

**Document No:** 331889**File No:** 400/180A**Report To: Council****Meeting Date:** 1 May 2014**Subject: Deputation – Hamilton and Waikato  
Tourism Limited: Six Monthly Report to  
December 2013**

### Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Kiri Goulter, Chief Executive of Hamilton and Waikato Tourism (HWT) will be in attendance at 9:30am to present the HWT Six Monthly Report.
- 1.2 Attached to and forming part of this business paper is a copy of the HWT Report to Councils – July to December 2013.

### Suggested Resolutions

- 1 The Deputation from Hamilton and Waikato Tourism Limited be received.

A handwritten signature in blue ink that reads "H. Beever".

HELEN BEEVER

**GROUP MANAGER – CUSTOMER SERVICES**

14 April 2014

Attachment: 1 Hamilton and Waikato Tourism Report to Councils – July to December 2013

**Hamilton & Waikato Tourism**  
**Report to Councils – July to December 2013**  
February 2014

## **Executive Summary**

Figures released in September 2013 show \$1.07b in visitor expenditure in the Hamilton & Waikato region with the region performing above the national average for International visitor expenditure.

Commercial accommodation guest nights for the year-end December were up 4%, international guest nights up 16.1% and domestic nights up 0.8%. Interest in the region as a conference destination has continued to grow with many enquiries now resulting in business being secured. The region sits 3<sup>rd</sup> behind Auckland and Wellington with 11% market share of delegate days.

To date, tourism businesses have invested \$268k in partnership activity with HWT and is on track to reach the target \$320k industry investment for the year.

Due to the strong partnerships between local government and the tourism sector, HWT has been able to build on the achievements of the last two years, and continues to make excellent progress in promoting the region to trade, leisure and conference markets. Hamilton & Waikato is now in a much stronger position to capitalise on the forecast international visitor growth, new market expansions and recovering domestic economy.

The first three months of HWT's activity involved participation in TNZ's Australian campaign in partnership with seven regions and tourism operators of the upper North Island. This was the third year of involvement which saw pleasing results and improvements from previous years' campaigns.

HWT hosted a number of international media and trade as interest in the region continues to grow through the strength of our international icons, Hobbiton, Raglan and Waitomo. The central North Island collective of regions, Explore Central North Island (ECNI), participated in two international trade events in India and China with a new campaign launched "Love North" specifically targeting Chinese visitors. The ECNI collective has also commenced the development of a marketing plan specifically for cycling experiences with the aim of positioning the CNI region as one of New Zealand's key cycling destinations.

Domestic marketing activity included a Winter Short Escapes campaign, two Explore Your Own Backyard campaigns and an online campaign targeting Chinese New Zealander's living in Auckland. HWT also partnered with Destination Waitomo in September in the Auckland, BoP and Waikato markets promoting the range of activities on offer both above and below ground.

HWT Convention Bureau enters its third year of partnership activity. The Bureau hosted numerous clients and a very successful "mega famil" for key conference organisers in November. During the period, a number of leads have been converted to business with steady enquiries through to 2016/17.

The Hamilton & Waikato Region piloted a "Charter of Engagement" project with the region's twelve i-SITEs and two visitor information centres as part of a national initiative led by i-SITE New Zealand. The project has identified areas for greater collaboration across the group.

After five fairly challenging years, New Zealand's tourism industry has turned a corner with arrivals from most international visitor markets experiencing growth over the past six months and an uplift in business confidence across the industry.

## 1.0 Key Performance Indicators July – Dec 2013

### Guest Nights (Commercial Accommodation Monitor, Stats NZ)

Target: Growth in market share 3.50% to 3.60%

Result: 3.5% YE Dec

### Convention Bureau (Convention Activity Survey, MBIE)

Target: Growth in market share of delegate days from 12% (Convention Activity Survey)

Result: 11% (YE Sept)

### Expenditure

Target: To at least maintain share of domestic expenditure

Result: achieved (see graphs pg 4)

Target: To at least maintain share of international expenditure

Result: increase in share of international expenditure (see graphs pg 4)

### Website Traffic (Google Analytics)

Target: 30% increase in visits to hamiltonwaikato.com

Result: 108% up on same period previous year (July – Dec 12)

### Industry Contribution

Target: \$320,000

Result: \$268,800 (to Dec)

## 2.0 Key Visitor Statistics (Statistics NZ)

<b>International Visitor Arrivals</b> (Year Ending December 2013 Stats NZ)			
International Arrivals to NZ: 2,717,695 +6%			
Australia	1,218,016		5%
China	228,928		16%
UK	191,632		1%
USA	201,424		13%
Japan	74,560		3%

There were 2.717 million visitor arrivals to New Zealand in the December 2013 year, the highest total ever. This was up 6 per cent from the December 2012 year (2.6m) with a 9.8% increase in holiday arrivals. Throughout the year traditional US, Germany, Canada markets and NZ's biggest market Australia, have performed strongly, driving holiday growth which is very positive. The UK has stabilized after five years of decline.

Total arrivals from China are up 16% however monthly arrivals have slowed since the introduction of the new China law in October which restricts low value tours. Arrivals across the South East Asia region were strong with India up 3.8%, Singapore 16.1% and Thailand 22.2%. Although international visitor numbers are strong, spending per visit is down 3% compared with the year before. With a strong New Zealand dollar, visitors are still coming but spending a bit less on activities.

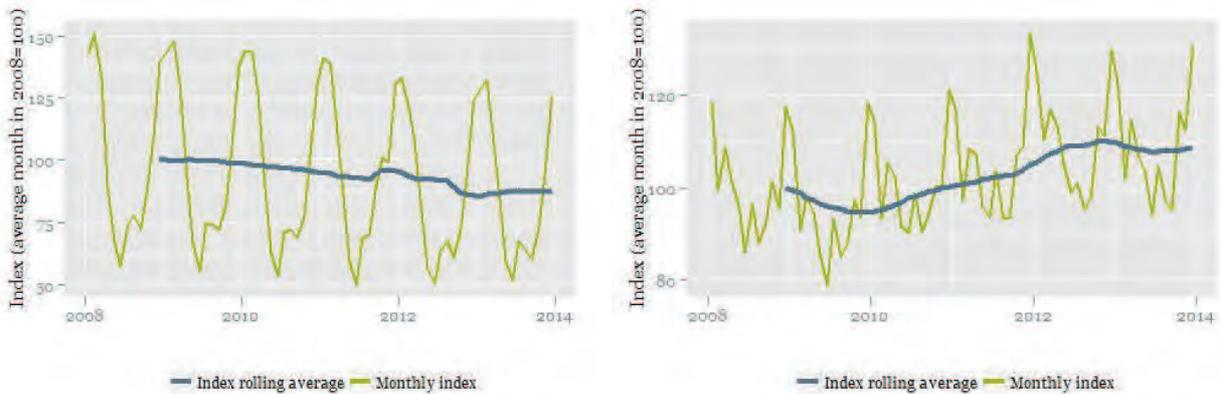
### 2.2 Regional Tourism Indicators (Ministry of Business Innovation and Employment)

The Regional Tourism Indicators (RTI) are based on electronic card transactions and provide regular updates on both international and domestic tourism expenditure at a national and

regional level. They are provided on a monthly basis and enable the sector to identify change over time.

The indicators are based on an index which represents changes in spend compared to the average month in 2008 (monthly index) – being equal to 100. This means that a value of 110 for an index means that there is a 10% increase in spend above 2008 for that month.

**National Data - International Visitor Expenditure Domestic Expenditure**



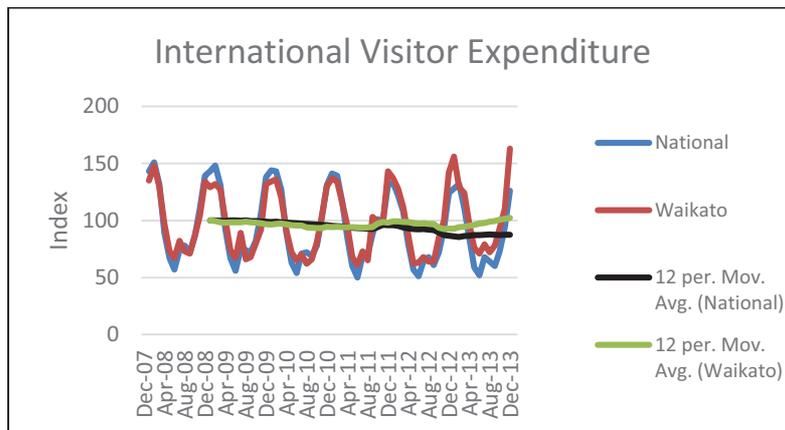
The average international index for the 12 months to December 2013 sits at 88, representing a 12 per cent decline in spending since 2008. Performance in December 2013 (an index of 126) was higher than that for December 2012 (an index of 124).

Compared with December 2012, international visitor spend for December 2013 was higher in the Dunedin, Rotorua and Waikato RTOs, and lower in the Auckland, Queenstown, Christchurch and Wellington RTOs. Gisborne and Coromandel RTOs had their strongest Decembers on record for the RTIs.

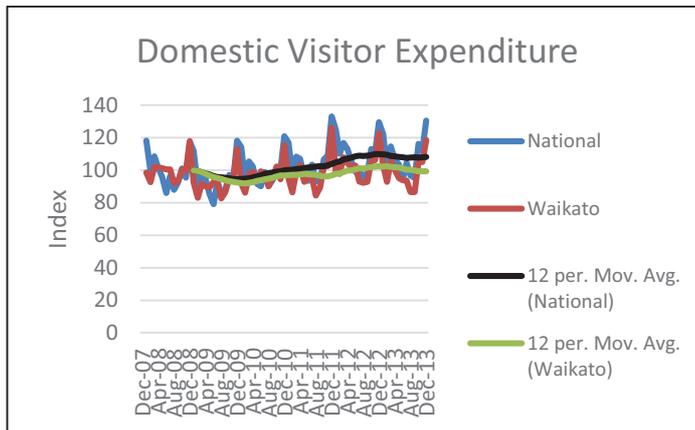
The average domestic index for the 12 months to December 2013 was 108, representing an 8 per cent increase since 2008. The December 2013 index (131) was higher than that for December 2012 (130).

**2.3 Waikato Regional Indicators**

**International Expenditure January to December 2013**



The Hamilton & Waikato region has seen steady growth in international expenditure since July and is performing above the national average, peaking at 163 in December, the highest level since 2008.



The region is below the national average in domestic spend, however has also experienced modest growth since 2010. The Waikato's performance is attributed to large number of day visits and strong visiting friends and relatives (VFR) markets.

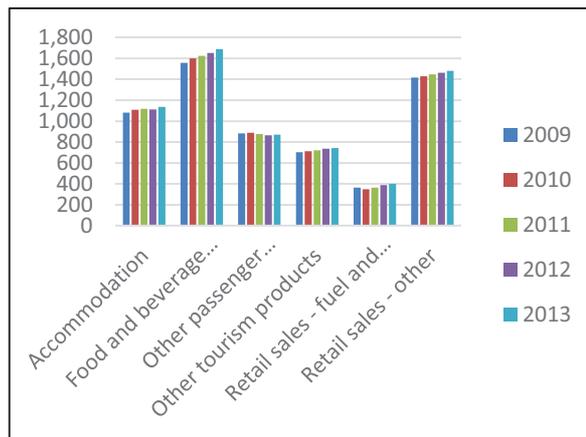
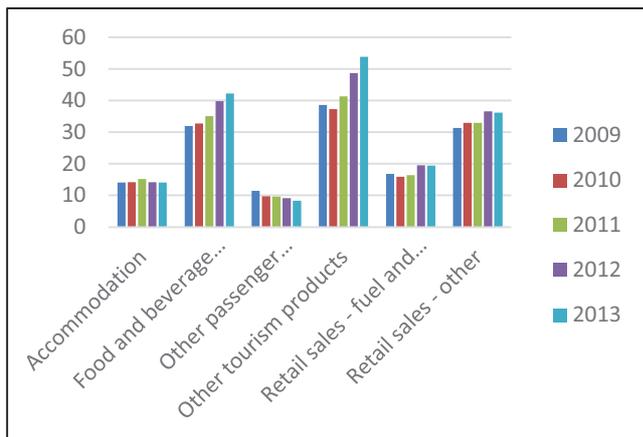
**Regional Tourism Estimates (RTEs)**

The RTEs provide absolute dollar estimates of tourism expenditure (domestic and international) at a detailed regional level (i.e. by regional council, territorial authority, visitors' country of origin and industry). The data is provided annually in October.

**International Expenditure (All markets) Dollars spent**

**Waikato**

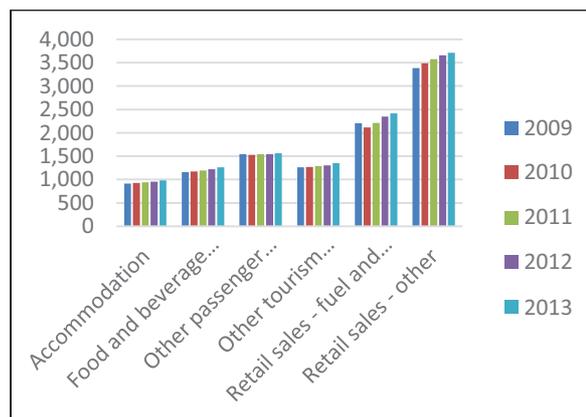
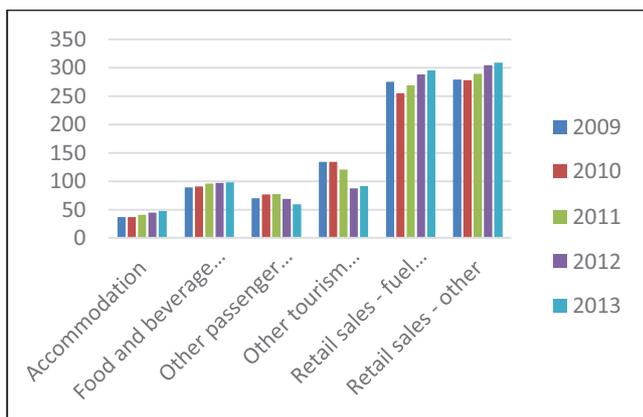
**New Zealand**



Since 2009 HWT has seen steady growth in international expenditure in food and beverage and retail sales with marked growth in tourism experiences (other products) especially in comparison to New Zealand where spend in tourism experiences has been relatively modest.

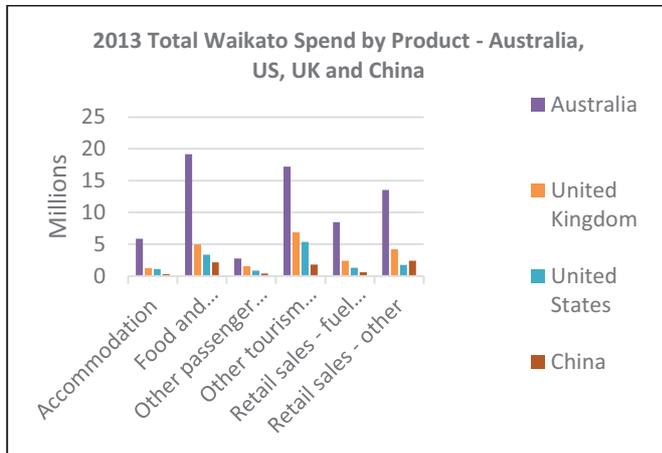
**Domestic Expenditure (Waikato)**

**New Zealand**



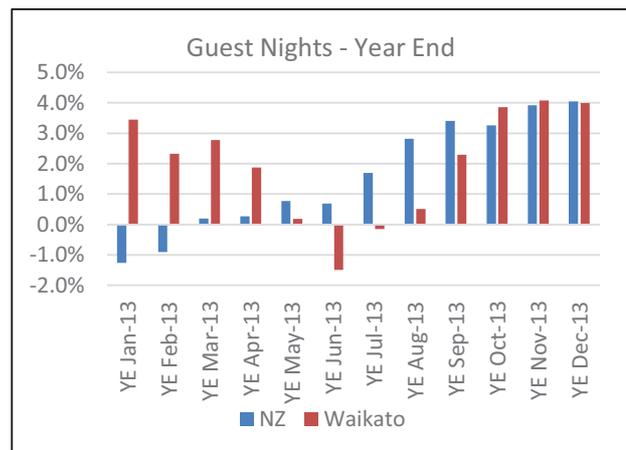
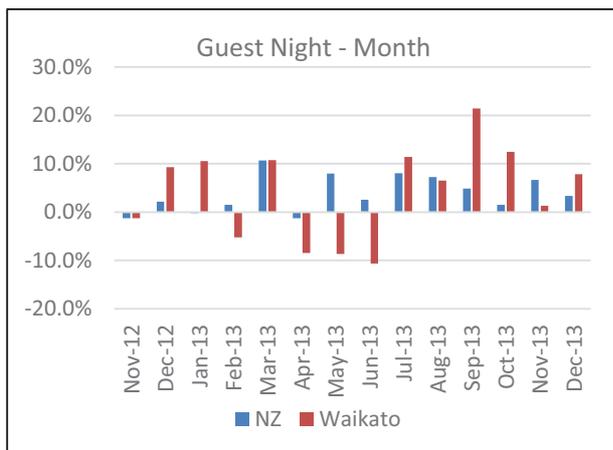
The graph demonstrates the significant spend in the H&W region by domestic visitors in retail, with modest growth in food and beverage and accommodation and a drop off in tourism experiences. This is a reflection of the regional indicators where H&W is below the national average due to the region's strong day visit market and visiting family and friends.

### International Expenditure by Category



The graph for the region's top four markets shows that Australian visitors are good spenders in hospitality, tourism experiences and retail purchases as well as our largest international market for overnight stays. It also shows that the UK and US markets engage in tourism experiences while in the region and that China has been dominated by group travel primarily spending in hospitality and retail.

## 2.4 Commercial Accommodation Monitor (Stats NZ) Hamilton & Waikato Region



### December 2013 (month)

- Total Guest nights up 7.9%
- International guest nights up 6.4%
- Domestic guest nights up 8.4%
- NZ total guest nights up 3.3%

### December Year End 2013

- Total Guest nights up 4%
- International guest nights up 16.1%
- Domestic guest nights up 0.8%
- NZ total guest nights YE Dec up 4%

## 3.0 International Marketing - Australia

Australia remains New Zealand's largest international market with arrivals for the year ending Dec 13 up 5% and holiday arrivals up 8.1%.

Australia is also a key market for the HW region as it is our largest international visitor segment, contributing \$67m of expenditure to the region and has a strong visiting friends and relatives (VFR) component.

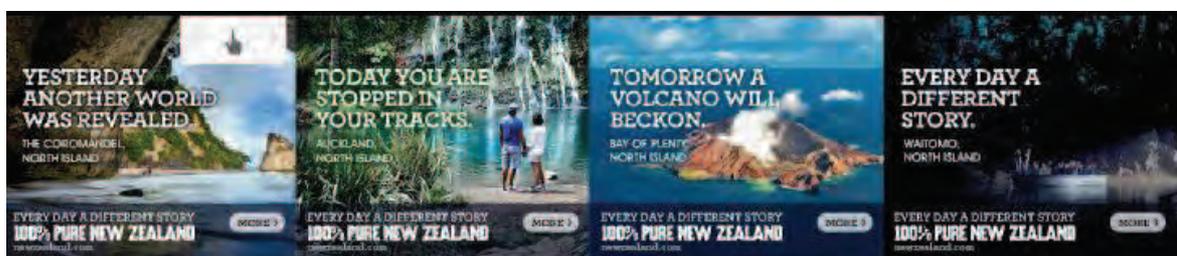
HWT's campaign activity in Australia is primarily undertaken as part of the Upper North Island group of regions in partnership with Tourism New Zealand (TNZ).

### 3.1 Australian Campaign – Tour the North Island

The Tour the NI campaign was launched on the eastern seaboard of Australia in mid-September. Consisting of television commercials, online and out-of-home advertising, a 16 page editorial newspaper lift-out and a radio promotion, the campaign ran for four weeks and included sales by Qantas and Flight Centre. Consumers were directed to a landing page on newzealand.com with regional information, travel packages and operator deals. HWT's regional partners for this campaign included THL, Hobbiton Movie Set, SkyCity Hamilton and Waitomo Adventures.

Working in conjunction with ATEED, HWT took a lead RTO role in the campaign planning and coordination. The HWT marketing manager went to Brisbane in early September with ATEED and TNZ to undertake training with Flight Centre reservation teams about the campaign, the regions and attractions involved and the packages they would be promoting/selling during the campaign period.

The total campaign investment by partners was AU\$2m of which the Hamilton & Waikato Region contributed \$75k.



Topline results from the campaign are as follows:

- 116,590 clicks from online ads
- 190,219 visits to nz.com (Aus vists) – up 58% on campaign results last year
- 62,156 visits to the north island page (campaign page) – up 350% on 4 weeks prior to campaign
- 8973 referrals – up 88% up 350% on 4 weeks prior to campaign
- \$100k cash investment + \$200k worth of assets from Qantas
- Total pax bookings during campaign period: 9,040
- 31.6% increase in FlightCentre room night bookings and 35.6% in pax numbers
- Increases in awareness and appeal across the board for the North Island as a preferred holiday destination
- Media value from placements for HW: \$570k (tv, online, out of home)
- 24% increase on main HW region page visits on nz.com
- 196% increase for main HW region page referrals on nz.com

Overall TNZ and the regional collective were happy with the campaign's performance which saw increases in results across the board in comparison to the previous year. The group have committed in principle to continuing the campaign in 2014 and building on the momentum that is being gained.

## 4.0 International Marketing – Long Haul

### 4.1 International Travel Trade

The international travel trade are an important focus of HWT's activity as they (retail travel agents, wholesalers, and inbound tour operators) are key influencers of consumers' travel decisions when travelling to New Zealand. This activity is carried out in partnership with Tourism New Zealand with 90% of trade famil visits being coordinated through TNZ. Travel trade work with tourism operators who are active in the international market and willing to pay up to 30% commission.

HWT hosted the following travel trade groups during the six month period:

• South China Product Managers	Aug	12 pax, South China region
• South China Product Managers	Aug	13 pax, South China region
• Osaka Mixed Agents	Sep	18 pax, Japan
• AOT Mega famil	Oct	34 pax, Aus, UK, Europe
• Japan CS Famil	Oct	13 pax, Japan
• JP Malaysia famil	Oct	7 pax, Malaysia
• TNZ Staff Induction Famil	Nov	5 pax, Indonesia
• TNZ Staff Induction Famil	Nov	12 pax, China, India, NZ

Note: pax = people

## 4.2 Explore Central North Island (ECNI)

Explore Central North Island is an international trade marketing collective of eight regions; Coromandel, Bay of Plenty, Eastland, Hawke's Bay, Ruapehu, Taupo, Rotorua and Hamilton & Waikato. The focus of the collective is to work collaboratively with TNZ in international markets based around the touring routes of the Pacific Coast Highway, Thermal Explorer and Volcanic Loop. The HWT CEO currently chairs the group. During the period of July – December the ECNI collective/representatives participated in two key TNZ led trade events in China and India.

- **'Love North' Campaign – China market**

The campaign aims to raise the profile of the North Island and grow market share of Chinese visitors. The campaign was presented in market in October as part of a large TNZ trade event, KiwiLink China. Destination Rotorua facilitated the campaign on behalf of the ECNI group, Auckland and Northland, which consists of a video, itineraries and trade training material.

## 4.3 Cycling Tourism Marketing Network – Central North Island

A new Cycling and Mountain Biking Tourism Marketing Network (CMBTMN) has been formed to promote cycling and mountain biking in the area to domestic and international visitors. Comprising the eight RTOs of the ECNI, the TMN has grown out of a desire by various parties including trail operators to coordinate efforts and resources to effectively market cycling in the Central North Island.

The key proposition for the CMBTMN lies in the exceptional quality and diversity of the trails and the fact that the central North Island has the highest concentration and variety of cycling and mountain biking options in New Zealand.

Workshops took place across the regions during October as part of the process to develop a three year marketing plan. The H&W workshop was attended by 20 representatives from various cycling-related parties from across the region including trail operators, councils and commercial companies. The draft plan will be presented to the group in February from which each region will determine its future involvement and support.

## 4.3 Visiting Media Programme – International (General)

HWT works closely with Tourism New Zealand (TNZ) as part of their international media programme. The following international media have been hosted by HWT over the past six months:

• Hong Kong East Week	July	150,000 copies sold weekly
• TNT NZ Magazine, Domestic	July	22,000 circulation
• National Post, Canada	Aug	152,487 circulation, 720,000 UVPM
• Yahoo! New Zealand	Aug	
• News Limited, Australia	Aug	Tour the North Island campaign
• 2DayFM famil, Australia	Sep	Tour the North Island campaign
• NZ Herald, domestic	Sep	625,000 circulation
• McClathcy Syndicate, USA	Sep	2.2 million weekly, 2.8m million

• Zip! Broadcast crew, Japan Japan, Nippon TV	Sep	Largest breakfast show audience in
• Icon Magazine, Malaysia	Oct	51,179 readership
• Irish News, Ireland	Oct	40,917 circulation
• Korean Broadcast Crew	Oct	9,700,000 programme viewers
• Nuvo, The Globe & Mail and The Dallas Morning News	Oct	612,155 print circulation, 5,551,432 UVPM
• Ben Hazell, The Telegraph online	Nov	98,000,000 UVPM
• Brazil Press Trip,	Nov	94,335 circulation
• CCTV, World Film Report	Nov	67,000,000 programme viewers
• Weekend Herald, NZ	Nov	625,000 circulation
• Downtown + 1, Thai broadcast	Nov	100,000 programme viewers
• KOMPAS daily newspaper, Indo	Nov	1,850,000 readership per day
• Miss Plus, Japan	Nov	75,000 circulation
• News Ltd Escape, Australia	Nov	4,000,000 readership
• Today Show, Australia	Dec	approx. 279,000 viewers p. show
• Moe Magazine, Japan	Dec	60,000 circulation
• Kompas, Indonesia	Dec	530,000 circ 1,850,000 readership
• Lonely Planet India	Dec	95,000 circ, 4,180,000 readership
• SFH recce, Japan broadcast	Dec	

#### **Chinese Business Delegations:**

Yunnan Province Delegation	Sep	9 pax, China
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## **5.0 Domestic Marketing**

### **5.1 Short Escapes Campaign**

The online Winter Short Escapes campaign titled 'Make a weekend of it' took place from 8<sup>th</sup> August – 15 Sept. Aimed at the drive markets of Auckland, BoP and Taranaki, the campaign focussed on leveraging the wide range of events happening over the months of August – September. HWT also worked with HCC on creating extra advertising and a competition around a key event weekend - 'Ruck and Row' which included the All Blacks v Argentina game and the Gallagher Great Race.

Topline results:

- 17,021 visits to the campaign pages
- 32 million total impressions
- 1,713 competition entries & e-newsletter sign ups

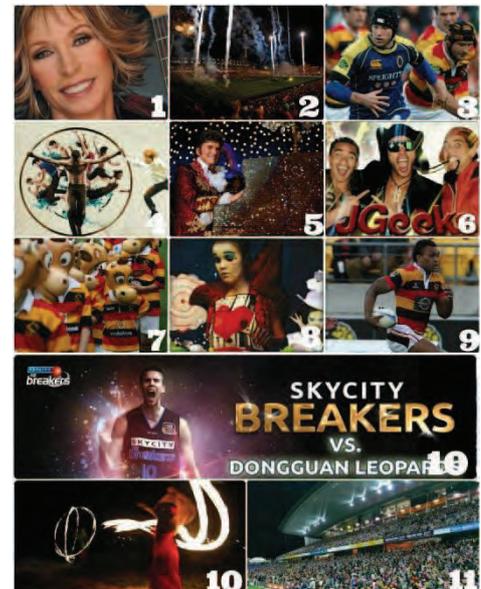
### **5.2 Explore Your Own Backyard Campaign (EYOB)**

The EYOB campaign was first launched in 2011 with the aim of improving local residents' awareness of the region and encourage them to get out and about and enjoy the many activities and attractions on offer. Local residents also host a large number of family and friends and are therefore great advocates for the region.

A small Explore Your Own Backyard was implemented during August and September. Similar to the Short Escapes campaign, the EYOB campaign promoted the various events during late August-Sept, but to a local audience, with the aim of instilling some local knowledge and pride.

The campaign was conducted through Facebook – through posts on the HW page, some paid Facebook advertising and an e-newsletter to our local database – and offered locals the chance to win tickets to a number of upcoming events. These events included Waikato rugby games, the fringe festival, the country music awards and the international film festival amongst others, thanks to the generous support of the event promoters.

## Examples of artwork



### 5.3 EYOB – Waikato Summer

A small social media campaign was launched in late Dec once again aimed at encouraging locals to get out and experience the Hamilton & Waikato region. This campaign involved a photo competition called 'Waikato Summer', and was implemented via Facebook. Through social media postings (facebook and twitter) and paid Facebook advertising, Waikato residents are being encouraged to submit snaps of their 'Waikato Summer' – whether that's a Raglan sunset, having a picnic at Lake Karapiro, or checking out one of the region's many cycle trails etc. These photos are then voted on by HWT facebook followers, with prizes for the images with the most votes.

In the spirit of the new i-SITE charter HWT provided each i-SITE within the region information on the campaign when it went live in Dec as well as a link to the Facebook competition page and a jpg promo tile for them to add to their websites so they can help promote the campaign to their local constituents if they would like to.

### 5.4 Chinese New Zealanders Campaign

Focussing on the Chinese community in Auckland, the first of the two specific campaigns was implemented in mid-November to promote family travel in to the region over the pre-Xmas and summer period.

In partnership with 11 operator partners, the campaign is being promoted though online portal SkyKiwi, Chinese print media and social media channel weibo. All channels lead through to a dedicated landing page with information on things to see and do along with operator partner profiles and itinerary suggestions.

At the same time, HWT launched a new mini-website for Chinese speaking visitors which covers key regional information as well as 'must-do' themes/highlights and suggested itineraries. The mini-site links back to the main site for more in-depth information on particular topics (in English).

### 5.5 Waitomo Campaign

Destination Waitomo (DW) and HWT partnered on a domestic 50/50 JV Waitomo campaign aimed at the Waikato, Bay of Plenty and Auckland markets. The campaign launched in late September and ran for 4 weeks through online advertising, Waikato Times lift-out and radio promotions. The campaign included a competition along with hot deals from DW members and the focus was to encourage people to visit Waitomo pre-Xmas.

Topline results include:

- 11,217 campaign landing page visits
- 2,638 competition entries
- 3,377 DW site visits
- 3,548 referrals (including DW site and operator deal)

- Online advertising impressions 21,654,377
- Online advertising average CPC \$1.02
- 371 new FB page likes
- 130 comp entries for Waikato Edge promo + 5 family and double pass prizes given away on MORE FM
- 34,900 lift-outs in Waikato Times (readership of 96,000)



**5.6 Visitor Guide**

The Official Hamilton & Waikato Regional Visitor Guide 2014 was printed with 100,000 copies for distribution. The regional guide goes into all i-SITEs throughout New Zealand and key locations in the upper and central north Island through the Jason’s distribution network.

**5.7 Domestic Media Visits**

Throughout the year, HWT pitches various story angles to New Zealand media with the aim of getting coverage of the region in their respective publications. During the six months, HWT has hosted the following media in the region:

- |                          |                 |       |
|--------------------------|-----------------|-------|
| • Dani Wright, NZ Herald | MPDC            | July  |
| • TNT Magazine           | Waitomo & Waipa | July, |
| • Yahoo!                 | Raglan          | Aug   |
| • Dani Wright, NZ Herald | Hamilton City   | Sep   |
| • Dani Wright, NZ Herald | Raglan          | Sep   |
| • Dani Wright, NZ Herald | Piopio          | Nov   |

**6.0 Digital Marketing – Hamiltonwaikato.com**

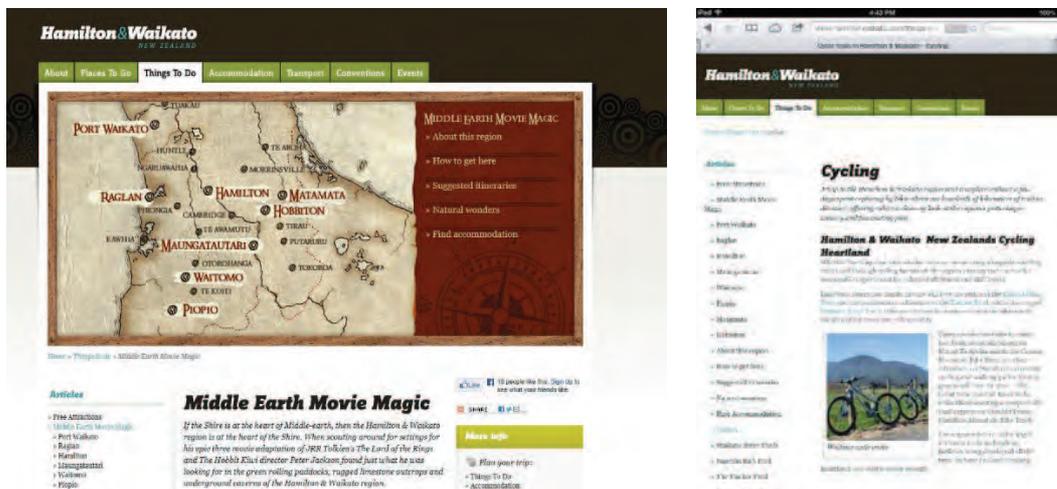
Hamiltonwaikato.com is the main platform for the RTO’s marketing and promotional activities. All activity is driven back to the website where the user can then access a wealth of regional information including places to go, things to do, places to stay, events, conference information and any operator deals.

**Website Enhancements**

An ongoing requirement is to ensure the regional portal is up to date, performing strongly and embracing new technologies and opportunities. Over the past year the focus has been on making the website “responsive” so that it can be viewed effectively on mobile devices (phones and tablets). This has required significant work to the “back end”.

A new Hobbit related feature has also been added which includes an interactive map that allows users to click on ‘Middle-earth’ related locations within our region and read the relevant content associated with that place.

During August and September we also undertook a content generation project and have slowly started to add these content enhancements to the website. As our content increases this will allow us to further leverage our Search Engine efforts and gain more traffic to the website. Work also continues in six social media platforms; Facebook, Twitter, Foursquare, Flickr, Weibo and You-Tube



## 7.0 Convention Bureau

Business Events is a key focus of HWT's activities. Given the range of quality conference venues across the region, selection of accommodation and supporting tourism experiences the region is well placed to grow this segment of the market. Delegates often come to our region for the first time as a result of a conference, the region exceeds expectations and they regularly go away as good advocates with the intention to come back. At the end of June 2013 H&W had 11% market share of total delegates in NZ, third behind Auckland and Wellington. The 2013-14 year has started well for the Convention Bureau with 50 partners providing \$93k income for marketing activities for the year.

### 7.1 Hosting

The Bureau has been busy hosting a number of clients in the region over the last six months onsite with inspections and familiarisations. Enquiries have been steady for the Bureau with particularly good interest in July, August, September and November.

### 7.2 Convention Planner 2013 & Advertising

In November the 2014 Convention Planner was produced with 1,000 copies printed and distributed to key association, government and corporate business event planners.



### 7.3 Sales Blitz

In July the Bureau initiated a two day joint venture sales trip to Auckland with Platinum, Gold and Silver partners, Claudelands, Novotel, Skycity, Hobbiton and Discover Waitomo attended. The focus was on new business opportunities. Meetings took place with 18 companies (mainly Corporates and Professional Conference Organisers) who were given a full regional update plus specific product updates from operators present.

### 7.4 National Mega Famil

In November, HWT hosted 22 buyers from Wellington, Auckland and Christchurch over 2.5 days for our annual mega famil. HWT attracted a great line up of buyers with excellent feedback from attendees. We now have a number of attendees with large/high revenue business discussing options in the region which is estimated to equate (in total) 8000+ delegate days, and over \$2m of potential business.

HWT recently hosted TNZ's International Business Events (off-shore team - US, China, India, Singapore and their NZ based manager) in the region.

### 7.5 Enquiry Tracking

Date period	No. of leads	Total no. delegates	No. leads won	Value of won (est)	No. leads pending	Value of pending (est)	No. basic assistant	No. referrals
Jul-Dec 2011	34	6664	15	\$467,220	0	\$0.00	11	0
Jan-Jun 2012	43	7240	22	\$741,500	2	\$305,000	12	0
Jul-Dec 2012	30	6285	16	\$972,000	1	\$800,000	6	1
Jan-Jun 2013	52	8151	16	\$1,307,000	7	\$855,000	10	22
Jul-Dec 2013	48	10125	12	\$906,100	16	\$4,247,000	6	18
<b>TOTAL</b>	<b>207</b>	<b>38465</b>	<b>81</b>	<b>\$4,393,820</b>	<b>26</b>	<b>\$6,207,000</b>	<b>45</b>	<b>41</b>

Notes:

- Value only includes estimate for portion of each lead we handle and does not show the full economic benefit of each enquiry and/or to the region.
- Does not include those that we have been unable to track the results for wins.
- Does not include some enquiries that are in the initial stages of planning.

## 8.0 Product & Industry Development

### 8.1 Industry Support

Support has been provided to a range of tourism operators to discuss product development and marketing opportunities.

In addition, the following key activities have been undertaken:

- HWT ½ day symposium was held on 12<sup>th</sup> November was held at the Kingsgate Hotel with over 130 people in attendance. The event included a plenary session as well as two

workshop sessions involving three topic options so people could attend two of the three workshops depending on their preferences

- Tourism after five functions for industry, North Waikato and South Waikato, providing update on HWT activities, market conditions and general networking
- On-going assistance to Te Awa the Great NZ River Ride – development of signage / interpretation component

## 8.2 Cluster Groups

Over the past six months HWT has been working closely with the following tourism clusters:

- **Destination Waitomo**

The JV campaign with Destination Waitomo (DW) was completed in October. Aimed to encourage people to visit Waitomo pre-Xmas the campaign targeted Waikato, Auckland and Bay of Plenty residents. The campaign consisted of a competition along with hot deals from DW members and included online advertising, a Waikato Times lift-out and radio promotions. See activity report for campaign results.

- **Franklin Tourism Group**

The Franklin Tourism Group is located in the north western corner of our region and also takes in a reasonable portion of the Auckland region. With the changes to the Auckland/Waikato local government boundaries, the group has re-energised themselves and are keen to improve the profile of the area and increase visitor numbers. ATEED provides annual funding each year to cluster groups within its boundaries for project based activity. The HWT CEO has been involved in a number of discussions and meetings and in November facilitated a workshop to assist the group to identify and clarify their role, proposition and actions they could undertake.

- HWT hosted a tourism after 5 event in North Waikato (Tuakau) in August with around 40 people in attendance. The CEO presented about HWT - who we are and what we do and how operators can get involved, and the team visited several operators on farm as part of the event.

- **Waipa**

Earlier in the year the Waipa District Council completed an economic development strategy of which tourism is a key strand. The CEO chairs the group which meets quarterly and is made up of the Avantidrome, Te Awa Cycleway, Mystery Creek, Maungatautari, Rowing NZ, Waipa Museums and chairs of the two i-SITES.

The purpose of the group is to provide an information sharing forum with the view to develop stronger linkages and identify leverage opportunities and support for the sector across council policies and activities.

## 8.3 NZ.com Operator Workshops

In September HWT ran two free, hands-on operator workshops in conjunction with members of the Tourism New Zealand online team. The workshops were focused on assisting tourism operators in generating and leveraging their listing on [www.newzealand.com](http://www.newzealand.com). A 'beginner' workshop assisted operators that were not currently listed on newzealand.com to become listed and understand the basics around their profiles. An 'enhancer' level workshop was aimed at those operators who wanted to learn more advanced features such as creating articles, deals and events on the newzealand.com

Feedback from operators has been very positive with many commenting on the amount of value they received from the interactive style of the event. As such HWT will probably look to run another workshop in 2014.

## 9.0. Stakeholder Partnerships

### 9.1 i-SITE

- Conference

The 2013 national i-SITE conference took place in Hamilton in September. HWT addressed the audience twice over the course of the event – the first time two members of HWT staff presented a session to the new i-SITE staff members and managers about what an RTO is and does, and the second time the Chairman spoke to the full contingent in the welcoming addresses. Having the conference in the region was an important opportunity to showcase the activities, attractions and accommodation available to over 120 key 'sellers' of tourism.

- Charter of Engagement

The first i-SITE monthly newsletter was distributed to the Waikato cluster in early December, with the aim of keeping the cluster informed of the latest industry information and stats as well as upcoming HWT activities and marketing promotions.

Meetings were also held with the Cambridge, Te Awamutu, Matamata and Hamilton i-SITEs during December and Hamilton i-SITE and HWT worked together on the visitor information stand for the National Youth Games.

### 9.2 Hamilton Central Business Association

- HWT partnered with Hamilton Central Business Association on a category for their 2013 Business Awards – Visitor Experience Excellence – to help raise the profile of tourism within the hospitality and retail sector in the city and highlight the fact that they play an important role in visitor spend and satisfaction.

### 9.3 Major Events 2015

Planning work continues on the coming major events of FIFA and Cricket 2015, both at a local city level and also a Tourism NZ level. Activities around content generation, pre-tournament famils and '1 year to go' promotions are underway.

Kiri Goulter  
CEO  
20 February 2013

**WAITOMO DISTRICT COUNCIL**

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**MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL  
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON  
TUESDAY 25 MARCH 2014 AT 8.30AM**

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

**IN ATTENDANCE:** Media and Public

Chris Gardner (Waikato Times); Mike McGuire, General Manager and Dede Downs, Waitomo Coordinator (Sport Waikato); Stephen Parkes, Waikato-Bay of Plenty Regional Manager and Scott Pearson, Chief Financial Officer (The Lion Foundation); Steve and Stephanie Brough (Curious Keas) and Nicky Atkinson (representing the Piopio Community)

Staff

Chris Ryan, Chief Executive; Michelle Higgie, Executive Assistant; Kit Jeffries, Group Manager – Corporate Services (for part only); Helen Beever, Group Manager – Customer Services (for part only); Donna Macdonald, Community Development Coordinator (for part only); Christiaan van Rooyen, Group Manager - Assets (for part only); John De Luca, Group Manager – Community Services (for part only) and Vibhuti Chopra, Consultant Planner (for part only)

<b>1.</b>	<b>Council Prayer</b>	<b>File 037/001</b>
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<b>2.</b>	<b>Apologies</b>	<b>File 037/001</b>
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**Resolution**

The apology from Councillor Phil Brodie be received and leave of absence granted.

Te Kanawa/Goddard                      Carried

<b>3.</b>	<b>Motion to Exclude the Public for the consideration of:</b>	<b>File 037/045</b>
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

**Resolution**

- 1        The public be excluded from the following part of the proceedings of this meeting.

- 2 Council agree that the following staff, having relevant knowledge, remain  
Chris Ryan, Chief Executive
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

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

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.

Whitaker/Davey Carried

<b>4. Resolution to Re-open Meeting to the Public</b>	<b>File 037/043</b>
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**Resolution**

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

Whitaker/Smith Carried

<b>5. Deputation: Sport Waikato at 10.30am</b>	<b>File 037/042A</b>
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Council received a Deputation from Mike McGuire, General Manager and Dede Downs, Waitomo Coordinator, via PowerPoint Presentation presenting the Sport Waikato Six Monthly Report.

Stephen Parkes and Scott Pearson (The Lion Foundation) entered the meeting at 10.35am.

**Resolution**

The Deputation from Sport Waikato – Six Monthly Report be received.

Te Kanawa/Goddard Carried

Mike McGuire and Dede Downs left the meeting at 10.41am.  
The Manager – Regulatory Services entered the meeting at 10.41am.

<b>6. Deputation: The Lion Foundation at 10.45am</b>	<b>File 037/042A</b>
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Council received a Deputation from The Lion Foundation representatives - Stephen Parkes (Waikato-Bay of Plenty Regional Manager) and Scott Pearson (Chief Financial Officer) requesting Council review its Gaming Venue Policy in order to adopt a Relocation Policy which would allow The Lion Foundation to relocate the 18 gaming machines currently operating in the Te Kuiti Hotel to a new venue.

The Te Kuiti Hotel is a significant venue for The Lion Foundation in Te Kuiti and accounts for the majority of the \$180,000 per annum returned to the Te Kuiti community.

The Lion Foundation see 9 Machine Venues as the minimum for viability purposes.

Once machines are switched off at Te Kuiti Hotel, The Lion Foundation have a six monthly window to relocate the machines before they are required to be returned.

#### **Resolution**

The Deputation from The Lion Foundation be received.

Whitaker/Smith                      Carried

Stephen Parkes and Scott Pearson (The Lion Foundation), the left the meeting at 10.51am.

<b>7. Declarations of Member Conflicts of Interest</b>	<b>File ...</b>
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Councillor Whitaker declared a conflict of interest as a Director and Shareholder in Timber Trail Adventures Limited for the business paper to be tabled later in this meeting.

Councillor Davey declared a possible conflict of interest due to his involvement with Gaming Machines.

<b>8. Verbal Reports: Individual Councillor Roles and Responsibilities</b>	<b>File 037/040A</b>
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Individual Council Members provided verbal reports in respect to Councillor appointed Roles and Responsibilities.

The Group Manager – Community Services entered the meeting at 10.55am.  
Steve and Stephanie Brought entered the meeting at 10.55am.

Cr Te Kanawa

Tere Waitomo Community Trust

Cr Smith

Mayoral Forum Workshop  
Te Waitere Yatching Regata and Mud Run  
Tennis Courts

Deputy Mayor Whitaker

Maniapoto Picnic in the Park  
TKDI  
Brook Park

Nicky Atkinson entered the meeting at 11.02am.

Mayor Hanna

Waipa River Co-Governance Meeting  
Picnic in the Park  
Youth Council  
Timber Trail  
Rural/Provincial Sector Meeting  
LGNZ Special General Meeting  
Roading Forum  
Waikato Mayoral Forum Meeting  
Te Kuiti Stock Effluent Disposal Facility Opening  
LG Reorganisation Workshop  
Mokau Water Supply  
TKDI

**Resolution**

The Verbal Reports be received.

Whitaker/Smith                      Carried

<b>9. Deputation: Curious Keas at 11.00am</b>	<b>File ...</b>
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Council received a Deputation from Steve and Stephanie Brough (Curious Keas) and Nicky Atkinson (representing the Piopio Community) in respect to the possibility of Council offering for sale the property at 10 Kea Street, Piopio.

Stephanie Brough advised that they are wanting to carry out capital upgrade work on the building, however they are reluctant to do this work as they do not own the building.

Mayor Hanna and the Group Manager – Community Services explained the process required to be followed under the Public Works Act and the possible outcome of proceeding with that process.

Steve and Stephanie Brough and Nicky Atkinson left the meeting at 10.55am.

### **Resolution**

The Deputation from Steve and Stephanie Brough (Curious Keas) and Nicky Atkinson (representing the Piopio Community) be received.

Te Kanawa/Smith Carried

<b>10. Confirmation of Minutes – 6 March 2014</b>	<b>File 037/040A</b>
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### **Resolution**

The Minutes of the Waitomo District Council meeting held on 6 March 2014 be confirmed as a true and correct record subject to the following amendment:

Resolution – Item 14 – complete wording “be received.”

Goddard/Te Kanawa Carried

<b>11. Local Government New Zealand Remit Process</b>	<b>File 064/001D</b>
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Council considered a business paper advising of the process for submitting remits for consideration at the 2014 Local Government New Zealand (LGNZ) Annual General Meeting (AGM).

### **Resolution**

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

Goddard/Whitaker Carried

<b>12. Local Authority Shared Services – Draft Statement of Intent for 2014/15</b>	<b>File 064/013A</b>
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Council considered a business paper presenting the Local Authority Shared Services Draft Statement of Intent for 2014/15.

The Group Manager – Corporate Services and Consultant Planner entered the meeting at 11.25am.

The Mayor, Chief Executive and 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 2014/15 be received.
- 2 Council support the Local Authority Shared Services – Draft Statement of Intent for 2014/15 as circulated.

Goddard/Davey      Carried

<b>13.</b>	<b>Local Authority Shared Services – Half-Yearly Report to 31 December 2013</b>	<b>File 064/013A</b>
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Council considered a business paper presenting for information the half-yearly report to 31 December 2013 for the Local Authority Shared Services Limited (LASS).

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

**Resolution**

The Local Authority Shared Services Accounts for the half-year ended 31 December 2013 be received for information.

Whitaker/Davey      Carried

<b>14.</b>	<b>Strategic Plan – Procurement Alignment Between Waitomo District Council and Inframax Construction Limited</b>	<b>File 037/012E</b>
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Council considered a business paper providing a progress report to Council on the establishment of a Strategic Plan intended to formally document the authority/agreement for procurement alignment over WDC functions with its subsidiary, Inframax Construction Ltd (ICL).

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

**Resolution**

The business paper ‘Strategic Plan – Procurement Alignment between Waitomo District Council and Inframax Construction Limited’ be received.

Te Kanawa/Goddard      Carried

<b>15. Financial Report for period ending 28 February 2014</b>	<b>File 100/018A</b>
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Council considered a business paper presenting the Financial Report for the period ended 28 February 2014.

The Group Manager – Corporate Services 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 2014 be received.

Smith/Te Kanawa Carried

<b>16. Adoption of the Draft Exceptions Annual Plan 2014/15 for Public Consultation</b>	<b>File 037/013/2015AP</b>
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Council considered a business paper presenting the Draft 2014/15 Exceptions Annual Plan (dEAP) and Summary of Information (SoI) for adoption for consultation purposes.

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

The Mayor reiterated the importance of elected members arranging consultation meetings.

**Resolution**

- 1 The business paper on Adoption of the Draft 2014/15 Exceptions Annual Plan and Summary of Information for consultation purposes be received.
- 2 Council adopt the Draft 2014/15 Exceptions Annual Plan and Summary of Information for Consultation Purposes.
3. Public consultation on the Draft 2014/15 Exceptions Annual Plan be in the form of:
  - attendance at ratepayers’ meetings;
  - delivery of the Summary of Information (SoI) to all households;
  - giving public notice of where copies of the Draft 2014/15 Exceptions Annual Plan and SoI are located; and
  - Council’s website and Facebook.

Davey/Goddard Carried

The Group Manager – Assets entered the meeting at 11.45am.

<b>17.</b>	<b>Progress Report: Monitoring against the 2012-2022 LTP – Land Transport</b>	<b>File 037/020/12A</b>
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Council considered a business paper providing a brief on implementation of the Work Plan for the Land Transport activity as contained in year two (2013/2014) of the 2012-2022 Long Term Plan.

The Group Manager - Assets 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.

Goddard/Te Kanawa                      Carried

<b>18.</b>	<b>Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – March 2014</b>	<b>File 037/005B</b>
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Council considered a business paper providing a brief on progress for Operational and Maintenance performance by Council's contracted Services Provider for Water Services (Veolia Water).

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

**Resolution**

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

Smith/Whitaker                      Carried

The Group Manager – Customer Services and Manager – Regulatory Services entered the meeting at 11.57am.

<b>19.</b>	<b>Submission to Funding Assistance Rates (FAR) Review Options Discussion Document</b>	<b>File 520/001A</b>
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Council considered a business paper presenting for Council's consideration and approval a draft Submission to the New Zealand Transport Agency's Funding Assistance Rates Review Options Discussion Document.

The Group Manager – Assets, Mayor and Consultant Planner expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1 The business paper on Submission to Funding Assistance Rates (FAR) Review Options Discussion Document be received.
- 2 The draft Submission to Funding Assistance Rates (FAR) Review Options Discussion Document be approved.

Goddard/Davey                      Carried

The Group Manager – Assets left the meeting at 12.03am.

**20. Progress Report: Resource Consent Applications                      File 097/001B**

Council considered a business paper providing a progress report on outstanding resource consent applications and those applications currently being processed.

**Resolution**

The Process Report: Resource Consent Applications be received.

Smith/Whitaker                      Carried

**21. The Lion Foundation: Request for Amendment –  
Waitomo District Council Policy on Gambling Venues                      File 057/002A**

The purpose of this business paper is to consider a request from the Lion Foundation for Council to review its Gaming Venue Policy in order to adopt a relocation policy which would allow the Lion Foundation to relocate the 18 gaming machines currently operating in the Te Kuiti Hotel to a new venue.

The Lion Foundation representatives - Stephen Parkes (Waikato-Bay of Plenty Regional Manager) and Scott Pearson (Chief Financial Officer) will be making a Deputation to Council at this meeting (refer business paper: "Deputation – The Lion Foundation" elsewhere in this Agenda).

**Resolution**

- 1 The business paper on The Lion Foundation: Request for Amendment – Waitomo District Council Policy on Gambling Venues be received.
- 2 The Lion Foundation be advised that Council will commence a review of its Policy on Gambling Venues in May 2014.

Whitaker/Te Kanawa                      Carried

**22. Adoption of Bylaws for Consultation****File 306/001A**

Council considered a business paper presenting for consideration the Statement of Proposal and updated versions of the Public Places Bylaw, Dog Control Bylaw, Solid Waste Bylaw and Public Health and Safety Bylaws for release for public consultation.

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

**Resolution**

- 1 The business paper on Bylaws Review be received.
- 2 The Statement of Proposal and the reviewed Public Places Bylaw, Dog Control Bylaw, Solid Waste Bylaw and Public Health and Safety Bylaw be approved for Public Consultation.

Whitaker/Goddard Carried

**23. Progress Report: Civil Defence Emergency Management Executive Group Minutes****File 400/010/3**

Council considered a progress report presenting the Civil Defence Emergency Management Executive Group Minutes of 4 February 2014.

**Resolution**

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

Goddard/Whitaker Carried

**24. 10 Kea Street, Piopio****File 401/0588009400**

Council considered a business paper providing a brief on issues surrounding the potential disposal of 10 Kea Street, Piopio.

**Resolution**

- 1 The business paper on 10 Kea Street, Piopio be received.
- 2 Waitomo District Council retains ownership of this property and continues with its lease obligations to Curious Keas.

Goddard/Smith Carried

Councillor Whitaker left the meeting at 12.12pm due to his declared conflict of interest in respect to the following matter.

<b>25.</b>	<b>Submission to Department of Conservation: Concession Application – Timber Trail Adventures Limited</b>	<b>File 092/015/2</b>
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Council considered a tabled business paper presenting for consideration a draft submission supporting the construction of an accommodation facility in the Pureora Forest Park.

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

**Resolution**

- 1 The business paper on Submission – Intention to Grant Concession to Timber Trail Adventures Limited be received.
- 2 The Submission – Intention to Grant Concession to Timber Trail Adventures Limited be approved to submit to the Director-General, Department of Conservation.

Smith/Davey          Carried

Councillor Whitaker re-entered the meeting at 12.15pm  
The meeting adjourned for lunch at 12.15pm.

<b>26.</b>	<b>Acknowledgement of Community Service Presentation</b>
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Mayor Hanna made a Presentation to Rod McLeod of Waitomo Animal Control Services in acknowledgement of 15 years outstanding community service in the delivery of Animal Control Services to the Waitomo District.

The meeting reconvened at 1.11pm

<b>27.</b>	<b>Motion to Exclude the Public for the consideration of:</b>	<b>File 037/043</b>
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

**Resolution**

- 1 The public be excluded from the following part of the proceedings of this meeting.

- 2 Council agree that the following staff, having relevant knowledge, remain

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

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

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
1. Documents Signed and Sealed by the Mayor and Chief Executive under Council's Common Seal	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons	48(1)(a)
2. Inframax Construction Ltd and Independent Roadmarkers Taranaki Ltd – Hall Annual Reports to 31 December 2013	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. Inframax Construction 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)
4. Independent Roadmarkers Taranaki Ltd – Draft Statement of Intent for Year Ending 30 June 2015	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. 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)
6. Progress Report: Wool Storage Facility	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
7. Progress Report: Cultural and Arts Centre - Shared Parking Investigation	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: Rural Halls	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: Te Kuiti Cemetery	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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.

Whitaker/Smith                      Carried

There being no further business the meeting closed at 2.11pm.

Dated this 29<sup>th</sup> day of April 2014.

BRIAN HANNA  
**MAYOR**

Confidential

Confidential

Confidential

Confidential

Confidential

Document No: 332420

File No: 058/005

**Report To: Council****Meeting Date:** 1 May 2014**Subject: Receipt of Minutes: Nga Wai o Waipa Co-Governance Forum - 7 March 2014**

### Purpose of Report

- 1.1 The purpose of this business paper is to present for Council's consideration and receipt, the Minutes of the Nga Wai o Waipa Co-Governance Forum held on Friday 7 March 2014.
- 1.2 Attached to and forming part of this business paper is a copy of the Nga Wai o Waipa Co-Governance Forum Minutes held on Friday 7 March 2014.

### Suggested Resolutions

- 1 The business paper on Receipt of Minutes: Nga Wai o Waipa Co-Governance Forum - 7 March 2014 be received.
- 2 The Nga Wai o Waipa Co-Governance Forum Minutes held on Friday 7 March 2014 be received.

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

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

22 April 2014

Attachment: 1 Nga Wai o Waipa Co-Governance Forum Minutes - 7 March 2014

# Nga Wai o Waipa Co-governance Forum



Minutes of the meeting of the Nga Wai o Waipa Co-Governance Forum held in Waipa District Council Chamber 101 Bank Street Te Awamutu at 10 am on Friday 7 March 2014.

<b>PRESENT:</b>	<b>Maniapoto Māori Trust Board</b> Trustee Ray Wi Trustee Eddie Neha Trustee Weo Maag
	<b>Otorohanga District Council</b> Mayor Max Baxter
	<b>Waikato District Council</b> Mayor Allan Sanson
	<b>Waikato Regional Council</b> Councillor Paula Southgate
	<b>Waipa District Council</b> Mayor Jim Mylchreest
	<b>Waitomo District Council</b> Mayor Brian Hanna
<b>IN ATTENDANCE</b>	<b>Waikato District Council</b> Councillor Dynes Fulton Councillor Moera Solomon  <b>Waikato Regional Council</b> Councillor Timoti Bramley Councillor Tipa Mahuta

	<b>Waipa District Council</b> Councillor Grahame Webber
<b>STAFF:</b>	<b>Maniapoto Māori Trust Board</b> Senior Policy Analyst Ben Ormsby Senior Policy Analyst Jo Kukutai
	<b>Otorohanga District Council</b>
	<b>Waikato District Council</b> Chief Executive Gavin Ion
	<b>Waikato Regional Council</b> Deputy Chief Executive Clare Crickett
	<b>Waipa District Council</b> Iwi Liaison and Emergency Management Officer Chuck Davis
	<b>Waitomo District Council</b> Chief Executive Chris Ryan

Prior to the commencement of business Mayor Mylchreest welcomed all present to the meeting and the Waipa District Council venue.

### **Opening Karakia**

(Agenda Item 1)

The meeting was opened with a Karakia.

Clare Crickett (Deputy CEO Waikato Regional Council) then took the Chair until the confirmation of Co Chairs and Deputy Co Chairs had been completed.

### **Apologies**

(Agenda Item2)

Apologies were received and accepted for Trustees Tiwha Bell and John Kati.

### **Confirmation of Agenda**

(Agenda Item 3), WRC Doc #2976070

W Maag moved/Mayor Hanna seconded

NWoW14/1

**THAT the agenda of the Nga Wai o Waipa Co-Governance Forum of Monday, 7 March 2014 be confirmed as the business for the meeting.**

**The motion was put and carried (NWoW14/1).**

**Disclosures of Interest**

File: 03 04 43/01, (Agenda Item 4)

There were no formal disclosures of interest. However W Maag noted he is a member of the Waikato River Authority. W Maag and Mayor Hanna further noted they are both members of the Healthy Rivers Plan for Change/Wai Ora He Rautaki Whakapaipai, Collaborative Stakeholders Group.

**Establishment of Nga Wai o Waipa Co-Governance Forum**

File 03 04 43/01, (Agenda Item 5)

The purpose of this report is to request the Co-Governance Forum to:

- Formally constitute itself as a Co-Governance Forum.
- Appoint its permanent members
- Endorse and confirm the appointment of Co-Chairs and Deputy Co-Chairs and
- Adopt Terms of Reference and Standing Orders.

Nominations were called for the positions of Co Chair (two required) and Deputy Co Chair (two required)

W Maag moved/Mayor Baxter seconded

NWoW14/2

**THAT the Nga Wai o Waipa Co-Governance Forum confirms Trustee Tiwha Bell and Cr Paula Southgate as the Co Chairs and Trustee Eddie Neha and Mayor Brian Hanna as the Deputy Co Chairs.**

**The motion was put and carried (NWOW14/2).**

Mayor Baxter moved/ Mayor Mylchreest seconded

NWoW14/2.1

**THAT**

1. **That the report 'Establishment of the Nga Wai o Waipa Co-Governance Forum (WRC Doc #2980016 dated 25 February 2014) be received.**
2. **That the Nga Wai o Waipa Co- Governance Forum formally constitutes itself to give effect to the governance provisions under the Joint Management Agreement (JMA) between the Maniapoto Māori Trust Board, the Otorohanga District Council, the Waikato District Council, the Waikato Regional Council, the Waipa District Council, and the Waitomo District Council dated 3 April 2013 which was established pursuant to the Nga Wai o Maniapoto (Waipa River) Act 2012.**
3. **That the Nga Wai o Waipa Co-Governance Forum confirms the following memberships from the Maniapoto Māori Trust Board, the Otorohanga District Council, the Waikato District Council, the Waikato Regional Council, the Waipa District Council and the Waitomo District Council:**

**Maniapoto Māori Trust Board**

Trustee Tiwha Bell  
Trustee John Kati  
Trustee Ray Wi  
Trustee Eddie Neha

Trustee Weo Maag

**Otorohanga District Council**

Mayor Max Baxter

**Waikato District Council**

Mayor Allan Sanson

Alternate: Councillor Dynes Fulton

**Waikato Regional Council**

Councillor Paula Southgate

Alternate: Councillor Timoti Bramley

**Waipa District Council**

Mayor Jim Mylchreest

Alternate: Councillor Grahame Webber

**Waitomo District Council**

Mayor Brian Hanna

Alternate: Councillor Guy Whitaker

4. **That the Nga Wai o Waipa Co-Governance Forum adopts the Terms of Reference, including Standing Orders (WRC Doc #2831387).**

**The motion was put and carried (NW0W14/2/1).**

**Joint Management Agreement – Implementation Plan**

File: 03 04 43/01, (Agenda Item 6)

The purpose of this item presented jointly by Celia Witehira (Kaiwhakarite) and Ben Ormsby (Senior Policy Analyst) was to provide the Forum with the Joint Management Agreement (JMA) Implementation Plan for the next twelve months. During the presentation and subsequent questions and answers the meeting noted or discussed:

- The Joint Management Agreement is a formal contract between Maniapoto and Local Government. This meeting provides opportunity to build on that relationship and there is no constraint on matters that may come before the forum.
- The issue was raised regarding the possibility of Waikato Regional Council receiving unaligned recommendations from authorities/entities having input into the Healthy Rivers/Wai Ora Plan Change. As an illustration it was noted that there were members at the current meeting that were also members of the Collaborative Stakeholders Group where they would be representing very different interests.
- Members noted that the Forum is an entity between Maniapoto and the five member Councils. The Collaborative Stakeholders Group would consider recommendations provided by technical staff. Staff were requested to provide “touchstones” between the two groups and inform the Healthy Rivers Team of the matters discussed.
- The view was expressed that all members of the Forum wish to progress the cleanup of the Waipa River and the Forum should be meeting twice annually in efforts to achieve this aim. Members expressed unanimity with this view and while no formal resolution was passed staff undertook to arrange a further meeting in the latter half of 2014.

Mayor Hanna moved/Mayor Mylchreest seconded

NWoW14/3

**THAT the Report Joint Management Agreement Implementation Plan 2014/15 (WRC doc #2981042, dated 26 February 2014) be received for information.**

**The motion was put and carried (NW0W 14/3).**

### **Waikato River Authority (WRA)**

File: 03 04 43/01, (Agenda Item 7)

The purpose of this item was for the Forum to receive a presentation from Bob Penter (CEO Waikato River Authority). The intent of the presentation (Presentation WRC Doc #297611) was to provide a background of WRA and outline both current activities, and future intentions. B Penter commenced the presentation by noting in a Global context, rivers of the United States have an economic value of US \$22 billion annually. Also nearly 80% of the world's population lives in areas where river waters are highly threatened. In a local context water provides great opportunities for us all. "To maximise these opportunities we need a better way to manage water in New Zealand – less confrontational, more collaborative, and more effective."

(A Fresh Start for Freshwater, Land and Water Forum 2010)

During the presentation and subsequent questions, answers and discussion the Forum noted or discussed:

- In December 2007 the Crown and Waikato-Tainui reached agreement on the outstanding Waikato River claim.
- Guardians Establishment Committee formed and developed the Vision and Strategy 2007/2009.
- Enabling legislation passed for Waikato River Authority in 2010.
- Nga Wai o Maniapoto (Waipa River) Act 2012.
- The WRA Vision is for a future where a healthy Waikato River sustains life and prosperous communities who, in turn, are all responsible for restoring and protecting the health and wellbeing of the Waikato River, and all it embraces for generations to come.
- The authority currently has \$172M invested and \$16M invested in clean-up projects.
- Water clarity is important for recreation. It is excellent leaving Lake Taupo and then declines substantially from thirteen metres in Taupo, to 1 to 2 metres in Hamilton, to unable to see your feet at Mercer.
- Similarly contact recreation is good in the upper catchment and poor in the lower catchment. Bacteria levels increase significantly towards the river mouth and via the Waipa River tributary. E. Coli comes from the dung of farm animals and animals living in the bush, such as pigs and goats and from birds such as ducks and swans. Municipal sources are a small percentage. Rural run-off is the main source of N in the lower catchment. Twenty five percent of N is thought to be naturally occurring, the rest from pasture and mostly thought to be a combination of cow urine and fertiliser.
- The Authority has two levers it can pull to influence positive change in the catchment towards achieving the vision
  - Funding restoration initiatives in partnership with other organisations and landowners connected to the river, and
  - High statutory status of the vision and strategy document in relation to the Regional Policy Statement, regional and district plans

- The Authority has a contestable, preference for practical projects, and does not fund projects normally funded by others.
- \$16M of funding has been awarded over three rounds to 100 large and small projects.
- There have been 16 Waipa River related projects funded over 3 years to a value of \$2M.

#### Future Funding Strategy

- Strategy is reviewed annually. WRA has determined that this year it will be providing more direction to applicants.
- There will be greater emphasis on water quality and use of wetlands, projects that are collaborative and form part of wider strategic plans, Projects in the Lower Waikato and Waipa catchments.
- Collaboration is vital the WRA cannot clean up the river on its own.

#### Challenges

- Latency of river system
- Pool of applicants is limited
- Measuring effectiveness of funded projects.

#### Looking Ahead

- Move away from ad hoc funding
- Create groups of key organisations for integrated approach
- Giving effect to the Vision and Strategy via regional and district plans.

#### Summary

- An enormous challenge
- Look forward to working with the Nga Wai o Waipa Co-Governance Forum going forward
- Committed to realising the vision for a restored and healthy Waikato River catchment.

At the conclusion of the presentation members commended B Penter on the co-ordinated approach being taken by the Waikato River Authority in undertaking its work.

W Maag moved/Mayor Hanna seconded

NWoW14/4

**THAT the presentation from Bob Penter Chief Executive, Waikato River Authority (Presentation WRC Doc #2992433) be received.**

**The motion was put and carried (NWOW14/4).**

#### Waipa Catchment Plan

File: 03 04 43/01, (Agenda Item 8)

The purpose of this item was for Waipa Zone Manager (Ross Abercrombie) to present the Waipa Catchment Plan Project (presentation WRC Doc #2957489).

During the presentation the Forum noted:

- The overall aim is to develop a Waipa Catchment Plan and commence its implementation. This is the nexus to the plan started some time ago with the Waipa Liaison Zone Subcommittee.

Key objectives – Corner stones are to:

- Better understand the catchment – in particular issues/opportunities related to land and water resources.
- Provide guidance on how the protection and restoration of the health and well being of the Waipa River could be undertaken.
- To do this in partnership with Waipa River iwi and other stakeholders/agencies

#### Progress to date

- Information reports in progress
- Mātauranga Māori – Maniapoto special project
- Farm planning to test models and approaches
- Overarching catchment plan – commenced

#### Waipa Catchment Plan Conclusion

- The Waipa Catchment Plan Project changes the way WRC works with others to develop and implement catchment plans
- The Waipa Catchment Plan and future implementation will be based on robust, defensible information and become outcome focussed.
- A long term view is required to meet the aspirations of the Vision and Strategy.
- WRC is now seeking partnership opportunities in order to ensure the Waipa Catchment Plan is well integrated/aligned and supported by partner agencies.

During questions, answers subsequent to the presentation the Forum noted or discussed:

- Implementation of the plan will be the key. How will an application be made through the plan to the WRA?
- Are there any teeth that can be provided by the forum?
- Collaborative bids to provide up scaling will be a key.
- Community “buy in” is needed and the occasional project may not be able to meet all criteria.

Mayor Baxter moved/Mayor Hanna seconded

NWoW14/5	<b>THAT the presentation from Ross Abercrombie, Waipa Zone Manager (Presentation WRC Doc #29574989) be received.</b>
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**The motion was put and carried (NWOW14/5).**

### **Closing Comments by Co-Chairs**

Agenda Item 9

Co Chair Paula Southgate thanked everyone for their contributions, noting the meeting had been most productive and there is a long way to go.

Co Chair Eddie Neha expressed thanks to Chuck Davis for his efforts in assisting organisation of the meeting. He also expressed appreciation to all contributors and members for helping to replenish the taniwha that have assisted Maniapoto for many thousands of years.

### **Closing Karakia**

The meeting was closed with a karakia.

**Document No:** 332435**File No:** 225/009**Report To: Council****Meeting Date:** 1 May 2014**Subject:** **Waikato Spatial Plan**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to:
- a) seek Council approval to progress to Stage Two of the Waikato Spatial Plan (WSP) project
  - b) seek Council approval to establish the Waikato Spatial Plan Joint Committee to guide development and consultation of the Waikato Spatial Plan, and recommendation of the Spatial Plan to Councils for adoption
  - c) enable Council to nominate a representative to sit on the Waikato Spatial Plan Joint Committee

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

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

### **Background**

- 3.1 The Waikato Mayoral Forum are tasked with the delivery of an integrated work programme that consists of six work streams designed to get the best out of the regional economy and to identify opportunities for more efficient and effective service delivery to ratepayers. The work streams that make up this programme include:
- a) Governance
  - b) Planning
  - c) Bylaws & Policies (arose out of Planning)
  - d) Economic Development
  - e) Roothing
  - f) Waters
- 3.2 In October 2012 the Governance Group received a position statement that desired three broad collective outcomes:

- a) We want local authorities in the Waikato Region to adopt a best practise approach to governance in the Waikato for matters of common interest at a regional, sub-regional and local level.
  - b) We want local authorities, Iwi and key stakeholders to develop, adopt and maintain a collective vision for the Waikato including consideration of high priority issues that affect the social, economic, environmental and cultural well-being of the Waikato communities.
  - c) We want the collective voice of the Waikato to be the basis for engagement with central government to improve coordination in policy, investment and delivery of services for the Waikato community.
- 3.3 Discussions with central government officials that informed this position statement were clear; without a collective voice on high priority issues, the Waikato will not get traction on new initiatives from Central Government.
- 3.4 A similar theme of promoting a “collective voice” was also discussed in the Mayoral Forum’s Planning Group, who independently considered that such a collective voice would help to focus the planning effort undertaken in the Waikato. A focus on high priority regional issues would help streamline planning, reduce regulatory clutter and improve opportunities for economic development in a more certain regulatory environment.

## Commentary

### **4.1 A Waikato Spatial Plan**

4.2 In response to the position statement, the Mayoral Forum commenced investigation into the potential for a Waikato Spatial Plan as a basis for identifying the regions high priority strengths, challenges and opportunities, and as a way of developing a collective voice for the region.

4.3 Nationally, there has been considerable discussion on whether the approaches to spatial planning in Auckland should be extended to the rest of New Zealand, and in particular to other growth areas. Most recently the report of the Local Government Infrastructure Efficiency Expert Advisory Group (March 2013) recommended that:

*Rationalisation and better alignment of legislative and regulatory frameworks would substantially improve infrastructure delivery...the most significant is that spatial planning (similar to the Auckland Model) should be mandated for use elsewhere in New Zealand. We consider this one action would have the greatest beneficial impact.*

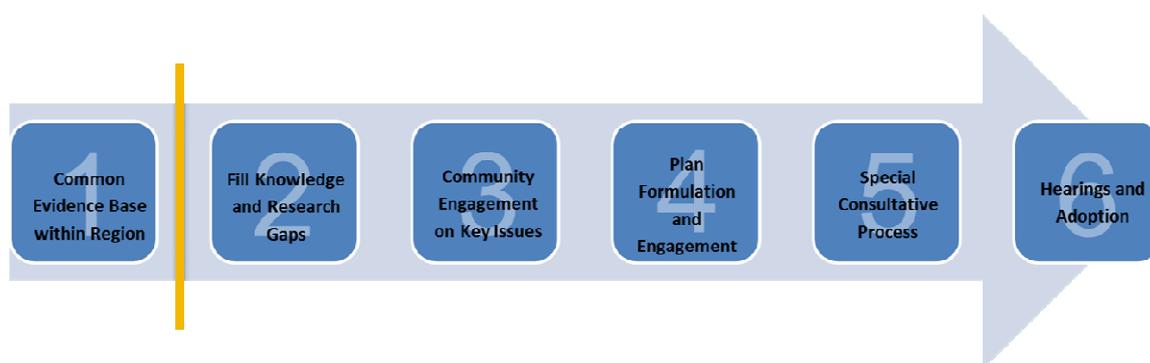
4.4 Progress of a Waikato Spatial Plan will ensure the Waikato Region is well placed to respond to any changes in legislative requirements. In addition, with the Bay of Plenty also considering the preparation of a Spatial Plan, the upper North Island will be well placed to provide a cohesive strategy for engaging with central government on necessary policy and investment decisions of benefit to the three regions.

### **4.5 The Waikato is Successful when it Collaborates**

- 4.6 The Mayoral Forum acknowledged that strategic collaboration undertaken between local authorities in the past had resulted in some significant investment opportunities for the Waikato; therefore having a “collective voice” is strategically important for the Waikato e.g. collective action by the Waikato regional Transport Committee in securing \$215 million of crown funding for land transport initiatives and the Lake Taupo Protection trust securing a combined fund of \$81 million to reduce nitrogen leaching into Lake Taupo over 15 years.
- 4.7 There is no current mechanism through which high priority regional issues and opportunities can be explored, other than statutory committees such as the Regional Transport Committee.
- 4.8 A Waikato Spatial Plan provides an opportunity for the Waikato to have a strategic conversation to identify priorities that contribute to the Waikato’s social economic environmental and cultural well-being over the next 20-30 years.

#### 4.9 Project Stages

- 4.10 The key steps towards developing the Waikato Spatial Plan as set out in the diagram below. We are currently at Stage One of this process – developing a common evidence base, which was completed by February 2014.



- 4.11 Prior to progressing to the next stages of the project, the Waikato Mayoral Forum must determine the value of developing a full Spatial Plan for the Region, using the data contained in the technical reports as a starting point for a collaborative discussion.

#### 4.12 Key Findings of Stage One

- 4.13 Stage one has involved nine key tasks:
- a) Development of a demographic profile for the Waikato
  - b) An assessment of economic wellbeing
  - c) An assessment of social wellbeing
  - d) An assessment of cultural wellbeing
  - e) An assessment of environmental wellbeing
  - f) An stocktake of infrastructure that supports our regional communities
  - g) A series of workshops held with staff from each local authority on the strengths and challenges they perceive in achieving the Council adopted community outcomes.
  - h) A summary report that draws the key threads from the above
  - i) A discussion paper on appropriate governance frameworks to develop, adopt and implement a spatial plan under current legislative conditions.
- 4.14 The executive summary from the Summary Report is provided in **Attachment A**. It outlines that the assessment undertaken through the technical reports

identified a number of strengths, challenges and opportunities. While they are all important there are too many for the region to focus on at once. The table below identifies some 'headline' strengths, challenges and opportunities that the region can focus on now and that can be used as the basis for developing a spatial plan.

<b>Strengths</b>	<ul style="list-style-type: none"> <li>• Nationally significant transport juncture and connections to Auckland and Tauranga</li> <li>• Contribution to national economy through important industry sectors</li> <li>• Hamilton as the Waikato centre for innovation, employment and services</li> </ul>
<b>Challenges</b>	<ul style="list-style-type: none"> <li>• Declining rural populations and associated decline in services</li> <li>• An ageing population and shrinking skill base</li> <li>• Water quality and efficient water allocation</li> <li>• Economic inequalities across the region</li> </ul>
<b>Opportunities</b>	<ul style="list-style-type: none"> <li>• Maximising opportunities, including investment, through aligned planning</li> <li>• Leveraging Maori development</li> <li>• Connectivity to the Upper North Island</li> </ul>

4.15 The research work undertaken to date indicates if a spatial plan is commissioned for the Waikato Region with a number of specific outcomes clearly defined, the document will provide a useful tool for performance improvement, speaking with one voice and having a clearly agreed regional direction.

4.16 While the detail of a spatial plan is yet to come it is a process which will provide a framework for ongoing joined up thinking.

#### **4.17 What benefits might a Spatial Plan provide?**

4.18 Spatial planning gives geographical expression to the economic, social, cultural and ecological policies of society<sup>1</sup>. It is an instrument used to manage 'sustainable development' of a town, city, region or even a country. Spatial planning is about shaping economic, social, cultural and environmental dimensions of society through 'place making'.<sup>2</sup>

4.19 The primary objective for the Waikato Spatial Plan will be:

*To contribute to the Waikato's social, economic, environmental, and cultural well-being through a comprehensive and effective long-term (30-year) strategy for Waikato's growth and development.*

4.20 The Spatial Plan will also:

- a) Develop a shared vision and collective voice on the high priority regional and sub-regional issues that will improve the quality of living for people and communities in the Waikato over the next 30-years.

<sup>1</sup> European Regional / Spatial Planning Charter (Torremolinos Charter), 1983

<sup>2</sup> A potential strategic spatial planning model for the Waikato Region – Research Report, Jan Huijbers, December 2011

- b) Developing and implementing the Waikato Plan will provide an important opportunity to identify, negotiate and agree on priorities and actions across multiple parties including local and central government, the private sector and non-government organisations. The process of developing the Waikato Plan will also:
- i. Provide a shared evidence base from which to make investment and policy decisions that are efficient and effective in a collective way;
  - ii. Help define communities of interest that cross local authority boundaries such as labour markets, catchment management, co-management and freight and logistics;
  - iii. Improve the efficiency and effectiveness of local authorities, central government and communities to address high priority issues; and
  - iv. Help to rationalise the existing planning and service delivery system for people and communities.

4.21 There are significant gains to be made and potential benefits in undertaking spatial planning for the region. This includes:

- a) Enhanced coordination of 'Whole of Government' investment – efficiency savings by acting collectively with central Government on high priority issues. For every \$1 that local authorities invest in their communities, Central Government invests \$8. Better coordination of this investment on collectively agreed issues will improve community outcomes.
- b) Improving coordination of Government, Regional and Local policy.
- c) Enables a joined up debate on local government form.
- d) Consistency with where the Local Government Commission is heading in terms of speaking with one region-wide voice, strategic long-term planning, simplified and streamlined processes and efficiency initiatives such as shared services.
- e) Efficiency savings for NZ Inc and Waikato ratepayers (cost savings could be anywhere from \$40-\$50M over 10 years just for having fewer plans, policies, bylaws and common planning procedures)<sup>3</sup>

#### **4.22 Examples of collaboration in a spatial framework**

4.23 The Mayoral Forum, through the Waikato spatial plan project, is supporting two projects that represent the collaborative nature of spatial planning:

- a) The Waikato Sport and Recreational Facilities Plan being run by Sport Waikato
- b) The Waikato Creative Facilities Plan being run by Creative Waikato

4.24 Both of these projects are being led by the community trusts that have an interest in developing community wellbeing through sport and creative activities. Both projects have a strategic objective developing a proactive planning document that

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<sup>3</sup> A Business Case for Completing the Waikato Plan, January 2013

informs local and regional decision making on sporting and creative facilities in the Waikato region (refer **Attachment B**).

- 4.25 The Mayoral Forum is supporting both projects through the use of the common evidence base developed through stage one of the Waikato Spatial Plan project, which means that both facilities plans will provide a robust basis for future decision making.
- 4.26 Examples of issues that the plans will help the Waikato grapple with are:
- a) How do we continue to deliver sporting and recreational facilities that meet the needs of our changing communities?
  - b) Many of the high value recreational assets (indoor courts and aquatic facilities) are aging and will be programmed for renewal or replacement over the next 15 years. How might we collaborate on shared facilities for the benefit of multiple communities
  - c) There are strategic gaps in sporting and recreational facilities within the region, where might these be located and how might they be funded.
  - d) How do we collaboratively manage significant regional facilities that we currently enjoy or might desire in the future?
- 4.27 These issues are best addressed in collaboration between local government (who provide community facilities), government departments (e.g. Ministry of Education who provide recreational facilities) the sporting codes that represent players and funders (e.g. Lion Foundation) who provide a significant amount of annual funding in support of our sporting and recreational facilities.

It is this collaborative approach that is modelled in a spatial plan process.

#### **4.28 Spatial Plan Governance**

- 4.29 The development, adoption and implementation of a spatial plan will require a governance structure representative of the Waikato region and can hear submissions and make decisions. The Mayoral Forum have received advice from Helen Atkins (Partner, Atkins, Holm, Majurey), and her paper is contained in **Attachment C**.
- 4.30 Helen's paper notes that governance options for the preparation/development of the Spatial Plan are:
- a) Local legislation;
  - b) The Triennial Agreement;
  - c) The Mayoral Forum; or
  - d) The Joint Committee.
- 4.31 Paper concludes that the most effective mechanism to aid in the preparation/development of the Spatial Plan is a joint committee of all the Councils' of the region.
- 4.32 The Mayoral Forum has identified the formation of a joint committee – the Waikato Regional Spatial Plan Joint Committee, as the most appropriate mechanism for developing and adopting a Waikato Spatial Plan. A terms of reference for the Joint Committee has been approved by the Mayoral Forum at its

meeting on 28th April 2014 and is recommended to Councils for adoption. The terms of reference are included in this paper as Attachment D.

4.33 Features of the Terms of Reference include:

- a) A membership representative of each participating local authority and strategic partner agencies (5 in total) in the Waikato
- b) **Councils will be responsible for nominating a Council member** for the Joint Committee.
- c) The attributes that might be considered on who to nominate for the Joint Committee will include a balance of knowledge and expertise across the whole of the Joint Committee in the following areas:
  - i. knowledge and expertise in strategic planning, economic development, town and country planning, environmental management;
  - ii. knowledge of and expertise in relevant end-user/stakeholder industries, organisations and businesses that will influence implementation of the Spatial Plan.
  - iii. knowledge and expertise in the areas of public policy, public administration, and legal; and
  - iv. knowledge and expertise in Te Reo, Tikanga, Mātauranga;
- d) account to be taken of:
  - i. Iwi;
  - ii. geographical representation; and
  - iii. gender balance

4.34 These same attributes will be applied to selection of the 5 non-local government members of the Joint Committee.

4.35 A specific set of delegations that ensure ongoing Council involvement in the Spatial Plan process.

4.36 Formal reporting back to each Council will take place in the following manner:

- a) Community engagement strategy reported to Council for information
- b) Form and content of the draft Spatial Plan and the process for community engagement to be reported for Council approval
- c) Recommendation of the Spatial Plan back to Council for adoption following a special consultative procedure.

4.37 It is envisaged that the communications plan will enable Councils involvement throughout the project through a variety of formal and informal information exchanges. This may include:

- a) Workshopping important policy proposals with Council staff
- b) Minutes of the Waikato Spatial Plan Joint Committee being included on Council agendas for information

c) Presentations to Council at key milestone points

4.38 The combination of information exchange and formal approval being sought at key milestone points will ensure that each Council has ongoing involvement in the project, its key findings and policy priorities.

#### **4.39 Next Steps**

4.40 The Waikato Mayoral Forum considers there is merit in pursuing development of a Waikato Spatial Plan under a joint committee structure.

4.41 To establish the project, the following steps need to be completed:

- a) Councils confirm they wish to progress with a Waikato Spatial Plan
- b) Project scope, programme and budget need to be updated
- c) Engagement with key influencers in the Waikato on the project aims and scope
- d) A joint committee is formed and a terms of reference approved
- e) The resources to complete the project need to be identified and confirmed, but will include:
  - i. A project director and project manager responsible for ensuring the project remains on task.
  - ii. A Project Advisory Group comprising senior executives from participating Councils
  - iii. A technical working group which includes representation from participating Councils
  - iv. A lead author to prepare the draft document
  - v. Stakeholder communications leader

4.42 The project establishment will be completed by the end of April, and the draft Spatial Plan will be completed by the end of 2014, with consultation being undertaken through Council's Long Term Plan process.

4.43 This paper seeks Council's commitment to progress on with preparing and engaging on a draft Waikato Spatial.

## **Conclusion**

5.1 The Waikato Spatial Plan project is an opportunity for local authorities to provide leadership and collectively speak with one voice on high priority issues that it wishes to address. Whilst the project would be facilitated by local government, it will involve key agencies that have a significant influence over the outcomes being sought by the region, and this will include central government agencies and NGO's and other agencies that deliver services and facilities to our communities.

- 5.2 It is important that Councils collectively support the project. Unless there is commitment to moving forward, particularly in terms of the headline strengths, challenges and opportunities identified from stage one of the project, the potential benefits of having completed the technical work and the opportunity to align with the Government's policy and operational context will be lost.
- 5.4 The Joint Committee will provide a robust governance structure for the Spatial Plan project, and provide a mechanism through which a special consultative procedure can be undertaken with the regional community.
- 5.5 Membership and delegations provided in the terms of reference enable Council to have confidence that the Waikato Spatial Plan Joint Committee will provide positive representation for the Waikato on the Spatial Plan project.

### Suggested Resolutions

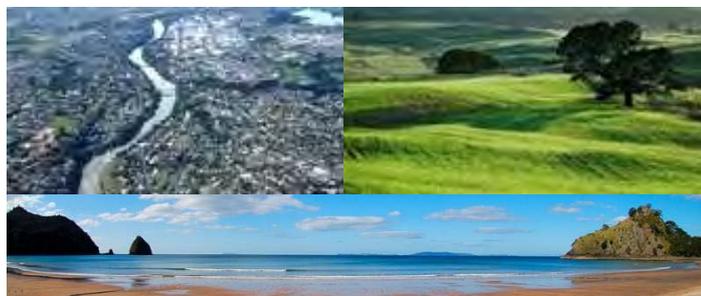
- 1 The business paper on Waikato Spatial Plan be received.
- 2 Council support the development of a draft Waikato Spatial Plan.
- 3 Council adopt the attached Terms of Reference for the Waikato Regional Spatial Plan Joint Committee.
- 4 Council appoint Councillor .....as the Council member of the Waikato Spatial Plan Joint Committee.

VIBHUTI CHOPRA  
**GROUP MANAGER – CORPORATE SERVICES**

23 April 2014

Attachment: A Executive Summary of the Waikato Spatial Plan Summary Report  
 Attachment: B Project Update: Waikato Regional Sport and Recreational Facilities Plan  
 Attachment : C Waikato Spatial Plan Governance and Related Issues  
 Attachment : D Terms of reference for the Waikato Spatial Plan Joint Committee

# Waikato Spatial Plan Summary Report



## High-Level Executive Summary

February 2014

## Summary

### Purpose and Context

The purpose of this Report is to summarise the findings of the work undertaken to date and to identify high priority issues which the Waikato Region can have a collective voice on. This report is a summary of comprehensive technical reports which have been developed for the Waikato Spatial Plan project on demographics, economic, social, cultural and environmental well-being, and infrastructure.

This Summary Report will be an important communication for the Waikato Region. It will inform discussions on strategic collaboration between local authorities, infrastructure providers, communities and the Crown, and can be considered the Mayoral Forum's communication to the Waikato on the rationale for a Waikato Spatial Plan, including the core strengths, challenges and opportunities that should be considered in the Spatial Plan project.

This Spatial Planning work is being developed in a context of central government objectives around building a more productive, competitive economy and better public services. It is also being developed at a time of Local Government legislation changes and reorganisation proposals. The consistent themes that have emerged from these reforms are:

- Improving the efficiency and effectiveness of local government
- Enhancing economic development
- Providing value for money

### Benefits of Spatial Planning

There is a need to provide a mechanism within which efficiency and effective collaboration on priority issues and responses across the Waikato can be achieved – that mechanism is the Waikato Spatial Plan.

There are significant gains to be made and potential benefits in undertaking spatial planning for the region. This includes:

- Enhanced coordination of 'Whole of Government' investment – efficiency savings by acting collectively with central Government on high priority issues
- Improving coordination of Government, Regional and Local policy
- Consistency with where the Local Government Commission is heading in terms of speaking with one region-wide voice, strategic long-term planning, simplified and streamlined processes and efficiency initiatives such as shared services
- Efficiency savings for NZ Inc and Waikato Ratepayers (cost savings could be anywhere from 40 to 50 million over 10 years just for having fewer plans, policies, bylaws and common planning procedures)<sup>4</sup>

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<sup>4</sup> A Business Case for Completing the Waikato Plan, January 2013

- A framework for central government engagement (eg to increase awareness of the implications of rural depopulation and the economic and social impacts of rural service decline)

When the Waikato Region has acted in a collective manner, this has proven to be effective when seeking additional Government investment. Recent examples include:

- ✓ Collective action by the Waikato Regional Transport Committee secured \$215M of Crown Funding for land transport initiatives, which has been largely invested in the Waikato Expressway and doubling the capacity of the East Coast Main Trunk Line.
- ✓ Consistent advocacy over 15 years or more that the \$2 billion Waikato Expressway is the region's number one transport priority – the Expressway is a Road of National Significance and is targeted for completion in 2019.
- ✓ Doubling the capacity of the East Coast Main Trunk Line as a result of the Crown Grant – a \$13 million project which has supported Fonterra expanding capacity at the Crawford St inland port and provides important links to Ruakura supporting the business case for an inland port.
- ✓ Lake Taupo Protection Trust secured a combined fund of \$81M to reduce nitrogen leaching into Lake Taupo over 15 years.
- ✓ Waikato-Tainui's River Settlement with the Government – the Waikato River Authority administers a combined fund of \$220M to restore and protect the health and wellbeing of the Waikato River – this is unique to the Waikato and is an example of collaborative relationships to achieve better service delivery.

### Headline Regional Strengths, Challenges and Opportunities

The Waikato region is diverse, with different issues, conditions and interests across the region. Consequently, opportunities for strategic local government collaboration exist on three different levels; the macro or national level, regional level, and sub-regional level.

The technical reports which underpin this Summary Report have identified key strengths, challenges and opportunities for the Waikato region. A methodology has been developed which identifies the matters which are nationally, regionally or sub-regionally significant. This will help the Spatial Plan to identify priority areas for local government to collaborate on.

The assessment undertaken using the methodology has identified a number of strengths, challenges and opportunities. While they are all important there are too many for the region to focus on at once. The table below identifies some 'headline' strengths, challenges and opportunities that the region can focus on now and that can be used as the basis for developing a spatial plan.

<b>Strengths</b>	<ul style="list-style-type: none"> <li>▪ <b>Nationally significant transport juncture and connections to Auckland and Tauranga</b> The region is a nationally significant juncture for freight and transport, and has good connections to large and growing populations in Auckland and Tauranga. The transport network in the Waikato region is vital to the nation's economic prosperity as it provides important access for freight and people to key destinations including major urban centres, ports, industry, sub-regional employment centres and tourism</li> </ul>
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	<p>locations. The Waikato has a good quality road transport network including two of the busiest rail lines in New Zealand.</p> <ul style="list-style-type: none"> <li>▪ <b>Contribution to national economy through important industry sectors</b> The Waikato region has a significant proportion of New Zealand’s export-facing industries. Dairy, meat, forestry, aquaculture, agri-business, tourism, education, energy and mining/quarrying are already the largest contributors to economic growth. The Waikato region is responsible for about a third of New Zealand’s dairy production.</li> <li>▪ <b>Hamilton as the Waikato centre for innovation, employment and services</b> Hamilton city makes the most significant contribution to the region’s gross domestic product (GDP), at an estimated 45 per cent and its estimated GDP per capita in 2012 was both the highest in the region and higher than the national average. It is the region’s “central business district” with concentrations of employment, research, tertiary education and manufacturing. Hamilton’s industry strengths are inextricably linked to the primary production of the surrounding region.</li> </ul>
<b>Challenges</b>	<ul style="list-style-type: none"> <li>▪ <b>Declining rural populations and associated decline in services</b> Ongoing rural depopulation is leading to altered local demand and consumption patterns affecting the provision, location and affordability of services (eg schools, retail, health care, leisure and transport).</li> <li>▪ <b>An ageing population and shrinking skill base</b> Except for a handful of territorial areas, all foreseeable growth in New Zealand will be at 65+ years, and most will see decline in other age groups. Every year for the next 15 years a successively larger cohort will retire (or reduce its participation) and will be 'replaced' by a successively smaller cohort at labour market entry age, driving an increase in competition for labour and presumably labour costs.</li> <li>▪ <b>Water quality and water allocation</b> The health of the region’s fresh water bodies is declining - particularly in terms of nutrient concentrations and health for aquatic organisms. Competition for water is also an issue. A significant proportion of the region’s surface water resources are already fully allocated meaning that there is little available for additional users.</li> <li>▪ <b>Economic inequalities across the region</b> Economic growth has been uneven across the territorial authorities in the region. There has been variation in GDP growth, employee counts and income levels. This poses a challenge if we want economic growth in the region to raise the living standards and well-being of all residents and economies, not just a select few.</li> </ul>
<b>Opportunities</b>	<ul style="list-style-type: none"> <li>▪ <b>Maximising opportunities, including investment, through aligned planning</b> The Region currently has over 640 non-RMA strategies, policies and plans, and a wide range of policies and standards within existing District Plans. There are opportunities, including through the development of a Spatial Plan, to align the planning frameworks which will assist local authorities and key stakeholders to identify strategic opportunities, recognise any trade-offs and make strategic policy decisions on high priority issues. There are potentially significant cost and service delivery efficiencies to be achieved through an aligned planning approach.</li> <li>▪ <b>Leveraging Maori development</b> Māori economic participation and investment offers significant potential for the Waikato region. Waikato iwi are active investors in the region. There are</li> </ul>

	<p>opportunities to partner with Māori/iwi for economic development due to their unique advantages and long-term commitment to the future of the region and its people.</p> <ul style="list-style-type: none"> <li>▪ <b>Connectivity to the Upper North Island</b> The Waikato region lies at the productive heart of New Zealand’s economic engine room, the population and economic growth area of the Upper North Island (Waikato, Bay of Plenty, Auckland and Northland). The Waikato’s transport connections in particular can facilitate the growth of the Upper North Island. The region has nationally significant road and rail infrastructure and important connections to the Ports in Auckland and Tauranga.</li> </ul>
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Before the future emphasis of the headline regional strengths, challenges and opportunities is finally confirmed, there is a need to undertake as the first stage of the Phase 2 spatial plan development, a three dimensional layering exercise to better understand how these outcomes impact on each other from a four well-beings perspective.

### Conclusions and Recommendations

The research work undertaken to date indicates if a spatial plan is commissioned for the Waikato Region with a number of specific outcomes clearly defined, the document will provide a useful tool for performance improvement, speaking with one voice and having a clearly agreed regional direction.

While the detail of a spatial plan is yet to come it is a process which will provide a framework for ongoing joined up thinking.

The next step is for the Waikato Mayoral Forum to determine the value of developing a full Spatial Plan for the Region, using the data contained in the technical reports as a starting point for a collaborative discussion.

A Spatial Plan represents a significant opportunity for the Waikato region and its communities, and one which may not arise again given the current operating climate. Failure to collaborate strategically may potentially expose the region to a number of risks and costs. The region needs to use the spatial plan process to set some priorities and progress these through phase 2 of the project.

The Mayoral Forum has received a significant amount of quality information and advice. However, unless there is commitment to moving forward, particularly in terms of the headline strengths, challenges and opportunities identified, the benefits of having completed all of the technical work and the opportunity to align with the Government’s policy and operational context, will be lost.



# Waikato Regional Sports Facility Plan – Summary Update Report

March 2014

## Key Objective

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The overarching outcome in the development of the Plan is to establish an evidence-based, informed direction on the significant decisions, guidance and recommendations about what should be done and crucially, what should not be done, with a clear outline of priorities – that is, the development of a proactive planning document that informs local and regional decision making in regards to Sports Facilities in the Waikato.

## Background

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The plan is a key deliverable of the Waikato Mayoral Forum Integrated Work Programme, under the Waikato Spatial Planning stream.

The Waikato based Local Authorities are all collectively supporting the development of the plan. The plan is being led by Sport Waikato with financial support from both Sport NZ and the Waikato Mayoral Forum integrated work programme.

## Project Scope and Methodology

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A number of data collection processes have been undertaken to inform the development of the Waikato Sport facility Plan. These include:

- A sports facility review survey of council officers and sports facility owners/managers. This generated over 350 individual survey responses referring to over 700 specific facilities,
  - A sports facility needs survey of regional sports associations and groups. This generated over 20 responses,
  - A sports facility survey of Waikato schools. This generated 115 responses from the Waikato Region. It was supplemented with Ministry of Education data on pools and gymnasiums from all 310 schools in the Waikato Region,
  - A summary of major demographic trends in each of the Waikato's local council areas.
- In addition to this work a range of secondary data sources were also reviewed such as regional and national sports facility strategy documents and supplementary data.

## Current Status

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Preliminary draft summary workshop notes have been prepared for:

- Indoor courts/stadiums.
- Aquatic facilities.
- School facilities.

Draft reports are in progress for other facility types (e.g. playing fields, tennis courts, club rooms etc). All these draft and in-progress notes are subject to revision as additional data are sourced and database processing identifies new content.

## Preliminary Key Points

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### Waikato Facilities Survey - Response Breakdown

The survey generated 356 individual responses, including reference to 723 specific sports facilities. Table 1 shows the breakdown by facility type. The composition of the 'Other facilities' category is presented in Table 2. We will be refining and updating the facility data as we continue to move forwards.

Table 1: Facility types reported in the survey

Facility type	No. reported
Playing Field	146
Club Rooms	147
Changing Rooms	94
Indoor Court / Stadium	61
Tennis Court	59
Netball Court	39
Swimming Pool	28
Bowling Green	27
Squash Court	22
Athletics Track	15
Artificial Turf Field	4
'Other facilities'	81
<i>Total number</i>	723

Table 2: 'Other facilities' list

'Other facility' types	No. reported
- golf course	18
- bike park	13
- equestrian	12
- grandstand	5
- open space	5
- sheds/shelters	5
- croquet greens	4
- fitness centre	4
- outdoor basketball	4
- cricket wicket/nets	3
- Motorsport facilities	3
- skate park	2
- airstrip	1
- performance space	1
- softball diamond	1
<i>Total number</i>	<i>81</i>

### Preliminary Key Points:

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- The population is projected to be largely static, or declining, in 6 of the 10 local Waikato authorities. The only exceptions are overall increases in Hamilton City (37%), Waikato District (32%) and Waipa District (19%). In all cases the population is aging. The overall picture is of higher numbers of older people and, at best current levels of younger people.
- Attention should be increasingly placed on meeting the needs of older people as well as increasing the proportions of youth engaged in sport. In some districts maintaining current demand will be particularly challenging given the overall population decline.
- Sports facility provision is currently uneven, with some areas relatively over-supplied and some undersupplied.
- Most facilities tend to be relatively old and in need of upgrading (subject to demand / priority).
- Asset management of facilities – the quality of AM regionally would appear to be variable.
- Sports facility demand is uneven, with pressure on after-work and weekend times in particular, and under-utilisation of most (non-school) facilities during weekdays. Some facilities have very low use levels. Few are at or above capacity (with a few exceptions at peak times).

## Preliminary Operational Implications:

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- Partnerships are likely to be increasingly important.
- We can't keep doing what we have always done for the same \$\$.

## Preliminary Options Going Forward

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- Collaborate to do more (strategically) = better returns on our spend.
- Don't collaborate (strategically) = do less.
- Continue to rate communities in face of declining ability to pay.
- Accept a declining level of services as we spread limited funds across multiple facilities

## Next Steps

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The project control team (PCG) is working towards the following timetable:

1. Draft plan for targeted consultation - early April
2. Finalise plan - late April
3. Plan forms part of Waikato Spatial Plan

**Matthew Cooper**  
Chief Executive  
Sport Waikato

## MEMORANDUM

**TO:** Waikato Spatial Plan – Governance Group

**FROM:** Helen Atkins

**DATE:** 4 February 2014

**SUBJECT: WAIKATO SPATIAL PLAN – GOVERNANCE AND RELATED ISSUES**

### INTRODUCTION

1. The purpose of this memorandum is to address the governance issues associated with the preparation and longer term implementation of the Waikato Spatial Plan ("**Spatial Plan**").

### SUMMARY

2. It is considered that short of legislation the best mechanism for facilitation of the preparation and longer term implementation of the Spatial Plan is a joint committee of all the councils of the region ("Joint Committee").
3. This memorandum explains why the Joint Committee is recommended and sets out a list of matters as the basis for the terms of reference for such a Committee.

### THE MECHANISM FOR BRINGING THE SPATIAL PLAN TO LIFE

4. The only formal spatial plan in place in New Zealand at present is the Auckland Plan. This Plan was mandatorily required as a result of the legislative changes that gave effect to the Auckland Council.
5. A number of other regions have various initiatives in place around spatial plan but none has reached the same stage as what legislative reform in Auckland has achieved.
6. With the election year at a national level already in full swing there are no legislative reforms programmed by central government over and above those already signalled that would provide any legislative basis or mandate for regional spatial planning.
7. In this memorandum no distinction is made between preparation/development, adoption and implementation. This is because much of this focus at this initial stage is on the preparation/development phase and much of how that phase occurs and operated will necessarily dictate the best options for the adoption and implementation phases.

8. The options for the preparation/development of the Spatial Plan are:
- (a) Local legislation – noting that national legislation is not going to occur;
  - (b) The Triennial Agreement;
  - (c) The Mayoral Forum; or
  - (d) The Joint Committee.

Each of these options is now discussed.

### **Local legislation**

9. Local legislation is not bound by the same constraints as national legislation but it does require the focus and attention of at least the sponsoring Minister in order to get momentum and keep momentum. Due to the various steps involved in promoting local legislation it is considered very unlikely that any such bill would be enacted in this calendar year. For this reason this option is not considered any further.

### **The Triennial Agreement**

10. The Triennial Agreement could be used as a mechanism to articulate the principles of the Spatial Plan. In fact the current draft Agreement does refer to the Spatial Plan at a very high level.
11. Due to the nature and function of the Triennial Agreement, and the requirement to have it signed off by 1 March 2014 it is not considered practical or appropriate for the Agreement to do anything more than signal the intention of the regions Councils of having the Spatial Plan.

### **The Mayoral Forum**

12. To date the Mayoral Forum has been the venue to discuss matters of region wide import including the Spatial Plan. It is expected that with the continuation of the Forum as signalled in the Triennial Agreement that the Spatial Plan will be a topic for agendas of that body.
13. One option is to use the Mayoral Forum to prepare/develop the Spatial Plan. While this has advantages of using a body that is already set up and running with a proven track record there are some difficulties.
14. The main difficulty with utilising the Forum for such an intensive focus on the Spatial Plan is that it is currently has a consultative, communication and collaborative function. The Forum is not a formal decision making body of the Council members and does not have delegations from its member Councils to make decisions.

15. Any change in focus for the Forum in relation to the Spatial Plan would require:
  - (a) A significant commitment of time by Forum members to focus on the Spatial Plan to the potential detriment of other matters:
  - (b) Specific delegations from the member Councils to give the Forum clear terms of reference and delegated decision making powers and functions.
16. It is therefore recommended that the role of the Forum in relation to the Spatial Plan remains as it is and a separate Joint Committee is the mechanism by which the Spatial Plan is prepared/developed and implemented.

### **The Joint Committee**

17. As signalled in the summary to this memorandum the most effective mechanism to aid in the preparation/development of the Spatial Plan is a joint committee of all the Councils' of the region.
18. The region already has some experience of the working of a joint committee in the context of Future Proof. Likewise other councils in the country have explored the use of joint committees for similar region wide initiatives<sup>1</sup>.
19. The Joint Committee must include at least one member from each Council and can include other members, including non-Council members (such as NZTA, iwi, and other important stakeholders) as determined by the Committees terms of reference.
20. The Local Government Act 2002 sets out the broad framework and perimeters for committees of council. In general terms the following will be dictated by the documentation that sets up the Joint Committee such as agreed terms of reference and associated delegations:
  - (a) The membership including allowing for voting and non-voting membership, co-opted members and ex-officio membership;
  - (b) The structure and relationship with Standing Orders, including how it is arranged, how the chair, deputy chair and other members are appointed and replaced from time to time;
  - (c) The objectives and specific responsibilities including outputs within agreed timeframes;

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<sup>1</sup> Canterbury region in relation to water management; Wellington region in relation to a regional strategy

- (d) The remuneration and other financial matters, such as commissioning work to be undertaken.
21. The challenges in setting up the Joint Committee are not to be underestimated as it is important that not only the Joint Committee is set up correctly but that each Council member has the appropriate delegations and reporting structures in place to support and be supported by the Joint Committee.

#### **BEYOND THE PREPARATION/DEVELOPMENT PHASE**

22. It is not the purpose of this memorandum to traverse the details of the adoption and implementation phases of the Spatial Plan as that will need to be properly considered once the mechanism for preparation/development is agreed.
23. Suffice to say here that the Joint Committee (with the support of appropriate delegations) can be charged with the responsibility of imposing the mechanism for adoption and implementation of the Spatial Plan. There is legislative provision in the Local Government Acts, Land Transport Acts and the Resource Management Act to provide for appropriate back-up for adoption and implementation.

Yours faithfully

**ATKINS HOLM MAJUREY**



Helen Atkins

**Partner**

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# Draft Terms of Reference for the Waikato Spatial Plan Joint Committee

Recommended to the Waikato Mayoral Forum, 28<sup>th</sup> April, 2014.

DRAFT

## Contents

<u>1.</u>	<u>Objectives of the Waikato Spatial Plan Joint Committee</u>	7
<u>2.</u>	<u>Specific Responsibilities of the Waikato Spatial Plan Joint Committee</u>	7
<u>3.</u>	<u>Membership</u>	7
<u>4.</u>	<u>Operating Principles</u>	9
<u>5.</u>	<u>Standing Orders</u>	9
<u>6.</u>	<u>Delegations</u>	9
<u>7.</u>	<u>Duration of the Committee</u>	10

DRAFT

## 1) Objectives of the Waikato Spatial Plan Joint Committee

This is a Committee established to govern, lead and resource the development and recommendation to adopt the Waikato Spatial Plan ("WSP") to Councils within the Waikato region.

The primary objective of the WSP itself is "to contribute to the Waikato's social, economic, environmental and cultural well-being through a comprehensive and effective long-term (30 year) strategy for Waikato's growth and development."

## 2) Specific Responsibilities of the Waikato Spatial Plan Joint Committee

Subject to the delegations set out in clause 6 below, the Committee's responsibilities include:

- a) To oversee the ongoing selection and recommendation of five (5) non-Local Government Members for appointment to the WSP Joint Committee.
- b) Stage 1 of the development of the WSP (common evidence base within the region) has already been completed.
- c) On behalf of all the Councils of the Waikato Region to take responsibility for overall guidance on and further development of the WRSP including the following stages, noting that Stage 1 is complete:
  - i. WSP : Stage 2 – Fill knowledge and research gaps
  - ii. WSP : Stage 3 – Community engagement on key issues
  - iii. WSP : Stage 4 – Plan formation and engagement
  - iv. WSP : Stage 5 – Special Consultative process, including hearings
  - v. WSP : Stage 6 – Consideration and adoption.
- d) For the avoidance of doubt the Committee does not have any specific role or responsibility in relation to the practical and detailed implementation of the WRSP. This is a matter that will be determined by the Councils at the appropriate time.

## 3) Membership

### 3.1 Quantum of Members

The membership will be 15 persons in total, made up and appointed by the Committee (from time to time), as follows:

#### *Ten Local Government Members*

One member nominated by each of the following constituent Local Authorities within the Region – namely Waikato Regional Council, Hamilton

City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, South Waikato District Council, Taupo District Council, Waikato District Council, Waipa District Council, and Waitomo District Council.

The Local Government Members may be replaced from time to time by the respective Local Authorities providing written notice to the Committee confirming the amended nomination.

#### *Five Non-Local Government Members*

Five non-Local Government Members, recommended by the ten Local Government Members, appointed on the basis of skills, experience, standing and networks in the regional community relevant to the goals of the Waikato Regional Spatial Plan.

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

#### *Ex-officio Local Government Members*

The two Local Authorities without specific membership are Thames-Coromandel District Council and Rotorua District Council. These Councils can nominate one member in an ex-officio capacity at the discretion of the Joint Committee and subject to any limitations that the Joint Committee consider appropriate.

### **3.2 Chairperson**

Appointment of the Chairperson and deputy to be determined by the full Committee when all 15 members have been appointed.

The Chairperson must be one of the five non-Local Government members.

### **3.3 Quorum**

Must include the Chairperson or deputy Chairperson of the Committee and at least 50% of the remaining membership.

### **3.4 Alternates**

Each of the Councils is entitled to appoint an alternate member who may attend and vote at meetings of the Committee, but only in the event that the nominated and appointed member is unable to do so.

### **3.5 Remuneration**

Each Council shall be responsible for remunerating its representative on the Committee for the cost of that person's participation in the Committee.

The remuneration of the non-Local Government Members will be determined and approved by the Councils, following consideration of any recommendation by the Committee.

### **3.6 Term of Appointment**

The initial ten Local Government Members shall be appointed for terms that expire on the date of each Local Government triennial election.

The subsequent Local Government Members shall be appointed in accordance with the process set out above as soon as possible after each Local Government triennial election, and for a term that expires on the date of the next Local Government triennial election.

The initial five non-Local Government Members shall be appointed for terms that expire on the date of the Local Government triennial election in 2016. Each of the initial five non-Local Government Members shall, subject to the following clauses, be eligible for re-appointment at the beginning of the Triennium following the 2016 elections:

- a) On 30 January 2017, and on each succeeding 30 January one of the five non-Local Government Members shall retire from office.
- b) The non-Local Government Members to retire in any year shall be the member who has been longest in office since the last appointment, but as between members who became or were appointed as members on the same day, the order in which members shall retire shall (unless they otherwise agree among themselves) be decided by lot.

## **4) Operating Principles**

- 4.1 The Councils have agreed that they will not act independently of the Committee, so that any committee recommendations that the Council(s) are not prepared to accept will be referred back to the Committee for further consideration.
- 4.2 The participating Councils have entered into a Memorandum of Understanding to record their agreement in principle regarding the future implementation, governance and resourcing of the WRSP.
- 4.3 Local Authority Shared Services Ltd (LASS) will be the administering body for the Joint Committee.

## **5) Standing Orders**

The Model Standing Orders are adopted.

## **6) Delegations**

The Councils delegate to the Committee the following functions and powers to enable the Committee to achieve the specific responsibilities:

### 6.1 Membership

- a) To oversee the ongoing selection and recommendation of five (5) non-Local Government Members for appointment to the WSP Joint Committee.

### 6.2 WSP : Stage 2

- a) Management and oversight of the completion of Stage 2.

### 6.3 WSP : Stage 3

- a) Formulation of the community engagement strategy including the determining of the key issues;
- b) A recommendation on the community engagement strategy and key issues to be reported back to the Councils for information prior to Stage 4.

### 6.4 WSP : Stage 4

- a) Management and oversight of the development of a draft WSP and the process for further community engagement.
- b) A recommendation on the form and content of the draft WSP and the process for further community engagement to be reported back to the Councils for approval prior to Stage 5.

### 6.5 WSP : Stage 5

- a) Formulation, management and the oversight of the running of the special consultative process.

### 6.6 WSP : Stage 6

- a) Receiving and considering the recommendation from those hearing submissions on the draft WSP ("hearings panel");
- b) Making a recommendation on the hearings panel recommendation to the Councils.
- c) In the local authority sector, only the Councils can adopt the WSP.

## **7) Duration of the Committee**

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Waikato Spatial Plan Joint Committee is not deemed to be discharged following each triennial election.

Document No: 331384

File No: 100/018A

**Report To: Council****Meeting Date:** 1 May 2014**Subject:** **Quarterly Financial and Non-financial Report for Nine Months ending 31 March 2014**

### Purpose of Report

- 1.1 The purpose of this business paper is to present the Financial and Non-financial Report for the nine months ended 31 March 2014.

### Local Government Act S.11A Considerations

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

### Background

- 3.1 The period covered by this report is 1 July 2013 to 31 March 2014.
- 3.2 The order of the report is as follows:
- **Summary Income Statement** with comments detailing significant variances to Exceptions Annual Plan 2013/14 on Council's operating performance for the nine months to 31 March 2014.
  - **Summary Balance Sheet** with comments detailing significant balance movements from 1 July 2013 to 31 March 2014.
  - **Capital Expenditure** summary with commentary on material variances of expected expenditure for the year compared with budget.
  - **Cost of Service** Statement Summary and Cost of Service Statements for Council's ten significant activities are presented in **Appendix 1**.
  - **Balance Sheet** as at 31 March 2014 is presented in **Appendix 2**.
  - Treasury Management Report from Bancorp Treasury Services Limited, Council's treasury management advisors is presented in **Appendix 3**.
  - Quarterly non-financial performance report for the quarter ended 31 March is presented as **Appendix 4**.

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

## Financial Report to 31 March 2014

### 4.1 INCOME STATEMENT HIGHLIGHTS

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

FINANCIAL HIGHLIGHTS (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Budget Mar 2014	YTD Actual Mar 2014	Variance Mar 2014	% Variance
<b>Total Expenditure</b>						
- Direct Operating	11,399	12,683	8,867	9,152	285	
- Indirect Operating	11,772	11,854	8,728	8,381	(347)	
<b>Total Expenditure</b>	<b>23,171</b>	<b>24,537</b>	<b>17,595</b>	<b>17,533</b>	<b>(62)</b>	<b>0%</b>
<b>Total Revenue</b>						
- Operating Revenue	(12,033)	(11,041)	(7,017)	(7,052)	(35)	
- Rates Revenue	(16,735)	(17,248)	(13,009)	(13,049)	(40)	
<b>Total Revenue</b>	<b>(28,768)</b>	<b>(28,289)</b>	<b>(20,026)</b>	<b>(20,101)</b>	<b>(75)</b>	<b>0%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>(5,597)</b>	<b>(3,752)</b>	<b>(2,431)</b>	<b>(2,568)</b>	<b>(137)</b>	<b>6%</b>

4.3 **Net Operating Cost/ (Surplus):** The net operating surplus was 6% (\$137,000) more than budget for the nine months of the financial year.

- Included in the Net Operating Surplus is \$1,432,000 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.

4.4 **Operating Expenditure** was \$62,000 less than budget forecast for the nine months ended March 2014.

- Direct Operational expenditure was \$285,000 more than budget. The main contributors to this variance in order of magnitude are:
  - **Roads and Footpaths:** \$1,060,000 more than budget. More expenditure on first response emergency maintenance and sealed and unsealed pavement maintenance work carried out during the reporting period.
  - **Community Services:** \$257,000 less than budget. Repairs and maintenance expenditure which is carried out on an 'as needed' basis is currently tracking less than budget and operational costs on-charged from the Internal Services Unit are also tracking less than budget.

- **Sewerage:** \$144,000 less than budget. Electricity costs and ordered maintenance costs are tracking less than budget - offsetting those reductions is increased expenditure on chemicals.
  - **Solid Waste Management:** \$123,000 less than budget as a result of reduced volumes of refuse entering the landfill.
  - **Community Development:** \$145,000 less than budget. The basis on which sales of tourism related services are accounted for at the Visitor Information Centre has been changed; only the commission earned is included as revenue on a net basis, whereas the budgets provided for gross sales and purchases to be shown.
- Indirect expenditure is \$347,000 is less than the year to date budget and is made up of the following three components:
    - **Allocated Costs:** \$71,000 more than forecast.
    - **External Interest:** \$409,000 less than forecast, due to interest rates being less than interest rate assumptions and public debt being less than forecast in the Exceptions Annual Plan 2013/14 (and Long Term Plan 2012-22).
    - **Depreciation:** \$9,000 less than forecast, primarily due to changes in timing for capital expenditure and useful life estimates for capital additions being different to those used in the Exceptions Annual Plan 2013/14.

4.5 **Total Revenue** was \$75,000 more than forecast for the nine months to March 2014.

- Operating Revenue was \$35,000 more than forecast. The main contributors to this variance in order of significance are:
  - **Sewerage:** \$387,000 more than forecast. Trade Waste and sewer connection fees are currently tracking more than forecast for this reporting period.
  - **Solid Waste Management:** \$146,000 less than forecast. Generally reduced product sales and refuse volumes resulting in less than forecast revenue.
  - **Roads and Footpaths:** \$102,000 less than forecast. Due to the capital expenditure programme for roading tracking less than budget, subsidy revenue received is also less.
  - **Water Supply:** \$146,000 less than forecast. Metered water revenue is currently tracking more than forecast. In addition to that subsidy revenue has been received for a final claim for Benneydale.

## 5.1 **BALANCE SHEET HIGHLIGHTS**

5.2 Balance Sheet highlights presented below show the movement in Council's financial position from 30 June 2013 to 31 March 2014. The complete Balance Sheet is attached as **Appendix 2**.

<b>BALANCE SHEET HIGHLIGHTS</b> <b>(Amounts in \$1000's)</b>	<b>Actual</b> <b>Position</b> <b>30 June 2013</b>	<b>Actual</b> <b>Position</b> <b>31 Mar 2014</b>	<b>Movement</b> <b>from</b> <b>30 June 2013</b>
<b>Assets</b>			
- Cash and cash equivalents	171	2,295	2,124
- Debtors and Other Receivables	5,593	4,050	(1,543)
- Other current assets	45	45	0
- Other financial assets	791	791	0
- Non-current assets	314,815	315,121	306
- Derivative financial instruments	239	239	0
<b>TOTAL ASSETS</b>	<b>321,654</b>	<b>322,541</b>	<b>887</b>
<b>Liabilities</b>			
- Other Liabilities	5,557	4,250	(1,307)
- Total Borrowings	45,182	44,808	(374)
- Derivative financial instruments	390	390	0
<b>Total Liabilities</b>	<b>51,129</b>	<b>49,448</b>	<b>(1,681)</b>
<b>Public Equity</b>			
- Public Equity	270,525	273,093	2,568
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>321,654</b>	<b>322,541</b>	<b>887</b>

5.3 **Total Assets** have increased from \$321,654,000 to \$322,541,000

- Cash and cash equivalents have increased by \$2,124,000.
- Debtors and Other Receivables have decreased from \$5,593,000 to \$4,050,000. For detailed commentary please refer to section 9.
- Non-current assets have increased by \$306,000. The increase is due to asset additions of \$4,379,000, less depreciation of \$3,996,000 and asset disposal of \$80,000, including a section in Parkside Subdivision.

5.4 **Total Liabilities** have decreased from \$51,129,000 to \$49,448,000.

- Other Liabilities have decreased by \$1,307,000. The decrease is due to reductions in Creditors and Other Payables (\$1,180,000) and Employee Entitlements (\$127,000) compared to 30 June 2013.
- Total Borrowings have decreased by \$374,000. This is due to \$300,000 of loans (funding Council's investment in Inframax Construction Limited) being repaid as part of a consolidation of this specific tranche of debt. In addition to that the Call Advance facility of \$50,000 and Finance Leases of \$37,000 were repaid but Accrued Interest increased by \$15,000.

5.5 **Public Equity** increased from \$270,525,000 to \$273,093,000. The increase being equal to the Net Operating Surplus for the nine months of \$2,568,000.

## 6.1 CAPITAL EXPENDITURE

6.2 Set out below is the Capital Expenditure Budget for the year compared to actual expenditure for the nine months to 31 March 2014.

CAPITAL EXPENDITURE SUMMARY (Amounts in \$1000's)	EAP Budget 2013/14	Actual YTD Mar 2014	Variance 2013/14
<b>Community Facilities</b>			
- Parks and Reserves	99	60	(39)
- Housing and Other Property	722	122	(600)
- Recreation and Culture	398	209	(189)
- Public Amenities	233	22	(211)
<b>Solid Waste Management</b>			
- Landfill and Transfer Stations	96	47	(50)
<b>Stormwater</b>			
- Te Kuiti Stormwater	362	66	(296)
- Rural Stormwater	5	0	(5)
<b>Sewerage</b>			
- Te Kuiti Sewerage	671	664	(6)
- Te Waitere Sewerage	10	0	(10)
- Benneydale Sewerage	78	0	(78)
- Piopio Sewerage	101	0	(101)
<b>Water Supply</b>			
- Te Kuiti Water	3,242	221	(3,021)
- Mokau Water	810	286	(525)
- Piopio Water	41	36	(4)
- Benneydale Water	3	27	24
<b>Roads and Footpaths</b>			
- Subsidised Roads	4,435	2,459	(1,976)
- Non subsidised Roads	265	100	(165)
<b>Corporate Support</b>			
- Corporate Support	230	59	(171)
- Internal Services Unit	0	0	0
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>11,803</b>	<b>4,378</b>	<b>(7,425)</b>

6.3 **Capital Expenditure** was \$4,378,000 for the nine months to 31 March 2014, of which \$2,459,000 (56%) related to Subsidised Roads, \$664,000 (15%) Te Kuiti Sewerage and \$221,000 (5%) to Te Kuiti Water Supply.

### 6.4 Community Facilities

- Parks and Reserves capital expenditure budget is for renewal work to be undertaken as required.
- Playground upgrade works are yet to be undertaken.
- Capital expenditure for Housing and Other Property is mainly for renewal works for Community Halls and other building assets.
- Restoration and revitalisation budget for the Railway Building totals \$579,000. Design work has been completed as well as street alteration work in preparation of the restoration work. This expenditure is included as part of the Housing and Other Property budget.
- Capital renewal work associated with the swimming pool will be undertaken during the last quarter.

- Upgrade works at the Taupiri Street building for the relocation of the Community House users is subject to accessing funds from the Lotteries Commission.
- Piopio Public toilets, Mokau Public Toilet Effluent Renewal, work on the Te Kuiti main street redesign and renewal of car parking around the Cottage and Culture Centre are planned as part of the Public Amenities activity. Land purchase for Mokau Toilets is being worked through. Car parking around the Cottage and Cultural Centre is currently out to tender.

#### 6.5 **Solid Waste**

- High wall shaping for safety at the landfill has been provided for at a cost of \$51,600 along with some minor renewal works for the Transfer Stations. As yet this expenditure has not been required.
- Capital expenditure for development of the next cell at the landfill has been brought forward with \$47,000 spent on design and management work. This expenditure was forecast for the 2014/15 financial year in the Long Term Plan but actual operational experience confirms it is necessary to undertake this work sooner.

#### 6.6 **Stormwater**

- In addition to general renewal works and piping of open water drains, renewal projects have been identified as a priority for Duke and George Streets. Design work has been completed for both Duke and George Street projects and is scheduled to commence during May. Investigation work is also to be undertaken for Rora Street.
- As a result of the installation of the stock effluent facility in Cotter Street, stormwater services in the wider area have had to be improved. This work will be completed during May.

#### 6.7 **Sewerage**

- Te Kuiti WWTP construction is in the final stages of commissioning. Minor modifications are being made to optimise treatment.
- The budget includes provision for reticulation and pump station renewals for Te Kuiti.
- Renewals have been budgeted for Benneydale. This expenditure has not been required as yet.
- Upgrades have been budgeted for Piopio sewerage subject to meet growth demands of the village. At this stage it is envisioned this expenditure will not be required.

#### 6.8 **Water Supply**

- A major upgrade is planned for the Te Kuiti Water Treatment plant. The design work is largely complete and major components have been ordered.
- Additional budgets have been provided for a new main pump station in Te Kuiti as well as reticulation renewals.

- The Mokau Dam upgrade project is planned for completion during the year to improve security of supply. Consents have been lodged; construction is well advanced and will be completed this financial year.

#### 6.9 **Roads and Footpaths**

- Due to the drought experienced over the summer of 2013, unsealed roads grading and metalling programs were suspended and carried out this financial year.
- The Te Kuiti Stock Effluent Disposal facility is complete. It should be noted that funding for this asset is by way of a 50% Financial Assistance Rate (FAR) from NZTA and 50% capital contribution from Waikato Regional Council. Funding of ongoing operational and maintenance costs will be along the same funding lines.
- The Drainage Renewals budget, sealed road surfacing, structures components replacement, associated improvements for renewals and Minor improvements for growth are also part of the overall carryover figure of \$781,000. Pavement rehabilitation work is in progress for the year and the road sealing work has commenced, with approximately \$1.8 million still come.
- \$41,700 was also carried over in the non-subsidised roading budget to effect repairs on Massey Street and other retaining walls, which are now complete.

### 7.0 **TREASURY REPORT**

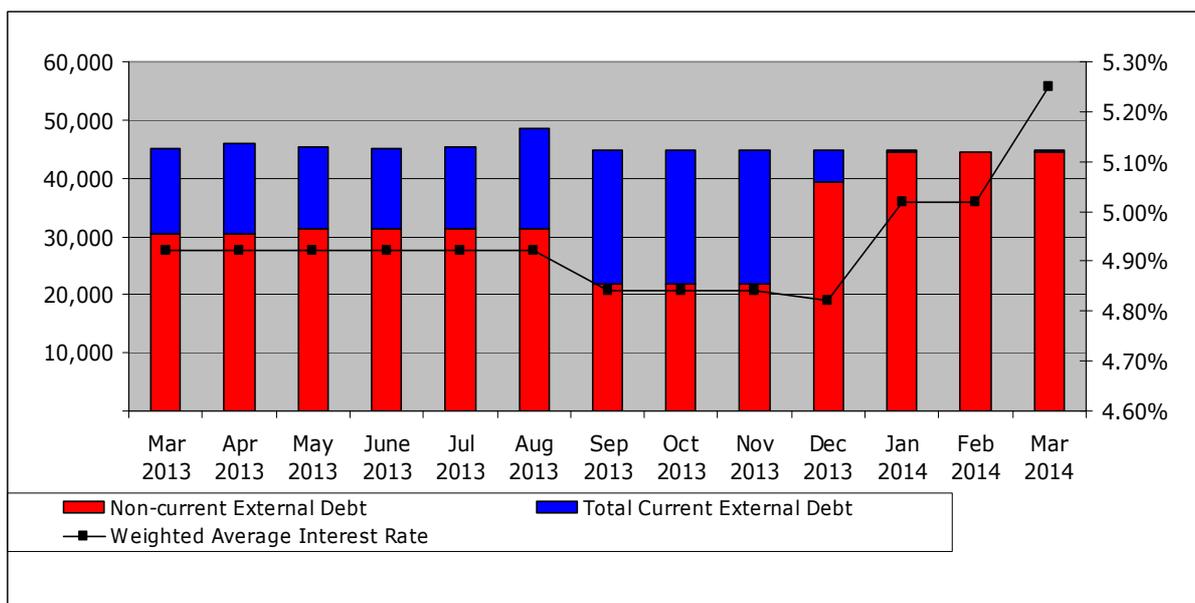
Set out below is the Treasury Report which provides more information on Council's public debt position and debt financing costs.

#### 7.1 **Cash Position**

- Council's cash position at 31 March 2014 was \$2,295,000 in funds. At the 30 June 2013 balance date the cash balance was \$171,000.

#### 7.2 **Summary of Public Debt Position**

- Set out below is a chart recording trends in Council's current and non-current debt for the year to 31 March 2014. The trend line overlaid is the weighted average interest rate currently being paid on all loans.



- At 31 March 2014 the weighted average interest rate for all loans excluding Finance Leases, Accrued Interest and Loan Facility Line Fees was **5.25%**. At the 28 February it was 5.02%; the reason for the increase was due to \$6,000,000 of floating rate debt of 4.33% moved onto fixed rate of 6.05% until May 2021. The weighted average cost of funds quoted in the Bancorp report includes loan facility line fees.

### 7.3 Public Debt Position Comparison to Budgets

7.4 Forecasted public debt at 30 June 2014 as per the Long Term Plan 2012-2022 is \$49,890,000 and per the Exceptions Annual Plan is \$49,743,000. Total debt at 31 March was \$44,808,000, giving a variance of \$4,935,000, which is likely to be drawn in the following months, as forecast in the Exceptions Annual Plan.

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

7.6 The Term Advance and Call Advance Facilities are credit facilities with a limit of \$30,000,000 in place with Westpac bank and used to provide working capital and form a part of the funding mix of the debt portfolio. The limits on borrowing are contained in the Council's Financial Strategy which includes a requirement that lines of credits of at least 105% of external debt outstanding is to be maintained at all times.

7.7 A Line of Credit fee of 0.30% (\$90,000 p.a.) of the facility limit applies to this credit facility.

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

7.9 As at the 31 March 2014 this facility was drawn by \$22,697,000 leaving an undrawn balance amount of \$7,303,000. Including cash and liquid deposits of \$2,295,000, gives a total debt capacity of \$9,598,000. This capacity will be used to fund capital expenditure in the main as it comes to charge towards the end of the construction year.

## 7.10 Details of Loan Portfolio

7.11 The following table records the public debt position and the key terms and conditions for each loan as at 31 March 2014. The classification of current and non-current loans is based on current loans being due for refinancing or repayment within 12 months of the balance sheet date of this report (i.e. 31 March 2015).

Effective Interest Rate is the interest rate applicable to each loan tranche including any hedging arrangement associated with it. Where the Effective Interest Reprice Date is later than the Loan Maturity Date the Effective Interest Rate given will be applicable to that loan even though that loan will be repaid and subsequently drawn before the Effective Interest Reprice Date.

	Loan Start Date	Loan Maturity Date	Effective Interest Reprice Date	Loan Balance	Effective Interest Rate
<b>Current Loans</b>					
Finance Leases				59,657	0.00%
Accrued Interest				256,133	0.00%
Call Advance		1/07/2015		0	4.10%
<b>Total Current Loans</b>				<b>315,790</b>	
<b>Non-current Loans</b>					
Finance Leases				44,778	
Westpac Term Loan (ICL)	24/11/2011	20/11/2015	19/05/2014	750,000	7.70%
Floating Rate Notes (Hedged)	31/08/2010	31/08/2015	31/08/2015	5,000,000	6.66%
Floating Rate Notes (Unhedged)	9/11/2012	9/11/2015	9/05/2014	5,000,000	4.01%
Floating Rate Notes (Hedged)	18/04/2012	18/04/2017	20/04/2020	5,000,000	5.82%
Floating Rate Notes (\$5M Hedged \$1M Floating, ICL)	30/08/2013	30/08/2016	30/08/2019	6,000,000	4.55%
Term Advance		1/07/2015	31/05/2014	6,697,000	4.65%
Term Advance (Hedged)		1/07/2015	17/05/2021	6,000,000	6.05%
Term Advance (Hedged)		1/07/2015	11/09/2017	5,000,000	5.03%
Term Advance (Hedged)	21/01/2014	1/07/2015	24/01/2017	5,000,000	5.10%
<b>Total Non-current Loans</b>				<b>44,491,778</b>	
<b>Total Public Debt</b>				<b>44,807,568</b>	<b>5.25%</b>
<b>Cash &amp; Liquid Investments</b>					
Call Deposit				945,183	
Cash				1,350,000	
<b>Total Cash &amp; Liquid Investments</b>				<b>2,295,183</b>	
<b>Public Debt Net of Investments</b>				<b>42,512,385</b>	

7.12 Total public debt was \$44,808,000 and cash assets were \$2,295,000 at 31 March 2013 giving a net debt position of **\$42,512,000**.

- 7.13 On 24 November 2011 an unsecured term loan of \$750,000 was drawn and advanced to Inframax Construction Limited. The term of the loan was initially for two years and interest resets quarterly, however the maturity of both the loan and the advance has been extended to November 2015.
- 7.14 **Interest Costs**
- 7.15 The total actual interest paid to lenders to 31 March was \$1,670,000 against the YTD budget of \$2,054,000; **\$384,000** (or **23%**) less than forecast. Interest paid currently constitutes **8%** of total revenue; Council's Treasury Policy requires this amount does not exceed 40%.
- 7.16 **Financial Derivatives and Hedge Accounting**
- 7.17 Included in the balance sheet are valuation amounts for Derivative Financial Instruments. These are market valuations of interest rate swap contracts in place at balance date. The valuation amount is componentised into asset, liability, current and non-current parts and reflects the market view of future interests at balance date.
- 7.18 The net market value for interest rate swaps held in the balance sheet at 30 June 2013 was for a total net liability of \$151,000. Indicative valuation for the 31 March is a net asset of \$300,000. This valuation movement is due to market changes with a small element of discount unwinding.
- 7.19 Council uses interest rate swaps to manage its interest rate exposure in accordance with its Treasury Management policy. The use of interest rate swaps is an accepted treasury management tool to manage interest rate exposure and in particular since the Global Financial Crisis, managing interest rate fluctuations through traditional debt instruments, such as term loans, for extended periods has become prohibitively expensive.
- 7.20 The contracts for interest rate swaps Council has entered into are "Receive Floating – Pay Fixed"; whereby in exchange for receiving an interest rate on a floating rate profile, Council has agreed to pay a fixed amount. By doing this there is certainty of the amount of interest payable over the life of the swap. These swaps are termed a 'Cash Flow Hedge'.
- 7.21 Council's accounting policy and IFRS require all financial instruments to be valued at balance date to reflect fair value. However if a set of agreed criteria are met then any change in fair value does not form part of the Net Surplus/(Deficit) figure and Hedge Accounting is applied. The change in value is then included in the Income Statement as part of Comprehensive Income alongside other items such as Property, Plant and Equipment revaluation Gains and Losses.
- 7.22 The reason for doing this is to remove volatility from the Income Statement that would otherwise be required and to reflect changes in the market place. During the life of the interest rate swap, certainty of interest cost is assured, however when the swap arrangement expires at maturity the arrangements have no value, as it had no value at its inception.
- 7.23 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.

## 8.0 VALUATION SERVICES

- 8.1 The contract for the provision of valuation services for rating purposes is due to expire on the 30 June 2014. This contract commenced 1 July 2008 and was rolled over for a further 3 years on the 1 July 2011.
- 8.2 There are two key components for the service provided; the triennial revaluation of properties within the district for rating purposes and rating roll maintenance valuations during the contract period. The triennial revaluation is performed pursuant to the Ratings Valuation Act and to the requirements of the Office of the Valuer-General.
- 8.3 Tenders have been invited by 23 May and the successful applicant will be awarded the contract before the 1 July. (The tender method is lowest price conforming having first met a number of weighted non-price attributes).

## 9.0 DEBTORS AND OTHER RECEIVABLES

- 9.1 Set out below is summary of Debtors and Other Receivables (i.e. unpaid rates and other debtor amounts owing) as at 31 March 2014 with comparatives from the same period last year and 30 June 2013.
- 9.2 Comparison of Rates and Penalties receivables is best analysed on a year on year basis, because the collection cycle for rates is annually rather than quarterly or monthly. Comparison of all other debtor classes is better analysed on a monthly basis to match the revenue cycle these receivables relate to, hence the comparison between 31 March 2013 and 30 June 2013.

Debtor & Other Receivables (Amounts in \$1000's)	As at 31-Mar-13	As at 30-Jun-13	As at 31-Mar-14	Variance to 31-Mar-13		Variance to 30-Jun-13	
				\$	%	\$	%
Rates Receivable	2,471	2,433	2,721	250	10%	288	12%
Rates Penalties	1,064	1,022	1,255	191	18%	233	23%
<b>Rates and Penalties Receivable</b>	<b>3,535</b>	<b>3,455</b>	<b>3,977</b>	<b>442</b>	<b>12%</b>	<b>522</b>	<b>15%</b>
NZ Transport Agency	419	1,466	672	253	60%	-794	-54%
Ministry of Health Subsidy	348	508	143	-205	-59%	-365	-72%
Extraordinary Water Charges	106	178	45	-61	-58%	-133	-75%
Other Trade Receivables	890	1,537	586	-304	-34%	-951	-62%
<b>Other Trade Receivables</b>	<b>1,763</b>	<b>3,689</b>	<b>1,446</b>	<b>-317</b>	<b>-18%</b>	<b>-2,243</b>	<b>-61%</b>
<b>Gross Receivables</b>	<b>5,298</b>	<b>7,144</b>	<b>5,423</b>	<b>125</b>	<b>2%</b>	<b>-1,721</b>	<b>-24%</b>
Less Provision for Doubtful Debts	-1,063	-1,373	-1,373	-310	29%	0	0%
<b>Total Debtors &amp; Other Receivables</b>	<b>4,235</b>	<b>5,771</b>	<b>4,050</b>	<b>-185</b>	<b>-4%</b>	<b>-1,721</b>	<b>-30%</b>

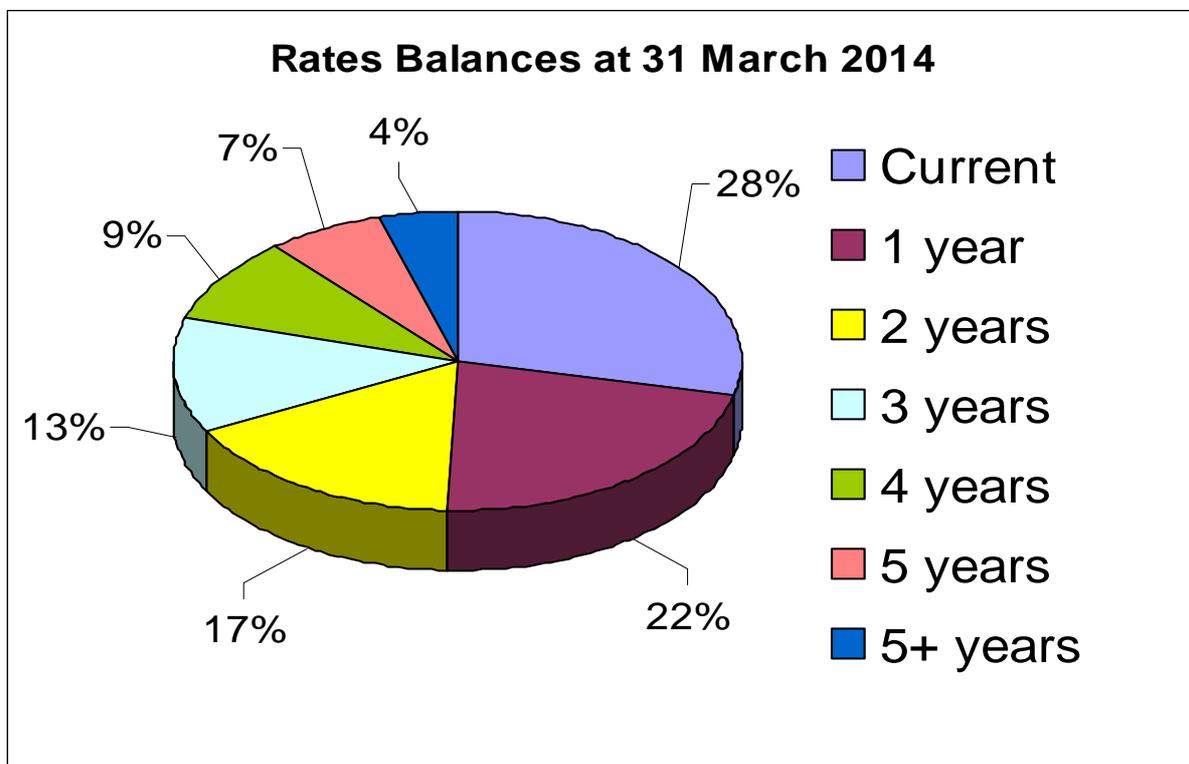
## 9.3 Rates and Penalties Receivable

### 9.4 Current year rates

- 9.5 At 31 March 2014, the first three rates instalments had been issued and were due and payable by August 2013, November 2013 and February 2014 respectively. The collection percentage on the three instalments was **94%** (2013: 94%).

## 9.6 Overall Rates Receivables

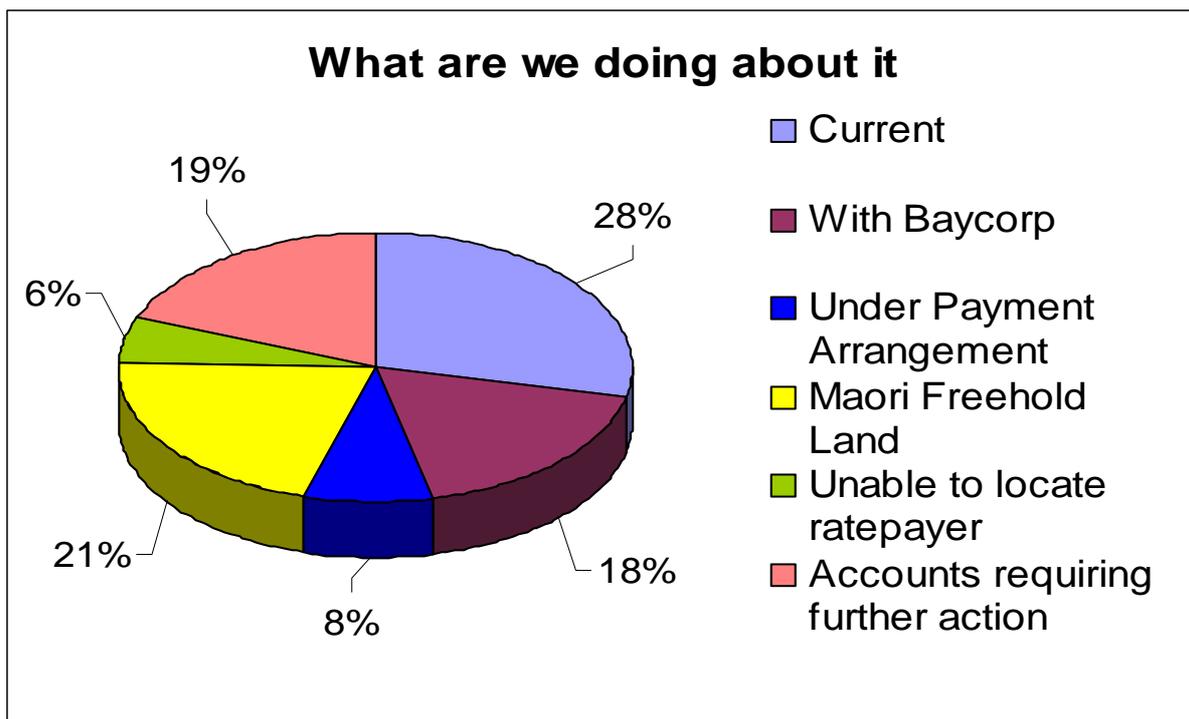
- 9.7 There was \$3,976,900 of rates and penalties outstanding at 31 March 2014 (2013: \$3,534,600). This amount excludes rates paid in advance on future instalments. The comparative figures for March 2013 have been restated to exclude rates paid in advance which gives a more accurate picture of the receivables owing.
- 9.8 Rates receivable have increased by 10% (\$250,000) from 31 March 2013. This increase is partly due to an increase in rates levied (i.e. the level of unpaid rates increases as the total value of rates levied increases), particularly those rates that are levied on a Uniform basis compared with rates charged on Capital Value.
- 9.9 Included in the above rate and penalties receivables are some rates and penalties outstanding on freehold Maori land which may be eligible for rates remission. As at 31 March 2014, \$105,263 of rate and penalties remissions have been granted against a full year budget of \$244,000.
- 9.10 The majority of the rates remissions outstanding relate to freehold Maori land. These applications are processed on behalf of the owners by Council staff and it is anticipated that these rate remissions will be completed in May 2014.
- 9.11 The rates arrears and penalties, including those owing on freehold Maori land, are substantially recognised in the Provision for Doubtful Debts figure.
- 9.12 Of the outstanding balance of \$3,976,900, \$1,143,073 (28%) relates to current year, \$870,553 for the 2012/13 year rates and the remainder spread across 2-7 years in a diminishing fashion. The following graph illustrates the makeup of the rates receivable balance:



- 9.13 The outstanding balance in the 5+ years category relates to the 2005/2006 and 2006/2007 rating years. These balances have been retained in the rates ledger

due to legal action having commenced on these properties via our external debt collection agency.

- 9.14 The outstanding balance of rates is being actively managed through a variety of collection methods including lump sum payment arrangements, approved payment arrangements, and through an external debt collection agency. In the nine months ending 31 March 2014 Council has reduced the arrears of \$3,454,729 that was outstanding at 30 June 2013 by \$620,932 (18%) to \$2,833,797 at 31 March 2014.
- 9.15 The action being taken on the outstanding balances is shown in the following graph.



- 9.16 Of the \$2,833,797 of rates that are in arrears, we have placed \$704,645 with an external debt agency, \$321,708 are under some form of payment arrangement and \$840,183 relates to freehold Maori land (including some properties that will be eligible for rates remission as discussed in 9.9 above).
- 9.17 There are currently \$747,731 of outstanding arrears that require further action. This category of arrears will be the focus for the coming six months as further profiling of our rates arrears is undertaken. The initial focus will determine which properties have mortgage holders where Council may pursue the recovery of rates arrears through the banks and financial institutions that hold the mortgage on the property.
- 9.18 One of the options available for ratepayers with arrears is a lump sum payment arrangement. With a lump sum arrangement the ratepayer agrees to make a lump sum payment to clear all rates outstanding and agree to make regular direct debit payments for any future rates. Once the conditions of the agreement are met, rates penalties on these properties are eligible for rates remission under the Rates Remission Policy. During the quarter ending 31 March 2014, WDC staff secured two lump sum payment arrangements which resulted in a total of \$22,369 being received.

9.19 There are numerous general land properties which are classified as unknown. A ratepayer is flagged as unknown when mail has been returned without a forwarding address and we have been unable to locate the ratepayer through standard enquiries. The value of these outstanding rates arrears on general land totalled \$219,528. These properties will continue to be reviewed and various avenues investigated to identify a current address for these ratepayers.

#### **9.20 Other Trade Receivables**

9.21 There was total of \$1,446,950 of Other Receivables owing at 31 March 2014 (2013: \$1,763,000). This was an 18% decrease from March 2013 due mainly to a higher level of trade waste debtors and Ministry of Health subsidy revenue being included in the prior year receivables.

9.22 The risk of non-collection risk of subsidy revenue from NZ Transport Agency or the Ministry of Health is very low, because these are government agencies. Extraordinary Water Charges are deemed a rate under the Local Government (Rating) Act 2002 and so the risk of collection is similar to that of non payment of rates.

9.23 At 31 March 2014 Other Trade Receivables totalled \$586,000 of which \$8,000 has been due and owing for more than three months.

### **Suggested Resolution**

The business paper on the Financial Report for the nine months to 31 March 2014 be received.



C.E. (KIT) JEFFRIES

**GROUP MANAGER – CORPORATE SERVICES**

## Appendix 1: Combined Cost of Service Statements

Summary Cost of Service (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Budget Mar 2014	YTD Actual Mar 2014	Variance Mar 2014	% Variance
<b>Direct Operating Expenditure</b>						
- Leadership	589	627	408	367	(41)	
- Community Service	1,534	2,016	1,558	1,301	(257)	
- Community Development	706	765	568	423	(145)	
- Regulation	230	262	197	200	3	
- Solid Waste Management	972	1,197	834	711	(123)	
- Stormwater Drainage	185	111	95	73	(22)	
- Resource Management	85	88	63	16	(47)	
- Sewerage	1,091	1,368	1,040	896	(144)	
- Water Supply	1,401	1,271	968	969	1	
- Roads and Footpaths	4,606	4,978	3,136	4,196	1,060	
<b>Total Direct Operating Expenditure</b>	<b>11,399</b>	<b>12,683</b>	<b>8,867</b>	<b>9,152</b>	<b>285</b>	<b>3%</b>
<b>Indirect Expenditure</b>						
- Allocated Costs	4,358	3,969	2,815	2,886	71	
- Interest	2,411	2,866	2,151	1,742	(409)	
- Depreciation	5,003	5,019	3,762	3,753	(9)	
<b>Total Indirect Expenditure</b>	<b>11,772</b>	<b>11,854</b>	<b>8,728</b>	<b>8,381</b>	<b>(347)</b>	<b>-4%</b>
<b>TOTAL EXPENDITURE</b>	<b>23,171</b>	<b>24,537</b>	<b>17,595</b>	<b>17,533</b>	<b>(62)</b>	<b>0%</b>
<b>Operating Revenue</b>						
- Leadership	(125)	(193)	(128)	(74)	54	
- Community Service	(591)	(599)	(301)	(279)	22	
- Community Development	(255)	(232)	(191)	(177)	14	
- Regulation	(342)	(409)	(349)	(303)	46	
- Stormwater Drainage	(68)	0	0	(2)	(2)	
- Resource Management	(73)	(80)	(60)	(38)	22	
- Solid Waste Management	(885)	(1,111)	(820)	(674)	146	
- Sewerage	(3,602)	(629)	(472)	(847)	(375)	
- Water Supply	(801)	(2,117)	(472)	(536)	(64)	
- Roads and Footpaths	(5,291)	(5,671)	(4,224)	(4,122)	102	
<b>Total Operating Revenue</b>	<b>(12,033)</b>	<b>(11,041)</b>	<b>(7,017)</b>	<b>(7,052)</b>	<b>(35)</b>	<b>0%</b>
<b>Rates Revenue</b>						
- General Rate	(2,134)	(2,134)	(1,601)	(2,276)	(675)	
- UAGC	(3,874)	(3,985)	(2,989)	(2,335)	654	
- Targeted Rate	(10,327)	(10,729)	(8,046)	(8,072)	(26)	
- Rates Penalties	(400)	(400)	(373)	(366)	7	
<b>Total Rates Revenue</b>	<b>(16,735)</b>	<b>(17,248)</b>	<b>(13,009)</b>	<b>(13,049)</b>	<b>(40)</b>	<b>0%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>(5,597)</b>	<b>(3,752)</b>	<b>(2,431)</b>	<b>(2,568)</b>	<b>(137)</b>	<b>6%</b>

## Governance: Leadership and Investments

<b>GOVERNANCE: LEADERSHIP AND INVESTMENTS</b> <b>(Amounts in \$1000's)</b>	<b>Actual</b> <b>2012/13</b>	<b>EAP Budget</b> <b>2013/14</b>	<b>YTD Budget</b> <b>Mar 2014</b>	<b>YTD Actual</b> <b>Mar 2014</b>	<b>Variance</b> <b>Mar 2014</b>	<b>%</b> <b>Variance</b>
<b>Direct Expenditure</b>						
- Representation	281	321	245	189	(56)	
- Strategic Planning & Policy Development	69	62	44	61	17	
- Monitoring & Reporting	135	137	21	23	2	
- Investments	104	107	98	94	(4)	
<b>Total Direct Expenditure</b>	<b>589</b>	<b>627</b>	<b>408</b>	<b>367</b>	<b>(41)</b>	<b>-10%</b>
- Allocated Costs	1,195	1,257	779	907	128	
- Interest	515	593	445	352	(93)	
<b>Total Operating Expenditure</b>	<b>2,299</b>	<b>2,477</b>	<b>1,632</b>	<b>1,626</b>	<b>(6)</b>	<b>0%</b>
<b>Operating Revenue</b>						
- Representation	(27)	(80)	(60)	(4)	56	
- Investments	(98)	(113)	(68)	(70)	(2)	
<b>Total Operating Revenue</b>	<b>(125)</b>	<b>(193)</b>	<b>(128)</b>	<b>(74)</b>	<b>54</b>	<b>-42%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>2,174</b>	<b>2,284</b>	<b>1,504</b>	<b>1,552</b>	<b>48</b>	<b>3%</b>

**Net Operating Cost** for the Governance Activity was 3% (\$48,000) more than budget for the nine months to 31 March 2014.

**Total Direct Expenditure** was 10% (\$41,000) less than budget for the period.

- Representation expenditure is tracking less than budget, due to a reduction in elected members' expenses.
- Strategic Planning and Policy Development is more than budget due to investigatory work being carried out for Waitomo Village water and sewerage system assets and operations that may be transferred to Council from the private service provider.
- In addition to that a contribution has been made for Council's joint submission on the Regional Policy Statement proposal.

**Operating Revenue** was \$6,000 less than forecast for the period.

- The 2013/14 budget provided for revenue from a proposed external contracting service to be provided by the Internal Services Unit to Inframax Construction Limited. Subsequent to the budget being adopted that arrangement was not fully entered into.

## Community Service

<b>COMMUNITY SERVICE</b>	<b>Actual</b>	<b>EAP Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variance</b>	<b>%</b>
<b>(Amounts in \$1000's)</b>	<b>2012/13</b>	<b>2013/14</b>	<b>Mar 2014</b>	<b>Mar 2014</b>	<b>Mar 2014</b>	<b>Variance</b>
<b>Direct Expenditure</b>						
- Parks and Reserves	323	455	316	268	(48)	
- Housing and Other Property	293	404	333	315	(18)	
- Recreation and Culture	424	457	372	277	(95)	
- Public Amenities	432	545	418	354	(64)	
- Safety	62	155	119	87	(32)	
<b>Total Direct Expenditure</b>	<b>1,534</b>	<b>2,016</b>	<b>1,558</b>	<b>1,301</b>	<b>(257)</b>	<b>-16%</b>
- Allocated Costs	925	758	569	551	(18)	
- Interest	77	93	70	52	(18)	
- Depreciation	650	635	476	478	2	
<b>Total Operating Expenditure</b>	<b>3,186</b>	<b>3,502</b>	<b>2,673</b>	<b>2,382</b>	<b>(291)</b>	<b>-11%</b>
<b>Operating Revenue</b>						
- Parks and Reserves	(9)	(11)	(10)	(5)	5	
- Housing and Other Property	(421)	(420)	(162)	(174)	(12)	
- Recreation and Culture	(117)	(114)	(88)	(71)	17	
- Public Amenities	(33)	(54)	(41)	(29)	12	
- Safety	(11)	0	0	0	0	
<b>Total Operating Revenue</b>	<b>(591)</b>	<b>(599)</b>	<b>(301)</b>	<b>(279)</b>	<b>22</b>	<b>-7%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>2,595</b>	<b>2,903</b>	<b>2,372</b>	<b>2,103</b>	<b>(269)</b>	<b>-11%</b>

**Net Operating Cost** for the Community Service Activity was 11% (\$256,000) below budget for the nine months to March 2014.

**Direct Expenditure** was 16% (\$244,000) less than budget for the period.

- Generally repairs and maintenance expenditure has not been required - this type of expenditure is carried out on an 'as needed' basis.
- Within Parks and Reserves
  - Asset Management Plan budget has yet to be spent along with some under expenditure related to the Internal Services Unit costs.
- Within Recreation and Culture
  - Repairs and maintenance at the Cultural & Arts Centre was underspent.
  - Library operational expenditure budget was only partly used during the period under review.
  - Activity Management Planning expenditure (for the Recreation and Culture group of activities) is also less than budget.
  - Repairs and maintenance and electricity/gas costs are currently tracking less than budget. Repairs and maintenance works will be undertaken after the swimming season closes.
  - Budgeted operational expenditure at the Aerodrome was under spent during the period, including works related to Reserve Management Planning.
- Within Public Amenities
  - Repairs and maintenance work for Street Furniture is currently tracking less than budget.
  - Security camera maintenance contract invoicing has yet to come to hand and no expenditure has been charged for decorative lighting.
- Within Safety
  - Rural Fires to be operated under an enlarged rural fire proposal was also under spent due to the proposal still to be implemented.

**Operating Revenue** was 7% (\$22,000) less than forecast for the period.

- Library revenue is tracking less than forecast, due to reduced issues of books.
- Commercial lease and rental income is tracking more than forecast.
- All other revenue streams with the exception being Cemetery fees are tracking on budget.

## Community Development

<b>COMMUNITY DEVELOPMENT</b> <b>(Amounts in \$1000's)</b>	<b>Actual</b> <b>2012/13</b>	<b>EAP Budget</b> <b>2013/14</b>	<b>YTD Budget</b> <b>Mar 2014</b>	<b>YTD Actual</b> <b>Mar 2014</b>	<b>Variance</b> <b>Mar 2014</b>	<b>%</b> <b>Variance</b>
<b>Direct Expenditure</b>						
- Community Support	475	451	326	271	(55)	
- Youth Engagement	0	64	61	52	(9)	
- Economic Development	9	13	9	11	2	
- Regional Tourism	222	237	172	89	(83)	
- Agencies	0	1	0	0	0	
<b>Total Direct Expenditure</b>	<b>706</b>	<b>765</b>	<b>568</b>	<b>423</b>	<b>(145)</b>	<b>-26%</b>
- Allocated Costs	475	421	316	357	41	
- Interest	1	1	1	1	0	
- Depreciation	5	5	3	4	1	
<b>Total Expenditure</b>	<b>1,187</b>	<b>1,192</b>	<b>888</b>	<b>785</b>	<b>(103)</b>	<b>-12%</b>
<b>Operating Revenue</b>						
- Community Support	(69)	0	0	0	0	
- Youth Engagement	0	(62)	(61)	(135)	(74)	
- Economic Development	(4)	0	0	0	0	
- Regional Tourism	(163)	(150)	(115)	(27)	88	
- Agencies	(19)	(20)	(15)	(15)	0	
<b>Total Operating Revenue</b>	<b>(255)</b>	<b>(232)</b>	<b>(191)</b>	<b>(177)</b>	<b>14</b>	<b>-7%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>932</b>	<b>960</b>	<b>697</b>	<b>608</b>	<b>(89)</b>	<b>-13%</b>

**Net Operating Cost** for the Community Development Activity was 13% (\$89,000) less than budget for the nine months to March 2014.

**Direct Expenditure** was 26% (\$145,000) less than budget for the period.

- Expenditure for annual grants and rates remissions are currently less than year to date budgets. Further grants are expected to be made during the remainder of the year with the entire grants budgets to be allocated. Rates remissions continue to be processed and it is expected that \$244,000 in total will be remitted.
- The Regional Tourism activity includes the operation of the Visitor Information Centre. A review was undertaken as to the true nature of the revenue received by the centre (as part of the GST accounting change), and it was determined that "revenue" was the commission part only on each sale because of the "agency" relationship that exists between the i-SITE and the tourism operators. The original budgeting treatment was to record both forecast sales and budgeted expenditure on a gross basis. To date commissions earned are \$6,000, whereas the adjusted year to date budget, due to the change just described, is \$8,000.

**Operating Revenue** was 7% (\$14,000) more than forecast for the period.

- Revenue of \$118,000, including \$9,000 carried forward from last year, has been received from the Ministry of Social Development for the Support Social Sector Trials project. This capacity is expected to be used in this current financial year on youth initiatives. Any unused capacity will be carried forward to the next financial year, as such part of the revenue shown here would be transferred to the Balance Sheet as Deferred Revenue.
- In line with the change in accounting for Visitor Information Centre revenue described above, expenditure now does not include the purchase cost of tickets which are on-sold.

## Regulation

REGULATION (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Budget Mar 2014	YTD Actual Mar 2014	Variance Mar 2014	% Variance
<b>Direct Expenditure</b>						
- Regulation	230	262	197	200	3	
<b>Total Direct Expenditure</b>	<b>230</b>	<b>262</b>	<b>197</b>	<b>200</b>	<b>3</b>	<b>2%</b>
- Allocated Costs	597	457	343	285	(58)	
- Interest	2	1	1	1	0	
- Depreciation	2	2	1	1	0	
<b>Total Expenditure</b>	<b>831</b>	<b>722</b>	<b>542</b>	<b>487</b>	<b>(55)</b>	<b>-10%</b>
<b>Operating Revenue</b>						
- Regulation	(342)	(409)	(349)	(303)	46	
<b>Total Operating Revenue</b>	<b>(342)</b>	<b>(409)</b>	<b>(349)</b>	<b>(303)</b>	<b>46</b>	<b>-13%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>489</b>	<b>313</b>	<b>193</b>	<b>184</b>	<b>(9)</b>	<b>-5%</b>

**Net Operating Cost** for the Regulation Activity was 5% (\$9,000) less than budget for the nine months to March 2014.

**Direct Expenditure** was 2% (\$3,000) more than budget for the period.

- Building Control expenditure is tracking more than budget due to an unbudgeted payment of an annual fee to the newly formed Waikato Building Group and costs for external processing of building consents; however accreditation expenditure is currently less.
- The Animal and Dog Control contract ended 31 March. These services will continue to be carried out in-house.

**Operating Revenue** was 13% (\$46,000) less than forecast for the period.

- Building Control Services revenue is currently less than forecast. Building consent activity reflects lower cost projects which in turn affect consent revenue as lower application fees apply.

To date 90 Building Consents have been issued with a project value of \$9.8 million, whereas for the same period last year 128 had been issued with a project value of \$11.5 million.

## Resource Management

RESOURCE MANAGEMENT (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Budget Mar 2014	YTD Actual Mar 2014	Variance Mar 2014	% Variance
<b>Direct Expenditure</b>						
- District Plan Administration	85	88	63	16	(47)	
<b>Total Direct Expenditure</b>	<b>85</b>	<b>88</b>	<b>63</b>	<b>16</b>	<b>(47)</b>	<b>-75%</b>
- Allocated Costs	142	110	83	68	(15)	
<b>Total Expenditure</b>	<b>227</b>	<b>198</b>	<b>146</b>	<b>84</b>	<b>(62)</b>	<b>-42%</b>
<b>Operating Revenue</b>						
- District Plan Administration	(73)	(80)	(60)	(38)	22	
<b>Total Operating Revenue</b>	<b>(73)</b>	<b>(80)</b>	<b>(60)</b>	<b>(38)</b>	<b>22</b>	<b>-37%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>154</b>	<b>118</b>	<b>86</b>	<b>46</b>	<b>(40)</b>	<b>-47%</b>

**Net Operating Cost** for the Resource Management Activity was 47% (\$40,000) below budget for the nine months to March 2014.

**Direct Expenditure** was 75% (\$45,000) less than budget for the period.

- Budgeted costs for legal expenses and consultants fees, which are usually on charged to resource consent applicants have not been spent during the period due to a lower number of applications being received.

**Operating Revenue** was 37% (\$22,000) less than forecast for the period.

- Due to lower than expected resource consent applications being processed less revenue has been received.

## Solid Waste Management

<b>SOLID WASTE MANAGEMENT</b> <b>(Amounts in \$1000's)</b>	<b>Actual</b> <b>2012/13</b>	<b>EAP Budget</b> <b>2013/14</b>	<b>YTD Budget</b> <b>Mar 2014</b>	<b>YTD Actual</b> <b>Mar 2014</b>	<b>Variance</b> <b>Mar 2014</b>	<b>%</b> <b>Variance</b>
<b>Direct Expenditure</b>						
- Collection	270	293	219	198	(21)	
- Landfill Management	702	904	615	513	(102)	
<b>Total Direct Expenditure</b>	<b>972</b>	<b>1,197</b>	<b>834</b>	<b>711</b>	<b>(123)</b>	<b>-15%</b>
- Allocated Costs	261	278	209	212	3	
- Interest	274	291	219	166	(53)	
- Depreciation	84	80	60	51	(9)	
<b>Total Expenditure</b>	<b>1,591</b>	<b>1,846</b>	<b>1,322</b>	<b>1,140</b>	<b>(182)</b>	<b>-14%</b>
<b>Operating Revenue</b>						
- Collection	(115)	(100)	(75)	(97)	(22)	
- Landfill Management	(770)	(1,011)	(745)	(577)	168	
<b>Total Operating Revenue</b>	<b>(885)</b>	<b>(1,111)</b>	<b>(820)</b>	<b>(674)</b>	<b>146</b>	<b>-18%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>706</b>	<b>735</b>	<b>502</b>	<b>466</b>	<b>(36)</b>	<b>-7%</b>

**Net Operating Cost** for the Solid Waste Management Activity was 7% (\$36,000) less than budget for the nine months to March 2014.

**Direct Expenditure** was 15% (\$123,000) less than budget for the period.

- Kerbside Collection expenditure is less than budget as a result of reduced volumes collected. The cause of this is partly due to increased volumes of waste being diverted to recycling but also due to reduced volumes being put out for collection.
- Operation and maintenance expenditure at the Landfill is currently tracking less than budget. In addition to that, expenditure for the Waste Minimisation Levy, which is imposed on all landfill operators, is tracking less than budget due to reduced volumes being received.

**Operating Revenue** was 18% (\$146,000) less than forecast for the period.

- Revenues from the sale of rubbish bags and recycle bins were \$21,000 more than forecast for the period.
- Generally there is less volume of refuse entering the landfill and reduced product sales which has resulted in less than forecast revenue.

## Stormwater Drainage

STORMWATER DRAINAGE (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Budget Mar 2014	YTD Actual Mar 2014	Variance Mar 2014	% Variance
<b>Direct Expenditure</b>						
- Te Kuiti Stormwater	178	102	88	69	(19)	
- Rural Stormwater	7	9	7	4	(3)	
<b>Total Direct Expenditure</b>	<b>185</b>	<b>111</b>	<b>95</b>	<b>73</b>	<b>(22)</b>	<b>-23%</b>
- Allocated Costs	127	83	62	61	(1)	
- Interest	7	7	5	4	(1)	
- Depreciation	175	179	134	130	(4)	
<b>Total Expenditure</b>	<b>494</b>	<b>380</b>	<b>296</b>	<b>268</b>	<b>(28)</b>	<b>-9%</b>
<b>Operating Revenue</b>						
- Te Kuiti Stormwater	(68)	0	0	(2)	(2)	
<b>Total Operating Revenue</b>	<b>(68)</b>	<b>0</b>	<b>0</b>	<b>(2)</b>	<b>(2)</b>	<b>0%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>426</b>	<b>380</b>	<b>296</b>	<b>266</b>	<b>(30)</b>	<b>-10%</b>

**Net Operating Cost** for the Stormwater Drainage Activity was 10% (\$30,000) less than budget for the nine months to March 2014.

**Direct Expenditure** was 23% (\$22,000) less than budget for the period

- Resource management compliance and operational costs are tracking less than budget.

**Operating Revenue** was \$2,000 more than forecast for the period.

- Connection fees have been received from two building applicants as part of their building consent requirements for connection to Council's Stormwater system. This revenue is "one off" in nature.

## Sewerage and Treatment and Disposal of Sewage

SEWERAGE AND TREATMENT AND DISPOSAL OF SEWAGE (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Budget Mar 2014	YTD Actual Mar 2014	Variance Mar 2014	% Variance
<b>Direct Expenditure</b>						
- Te Kuiti	922	1,234	935	797	(138)	
- Te Waitere	16	16	12	12	0	
- Benneydale	79	65	52	48	(4)	
- Piopio	74	53	41	39	(2)	
<b>Total Direct Expenditure</b>	<b>1,091</b>	<b>1,368</b>	<b>1,040</b>	<b>896</b>	<b>(144)</b>	<b>-14%</b>
- Allocated Costs	281	271	203	196	(7)	
- Interest	376	579	434	369	(65)	
- Depreciation	435	774	581	486	(95)	
<b>Total Expenditure</b>	<b>2,183</b>	<b>2,992</b>	<b>2,258</b>	<b>1,947</b>	<b>(311)</b>	<b>-14%</b>
<b>Operating Revenue</b>						
- Te Kuiti	(992)	(627)	(470)	(846)	(376)	
- Benneydale	(1)	(1)	(1)	(1)	0	
- Piopio	0	(1)	(1)	0	1	
<b>Total Operating Revenue</b>	<b>(993)</b>	<b>(629)</b>	<b>(472)</b>	<b>(847)</b>	<b>(375)</b>	<b>79%</b>
<b>Subsidy Revenue</b>						
- Te Kuiti	(2,250)	0	0	0	0	
- Benneydale	0	0	0	0	0	
- Piopio	(359)	0	0	0	0	
<b>Total Subsidy Revenue</b>	<b>(2,609)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Revenue</b>	<b>(3,602)</b>	<b>(629)</b>	<b>(472)</b>	<b>(847)</b>	<b>(375)</b>	<b>79%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>(1,419)</b>	<b>2,363</b>	<b>1,786</b>	<b>1,100</b>	<b>(686)</b>	<b>-38%</b>

**Net Operating Cost** for the Sewerage Activity was 38% (\$686,000) below budget for the nine months to March 2014.

**Direct Expenditure** was 14% (\$144,000) less than budget for the period.

- Electricity costs and ordered maintenance costs are tracking less than budget; those reductions are offset by an increase in expenditure on chemicals. Sewerage plant energy consumption is more efficient and less power is used, however The Lines Company have indicated that there will be a rise in electricity demand charges in the near future for all connections.

**Total Revenue** was 79% (\$375,000) more than forecast for the period.

- Trade Waste revenue and sewer connection fees are currently tracking \$387,000 more than the year to date forecast.

## Water Supply

<b>WATER SUPPLY</b>	<b>Actual</b>	<b>EAP Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variance</b>	<b>%</b>
<b>(Amounts in \$1000's)</b>	<b>2012/13</b>	<b>2013/14</b>	<b>Mar 2014</b>	<b>Mar 2014</b>	<b>Mar 2014</b>	<b>Variance</b>
<b>Direct Expenditure</b>						
- Te Kuiti	883	852	642	618	(24)	
- Mokau	183	180	139	132	(7)	
- Piopio	273	169	131	174	43	
- Benneydale	62	70	56	45	(11)	
<b>Total Direct Expenditure</b>	<b>1,401</b>	<b>1,271</b>	<b>968</b>	<b>969</b>	<b>1</b>	<b>0%</b>
- Allocated Costs	355	268	201	199	(2)	
- Interest	170	221	166	136	(30)	
- Depreciation	380	403	302	314	12	
<b>Total Expenditure</b>	<b>2,306</b>	<b>2,163</b>	<b>1,637</b>	<b>1,618</b>	<b>(19)</b>	<b>-1%</b>
<b>Operating Revenue</b>						
- Te Kuiti	(625)	(507)	(380)	(434)	(54)	
- Mokau	(25)	(4)	(2)	(17)	(15)	
- Piopio	(25)	(16)	(8)	(5)	3	
- Benneydale	(22)	(2)	(1)	(10)	(9)	
<b>Total Operating Revenue</b>	<b>(697)</b>	<b>(529)</b>	<b>(391)</b>	<b>(466)</b>	<b>(75)</b>	<b>19%</b>
<b>Subsidy Revenue</b>						
- Te Kuiti	0	(780)	0	0	0	
- Mokau	(25)	(808)	(81)	(34)	47	
- Piopio	(50)	0	0	0	0	
- Benneydale	(29)	0	0	(36)	(36)	
<b>Total Subsidy Revenue</b>	<b>(104)</b>	<b>(1,588)</b>	<b>(81)</b>	<b>(70)</b>	<b>11</b>	<b>-14%</b>
<b>Total Revenue</b>	<b>(801)</b>	<b>(2,117)</b>	<b>(472)</b>	<b>(536)</b>	<b>(64)</b>	<b>14%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>1,505</b>	<b>46</b>	<b>1,165</b>	<b>1,082</b>	<b>(83)</b>	<b>-7%</b>

**Net Operating Cost** for the Water Supply Activity was 7% (\$83,000) less than budget for the nine months to March 2014.

**Direct Expenditure** was \$1,000 more than budget for the period.

- Chemicals have been purchased for the Piopio Water Treatment Plant and operational and maintenance costs for the water treatment plant and reticulation system are tracking more than budget for Piopio.
- Te Kuiti expenditure is less than budget due to a reduction in electricity costs, however The Lines Company have indicated that there will be a rise in electricity demand charges in the near future for all connections.

**Total Revenue** was 14% (\$64,000) more than forecast for the period.

- Metered Water revenue for the reporting period was more than the year to date forecast due to greater than expected consumption. Volume charges also reflect the true cost of production. Apart from large industrial users, water metered properties are billed every six months, ending December and June.
- There is some risk around the collectability of metered water revenue for Benneydale.
- Subsidy revenue of \$81,000 for Mokau was reported in December, however subsequent to that the Ministry of Health requested the claim be resubmitted in February based on actual costs incurred to date rather than the original approved

amounts. This resulted in a reduced claim of \$34,000. A further claim will be submitted for work carried out during March.

- Subsidy revenue was received for the improvement works carried out at Benneydale. This revenue was not budgeted for in this current EAP, however it was included in last year's EAP and in the LTP 2012 -2022.

## Roads and Footpaths

<b>ROADS AND FOOTPATHS</b> <b>(Amounts in \$1000's)</b>	<b>Actual</b> <b>2012/13</b>	<b>EAP Budget</b> <b>2013/14</b>	<b>YTD Budget</b> <b>Mar 2014</b>	<b>YTD Actual</b> <b>Mar 2014</b>	<b>Variance</b> <b>Mar 2014</b>	<b>%</b> <b>Variance</b>
<b>Direct Expenditure</b>						
- Subsidised Roads	4,427	4,832	3,028	4,089	1,061	
- Non Subsidised Roads	179	146	108	107	(1)	
<b>Total Direct Expenditure</b>	<b>4,606</b>	<b>4,978</b>	<b>3,136</b>	<b>4,196</b>	<b>1,060</b>	<b>34%</b>
- Allocated Costs	0	66	50	50	0	
- Interest	989	1,080	810	661	(149)	
- Depreciation	3,272	2,941	2,205	2,289	84	
<b>Total Expenditure</b>	<b>8,867</b>	<b>9,065</b>	<b>6,201</b>	<b>7,196</b>	<b>995</b>	<b>16%</b>
<b>Operating Revenue</b>						
- Subsidised Roads	(5,217)	(5,611)	(4,192)	(4,082)	110	
- Non Subsidised Roads	(74)	(60)	(32)	(40)	(8)	
<b>Total Operating Revenue</b>	<b>(5,291)</b>	<b>(5,671)</b>	<b>(4,224)</b>	<b>(4,122)</b>	<b>102</b>	<b>-2%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>3,576</b>	<b>3,394</b>	<b>1,977</b>	<b>3,074</b>	<b>1,097</b>	<b>55%</b>
Subsidised Roads Maintenance	4,427	4,832	3,028	4,089	1,061	
Subsidised Roads Capital	4,030	4,435	3,820	2,459	(1,361)	
<b>Combined Maintenance and Capital</b>	<b>8,457</b>	<b>9,267</b>	<b>6,848</b>	<b>6,548</b>	<b>(300)</b>	<b>-4%</b>
<b>Subsidy Revenue for Subsidised Roads</b>	<b>(5,085)</b>	<b>(5,470)</b>	<b>(4,089)</b>	<b>(3,977)</b>	<b>112</b>	<b>-3%</b>

**Net Operating Cost** for the Roads and Footpaths Activity was 55% (\$1,097,000) more than budget for the nine months to March 2014.

**Direct Expenditure** was 34% (\$1,060,000) more than budget for the period.

- Generally both capital and maintenance expenditure on the district's local roads are adjusted within the expenditure categories during the year so that total expenditure does not exceed that budgeted. Notwithstanding that there was \$1.4 million of work budgeted for last year that is expected to be carried over and spent in this financial year.
- The expenditure reflects the scale of the emergency works initial reinstatement projects in the district and also the extensive grading and metalling programme catch-up across the unsealed network. Sealed and Unsealed pavement maintenance and Environmental Maintenance works for the year have been carried out earlier in the year than anticipated.

**Operating Revenue** was 2% (\$102,000) less than forecast for the period.

- Subsidy revenue is based on both maintenance and capital expenditure and for most work categories the subsidy rate is 59%. Total expenditure is currently tracking less than forecast, therefore subsidy revenue is also less.

## Appendix 2: Balance Sheet as at the 31 March 2014

<b>BALANCE SHEET</b>	<b>Actual Position</b>	<b>Actual Position</b>	<b>Variance from</b>	<b>Long Term Plan</b>	<b>Variance from LTP</b>
<b>(Amounts in \$1000's)</b>	<b>30 June 2013</b>	<b>28 Mar 2014</b>	<b>30 June 2013</b>	<b>30 Jun 2014</b>	
<b>Public Equity</b>					
- Retained Earnings	196,865	199,433	2,568	201,880	2,447
- Other Reserves	5,277	5,277	0	2,729	(2,548)
- Revaluation Reserve	68,383	68,383	0	50,265	(18,118)
<b>TOTAL PUBLIC EQUITY</b>	<b>270,525</b>	<b>273,093</b>	<b>2,568</b>	<b>254,874</b>	<b>(18,219)</b>
<b>Current Assets</b>					
- Cash and Cash Equivalents	171	2,295	2,124	100	(2,195)
- Inventories	43	43	0	37	(6)
- Land Subdivision Inventories	0	0	0	1,067	1,067
- Other Financial Assets	2	2	0	2	0
- Debtors and Other Receivables	5,593	4,050	(1,543)	4,791	741
- Derivative Financial Instruments	0	0	0	0	0
<b>Total Current Assets</b>	<b>5,809</b>	<b>6,390</b>	<b>581</b>	<b>5,997</b>	<b>(393)</b>
<b>Current Liabilities</b>					
- Creditors and Other Payables	3,490	2,310	(1,180)	3,748	1,438
- Current Portion of Borrowings	13,851	316	(13,535)	5,200	4,884
- Provisions	15	15	0	51	36
- Employee Entitlements	461	318	(143)	471	153
- Derivative Financial Instruments	274	274	0	118	(156)
<b>Total Current Liabilities</b>	<b>18,091</b>	<b>3,233</b>	<b>(14,858)</b>	<b>9,588</b>	<b>6,355</b>
<b>NET WORKING CAPITAL</b>	<b>(12,282)</b>	<b>3,157</b>	<b>15,439</b>	<b>(3,591)</b>	<b>(6,748)</b>
<b>Non Current Assets</b>					
- Property Plant and Equipment	312,979	313,323	344	302,515	(10,808)
- Intangible Assets	76	76	0	80	4
- Forestry Assets	44	44	0	39	(5)
- Investment Properties	653	653	0	657	4
- Assets Held for Sale and Discontinued Operations	1,063	1,025	(38)	0	(1,025)
- Other Financial Assets	791	791	0	839	48
- Derivative Financial Instruments	239	239	0	54	(185)
<b>Total Non Current Assets</b>	<b>315,845</b>	<b>316,151</b>	<b>306</b>	<b>304,184</b>	<b>(11,967)</b>
<b>Non Current Liabilities</b>					
- Trade and Other Payables	790	790	0	0	(790)
- Borrowings	31,331	44,492	13,161	44,690	198
- Employee Entitlements	60	76	16	63	(13)
- Provisions	741	741	0	928	187
- Derivative Financial Instruments	116	116	0	38	(78)
<b>Total Non Current Liabilities</b>	<b>33,038</b>	<b>46,215</b>	<b>13,177</b>	<b>45,719</b>	<b>(496)</b>
<b>NET ASSETS</b>	<b>270,525</b>	<b>273,093</b>	<b>2,568</b>	<b>254,874</b>	<b>(18,219)</b>

**Appendix 3****TREASURY REPORT****FOR****FOR THE QUARTER ENDED 31 MARCH 2014****BANCORP****BANCORP TREASURY SERVICES LIMITED**

AUCKLAND • WELLINGTON • CHRISTCHURCH

## CONTENTS

<b>1. MARKET ENVIRONMENT.....</b>	<b>1</b>
1.1 GLOBAL MARKETS OVERVIEW .....	1
1.2 NEW ZEALAND MARKET OVERVIEW .....	2
1.3 LOCAL AUTHORITY SECTOR .....	3
1.4 CREDIT SPREADS.....	4
<b>2. DEBT AND HEDGING.....</b>	<b>6</b>
2.1 DEBT.....	6
2.2 HEDGING .....	6
2.3 DEBT AND HEDGING PROFILE .....	7
2.4 POLICY COMPLIANCE (AS AT 31 MARCH 2014) .....	8

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## 1. MARKET ENVIRONMENT

### 1.1 GLOBAL MARKETS OVERVIEW

For much of 2014, a spate of soft US data out brought increased attention to the Federal Reserve's ("Fed") outlined plan to continue to withdraw stimulus from the economy by way of its tapering programme. The weak US data and stern actions by various emerging market governments and central banks took some of the pressure off emerging market economies, although one of the side effects was a 'flight to quality' which resulted in a decline in global bond yields. The yield on the benchmark US 10 year Treasury bond started the year at 3.04% but fell in response to a number of other factors as well, notably a perceived slowdown in China's economic expansion and the Ukrainian crisis. The 10 year Treasury bond yield reached a low of 2.57% at the beginning of February, but finished the quarter at 2.80%.

While the December and January non-farm payrolls figures were well below expectations, the February data showed a welcome improvement. In December, only 84,000 jobs were added while in January, the figure improved but only to 129,000. However, both numbers were attributed to the shocking weather that occurred during those two months. On a positive note, the February increase of 175,000 jobs exceeded market expectations and, at the same time, allayed market fears of an endemic slowdown in the country's economic activity.

Fed Chairman Janet Yellen reiterated her confidence in the economic recovery efforts at her first Congressional appearance. Yellen said that, while the central bank's exit of its stimulus package is not on a predetermined path, she expects to continue winding down the asset purchase programme unless there is a "significant" change to the economic outlook.

Despite (surprisingly) strong Chinese trade data for January, the February data slipped back into the negative, with a deficit of USD23.0 billion and exports down 18.1% from a year earlier. There were renewed concerns that the world's second largest economy is not only losing momentum but faces major banking sector risk with stories about deteriorating loan quality becoming increasingly common. Analysts are sceptical that China can achieve its 7.5% growth target for 2014, although the Chinese government rarely fails to deliver on its forecasts.

The Eurozone played second fiddle to the US and China for most if not all of the March quarter. However, pressure on the European Central Bank ("ECB") to address weak economic growth and threats of deflation intensified after the flash estimate for March inflation was weaker than expected. At 0.5% for the year, inflation is at its lowest level since 2009. With the ECB's cash rate at 0.25%, there is not much left by way of conventional means to kick-start the economy. Therefore, unconventional means such as quantitative easing may well be introduced in the not too distant future.

## 1.2 NEW ZEALAND MARKET OVERVIEW

	OCR	90 day	1 year swap	2 year swap	3 year swap	5 year swap	10 year swap
30 Dec 13	2.50%	2.84%	3.42%	3.85%	4.22%	4.73%	5.26%
31 Mar 14	2.75%	3.12%	3.60%	4.04%	4.32%	4.63%	5.03%
Change	+0.25%	+0.28%	+0.18%	+0.19%	+0.10%	-0.10%	-0.23%

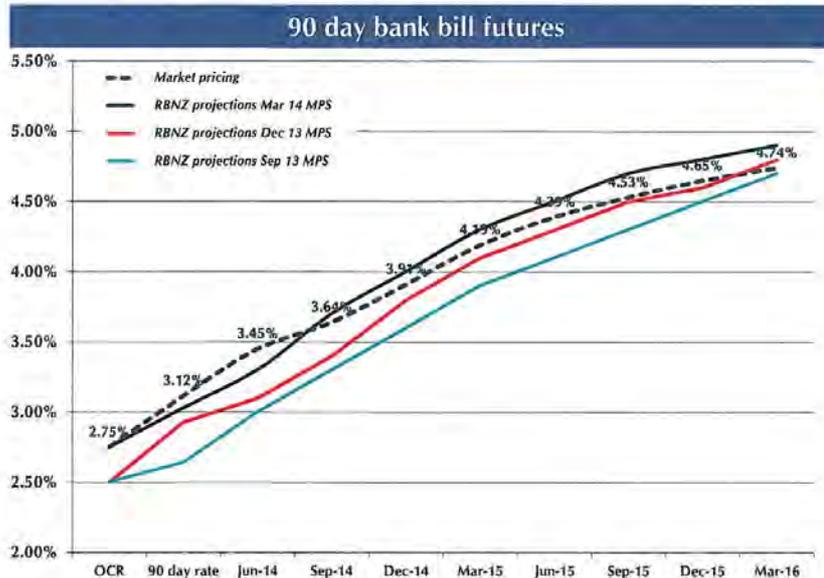
The New Zealand economic story continues to shine brightly, with recent economic data showing gains in employment, business and consumer confidence as well as retail sales. Employment rose 1.1% in the December quarter, the unemployment rate fell to 6.0% from 6.2% and the participation rose to 68.9% from 68.6%. To make things even better, Fonterra raised its forecast payout for the 2013/14 season to \$8.65 per kg of milk solid, from \$8.35. Combined with an expected 9% increase in production, the Fonterra payout is expected to generate revenue in the 2014/15 year around \$6.5 billion above the 2013/14 year. However, by the end of March, some of gloss had come off the dairy sector with the three most recent GlobalDairyTrade auctions recording a combined fall of 10.2%.

The well-signalled OCR hiking cycle from the Reserve Bank of New Zealand ("RBNZ") was initiated on 13 March, with the first interest rate hike since 2010 lifting the OCR to 2.75%. Markets anticipate more than 1,00% of OCR hikes through each of 2014 and 2015, fully endorsing the interest rate normalisation path signalled by the RBNZ. With domestic GDP growth projected to be 3.5% over the next year, the RBNZ is acting to dampen rising inflation pressures.

Short term swap rates in New Zealand rose over the March quarter, pushed up by the markets firstly pre-empting, and then reacting to, the 25 basis point OCR hike. However, medium and longer term swap rates fell on the back of declines in bond yields worldwide, with the Ukrainian crisis and further weak Chinese economic data providing the latest catalyst for the decline.

Interest rates in the long end of the yield curve were able to shrug off the OCR hike, in the belief that the economic momentum projected by the RBNZ and the attendant inflationary pressures will not eventuate to the extent that it expects. The New Zealand 10 year swap was 5.30% at the beginning of January. It finished the quarter at 5.03%, only 11 basis points above the intra month low of 4.92%.

The chart on the following page shows the RBNZ's projections for the 90 day bank bill rate from the last three *Monetary Policy Statements* together with futures market pricing as at 31 March.



### 1.3 LOCAL AUTHORITY SECTOR

There was further downward pressure in bank margins for local authority debt during the March quarter. This was in response to a continued easing in credit margins overall and banks wishing to protect their market share in this sector, having seen it eroded quite sharply since the inception of the Local Government Funding Agency ("LGFA"). However, banks realise that they cannot compete with the LGFA (see latest margins below), with bank facilities now regarded by many who access the LGFA as liquidity facilities rather than core debt facilities.

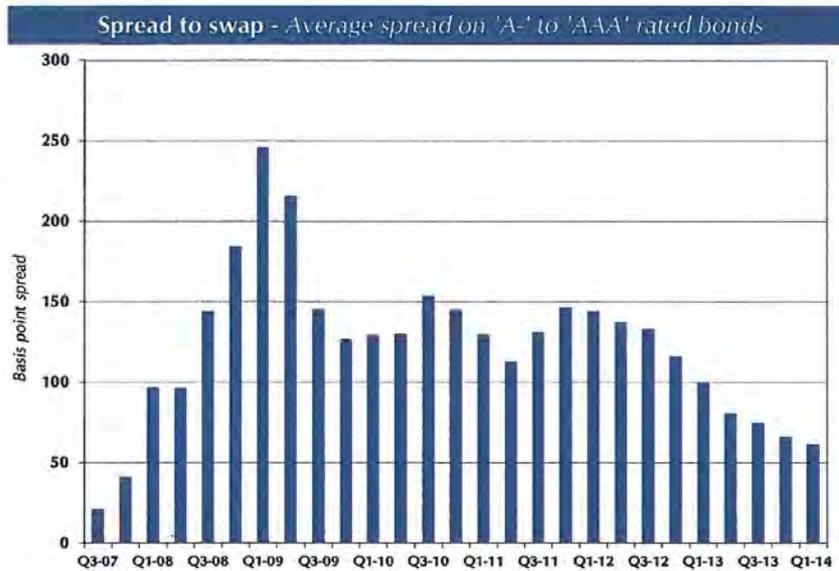
While it was held just outside the reporting period, to provide the most up to date information, following are details of the LGFA tender on 2 April. In total, \$115 million of bonds and FRNs were issued, with \$285 million of bids received. Details of the tender were as follows:

- 15 March 2019 maturity - \$10 million issued at a margin of 54 basis points over swap for an unrated borrower, equating to an all up fixed rate of 5.23%.
- 15 May 2021 maturity - \$40 million issued at a margin of 75 basis points over swap for an unrated borrower, equating to an all up fixed rate of 5.60%.
- 15 April 2023 maturity - \$65 million issued at a margin of 82 basis points over swap for an unrated borrower, equating to an all up fixed rate 5.83%.

This was the first tender that the 2023 maturity was issued, it being notable for the 82 basis point margin which was only 7 basis points higher than the 2021 maturity.

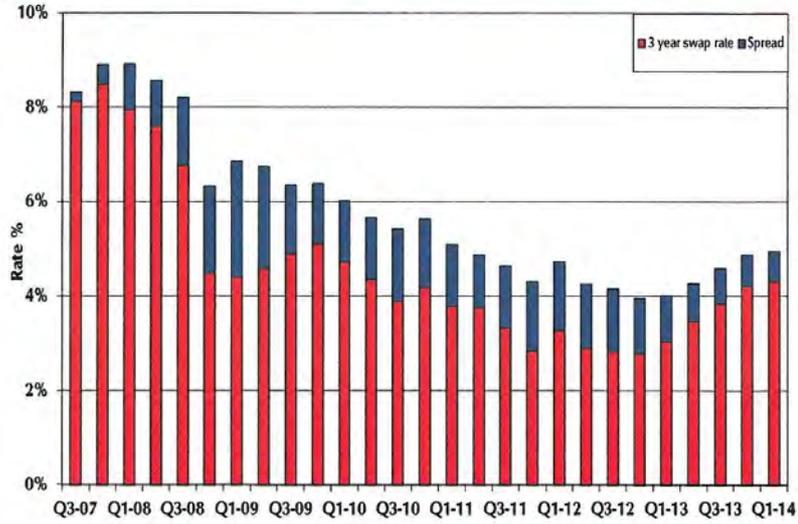
**1.4 CREDIT SPREADS**

Credit spreads in New Zealand continued to decline during the quarter with the average credit spread for bonds issued in New Zealand rated between 'A-' and 'AAA' (but excluding the NZD supra-national bonds) declining from 66 basis point at the end of December to 62 basis points by the end of March.



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 3 year swap rate which is used because it is close to the duration of the portfolio of bonds that make up the credit spread graph. At the end of the December 2013 quarter, the all up interest rate was 4.88% and, by the end of the March 2014 quarter, it had increased to 4.94%.

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



## 2. DEBT AND HEDGING

### 2.1 DEBT

As at 31 March 2014, Waitomo District Council ("WDC") had \$44,447,000 of external debt. Of this, \$23,447,000 was provided by Westpac Bank, with \$22,697,000 drawn on the Wholesale Advance Facility ("WAF") and the balance of \$750,000 on a Fixed Rate Term Loan. In addition, WDC had issued \$21,000,000 of Floating Rate Notes ("FRN"). A breakdown of the funding profile is contained in the table below.

Loans			
Value Date	Maturity	Base Rate	Amount
<b>Advance Facility</b>			
21-Jan-2014	21-Apr-2014	2.9200%	5,000,000
10-Mar-2014	10-Jun-2014	3.0400%	5,000,000
15-Feb-2014	15-May-2014	2.8270%	6,000,000
28-Feb-2014	31-May-2014	2.8270%	3,000,000
28-Feb-2014	31-May-2014	2.8270%	3,697,000
<b>Term Loan</b>			
24-Nov-2011	20-Nov-2015	7.7000%	750,000
<b>FRNs</b>			
31-Aug-2010	31-Aug-2015	2.9700%	5,000,000
09-Nov-2012	09-Nov-2015	2.9100%	5,000,000
18-Apr-2012	18-Apr-2017	2.8700%	5,000,000
30-Aug-2013	30-Aug-2016	2.9700%	5,000,000
30-Aug-2013	30-Aug-2016	2.9700%	1,000,000
<b>TOTAL</b>			<b>44,447,000</b>

The term loan for \$750,000 has been on-lent to Inframax. The loan expires in November 2015 and has interest rate resets every three months. As at 31 March 2014, WDC had \$1.35 million on deposit.

### 2.2 HEDGING

As at 31 March 2014, WDC had seven fixed rate interest rate swaps to convert some of the floating rate exposures associated with the FRNs and bank debt into fixed rate. Six of the swaps are current and one is forward starting. The details of these swaps are contained in the table below.

Swaps				
Start Date	Maturity Date	Rate	Amount	Market Value
30-Nov-2010	31-Aug-2015	4.360%	5,000,000	(\$44,072)
21-Jan-2014	21-Jan-2017	3.950%	5,000,000	\$30,857
10-Sep-2012	10-Sep-2017	3.880%	5,000,000	\$77,717
30-Aug-2013	30-Aug-2019	3.900%	3,500,000	\$124,204
30-Aug-2013	30-Aug-2019	3.900%	1,500,000	\$53,230
18-Oct-2013	18-Apr-2020	4.315%	8,000,000	\$86,690
31-Mar-2014	17-May-2021	4.900%	6,000,000	(\$28,688)
<b>Total current hedging</b>			<b>34,000,000</b>	<b>\$299,937</b>

The swap portfolio had a positive valuation of \$299,937 at the end of March, a decrease from the December quarter which recorded a positive valuation of \$407,470. The decline in the valuation was due to the fall in interest rates that occurred during the quarter.

There was one swap transacted during the March quarter for a nominal amount of \$6.0 million which commenced on 31 March 2014 and matures on 17 May 2021 at a rate of 4.90%. The 17 May 2021 maturity date was chosen as it coincides with a LGFA maturity date and thus will possibly be used to hedge underlying LGFA debt if WDC joins the agency.

WDC's weighted average cost of funds including any applicable line fees and margins as at 31 March 2014 was 5.45%, a 23 basis point increase from the cost of funds at the end of December 2013. Despite the increase WDC's cost of funds continues to be noticeably lower than what we would expect other similar local authority 'credits' to achieve.

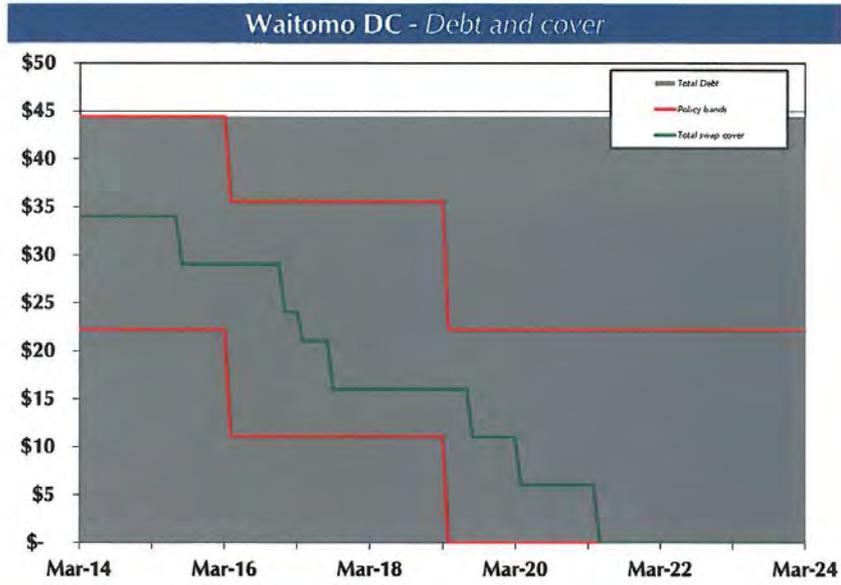
The increase in the cost of funds was due to the higher floating rates that applied during the quarter as the markets firstly pre-empted and then reacted to the OCR increase. Also affecting the cost of funds was the increase in the Westpac Bank facility limit which meant that the line fee was payable on a higher nominal amount.

### 2.3 DEBT AND HEDGING PROFILE

WDC manages its debt under the fixed rate hedging 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, and the fixed rate swaps is depicted in the graph on the following page. The graph shows that as at 31 March 2014, WDC was policy compliant with the Fixed Rate Hedging Percentages.



2.4 POLICY COMPLIANCE (AS AT 31 MARCH 2014)

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

**Appendix 4: 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 2014)

## Introduction

- 1.1 The purpose of this business paper is to record the detail of non financial performance or service performance for the 2013/14 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 2014. 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.

## Commentary

- 2.1 Overall, the performance results for all ten activities show an improvement in performance.
- Of the 63 key performance indicators set by the LTP: 34 were achieved or are on track for achievement, 20 were not measurable at this time and nine were not achieved as at 31 March 2014.
  - Stormwater Drainage achieved the highest performance results with all five targets achieved for the quarter. Following closely by Community Development and Resource Management activities.

## Community and Cultural Sustainability Group

### Governance: Leadership and Investments

#### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 31 MARCH 2014	
<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>On track for achievement.</b> No challenges to the decision making process as at 31 March 2014.	(a)
Consultation is in accordance with the Special Consultative Procedure outlined in LGA 2002.	Number of challenges to the decision making process.	0	<b>On track for achievement.</b> No challenges to the decision making process, in regards to the special consultative procedure, as at 31 March 2014.	(b)
Effective communication with the community.	Customer satisfaction rating of effectiveness and usefulness of Council communications "good or better".	≥ 50%	This target will be reported against following the 2014 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 2014 was very good with three of the four targets on track for achievement and one measurable in 2014.

<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 28 February 2014 and received by Council on 25 March 2014. ICL Draft Statement of intent year ending 30 June 2015 was received by Council on 25 March 2014. IRT Draft Statement of Intent year ending 30 June 2015 was received by Council on 25 March 2014.
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## Community Service

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 31 MARCH 2014	
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%	This target will be reported against following the 2014 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%	This target will be reported against following the 2014 User Survey.	(b)
Quality public amenities will be provided.	Percentage of community satisfied with the quality of public amenities (Public Toilets and Cemeteries).	≥ 80%	This target will be reported against following the 2014 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%	This target will be reported against following the 2014 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%	This target will be reported against following the 2014 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%	This target will be reported against following the 2014 Resident Satisfaction Survey.	(f)

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 31 MARCH 2014	
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>On track for achievement.</b> All BWOFF's for facilities are current.	(g)
Pool is safe for use of pool patrons at all times.	Pool accreditation in place.	100%	<b>On track for achievement.</b> Pool accreditation in place to April 2014.	(h)
	Number of pool non complying water quality readings per year	< 5	<b>On track for achievement.</b> No non complying pool tests received.	(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 the performance target will be provided following the 2014 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>Not measurable at this time.</b> No exercise undertaken to date.	(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>On track for achievement.</b> Nil accidents recorded.	(l)

### Summary of Service Performance

The overall performance for Community Services for the quarter ended 31 March 2014 was satisfactory with the expectation that all performance targets will be achieved for the financial year 2013/14.

## Community Development

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 31 MARCH 2014	
Provide assistance for community support activities.	Advertisement and administration of all WDC Funding Rounds as per the Community Development Fund Policy.	100%	<b>On track for achievement.</b> All funding rounds advertised in Waitomo News, WDC Website and Facebook.	(a)
Support the positive development of youth within the District.	Youth Council makes one submission to Council per year.	1 per annum	<b>Achieved.</b> The Youth Council made a submission to the draft Local Alcohol Policy.	(b)
	Youth Council undertakes two youth related projects per year.	2 per annum	<b>On track for achievement.</b> The Youth Council hosted Waitomo's Got Talent in August 2013.  The Skate Park Project Plan has commenced with the project scheduled to be completed by 30 June 2014.	(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>Achieved</b> The Christmas Parade was held 13 December 2013.  The Muster was held on 29 March 2014	(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>On track for achievement.</b> Hamilton & Waikato Regional Tourism will present their 6 monthly report to Council in May 2014.	(e)

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 31 MARCH 2014	
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	<p><b>Not measurable at this time.</b> At the Council workshop held in December 2013, it was agreed that the Regional Economic Strategy be leveraged rather than developing one specific to WDC. An action list for Economic Development will be developed by 30 June 2014.</p>	(f)

#### Summary of Service Performance

The overall performance for Community Development for the quarter ended 31 March 2014 was satisfactory with one performance target being achieved, three being on track for achievement and two not measurable at this time.

## Regulation

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 31 MARCH 2014	
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 67% 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%	Results for the performance target will be provided following the 2014 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>On track for achievement.</b> 88% of building 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 consented buildings under construction are inspected.	(d)
Provision of an effective building control service to the community.	Customer satisfaction survey rating on Building Control.	> 50%	Results for the performance target will be provided following the 2014 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>Not currently achieved</b> 70% of urban dog owners' properties have currently been inspected.  2% of rural dog owners' properties have currently been inspected.	(f)

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 31 MARCH 2014	
High level of customer satisfaction with animal control service.	Customer satisfaction survey rating on Animal Control.	≥ 50% good or above	Results for the performance target will be provided following the 2014 resident satisfaction survey.	(g)

#### Summary of Service Performance

The overall performance for Regulation Activity for the quarter ended 31 March 2014 was satisfactory with the expectation that most performance targets will be achieved by the financial year 2013/14.

## Environmental Sustainability Group

### Solid Waste Management

#### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 31 MARCH 2014	
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>	(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>	(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>	(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>	(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 quarter 1 January 2014 to 31 March 2014	(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> The quantity of recyclables like paper and plastics in bag collection was very small as measured in the 2012 Waste Audit. Refer to summary below for further information.	(f)

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 31 MARCH 2014
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> The 2012 Waste Audit shows that the quantity of organic waste like food scraps etc in bag collection was 35% less than identified in the 2010 Waste Audit. Refer to summary below for further information. (g)
Provision of an effective solid waste service for the community.	Number of complaints received per month regarding solid waste activities.	≤ 10	<b>Achieved</b> Five complaints were received in total for the quarter ended 31 March 2014. (h)

### Summary of Service Performance

The overall performance for the Solid Waste Management for the quarter ended 31 March 2014 was excellent. Four out of the eight Performance targets were achieved and four (a, b, c and d)\* were not measurable at this time. \*Results will be available following the 2014 Resident Satisfaction Survey

Waste Audit Results		
Type of recyclable waste	2012 Waste Audit	2010 Waste Audit
Paper	Negligible	14.90%
Plastic	Negligible	9.50%
Metal	4%	1.95%
Glass	2%	1.50%
Plastic Wrap*	47.2%	Not measured
Paper Wrap*	27.6%	Not measured
Putrescibles (organic/ food waste)	15.4%	50.4%

There are twelve primary waste categories in the Ministry for the Environments' Waste Analysis Protocol 2002; being paper, plastics, putrescibles, ferrous metals, non-ferrous metals, glass, textiles, nappies and sanitary, rubble and concrete, timber, rubber and potentially hazardous.

The amount of glass and plastic bottles, rubble, concrete, timber and rubber in the refuse bags collected for the 2012 audit was negligible. The 2012 audit results show a dramatic decrease in organic material, paper and plastic containers contained in kerbside refuse bags compared to the 2010 audit. Out of the forty bags audited, only one large and four small glass containers were found, along with twelve small plastic containers.

The comparison between the 2010 and 2012 audit for the Waitomo District Landfill and district waste transfer stations has moved household recycling from the kerbside to the transfer stations.

\* There were a large quantity of plastic and paper wraps measured in the 2012 audit, however these are currently non-recyclable items.

## Stormwater Drainage

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 31 MARCH 2014	
Threats to public health and property will be limited.	Percentage of urgent requests dealt with within one working day.	90%	<b>Achieved</b> 100% of the five service request complaints received for the quarter were dealt to within one working day.	(a)
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> No service request complaints were received for the quarter. There has been <i>NO</i> complaints year to date	(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> No service request complaints were received for the quarter. There has been <i>NO</i> complaints year to date.	(c)
	Response time for investigation of all reported pollution incidents associated with stormwater discharge following notification.	<12 hours	<b>Achieved</b> No service request complaints were received for the quarter. There has been <i>NO</i> complaints year to date	(d)
	Number of stormwater abatement notices issued.	Nil	<b>Achieved</b> No service request complaints were received for the quarter. There have been no complaints this year to date.	(e)

### Summary of Service Performance

The overall performance for Stormwater Drainage for the quarter ended 31 March 2014 was excellent, with all five performance targets being achieved.

## Resource Management

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 31 MARCH 2014	
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%	No notified resource consents have been processed to date.	(a)
	Percentage of non-notified consents processed within 20 working days.	90%	<b>Achieved</b> 95% 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> All premises where resource consents have been issued have been monitored.	(c)

### Summary of Service Performance

The overall performance for Resource Management for the quarter ended 31 March 2014 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

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 31 MARCH 2014	
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.	≤ 2	<b>Achieved</b> No service request complaints were received for the quarter	(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).	≤1	<b>Achieved</b> NO service request complaints were received for the quarter.	(b)
A reliable removal and treatment service is provided.	Number of sewage overflow events per year at any one wastewater scheme.	≤ 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>Achieved</b> WDC are currently operating under the old consent sampling. A new draft consent has been drawn up and is currently under negotiation with Waikato Regional Council pertaining to the term of the consent. January (100%) February (95%) and March (100%) compliant.	(d)

### Summary of Service Performance

The overall performance for Sewerage and Treatment and Disposal of Sewage for the quarter ended 31 March 2014 was good. Three out of the four performance targets were achieved, one was not achieved.

(c)	<p>The performance target for the number of sewage overflow events per year at any one wastewater scheme was not achieved for the quarter ended 31 March 2014. A total of ten service request complaints were received in relation to the following schemes - nine (Te Kuiti), and one (Te Waitere). Main reasons for the complaints resulted from blockages due to rags, clothing, solidified fats, timber and debris that had entered into the wastewater system.</p> <p>Historically this key performance indicator target has not been achieved, in particular to the Te Kuiti scheme; however the contractor and on-call council staff attend to these incidents promptly.</p> <p>A rolling project for cleaning and investigation of the condition of the reticulation network is in place for the next ten years. Repairs are affected as they become apparent and renewal of poor sections are done out of the annual renewal budget.</p>
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## Economic Sustainability Group

### Water Supply

#### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 31 MARCH 2014	
Water supply is adequate for public health purposes.	Percentage compliance with NZ Drinking water Standards 2005 as measured in WINZ database	95%	<b>Not Achieved</b>	(a)
	Public Health Risk Management plans adopted and implemented.	100%	<b>Achieved</b> Asset Management Plan Budget Manual 100%	(b)
	Confirmed illnesses attributable to consumption of Council water supply services.	Nil	<b>Achieved</b> No service request complaints were received for the quarter (and nil year to date)	(c)
	Number of complaints per annum regarding water supply quality, at any supply scheme.	<10	<b>Not Achieved</b>	(d)
	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>	(e)
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> 85% of hydrants have been checked and necessary maintenance done to bring them up to required compliance standards.	(f)
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>	(g)

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 31 MARCH 2014
Failures and service requests are responded to promptly.	Percentage of supply disruptions restored within 4 hours after first notification.	90%	Not Achieved (h)

### Summary of Service Performance

The overall performance for Water Supply for the quarter ended 31 March 2014 was fair. Three out of the eight performance targets were achieved, three were not achieved and two (e and g)\* were not measurable at this time.

\*Results will be available following the 2014 Resident Satisfaction Survey.

(a)	<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 2014 with a result of 50%</p> <p>WDC is still in the process of upgrading water plans to comply with Drinking and Water Standards 2005. Waikato District Health Board (WDHB) confirm councils compliance on an annual basis, and are running one year behind.</p>
(d)	<p>The performance target for the number of complaints per annum regarding water supply quality at any supply scheme was not achieved as at the quarter ended 31 March 2014. A total of 88 service request complaints were received for the quarter with a majority of these complaints pertaining to the Te Kuiti and Piopio schemes – (50) Te Kuiti, (18) Piopio and (20) Mokau.</p> <p>Main reasons for complaints were leaks, water toby issues, hydrant leaks, discolouration, smell, taste, lack of supply and water pressure. Mokau water supply scheme had a significant increase in complaints due to the increase in turbidity (cloudiness of the water from the stirring up of sediment) at the water treatment plant causing discolouration and undesirable odour to drinking water supply. Bottled water was supplied and distributed to residents in need, namely the local primary school, butcher, motels and pub.</p> <p>Piopio, in particular, had a number of leaking toby complaints and leaking fire hydrant complaints. The contractor attended to all requests and resolved them promptly. These issues occurred primarily due to the age of these assets, which are requiring gradual replacement as they reach the end of their effective lives.</p> <p>Mokau Dam upgrade is currently underway. Delays in major construction work has occurred to the dam due to archaeological findings which has required further investigation and consultation with the local Maori iwi and Waikato Regional Council and Historical Places Trust.</p> <p>Te Kuiti Water Plant upgrade has been designed and is currently in the pre-construction phase. Construction is expected to commence mid 2014. This will improve the quality of water to the Te Kuiti public. Funding for \$780,820 has been approved from Ministry of Health to assist with this project.</p> <p>Renewal/replacement of water supply infrastructure (principally water supply mains) involves replacement of these assets at the end of their effective lives. The time of renewals is determined from the asset age, condition assessments and capacity assessments of the existing water supply networks based on the available asset data. The bulk of the pipe network is in Te Kuiti (68%) with renewal requirements for water pipe assets for the ten years of the LTP in Te Kuiti being \$1.015 million. It is anticipated to cost less for the following twenty years.</p>
(h)	<p>The performance 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 2014. A total of 49 complaints were received for the quarter, of which 59% (twenty nine) were achieved and 41% (twenty) were not achieved within the timeframe required. A majority of these requests were for the Te Kuiti, Piopio and Mokau water supply schemes with the main reasons leaks, water toby issues, discolouration, smell, taste, lack of supply and water pressure.</p> <p>The reasons for the issues that were not restored within the four hour timeframe were due to limited contractor staffing resources and in certain cases, namely Mokau, the distance to the location along with limited staffing resources delaying the service and supply being timely restored. There was also a number of issues that required further investigation to enable repair and restoration of the water services. In most cases with these complaints, council water engineering staff were available to be on site to investigate the cause and resolution. Over weekends, after hours and public holidays, there is always a council water services engineer on-call to respond to any major issues, or issues requiring council decisions for all three waters.</p>

## Roads and Footpaths

### Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 31 MARCH 2014	
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>	(a)
	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 biennial basis (current result 3).	(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>Not Achieved</b>	(c)
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>Not Achieved</b>	(d)
	The number of complaints per month regarding damaged footpaths.	<3	<b>Achieved</b> No service request complaints were received for the quarter.	(e)
	Time of response to reported defects and faults.	Within 24 hours	<b>Achieved</b> No service request complaints were received for the quarter	(f)

\* 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 2014 was fair. Three out of the six performance targets were achieved, three were not achieved.

<p><b>(a)</b></p>	<p>The target of four or less per month for the number of service request complaints in any one month regarding the condition of the road surface was not achieved. For all months in the quarter, January, February and March this target was not achieved with a total of thirty two service request complaints being received.</p> <p>The main reasons for these complaints were corrugations and potholes on rural metal roads from vehicular traffic that required grading and filling. Grading is generally effective when the ground has moisture in it, however given the hot seasonal climate over this quarter, a lot of grading has been put on hold due to the roads surface being too dry. Grading with a dry road surface does not allow the aggregate to bind into a suitable surface and will result in the surface unravelling leading to further corrugations.</p> <p>The road maintenance contractor is immediately advised of these incidents and are attended to according to urgency.</p>
<p><b>(c)</b></p>	<p>The target for the number of service complaints being less than three per month regarding missing, damaged or inaccurate road signage was not achieved. January received three complaints regarding two damaged and one missing signs. Historically, these issues have been a result of theft and vandalism with no method of monitoring or policing. Damaged and missing signs and posts are rectified promptly by the Road Maintenance contractor. The months of February and March 2014 were achieved.</p>
<p><b>(d)</b></p>	<p>The target for the number of complaints per month regarding 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) was not achieved for the quarter ended 31 March 2014.</p> <p>A total of seven service request complaints were received, with months, January and March, failing to meet the required one or less per month. All issues were on rural roads with the main reasons being trees down blocking the road and bank slippages, all affecting roadway access. High winds and inclement weather was the likely cause of these issues. Not all of these issues were attended to within the 24 hour timeframe, typically due to limited road maintenance contract staff availability, furthermore several of these complaints occurring on a weekend or early January where staff numbers are low. The road maintenance contractor has the responsibility of ensuring that the carriageway for all Council owned roads across the network are kept clear and are accessible by the public, and generally attend to these events where the availability of staff resources and machinery allows.</p> <p>Weekly operations meetings are held with the contractor to review any outstanding issues and discuss the resolution of these which are noted in meeting minutes.</p>

Document No: 330345

File No: 054/001D

**Report To: Council****Meeting Date:** 1 May 2014**Subject: Civic Assurance – 2014 Statement of Intent****Purpose of Report**

- 1.1 The purpose of this paper is to present the 2014 Statement of Intent for Civic Assurance.

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

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

**Background**

- 3.1 Civic Assurance is the trading name of the New Zealand Local Government Insurance Corporation Ltd (LGIC). It has been trading for over 50 years.
- 3.2 It is owned by Local Government and is dedicated to servicing local government with a range of financial services.
- 3.3 Civic Assurance is not a Council-Controlled Organisation (CCO), so it is not required to produce an annual Statement of Intent. However they consider it good practice to do so and feedback in previous years indicates that many Civic shareholders agree.

**Services Provided**

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

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

- 4.2 Civic is also the promoter and administrator of SuperEasy and SuperEasy KiwiSaver Superannuation Scheme, the Administration Manager for the Local Authority Protection Programme Disaster Fund LAPP, the Fund Manager for

Riskpool, a 25% shareholder in Local Government Online Ltd, and the owner and property manager of Civic Assurance House (a nine-storey building on Lambton Quay in Wellington).

4.3 Funds held under management in Civic's SuperEasy and SuperEasy KiwiSaver schemes are now **\$170 million**. These local government superannuation schemes are a great asset for the sector and its staff and the support of these schemes is appreciated.

4.4 **LAPP** is a cash accumulation mutual pool. Civic Assurance is the Fund's Administration Manager. The LAPP Fund was established in 1993, to help its New Zealand local authority members pay their share of infrastructure replacement costs for water, sewage and other essential services damaged by natural disaster.

Since 1991, central and local government has shared responsibility for these costs. Beyond a threshold, central government will pay 60% of the restoration costs, leaving local authorities 40%.

Of the 78 local authorities in New Zealand, 46 are currently Fund members.

4.5 **Riskpool** is a mutual liability trust fund created by New Zealand local authorities to provide long-term, affordable professional indemnity and public liability protection solely for local government organisations. It is based on similar mutual funds established by local government bodies around the world as an alternative to conventional insurance products and the insurance industry's inconsistency in scope of cover, pricing, claims handling and capacity.

The Riskpool membership, which consists of 56 New Zealand local authorities, has the benefit of joining forces with the Australian local government community. As a collective (in excess of 650 local authorities) we have significant buying power and we are therefore able to secure competitive reinsurance rates.

4.6 **Local Government Online** (LGOL) is owned and supported in its work of e-facilitation & e-encouragement within the local government sector by its shareholding organisations; Local Government New Zealand, the Society of Local Government Managers, Association of Local Government Information and Civic Assurance.

While LGOL has separate functions from its shareholders it works very closely with them and for the good of the local government sector.

## Shareholders

5.1 67 out of 78 New Zealand Councils (plus TrustPower holding 1.24% at 1 January 2014) are shareholders of Civic. Civic's ten largest shareholders are:

Shareholder	Percent Held
Auckland Council	19.90%
Christchurch City Council	12.85%
Wellington City Council	4.78%
Hutt City Council	4.35%
Dunedin City Council	4.27%
New Plymouth District Council	4.00%
Palmerston North City Council	3.73%
Invercargill City Council	3.70%
Wanganui District Council	2.63%
Napier City Council	2.57%

## Financial Situation

- 6.1 Council may recall that in November 2011 Civic Assurance approached its shareholders with a proposal to raise new capital to better enable it to re-enter the property insurance market for the benefit of the Company and its shareholders by virtue of an improved rating from AM Best Ratings (from 'Good' to 'Excellent', Civic Assurance's rating before the Christchurch earthquakes).
- 6.2 Council resolved to take up its entitlement in the Rights Issue and Share Purchase Plan being offered by NZLGIC with an additional investment of \$13,023.00. As a result Council now holds 16,940 shares in the NZ Local Government Insurance Company as follows:

	<b>Purchase Price \$</b>	<b>No. of Shares</b>
Rights Issue (one share for every existing share @ 90c per share)	2,223	2,470
Placement (12,000 new shares @ 90c per share)	10,800	12,000
<b>sub-total</b>	<b>13,023</b>	<b>14,470</b>
Existing number of shares at cost	2,470	2,470
<b>Total Shares After Rights Issue &amp; Placement</b>		<b>16,940</b>
<b>Total Investment After Rights Issue &amp; Placement</b>	<b>\$ 15,493</b>	

- 6.3 Civic's arbitration hearing against AIG was set down for 24 March and for R+V the date is 19 May 2014. Civic has been advised that their case in both instances is very strong. Dealing with this matter has been time consuming and incurred significant legal costs, but it is very important that Civic, on behalf of the Christchurch councils does not succumb to unreasonable pressure from international reinsurers.
- 6.4 Civic Assurance's Financial Strength Rating is rated B+ (Good) with negative outlook by AM Best. AM Best is a rating agency approved by the Reserve Bank of New Zealand. A Best's Financial Strength Rating FSR can be assigned to an insurance company on an interactive or non-interactive basis. In both cases, the rating scale and descriptors are:

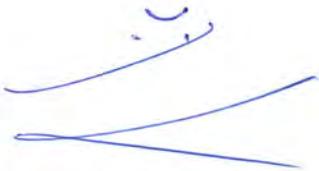
<b>Secure</b>	<b>Vulnerable</b>
<b>A++, A+ (Superior)</b>	<b>B, B- (Fair)</b>
<b>A, A- (Excellent)</b>	<b>C++, C+ (Marginal)</b>
<b>B++, B+ (Good)</b>	<b>C, C- (Weak)</b>
	<b>D (Poor)</b>
	<b>E (Under Regulatory Supervision)</b>
	<b>F (In Liquidation)</b>
	<b>S (Suspended)</b>

**Statement of Intent**

- 7.1 For Council's information, attached to this business paper is a copy of the Company's Statement of Intent for the year ended 31 December 2014.
- 7.2 The Company's performance targets and measures for the 2014 calendar year are:
- (a) To obtain and maintain a claims paying ability rating from rating agency AM Best of 'A-(Excellent)' or better.
  - (b) To resolve Civic's disputes with its reinsurers and settle its Canterbury earthquake claims.
  - (c) To provide superannuation services to at least 90% of local authorities.
  - (d) To continue to be an efficient and effective administration manager for Civic Property Pool, Riskpool and LAPP.

**Suggested Resolution**

The business paper on Civic Assurance's 2014 Statement of Intent be received.



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

25 March 2014

Attachment: Civic Assurance Statement of Intent for the year ended 31 December 2014 (Doc#332544)



**NEW ZEALAND LOCAL GOVERNMENT  
INSURANCE CORPORATION LIMITED  
trading as Civic Assurance**

**STATEMENT OF INTENT**

**FOR THE YEAR ENDED 31 DECEMBER 2014**

## TABLE OF CONTENTS

1.0	<i>Mission Statement</i> _____	2
2.0	<i>Corporate Goals</i> _____	2
3.0	<i>Nature and Scope of Activities</i> _____	3
4.0	<i>Profits, Dividend Policy and Capital</i> _____	4
5.0	<i>Performance Targets and Projections</i> _____	4
6.0	<i>Reporting to Shareholders</i> _____	5
7.0	<i>Acquisitions</i> _____	5
8.0	<i>Transactions with Related Parties</i> _____	5

## **1.0 Mission Statement**

<b>Mission Statement of Civic Assurance</b>
To provide insurance, risk-financing and superannuation solutions to the local government sector

## **2.0 Corporate Goals**

The specific goals of the Company are:

- 2.1 To operate as a sound and successful business.
- 2.2 To be the primary supplier of insurance, risk-financing and superannuation services to the local government sector.
- 2.3 To investigate and facilitate, as appropriate, new products and markets in insurance, risk-financing and superannuation.
- 2.4 To regain a claims paying ability rating of A- or better.

### **3.0 Nature and Scope of Activities**

Civic's primary role is to provide insurance, risk-financing and superannuation services to the local government sector.

- 3.1 For traditional insurance, the Company has always offered and intends to offer in the future:
  - Competitive prices.
  - An honest and fair process for managing claims.
  - Products from which the profits are returned to the sector through the Company's local government shareholders.
- 3.2 The Company provides administration, reinsurance, accounting, and a range of other services to Civic Property Pool, Riskpool and LAPP.
- 3.3 The Company provides superannuation services for local government and local government staff via SuperEasy and SuperEasy KiwiSaver.
- 3.4 The Company investigates and facilitates as appropriate new insurance, risk-financing and superannuation services and/or markets that it believes will prove beneficial to its shareholders and the local government sector.
- 3.5 Ownership and management of Civic Assurance House provides a centre in Wellington's CBD for national local government organisations (e.g., LGNZ, SOLGM, LGOL and Civic).
- 3.6 In a modest and selective way the Company provides sponsorship for a range of local government activities at regional and national level.

## **4.0 Profits, Dividend Policy & Projections**

The Company historically has three main sources of revenue: insurance premiums, investment income, and fees from providing administration and accounting services. The profit outlook is as follows:

**Profits from providing insurance:** These will take a while to rebuild following the Company's withdrawal from the property insurance market after it was unable to secure suitable reinsurance terms for 1 July 2011. The Company intends to re-enter the property insurance market once it has settled its Canterbury earthquake claims.

**Profits from investment income:** An environment of lower interest rates and investment returns inevitably means less investment income. Civic's investment return is strongly influenced by the investment performance of its nine-story office block at 114 Lambton Quay, Wellington.

**Profits from providing administration and accounting services:** The fee income generated contributes significantly to Civic's overheads. This source of revenue will continue to increase as the SuperEasy funds under management continues to increase.

Until such time that Civic has re-established itself as a local government property underwriter, it is not meaningful to provide financial projections.

## **5.0 Performance Targets and Measures**

- 5.1 To obtain and maintain a claims paying ability rating from rating agency AM Best of 'A- (Excellent)' or better.
- 5.2 To resolve Civic's disputes with its reinsurers and settle its Canterbury earthquake claims.
- 5.3 To provide superannuation services to at least 90% of local authorities.
- 5.4 To continue to be an efficient and effective administration manager for Civic Property Pool, Riskpool and LAPP.

## **6.0 Reporting to Shareholders**

- An annual report for 2013 by 31 May 2014 containing:
  - A review of the Company's operations by Directors
  - Statement of Financial Performance
  - Statement of Movements in Equity
  - Statement of Financial Position
  - Statement of Cash Flows
  - Notes to the Financial Statements
  - Auditor's Report on the above Financial Statements
- A report on the first half of 2014 by 30 September 2014 containing:
  - A review of the Company's operations during the half year
  - Unaudited half-yearly accounts

## **7.0 Acquisitions**

Any acquisition which is equivalent to 50% or more of the Company's assets will fall under the definition of a "major transaction" in the Company's constitution and approval of the shareholders will be sought in accordance with the constitution. Any acquisition which is equivalent to 25% or more but less than half of the Company's assets will fall under the definition of a "minor transaction" in the Company's constitution, and consultation with shareholders will take place.

## **8.0 Transactions with Related Parties**

The Company has 67 local authority shareholder members plus TrustPower (holding 1.24% at 1 January 2014). The Local Government Superannuation Trustee Limited and Local Government Mutual Funds Trustee Limited are wholly owned subsidiaries of the Company. Because it is sharing management resources, the Local Authority Protection Programme (LAPP) and Civic Property Pool are also considered to be related parties. Local Government Online Ltd is 25% owned by the Company. Transactions with shareholder members include a wide range of insurances, other risk-financing services, and superannuation related financial services.

Charges from shareholder members and charges to shareholder members will be made for services provided as part of the normal trading activities of the Company and its subsidiaries. Transactions with shareholder members are on a wholly commercial basis.

**Document No:** 332109**File No:** 037/005B**Report To: Council****Meeting Date:** 1 May 2014**Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – April 2014**

## Purpose of Report

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

## Local Government Act S.11A Considerations

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

## Introduction

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

## Background

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

4.2 There are three activities under the Water Supply activity:

- Planned Maintenance
- Service Requests / Complaints
- Emergency Repairs

#### **4.3 Planned Maintenance**

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

#### **4.5 Service Requests / Complaints**

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

#### **4.7 Emergency Repairs**

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

<b>Te Kuiti</b>
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#### **5.1 Water Supply**

5.2 Water consumption has steadily increased and the WTP is coping with this demand. The river level and flow are monitored daily to determine the state of the water demand and availability. **The rains brought a welcome relief to the extended period of dry weather. The river flow and level did not reach alarmingly low levels and the residents once again heeded the water conservation notices by reducing their overall consumption. During this period the maximum consumption was kept below 4,750 m<sup>3</sup> per day compared to the 5,500 m<sup>3</sup> for the same period last year.**

5.3 Cyanobacteria were detected in the river water and the appropriate action was taken to inform the Waikato DHB. Since then the tests for Cyanotoxins came back negative and the subsequent tests for the Cyanobacteria showed a decline in the population. There was no risk to the general public. No further Cyanobacteria have been reported from laboratory tests done on the source water. **This has been dealt with satisfactorily dealt with. No further issues have been reported and normal monitoring has resumed.**

5.4 A small chemical spill occurred when a component failed and allowed additional flocculant to enter into the plant. Some of the water with higher aluminum sulphate concentration entered into the reticulation before the plant could shut down. There is no health risk to this, but a nuisance factor and 3 residents complained that water turned blue when using soap. Prevention measures have been added to the plant to prevent chemical spillage in the future. A deadstop has been installed and a bund created that will overflow away from the clarifiers into a detention pond. **No further issues have been reported.**

- 5.5 Routine flushing is being carried out to improve the water quality, but this exercise will be review with the warm weather and lack of rainfall. Only flushing that is necessary when taste and odour complaints have been received from a specific area. No scheduled hydrant flushing is being conducted while Level 1 Water Conservation is in place. During this dry period no flushing was done, as no complaints of taste and odour water quality problems were reported.
- 5.6 Mary Street has seen another burst and it is now being investigated to replace this pipe. In the past year there have been 8 bursts. Prices are being obtained to replace this glue-jointed PVC pipe.
- 5.7 Normal flushing of the reticulation system can now resume to improve the aesthetics of the water.

## **5.8 Wastewater**

- 5.9 The WWTP is working well. Operational issues have surfaced with the UV disinfection and these are dealt with. The supplier is closely working with WDC to resolve the issue. The effluent discharge quality to the river is very good. The issues with the UV reactors not meeting performance specifications has not been resolved as yet and tests are continuing to find the cause. The UV reactors have been temporarily adjusted to higher UV output and since then their performance has been good with the disinfection well within the new consent requirements. More permanent modifications are scheduled by the manufacturer to bring the reactors in line with specifications. The effluent quality has been very good and within the new consent parameters and the plant is operating as designed. A recent power surge resulted in a 36 hour SCADA component failure after a heavy thunder storm and the plant coped well with no adverse effect on the health. No effluent was discharged during this period by storing it in the oxidation ponds. It was later pumped back through the inlet and treated again.
- 5.10 A contained overflow occurred at the outfall of Universal Beef Packers. The blockage was cleared and it was found that insufficient access to the outfall pipe is available. A new sewer inspection chamber is being installed to allow easier and more efficient access to clear blockages. The new sewer chamber has been constructed and in the process a rodding eye was exposed and this was incorporated into the new chamber. The new chamber has been checked and is performing well.
- 5.11 A small sewage spill occurred on 1 April 2014 when a resident noticed water flowing out of a storm water pipe along the Mangaokewa River. The sewage spill was stopped with a temporary repair while a 50 m section of new pipe and sewer chamber was installed to replace the collapsed old pipe. The old pipe was broken in 3 places and the sewage backed up in the pipe until it found a way into the storm water pipe. The area was cleared up and disinfected. WRC were notified and the required report was submitted to them.
- 5.12 Another sewage overflow occurred during the heavy rainfall this Easter Weekend in Queen Street and Veolia Water promptly attended to this. The Waikato Regional Council has been notified as required, as the sewage flowed into the storm drain system leading to the river. The spill, although appearing bad, can be considered minor, as the sewage was highly diluted and flowed into the storm water drains for only a short while. A sucker truck was employed by Veolia to assist with minimizing the spill as well. The area was cleaned up and disinfected.

## **5.13 Storm Water**

- 5.14 The final portion of the Cotter Street storm water will commence mid-way into March. This section will take the pipe underneath the road toward the existing outfall. The proposed work has been delayed until after 20 March 2014. **This work will start in May 2014.**
- 5.15 No storm water issues were received during this period as the rainfall was low. **No issues were reported and this period was used to do preventative maintenance work in areas that are known to have issues during heavy rain.**
- 5.16 The storm water network involved in the Rora Street upgrade has been checked and flushed out after roadworks in the area. All pipe work is clear.
- 5.17 **Tender documents have been issued to prospective contractors for the upgrading and augmentation of the Ngatai / Duke Street and Hospital Road storm water infrastructure. Closing date is 2 May 2014 where after the consultant, Opus, will go through the tenders and submit them to WDC for approval. Work is expected to be completed before the end of June 2014 at this stage.**
- 5.18 **The Easter Weekend brought with it some inclement weather and several storm related flooding incidents were reported. As previously mentioned in this report preventative maintenance was carried out. It was noticed that a lot of leaves were washed down roads and blocked up some catchpits. The rainfall was also severe at times.**

## **Mokau**

### **6.1 Water Supply**

- 6.2 The Mokau dam construction started well with good progress being made. Then abruptly stopped, as a mussel midden and hangi pit was discovered and the archeologist was called in. The construction was halted for a period until the site can be assessed and the dam redesigned to work around these sites. Time related extensions with associated cost have resulted due to the work being halted and while the contractor has moved off site. Construction is again progressing on the dam site as the redesign has resolved most of the issues. **The construction on the dam resumed and work is progressing well with the liner being installed.**
- 6.3 The level of the supply dam is low, but holding steady with the spring feeding into it. The back dam has also been feeding water into the supply dam. Some work is required to repair a siphon pipe to resume siphoning from the rear dam to the water works when the dam levels go even lower. The siphon has been repaired and some water quality issues have resulted in the delay in sourcing the water from the rear dam. Additional pipe work was required to secure a constant supply of raw water to the siphon after suction was lost. Water quality tests were conducted throughout the period while quality issues (color and taste) were reported all results indicated that the water was safe for drinking. The Free Available Chlorine (FAC) levels were good for disinfection. The newly installed UV reactor was operational during this time and provided protection against protozoa. The only concern was a discoloration of the final water that can be attributed to dissolved matter due to the low dam level and the plant is not designed for colour removal that is an aesthetic parameter. **The very low dam level has caused some issues with the water quality. In addition the composition significantly changed and the treatment plant was not designed to remove high dissolved iron from the water. The treatment process was adapted as best that it could, but this caused issues in other areas of the treatment process, notably the diatomaceous earth filter that required much higher maintenance. The aesthetics of the water suffered**

and complaints were received for bad taste and odour. All during the problem period samples were taken for residual chlorine (FAC) levels and E.Coli tests to ensure a safe drinking supply was maintained.

- 6.4 Presently the water consumption has reduced, but the situation is being closely monitored and the appropriate water conservation levels will be communicated when the time comes that the dam levels are low enough for this course of action. Mokau has been placed on Level 2 Restrictions. The overall consumption has increased as a result of the influx of visitors over weekends. A leak along the Awakino pipe line is proving difficult to locate due to the ground conditions and topography, but water is being controlled by closing valves of certain areas during low use periods. Additional valves are being installed to facilitate the leak location by means of step testing procedures and improve management of future repairs. The rains finally came and the water level has increased and improved the quality of the raw water. During the very dry period the raw water turbidity was above 30 NTU, whereas the turbidity has now dropped to a more manageable 6 NTU.
- 6.5 As the dam levels have now increased, normal flushing can continue and this will also improve the aesthetics of the water.
- 6.6 Storm Water**
- 6.7 No issues were reported for storm water during this period.

## **Piopio**

### **7.1 Water Supply**

- 7.2 A routine service was done on the membrane filter. This is an annual service. A number of small issues were corrected that will improve the water production and supply. Notably a leak at the inlet pipe to the feed manifold. The membrane filter is performing well and no issues are being experienced with the plant. The water supply level in Piopio is good and Level 1 Water conservation is in place at present. During the Easter Weekend a fault gradually manifested itself that led to the water supply running out. A thunderstorm caused a power failure that led to the loss of chemical dosing required for treating the raw water. This caused the filter to block up. The clarifier was drained on the Friday night and cleaned out where after the filter was cleaned. During this period the dosing problem was rectified and the plant was restarted. An effort was made to notify as many residents and businesses as possible, but due to time and manpower restraints it was not possible to reach all. The Waikato DHB was kept updated with progress.
- 7.3 A leak in Aria Road at the Piopio College was repaired. When the area was excavated, it was noticed that the fire hydrant was also in need of replacement. As a result of the shut down, the opening and closing of valves caused pressure differences to the extent that the lateral to the primary school cracked. A new pipe was drilled underneath the road and the service was restored.
- 7.4 A new valve was installed in Aria Road to allow a smaller section of service to be closed off when working at or near the schools. It was found that too many consumers were affected when shutting down the feed to the college.
- 7.5 Several small leaks have been reported by residents and these have been attended to.
- 7.6 Fire hydrants were replaced in Moa Street and several small leaks repaired.

7.7 Normal flushing of the reticulation system can now resume to improve the aesthetics of the water.

### **7.8 Wastewater**

7.9 Information pamphlets have been distributed again throughout Piopio regarding the septic tank waste water system and pumping tanks. This is in response to the Service Contractor finding potentially damaging items in the system, namely pants, T-shirts, toys, cans and such items that cause blockages.

### **7.10 Storm Water**

7.11 The storm water pipe at the retirement village crossing Kaka Street has been replaced.

7.12 No issues to report

## **Benneydale**

### **8.1 Water Supply**

8.2 The Benneydale community has been placed on Level 1 Water Conservation, although adequate source water is available.

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

8.4 Normal flushing of the reticulation system can now resume to improve the aesthetics of the water.

### **8.5 Wastewater**

8.6 The land discharge facility has received the annual maintenance as required.

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

### **8.8 Storm Water**

8.9 Nothing to report.

## **Waitomo Village**

### **9.1 Background**

9.2 Nothing to report.

## **Te Waitere Sewer System**

### **10.1 Background**

10.2 After the contractor moved off site last year due to inclement weather, he has resumed drilling of the pipe. Progress is not going as well as hoped, as rock has been discovered and a rock drill has to be employed. It is now understood why a

long section of pipe was laid above ground in the past. The work has now been completed with a short section of existing pipe being retained where the contractor has experienced hard rock. This section of pipe was pressure tested to ensure integrity. All work from the original contract has now been completed.

### **Suggested Resolution**

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



ANDREAS SENGER  
**MANAGER – WATER SERVICES**

April 2014

Document No: 332717

File No: 037/005B

**Report To: Council****Meeting Date:** 1 May 2014**Subject: Progress Report: Compliance with statutory requirements of NZ Drinking Water Standards and Implementation Time Line**

### Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of progress being made in terms of the upgrading of the Water Treatment Plants in the Waitomo District to comply with the New Zealand Drinking Water Standards 2005 (Revised 2008) and to advise the revised implementation timeline.

### Local Government Act S.11A Considerations

- 2.1 Waitomo District Council, in performing its role as a Local Authority, must have particular regard to the contribution that the network infrastructure makes to the community.
- 2.2 The provision and maintenance of the water, sewerage and stormwater infrastructure, is consistent with section 11A Local Government Act 2002 (including amendments).
- 2.3 The outcome of the proposed work is to comply with the New Zealand Drinking Water Standards 2005 (Revised 2008) to provide safe drinking water for the communities in the Waitomo District.

### Background

- 3.1 WDC provides drinking water to the communities of Te Kuiti, Benneydale, Piopio and Mokau.
- 3.2 WDC is required to comply with the relevant Drinking Water Standards.
- 3.3 Application was made to the Ministry of Health to assist with funding to upgrade these Water Treatment Plants (WTP) to the required standards.

<b>Commentary</b>
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**4.1 Benneydale, Piopio and Mokau**

4.2 The new compliance dates applicable to WDC, as announced by the Government on 24 June 2009, and which relate to the Benneydale, Piopio and Mokau Water Supplies is 1 July 2015.

4.3 The following sets out the work required at each of the Water Treatment Plants (WTPs) to comply with the NZDWS:

Benneydale Benneydale WTP received a new Diatomaceous Earth filter, Ultra Violet disinfection and new instrumentation.

This work is complete.

Piopio Piopio upgrade involved the installation of a membrane filter, new instrumentation, dosing pumps and contact tanks.

This work is complete.

Mokau Mokau WTP involved installation of a new DE filter, new instrumentation and a UV disinfection unit. New contact tanks were also installed.

This work is complete.

A new raw water supply storage dam is also being built to augment the existing supply.

**4.4 Te Kuiti**

4.5 The compliance date for Te Kuiti is 1 July 2014.

4.6 The required WTP upgrade work was postponed and will be done in four phases:

Phase One This phase will improve the filter backwash system and includes the renewal of the high lift pump station and installation of UV disinfection. This phase of the WTP upgrade has commenced. This phase of the upgrade has several large components with long lead times.

Phase Two Phase Two will improve the Raw Water Intake System with a new Pump Station and the Water Take Consent.

Phase Three Phase Three will see the refurbishment of the Candy Clarifiers.

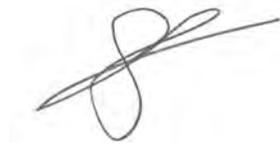
Phase Four Phase Four incorporates the construction of a New Storage Reservoir.

4.7 Ministry of Health (MoH) funding for the proposed upgrades has been allocated. This amounts to \$780,820.56 excluding GST. The MoH funding application was for \$1,942,005.00 excluding GST. The funding application made was only for that part of the total upgrade required to meet the Drinking Water Act (2007) standards and which was eligible for subsidy.

- 4.8 As detailed design developed, it soon become apparent that a holistic plan of the total upgrade was needed to ensure the funding was optimised and the final product is the best that the available money can buy. This combined with the pressure of affordability meant that the work planned initially for 2012/13 was deferred until the 2013/14 year.
- 4.9 In the mean time, a final design of the whole WTP which can be implemented incrementally is in progress. Design for Phases 2, 3 and 4 has been completed.
- 4.10 The Ministry of Health has been requested to accept a delay of the spending for 12 months.

### **Suggested Resolutions**

The Progress Report: Compliance with statutory requirements of NZ Drinking Water Standards and Implementation Time Line be received.



ANDREAS SENGER  
**MANAGER: WATER SERVICES**

28 April 2014

Document No: 332035

File No: 051/003

**Report To: Council****Meeting Date:** 1 May 2014**Subject:** Dog Control Fees 2014/2015

### Purpose of Report

- 1.1 The purpose of this business paper is for Council to set the dog control fees for 2014/2015 in accordance with the provisions of the Dog Control Act 1996.

### Local Government Act S.11A Considerations

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

### Background

- 3.1 The Dog Control Act specifically requires the setting of dog registration fees by Council resolution.
- 3.2 Section 37(1) of the Act states  
"The dog control fees payable to a territorial authority shall be those reasonable fees prescribed by resolution of that authority for the registration and control of dogs under this Act".

### Current Status

- 4.1 Councils Revenue and Financing Policy requires that 80% of the cost of dog control should be funded from dog registration fees, 10% from general rates and 10% from uniform annual general charge (UAGC).
- 4.2 With the decision to carry out all aspects of dog registration in-house it is anticipated that the gross cost of providing animal control services in the 2014/2015 financial year is expected to be \$119,310. Therefore in terms of Council's Revenue and Financing Policy \$107,379 should be recovered by way of dog registration fees.
- 4.3 Council's Revenue and Financing Policy in relation to Dog Control has been developed on the assumption that most of the costs associated with dog control are attributable to dog owners.

- 4.4 The proposed fee structure detailed below makes no change to dog registration fees for 2014/2015. This means that revenue is likely to exceed the percentages detailed in the Revenue and Financing Policy. At this time however it would not be prudent to reduce fees. Service delivery options for the ongoing provision of animal control services are currently under review and for that reason it is difficult to forecast costs of providing the service with any degree of accuracy.
- 4.5 There are two Council created Reserves that relate to Animal Control, these are the Regulation Operational Reserve and the Animal Control Depreciation Reserve. The purpose of the Operational Reserve is to account for under or over net cost in delivery of the Regulation activities, namely Building Control, Liquor Licensing, Environmental Health and Animal Control. The Depreciation Reserve is an accumulation of funds to fund repayments on loans raised for capital expenditure and for Animal Control relates to pound assets used for this activity.
- 4.6 The balances of both Reserves at 30 June 2013 were:
- Regulation Operational Reserve                      \$349,000 in funds
  - Animal Control Depreciation Reserve                \$15,000 in funds
- 4.8 Consistent with the Draft Exceptions Annual Plan 2014/15, which is currently out for consultation, it is proposed that an additional deposit of \$20,000 be made to the Operational Reserve. The reason for this is there is some uncertainty around the costs of delivering Animal Control Services under the new service delivery arrangement and there is a need to maintain the fees and charges revenue base for this service.
- 4.9 The proposed fee structure will continue to see urban dog owners paying higher registration fees than rural dog owners, recognising the fact that most dog control problems which come to the attention of the Animal Control Contractor are associated with urban dogs.

## Recommendation

- 4.1 It is recommended that Council adopt the following fee structure for dog registration fees in 2014/2015.

Charge	Number of Dogs	Fee 2012/13	Proposed Rate 2013/2014	Recover Amount
Basic Dog Fee	30	\$149.00	\$149.00	\$4,470.00
Urban Fee	91	\$96.00	\$98.00	\$8,918.00
Spayed / Neutered	66	\$75.00	\$77.00	\$5,082.00
Selected Ownership Policy	408	\$54.00	\$56.00	\$22,848.00
Rural	3380	\$33.00	\$35.00	\$118,300.00
Sub Total				\$159,618.00
<i>less GST</i>				\$20,819.00
<b>Total</b>				<b>\$138,799.00</b>

- a) A basic dog registration fee of \$149.00 (inclusive of GST) in respect of dogs having attained the age of 3 months.
- b) A \$98.00 dog registration fee (inclusive of GST) in respect of any dog in the urban area which is kept in a manner which complies with the provisions of the Dog Control Act 1996.

- c) A \$77.00 dog registration fee (inclusive of GST) in respect of any dog in the urban area which has been spayed or neutered.
- d) A \$56.00 dog registration fee (inclusive of GST) in respect of any dog where the owner of that dog is covered by Councils Selected Owner Policy.
- e) A \$35.00 dog registration fee (inclusive of GST) in respect of any dog in the rural area which is kept in a manner that complies with the provisions of the Dog Control Act 1996.
- f) A late registration fee of 50% of the fee that would have been payable if that dog had been registered on the first day of the registration year. The late fee will be payable in respect of dogs required to be, but which remain unregistered after 1 August 2014.

### Suggested Resolutions

- 1 The business paper on Dog Control Fees 2014/2015 be received.
- 2 Council adopt the following fee structure for 2014/2015 Dog Registration Fees:

Basic Dog Fee	\$149.00
Urban Fee	\$98.00
Spayed or Neutered Fee	\$77.00
Selected Owner Policy Fee	\$56.00
Rural Fee	\$35.00



JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

April 2014

Document No: 329636

File No: 097/001B

**Report To: Council****Meeting Date:** 1 May 2014**Subject: Progress Report: Resource Consent Applications**

### Purpose of Report

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

### Local Government Act S.11A Considerations

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

### Background

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

### Commentary

- 4.1 Commentary on outstanding resource consents is provided below:

#### **4.2 Mokau Sands Limited**

- 4.3 In May 2012 Council received a resource consent application from Mokau Sands Limited seeking Councils approval to redevelop the Seaview Motor Camp at Mokau.
- 4.4 The applicant is proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 4.5 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 4.6 A total of 39 submissions were received, some supporting the proposal while others opposed the development.
- 4.7 The applicant subsequently asked for the application to be placed on hold so as to allow ongoing discussions with the Department of Conservation and the NZ Transport Agency. Both organisations lodged submissions on the application and the applicant believed that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 4.8 Recently the applicant met with WDC staff where a revised proposal was outlined. The new proposal will involve the same no of units, however the buildings will be one level, capable of relocation in the event of further erosion and will be designed to blend into the coastal environment rather than intrude upon it.
- 4.9 When the amended application is received by Council the proposal will be reviewed and at that time a decision will be made in terms of the most appropriate way to process the revised proposal.
- 4.10 All submitters have been updated in terms of the delays presently encountered with the application.
- 4.11 In the meantime in order to expedite the application further meetings have been held with the applicant. The applicant hopes to obtain the written approval for the development from key submitters with a view to providing all the necessary information to both the Waikato Regional and Waitomo District Councils by March 2014.
- 4.12 Because of the ongoing delays the applicant has been advised that the earliest a hearing could now be scheduled (assuming all information is available in March) will be June/July 2014.

#### **4.13 CANZ Resources Limited**

- 4.14 In December 2013 CANZ Resources Limited applied to Council for a resource consent in order to undertake earthworks associated with the removal of overburden from a trial coal excavation pit on a very remote site approximately 12km inland from Awakau Road, Awakino.
- 4.15 At this time no coal is to be extracted however an assessment of the coals quality and quantity will be carried out with a view to applying for further consents at a later date for a trial excavation of coal for export to China.

- 4.16 Should the trial excavation prove successful CANZ Resources Limited plan to develop an open pit coal mine on the site. Once again, if a coal mine is to be established on the site a range of additional consents will be required which will entail detailed consultation with a range of parties.
- 4.17 CANZ representatives have now advised that further resource consents to progress this project are likely to be lodged with WDC in June/July 2014.

**Suggested Resolution**

The Progress Report: Resource Consent Applications be received.



JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

April 2014

Attachment: Resource Consent Schedule (Doc 332032)

### RESOURCE CONSENTS PROGRESSING AS AT 1 MAY 2014

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
110019	Mokau Sands Limited	Development of 31 holiday apartments and 50 seat café, Seaview Motor Camp site, Mokau	2/5/12	Yes	Applicant has requested that the application be placed on hold to allow further consideration to take place.	17/5/12						
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
130026	Mokau Sands Limited	Proposed Dune Restoration, Seaview Motor Camp, Mokau	23/10/13									
130031	T and S Downey	Two Lot Rural Subdivision, Ototoika Road, Oparure	18/12/13		Awaiting payment of fees.							
140010	Turere Limited	Construction of vehicle entrance, State Highway 3, Piopio	24/03/14	Yes	Affected parties sign off required	24/3/14						

### RESOURCE CONSENTS GRANTED (FOR 2013/14) AS AT 1 May 2104

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
130013	Rusling Family Trust	2 Lot Residential Subdivision, Hill Street, Te Kuiti	28/05/13	No						No	24/06/13	Conditional Consent Granted 31/05/13
130015	Barnett Farm Limited	Front Yard Dispensation, Ohura Road, Aria	4/06/13	No						No	26/6/13	Conditional Consent Granted 5/6/13
130017	Telecom Mobile Limited	Upgrade of Piopio Mobile Phone Site, SH 3, Piopio	26/7/13	No						No	23/8/13	Conditional Consent Granted 2/8/13
130014	Troll Caves Limited	Establish and operate a Troll Cave Tourist Activity, Waitomo Valley Road, Waitomo	1/5/13		Applicant has asked that the application be placed on hold pending a review of the proposal.		9/8/13			No	24/8/13	Conditional Consent Granted 29/8/13
130020	Pengxin NZ Farm Group Limited	2 Lot Rural Subdivision, Barryville Road, Barryville	5/9/13	No						No	2/10/13	Conditional Consent Granted 11/9/13
130023	John Hill Trustee Limited	Earthworks in excess of 2000m <sup>3</sup> , State Highway 3, Piopio	27/9/13	No						No	25/10/13	Conditional Consent Granted 2/10/13
130024	Morgan Farming Co	2 Lot Rural Subdivision, Paekaka Road, Piopio	3/10/13	No						No	1/11/13	Conditional Consent Granted 8/10/13
130016	MJ & CM Coleman	Proposed retail outlet, Te Kumi Road, Te Kuiti	27/06/13	Yes	Full assessment of environmental effects from the proposal required.	3/7/13	22/10/13			No	21/11/13	Conditional Consent Granted 31/10/13
130022	Waitomo District Council	Earthworks associated with the construction of a new water reservoir, State Highway 3, Awakino	27/9/13	Yes	Further details on earthworks required.	17/10/13	1/11/13			No	12/11/13	Conditional Consent Granted 5/11/13
130025	S McLennan	2 Lot Rural Subdivision, State Highway 37, Waitomo	15/10/13	No						No	13/11/13	Conditional Consent Granted 22/10/13
130027	R & C Wilson	2 Lot Rural Subdivision, Waipuna Road, Oparure	30/10/13	No						No	22/11/13	Conditional Consent Granted 1/11/13
130028	R Gorrie	2 Lot Rural Subdivision, Te Mahoe Road, Mokau	7/11/13	No						No	5/12/13	Conditional Consent Granted 13/11/13
130029	Te Waitere Boating Club	Club Extensions in Conservation Zone	11/11/13							No	09/12/13	Conditional Consent Granted 18/11/13
130030	P Glidden	To establish industrial activity, dismantling quad bikes, State Highway 3, Hangatiki	04/12/13	No						No	22/01/14	Conditional Consent Granted 16/12/13

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
140001	W Holmes	2 Lot Rural Subdivision, Taharoa Road, Taharoa	20/01/14	No						No	20/02/14	Conditional Consent Granted 29/01/14
140005	M Frederikson	2 Lot Rural Subdivision, Te Anga Road, Waitomo	04/02/14							No	05/03/14	Conditional Consent Granted 12/02/14
140006	N Davie	Erect a dwelling on a site zoned industrial, Rangitoto Road, Te Kuiti	11/02/14	No						No	12/03/14	Conditional Consent Granted 19/02/14
140002	C Carey	Establish and operate a quarry, Te Anga Road, Te Anga	22/01/14	Yes	Detailed assessment of environmental effects required	23/01/14	20/02/14			No	14/03/14	Conditional Consent Granted 4/3/14
130032	CANZ Resources Limited	Earthworks to remove overburden from a trial coal exploration pit	23/12/13	Yes	Consultation with Iwi required.	31/01/14	18/02/14			No	3/03/14	Conditional Consent Granted 4/3/14
140008	K Fitzgerald	3 Lot Rural Subdivision, Fullerton Road, Waitomo	19/02/14	No						No	19/03/14	Conditional Consent Granted 28/2/14
140003	R and C Fagan	Construct a 170m <sup>2</sup> storage shed, Te Kumi Road, Te Kuiti	28/01/14	Yes	Affected parties sign off required.	05/02/14	02/04/14			No	29/04/14	Conditional Consent Granted 3/4/14

Document No: 332170

File No: 400/010/7

**Report To: Council****Meeting Date:** 1 May 2014**Subject: Emergency Management Provision –  
Western Waikato Shared Service**

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Councillors on the activities of the Emergency Management Operations Manager of the Shared Service with Waipa and Otorohanga District Councils.

### Local Government Act S.11A Considerations

- 2.1 The provision of Emergency Management Services and the avoidance and mitigation of natural hazards is consistent with the provisions of s.11a Local Government Act 2002 (including amendments).

### Background

- 3.1 In 2013, Waitomo, Otorohanga and Waipa District Councils agreed to provide civil defence emergency management services through a shared service between the three Councils.
- 3.2 It is the intention of the Emergency Management Operations Manager to report to Council on a quarterly basis on the works undertaken through the shared service, with the following information related to the period to 31 March 2014.

### Commentary

#### 4.1 Reduction

- 4.2 The EM Operations Manager attended a week long Emergency Management Seminar at Massey University in Wellington that covered numerous research subjects. To note were subjects that covered the need for understanding of hazards, risks and the impact they would have on infrastructure, and how essential this background was to pre- event planning.

### **4.3 Readiness**

#### **4.3.1 Building Structure: Severe Damage Assessment**

4.3.2 A project has been commenced that will resource Building Inspectors of each Council and train them for what to expect when they are deployed at short notice to assess buildings in a hostile environment such as when an earthquake has struck.

#### **4.3.3 Emergency Operating Centres (EOC)**

4.3.4 Four locations have been identified as Emergency Operating Centres across the three Councils and they will act as a back up to each of the others. These are Te Awamutu - Chambers, Cambridge - Large meeting room, Otorohanga - Chambers and Te Kuiti Chambers.

#### **4.3.5 VHF Radio Communications**

4.3.6 A review of all VHF radio communications has been undertaken across the shared service to establish if what we have is still relevant and what is the longer term view of emergency communications.

4.3.7 The outcome of this review identified that the existing VHF base radio network that we have across the three councils is a reliable and robust system. The advice is also that it should last us for several years and change is only likely in the next 3-5 years if we are forced to go digital due to the government making the existing frequencies redundant.

#### **4.3.8 Collaborative Approach to IT functionality**

4.3.9 As it is necessary for the three Councils to be working together it is important that facilities in the EOCs also align. Fortunately the IT operating systems are the same or similar across the organisations making synergies easier to establish.

4.3.10 There are two areas where background work is being undertaken and these are in progress.

- Website: A generic page and search function on the Council websites will enable access by computer and personal devices that will enable the public to not only obtain consistent information before, during and after an event, but will be able to locate their nearest welfare centre and read the updates on an event as they are occurring
- Local GIS facility: Discussion and test data is being run on the internal mapping system on one council site so as to assist the controller, other agencies and emergency services to target an area/s and view pre-entered essential data that would be necessary to assist in the management and resolution of an event.

#### **4.3.11 EMIS**

4.3.12 While the Ministry is funding extensive development of this management tool for the use in the management of an event, the system is still not functioning up to expectations creating unnecessary frustration and stress to the user during event training.

4.3.13 In its present form it is believed that the programme is not ready for functional use in an EOC and training environment. This is being addressed at Group level.

#### **4.4 Welfare**

4.4.1 Driven by the three local CDEM managers for Waikato, Hamilton and Western Waikato a review of the (LWC) Local Welfare Committee's processes, abilities and workplans is being undertaken as it hasn't been reviewed for some years.

4.4.2 Member agencies have been requested to look at their response and support of welfare systems so they fully understand what the expectations on them will be.

#### **4.4.3 Local Marae Preparedness Strategy**

4.4.4 An approach to the Pomare Marae has been made in an endeavour to work towards an agreed framework and template that will allow maraes to be better suited and prepared to manage and support people when impacted by an emergency event. Supporting documentation and follow-up has occurred but a decision on the next step is to be worked through with marae elders.

4.4.5 Guidance and oversight has come from Ganin Ormsby, Region Iwi Liaison Officer, throughout the process so far.

#### **4.4.6 Community Awareness and Promotion**

4.4.7 The "Get Ready Get Thru" booklet has been reviewed, personalised to each Council and copies printed.

4.4.8 These are being delivered to all addresses in the urban and rural areas of the Waitomo, Waipa and Otorohanga Council areas. Local paper releases are also programmed.

4.4.9 Currently letters to all school principals of all 68 schools in the three Council areas are being sent inviting them to re-engage with local CD and the emergency services and identify where the school sits in the Community Response Plan process.

#### **4.4.10 Community Response Plans (CRP)**

4.4.11 A workshop was held to discuss and implement a Waikato wide approach and format for introducing the CRP process into Waikato communities. The preparation of CRP has been identified as a critical area for the regions Capability Assessment Report.

4.4.12 A list of local communities has been identified and prioritised in each Council area that will be targeted on the basis of risk.

4.4.13 At present there are 3 plans under review and one new plan commenced within the shared service region.

#### **4.5 Response**

4.5.1 There have been no EOC activations.

4.5.2 There has been various weather or local infrastructure failure events and the notification of these. These were monitored only.

**4.6 Recovery**

- 4.6.1 A training package has been developed to support the Recovery Manager in each Council to fully understand and prepare for this role. This is due to be released in coming weeks.
- 4.6.2 The regional group representative will meet with all recovery managers and go through any changes and discuss the best options to put this into effect in each location.

**Suggested Resolutions**

The business paper on Emergency Management Provision – Western Waikato Shared Service be received.



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

Martin Berryman  
**Western Waikato EM Operations Manager**

April 2014

**Document No:** 332072**File No:** 401/0588424200**Report To: Council****Meeting Date:** 1 May 2014**Subject:** **Waitomo Cultural and Arts Centre : Use of Centre during Shears Week**

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on issues that arose during use of the Cultural and Arts Centre by the NZ Shearing Committee.

### Local Government Act S.11A Considerations

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

### Background

- 3.1 Waitomo District Council, over the last four years has undertaken a staged renewals programme of the Cultural and Arts Centre, with the most recent being the refurbishment of the main hall ceiling, lighting and air conditioning renewal and the provisions of alarms to that part of the building.
- 3.2 All works were scheduled for completion prior to "The Shears", this being achieved.
- 3.3 During the process of preparing documentation for this work, input from the Shearing Committee was sought and resulted in:
- Enlargement to the service / emergency door for ease of access for their materials;
  - Raising of the ceiling in front of the stage; and
  - Provision of a banner wire above the pelmet as previously provided during the refurbishment of the supper room.
- 3.4 All of these modifications were included into the documentation.
- 3.4 At the time of "The Shears" a request was made by the committee for permission to disable the alarm system for a period of four hours on the Friday and Saturday evenings so that a smoke machine could be used as part of the entertainment.
- 3.5 While this is a risk for WDC, strict procedures are agreed each year and signed by the Shearing Committee which involves advising the monitoring company, communication procedures, people stationed at exits, etc.

<b>Commentary</b>
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**4.1 Banner Wires**

4.2 During setup of the hall for "The Shears" on midday Monday, the Committee requested that WDC install additional banner wires from that originally agreed and installed as part of the building contract.

4.3 Contact was made with the supplier / installer (Green Frog Company) from Hamilton and he was unable to undertake the work envisaged with such short notice. He could supply the materials. David Flexman Builders were commissioned to obtain the necessary materials and install them.

4.4 The new wires were installed over the Tuesday / Wednesday period.

4.5 The costs involved in undertaking this work were:

Materials (Green Frog)	\$ 1,483.50
David Flexman Builders	<u>\$ 2,134.40</u>

**Total cost (incl GST)                      \$3,617.90**

4.6 It was unfortunate that the need for additional banner wires had not been identified earlier by the Shearing Committee as this would have allowed for the work to be incorporated into the building contract at contracted rates.

**4.7 Smoke Machines and Security**

4.8 The Agreement, signed by WDC and the Shearing Committee with respect to the use of the smoke machines allowed for:

- The alarms to be disabled between 4.00pm and 10.30pm on the Friday and Saturday to allow use of the smoke machines;
- Monitoring company to be advised prior to disabling and prior to reinstatement;
- Mr John Grainger was to make all contact;
- Committee member to be positioned at each entry/ exit during this time; and
- Committee members to be in communication with each other.

4.9 These measures are required to ensure that all necessary steps are taken to minimise the risk to WDC and any potential insurance claim.

4.10 Unfortunately these procedures were not followed at all and were not followed last year as well. No contact was made to the Monitoring Company during either of the days.

4.11 While the alarms were disabled and enabled slightly outside the hours on Friday, they were not enabled until 3.30am on the Sunday morning leaving WDC property vulnerable for a period of 11.5 hours. In fact the alarms were not enabled until security was dispatched to investigate why the alarms were not functioning.

4.12 This situation, which involves a multi million dollar WDC asset, is an unacceptable risk to WDC and needs to be addressed by banning the use of smoke machines in the facility.

4.13 **Our hireage brochure clearly states that smoke machines will not be permitted in the facility and no exception should be made for the shearing competition.**

4.14 On inspection after the event it was also noted that the emergency door adjacent to the stage area had been taped together hindering its use in an emergency. This practice needs to be prohibited and perhaps random security inspections are required during such large events.

#### **4.15 Hall Damage**

4.16 Several incidences of damage occurred to the facility during the event, namely:

- Damage to the aluminium emergency door which was twisted and bent and required specialist repair
- Damage to the wooden trim adjacent to the stage
- Door and trim to changing room requiring replacement
- Shampoo of carpet in the supper room to remove food
- Stains removed from new paintwork
- New blind cord broken

4.17 The repair of this damage along with the cost of the security call out will be a charge against the bond from the Shearing Committee that WDC is holding.

### **Suggested Resolutions**

- 1 The business paper on Waitomo Cultural and Arts Centre: Use of Centre during Shears Week be received.
- 2 Due to the severity of risk to a WDC asset, the use of smoke machines within the Cultural and Arts Centre be prohibited for all users.



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

April 2014

Document No: 332135

File No: 401/0588423900

**Report To: Council****Meeting Date:** 1 May 2104**Subject:** **Progress Report - Cultural and Arts Centre  
– Shared Parking Investigation**

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress with the development of the shared parking adjacent to the Te Kuiti Community Childcare Centre Incorporated (The Cottage).

### Local Government Act S.11A Considerations

- 2.1 The provision of community infrastructure within the township of Te Kuiti is consistent with Section 11A Local Government Act 2002 (including amendments)
- 2.2 In this particular case the economic of car park provision is well balanced through the provision of a private/public sector partnership to establish the parking.

### Background

- 3.1 During the development of the 2012/2022 LTP, WDC was approached by The Cottage in relation to parking within the Esplanade area of the Te Kuiti Cultural and Arts Centre (Civic Centre).
- 3.2 Discussions centered around the provision of parking which would not only provide a hard surface area for the Civic Centre, but also provide parking for The Cottage.
- 3.3 The land identified for such a proposal was the empty section owned by WDC adjacent to The Cottage.
- 3.4 WDC culminated these discussions by including a monetary allowance of \$56,595 in year 2 of the 2012-2022 LTP for a joint venture 50/50 car park on the vacant land adjacent to The Cottage.

### **3.5 Progress to Date**

- 3.6 After discussions on-site regarding the process to achieve the desired joint venture outcomes the following actions were taken:
- A topographical survey of the site was undertaken in May 2013 in anticipation of the year 2 project.

- Draft drawings were prepared and forwarded to The Cottage for comment. The main issue raised was in relation to the size of the car parks and they were advised that the design standard used was AS/NZS 2890 as a Class 3 car park being the recommended size for hospitals and medical centres. This choice was made to cater for buggy's etc.
  - Final documentation was completed on 7 February 2014 (including drawings, specifications, schedule and budget estimate).
- 3.7 The full finalised documents were forwarded to The Cottage and a meeting to discuss implementation and costs was scheduled for 19 March 2014. A copy of the layout plans and budget estimate were presented to Councillors reference.
- 3.8 The key design principals used in designing the car park were:
1. functionality; and
  2. maximisation space.
- 3.9 To this end, 29 car parks have been created of which 6 are situated on the road verge.
- 3.10 The opportunity has also been taken to tidy this section of road reserve in conjunction with the car parks by formalising the drainage channel around the area.
- 3.11 The documents have been forwarded to WDC's engineers for comment in relation to the roading networks.
- 3.12 The documentation is ready to tender and the outcomes of the meeting of 19 March 2014 will dictate how the implementation proceeds.
- 3.13 It is suggested that Council reconsider the proposed shared arrangement. This car park will form an important asset with a very long useful life and will effectively support WDC's investment in existing infrastructure. The best approach over time would be to lease car parking space to The Cottage.
- 3.14 25 March 2014**
- 3.15 A meeting was held on 19 March 2014 between the representatives of 'The Cottage' and Group Manager – Community Services to discuss various aspects of the project.
- 3.16 The key issues raised at the meeting revolved around:
- a) The need to formalise a Licence to Occupy for the building extension that extends over the boundary.
  - b) Formal documentation relating to development cost contribution to the long term occupancy rights to a number of car parks.
  - c) The extent of contribution.
  - d) Timing of implementation.
- 3.17 Items a) and b) will require agreement to a legal document moving forward. There does not appear to be any issues in completing these.

- 3.18 With respect to item c), the original discussions were around a 50/50 shared car parking arrangement. On this basis \$56,595 was included in WDC's budgets for its share and design fees.
- 3.19 Subsequent to the inclusion of this budget, the design endeavored to maximise the parking on and off the street as well as 'tidy' the street corner resulting in additional works over and above what was originally envisaged by both parties.
- 3.20 As a contributor 'The Cottage' has offered \$40,000 against a budget estimate of \$101,321.00.
- 3.21 In summary, this means:

Budget Estimate for project	\$101,321
Plus design fees (estimate)	\$ 5,000
Supervision	<u>\$ 2,000</u>
	\$108,321
less 'Cottage' contribution	\$ 40,000
less WDC Budget	<u>\$ 56,595</u>
<b>Funding Deficit</b>	<b>\$ 11,726</b>

- 3.22 This funding deficit could be funded from the Public Amenities Depreciation Reserve.
- 3.23 In relation to implementation, all documentation is completed and tenders can be called as soon as the project funding is finalised.

**3.24 1 May 2104**

- 3.25 On 31 March 2014 a letter was sent to The Cottage advising that WDC had accepted their contribution of \$40,000 plus GST towards the development, based on a total project estimate of \$108,321.
- 3.26 The project has also been publicly tendered with tenders closing 29 April 2014.

<b>Suggested Resolution</b>
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The Progress Report - Cultural and Arts Centre - Shared Parking Investigation be received.

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

April 2014

Document No: 332260

File No: 401/Parkside

**Report To: Council****Meeting Date:** 1 May 2014**Subject:** Progress Report : Parkside Subdivision

### **Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on the progress with the sale of sections at Parkside Subdivision.

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

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

### **Background**

- 3.1 Waitomo District Council purchased the Parkside Subdivision from Inframax Construction Ltd in November 2011 as part of the restructure of the company.
- 3.2 For the purposes of development of the 2012-2022 LTP development, a gradual sell down of the sections was forecast for the period of the plan and beyond.
- 3.3 Council has indicated that while sell down is budgeted over a longer term, it is best from a Waitomo District Council affordability perspective that Waitomo District Council dispose of the sections as quickly as possible.

### **Commentary**

- 4.1 Several areas of work have been progressed in relation to preparing for the on sale of the Parkside sections. These are discussed below in no particular order.

#### **4.2 Website**

- 4.3 The website has now been transferred into Waitomo District Councils name. The necessary changes have been made and updating will be made as and when required.

#### **4.4 Section Pricing**

- 4.5 Council has agreed on pricing structures for the sections to allow the finalisation of web page information, pamphlets and signage.

4.6 Independent valuations for each section have been requested from Curnow & Tizard. The valuations have been included in the pamphlet information.

#### **4.7 Onsite Map / Sign**

4.8 The large onsite map and contact details were updated at the end of May to show the sold sections as well as the new contact information.

#### **4.9 Miscellaneous Advertising**

4.10 A pamphlet has been prepared to provide base information to prospective purchasers. These have been distributed to local real estate firms for display.

4.11 A display poster and information is to be prepared for display in the Westpac Bank, leading up to proposed open days. Joint advertising with Westpac is also being discussed.

4.12 Newspaper advertising leading in to the proposed open days has been prepared.

#### **4.13 Site Maintenance**

4.14 The site is now being regularly mowed and sprayed to improve the appearance of the sections. Unnecessary signs have been removed and some clearing of unsightly areas undertaken.

4.15 Prices have been obtained to identify the section layouts on site. This will be undertaken prior to advertising / open days. Instruction has been issued to the surveyor to complete this work, week commencing 25 June 2012.

4.16 New lot signage has also been obtained.

#### **4.17 Sale and Purchase Agreement**

4.18 A standard sale and purchase agreement has been prepared promoting Councils financing option.

4.19 The terms of the agreement propose either payment on settlement date or in the manner described in the special terms of sale as agreed by Council at its meeting 29 May 2012 which include:

- \$5,000 deposit
- Vendor providing a first mortgage
- Term of 5 years with balance payable at that time
- Interest rate equivalent to one year Westpac floating rate

#### **4.20 Westpac Bank**

4.21 Westpac Bank have provided WDC with a draft brochure outlining their package for home ownership. This is to be used during section promotions and the bank display.

4.22 It is to be noted that effectively the package offered is no different from a normal Westpac home loan package. Originally an extensive package offering inducements was offered to WDC but this was subsequently withdrawn when reviewed by Westpac management, as they did not want to be seen undermining their own normal home loan package.

#### **4.23 Promotional Timeline**

- 4.24 It is proposed that the following form the basis moving forward for the promotion of the sections:
- Miscellaneous promotional materials completed beginning of June as described above.
  - Negotiate the inclusion of pamphlets into real estate agency displays and confirm commissions on selling by the end of June.
  - Bank display during end June and August.
  - Miscellaneous paper advertising June and August / September.
  - Advertisements in Waitomo News and Waikato Times, during weeks of 18 June and 25 June advertising the open day.
  - Open day Saturday 30 June 2012 to test interest.
  - Key open days on Saturday 25 August and Saturday 1 and 8 September 2012 are planned.
- 4.25 The open day was held on Saturday 30 June 2012 between the hours of 10.30am and 2.00pm. The open day was advertised in the Waitomo News and Waikato Times.
- 4.26 In the latter part of August there have been two enquiries for sections, involving three sections. Sale and Purchase documents have been prepared as a follow-up for one of these enquiries which involves two sections. At the time of writing this report, the documents have not been returned to Waitomo District Council.
- 4.27 A follow-up letter has been sent to the second enquirer to answer specific questions.
- 4.28 The spring open days were scheduled for 25 August, 1 September and 8 September. The initial open day was from 10.30am to 12.30pm and was advertised in the Waitomo News. No enquiries were received during the open day of 25 August. The day was fine and sunny.
- 4.29 The second open day, advertised in the Waitomo News and Waikato Times for 1 September was undertaken with no visitors to the site. The day again was fine and sunny.
- 4.30 The third open day, scheduled for 8 September was cancelled.
- 4.31 Agreement has been reached with Century 21, First National and Harcourt's to list the Parkside sections, all on an equal fronting.
- 4.32 Information signs are being manufactured for display at the subdivision and to replace the sign currently on Te Kumi Road. It is anticipated that these signs will be installed by end of November.
- 4.33 Negotiations have successfully concluded for the sale of 31 Robin Azariah Place, with settlement date being 8 February 2013.
- 4.34 Council at its meeting in December 2012 asked that information relating to the covenants and marketing be reported back to Council. A separate report dealing with covenants formed part of the February agenda.

4.35 The following is an appraisal of marketing:

- Sign on Te Kumi Road and internal to the site
- Agreements reached with each of the real estate companies in Te Kuiti
- Real estate companies have brochures
- Brochures outline WDC funding option
- For much of the past 4 months posters have been displayed in Westpac Bank
- Advertisements have been undertaken at various times
- Two open days, including advertisements, have been held
- Parkside website established
- WDC website is linked to Parkside Subdivision website
- Some sections are on Trademe through third party

4.36 The reality is that there is very little market for section sales in Te Kuiti in the present climate. The real estate companies are well informed on the section availability.

4.37 It is not anticipated that a major marketing drive would increase the rate of section sales.

4.38 One enquiry has been made for a section during March/April by a prospective purchaser from Auckland. A follow up letter has been sent and email correspondence.

4.39 The potential purchaser has indicated that they will be getting a sketch prepared of the proposal. As the proposed building size does not meet the floor area covenant, a variation process to the covenant will be required.

**4.40 24 September 2013**

4.41 Negotiations have been completed for the sale of Lot 36 Robin Azariah Place. The sale price is \$2,000.00 less than WDC's list price and is unconditional on Friday 20 September 2013.

4.42 The onset of improving weather, the sections will again be advertised in the Waitomo New and Waikato Times during the month of October.

**4.43 26 November 2013**

4.44 An advertisement promoting these sections has been scheduled for insertion in the Waitomo News and Waikato Times for the last week of November and early December.

**4.45 Covenants**

4.46 Council resolved at its meeting on 26 February 2013 to survey the existing landowners within Parkside Subdivision with respect to ascertaining their views on relaxing the covenants over the subdivision.

4.47 A letter has been sent to all land owners within the subdivision conveying their views on relaxing the covenants. Responses are due back by 7 May 2013.

- 4.48 Response forms have been received from four of the six land owners contacted. There is a mixture of responses as tabled below:

Location	Agree / Disagree	Comment
Lot 22	Agree	Do not want to see larger sections used for two or more units
Lot 33	Disagree	No comment
Lot 21	Agree	Reduced floor area and up to two units / granny flat
Lot 28	Agree	Reduced floor area and two units on larger sections

The owners of Lot 15 and 40 failed to respond.

- 4.49 To make any changes to the covenants, agreement needs to be reached with all land owners. Over the coming weeks appointments will be made with the owners of Lots 15, 33 and 40 to discuss WDC's proposal in an endeavour to get agreement to a potential change to the covenants.
- 4.50 Meetings have been organised with the individual land owners to discuss the covenants. These were scheduled for the week of 16 and 23 September 2013.
- 4.51 While previously, WDC has floated the idea of changing the minimum floor area covenant, through a survey, this will be an opportunity to promote the idea with those that either did not respond or disagree with the proposal.
- 4.52 It is also an opportunity to discuss the exterior cladding materials as the omission of linear board (fibre cement weatherboard) is not an allowable material, but is extensively used in modern house buildings. This issue has been raised by a purchaser.

#### **4.53 26 November 2013**

- 4.54 Meetings have been arranged with the remaining owners and these should be completed by the time of the Council meeting. A verbal update will be given related to the outcomes.
- 4.55 A legal document is currently being prepared by Forgeson Law seeking changes to the floor area and cladding. This document is to be signed by all owners over the coming weeks to bring the changes to fruition.

#### **4.56 6 March 2014**

- 4.57 Over the past fortnight Group Manager – Community Services achieved the sale of 19 Robin Azariah Place (Lot 13). This sale was effectively discounted only \$1,000 as there was no sales commission to be deducted. The sale goes unconditional 19 March 2014.
- 4.58 The sale and purchase agreement included a clause agreeing to the proposed covenant changes around square metre-age and building cladding.
- 4.59 For Councillors information, the owner of Lot 36 has lodged a building consent for:
- Garage and residence as separate building
  - Residence as a transportable

4.60 It is noted that the proposal as set out does not conform to the covenants on the property. The issuing of the building consent is a regulatory function relating to the building compliance and does not involve compliance to covenants. Other residents in the subdivision have raised this compliance to the covenants with WDC.

**4.61 1 May 2014**

4.62 The sale of Lot 13 was settled on 10 April 2014.

4.63 Letters and documentation seeking changes to the covenants related to the floor area and cladding have been sent to all landowners, requesting a return to WDC by 27 May 2014.

<b>Suggested Resolution</b>
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The Progress Report: Parkside Subdivision be received.



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

April 2014

Document No: 332266

File No: 401/9992000100

**Report To: Council****Meeting Date:** 1 May 2014**Subject: Progress Report: Te Kuiti Railway Building Project**

### Purpose of Report

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

### Local Government Act S.11A Considerations

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

### Background

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

### Commentary

#### 4.1 29 June 2012

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

#### 4.3 24 July 2012

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

- 4.5 The draft report for comment was received by WDC on 26 June 2012.
- 4.6 A subsequent meeting of 11 July 2012 between the Consultants, Mayor Hanna and Group Manager – Community Services, commented on this report and sought minor clarification changes.
- 4.7 The final report has been completed and made available to KiwiRail.
- 4.8 28 August 2012**
- 4.9 Mayor Hanna and the Chief Executive Officer met with the KiwiRail property representatives in Wellington on Wednesday 18 July 2012. The purpose of this meeting was to:
1. Present the final version of the Conservation Plan so as to secure ownership of the railway station building; and
  2. To discuss preliminary terms and conditions for the proposed ground lease occupied by the building footprint.
- 4.10 A signed agreement for the purchase of the building for \$1 was secured during the meeting, with KiwiRail to forward a draft ground lease for consideration.
- 4.11 The ground lease has been reviewed by management and Councils legal advisor and the lease, along with proposed changes has been circulated to all Councillors for comment.
- 4.12 Agreement has been reached with KiwiRail and the lease is being prepared for signing at the time of writing this report. The lease is substantially 'as circulated', with a commencement date of 1 September 2012.
- 4.13 25 September 2012**
- 4.14 At its meeting of 28 August 2012, Council formed a working group of Mayor Brian Hanna and Councillors Hickey, Te Kanawa and Whitaker, to investigate and develop options for the development of the building moving forward.
- 4.15 30 October 2012**
- 4.16 A meeting was held on 1 October 2012 with the Working Group to present a project plan to the group and to discuss options for moving the project forward. The project plan and preliminary uses information was then work shopped with Council on 9 October 2012 so as to give guidance to the project moving forward.
- 4.17 Since this workshop the following works have been completed:
- Scale base building plan
  - Survey of exterior plaza area)
  - Reinstatement of plans for security of the building
  - Preliminary ideas for layouts
- 4.18 27 November 2012**
- 4.19 A key feature of moving this project forward has been the establishment of the "Reference Group", to be used to get feedback on ideas for the redevelopment.
- 4.20 An initial meeting of the Reference Group was held on 13 November 2012 to introduce the project members. A facilitated workshop is planned for 4 December 2012 to provide feedback on the initial ideas plans.

- 4.21 A presentation was also given to the "Business After 5" group to introduce WDC's thinking around the redevelopment and the use of the Reference Group.
- 4.22 Preliminary ideas sketches have been prepared as follows:
- a) buildings by Laura Kellaway Architects; and
  - b) surrounds by Mansergh Graham Landscape Architects.
- 4.23 These ideas sketches along with associated notes were attached to and formed part of the business paper for the 27 November 2012 Council meeting.
- 4.24 The introduction of these ideas sketches was to brief Council prior to the facilitated session with the Reference Group.
- 4.25 The signed lease document from KiwiRail was returned to WDC on 16 November 2012.

**4.26 11 December 2012**

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

**4.30 26 February 2013**

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

**4.33 30 April 2013**

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

**4.35 6 June 2013**

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

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

4.38 The amount applied for is tabled below:

Grant Funding (66%)	579,498
WDC Loan	<u>298,530</u>
<b>Total Project Cost</b>	<b>878,028</b>

4.39 The application period closes 29 May 2013 and applicants are notified of the outcomes on 17 October 2013.

#### **4.40 25 June 2013**

4.41 The budget profiles forming the basis for the 2013/14 Annual Plan have been re-worked to match the application to the Lottery Grants Board and included in the Annual Plan documentation.

4.42 The Lottery Grants Board has confirmed in writing that they have received the full documentation forwarded to them.

#### **4.43 27 August 2013**

4.44 The project plan has three key elements occurring during the July-September period:

##### **1. Engineering Assessments of buildings and preparation of necessary documentation of the structural work (July-August)**

The onsite assessments have now been completed with the report due by end of August. This section of the restoration drawings is on schedule.

##### **2. Architecture drawings and contract documentation for buildings 1, 2 and 3 restoration project (July-August)**

Alternative prices for this project were sought because of the extensive time period required by the original architect to complete the documentation. The 20<sup>th</sup> October completion time frame gave no leeway should WDC need to submit another application to the Lotteries Board. An alternative architect has been chosen with the documentation due at the latest 20 September 2013. This means this part of the project has slipped by three weeks.

##### **3. Expressions of Interest documentation for the Community Space**

This is on schedule to be completed by the end of September 2013.

#### **4.45 24 September 2013**

4.46 The report and drawings relating to the engineering assessments (item 1 above) have been completed but are not to hand with WDC. The reason for the delay is a result of a request from WDC to include a full seismic assessment to be undertaken. The complete package will be available to WDC on 23 September 2013.

4.47 The architect has advised that draft documentation relating to item 2 above will be available to WDC 20 September 2013.

4.48 Expressions of Interest documentation is on track for completion.

**4.49 26 November 2013**

4.50 WDC received written notification on 24 October 2013 that the Lottery Grants Board has approved a grant of \$647,538.55 (GST inclusive) for the restoration project. The uplifting of this money is subject to achieving certain milestones.

4.51 The engineering assessment has been completed and received by WDC. Works related to the restoration project have been included in the contract documentation.

4.52 Finalised contract documentation including updated schedules and estimates will be completed 27 November 2013. This will mean the documentation, upon final checking, will be available for tender.

4.53 The draft documentation for the restoration was forwarded to Historic Places Trust and KiwiRail mid October, although we still await signoff of these documents.

5.54 A fire design report has been prepared which outlines the minimum fire design requirements for these buildings based on proposed usage and size of buildings. However the final recommendation, due to the historic nature of the buildings is for the installation of a sprinkler system. This has been included in the documentation.

5.55 The Expressions of Interest document for Community Space Building No. 1 was issued mid October and is due to close 28 November 2013. At least seven sets of documents have been uplifted.

5.56 The Expressions of Interest document for the Commercial Space (Building 2) has been completed and will be issued 25 November 2013 with a closing date of 23 December 2013. This document will also be issued to targeted recipients as well as advertised.

**5.57 Timelines**

**5.58 Project 1 – Building Restoration**

The tender process for this project is scheduled for completion early January. This may however need to slide by 2-3 weeks to allow for the Christmas break.

**5.59 Project 3 - Roading Renewal**

This project has been rescheduled by agreement to be completed in two parts. Services installation prior to Christmas (completed) and the physical road works immediately after Christmas.

**5.60 Project 4 – Community Space**

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

**5.61 Project 5**

The Expressions of Interest timeline was for this process to be completed by the end of November. This has now slipped to the end of December, although at this stage it is believed most of the lost time can be made up.

**5.62 6 March 2014**

5.63 Approval of the draft drawings has been gained from the Historic Places Trust and KiwiRail. Final tender documentation will be forwarded when available so have final sign-off.

5.64 Documentation for building consent and tender purposes has proved extremely difficult to get across the line. The stumbling blocks being the:

1. treatment of the double skin brick walls in building 3; and
2. treatments of existing chimneys.

5.65 The issues around the double skinned related to achieving an economic structural solution without destroying the building fabric. The final solution is to recreate the interior lining on a timber framed wall.

5.66 The chimneys are a different story. Many solutions are easy, the issue being the need to meet the requirements to get structural sign-off by the engineer in relation to building producer statement. This apparently is an issue throughout New Zealand and affecting many restoration projects.

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

5.68 Several expressions of interest for the Community Space were received and provided to the Council Committee for review. At this stage no decision of useage has been made with the thought being to refurbish the area to the current layout.

5.69 No expressions of interest for the Commercial space have been received by WDC. Direct contact with individuals who showed original interest is to be undertaken.

5.70 Expressions of interest from contractors for the restoration project were received from three contractors, two from outside the district and one local builder. Due to this poor response the project will be forwarded to them but also publically tendered.

**5.71 Timelines****5.72 Project 1 – Building Restoration**

5.73 Due to the difficulties in completing documentation this project has now fallen well behind the timeline. Drawing/documentation is now progressing and will be lodged on 7 March 2014 for building consent and will be tendered the following week.

**5.74 Project 3 – Roading Renewal**

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

**5.76 Project 4 – Community Space**

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

**5.78 Project 5 – Internal Refurbishment**

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

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

**5.81 1 May 2014****5.82 Project 1 – Building Restoration**

5.83 The contract documentation and schedule for this project have now been completed with the documentation submitted for building consent on 21 March 2014.

5.54 Documentation has received final approval from both the Historic Places Trust and KiwiRail.

5.55 Tenders have also been called for, advertising on Tenderlink, Waikato Times and Waitomo News. Public tenders have been called for as only three expressions of interest for this work were received by WDC when previously sought.

5.56 With the Easter period falling within the tender period, the closing date has been set for 20 May 2014. This is marginally outside our deadline for uplifting funding from the Lottery Grants Board.

5.57 A letter explaining the reason for the delays in finalizing plans and tendering has been forwarded to the Lottery Grants Board requesting a 3 week extension of the deadline from 16 May 2014.

5.58 While it is estimated the construction period will take approximately six months, tenderers have been requested to submit a timeline for completion of the project.

**5.59 Project 2 – Plaza Redevelopment**

5.60 Works associated with the roading redevelopment have been completed.

5.61 The bollards removed during this project have been replaced with new bollards, with those removed scheduled to be refurbished for use at a later stage.

**5.62 Project 3 – Roading Renewal**

5.63 Completed.

**5.64 Project 4 – Community Space**

5.65 Councils working group for this project have advised to proceed with the refurbishment of the internal areas of building 1, utilizing the existing layout.

5.66 An assessment of existing electrical services within building 1 is currently underway.

- 5.57 An assessment of the additional structural strengthening of building 1 is currently underway.
- 5.58 A timeframe of 30 May 2014 has been agreed with the Architectural and Engineering service providers for the completion of contract documentation for the internal refurbishment building 1.
- 5.59 No decisions have been made in relation to building 3, the other community space building.

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

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

**5.62 Work Plan / Timeline**

- 5.63 A revised work plan outlining key milestones is attached to and forms part of this business paper. Blue indicates the original timeline. Pink indicates actual timelines.

**Suggested Resolution**

The Progress Report: Te Kuiti Railway Building be received.



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

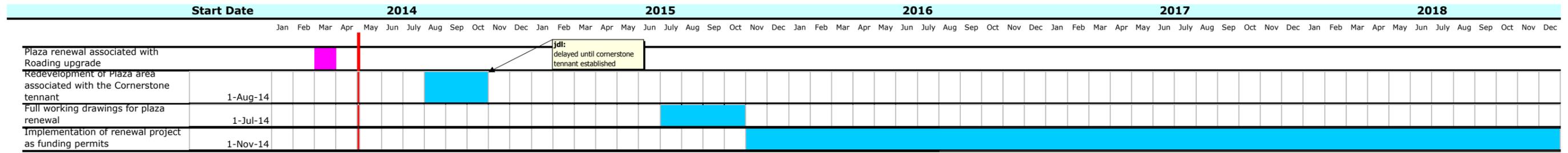
April 2014

Attachment: 1. Revised Work Plan





**Project 2 - Plaza Renewal**



■ Initial timeline  
 ■ Actual / Amended timeline







Document No: 332141

File No: 401/CBD

**Report To: Council****Meeting Date:** 1 May 2014**Subject:** **Progress Report : Te Kuiti Main Street Re-Design**

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress of the Te Kuiti Main Street Re-Design.

### Local Government Act S.11A Considerations

- 2.1 The provision of community infrastructure within the township of Te Kuiti is consistent with Section 11A Local Government Act 2002 (including amendments).
- 2.2 Vibrant towns create a sense of well-being in the community and stimulate growth and employment.
- 2.3 The renewal of the town gardens will however introduce a new planning philosophy based around less planting of annuals. This in turn will minimize garden maintenance costs.

### Background

- 3.1 A business paper was presented to Council at its February meeting seeking the establishment of a committee to progress this project. The committee to be made up of a Council Representative (Councillor Whittaker), Group Manager - Community Services, (John De Luca), Manager - Assets Operations, (Justin Dempsey and representatives from Te Kuiti Development Incorporated (TKDI).
- 3.2 At the TKDI meeting of 16 May 2012, TKDI nominated their representatives as Jackie Fitzgerald and Suzie Hoare, and discussed what they saw as the key objectives moving forward.

### Commentary

#### **4.1 29 June 2012**

- 4.2 A preliminary meeting has since been held between Councillor Whittaker and Group Manager - Community Services to establish work requirements / material to prepare a brief for design and timeline.
- 4.3 A typical intersection design was sought from local landscape designer Sam Newsome to be used as a basis for discussion by the committee with instructions and brief being forwarded to Mr Newsome on 30 May 2012.

- 4.4 A preliminary meeting was held between the Group Manager - Community Services, Manager - Community Facilities and Mr Newsome on the 19 June 2012 to discuss initial ideas and scope in preparation of developing a presentation to the committee.
- 4.5 Mr Newsome intends completing some sketches and themes for discussion on 10 July 2012 and has asked to present these to the committee on Thursday 12 July 2012.
- 4.6 24 July 2012**
- 4.7 Mr Newsome met with the Te Kuiti Main Street Committee on 17 July 2012 to discuss his ideas, concepts and themes.
- 4.8 With agreement from the Committee, Mr Newsome has been instructed to finalise design concepts / work drawings, focussing on the planting outside the ANZ and Chemist as well as the Taupiri Street roundabout intersection.
- 4.9 28 August 2012**
- 4.10 There has been some delay in preparing these finalised design concepts / working drawings while discussion focussed on the central railway station courtyard area. It was felt however this area should be migrated into the future planning for the Railway Station building.
- 4.11 25 September 2012**
- 4.12 The meeting of the committee of 27 August 2012 accepted the draft proposals and instructions were given to the designer to proceed with working drawings and estimates of costs for various aspects of the design related to the ANZ corner and Taupiri Street intersection during September.
- 4.13 30 October 2012**
- 4.14 Finalised plans have been received for the agreed areas along with an itemised quotation for constructing the works. These plans and costings are yet to be discussed by the Working Group.
- 4.15 11 December 2012**
- 4.16 At the Council meeting of 27 November 2012 it was verbally reported to Council that the Chairperson of the Working Group (Cr Whitaker) and Group Manager – Community Services had some concerns regarding the plans and costings produced to date.
- 4.17 Council were informed that a desktop review of the current information was being sought. This desktop review was circulated to Councillors at the November Council meeting.
- 4.18 The review raises several issues around design and costing that need to be discussed by the Working Group.
- 4.19 26 February 2013**
- 4.20 Representatives of the Working Group met in December 2012 and discussed the proposals on the table with respect to the quality of plans and costings submitted.
- 4.21 The Working Group resolved to seek a price to complete working drawings for a simplified plan from Priest Mansergh, the consultants who prepared the conceptual designs for the railway plaza complex.

**4.22 30 April 2013**

- 4.23 In summary, the original design and quotation received from Designerscapes Limited have proved unsustainable in relation to WDC budgets and the ability to effectively seek alternative prices for the works.
- 4.24 Following the peer review of the original proposal, Priest Mansergh Landscape Architects have submitted the price of \$4,500.00 to redo the planting proposals including specification notes/schedules to allow simplification of the project and pricing by various contractors.
- 4.25 The original budget in 2011/12 for this design work was \$10,619.00 with the total expenditure for design works including the quote above to \$11,265.00.
- 4.26 Alternative plans will allow the project to get back on track for implementation this winter.

**4.27 6 June 2013**

- 4.27 Priest Mansergh Landscape Architects have confirmed the revised plans/specifications will be completed mid to late June.

**4.28 27 August 2013**

- 4.29 The amended plans will be completed by 28 August 2013 at which time a meeting of the committee will be held to finalise any changes.
- 4.30 Following the committee meeting the implementation prices will be sought with planting undertaken late September 2013.

**4.31 24 September 2013**

- 4.31 The amended plans have been completed and distributed to the Working Group. A meeting to discuss the amended plans is currently being scheduled.

**4.32 26 November 2013**

- 4.33 A meeting of the Working Group was held 20 September 2013 to finalise the plans.

**4.34 6 March 2014**

- 4.35 No further progress has been made on this project and is now influenced by the redevelopment of the central area required as part of the roading project.

**4.36 1 May 2014**

- 4.37 A meeting of the Working Group was convened on 18 March 2014 to discuss plantings associated with the central main street upgrade.
- 4.38 Subsequent to this meeting, plantings have been undertaken in all the beds associated with the latest stage of road works.

**Suggested Resolution**

The Progress Report: Te Kuiti Main Street Re-Design be received.

A handwritten signature in blue ink, appearing to read 'J. De Luca', is positioned above the printed name.

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

April 2104

Document No: 332149

File No: 401/0588423600

**Report To: Council****Meeting Date:** 1 May 2014**Subject:** **Progress Report - Te Kuiti Community House****Purpose of Report**

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

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

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

**Background**

- 3.1 TKCH is located within a residential property at 2 Jennings Street, Te Kuiti that is owned by WDC. The TKCH/WDC relationship is documented through a lease, with TKCH paying a lease rental of \$7,897.50 (GST inclusive) per year.
- 3.2 It is well documented that the property at 2 Jennings Street requires considerable works to repair structural damage to external walls, piling and roofing.
- 3.3 Due to the extent of these works, Council identified the building for disposal as part of the development of the draft LTP. The proposal to dispose of the building was clearly signalled in the consultation documentation for the LTP.
- 3.4 Prior to the disposal option being considered the TKCH Trustees embarked, in conjunction with WDC, on an investigation into the long term needs of TKCH. Jenny Grace Consulting was commissioned to undertake the Feasibility Study.
- 3.5 Funding was successfully sought from the Lotteries Commission (\$15,000) to undertake a feasibility study with the aim of:

*"To assess the long term feasibility of developing further services and reviewing potential services identified under the umbrella of Te Kuiti Community House Trust and the likely impact on the facility available and the proposed preliminary building modifications identified to cater for these services"*

- 3.6 The above aim of the Feasibility Study brief has subsequently been influenced by the decision to include the building in the LTP for disposal.
- 3.7 A business paper on the outcomes of the Feasibility Study was presented to Council at its meeting of 29 May 2012.
- 3.8 During the presentation, other options and a definition of TKCH needs were discussed by Council. This culminated in a request as to whether the Feasibility Study could be expanded to include other options and a confirmation of the TKCH needs.

<b>Commentary</b>
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**4.1 28 August 2012**

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

**4.4 25 September 2012**

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

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

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

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

**4.8 30 October 2012**

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

**4.11 26 February 2013**

- 4.12 There was considerable difficulty in negotiating changes in the report with the consultant to align the report to WDC's current thinking as resolved in August 2012.
- 4.13 The delay necessitated an application to the Lotteries Commission to extend the deadline for submission of the report. This was accepted by the Lotteries Commission and an extension was granted till 31 January 2013.
- 4.14 Some changes were included in the finalised report and a detailed addendum to the report, by way of a covering letter to the Lotteries Commission, was submitted by Group Manager – Community Services.

**4.15 30 April 2013**

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

**4.17 Future Development**

- 4.18 Councils Regulatory Department notified the Group Manager – Community Services, as the custodian of WDC's building assets, that the library building was potentially an earthquake risk building.
- 4.19 In light of the possible future works associated with relocating the TK Community House to this building, Design Management Consultants (DMC) were commissioned to complete an Initial Evaluation Procedure (IEP) of seismic assessment in accordance with NZSEE recommendations.
- 4.20 Earthquake Prone Buildings are deemed to have a NBS seismic strength assessment of less than 33%.
- 4.21 The library building IEP seismic assessment based on visual inspections show the building is categorized as Grade C with 42% NBS in accordance with NZSEE grading scale.
- 4.22 As the seismic strength assessment lies between 33% and 67% a more detailed evaluation is recommended where a fully detailed loading and structural strength is calculated in order to obtain a more accurate value of the actual building seismic strength.
- 4.23 Potential floor layout sketches are currently being prepared for discussion with TK Community House Trust. Agreement on these sketches will enable a Quantity Surveyors estimate to be prepared as a basis for funding applications.
- 4.24 6 June 2013**
- 4.25 An upstairs sketch was distributed to the Trustees for comment on 7 May 2013 and was discussed at the Trustee meeting of 13 May 2013. A further site visit is being planned for 10 June 2013.
- 3.26 In the meantime this sketch is being formulated into a draft working drawing in preparation for future grant funding applications

**4.27 25 June 2013**

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

**4.29 27 August 2013**

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

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

**4.32 24 September 2013**

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

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

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

**4.36 26 November 2013**

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

**4.38 6 March 2014**

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

4.40 The application is based around the following financial data:

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

4.41 WDC has previously allocated funds to this project:

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

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

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

**4.43 1 May 2104**

4.44 Council at its meeting of 6 March 2104 resolved to fund the outstanding balance of \$54,941 from loan and that this be included in the financial EAP capital works budgets for 2014/15.

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

<b>Suggested Resolution</b>
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Progress Report: Te Kuiti Community House be received.



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

April 2104

Document No: 332154

File No: 401/0581187500

**Report To: Council****Meeting Date:** 1 May 2014**Subject:** Progress Report : Te Kuiti Cemetery

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress with the Te Kuiti Cemetery Land Purchase.

### Local Government Act S.11A Considerations

- 2.1 The provision of cemetery infrastructure is consistent with Section 11A, Local Government Act 2002 (including amendments) and the requirements of the Burials and Cremations Act 1964.
- 2.2 Expansion of the existing Te Kuiti Cemetery infrastructure is the most cost effective provision of this service for the residents and ratepayers of the Waitomo District.

### Background

- 3.1 A report was prepared and presented to Council on 24 April 2012, which outlined options for the expansion of Te Kuiti New Cemetery.
- 3.2 Council resolved to purchase a 1.1195 ha block immediately adjacent to the existing cemetery, known as Lot 2 LT 425778.
- 3.3 This block has been subdivided, but titles have not been up lifted to date.
- 3.4 The process for the purchase of the land has been undertaken in June as the financing of the purchase is funded across the 2011/2012 and 2012/2013 financial years.

### Commentary

#### 4.1 29 June 2012

- 4.2 Discussion was held with an independent purchaser, who has previous experience in this type of land purchase on behalf of Councils. It is important to keep negotiations and purchase at arms length from Council to avoid any undue escalation in price. These negotiations were undertaken during the month of June. Completion of a sale and purchase document will mean the seller will need to complete his subdivision consent as outlined in the earlier report.

- 4.3 Once purchased, the land will be held as Local Purpose Reserve (Cemetery), with the land designation process being undertaken as part of the review of the District Plan. This may or may not give rise to objections in the future as part of this process and will need to be dealt with at that time.
- 4.4 The land has been valued by an independent valuer to assist in purchase negotiations, the value being within WDC's budget allowance.
- 4.5 24 July 2012**
- 4.6 The identified block was classified as not for sale by the vendor and consequently negotiations were undertaken on the alternative adjacent block, based on a valuation for this block.
- 4.7 30 October 2012**
- 4.8 Negotiations have now been completed for the purchase of the block of land with the purchase price being \$115,000.
- 4.9 27 November 2012**
- 4.10 There is a possibility to improve the land shape by seeking boundary realignment with the neighboring land owner.
- 4.11 30 April 2013**
- 4.12 The documentation completing the transfer of the land into WDC name was completed on 26 February 2013 and Certificate of Title issued.
- 4.13 Discussion to improve boundary alignment will be undertaken in the coming months.
- 4.14 27 August 2013**
- 4.15 Contact has been made with the previous owners of this land, Brian and Sharon Reynolds to establish a meeting date, tentatively scheduled for 22 August 2013.
- 4.16 24 September 2013**
- 4.17 A meeting was held with Mr and Mrs Reynolds on 27 August 2013 to discuss possible redesign of the lot layouts to better utilise land for cemetery purposes.
- 4.18 While initially this meeting was a little "frosty" some great discussions around options for boundary movements were undertaken. Mr Reynolds also raised the issue around designating this land as a cemetery. It was explained that this was a process needed to be worked through as part of the District Plan review.
- 4.19 The meeting concluded that the only suitable method of investigating potential boundary changes was by having a topographical survey plan prepared so that potential house sites and views can be easily identified.
- 4.20 Arrow Surveys have since prepared a topographical plan and this has been forwarded to Mr and Mrs Reynolds. A meeting will be scheduled over the coming days to progress our options.

**4.21 26 November 2013**

- 4.22 Two further meeting have been held with Mr and Mrs Reynolds, the first being 19 September 2013, attended by the Group Manager – Community Services. A detailed topographical plan was available to assist with discussions at this meeting.
- 4.23 While no agreement on potential changes could be reached at the meeting, Mr and Mrs Reynolds were asked to finalise “their bottom line” for further discussion. It needs to be remembered that WDC has acquired a perfectly suitable block of land for the purpose for which it was required. Any change to Councils land needs to be driven by Mr and Mrs Reynolds, and is for their benefit.
- 4.24 A second meeting on 28 October 2013 was attended by Councillor Whitaker and Group Manager – Community Services. Mr and Mrs Reynolds were fully engaged in this meeting and several options/proposals were discussed. Summarised minutes by Mr Murray Loewenthal of this meeting were forwarded to WDC on 6 November 2013. These minutes “stretched” the discussions undertaken.
- 4.25 A response to Mr and Mrs Reynolds requesting a formal proposal from them for consideration by Council was forwarded on 20 November 2013.

**4.26 6 March 2014**

- 4.27 Since writing to Mr and Mrs Reynolds on 4 December 2013, we have received an email response dated 18 February 2014. At the time of writing this report a response to this email has not been prepared.
- 4.28 For Councillors information and discussion we enclose:
- a) copy of WDC letters to Mr and Mrs Reynolds dated 20 November and 4 December 2013; and
  - b) copy of letter received by WDC from Murray Loewenthal dated 18 February 2014 and the accompanying proposal along with the support letters from Bruce Williams.

**4.29 25 March 2014**

- 4.30 Council received a deputation from Mr and Mrs Reynolds with Mr Murray Loewenthal regarding their proposal recommending WDC move the proposed cemetery expansion to the land immediately adjacent to the south of the cemetery owned by Mr Frank Warren.
- 4.31 Following the deputation and discussion Council asked that the option be investigated.
- 4.32 Mr Warren was visited by Mayor Hanna to discuss the potential for subdividing a small portion of land from his property and was advised that he did not want to do this as it would decrease his farm size.
- 4.33 Subsequent to this response, Group Manager – Community Services wrote to Mr and Mrs Reynolds advising of the outcomes of the discussions with Mr Warren. A copy of the letter was circulated to Councillors at the March Council meeting.
- 4.34 WDC will not be taking any other actions in relation to the cemetery land as we await any further response from Mr and Mrs Reynolds.

4.35 In the meantime it is recommended that a formal lease of the land be negotiated with Mr and Mrs Reynolds, or another party if a successful lease can not be negotiated.

**4.36 1 May 2014**

4.36 No further correspondence has been received from Mr and Mrs Reynolds.

**Suggested Resolution**

The Progress Report: Te Kuiti Cemetery be received.



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

April 2014

Document No: 332181

File No: 401/Halls

**Report To: Council****Meeting Date:** 1 May 2014**Subject:** **Progress Report: Rural Halls (Benneydale, Mokauiti and Kopaki Halls)**

### Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress with the disposal of Oparure, Mokauiti, Kopaki and Benneydale Halls and to establish teams to work through the disposal process.

### Local Government Act S.11A Considerations

- 2.1 The provision of local infrastructure such as community halls is consistent with the provisions of Section 11A Local Government Act 2002 (including amendments).
- 2.2 However, the delivery of such infrastructure is to be in a most cost effective manner. WDC's investigations into the options for various halls are in an endeavor to be cost efficient.

### Background

- 3.1 During the development of the Housing and Other Property Activity Plan and Waitomo District Councils 2012-2022 LTP, four halls were identified and consulted with the public for disposal, these being Oparure, Mokauiti, Kopaki and Benneydale Halls.
- 3.2 The disposal of these halls is scheduled to take place in the second year of the LTP, i.e. 2013-2014.
- 3.3 Various factors drove this decision making process such as poor utilization, extent of outstanding maintenance works, poor heating, insurance costs and land ownership.
- 3.4 It is accepted that disposal can take many forms including sale on the open market where possible, removal of buildings in the case of reserves or transfer to a community group model.
- 3.5 Extensive community consultation has been undertaken with and within the communities of Mokauiti and Benneydale since development of the LTP.

<b>Benneydale Hall</b>
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**4.1 25 September 2012**

4.2 Since the consultation phase of the LTP, several community meetings have been held to discuss the future of these halls.

4.3 As the disposal of these halls is a project within WDC's roadmap and identified in the LTP, a strategy and process needs to be developed between WDC and the community to achieve the LTP goals and provide direction to the further consultation process. This process would lead to a community agreed disposal outcome.

4.4 To achieve such an outcome, a team for each hall needs to be established. It is proposed that each team be made up of the Group Manager - Community Services, one Councillor and say three community representatives from the relevant area. This team would investigate the various options for disposal and consult with the community on these various options, reaching agreement during the 2013-2014 year.

**4.5 30 October 2012**

4.6 A meeting of the Benneydale Ratepayers Association was held on 18 September 2012 and three members have been nominated to the committee. The members being; Messrs Carl Epp, Graeme Reinhardt and Pearce Carey.

4.7 Several participants provided written ideas for the hall moving forward and these will now be assessed by the committee.

4.8 A meeting to discuss and evaluate these proposals was scheduled for 16 October 2012 but was postponed at the request of the Chairperson of the Benneydale Residents and Ratepayers Association. A new meeting time is to be scheduled for mid November.

**4.9 27 November 2012**

4.10 At the time of writing this report, no response regarding a new meeting date has been received, although a meeting is scheduled for the Benneydale Ratepayers Association on 20 November 2012.

**4.11 26 February 2013**

4.12 A meeting of the committee was held 2 December 2012 to discuss the options and collate the pros and cons of each.

**4.13 30 April 2013**

4.14 At a meeting of 10 April 2013, the pros and cons for the five options established at the December meeting were rigorously discussed. A copy of the pros and cons is attached for and forms part of this business paper.

4.15 The options discussed being:

- Option 1 – Maintain the existing hall with a different operational structure.
- Option 2 – Demolish the hall and move to the scout hall.
- Option 3 – Demolish the hall and move to the rugby club.

- Option 4 – Part demolish the hall (leaving museum area) and move to either the scout hall or rugby club.
- Option 5 – Demolish and rebuild.

4.16 The committee unanimously agreed that the most viable options to develop for public consultation are:

- Option 1 – Maintain the existing hall with a different operational structure.
- Option 3 – Demolish the hall and move to the rugby club.

#### **4.17 Option 1**

4.18 The key components to accepting this as a viable option is based around:

- That a time limit be set to assess progress in achieving the desired outcomes and sustainability.
- That the impact of the cycle ways can be fully assessed.
- The fall back would be option 3, if the desired outcomes are not achieved in the time-frame set.

#### **4.19 Option 3**

4.20 The key components to promoting this options is based around:

- The land is currently WDC owned and managed.
- Potential for shared costs
- Multi-purpose facility.

4.21 Note that this option to date has not been officially discussed with the rugby club.

4.22 Moving forward, it is the Committees intention (subject to confirmation of Council) to develop these two options into fully costed proposals for consultation with the local community in the later half of 2013/ The proposals, once finalised, would be submitted to Council for adoption prior to the consultation.

4.23 Finalisation of the consultation in the later half of 2013 will allow the conclusions of the outcomes to be included in the 2014 Annual Plan process.

#### **4.24 6 June 2013**

4.25 Subsequent to the April Council meeting, Councillor Goddard and Group Manager – Community Services have met on-site with the local Benneydale Hotel publican, Les Jensen.

4.26 Mr Jensen has shown an interest in leasing the hall to display vintage cars, allowing the display to be open to groups of visitors along with the existing museum facility.

4.27 The preliminary discussion centred around:

- A building lease for 3 years with rights of renewals
- Initial rental to be minimal in lieu of building maintenance

- Access improvements undertaken by WDC
  - Agreement with owners of existing museum display
- 4.28 A preliminary estimate for the provision of access is between \$9,000 – \$10,000 (including vehicle ramp). WDC should also provide downpipes (original copper ones stolen) and two soak pits at an estimated cost of \$3,000. Therefore to enable this lease to happen, WDC will need to consider expenditure up to say \$15,000.
- 4.29 This proposal effectively overrides the previous options discussed with Council. The outcome would be to:
- a) Achieve the desired outcome of removing the maintenance liability from WDC;
  - b) Would allow a negotiated solution to the provision of a hall facility at the Rugby Club; and
  - c) After 3 years should the lease prove to be unsuccessful, the hall could be disposed of.
- 4.30 A meeting of the local hall committee is currently being organised to discuss the proposal.

#### **4.31 25 June 2013**

- 4.32 A meeting is scheduled with the Hall Committee on 26 June 2013 at the Benneydale Hall to discuss the new proposal and identify what investigatory work is required and to identify issues with the new proposal so as to move the proposal forward for consultation.

#### **4.33 27 August 2013**

- 4.34 The proposal to utilise the hall for display of vintage cars was discussed at the recent Benneydale Residents and Ratepayers meeting in July.
- 4.35 A consultation form explaining the proposal and seeking feedback was made available at this meeting and copies were also available to be distributed to other residents.
- 4.36 These consultation responses are currently being collated by Mr Karl Epp, Chairman of the Benneydale Residents and Ratepayers Group.
- 4.37 A full report on these responses and recommendations will be made to the September Council meeting.

#### **4.38 24 September 2013**

- 4.39 The consultation forms were distributed locally by the Benneydale Residents and Ratepayers Group. Unfortunately only 5 responses have been received from the local community.
- 4.40 The questions asked were:
- a) *Do you agree for the administration of the hall to be undertaken by a community led Incorporated Society?*

**All respondents agreed to this proposal.**

- i) The only comment received was that the three members of the working group should be on the Society.

Response: Initially the Society would be established by the group but at the first election the community would decide on the elected members.

- b) *Do you agree with the proposal for the main body of the hall is to be utilised as a vintage car museum?*

**Three respondents agreed to this proposal.**

**Two respondents responded with a question mark with the following comments:**

- i) If the badminton falls through then I am in agreement to use the hall for cars.

Response: Potential other options exist for badminton e.g. school hall or rugby clubrooms. This needs further investigation.

- ii) Great, but only if alternative venue for other community activities is available.

Response: It is the intention of the Working Group to negotiate use of the Rugby Clubrooms for community use before finalising the vintage car museum proposal

- iii) Only for three years because more profitable utilisation should be researched

Response: Noted

4.41 At this stage it is recommended that WDC proceed with the formation of the Incorporated Society for the ownership and administration of the Benneydale Hall, initially for a period of three years to allow a comprehensive assessment of the proposal.

4.42 Any changes in ownership of the hall to the Society will require some negotiations on outstanding minor maintenance and a detailed minor maintenance proposal and costing will be prepared for Council approval at the November meeting.

4.43 With respect to the car museum proposal, due to circumstances beyond the control of the Working Group, the proposal will need to be put on hold, pending discussions with the potential lessee.

#### **4.44 26 November 2013**

4.45 A draft Incorporated Society document for the administration of the Benneydale Hall is currently being prepared and will be presented to the Benneydale Residents and Ratepayers group at their meeting of 26 November 2013.

4.46 At this meeting outstanding maintenance and compliance work will also be identified so that agreement can be reached on how to proceed with the identified works.

**4.47 6 March 2014**

- 4.48 The Benneydale Ratepayers and Residents Association met on 28 January 2014 and resolved to proceed with the Incorporate Society concept and draft documents previously submitted.
- 4.49 The necessary signatures have been obtained and the document will now be prepared for submitting to the March meeting of the Association.
- 4.50 The Association has finalised the outstanding maintenance compliance works for discussion and agreement with WDC. In an endeavour to progress this, a meeting has been organised on-site with the Group Manager – Community Services and The Association to facilitate discussions on the identified items.
- 4.51 A report on costs relating to the maintenance items will be presented to Council at its meeting in March.

**4.52 1 May 2104**

- 4.53 As part of an agreement where the hall is to be run by an Incorporated Society formed by the residents of Benneydale, outstanding maintenance items were identified for consideration by WDC prior to the Incorporated Society takeover.
- 4.54 A list has been formulated by the Benneydale Residents and Ratepayers Association for consideration by WDC and is identified below with comments and estimates where appropriate.
- 4.55 Benneydale Hall Maintenance Items

<b>Issue</b>	<b>Comment</b>	<b>Effect</b>	<b>Estimated Cost</b>
East facing window replacement	Rotten framing/sill	Weather tightness	\$1,000
Spouting replacement/dp's and soak holes(2)	Copper spouting/dp's stolen	Weather tightness	\$4,500
Replace rotten board right of foyer	No comment	Weather tightness	\$250
Block off chimney	No comment	Maintenance	
Bird proof soffit	No comment	Maintenance	
Replacement under floor access door	Potential for access regarding arson	Security	\$750
Replacement rear safety railing	Hand rails to ramp need part replacing	Safety	\$750
Ventilation over projection room to be sealed off	No comment	Maintenance	
Roof renail	No comment	Maintenance	
Minor external building repairs	No comment	Maintenance	
Replacement zip	No comment	Sanitary	\$1,500
Internal door keys/lock	No comment	Maintenance	
Replacement of kitchen cupboards	No comment	Maintenance	
Hole in wall in foyer	Internal	Maintenance	
Mens urinal substandard	Replace with two urinettes	Sanitary	\$2,300
Upgrade of toilets	Minor works	Sanitary	\$1,000
Sanitary plumbing of urinal	Currently urinal discharges to ground under building	Sanitary	\$1,500
Architrave replacement to library door	No comment	Maintenance	
Repairs to library window	Replace rotten timber	Weather tightness	\$500
Exterior repaint	No comment	Maintenance	

Issue	Comment	Effect	Estimated Cost
Roof repairs	No comment	Maintenance	
Repairs to historical area toilets/plumbing from sanitary purposes	Minor work for sanitary purposes	Sanitary	\$1,000
Remove fireplace/chimney	No comment	Maintenance	
Repairs to window south end building	Replace rotten timber	Weather tightness	\$500

- 4.56 Obviously WDC is not in a position to undertake all works listed and the extent of works was the precursor to WDC resolving to investigate 'options' for disposal.
- 4.57 Works identified for completion by WDC and forming part of the Incorporated Society agreement should focus on weather tightness, safety, sanitary provisions and security.
- 4.58 The estimated total cost of these identified works being \$15,550 can be funded from 'Other Halls Maintenance Assistance'.

## Mokauiti Hall

### 5.1 30 October 2012

- 5.2 A request has been sent to the Mokauiti Hall Committee seeking a meeting to elect the three representatives to form the Working Group with Councillor Digby and the Group Manager - Community Services.

### 5.3 27 November 2012

- 5.4 At the time of writing this report, no response regarding the establishment of this Working Group has been received.

### 5.5 26 February 2013

- 5.6 A community meeting was held on 6 December 2012 attended by Councillor Digby and Group Manager Community Services. WDC's position on Mokauiti was explained and was relatively well received by the community.
- 5.7 The meeting established a committee of three representatives of the community who have been elected to work with WDC to investigate options for the hall moving forward. It is anticipated that the first meeting of this committee will be late February or early March.

### 5.8 25 June 2013

- 5.9 The first meeting with the committee scheduled for 12 June 2013 was postponed but a verbal discussion has been held. The discussion centered on:
- The local community forming a governing body to take ownership of the hall.
  - WDC would assist in facilitating the formation of the governance group.
  - The need for compliance and minor maintenance to be undertaken by WDC before this could happen.
- 5.10 A tentative meeting was scheduled by the hall committee for 20 June 2013 to discuss these points and formalise the proposal but this has yet to be confirmed.

**5.11 26 November 2013**

5.12 This meeting did not proceed and is yet to be rescheduled.

<b>Kopaki Hall</b>
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**6.1 25 September 2012**

6.2 Councils Housing and Other Property AMP and the 2012-2022 LTP identified the Kopaki Hall site for disposal as the hall was no longer in use.

6.3 In summary the land is classified as Recreation Reserve under the Reserves Act 1997 and is owned by the Crown. By gazette WDC control and manage the reserve.

6.4 The process of disposal (revocation of rights to control and manage) of the reserve requires Council resolution to that effect, public advertising, consideration of objections and then an approach to the Department of Conservation can be made outlining WDC's intention to revoke the appointment of control and manage.

6.5 Upon resolution of the appointment, the land would be Crown land and as surplus government land, the Department would arrange for disposal or land banking.

**6.6 30 October 2012**

6.7 A business paper was to be submitted to the October 2012 Council meeting seeking the necessary resolution of Council and outlining the timeline for such a procedure. Further research is being undertaken and this will be presented to Council at its November 2012 meeting.

**6.8 27 November 2012**

6.9 A business paper detailing the procedure for disposal of the hall formed part of the November 2012 Council meeting agenda.

**6.10 26 February 2013**

6.11 4.76 Councillors adopted the necessary resolutions at their meeting of 27 November 2012 as the formal part of this disposal process.

6.12 4.77 While verbal discussions have been held within the community, before completing the necessary documentation for submission to the Department of Conservation, documented consultation needs to be obtained. A statement of intent is being prepared and key community participants will be asked to sign the document.

6.13 Members of the Kopaki Community were asked whether they agreed that the site is no longer utilised by the community and whether the function to control and manage should revert to the Crown (Department of Conservation).

6.14 Ten members responded to this question, with ten agreeing to this statement.

6.15 It is now been 3 weeks since the receipt of the last consultation form returned to WDC. The information received will now be used to support an application to the Minister of Conservation to revoke the appointment of Waitomo District Council to control and manage the Kopaki Hall Recreation Reserve.

**6.16 26 November 2013**

6.17 An application to the Minister of Conservation to revoke the appointment of WDC to control and manage the Kopaki Hall Recreation Reserve has been completed and we await the Ministers response.

**6.18 6 March 2014**

6.19 As at 24 February 2014 no correspondence has been recorded from the Department of Conservation in response to our letter of 21 November 2013.

6.20 A reminder letter, including the original has been sent to Department of Conservation.

**6.21 25 March 2014**

6.22 A response has been received from the Department of Conservation dated 13 March 2014. A copy is attached for Councillors reference.

6.23 The Department of Conservation advise that they do not foresee any issues with WDC's proposal, but the actioning of our request is not a priority due to their current workload.

<b>Suggested Resolutions</b>
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1. The Progress Report: Rural Halls Disposal (Benneydale, Mokauiti and Kopaki Halls) be received.
2. Waitomo District Council proceed with finalising the Incorporated Society for the administration of the Benneydale Hall.
3. Waitomo District Council undertake the identified maintenance related to weather tightness, safety, sanitary provision and security at an estimated cost of \$15,550.



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

April 2014

**Document No:** 332110**File No:** 037/048A**Report To: Council****Meeting Date:** 1 May 2014**Subject: Progress Report: Road Map Work Programme Monthly Monitoring Schedule**

## Purpose

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 27 August 2013.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at 1 May 2014.

## Background

- 2.1 This Road Map sets out the identified work programme leading up to adoption of the 2015-2025 LTP in June 2015.
- 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 27 August 2013) includes work programmes required by legislation and projects identified in the 2012-2022 LTP.
- 3.2 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.
- 3.3 In the interim period a Monthly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones

for the current year (2013/2014) and includes the indicative timeframe and a commentary on progress for each project of work.

### 3.4 Amendments to Timelines and Projects of Work

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

## New Projects

- 4.1 As new projects are identified, they will be detailed in future versions of this business paper and will be included in the next edition of the full Road Map Work Programme document.

### 4.2 Roothing Activity Influences

- 4.3 There is a complex set of reviews underway in the national policy environment related to Roothing. These are being progressed through the NZTA and the Road Efficiency Group. The outcomes of these could have immense implications for local authorities in terms of development and maintenance of local roads. These National policy reviews are quite crucial to understand because for most local authorities and especially for WDC, the Roothing Activity is by far the single largest expenditure area.

- 4.4 Two of the main national reviews underway are the Funding Assistance Rate review (FAR review) and the One Network Road Classification (ONRC).

- 4.5 The FAR review is aimed at reassessing how funding assistance rates should be set for local authorities and what level funding assistance from NZTA is fair and equitable.

- 4.6 The aim of the ONRC work, as outlined by the Project Team in its guidelines, is to categorise all New Zealand Roads so that the entire country's road network can be developed, planned and managed in a consistent manner. Basically, there will be one classification applied across the country and certain service levels will be assigned to the different categories of roads.

- 4.7 These two pieces of work together could have huge implications for local authorities on the funding they receive for their local roads and the service levels expectations on local roads like response times and safety features. In practical terms this means Council will have to consider options around how to fill any gaps in funding and how to plan for and implement any service level changes (like changes to maintenance regimes) brought about due to the new classification system.

- 4.8 These national policy changes will need to be analysed and assessed and the impact factored into our planning workstreams being –

1. the Roothing Asset Management Plan
2. the new possible requirement of a 30-year Infrastructure Strategy and
3. the 2015-25 Long Term Plan

- 4.9 Not only that, these proposed changes will also have implications for our service delivery i.e. our contractual arrangements, which might need to be altered esp. if funding assistance decreases or service level changes have to be brought in. WDC will in turn need to assess the flexibility in its contractual arrangements for

bringing about changes. There are other linked aspects like suitability of the Procurement Policy which will also need to be reviewed.

4.10 'Roading Activity Influences' has been identified as an important workstream for inclusion in the Road Map and it will have wide ranging implications for the planning and operational areas identified above.

4.11 A more detailed discussion is proposed at the Council Workshop on 13 May wherein some key milestones and indicative timelines for the different threads will be provided to Council for consideration and input.

### **Suggested Resolution**

The Road Map Monitoring Schedule as at 1 May 2014 be received.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Attachment: 1 Road Map Monitoring Schedule as at 1 May 2014 (Doc 332111)



# **Road Map**

# **Monitoring**

# **Schedule**

Monitoring against  
Road Map adopted on 27 August 2013

as at 1 May 2013

## CONTENTS

<b>Development of 2015-2025 LTP</b>	5
Review of Development/Financial Contributions .....	5
<b>Leadership</b>	6
Local Government Funding Agency (Debenture Trust Deed) .....	6
Waikato Mayoral Forum Workstreams .....	6
Local Government Reform - Positioning of WDC .....	7
Development of a WDC Stakeholder Engagement Strategy.....	8
Review of Representation Arrangements (including Maori Representation) .....	9
2014/2015 Exceptions Annual Plan.....	9
Review Memorandum of Understanding between WDC and ICL.....	10
Strategic Plan – Procurement Alignment between WDC and ICL .....	10
Communications Strategy – Progress Report .....	11
<b>Community Development</b>	12
Economic Development Plan.....	12
Development of Customer Services Strategy .....	12
Youth Liaison/Youth Council .....	13
Community Events.....	13
Waitomo District Citizens Awards .....	13
<b>Regulation Services</b>	14
District Plan Review.....	14
Urban Structure Plans.....	15
Jurisdictional Issues .....	15
Waikato River Catchment Economic Studies .....	15
Te Maika Zone .....	15
Dog Control Review.....	16
Gambling Policy Review .....	16
Bylaws Review.....	16
District Plan Rules – Audit of Signs/Hoardings .....	16
Establishment of a Rural Fire Authority for Waikato Valley Operational Area .....	17
<b>Community Services</b>	18
Te Kuiti Railway Building .....	18
Centennial Park Drainage.....	19
Te Kuiti Library Roof Renewal .....	20
Civic Centre Upgrade : Stage 4 – Main Hall Ceiling.....	20
Sale of 6 Te Kumi Road .....	20
Sale of 6 Jennings Street – Community House.....	21
Benneydale Hall Replacement / Disposal .....	21
Parkside Subdivision Disposal .....	22
Mokauiti Hall Disposal.....	22
Oparure Hall Disposal .....	22

Kopaki Hall Disposal .....	23
Mokau Effluent Disposal Upgrade .....	23
Quarry Resources Review .....	24
Review Lease/Licences .....	24
Old Ministry of Works Building, Queen Street, Te Kuiti .....	24
Land Purchase – Te Kuiti Cemetery .....	25
Riverview Heights Land Disposal .....	25
Cemetery Maps and Records .....	26
Te Kuiti Mainstreet Garden Re-design .....	26
Walking Track Strategy .....	27
Te Kuiti Aerodrome Reserve Management Plan .....	27
Cultural and Arts Centre - Shared Parking Investigation .....	27
Investigation into Provision of Joint Services Facility .....	28
Library Building Renewal and Entrance .....	28
Parks and Reserves AMP – Plan Improvement and Monitoring .....	28
Recreation and Culture AMP – Plan Improvement and Monitoring .....	30
Public Amenities AMP – Plan Improvement and Monitoring .....	33
Housing and Other Property AMP – Plan Improvement and Monitoring .....	35
<b>Asset Management</b> .....	<b>39</b>
Te Waitere Water and Wastewater Strategic Review .....	39
Benneydale Sewerage .....	39
Waitomo Water and Wastewater – Feasibility Studies .....	39
Te Kuiti Water Supply .....	39
Cross Boundary Collaboration (WDC/RDC) .....	40
Para Kore "Marae Working Toward Zero Waste" .....	40
Waitomo District Landfill .....	40
Water Supply AMP – Plan Improvement and Monitoring .....	40
Wastewater AMP – Plan Improvement and Monitoring .....	42
Stormwater AMP – Plan Improvement and Monitoring .....	43
Land Transport AMP – Plan Improvement and Monitoring .....	44
SWaMMP – Plan Improvement and Monitoring .....	45
<b>Completed Items</b> .....	<b>47</b>
<b>Leadership</b> .....	<b>47</b>
Community Satisfaction Survey (for 2012/2013 Annual Report) .....	47
2013 Triennial Elections .....	47
2013 Elected Member Induction Process .....	47
2012/2013 Annual Report .....	47
2013 Code of Conduct Review .....	48
Local Government Act 2002 – Amendment Act 2012 .....	48
2013 Governance Statement Review .....	48
2013-2016 Triennial Agreements – Waikato and Manawatu-Wanganui Regions .....	49
<b>Community Development</b> .....	<b>50</b>
Otorohanga District Development Board – Service Level Agreement .....	50

Community Development Partnership Fund .....	50
Review of Waitomo District Council Citizens Awards Policy .....	50
Community Events .....	50
Sport Waikato Services – Development of Performance Based Contract .....	51
<b>Regulatory</b>	<b>52</b>
Alcohol Reform Legislation .....	52
2013/2014 Review of Dog Control Policy and Practices .....	52
<b>Asset Management</b>	<b>53</b>
Te Kuiti Wastewater Treatment Plant Upgrade .....	53
Mokau Water Supply .....	53
Benneydale Water Supply .....	53

## Development of 2015-2025 LTP

### Review of Development/Financial Contributions

This work stream has been deferred with the intention of developing a Development Contributions Policy as part of the District Plan review which may not occur now until the 2014/15 year at the earliest.

Key Milestone	Date	Commentary
Scope and Needs Analysis (SNA) for District Plan Review	30 June 2014	<p>Since a SNA has been agreed to as part of the 2013/14 Annual Plan it is assumed that it will be completed in the 2013/14 financial year.</p> <p><u>Note:</u> The following milestones are indicative only and dependent on the Council's decision to undertake a comprehensive or rolling review. Timelines will be agreed at that time</p>
Expected Future Demand and Expected Future Capital expenditure on Infrastructural Assets developed.	August-September 2014	
Assessment for need to develop a DC Policy and a timeline for the development	October 2014	The timing for development of this policy will depend on the planned timing of the District Plan review

## 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	Completed.
Consultation period	9 April – 7 May 2013	Completed.
<b>Council Meeting</b> – to adopt EAP	25 June 2013	Completed.
<b>Council Meeting</b> – to adopt amended Debenture Trust Deed	24 September 2013	<p>Mr Phil Coombes (LGFA) contacted re WDC's eligibility – proposal to go from WDC to LGFA (incl updated financial forecasts, confirmation of WDC's Debt Repayment Strategy, update on financial position of ICL). The Debenture Trust Deed will be amended once outcome of WDC's proposal is known.</p> <p>Senior Accountant away for 6 weeks following hip operation – unable to progress this matter until he returns and financial forecasts updated following adoption of 2012/13 Annual Report.</p> <p>Forecasts and change to Debenture Trust Deed being finalised – approach to LGFA unlikely to occur until early 2014 – intention is to have everything in place in order to take advantage of LGFA's March 2014 issues.</p>

### Waikato Mayoral Forum Workstreams

Governance and Planning		
Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – progress report on Governance and Planning work stream	As required	Council will be presented with progress reports on the Governance and Planning work stream as required.

Waters (Water Supply and Waste Water Activities)		
Key Milestone	Indicative Timeframe	Commentary
Impact Analysis Water and Waste Water activities.	September-October 2013	
<b>Council Workshop</b> – presentation of findings to Council	As required	
<b>Council Meeting</b> – progress report on Waters work stream	As required	Council will be presented with progress reports on the Waters work stream as required.

Roading		
Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – progress report on Roading work stream	As required	Council will be presented with progress reports on the Roading work stream as required.

Economic Development		
Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – progress report on Economic Development work stream	As required	Council will be presented with progress reports on the Economic Development work stream as required.

## Local Government Reform - Positioning of WDC

Reorganisation Proposal		
Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> – briefing on: <ul style="list-style-type: none"> <li>Political landscape post 2012 WDC positioning with ODC</li> <li>Update “<i>Better local government</i>” programme including impact of imminent legislative changes ex Phase 2</li> <li>Outline the reorganisation legislative process</li> <li>2014 general election issues</li> <li>Report impacts of WMF findings</li> <li>Timing issues – immediate, short term, long term</li> </ul>	12 November 2013	<p>Initial briefing post-election. Other briefings as new developments occur – standing item</p> <p>The Workshop scheduled for 12 November 2013 was cancelled and this matter will be referred to the Workshop scheduled for 19 November 2013.</p> <p><b>No longer required</b></p>
Identify the options, e.g. <ul style="list-style-type: none"> <li>Enhanced status quo (based on the WMF findings). Note that retention of local control over infrastructure and services needs to be weighed against any financial advantages of shared services for the waters etc. under some regionally based and sized CCO or similar structure, as noted in the discussion under the WMF Workstreams item. Note also that the status quo does not require an application or alternative application for reorganisation</li> <li>Amalgamation with 1 or more neighbouring districts (all or part) into a single district</li> <li>Amalgamation with 1 or more neighbouring districts (all or part) into a single unitary authority</li> <li>Become a local board under a larger reorganisation proposal</li> <li>Identify sub-catchments/communities of interest/points in common to help identify boundaries of a potential new district (e.g. alignment with the boundaries of the recent Waipa JMA)</li> <li>Other</li> </ul>	December 2013 – February 2014	
Identify the potential improvements that would result from each scenario and how they would promote good local government	March 2014	
Consult with TAs affected by the scenarios	April – May 2014	
Measure community support for the options	June – July 2014	Optional for an alternative application but recommended
Prepare a preferred option including governance arrangements	August 2014	Need census data for this step.
Consult with public on preferred option optional	September 2014	Optional for an alternative application but recommended
Consult with stakeholders – Iwi, WRC,	September 2014	Optional for an alternative

Reorganisation Proposal		
Key Milestone	Indicative Timeframe	Commentary
Federated Farmers, sector interest groups (optional but recommended)		application but recommended
Assess economic, strategic and financial impacts of preferred option	September 2014	
Obtain formal support for proposal from each affected TA	October 2014	
Communicate with affected community throughout process	February 20014 - end	
Prepare/finalise application	November 2014	
Review lead application, refine and submit as alternative, OR;	December 2014	
Submit as lead application	December 2014	

## Development of a WDC Stakeholder Engagement Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of draft Stakeholder Engagement Strategy (SES)	September – October	Completed.
<b>Council Workshop</b> – presentation of draft SES	12 November 2013	The draft SES was presented to Council at its meeting on 10 October 2013 for feedback.
<b>Council Meeting</b> – presentation of draft SES for adoption	26 November 2013  Timeline to be reviewed in July 2014	<p>The LGA Amendment Bill currently in Parliament proposes quite a few changes to consultation or more precisely in terms of engagement with communities and Stakeholders. Examples of new requirements proposed in the Bill are -</p> <ol style="list-style-type: none"> <li>1. Section 14 on Principles related to local authorities amends the principle around collaboration and requires local authorities to actively collaborate and cooperate with each other and other local bodies.</li> <li>2. For Councils to have a new Significance and Engagement Policy. This is not just an add on engagement section to the Significance Policy but a clear statement of what is significant and what is not and Council's will consult with various stakeholders on matters falling in different categories of Significance. There is a significant amount of prescription on the content of this policy.</li> <li>3. There are other changes proposed to communication and consultation methods.</li> </ol> <p>Council will need to take all changes into account once the Bill is passed into Act (around June this year). Given the timeframe, it would be advisable to postpone the adoption of the Stakeholder Engagement Policy until the LGA is amended so changes can be taken into account.</p>

## Review of Representation Arrangements (including Maori Representation)

### Maori Wards and Constituencies

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop:</b> Consideration of briefing paper on Maori Wards and Constituencies	17 September 2014	Timeline amended by way of business paper to Council on 10 October 2013.
<b>Council Meeting:</b> Resolution to be taken in respect to Council's consideration of Maori Wards and Constituencies	10 October 2014  Statutory Deadline <i>23 November 2014</i>	

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

### Representation Arrangement

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> to consider options for representation arrangements	Pre-August 2014	
<b>Council Meeting</b> - Resolution of proposed representation arrangements for consultation	26 August 2014	
Public notice of proposal and invites submissions	September 2014	
Submissions close	October 2014	
If no submissions then proposal becomes final		
<b>Council Meeting</b> - consideration of submissions and possible amendment of proposal	28 October 2014	
Public notice of Council's "final" proposal	November 2014	
Appeals and objections close	December 2014	
If no appeals or objections then proposal becomes final		
If appeals/objections received, Council forwards appeals, objections and other relevant information to the Commission	December 2014	
Commission considers resolutions, submissions, appeals and objections and makes determination	April 2014	
Determination subject to appeal to High Court on a point of law		

## 2014/2015 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Initial planning meetings to finalise high-level dates for EAP 2014/15 development.	August 2013	Delayed pending return of Senior Accountant
Identification of amendments to LTP for 2014/15 year	August - October 2013	Delayed pending return of Senior Accountant
Review of 2014/15 budgets for year 2 of LTP and Managers complete 2014/15 budgets.	October 2013	Completed
Modelling of budgets and finances from Affordability Review for 2014/15 including information.	November 2013	Completed
Management Review of 2013/14 budgets and rating predictions	November 2013	Completed
<b>Council Workshop #1 of 3:</b> Strategic Issues and Policy	10 December 2013	Completed

Key Milestone	Indicative Timeframe	Commentary
Considerations for dEAP		
<b>Council Workshop #2 of 3:</b> Presentation of Rating Indications	12 February 2014	Completed
<b>Council Workshop #3 of 3:</b> Presentation of dEAP complete with proposed rating depictions	20 February 2014 ???	Completed
<b>Council Meeting:</b> Adopt dEAP for Audit	6 March 2014	No audit required as nothing in dEAP has 'triggered' a significant variation to the LTP 2012-2022.
Audit of dEAP	10 – 14 March 2014	Audit not required.
<b>Council Meeting:</b> Adopt SoP for public consultation	25 March 2014	Completed.
Public Notification of SoP	April 2014	Completed.
Consultation Period	8 April – 8 May 2014	Progressing.
<b>Hearing:</b> Hearing of Submitters to dEAP	22 May 2014	
<b>Council Meeting:</b> Deliberation of Submissions	5 June 2014	
<b>Council Meeting:</b> Adopt EAP	24 June 2014	

### Review Memorandum of Understanding between WDC and ICL

Key Milestone	Indicative Timeframe	Commentary
Review of existing MoU by WDC Relationship Committee	February 2014	<p>ICL Board is in the process of developing a Strategic Plan (SP) which the Board will pass on to Council. It has been indicated by ICL that this SP will replace the approved Recovery Plan, since it is more relevant for ICL to be planning strategically for the future, at this stage.</p> <p>It will be advisable for WDC to wait for and review this Strategic Plan prior to reviewing the MOU with ICL. This will enable alignment of the MOU with the Strategic Plan so that WDC can provide any relevant support to ICL to achieve its strategic direction.</p> <p>MOU review process will be started once the ICL Strategic Plan is received and reviewed.</p>
Relationship Committee to meet with ICL and discuss any findings from review	March 2014	
<b>Council Meeting</b> - Amended MoU adopted	25 March 2014	

### Strategic Plan – Procurement Alignment between WDC and ICL

Key Milestone	Indicative Timeframe	Commentary
Preliminary meeting between WDC and ICL to identify needs and opportunities	October-November 2013	<p>Draft MoU and Job Descriptions provided to ICL for Shared Information Technology (IT) Services (including procurement).</p> <p>Meeting held between WDC and ICL. WDC's IT Strategic Plan to be amended to include ICL's requirements</p>
Draft Strategic Plan document to be developed between WDC & ICL	February-March 2014	Draft IT Strategic Plan in progress

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> - Joint Procurement Strategic Plan to be adopted by ICL and Council	25 March 2014	MOU for Shared Information and Communications Technology Services between WDC and ICL has been presented to Council. It could possibly be further added to once ICL's Strategic Plan is received.

### Communications Strategy – Progress Report

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> - Council receives and adopts the Communications Strategy Progress Report	10 December 2013	In progress
<b>Council Meeting</b> - Six monthly progress report	24 June 2014	

## Community Development

### Economic Development Plan

Key Milestone	Indicative Timeframe	Commentary
Waitomo District Economic Development Plan scoping project completed.	October 2013	In Progress.
Research and Assessment: 1. Socio Demographic Profile for the Waitomo District. 2. Economic and Industry Profile for the Waitomo District. 3. Public and Social Service Sectors Profile for the Waitomo District.	February 2014	In Progress.
<b>Council Meeting</b> – Regional Economic Development Strategy presented to Council.	March 2014	Advice received is that development of the Regional Strategy is running behind schedule. As the Economic Development Plan will be informed by the Regional Strategy, the key milestones for beyond February 2014 will be reviewed in early 2014. <b>A business paper was presented to Council at its March 2014 meeting.</b>
Survey local community to establish "needs and wants".		
Form a Reference Group to inform the development of an Economic Development Plan for the Waitomo District.		
<b>Council Workshop</b> – Consideration of the preliminary draft Waitomo District Economic Development Plan.		
Draft Plan released for public consultation.		
Finalise Waitomo District Economic Development Plan.		
<b>Council Meeting</b> – Draft Waitomo District Economic Development Plan presented for adoption by Council.		
Assess the need and scope of a Board/Trust to deliver on the Waitomo District Economic Development Action Plan outcomes.		
Waitomo District Economic Development Action Plan implemented.		

### Development of Customer Services Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of preliminary draft Customer Services Charter.	November 2013	In Progress.
<b>Council Meeting</b> – Draft Customer Services Charter presented for adoption by Council.	10 December 2013	Deferred to March 2014.
Development of a preliminary draft Customer Services Strategy	March 2014	<b>Council adopted the Customer Services Charter and reviewed the timeline at its March meeting.</b>

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> – Consideration of the preliminary draft Customer Services Strategy	<del>11 March 2014</del> 13 May 2014	
Finalise Draft Customer Services Strategy	<del>April 2014</del> May/June 2014	
<b>Council Meeting</b> – Draft Customer Services Strategy presented for adoption by Council	<del>29 April 2014</del> 24 June 2014	

## Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Youth Event held	August 2013	Completed. Refer to the Progress Report contained elsewhere in this Agenda for details.
Advertise for replacement Youth Council Members	September – October 2013	Advertising for replacement Youth Council Members will be undertaken in November 2013.
New Youth Council members appointed	November 2013	New Youth Council Members will be appointed in December 2013.
Youth Leadership Camp convened	January 2014	<b>Camp to be held 23<sup>rd</sup> and 24<sup>th</sup> April 2014.</b>
Meetings scheduled throughout year.	Monthly	
Youth Event held	February – May 2014	<b>Planning underway</b>
Submission to Exceptions Annual Plan by Youth Council	April/May 2014	
<b>Council Meeting</b> Progress Reports on Youth Activities will be presented to Council quarterly.	24 September 2013 10 December 2013 25 March 2014 24 June 2014	24 September 2013 – Completed 10 December 2013 – Deferred to February 2014. <b>6 March 2014 - Completed</b>

## Community Events

Key Milestone	Indicative Timeframe	Commentary
<b>2014 Great New Zealand Muster</b>		
Identify and consult with key stakeholders.	September 2013	Completed. Preliminary event meetings have been held with the Shearing Committee, TKDI and entertainment/activity providers.
Development and implementation of a Project Plan and Safety Plan.	October/November 2013	In Progress.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November 2013 to March 2014	In Progress.
Execution of event	29 March 2014	Complete.
<b>Council Meeting:</b> Management Report on the main event (The Muster) identifying success and the budget.	27 May 2014	

## Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2014	<b>Underway. Nominations close 28<sup>th</sup> April 2014.</b>
Consideration of Nominations by Working Party	March/April 2014	
Awards Ceremony	May 2014	

## 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	Given the changes occurring in the external policy and regulatory environment (RMA changes and Waikato Mayoral Forum workstreams) Council in developing its 2013/14 Annual Plan resolved to postpone this project by one year. (Refer page 8 of 2013/14 EAP).
Completion of a Scope and Needs Analysis (as per 2013/14 EAP)	1 September 2013 - 25 February 2014	In postponing this project as above, Council agreed that a Scope and Needs Analysis be completed in the interim. One of the main outcomes of this work will be Council’s decision on whether to undertake a comprehensive review or a rolling review of its District Plan. <b>Note:</b> The outcome of this Scope and Needs Analysis together with the WMF work on Integrated Planning will provide guidance for setting the work plan forward in the 2014/15 EAP.
<b>Council Meeting</b> – Outcome of Scope and Needs Analysis to Council for consideration	25 February 2014	Timelines for the project from this point forward will be revisited subject to Council’s decision following consideration of the Scope and Needs Analysis. <b>This project has been delayed due to staff commitments to other work streams.</b>
Council assimilates a team to scope the development of a new District Plan (using information gathered earlier).		
Consultation with stakeholders		
New District Plan drafted		
Further consultation with stakeholders		
Public notification of proposed District Plan		

Key Milestone	Indicative Timeframe	Commentary
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	Indicative Timeframe	Commentary
Completion of a Scope and needs Analysis	1 September 2013 - 25 February 2014	This project has been delayed due to staff commitments to other work streams.

## 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 fresh attempts are currently underway to ascertain whether the other councils are still interested in pursuing a common response to jurisdiction on beaches.</p> <p>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		

## Waikato River Catchment Economic Studies

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

## Te Maika Zone

Key Milestone	Indicative Timeframe	Commentary
Confidential Progress Reports to Council	Monthly	

## Dog Control Review

Key Milestone	Indicative Timeframe	Commentary
Clearly scope the proposed review detailing deliverables and timelines	August – September 2013	Completed
<b>Council Meeting</b> Progress Report	27 August 2013	Completed
<b>Council Meeting</b> Report detailing confirmed project and timelines	24 September 2013	Completed
Review of Dog Control Service Delivery	October – November 2013	The review of WDC's Dog Control Service delivery is currently ongoing.
<b>Council Meeting</b> <del>Findings of Audit presented to Council with recommendations in terms of enforcement options.</del>	<del>26 November 2013</del> 27 May 2014	Expressions of interest have been requested for the delivery of Animal Control Services. When that process is completed a business paper will be presented to Council advising of new service delivery arrangements.

## Gambling Policy Review

Key Milestone	Date	Commentary
Identification of Issues – review of Policy	March 2014	
<b>Council Workshop – Review of Policy by Council</b>	13 May 2014	
<b>Council Meeting</b> – Consideration and adoption of Policy by Council.	27 May 2014	

## Bylaws Review

This review process will run concurrent with the dEAP public consultation process.

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop:</b> Review of Bylaws	18 March 2014	Completed.
<b>Council Meeting:</b> Adoption for public consultation	25 March 2014	Completed.
Public Consultation	8 April – 8 May 2014	In process.
<b>Hearing</b> of Submissions	22 May 2014	
<b>Council Meeting:</b> Deliberation of Submissions	5 June 2014	
<b>Council Meeting:</b> Adoption of Bylaws	24 June 2014	
Public Notification of Bylaw Review	July 2014	

## District Plan Rules – Audit of Signs/Hoardings

Key Milestone	Indicative Timeframe	Commentary
Audit completed of District advertising hoardings.	28 February 2014	As at 1 May 2014, audit of the District's hoardings is currently underway with the intention of completing the audit by 9 May 2014.
<b>Council Meeting</b> Elected Members to provide guidance to staff in terms of enforcement options.	<del>25 March 2014</del> 27 May 2014	A business paper will be prepared for Council outlining enforcement options.

## 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 was still not available at the time of consulting on WDC's 2012-22 LTP.
<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>At that time the Department of Conservation (DoC) indicated that although it was yet to have talks with Thames-Coromandel on the proposed amalgamation, DoC's stance was that both current proposals were not in their interest and therefore DoC did not support the consultation document for the proposal to establish the Waikato Valley Rural Fire District, as the proposal will effectively split the DoC Conservancy into three.</p> <p>All four Councils agreed it would be a waste of time to formally consider any consultation document for the proposal in the absence of DoC support.</p> <p>The National Rural Fire Authority has indicated that they would have further meetings with DoC and Thames-Coromandel District Council to try and resolve the deadlock.</p> <p>A progress report on this matter was presented to Council at its 30 July 2013 meeting.</p> <p><b>Council will be kept informed of progress by way of reports to Council on an as required basis.</b></p>

## 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	<b>Completed</b>
Ownership / lease of the building and land to be secured from New Zealand Rail	July 2012	Completed by MOU only. Finalised lease to be submitted
<b>Council Meeting</b> Business/Positioning paper to Council for consideration and approval of the establishment of a working group to prepare a site and building development proposal	28 August 2012	<b>Completed</b> 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 part 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.
<b>Council Meeting</b> Adoption of EAP	25 June 2013	<b>Completed</b> Programme of restoration condensed to match proposal for funding from Lotteries Commission.
<b>Council Meeting</b>	Monthly	<b>Ongoing</b> A Monthly Progress report will be made to Council for the entire project i.e. Restoration, Roading and Revitalisation.

#### RAILWAY BUILDING: PROJECT 1 - RESTORATION

Key Milestone	Indicative Timeframe	Commentary
Engineering structural assessment of building 1,2 and 3	August 2013	<b>Commenced.</b> Engineers have advised this will be available to WDC 23 September 2013
Preparation of working drawings and contract documents for restoration of exterior, buildings 1,2 and 3	July – August 2013	<b>Commenced</b> Architect has advised these will be available to WDC in draft form 20 September 2012
Historic Places Trust Approval	September 2013	Draft documents sent to HPT 10 October 2013. <del>Awaiting response.</del> <b>Approval to tender documents received.</b>
KiwiRail Approval	September 2013	Draft documents sent to HPT 10 October 2013. <del>Awaiting response.</del> <b>Approval to tender documents received.</b>
Tender for works	November - December 2013 (subject to approval of alternative funding services)	Funding approval granted, documents due for completion last week in November. <b>Preparation of documentation proved difficult to complete due to HPT and engineering requirements. Project now out to tender, tenders closing 20 May 2014.</b>
Construction works	January 2013 – September 2014	<b>Estimated construction period now May 2014 – October 2014.</b>

**RAILWAY BUILDING: PROJECT 3 – ROADING RENEWAL**

Key Milestone	Indicative Timeframe	Commentary
Redesign of carriageway to align with Railway development proposals	August 2013	<del>Commenced</del> Completed.
Retendering negotiations	August – September 2013	Completed.
Roading construction	October – November 2013	Completed. Note project undertaken February – March 2014

**RAILWAY BUILDING: PROJECT 4 – COMMUNITY SPACE REVITALISATION**

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	EOI document publicised October / November, closing 28 November 2013. Six expressions of interest received. Acceptance still under review
Preparation of Tender Documentation for Building 1 to refurbish the existing building layout	April – May 2014	Commenced.
Minor construction to allow temporary use of building	January 2014	
Building useage by tenants	February 2014	

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

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	October – November 2013	EOI document completed and will be available 22 November, closing 23 December 2013. No expressions of interest received.
Lease agreement negotiations	November 2013 – January 2014	
Application to NKCDT for funding to assist with document preparation and development associated with Cornerstone tenant.	November – December 2013	
Preparation of working drawings and contract documentation of areas associated with Cornerstone tenant	December 2013 – February 2014 (subject to funding availability)	
Tender process for works	March – April 2014 (subject to funding)	
Construction of internal work and site services associated with Cornerstone tenant	May 2014 – September 2014 (subject to funding)	
Cornerstone tenant operational	October 2014	

**Centennial Park Drainage**

Key Milestone	Indicative Timeframe	Commentary
Confirm / finalisation of the design by the NZ Turf Institute	January – February 2013	Instructions given to NZTI August 2012 to complete design. Survey and design to be undertaken end of October 2012. Design completed.
Contractor pricing	February 2013	
Tender Committee approval		
Implementation of the drainage network	February – March 2013	This project was deferred 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

Key Milestone	Indicative Timeframe	Commentary
		the Te Kuiti Soccer Club.' This has now been rescheduled January – March 2014. <b>Tenders closed 15 February 2014</b>
Rescheduled implementation of drainage networks	January – March 2014	<b>Implementation scheduled for April 2014</b>

## Te Kuiti Library Roof Renewal

Key Milestone	Indicative Timeframe	Commentary
Obtain quotations for the roof renewal	October 2012	This project has been delayed pending outcomes of shifting Te Kuiti Community House to the building and the earthquake assessment outcomes.
Earthquake Assessment	May 2013	<b>Completed</b>
Roof Renewal Works	February – March 2014 (awaiting outcomes of TK Community House funding to combine works)	

## Civic Centre Upgrade : Stage 4 – Main Hall Ceiling

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Business paper to review upgrade options / proposals for Stage 4 with Council	25 September 2012	<b>Completed</b> 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. The QS confirmed that approval of the texture on the surface will be the most cost effective solution. Draft working drawings and tender documentation will be available 18 June.
Building Consent – Stage 4 as required	August 2013	Completed
Tenders	August – September 2013	Completed
Construction – Stage 4	To be fitted to hireage timeframes	Discussions are underway with successful tender to identify a window to complete the works Construction period agreed – 9 December 2013 to 30 January 2014 <b>Completed</b>

## Sale of 6 Te Kumi Road

Key Milestone	Indicative Timeframe	Commentary
Letter to tenant advising of Councils intentions moving forward	August 2012	<b>Completed</b> A letter has been forwarded to the tenant advising WDC's intention to dispose of the property in November.

Key Milestone	Indicative Timeframe	Commentary
Valuation of the property	January 2013	<b>Completed</b>
Marketing of property through real estate company	March 2013 onwards	The property has been listed for several months, with no enquiries to date. While the property is still on the market, the house has been tenanted in the interim to provide income

## 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	<b>Completed</b>
<b>Council Meeting</b> Business paper to present study findings to Council	May 2012	<b>Completed</b> 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	<b>Completed</b>
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 Trust's endeavours to raise funding for the use of the upstairs floor of the Library. Changes to the report are being worked through with a 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. A draft floor layout has been agreed with TK Community House Trust.
Preparation of advanced sketch drawings and Quantity Surveyor costs	August – September 2013	Completed along with revised budget. Separately reported to Council
Application to Lotteries Community Facilities Fund for funding	February 2014	<b>Completed</b> Outcome of application advised June 2014

## 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.
Community Consultation regarding establishment of community society and leasing of building.	August – September 2013	Completed with results separately reported to Council
Formation of Incorporated Society for the administration of Benneydale Hall as per Council resolution	October - November 2013	Draft document completed and will be discussed at Hall committee meeting 26 November 2013
Report to Council regarding agreement to maintenance requirements		Refer to business paper April 2014 meeting
Registration of Benneydale Hall Incorporated Society	December 2013 – January 2014	Will be completed based on outcome of April 2014 Business paper
Asset Transfer document to for the	January – February 2014	

Key Milestone	Indicative Timeframe	Commentary
transfer of Benneydale Hall assets to new Society		

## 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	<b>Completed</b>
Finalisation of promotional material including bank display	August 2012	<b>Completed</b>
Open day	25 August	<b>Completed</b>
Open day	1 September 2012	<b>Completed</b>
Open day	8 September 2012	<b>Completed</b>
Establish Real Estate Agreement for sales	September – October 2012	<b>Completed</b>
Provide Real Estate board onsite	September – October 2012	<b>Completed</b> Agreement has been reached with Real Estate Agents. Real Estate boards will be installed by end of November.
Section Sales		Ongoing One section sold in the 2013 calendar year (8 February 2013). Negotiations for the sale of Lot 36 completed with the sale going unconditional 20 September 2013. Lot 36 sale completed. Refer separate business paper for the sale of Lot 16 <b>Documentation for the changes to the covenants distributed, with responses due back to WDC 27 May 2014</b>

## 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	Meeting scheduled for 12 June 2013 (telephone discussion)
Proposal developed and provided to committee for discussion	September 2013	
Finalised proposal	October 2013	
<b>Council Meeting</b> Sign-off of proposal by Council	26 November 2013	
Implementation	December 2013 – January 2014	

## 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 through the presentation of progress reports to the monthly

Key Milestone	Indicative Timeframe	Commentary
		Council meetings.
Adjust Councils records to remove WDC as the owner / ratepayer of the facility	September 2012	<b>Completed</b> A second letter forwarded to Department of Conservation 30 May 2013. As no response has been forthcoming from Dept. of Conservation it is assumed there is acceptance of the letter. This project is completed

## Kopaki Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
Consultation letter /survey distributed to local residents	august 2012	<b>Completed</b>
<b>Council Meeting</b> Resolution of council requesting the Minister of Conservation to revoke WDC control and manage status for this hall / Reserve	September 2012	<b>Completed</b>
Letter to Department of Conservation requesting revocation to be gazetted	October – November 2013	Completed Letter sent 20 November 2013 <b>Dept. of conservation have advised that they have received WDC's request but actioning this is not a priority at present</b>

## Mokau Effluent Disposal Upgrade

Key Milestone	Indicative Timeframe	Commentary
As-built preparation of existing system	August/September 2010	<b>Completed</b> 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	<b>Completed</b> Mokau effluent disposal was workshopped as part of the Public Amenities AMP on 8 November 2011. A direct approach to other parties is to be made.
Report to Council once response received from MOE		Contact has been established with MOE. Councillor Brodie and Group Manager Community Services attending BOT meeting in Mokau 12 June 2012. BOT approved in principal the course of action to acquire land
Survey of the land to be undertaken to allow the quantification of land requirement	July 2012	Acceptance of Quotation from Arrow surveys to undertake this work has been accepted, with completion due 31 July 2012
Draft proposals prepared and presented to the Mokau School board of Trustees for signoff	August- September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Formal application to the Ministry of Education for land purchase	January – February 2013	<b>Completed</b>
Declaration of land as surplus to MOE requirements and available for sale	August 2013	<b>Completed</b>
Negotiations for purchase of land with government disposal team	August – October 2013	Commenced, proceeding through the sale process, with the process being undertaken by Darrochs. <b>Negotiations ongoing with price</b>

Key Milestone	Indicative Timeframe	Commentary
		only outstanding issue and this is currently being addressed by Darrochs. Related to interpretation of valuation
Valuation to be obtained for the land to be purchased	October – November 2013	Completed
Subdivision resource consent to be obtained		Not required as done under Public Works ACT
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	<b>Completed</b> 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 presented to Council along with recommendations for inclusion in the dEAP. Council asked for the work to be reviewed with ICL in an endeavour for the work to be completed over time with a zero budget to WDC.

## Review Lease/Licences

Key Milestone	Indicative Timeframe	Commentary
Identification of all property based Leases and 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	15 November 2011	Following this Workshop a detailed timeline of Key Milestones will be developed for inclusion in the next

Key Milestone	Indicative Timeframe	Commentary
informed decision on future of the building		version of the Road Map. Council agreed that it does not wish to expend any further funds on this building and proposes to consult with the community on the basis that Council will advise the Crown that the property is no longer of use to the Council and that Council wishes to relinquish its holding of the property.
Letter to Crown advising outcomes of the LTP consultation process and seeking approval to relinquish Councils involvement in the property	September 2012	Writing to the Crown was put on hold as an offer of finance with conditions was made through the LTP process. The conditions included WDC as well as the community matching the funding proposal. Council advised the submitter that it would not contribute to funding the renewals works but delayed contacting the Ministry to allow the community to match the proposal. As no correspondence has been received to date, it is proposed to write to the Ministry seeking approval to be released from Councils commitment. <b>Te Kuiti Historical Society have been asked to investigate alternative accommodation to allow the approach to the Ministry to be made</b>

## Land Purchase – Te Kuiti Cemetery

Key Milestone	Indicative Timeframe	Commentary
Review of requirements and identification of suitable land	January 2012	<b>Completed</b>
Negotiation with Landholder	February 2012	<b>Completed</b>
<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	Discussions have been held with an independent Purchaser with an approach to the land owner being made. Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. Completed.
Discussions with adjacent land owner in an endeavour to improve the site	September – October 2013	First meeting held and topographical plan prepared for discussion purposes. Discussion is ongoing. <b>Several discussions have been held in relation to alternative layouts and alternate location. Alternate location is not feasible. WDC awaiting for any further proposal from the adjacent land owner</b>

## 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.
<b>Council Meeting:</b> Presentation of Design	30 October 2012	As reported previously to Council, revised plans to be sought.
Revised plans for Stage 1 preparation	August 2013	Commenced Mansergh Graham Landscape Architects Completed Working group yet to meet to sign off plans
Implement Stage 1	September – October 2013	Stage one diverted to the central area of Rora Street associated with the new road construction March 2014 <b>Completed</b>

## Walking Track Strategy

Key Milestone	Indicative Timeframe	Commentary
Base information gathering	November 2013 – April 2014	
<b>Council Meeting:</b> Initial progress report on extent of asset and its condition to council including timeline for completion	27 May 2014	

## Te Kuiti Aerodrome Reserve Management Plan

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

## Cultural and Arts Centre - Shared Parking Investigation

Key Milestone	Indicative Timeframe	Commentary
Site topographical survey undertaken	June – July 2013	<b>Completed</b>
Development of concept design	July – August 2013	On hold pending report to Council relating to making that section of road one way as this impacts on design . Report presented to Council 23 August 2013. Council resolved to make the road one way. Affected parties are currently being consulted as to this proposed change. Letter 4 November 2013 sent to major users of Civic centre and other property owners – no response has been received to date
Approval of design by "The Cottage"	September 2013	Instructions have been issued for the design layout to be developed Draft layout completed and forwarded to The Cottage. Site Geotech scheduled for completed by 28 November 2013 <b>Completed</b>
<b>Council Meeting:</b> Seeking Council's approval of the	<del>24 September 2013</del>	<b>Completed</b>

Key Milestone	Indicative Timeframe	Commentary
Concept Design		
Detailed tender documentation prepared	<del>October – November 2013</del> December 2013 – January 2014	completed
Tender process	<del>December 2013 – March</del> –April 2014	Tenders close 29 April 2014
Construction	January – February 2014	

## Investigation into Provision of Joint Services Facility

Key Milestone	Indicative Timeframe	Commentary
Scope of project to determine parameters and outcomes	January – March 2014 (to align with Customer Services Strategy 2014)	
<b>Council Workshop</b> Project scope and outcomes in conjunction with Customer Services Strategy	<del>18 March 2014</del> 13 May 2014	
Future timelines dependant on outcomes of workshop		

## Library Building Renewal and Entrance

### 1.0 DESCRIPTION

This project is dependent on the future tenancing and use of the building.

## 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.
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.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
<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 and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the Parks and Reserves AMP.
25. Compile up to date information on leased reserves	December 2012	Part of Asset Appendix.
26. Complete reserves management plan	Ongoing process.	The Brook Park Management Plan was finalised and adopted by Council in February 2010. Further Management Plans dependant upon funding.
27. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
28. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.

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

## Recreation and Culture AMP – Plan Improvement and Monitoring

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary

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 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	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.

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

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
		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
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>		

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
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 including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
22. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
23. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
24. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
25. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
26. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
27. Process in place for collecting costs against assets where appropriate	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
28. FRS-3 compliant valuation complete for public amenities	December 2014	Accurate compliant valuation will develop with ongoing update of

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
assets		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
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.

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

<b>Housing and Other Property AMP</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
asset data with new assets and data collected via the maintenance contract.		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 valuation	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
37. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
38. Criticality of assets identified in AM System	2013-2018	Information available for inclusion in AM System chosen 2012-2022 LTP.
39. Use AM System to store asset condition, performance and utilisation data where appropriate	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
40. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
41. Develop a risk register	December 2014	Developed in conjunction with Item 36.
42. Investigate the integration of AM System with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
43. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
<b>Specific Improvement Projects 2009-2012</b>		

<b>Housing and Other Property AMP</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</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.

### 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	
Reticulation minor renewals	2012-2015	

### Waitomo Water and Wastewater – Feasibility Studies

Key Milestone	Indicative Timeframe	Commentary
1. Development of detailed scoping and associated project plan for inclusion in Road Map.	Preliminary scope with indicative cost by end October 2013.	WDC condition assessment and valuation complete. Preliminary design and cost estimate complete Met with THL around existing asset value and cost new systems. Financial modelling completed. Results sent to THL
2. Define proposed planning map and develop development scenarios which will indicate demand		Structure plan by Beca Consultants considered in identifying area to be serviced.
3. Investigate high technology solutions with cost and establish economic feasibility		Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement
4. Report to Council on conclusions	On completion of each section	Target report date May 2014 Council meeting

### 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

Key Milestone	Indicative Timeframe	Commentary
		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 2014	Preliminary design revisited 2013. Documentation is in progress for completion of 1 <sup>st</sup> of 4 phases by end December 2014
Filter & UV	December 2014	Targeted completion date end December 2014
Identified Retic Renewals	July 2012 – June 2015	

### Cross Boundary Collaboration (WDC/RDC)

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

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

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

### Waitomo District Landfill

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study	December 2015	A 'whole of life' study needs to be completed to determine:- <ul style="list-style-type: none"> <li>• Where refuse will come from for the balance of the resource consent.</li> <li>• The effects the statutory cost increases from the ETS will have on the landfill.</li> <li>• The costs of further developing the landfill; and</li> <li>• The financial viability of the landfill due to increased costs to the user following ETS legislation</li> <li>• Purchase of NZU units (Carbon Credits) has reduced the impact of the cost of the ETS legislation for the next 3 years buying time to find a feasible way forward</li> </ul>

### 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	On-going	Some work had been done and much catch-up work has been

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
allow consideration of alternative long term cost scenarios.		identified before further analysis will be of use. Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
4. Initiate a long term zonal metering and leak detection programme, initially for Te Kuiti.	On-going process	Monitor
5. Initiate a scheme proposal for Marokopa.	2015-25 LTP	Unless legislative requirements force such a step.
6. Construct a new, larger raw water storage dam for Mokau.	2012-13 financial year	Construction in progress – stalled by archeological finds
7. Install automated monitoring equipment at the Piopio water treatment plant to provide evidence for compliance with MoH gradings.	2012 Calendar year	Completed.
8. Develop accurate and complete asset inventory registers for each scheme.	On-going process	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. 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. Structural assessment of existing reservoirs in conjunction with earthquake compliance / risk is needed and is now first priority
12. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply.	After 2022 if ever	Not regarded as a feasible option at this stage
13. Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management.	July 2014	CAPS subsidy funding from MoH approved work has been put on hold for affordability reasons until 2013-14. Asset Service potential is monitored and just enough done to maintain the status quo. 1 <sup>st</sup> phase tender documentation in process
14. Develop informal strategies for meeting more stringent water quality standards and consent requirements.	On-going	Benneydale and Mokau will comply from end October 2013 Piopio is fully compliant
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	On-going	Informal networking and structured training already occurs.

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
providers, spare survey or design capacity in larger councils shared by others.		
<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 2014	The LOS survey is completed at about 2 year intervals
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Review frequency consistent with annual and long term planning cycle.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Monitored	True modelling for waste water systems is not economically feasible. Sound engineering judgement is used to formulate solutions.
4. Initiate a long term infiltration and inflow investigation and reduction programme, initially for Te Kuiti.	On-going	Start date August 2009. Eight catchments identified. Actual remedial work of one catchment is complete. Investigation to assess remedial work required in next two catchments has been done. Contracts for identified remedial work in the next catchments will commence in 2013-14. Work delayed due to workload around capital upgrades at water and wastewater treatment plants
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 resource is now available and progress is being made. Expect will take at least two years to make significant advance
8. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Will follow as data improves.
9. Prioritise the works developed from risk assessment exercises.	On-going	Will follow as data improves.
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	On-going	Informal networking already

<b>Wastewater AMP – Plan Improvement and Monitoring</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
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.		occurs.

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

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

<b>Stormwater AMP – Plan Improvement and Monitoring</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
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
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

<b>Land Transport AMP – Plan Improvement and Monitoring</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
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	December 2014	Identified all car parks in town and

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
and schedules for maintenance activities such as road marking and car parking within the network		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 Bizze@sset at WDC	December 2014	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.
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.	July 2014	As above.
4. Install correct CMP's on all roads.	June 2014	Has now been included as part of the inspection regime of the Maintenance Contract
5. Install correct RAPID numbers on all roads.		As above.

## SWaMMP – Plan Improvement and Monitoring

SWaMMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Undertake a two – yearly topographical survey of the landfill to determine compaction and filling rate	2012 then every two years thereafter	A full topographical survey of the Landfill will be done in 2014.
2. Improve monitoring of contractor performance	On-going	Monitor
3. Investigate all waste management facilities to	Quarterly	On going.

<b>SWaMMP – Plan Improvement and Monitoring</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
identify hazards and safety improvements		
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.
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 two yearly from there on	An audit will be done in 2014.
9. Investigate ETS Liability (Start June 2013)	On-going	In progress.

## Completed Items

### Leadership

#### Community Satisfaction Survey (for 2012/2013 Annual Report)

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Customer Satisfaction (Levels of Service) Survey	May 2013	Completed
Survey to test: 1. Importance of Service 2. Satisfaction with Service 3. Provide for commentary/suggestions	May 2013	Completed
Undertake Survey	June - July 2013	Completed
Analyse / Report Survey Results	August 2013	Completed
<b>Council Meeting</b> - Customer Satisfaction Survey Results to Council	27 August 2013	Completed
Customer Satisfaction Results ready for inclusion in Annual Report	August 2013	Completed

#### 2013 Triennial Elections

Key Milestone	Indicative Timeframe	Commentary
Nominations and Electoral Roll close	16 August 2013	Completed
Mail out of Voting Papers	20-25 September 2013	Completed.
Voting	20 Sept – 12 October 2013	Completed.
Provisional Result available	12 October 2013	Completed.
Official Declaration	12-23 October 2013	Completed.
<b>Inaugural Council Meeting</b>	24 October 2013	Completed.

#### 2013 Elected Member Induction Process

Key Milestone	Indicative Timeframe	Commentary
Provisional Result available	12 October 2013	Completed.
Official Declaration	12-23 October 2013	Completed.
Distribution of Induction Package	17 October 2013	Completed.
<b>Inaugural Council Meeting</b>	22 October 2013	Completed.
Elected Member Training (LGNZ)	TBA by LGNZ	Completed.
<b>Council Workshop:</b> Induction Issues	12 November 2013	This date is tentative only. The number of new Elected Council Members will determine whether or not this Workshop will be required.

#### 2012/2013 Annual Report

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> - Brief Council on timeframe and present the audit service plan	28 May 2013	Completed
Interim audit to test systems and control	June 2013	Completed
Completing year end adjustments	July-September 2013	In progress

Key Milestone	Indicative Timeframe	Commentary
and preparing draft Annual Report		
Final Audit visit to test balances and disclosures	9-20 September 2013	
<b>Council Meeting</b> - Interim Report and progress report to Council on annual report preparation.	24 September 2013	Completed.
Deloitte technical and final review	Late September 2013	
<b>Council Meeting</b> – signed audit opinion available and adoption of Annual Report	10 October 2013	Annual report must be signed by Council prior to election day.  Completed

### 2013 Code of Conduct Review

Key Milestone	Indicative Timeframe	Commentary
Review of current Code of Conduct (Doc No. 161530)	October/November 2013	Completed.
<b>Council Meeting</b> to consider and adopt reviewed Code of Conduct	26 November 2013	Completed.

### Local Government Act 2002 – Amendment Act 2012

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop #1:</b> Review Revenue & Financing Policy	19 November 2013	Workshop #1 scheduled for 19 November 2013.
<b>Council Workshop #2:</b> Review Revenue & Financing Policy	3 December 2013	Completed.

### 2013 Governance Statement Review

Key Milestone	Indicative Timeframe	Commentary
Review current Governance Statements (Doc No. 244068)	December 2013/January 2014	Completed.
<b>Council Meeting</b> to consider and review Governance Statement	<del>25 February 2014</del> 6 March 2014	Completed.

## 2013-2016 Triennial Agreements – Waikato and Manawatu-Wanganui Regions

### Waikato Region Triennial Agreement and Mayoral Forum MoU

Key Milestone	Indicative Timeframe	Commentary
Co-ordinate with other Councils on the state of the agreement	November 2013 – February 2014	This project will be led by the Regional Councils as it involves all of the councils located within each of the Waikato and Manawatu-Wanganui regions.
<b>Council Meeting</b> – Statement must be adopted by Council by 1 March 2014	<del>25 February 2014</del> 6 March 2014	<b>Waikato Region Triennial Agreement and Mayoral Forum MoU</b> At the November 2013 meeting of the Waikato Mayoral Forum (WMF), a draft of the Triennial Agreement and MOU were considered and it was agreed that this draft document be referred to the WMF Planning and Governance Group and brought back to the WMF for further consideration. The WMF considered the Agreement at its meeting on 17 February 2014 and was approved by the Mayors and CEOs on behalf of their respective Councils. A business paper is contained elsewhere in this Agenda to enable Council to ratify the decision of the Mayor and CEO. Completed.

### Wanganui-Manawatu Region Triennial Agreement

Key Milestone	Indicative Timeframe	Commentary
Co-ordinate with other Councils on the state of the agreement	November 2013 – February 2014	Unfortunately, WDC was left off the distribution list for seeking feedback and approval on the draft Triennial Agreement and the actual draft Agreement was not received until 14 February.
<b>Council Workshop</b> – Consideration of draft Agreement	19 February 2014	Due to Council's next meeting not being until after the required 1 March statutory deadline, this matter will be workshopped on 19 February with a formal resolution made on 6 March.
<b>Council Meeting</b> – Statement must be adopted by Council by 1 March 2014	<del>25 February 2014</del> 6 March 2014	Completed. The original Agreement has now been signed by all participating councils.

## Community Development

### Otorohanga District Development Board – Service Level Agreement

Key Milestone	Indicative Timeframe	Commentary
Finalisation of ODDB Service Level Agreement detailing service deliverables and performance measures for the 2013/2014 year.	August 2013	Completed
<b>Council Meeting</b> – ODDB Service Level Agreement presented to Council.	24 September 2013	Completed,

### Community Development Partnership Fund

Key Milestone	Indicative Timeframe	Commentary
Accountability Statements Due	August 2013	Accountability Reports are due 12 months after receiving a grant. There were 2 recipients in the December 2012 round. Accountability Statements will be due by January 2014.
Funding Round advertised	October/November 2013	The Community Partnership Fund was advertised in the Waitomo News and on the WDC website. Applications close 22 November 2013.
Assessment/Reporting documentation developed	November 2013	Assessment documentation will be prepared following closure of applications.
<b>Council Meeting:</b> Consideration of Funding Applications	10 December 2013	Completed.

### Review of Waitomo District Council Citizens Awards Policy

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – Presentation of existing Policy for review and confirmation/amendment	26 November 2013	Completed.

### Community Events

Key Milestone	Indicative Timeframe	Commentary
<b>2013 Christmas Parade</b>		
Consultation with Key Stakeholders.	September 2013	Completed
Development and implementation of a Project Plan and Safety Plan.	October 2013	Completed.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November/December 2013	Advertising will be on-going up to the date of the parade.
Execution of event	6 December 2013 (tentative)	The Christmas Parade will be held Friday 13 December 2013.
<b>Council Meeting:</b> Management Report on the event identifying success and the budget.	25 February 2014	Completed.

## Sport Waikato Services – Development of Performance Based Contract

Key Milestone	Indicative Timeframe	Commentary
Finalisation of Sport Waikato Schedule of Services detailing required outcomes, activities and evidence of progress for the 2013/2014 year.	August 2013	Completed
In conjunction with Sport Waikato, develop a Contacts Register, identifying key Stakeholders.	August 2013	Completed
In conjunction with Sport Waikato develop a Projects Register for the 2013/2014 year as a supplement to the Schedule of Services.	August 2013	Completed
<b>Council Meeting</b> – Sport Waikato Contract for Services, Schedule of Services, Contacts Register and Projects Register presented to Council.	27 August 2013	Completed
<b>Council Meeting</b> Deputation – Sport Waikato Reporting on delivery of services against Schedule of Services and Projects Register.	24 September 2013	Completed - Representatives from Sport Waikato made a Deputation to Council at its September Council meeting.
<b>Council Meeting</b> Deputation – Sport Waikato Reporting on delivery of services against Schedule of Services and Projects Register.	25 March 2014	Completed - Representatives from Sport Waikato made a Deputation to Council at its March Council meeting.

## Regulatory

### Alcohol Reform Legislation

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	Completed
Council approves draft LAP for public consultation	30 July 2013	Completed
Consultation period	13 August – 13 September 2013	Completed
Council meeting – hear submissions and deliberation	24 September 2013	Completed
Council meeting to adopt provisional LAP	10 October 2013	Completed
Council meeting to confirm approved persons to sit on District Licensing Committee	26 November 2013	Completed.
District Licensing Committee operational	18 December 2013	Completed.

### 2013/2014 Review of Dog Control Policy and Practices

Key Milestone	Date	Commentary
Prepare Report	September 2013	Completed
<b>Council Meeting</b> - considered	24 September 2013	Completed
Public notification	October 2013	Completed

## Asset Management

### 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	Complete
Aeration	April 2013	Complete
Tertiary filter and UV disinfection	May 2013	Complete
New inlet works and screen and Temporary treatment	April 2013	Completed
Activated sludge reactor upgrade and modification	May 2013	Complete
Final Full Commissioning	June 2013	Complete
Sludge thickening, dewatering and handling.	Ongoing	Complete <u>Note:</u> 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.

### Mokau Water Supply

Key Milestone	Indicative Timeframe	Commentary
Dam Tender	End December 2013	Completed
Dam Construction	2013/14 Summer	Actual completion in that period very much weather dependent. Council will be kept updated on progress through the presentation of quarterly progress reports. Land purchase underway Tender documentation complete.
Treatment plant upgrade	2012/13 financial year	Completed

### Benneydale Water Supply

Key Milestone	Indicative Timeframe	Commentary
Treatment plant upgrade	2012/13 financial year	Completed

**Document No:** 332730**File No:** 037/043**Report To: Council****Meeting Date:** 1 May 2014**Subject: Motion to Exclude the Public for the Consideration of Council Business**

### Purpose of Report

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

### Commentary

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

### Suggested Resolutions

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

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
1. Deputation: Monica and Maurice Loius – Request for Partial Rates Remission for 15 Ellis Road, Benneydale	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
2. Progress Report: Brook Park Entrance	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Progress Report: Mokau Toilet Effluent Disposal Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Marokopa Sea Wall	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Progress Report: Benneydale Water Easements	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. Progress Report: Regulatory Enforcement Issues	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
7. 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)
8. Progress Report: Wool Storage Facility	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
9. Waitomo District Council Road Maintenance Contract No. 500/11/01 – Rights of Renewal – Contract Term	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report: Waikato Mayoral Forum/Shared Services	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**