March 2013.
- Operating Revenue** is 17% (\$32,000) more than forecast for the period.
  - A grant for the Job Pool Feasibility programme of \$7,250 has been received from the Ministry of Social Development and recognised in the Community Support activity. These funds were not included in the budget.
  - Grant revenue of \$28,586 from the Ministry of Social Development to provide funding to support the delivery of youth activities has been recognised in YTD Actuals for the Community Support activity. This revenue was received in the last financial year however has been recognised in 2012/13 in order to match revenues with expenses.
  - Grant revenue of \$31,500 has been received from the Ministry of Social Development for a Contract for Youth Services. It is expected this grant will be spent in full on Social Sector Trials during the remainder of the financial year. Any unspent amounts will likely be moved to the balance sheet as Revenue in Advance to match expenditure in the following year.
  - Revenue for the Regional Tourism activity was below budget by \$39,000 due to a reduced level of sales at the Visitor Information Centre and is reflected in a similar reduced level of purchases in the expenditure section.
- Total Direct Expenditure** is 13% (\$64,000) less than forecast for the period.
  - Costs of \$31,000 associated with the provision of the Youth Programme were incurred in the Community Support activity. These costs were unbudgeted in current year however are funded by the Ministry of Social Development grant that was received in the last financial year. Due to the timing of the agreement an extension of the consent conditions allowed the remaining work to be completed in current year.
  - Community Partnership Fund grant allocation expenditure in the Community Support activity was less than expected with only \$14,000 being allocated in YTD March 2013.
  - The rates remissions expense in the Community Support for the year is less than budget. The rates remissions on undeveloped and unoccupied Maori Freehold land that are applied for by staff on behalf of owners are processed as staff resource allows. As many eligible remissions as possible will be processed prior to 30 June 2013.
  - Costs in the Regional Tourism activity are less than budget as stock and service purchases at the Visitor Information Centre have reduced in line with reduced levels of sales.

## Regulation

REGULATION (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget Mar 2013	YTD Actual Mar 2013	Variance Mar 2013	% Variance
<b>Operating Revenue</b>						
Regulation	(306)	(402)	(340)	(295)	45	
	<b>(306)</b>	<b>(402)</b>	<b>(340)</b>	<b>(295)</b>	<b>45</b>	<b>-13%</b>
<b>Direct Expenditure</b>						
Regulation	232	241	189	163	(26)	
<b>Total Direct Expenditure</b>	<b>232</b>	<b>241</b>	<b>189</b>	<b>163</b>	<b>(26)</b>	<b>-14%</b>
Indirect Expenditure	548	480	360	438	78	
<b>Total Expenditure</b>	<b>780</b>	<b>721</b>	<b>549</b>	<b>601</b>	<b>52</b>	<b>9%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>474</b>	<b>319</b>	<b>209</b>	<b>306</b>	<b>97</b>	<b>47%</b>

### Variance comments:

1. **Net Operating Cost** for the Regulation Activity is 47% (\$97,000) more than budget for the YTD March 2013.
2. **Operating Revenue** is 13% (\$45,000) below the budget for the period.
  - Building consent revenue continues to be less than forecast. Building consent numbers are down with much of the construction activity focused on less expensive projects.
3. **Total Direct Expenditure** is 14% (\$26,000) below the budget for the period.
  - Direct expenditure for the Building Control Activity has been reduced as a result of processing more building consents in-house rather than using external agencies. There has also been no building accreditation costs spent to date.

## Solid Waste Management

<b>SOLID WASTE MANAGEMENT</b> <b>(Amounts in \$1000's)</b>	<b>Actual</b> <b>2011/12</b>	<b>EAP Budget</b> <b>2012/13</b>	<b>YTD</b> <b>Budget</b> <b>Mar 2013</b>	<b>YTD</b> <b>Actual</b> <b>Mar 2013</b>	<b>Variance</b> <b>Mar 2013</b>	<b>%</b> <b>Variance</b>
<b>Operating Revenue</b>						
Collection	(109)	(95)	(71)	(83)	(12)	
Landfill Management	(750)	(975)	(716)	(572)	144	
	<b>(859)</b>	<b>(1,070)</b>	<b>(787)</b>	<b>(655)</b>	<b>132</b>	<b>-15%</b>
<b>Direct Expenditure</b>						
Collection	268	283	216	203	(13)	
Landfill Management	657	933	610	501	(109)	
<b>Total Direct Expenditure</b>	<b>925</b>	<b>1,216</b>	<b>826</b>	<b>704</b>	<b>(122)</b>	<b>-15%</b>
Indirect Expenditure	771	739	544	392	(152)	
<b>Total Expenditure</b>	<b>1,696</b>	<b>1,955</b>	<b>1,370</b>	<b>1,096</b>	<b>(274)</b>	<b>-20%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>837</b>	<b>885</b>	<b>583</b>	<b>441</b>	<b>(142)</b>	<b>-24%</b>

### Variance comments:

1. **Net Operating Cost** for the Solid Waste Activity is 24% (\$142,000) below the budget for the YTD March 2013.
2. **Operating Revenue** is 15% (\$132,000) below the forecast for the period.
  - Generally, reduced volumes are entering the landfill resulting in reduced revenue for the year to March 2013, however for the month of March refuse volumes and revenues were more than budgeted for.
3. **Total Direct Expenditure** is 15% (\$122,000) below the budget for the period
  - Landfill operational costs are currently tracking less than budgeted for and due to reduced refuse volumes entering the landfill the Waste Minimisation Levy is also tracking less than budget. In addition to that there are a number of "compliance" type costs still to be charged but were budgeted to be spent before March. These include items such as resource compliance costs, compaction surveys and the Annual peer Review costs.

## Stormwater Drainage

STORMWATER DRAINAGE (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget Mar 2013	YTD Actual Mar 2013	Variance Mar 2013	% Variance
<b>Operating Revenue</b>						
Te Kuiti Stormwater	0	0	0	(65)	(65)	
	<b>0</b>	<b>0</b>	<b>0</b>	<b>(65)</b>	<b>(65)</b>	<b>0%</b>
<b>Direct Expenditure</b>						
Reticulation and Disposal - Urban	87	127	105	90	(15)	
Reticulation and Disposal - Rural	3	10	6	7	1	
<b>Total Direct Expenditure</b>	<b>90</b>	<b>137</b>	<b>111</b>	<b>97</b>	<b>(14)</b>	<b>-13%</b>
Indirect Expenditure	265	243	182	218	36	
<b>Total Expenditure</b>	<b>355</b>	<b>380</b>	<b>293</b>	<b>315</b>	<b>22</b>	<b>8%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>355</b>	<b>380</b>	<b>293</b>	<b>250</b>	<b>(43)</b>	<b>-15%</b>

### Variance comments:

1. **Net Operating Cost** for the Stormwater Activity is 15% (\$43,000) below the budget for the YTD March 2013.
2. **Operating Revenue** is \$65,000 more than budget.
  - A contribution was received from St Andrew's Housing Trust towards the cost of piping and covering the open drains adjacent to St Andrews Retirement Village. This revenue was not included in the budgets.
3. **Total Direct Expenditure** is 13% (\$14,000) below the budget for the period.
  - Maintenance costs have been less than budget for the period as work is carried out when required or as determined after rainfall events. This result may well alter with future wet weather events over the remainder of the year.

## Resource Management

RESOURCE MANAGEMENT (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget Mar 2013	YTD Actual Mar 2013	Variance Mar 2013	% Variance
<b>Operating Revenue</b>						
District Plan Administration	(91)	(73)	(55)	(32)	23	
	<b>(91)</b>	<b>(73)</b>	<b>(55)</b>	<b>(32)</b>	<b>23</b>	<b>-42%</b>
<b>Direct Expenditure</b>						
District Plan Administration	73	81	60	25	(35)	
<b>Total Direct Expenditure</b>	<b>73</b>	<b>81</b>	<b>60</b>	<b>25</b>	<b>(35)</b>	<b>-58%</b>
Indirect Expenditure	133	110	83	104	21	
<b>Total Expenditure</b>	<b>206</b>	<b>191</b>	<b>143</b>	<b>129</b>	<b>(14)</b>	<b>-10%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>115</b>	<b>118</b>	<b>88</b>	<b>97</b>	<b>9</b>	<b>10%</b>

### Variance comments:

1. **Net Operating Cost** for the Resource Management Activity is 10% (\$9,000) more than budget for the YTD March 2013.
2. **Operating Revenue** is 42% (\$23,000) below the budget for the period.
  - Due to the reduced volume of applications being received for processing.
3. **Total Direct Expenditure** is 58% (\$35,000) below the budget for the period.

Expenditure on consultants for resource applications is currently tracking less than budget due to the reduced volume of applications requiring processing.

## Sewerage

SEWERAGE (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget Mar 2013	YTD Actual Mar 2013	Variance Mar 2013	% Variance
<b>Operating Revenue</b>						
Te Kuiti	(714)	(534)	(400)	(732)	(332)	
Benneydale	(1)	(1)	(1)	0	1	
Piopio	(254)	0	0	(1)	(1)	
	<b>(969)</b>	<b>(535)</b>	<b>(401)</b>	<b>(733)</b>	<b>(332)</b>	
<b>Subsidy Revenue</b>						
Te Kuiti	(1,285)	0	0	(1,862)	(1,862)	
Benneydale	(104)	0	0	0	0	
Piopio*	(610)	0	0	(358)	(358)	
	<b>(1,999)</b>	<b>0</b>	<b>0</b>	<b>(2,220)</b>	<b>(2,220)</b>	
	<b>(2,968)</b>	<b>(535)</b>	<b>(401)</b>	<b>(2,953)</b>	<b>(2,552)</b>	<b>636%</b>
<b>Direct Expenditure</b>						
Te Kuiti	942	1,110	848	594	(254)	
Te Waitere	17	16	12	13	1	
Benneydale	80	63	45	45	0	
Piopio	9	42	32	31	(1)	
<b>Total Direct Expenditure</b>	<b>1,048</b>	<b>1,231</b>	<b>937</b>	<b>683</b>	<b>(254)</b>	<b>-27%</b>
Indirect Expenditure	1,152	1,400	1,050	756	(294)	
<b>Total Expenditure</b>	<b>2,200</b>	<b>2,631</b>	<b>1,987</b>	<b>1,439</b>	<b>(548)</b>	<b>-28%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>(768)</b>	<b>2,096</b>	<b>1,586</b>	<b>(1,514)</b>	<b>(3,100)</b>	<b>-195%</b>

### Variance comments:

- Net Operating Surplus** for the Sewerage Activity is 195% (\$3,100,000) more than budget for the YTD March 2013.
- Operating Revenue** is 636% (\$2,552,000) above budget for the period.
  - Subsidy of \$358,000 has been claimed and paid for the Piopio Sewerage scheme; this represents the final amount of subsidy revenue for this scheme and was not included in the budgets for the current year but was included in prior budgets.
  - Subsidy of \$1,862,000 has been claimed for progress on the Te Kuiti Wastewater Treatment plant upgrade to date. This revenue was not included in the budgets for the current year as there was uncertainty at the time the subsidy application was made about whether or not we were eligible to receive subsidy monies.
  - Trade Waste revenue is currently tracking at \$345,000 more than forecast; however there is uncertainty around collectability of this amount. An issue has arisen where the nutrient load measurements from which the revenue amount calculation is based on seem to be artificially higher than they should be. As such revenue amounts may have to be recalculated dating back to June 2012. It is expected the amount these industrial users will be liable for will be less than what has been billed to date.
- Total Direct Expenditure** is 27% (\$254,000) below budget for the period.
  - Insurance costs associated with Local Authority Protection Programme (LAPP) were less than budget. As recommended, the savings on budget for all insurances (including LAPP) will be transferred to Council's Natural Disasters Reserve as part of its self insurance position.
  - Electricity costs are currently less than budgeted. The budgets were prepared on the assumption that the newly constructed WWTP assets would be using more electricity.
  - Variation and maintenance costs are currently tracking less than budget however this could change as the year progresses.

## Water Supply

WATER SUPPLY (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget Mar 2013	YTD Actual Mar 2013	Variance Mar 2013	% Variance
<b>Operating Revenue</b>						
Te Kuiti	(475)	(484)	(363)	(441)	(78)	
Mokau	(6)	(31)	(23)	(3)	20	
Piopio	(16)	(24)	(18)	(9)	9	
Benneydale	(13)	(23)	(17)	(7)	10	
	<b>(510)</b>	<b>(562)</b>	<b>(421)</b>	<b>(460)</b>	<b>(39)</b>	
<b>Subsidy Revenue</b>						
Mokau	0	(808)	(808)	0	808	
Piopio	(266)	(316)	(316)	(50)	266	
	<b>(266)</b>	<b>(1,124)</b>	<b>(1,124)</b>	<b>(50)</b>	<b>1,074</b>	
	<b>(776)</b>	<b>(1,686)</b>	<b>(1,545)</b>	<b>(510)</b>	<b>1,035</b>	<b>-67%</b>
<b>Direct Expenditure</b>						
Te Kuiti	810	866	654	655	1	
Mokau	173	139	105	135	30	
Piopio	183	167	124	197	73	
Benneydale	66	61	45	53	8	
<b>Total Direct Expenditure</b>	<b>1,232</b>	<b>1,233</b>	<b>928</b>	<b>1,040</b>	<b>112</b>	<b>12%</b>
Indirect Expenditure	739	693	520	611	91	
<b>Total Expenditure</b>	<b>1,971</b>	<b>1,926</b>	<b>1,448</b>	<b>1,651</b>	<b>203</b>	<b>14%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>1,195</b>	<b>240</b>	<b>(97)</b>	<b>1,141</b>	<b>1,238</b>	<b>-1276%</b>

### Variance comments:

- Net Operating Cost** for the Water Supply Activity is \$1,238,000 less than budget for the YTD March 2013.
- Operating Revenue** is 67% (\$1,035,000) less than budget for the period.
  - The Mokau raw water storage dam project has been delayed in order to develop a new design of the dam at the new site. Consequently no subsidy has been claimable to date.
  - Upgrade work at the Piopio Water Treatment Plant was scheduled to be undertaken in the 2012/13 financial year. However as subsidy was obtained unexpectedly and the scope of the work changed, a significant part of the work was completed in the 2011/12 year.
  - Metered water revenue is more than forecast due to greater consumption from mainly industrial users.
- Total Direct Expenditure** is 12% (\$112,000) below the budget for the period.
  - Insurance costs associated with Local Authority Protection Programme (LAPP) were less than budget. As recommended, the savings on budgets for all insurances (including LAPP) will be credited to Council's Natural Disasters Reserve as part of its self insurance position.
  - Electricity costs are also currently tracking less than budget for Te Kuiti.
  - Additional costs have been incurred in the commissioning of the Piopio Water treatment plant. These are currently being expensed as maintenance items. However a detailed assessment is still to be carried out to ensure correct classification as either maintenance or capital expenditure. In addition to that, investigation work has been carried out to track leaks in the reticulation system
  - Fire hydrant replacement and repairs to a chlorine monitor have been carried out in Mokau causing an increase in maintenance expenditure.

## Roads and Footpaths

ROADS AND FOOTPATHS (Amounts in \$1000's)	Actual 2011/12	EAP Budget 2012/13	YTD Budget Mar 2013	YTD Actual Mar 2013	Variance Mar 2013	% Variance
<b>Operating Revenue</b>						
Subsidised Roads	(5,599)	(5,584)	(4,360)	(3,587)	773	
Non Subsidised Roads	(75)	(60)	(32)	(43)	(11)	
	<b>(5,674)</b>	<b>(5,644)</b>	<b>(4,392)</b>	<b>(3,630)</b>	<b>762</b>	<b>-17%</b>
<b>Direct Expenditure</b>						
Subsidised Roads	5,287	4,241	3,310	3,138	(172)	
Non Subsidised Roads	185	146	107	108	1	
<b>Total Direct Expenditure</b>	<b>5,472</b>	<b>4,387</b>	<b>3,417</b>	<b>3,246</b>	<b>(171)</b>	<b>-5%</b>
Indirect Expenditure	3,985	4,233	3,188	3,129	(59)	
<b>Total Expenditure</b>	<b>9,457</b>	<b>8,620</b>	<b>6,605</b>	<b>6,375</b>	<b>(230)</b>	<b>-3%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>3,783</b>	<b>2,976</b>	<b>2,213</b>	<b>2,745</b>	<b>532</b>	<b>24%</b>
Subsidised Roads Maintenance	5,287	4,241	3,310	3,138	(172)	
Subsidised Roads Capital	3,833	4,642	3,567	2,858	(709)	
<b>Combined Maintenance and Capital</b>	<b>9,120</b>	<b>8,883</b>	<b>6,877</b>	<b>5,996</b>	<b>(881)</b>	
<b>Subsidy Revenue for Subsidised Roads</b>	<b>(5,460)</b>	<b>(5,443)</b>	<b>(4,264)</b>	<b>(3,502)</b>	<b>762</b>	

### Variance comments:

- Net Operating Cost** for the Roads and Footpaths Activity is 24% (\$532,000) more than budget for the YTD March 2013.
- Operating Revenue** is 17% (\$762,000) below the budget for the period.
  - Subsidy revenue is based on both maintenance and capital expenditure amounts and currently tracking at a combined subsidy rate of 58% which is slightly lower than the Financial Assistance Rates (FAR) granted to Council of 59% for most work categories. As combined expenditure is less than YTD budget, subsidy claimed will also be less.
  - The reduced subsidy revenue is due to a contractor not completing a construction job and an additional contractor having to be established to remedy the works. This additional cost is currently being negotiated with NZTA for subsidy.
  - In addition two rehabilitation projects at Taharoa and Rora Street are currently on hold. These projects have private works being carried out around the project sites which will impact on the current designs for the projects. The delay in these projects has reduced the level of NZTA subsidy revenue claimed to date.
- Total Direct Expenditure** is 5% (\$171,000) below the budget.
  - There have been delays in both the sealed and unsealed pavement maintenance programs. Contractors have had difficulty obtaining sufficient material for metalling and this work is now due to be completed in May 2013. The unsealed pavement maintenance programme had also been delayed to May 2013 due to metal negotiations and this work will now be completed in the June quarter.
  - There has been increased expenditure required for emergency reinstatement as a result of weather events in the nine months to March 2013. The expenditure for emergency reinstatement was \$353,000 against a full year of budget of \$60,000. Savings will be made elsewhere in the roading programme so as to bring expenditure in total for Land Transport within budget for the year.

## Appendix 2: Balance Sheet as at 31 March 2013

<b>BALANCE SHEET</b>	<b>Actual Position</b>	<b>Actual Position</b>	<b>Long Term Plan</b>	<b>Variance from</b>	<b>Variance from LTP</b>
<b>(Amounts in \$1000's)</b>	<b>30 June 2012</b>	<b>31 Mar 2013</b>	<b>30 Jun 2013</b>	<b>30 June 2012</b>	
<b>Public Equity</b>					
Retained Earnings	192,232	197,453	199,518	5,221	2,065
Other Reserves	3,529	3,529	2,765	0	(764)
Revaluation Reserve	68,617	68,617	50,168	0	(18,449)
<b>Total Public Equity</b>	<b>264,378</b>	<b>269,599</b>	<b>252,451</b>	<b>5,221</b>	<b>(17,148)</b>
<b>Current Assets</b>					
Cash and Cash Equivalents	2,711	1,245	100	(1,466)	(1,145)
Inventories	26	34	36	8	2
Land Subdivision Inventories	0	0	1,146	0	1,146
Other Financial Assets	2	2	2	0	0
Trade and Other Receivables	6,507	3,895	4,630	(2,612)	735
Derivative Financial Instruments	0	0	0	0	0
<b>Total Current Assets</b>	<b>9,246</b>	<b>5,176</b>	<b>5,914</b>	<b>(4,070)</b>	<b>738</b>
<b>Current Liabilities</b>					
Trade and Other Payables	3,918	2,411	3,629	(1,507)	1,218
Current Portion of Borrowings	14,264	14,950	5,200	686	(9,750)
Provisions	52	14	51	(38)	37
Employee Entitlements	456	344	456	(112)	112
Derivative Financial Instruments	265	265	118	0	(147)
<b>Total Current Liabilities</b>	<b>18,955</b>	<b>17,984</b>	<b>9,454</b>	<b>(971)</b>	<b>(8,530)</b>
<b>Net Working Capital</b>	<b>(9,709)</b>	<b>(12,808)</b>	<b>(3,540)</b>	<b>(3,099)</b>	<b>9,268</b>
<b>Non Current Assets</b>					
Property Plant and Equipment	305,353	311,458	298,242	6,105	(13,216)
Intangible Assets	91	79	80	(12)	1
Forestry Assets	39	39	39	0	0
Investment Properties	663	662	648	(1)	(14)
Assets Held for Sale and Discontinued Operations	1,112	1,076	0	(36)	(1,076)
Other Financial Assets	793	793	841	0	48
Deferred Tax Asset	0	0	0	0	0
Derivative Financial Instruments	46	46	54	0	8
<b>Total Non Current Assets</b>	<b>308,097</b>	<b>314,153</b>	<b>299,904</b>	<b>6,056</b>	<b>(14,249)</b>
<b>Non Current Liabilities</b>					
Borrowings	32,741	30,497	42,886	(2,244)	12,389
Employee Entitlements	59	76	61	17	(15)
Provisions	727	690	928	(37)	238
Derivative Financial Instruments	483	483	38	0	(445)
<b>Total Non Current Liabilities</b>	<b>34,010</b>	<b>31,746</b>	<b>43,913</b>	<b>(2,264)</b>	<b>12,167</b>
<b>Net Assets</b>	<b>264,378</b>	<b>269,599</b>	<b>252,451</b>	<b>5,221</b>	<b>(17,148)</b>

### Appendix 3: Key to columns in Financial Tables and Terminology

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

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

#### Terminology

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

**TREASURY REPORT**

**FOR**



**FOR THE QUARTER ENDED 31 MARCH 2013**



**BANCORP**

**BANCORP TREASURY SERVICES LIMITED**

AUCKLAND • WELLINGTON • CHRISTCHURCH

## CONTENTS

<b>1.</b>	<b>MARKET ENVIRONMENT.....</b>	<b>1</b>
1.1	GLOBAL MARKETS OVERVIEW .....	1
1.2	NEW ZEALAND MARKET OVERVIEW .....	2
1.3	LOCAL AUTHORITY SECTOR .....	4
1.4	CREDIT SPREADS .....	4
<b>2.</b>	<b>DEBT AND HEDGING.....</b>	<b>6</b>
2.1	FUNDING .....	6
2.2	HEDGING .....	6
2.3	DEBT PROFILE .....	7
2.4	POLICY COMPLIANCE (AS AT 31 MARCH 2013).....	8

This document has been prepared by Bancorp Treasury Services Limited ("BTSL"). Whilst all reasonable care has been taken to ensure the facts stated are accurate and the opinions given are fair and reasonable, neither BTSL nor any of its directors, officers or employees shall in any way be responsible for the contents. No liability is assumed by BTSL, its directors, officers or employees for action taken or not taken on the basis of this document.

## 1. MARKET ENVIRONMENT

### 1.1 Global Markets Overview

The first quarter of 2013 can be neatly divided into two halves, the first half characterised by a wave of optimism that the global economic recovery was well underway and that the problems in Europe and the US were largely solved. Equity markets rallied sharply and bond yields for the 'non risky' countries climbed in a classic case of asset class rotation out of low yielding bonds and into riskier but potentially more profitable equities. Bond yields for the perceived 'problem' countries (Greece, Spain, Italy etc) fell as the risk aversion trading which characterised much of 2012 receded. However economic data prints over the first six weeks of the year were mixed and therefore not totally compatible with the positive sentiment.

By mid February the optimism started to wane. The markets realised that the resolution of the US 'fiscal cliff' threat at the end of 2012 and the abatement of Eurozone fiscal and debt woes were only temporary, and that Japan's economic, fiscal and monetary policy worries were still a long way from resolution. In Italy the elections towards the end of February were inconclusive, with no one party able to govern alone. Subsequent attempts to form a coalition have been unsuccessful and it is feared that another election will be required. Adding to the pessimism was the decision by Moody's Investors Service to cut the United Kingdom's credit rating and the prospect that the UK would experience a 'triple dip' recession after the negative GDP data for the December 2012 quarter and the projection of another negative print for the March 2013 quarter.

Further bad news followed in March with the White House ordering USD85 billion of spending cuts over the rest of the fiscal year (to 30 September) after the Republicans and the Democrats failed to agree on a compromise. The markets are waiting to see if the spending cuts will flow through to the jobs market which in turn may well put the brakes on retail spending and perhaps the recovering housing market.

The big news in March was the announcement that Cyprus would require a bailout of EUR10 billion as a result of losses incurred by its overly inflated banking system. In the end a bailout was agreed (at the second attempt) whereby the troika consisting of the International Monetary Fund, the European Union and the European Central Bank agreed to provide a EUR10 billion loan to the beleaguered Mediterranean nation. In return the Cypriot government agreed to restructure the country's banking system with certain banks converted into "bad banks" while deposits over EUR100,000 will be subject to a 'levy' (a tax by another name) of around 60% to raise the amount required by the troika.

The controversial new measure of effectively taxing bank bondholders and depositors created anxiety among global investment markets and domestic savers within other Eurozone nations, despite the fact that Cyprus accounts for only 0.2% of European GDP. However officials have moved to quell such fears with Dutch Finance Minister Jeroen Dijsselbloem (who is the head of the

EU finance ministers) stating that Cyprus was a “specific case with exceptional challenges,” having earlier suggested that the Cypriot solution would be used as a template in other affected areas in Europe.

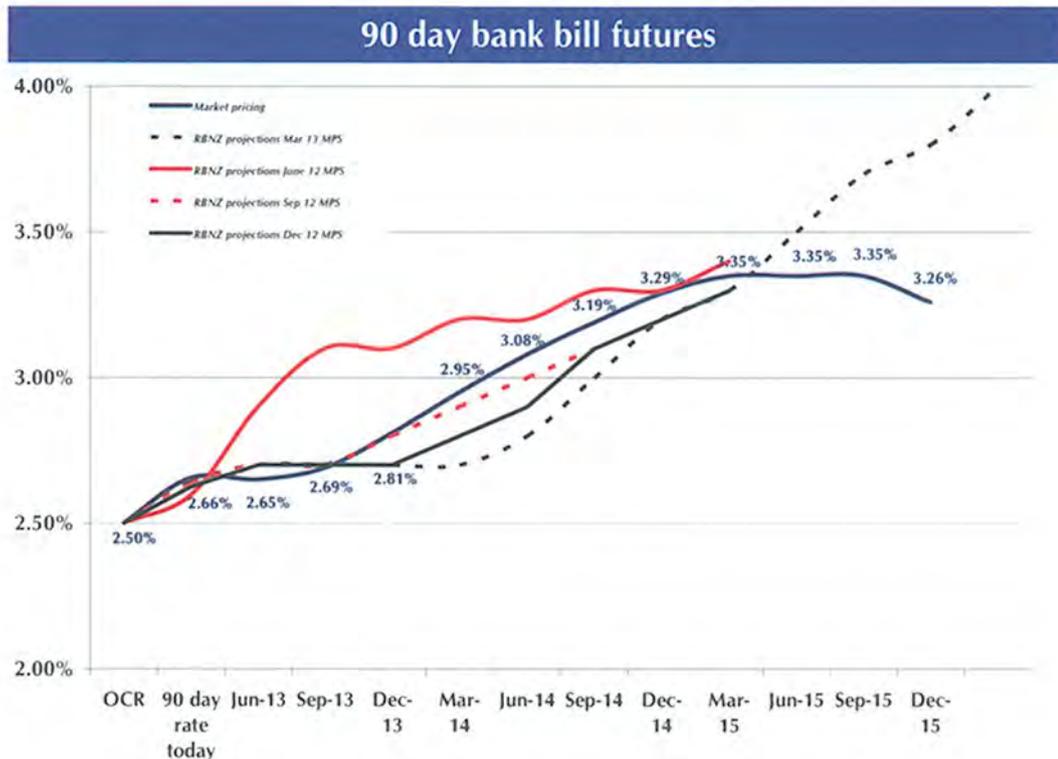
## 1.2 New Zealand Market Overview

	OCR	90 day	1 year swap	2 year swap	3 year swap	5 year swap	10 year swap
31 Dec 2012	2.50%	2.68%	2.60%	2.67%	2.79%	3.10%	3.77%
31 March 2013	2.50%	2.64%	2.68%	2.84%	3.03%	3.38%	3.96%
Change	Nil	-0.04%	+0.08%	+0.17%	+0.24%	+0.28%	+0.19%

During the March quarter, New Zealand was content to drift along out of the limelight with economic indicators mixed, the worsening drought causing forecasts of economic growth to be revised downwards but with the rampant housing market particularly in Auckland and Christchurch causing the Reserve Bank of New Zealand (“RBNZ”) some degree of angst.

The GDP data for the December quarter, released at the end of March was a true ‘outlier’, with the economy growing by 1.5% (3.0% on an annual basis) compared to expectations of a 0.9% increase. The data was positive across a broad range of sectors, with 15 out of 16 industry groups reporting an expansion in the quarter. A pick up in the housing market in Auckland and Christchurch, the latter presumably earthquake related, helped construction and drove household consumption, while the forestry sector was the standout performer. Despite the impressive growth, inflation is well contained with the annual CPI rate running at just 0.9%, just below the RBNZ’s 1.0%-3.0% target band. And while the drought has lowered milk production in the affected areas Fonterra did provide some relief when at the end of March it announced an increase in the forecast payout for the 2012-2013 season of 30 cents up to \$6.12 per kg of milk solids.

Given the backdrop it was hardly surprising that the RBNZ’s March Monetary Policy Statement (“MPS”) was a balanced document which recognised the disparate forces at work in the economy. However it is clear that with domestic inflation well contained there is no justification for lifting the Official Cash Rate (“OCR”) any time soon. Although some banks and commentators project an OCR hike later this year, the RBNZ stated that it expects “to keep the official cash rate unchanged through the end of the year.” Market pricing quickly adjusted to reflect the RBNZ’s extended ‘on-hold’ policy stance, with expectations around eventual OCR hikes again being pushed out. The chart on the following page shows the RBNZ’s projections for the 90 day bank bill rate from the last four MPSs and current 90 day bank bill futures pricing.



Medium and longer term swap rates took their cue from offshore markets with rates peaking in early March before being dragged down by the banking crisis in Cyprus. The 10 year swap reached a high of 4.22% on 11 March but subsequently fell as a renewed period of risk aversion trading pushed global bond and swap rates lower, finishing the quarter at 3.96%. A return to the lows seen in interest rates in late 2012 appears unlikely but at the same time upward moves may well be limited by the continuing economic headwinds facing Europe and the US in particular.

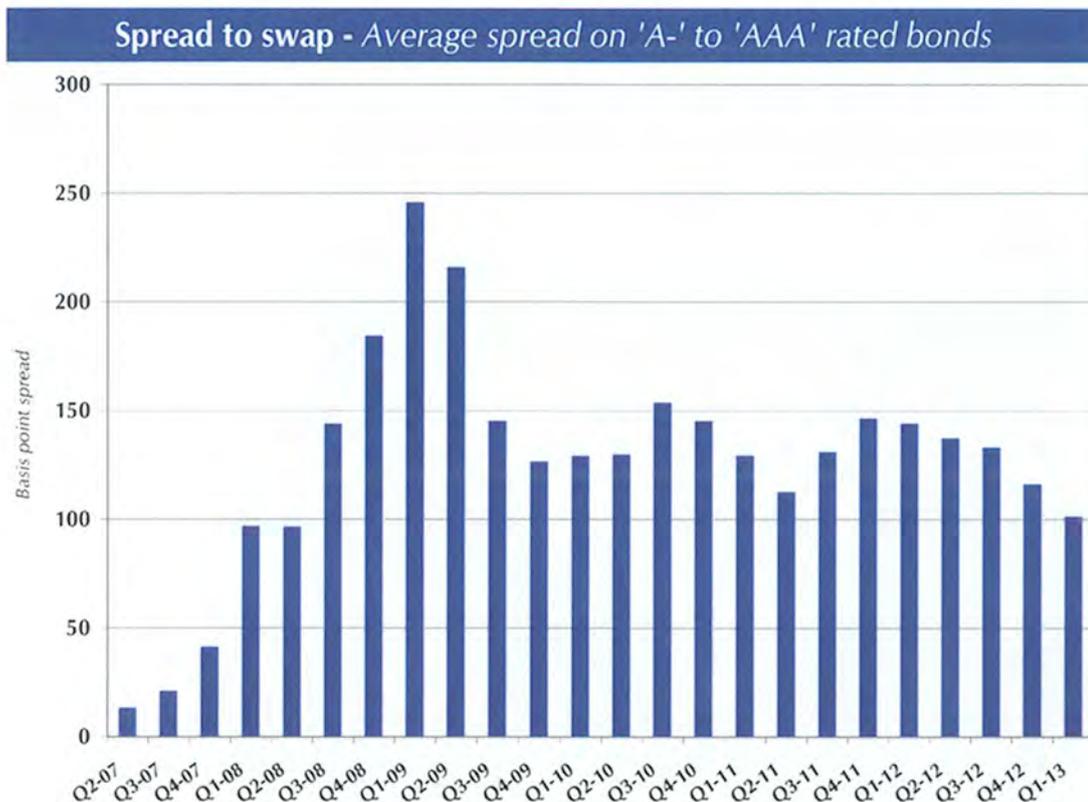
### 1.3 Local Authority Sector

Margins for local authority debt contracted over the quarter in line with a narrowing of credit margins in general. As well as the spreads for Local Government Funding Agency ("LGFA") paper tightening, investors appeared willing to bid at lower margins for single name local authority bonds. This was illustrated by two bond issues at the end of March; one by a rated issuer for 3 years at 70 basis points over swap and another by an unrated issuer for 7 years at 110 basis points over swap. These issues were noteworthy not just because the margins declined but also the tenor of 7 years for unrated local authority paper has not been seen for some years.

Anecdotal evidence suggests that the easing in the credit markets has resulted in banks lowering the line fees and margins which they charge for local authority funding facilities. Also in line with the recent bond market issuance there appears to be greater willingness from banks to offer extended tenors. However while the bank pricing has declined it is still higher than either standalone bond issuance or LGFA sourced funding.

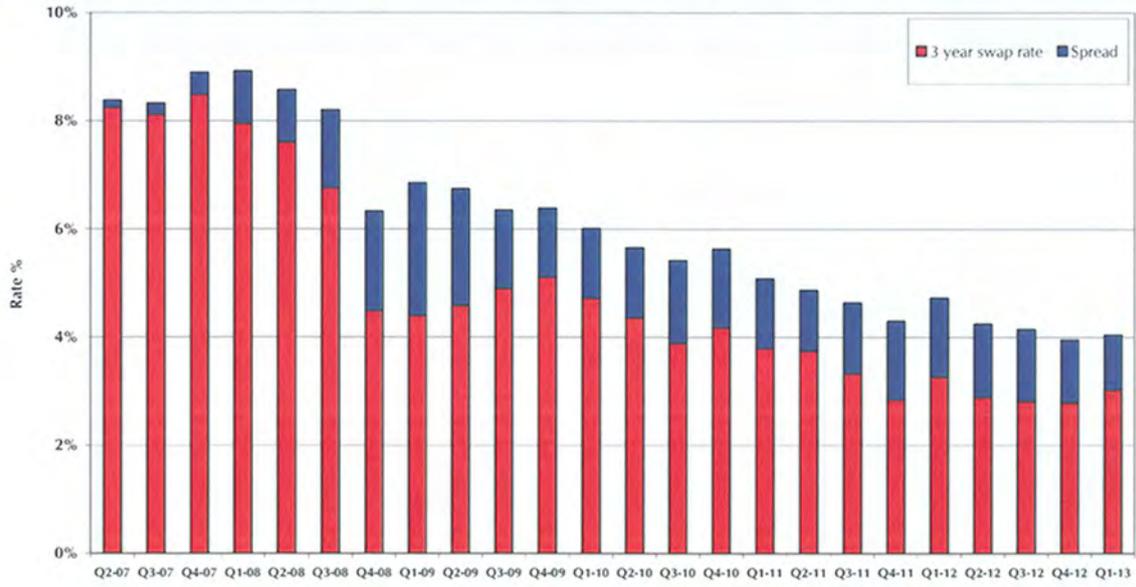
## 1.4 Credit Spreads

The graph below shows credit spreads for New Zealand dollar denominated bonds rated between 'A-' and 'AAA' from June 2007 onwards. Credit spreads in New Zealand declined over the quarter, the average spread decreasing from 116 basis points to 106 basis points.



To get a true indication of the overall movement in bond yields, it is necessary to analyse the movement in both credit spreads and underlying interest rates. The chart on the following page incorporates the credit spreads depicted in the preceding chart and the three year swap rate that is used because it is close to the duration of the portfolio of bonds which make up the credit spread graph. At the end of the December 2012 quarter, the all up interest rate was 3.95%, and by the end of the March 2013 quarter had increased slightly to 4.04%.

Total of 3 year swap and credit spread on 'A-' to 'AAA' bonds



## 2. DEBT AND HEDGING

### 2.1 Funding

As at 31 March 2013, Waitomo District Council ("WDC") had \$45,047,000 of external debt. Of this, \$17,447,000 was provided by Westpac Bank, with \$15,797,000 drawn on the Wholesale Advance Facility ("WAF") and the balance of \$750,000 on Fixed Rate Term Loans. In addition, WDC had issued \$28,500,000 of Floating Rate Notes ("FRN"). A breakdown of the funding profile is contained in the table below.

Loans			
Value Date	Maturity	Rate	Amount
<b>Advance Facility</b>			
31-Mar-2013	01-Apr-2013	4.1000%	300,000
28-Feb-2013	31-May-2013	4.0500%	12,697,000
28-Feb-2013	31-May-2013	4.0500%	2,800,000
<b>Term Loan</b>			
24-Nov-2011	24-Nov-2013	7.3000%	750,000
<b>FRNs</b>			
31-Aug-2010	30-Aug-2013	2.5471%	3,500,000
10-Dec-2010	10-Dec-2013	2.6000%	5,000,000
21-Jan-2011	21-Jan-2014	2.7500%	5,000,000
31-Aug-2010	31-Aug-2015	2.5471%	5,000,000
09-Nov-2012	09-Nov-2015	2.6100%	5,000,000
18-Apr-2012	18-Apr-2017	2.7500%	5,000,000
<b>TOTAL</b>			<b>45,047,000</b>

The term loan for \$750,000 has been on-lent to Inframax. The loan expires in November 2013 and has interest rate resets every three months. As at 31 March 2013, WDC did not have any funds on deposit.

### 2.2 Hedging

As at 31 March 2013, WDC had eight fixed rate interest rate swaps to convert the floating rate exposures associated with the some of the FRNs and bank debt into a fixed rate. Five of the swaps are current and three are forward starting, the details of these swaps are in the table below.

Swaps				
Start Date	Maturity Date	Rate	Amount	Market Value
30-Nov-2010	30-Aug-2013	4.030%	3,500,000	(\$24,007)
30-Nov-2010	31-Aug-2015	4.360%	5,000,000	(\$175,995)
21-Oct-2011	21-Jan-2014	3.630%	5,000,000	(\$48,026)
18-Jul-2012	18-Apr-2017	3.490%	5,000,000	(\$62,671)
10-Sep-2012	10-Sep-2017	3.880%	5,000,000	(\$130,668)
<b>Total current hedging</b>			<b>23,500,000</b>	
<b>Forward starting swaps</b>				
21-Jan-2014	21-Jan-2017	3.950%	5,000,000	(\$90,102)
30-Aug-2013	30-Aug-2019	3.900%	3,500,000	(\$50,801)
30-Aug-2013	30-Aug-2019	3.900%	1,500,000	(\$21,772)
				<b>(\$604,042)</b>

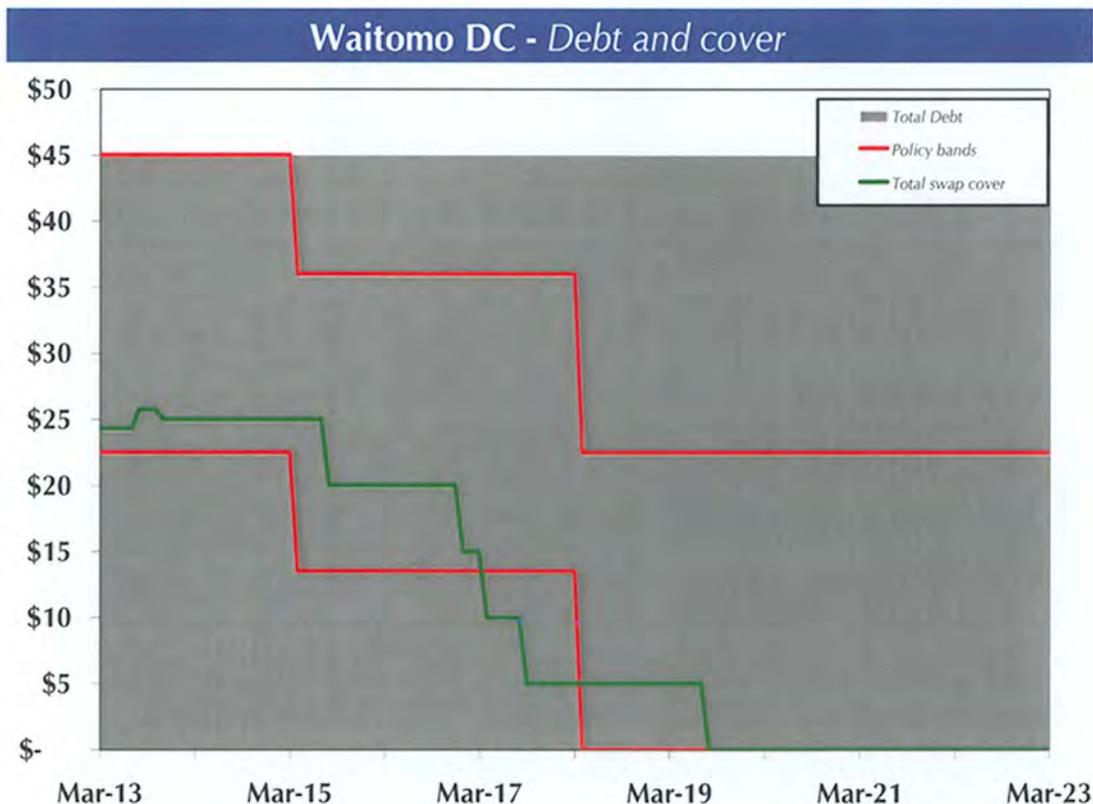
The weighted average cost of funds including any applicable line fees and margins as at 31 March 2013 was 5.17%. The cost of funds exclusive of the line fee for the bank facility was 4.92%. As has been the situation for some time now, this cost of funds continues to be significantly lower than what we would expect other similar local authority 'credits' to achieve.

### 2.3 Debt Profile

WDC manages its debt fixed rate hedging percentages under the parameters detailed in the table below.

Fixed Rate Hedging Percentages		
	Minimum Fixed Rate Amount	Maximum Fixed Rate Amount
0 – 2 years	50%	100%
2 – 5 years	30%	80%
5 – 10 years	0%	50%

The debt profile incorporating these parameters, the total debt plus the three term loans and the eight interest rate swaps is illustrated in the graph below.



WDC has one policy breach, from April 2017 to April 2018. The fixed rate hedging parameters were only introduced on 1 July 2012 and WDC is working towards achieving full compliance. WDC is in the process of joining the LGFA. The process is aimed to be completed by the end of June, thus enabling participation in a tender in July if appropriate. Funding through the LGFA will

likely involve fixed rate debt issuance, which may well rectify the policy breach. Thus, Bancorp Treasury Services Limited is reluctant to recommend additional swaps at this stage, preferring to wait until the method of future funding is determined. Also given Bancorp Treasury's view that interest rate will stay 'lower for longer', we do not see WDC being disadvantaged by not entering into additional fixed rate hedging at this stage

#### 2.4 Policy Compliance (as at 31 March 2013)

	Yes/No
<i>Have all transactions been entered into compliance with policy?</i>	√
<i>Are the fixed rate hedging percentages within policy control limits?</i>	x
<i>Is the funding maturity profile within policy control limits?</i>	√
<i>Is WDC maintaining liquidity within policy control limits?</i>	√
<i>Are all counterparty exposures within policy control limits?</i>	√
<i>Is WDC compliant with the financial covenants contained in the LMP</i>	√

**Appendix 2: Performance Management Report on Levels of Service and Key Performance Indicators.**



Performance Management Report On  
Levels of Service and Key Performance Indicators

2013/14

(For the Period Ending 31 March 2013)

## Introduction

- 1.1 The purpose of this business paper is to record the detail of non financial performance or service performance for the 2012/13 financial year. These service performance measures were adopted as part of the Long Term Plan 2012-2022. Council uses service performance measures to measure performance in providing services to its Community.
- 1.2 The format of the report is in tabular form and the results are grouped under each major activity;
- The **strategic goals** summarise Council's contribution to furthering Community Outcomes as identified in the Long Term Plan 2012-2022.
  - Description of the **level of service**, which translates the high level strategic goal into measurable levels of service.
  - The **key performance indicator**, which is a description of the measure that will be monitored throughout the financial year and the life of the Long Term Plan 2012-2022.
  - The **performance target**, which is the quantitative target Council will strive to achieve.
  - **Performance achieved** to 31 March 2013. The result is recorded, whether the target has been achieved and comments to further explain actual results to target result.
- 1.3 The following is provided for each strategic goal within a significant activity;
- **Summary of performance** for the strategic goal to provide context for the measure and the result.

## Community and Cultural Sustainability Group

**Governance: Leadership and Investments**

<b>What we do (Level of Service)</b>	<b>How we measure success (Performance Measure)</b>	<b>Performance Target</b>	<b>Performance Achieved to 31 March 2013</b>	
<b>Leadership</b>				
Decision making in compliance with provisions of the Local Government Act 2002.	Number of challenges to the decision making process.	0	<b>Achieved</b> No challenges to the decision making process as at 31 March 2013	(a)
Consultation is in accordance with the Special Consultative Procedure outlined in LGA 2002.	Number of challenges to the decision making process.	0	<b>Achieved</b> No challenges to the decision making process, in regards to the special consultative procedure, as at March 2013	(b)
Effective communication with the community.	Customer satisfaction rating of effectiveness and usefulness of Council communications "good or better".	≥ 50%	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	(c)
<b>Investments</b>				
Investments contribute to economic and social well-being.	Analysis of investment financials and activity including investment company reporting statements are reported to Council and made available to the public as applicable.	2 reports per year	<b>On track for achievement.</b>	(d)

**Summary of Service Performance**

The overall performance for Governance Leadership and Investment Activity for the quarter ended 31 March 2013 was very good. Two of the three Leadership performance targets were achieved and one will be reported against following the 2013 Resident Satisfaction Survey.

The Investment performance target is on track for achievement as per below.

<b>(d)</b>	In compliance with s.67(1) LGA (2002), the Annual Reports of Inframax Construction Ltd and Independent Roadmarkers Taranaki Ltd were formally adopted by the Board of Directors on 26 September 2012 and received by Council on 27 September 2012. The half-annual reports were presented to Council at a meeting on 26 March 2013.
------------	--

<b>Community Service</b>				
<b>What we do (Level of Service)</b>	<b>How we measure success (Performance Measure)</b>	<b>Performance Target</b>	<b>Performance Achieved to 31 March 2013</b>	
High quality Parks and Reserves will be provided.	Percentage of community satisfied with the quality of Parks and Reserves in annual and research surveys.	≥ 80%	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	(a)
Provision and maintenance of Elderly Persons Housing that meets the needs of the tenants.	Percentage of users satisfied with the provision and maintenance of Elderly Persons Housing in the User Survey.	> 55%	<b>Not measurable at this time.</b> A User Survey will be undertaken in June 2013	(b)
Quality public amenities will be provided.	Percentage of community satisfied with the quality of public amenities (Public Toilets and Cemeteries).	≥ 80%	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	(c)
Provision of comprehensive library facilities for the community.	Percentage of community satisfied with the quality of the library facilities and service in the annual satisfaction survey and research survey results.	≥ 85%	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	(d)
Provision of effective pool facilities for the community.	Percentage of community satisfied with the quality of the pool facilities and service in the annual satisfaction survey and research survey results.	≥ 60%	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	(e)
Provision of effective Arts and Culture facilities for the community.	Percentage of community satisfied with the quality of the Arts and Culture facilities and service in the annual satisfaction survey and research survey results.	≥ 75%	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	(f)
Council's public facilities are provided to standards of fitness for use.	Current Building Warrant Of Fitness (BWOFF) for facilities with compliance schedules.	100%	<b>Achieved</b> All BWOFF's for Council facilities are current.	(g)
Pool is safe for use of pool patrons at all times.	Pool accreditation in place.	100%	<b>Achieved</b> Pool accreditation in place to April 2013.	(h)

<b>Community Service</b>				
<b>What we do (Level of Service)</b>	<b>How we measure success (Performance Measure)</b>	<b>Performance Target</b>	<b>Performance Achieved to 31 March 2013</b>	
	Number of pool non complying water quality readings per year	< 5	<b>Achieved</b> No non-complying water readings recorded.	(i)
Community education and information provided to build community awareness and preparedness.	The number of residents who understand the need to plan for the ability to survive on their own for 3 days if there was an emergency event.	35%	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	(j)
Council will ensure that staff are equipped and trained to efficiently man the Civil Defence headquarters in an emergency	One major training exercise involving Civil Defence headquarters staff will be held per year	One exercise per year	<b>Achieved</b> NZ Shakeout Exercise undertaken 26 September 2012.	(k)
Playground equipment is safe to use for parks and reserves playground users	Number of accidents directly attributable to playground equipment failure	Nil accidents	<b>Achieved</b> Nil accidents recorded.	(l)

<b>Community Development</b>				
<b>What we do (Level of Service)</b>	<b>How we measure success (Performance Measure)</b>	<b>Performance Target</b>	<b>Performance Achieved to 31 March 2013</b>	
Provide assistance for community support activities.	Advertisement and administration of all WDC Funding Rounds as per the Community Development Fund Policy.	100%	<b>Achieved</b> 100%.	(a)
Support the positive development of youth within the District.	Youth Council makes one submission to Council per year.	1 per annum	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey	(b)
	Youth Council undertakes two youth related projects per year.	2 per annum	<b>On track for achievement.</b>	(c)
Council will support major District events that build community pride and raise the District's profile.	Number of major District events held on time and to budget.	One Major event (the Muster) and one minor event (the Christmas Parade)	<b>On track for achievement.</b>	(d)
Council through its membership of the Hamilton and Waikato Regional Tourism Organisation will ensure enhanced presence in national and international markets for the District.	Number of District Promotion opportunities taken by the Hamilton and Waikato Regional Tourism Organisation in key publications and industry events.	> 4	<b>Achieved</b> 100%	(e)
Council will support business expansion and diversification, and encourage the development of work-based skills.	District Economic Development Board Strategy developed and implemented.	District Economic Development Board Strategy developed and approved by Council	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey	(f)

### **Summary of Service Performance**

(a)	Advertising undertaken in Waitomo News.
(b)	Youth Council will submit submission to Council as part of the draft Exceptions Annual Plan 2013/2014 public consultation process.
(c)	Youth Council undertook a family friendly youth engagement initiative prior to the Christmas Parade. The second project is Ministry of Youth Development funding to hold a Youth Leadership Day in the District, for Piopio College, Te Kuiti High School, Marae Pact Trust (Alternative Education), and Te Kura.
(d)	The Christmas Parade was held on Friday 14 December 2012 and was delivered within the 2012/2013 budget parameters. The Great New Zealand Muster was held on Saturday 6 April 2013.
(e)	Refer to the March Council Agenda 26 March 2013.
(f)	This work is due to commence in the 2013/2014 financial year.

<b>Regulation and Safety</b>				
<b>What we do (Level of Service)</b>	<b>How we measure success (Performance Measure)</b>	<b>Performance Target</b>	<b>Performance Achieved to 31 March 2013</b>	
All food and liquor retail premises will be inspected and appropriately registered and licensed.	Percentage of registration or licensing of food and liquor retail premises inspected annually.	100%	<b>On track for achievement.</b> To date 75% of food and liquor retail premises have been inspected.	(a)
Provision of an effective environmental health service for the community.	Customer satisfaction survey rating on Environmental Health Service.	> 50%	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	(b)
Building consents and project information memoranda issued within 15 working days.	Percentage of building consents and project information memoranda issued within 15 working days.	90%	<b>Achieved</b> To date 98% of consents processed within 15 working days.	(c)
Council will ensure that consented building works adhere to the Building Code.	Percentage of consented buildings under construction (inspected) to ensure code compliance.	100%	<b>Achieved</b> 100% of consent buildings under construction are inspected.	(d)
Provision of an effective building control service to the community.	Customer satisfaction survey rating on Building Control.	> 50%	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	(e)
Dog owners' properties will be inspected to ensure compliance with the Dog Control Act 1996 and Council's bylaws.	Percentage of dog owners' properties inspected per year.	Urban 100%  Rural 10%	<b>On track for achievement.</b> 95% of urban dog owner's properties inspected.  7% of rural dog owner's properties inspected.	(f)
High level of customer satisfaction with animal control service.	Customer satisfaction survey rating on Animal Control.	≥ 50% good or above	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	(g)

### **Summary of Service Performance**

The overall performance for Regulation and Safety Activity for the quarter ended 31 March 2013 was very good with two of the seven performance targets being achieved. Three to be reported on following the completion of the 2013 Resident Satisfaction Survey and two are on track for achievement.

## Environmental Sustainability Group

**Solid Waste Management**

<b>What we do (Level of Service)</b>	<b>How we measure success (Performance Measure)</b>	<b>Performance Target</b>	<b>Performance Achieved to 31 March 2013</b>	
Users find the recycling facilities safe to use.	Percentage of users rate the safety of Council's recycling facilities as satisfactory or better.	75%	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	(a)
Provision of effective waste service for the community.	Customer satisfaction survey rating on waste transfer stations.	60%	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	(b)
The solid waste management facilities feel safe to the user.	Percentage of users rate the District's waste transfer stations safe to use.	70%	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	(c)
Users find the landfill facility safe to use.	Percentage of users rate the safety of Council's landfill facility as satisfactory or better.	75%	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	(d)
The solid waste management facilities are open and accessible to users at advertised times.	Number of complaints per month due to facilities not being open at advertised times.	<1	<b>Achieved</b> No complaints received for the quarter.	(e)
Reduce quantity of recyclables like paper and plastics in bag collection that goes to landfill.	Percentage of reduction per annum leading to 10% reduction by 2016 and 15% by 2022. (both measured against the 2012 Waste Audit).	2%	<b>Achieved</b> As measured against the 2012 Waste Audit.	(f)
Reduce the quantity of organic waste like food scraps etc in bag collection that goes to landfill.	Percentage of reduction per annum achieved through continual education leading to 10% reduction by 2022 (measured against the 2012 Waste Audit).	1.5%	<b>Achieved</b> As measured against the 2012 Waste Audit.	(g)

## Solid Waste Management

What we do (Level of Service)	How we measure success (Performance Measure)	Performance Target	Performance Achieved to 31 March 2013	
Provision of an effective solid waste service for the community.	Number of complaints received per month regarding solid waste activities.	≤ 10	<b>Achieved</b> One complaint received for the quarter ended 31 March 2013.	(h)

### Summary of Service Performance

The overall performance for the Solid Waste Management for the quarter ended 31 March 2013 was average. Four out of the eight Performance Targets were achieved and four were not measurable at this time, (these results will be available following the 2013 Resident Satisfaction Survey).

## Stormwater Drainage

What we do (Level of Service)	How we measure success (Performance Measure)	Performance Target	Performance Achieved to 31 March 2013	
Threats to public health and property will be limited.	Percentage of urgent requests dealt with within one working day.	90%	<b>Not Achieved</b> 60%	<b>(a)</b>
Service requests and complaints are processed as they come in.	Completion time (working days following receipt) for customer follow up on outstanding requests/complaints.	< 5 days	<b>Achieved</b> Nine service request complaints were received for the quarter, all of which were completed within five working days following receipt of first notification.	<b>(b)</b>
Stormwater quality will be managed effectively.	Percentage of stormwater pollution incidents are corrected within time frames agreed with Waikato Regional Council.	100%	<b>Achieved</b> Nil to date 100%	<b>(c)</b>
	Response time for investigation of all reported pollution incidents associated with stormwater discharge following notification.	<12 hours	<b>Achieved</b> One complaint for the quarter, two complaints year to date. Both were responded to within the required twelve hour timeframe following first notification.	<b>(d)</b>
	Number of stormwater abatement notices issued.	Nil	<b>Achieved</b> Nil to date 100%	<b>(e)</b>

### Summary of Service Performance

The overall performance for Stormwater Drainage for the quarter ended 31 March 2013 was very good, with four out of the five performance targets being achieved.

<b>(a)</b>	<p>The performance target for the percentage of urgent requests dealt with within one working day was not achieved for the quarter ended 31 March 2013. A total of five service request complaints were received of which 40% (or two) were completed within one working day and 60% (or three) were not completed within one working day.</p> <p>Regular weekly meetings with the contractor enables WDC to address such issues, and put action plans with time frames in place to monitor the contractors activity then review and address at the following weeks upcoming meeting.</p>
------------	---

<b>Resource Management</b>				
<b>What we do (Level of Service)</b>	<b>How we measure success (Performance Measure)</b>	<b>Performance Target</b>	<b>Performance Achieved to 31 March 2013</b>	
Council will ensure that resource consents are processed in a timely and customer friendly manner so as to facilitate district wide development.	Percentage of notified consents processed within 80 working days of receipt.	90%	<b>Not measurable at this time.</b> No notified resource consents have been processed to date.	(a)
	Percentage of non-notified consents processed within 20 working days.	90%	<b>Achieved</b> 100% of non notified resource consents processed within 20 working days.	(b)
All premises where resource consent have been issued will be monitored at least biennially to ensure compliance.	Percentage of consented premises visited each year.	50%	<b>Achieved</b> 53% of premises visited.	(c)

### **Summary of Service Performance**

The overall performance for Resource Management for the quarter ended 31 March 2013 was very good with two of the three performance targets being achieved, and one being not measurable at this time.

## Sewerage and Treatment and Disposal of Sewage

What we do (Level of Service)	How we measure success (Performance Measure)	Performance Target	Performance Achieved to 31 March 2013	
Sewage treatment is managed without adversely affecting the quality of the receiving environment.	Number of complaints regarding receiving water quality as a result of effluent discharge as measured in Request for Service (RFS) system.	$\leq 2$	<b>Achieved</b> Nil to date 100%	(a)
Sewage is managed without risk to public health.	Number of sewage overflows into habitable buildings due to faults in the wastewater system (measured by RFS system).	$\leq 1$	<b>Achieved</b> One service request complaint was received in November for quarter ended December 2012 and was dealt to within an hour of first notification. No complaints were received during the quarter ended 31 March 2013.	(b)
A reliable removal and treatment service is provided.	Number of sewage overflow events per year at any one wastewater scheme.	$\leq 2$	<b>Not Achieved</b>	(c)
Resource Consent for TKWWTP is renewed and complied with	Percentage compliance with renewed TKWWTP Resource Consent	N/A	<b>Not measurable at this time.</b>	(d)

### Summary of Service Performance

The overall performance for Sewerage and Treatment and Disposal of Sewage for the quarter ended 31 March 2013 was average. Two out of the four performance targets were achieved and two were not achieved.

<b>(c)</b>	<p>The performance target for the number of sewage overflow events per year at any one wastewater scheme being two or less was not achieved. There were a total of eight overflow events caused by blockages for the quarter ended 31 March 2013. Seven complaints were for Te Kuiti and one was for Piopio. These incidents have more commonly occurred where there is a high level of ground and storm water infiltration into the piped reticulation network during high rainfall events or when the underground pipe work is damaged or the pipe joins have lost integrity. Year to date there has been a total of sixteen service request complaints, fifteen of which are for the Te Kuiti Wastewater Scheme, and one for the Piopio scheme.</p> <p>Renewal / replacement of sewerage infrastructure (principally sewer pipes) involves replacement of these assets at the end of their effective lives. Capital works expenditure occurs early in the programme for Te Kuiti, mostly due to upgrades required to increase treatment plant performance to achieve discharge consent compliance. The only significant project underway is the upgrade of the Te Kuiti Treatment Plant with Ministry of Health SWSS subsidy funding. Council was successful in obtaining substantial government subsidies for this essential community project.</p>
<b>(d)</b>	WDC still operates under the old consent with the new consent coming into effect as from 1 July 2013.

## Economic Sustainability Group

**Water Supply**

<b>What we do (Level of Service)</b>	<b>How we measure success (Performance Measure)</b>	<b>Performance Target</b>	<b>Performance Achieved to 31 March 2013</b>	
Water supply is adequate for public health purposes.	Percentage compliance with NZ Drinking water Standards 2005 as measured in Water Information New Zealand database.	95%	<b>Not Achieved</b> 50%	<b>(a)</b>
	Public Health Risk Management plans adopted and implemented.	100%	<b>Achieved</b> – AMP Budget Manual 100%	<b>(b)</b>
	Confirmed illnesses attributable to consumption of Council water supply services.	Nil	<b>Achieved</b> One complaint received in February regarding suspected illnesses from Te Kuiti drinking water supply. However, results from samples taken were all clear, other cause suspected to cause illness. Therefore illness cannot be attributed to council water supply.	<b>(c)</b>
	Number of complaints per annum regarding water supply quality, at any supply scheme.	<10	<b>Not Achieved</b>	<b>(d)</b>
	Percentage of customers who are satisfied with the quality of their drinking water as measured by Resident Satisfaction Survey.	75%	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	<b>(e)</b>
Water resources are used efficiently and sustainably.	Percentage of the fire hydrants meeting bi-annual compliance test with the fire fighting standards.	75%	<b>Achieved</b> 80% Council regularly check hydrants and pass requests for repairs on to Veolia Water (where necessary) for all towns.	<b>(f)</b>
Water supply to customers is reliable.	Percentage of customers who are satisfied with the reliability of their water supply services as measured by Resident Satisfaction Survey.	75%	<b>Not measurable at this time.</b> Results for this performance target will be provided following the 2013 Resident Satisfaction Survey.	<b>(g)</b>

## Water Supply

What we do (Level of Service)	How we measure success (Performance Measure)	Performance Target	Performance Achieved to 31 March 2013	
Failures and service requests are responded to promptly.	Percentage of supply disruptions restored within 4 hours after first notification.	90%	<b>Not Achieved</b>	<b>(h)</b>

### Summary of Service Performance

The overall performance for Water Supply for the quarter ended 31 March 2013 was fair. Three out of the eight performance targets were achieved, three were not achieved and two were not measurable at this time. These results will be available following the 2013 Resident Satisfaction Survey.

<b>(a)</b>	<p>The target of 95% for the percentage of compliance with NZ Drinking Water Standards 2008 as measured in Water Information New Zealand database was not achieved for the quarter ended 31 March 2013 with a result of 50%. Te Kuiti and Mokau plants failed on Nephelometric Turbidity Unit (NTU), Piopio however was compliant. On the upside, all plants were compliant with reticulation in January. Full results from the contractor for full quarter have not been reported back to WDC as at 31 March so these results do not give an accurate reflection of results on this performance target.</p> <p>The planned upgrades for Mokau and Te Kuiti water treatment plants may not eventuate in the coming financial year. In Mokau there are issues including consultation with local iwi and funding. In Te Kuiti the issues include time and funding.</p>
<b>(d)</b>	<p>The performance target for the number of complaints per annum regarding water supply quality at any supply scheme was not achieved during the quarter ended 31 March 2013. The results for this quarter are - 39 Te Kuiti Scheme, 2 Mokau Scheme, 17 Piopio Scheme, Nil Benneydale Scheme. The main reasons for these complaints were for water colour, taste, smell, pressure and supply. Piopio had a significant increase in complaints due to a major water leak in January/February. Emergency contract work for Piopio is near completion which has remedied this problem. Looking at year to date results - 79 Te Kuiti, 11 Mokau, 23 Piopio and Nil again for Benneydale.</p> <p>Regular weekly operations meetings with the contractor will address any issues.</p>
<b>(h)</b>	<p>The target of 90% for the percentage of supply disruptions restored within 4 hours after first notification was not achieved for the quarter ended 31 March 2013. A total of seventy service request complaints were received for the quarter, of which 47% (or thirty three) were achieved, and 53% (or thirty seven) were not achieved within the timeframe required. A majority of these requests were for the Te Kuiti and Piopio water supplies with the main reasons being water leaks (major water leak Piopio), smell, colour and taste.</p> <p>A number of the service requests not completed within the four hour timeframe required further investigation or work in order to resolve the issue. The time taken to restore the supply is also impacted on by volume of workload and resources available at the time.</p>

<b>Roads and Footpaths</b>				
<b>What we do (Level of Service)</b>	<b>How we measure success (Performance Measure)</b>	<b>Performance Target</b>	<b>Performance Achieved to 31 March 2013</b>	
The rideability of the roading network is maintained in good condition and is 'fit for purpose'.	The number of service complaints from ratepayers in any one month regarding the condition of the roading surface.	<4 / month	<b>Not Achieved</b>	<b>(a)</b>
	Sealed road lane kilometres exceeding a NAASRA* roughness count rating of 150. Measured on a bi-annual basis.	<8%	<b>Achieved</b> NAASRA measured on a biennial basis – current result 3.	<b>(b)</b>
The network's traffic marking and signage facilities are up to date, in good condition and 'fit for purpose'.	Number of service complaints per month regarding missing, damaged or inaccurate road signage.	<3 / month	<b>Achieved</b> Five service requests complaints received for the quarter. Each month January, February and March were all achieved.	<b>(c)</b>
The roading network is open and accessible to users.	The number of road closures per month due to weather events (defined as bank slippages or blockages or flood events) lasting more than 24 hours.	≤1** / month	<b>Achieved</b> No service request complaints received for the quarter	<b>(d)</b>
	The number of complaints per month regarding damaged footpaths.	<3	<b>Not Achieved</b>	<b>(e)</b>
	Time of response to reported defects and faults.	Within 24 hours	<b>Not measurable at this time.</b> No service request complaints received for the quarter.	<b>(f)</b>

\* NAASRA is a generally acceptable measure of road roughness. A NAASRA count of less than 150 indicate an acceptable level of ride comfort.

\*\* The target has been slightly revised as sometimes severe weather events can happen causing excess damage and the resolution can be delayed. Resourcing to meet these rare events is considered financially impractical and hence the slight revision in target.

**Summary of Service Performance**

The overall performance for Roads and Footpaths for the quarter ended 31 March 2013 was fair. Five out of the seven performance targets were achieved, two were not achieved.

<b>(a)</b>	<p>The target of four or less per month for number of service complaints in any one month regarding the condition of the roading surface was not achieved. For all months in the quarter, January, February and March this target was not achieved with a total of twenty eight service request complaints being received.</p> <p>Due to drought conditions WDC have not been able to maintain the unsealed road surfaces, the majority of complaints received were for corrugations on unsealed roads.</p>
<b>(e)</b>	<p>The target for the number of complaints per month regarding damaged footpaths was not achieved for the quarter ended 31 March 2013. A total of seven service request complaints were received with February exceeding the minimum of three or less complaints with a result of five. On the upside, January and March were both achieved. Reasons vary from overgrown vegetation obstructing the footpath, un-swept footpaths, leaks that have washed away sand from under pavers and general footpath maintenance and repairs.</p> <p>Due to budget overspend, WDC are focusing on temporary solutions for damage sites.</p>