

**Document No:** 344556**File No:** 097/001D**Report To: Council****Meeting Date:** 30 September 2014**Subject: Memorandum of Understanding –  
Raukawa Settlement Trust and Maniapoto  
Maori Trust Board**

## Purpose

- 1.1 The purpose of this business paper is to inform Council that the Raukawa Settlement Trust and Maniapoto Maori Trust Board have entered into a Memorandum of Understanding (MoU).

## Commentary

- 3.1 Attached to and forming part of this business paper is a copy of a self-explanatory letter from Raukawa Settlement Trust and Maniapoto Maori Trust Board jointly, including a copy of the MoU.

## Suggested Resolution

The business paper on Memorandum of Understanding – Raukawa Settlement Trust and Maniapoto Maori Trust Board be received.

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

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Attachment: Letter and Memorandum of Understanding – Raukawa Settlement Trust and Maniapoto Maori Trust Board (Doc 343004)



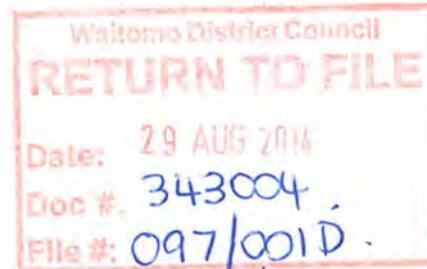
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TE POARI MATUA O RAUKAWA  
RAUKAWA SETTLEMENT TRUST

## MANIAPOTO MĀORI TRUST BOARD

13 August 2014

Waitomo District Council  
PO Box 404  
TE KUITI 3941



Vi

Attention: Mayor Brian Hanna  
Chief Executive Chris Ryan

### MEMORANDUM OF UNDERSTANDING - RAUKAWA SETTLEMENT TRUST (RST) AND MANIAPOTO MĀORI TRUST BOARD (MMTB)

*E hara taku toa i te toa takitahi, ēngari he toa takitini takimano*

We are pleased to inform you that the Raukawa Settlement Trust and the Maniapoto Māori Trust Board have entered into a Memorandum of Understanding (MOU).

This MOU brings to fruition the aspirations of each iwi to work collaboratively to achieve mutually beneficial goals. The primary purpose of the MOU is to provide for the recognition of the Raukawa interests in Area C and the Maniapoto interests in Area B of the co-management framework for the Waikato and Waipa Rivers. The MOU also cements our commitment to work together in the development of our respective co-management arrangements within Area C.

Pursuant to clause 7.3 of the MOU, please find attached a copy of the MOU for your records.

Nō reira, ngā mihi ki a koutou katoa kei raro i te manaakitanga o Te Atua, nā

Vanessa Eparaima  
Chair  
Raukawa Settlement Trust

R. Tiwha Bell  
Chair  
Maniapoto Māori Trust Board

**Memorandum of Understanding**

**Maniapoto Māori Trust Board**

**and**

**Raukawa Settlement Trust**

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**Memorandum of Understanding**

dated 2 December 2013

**Parties**

- 1 **Maniapoto Māori Trust Board** a duly constituted Māori Trust Board within the meaning and for the purposes of the Maori Trust Boards Act 1955 (**MMTB**).
- 2 **Raukawa Settlement Trust** a trust established by trust deed dated 17 October 2009 (**RST**).
- 3 Each one a Party and together referred to as the Parties.

**Purpose**

The purpose of this memorandum of understanding (**MOU**) is to:

- Provide for the recognition of Raukawa interests within Area C (SO409 144);
- Provide for the recognition of Maniapoto interests within Area B (SO409 144);
- Establish the engagement processes that the Parties will follow in regard to the Raukawa Area of Interest in Area C (SO 409 144) when developing the Parties' respective co-management arrangements for the Waikato and Waipā Rivers;
- Affirm the RST commitment to supporting MMTB (or nominee) in any extension of co-management arrangements to the Maniapoto interests in Area B (SO 409 144).

**Background**

- A This **MOU** is set within the following context:
  - a series of consecutive negotiations between certain iwi and the Crown that collectively establish a co-governance and co-management regime for the Waikato and Waipā Rivers; and
  - a deed of settlement of historical claims between Raukawa and the Crown signed 2 June 2012 (**Raukawa Historical Deed**)
- B Negotiations in relation to the co-governance and co-management regime for the Waikato and Waipā Rivers commenced in 2005 and spanned a five year period with the last of the deeds being signed on 27 September 2010 between Maniapoto and the Crown.
- C The co-governance and co-management regime comprises the following deeds:
  - Waikato-Tainui Raupatu Claims (Waikato River) Deed of Settlement dated 17 December 2009;
  - Raukawa Deed in Relation to a Co-management Framework for the Waikato River dated 17 December 2009 (**Raukawa River Deed**);
  - Te Arawa Deed in Relation to a Co-management Framework for the Waikato River dated 9 March 2010;

- Tuwharetoa Deed in Relation to Co-governance and Co-management Arrangements for the Waikato River dated 31 May 2010;
- Deed in Relation to Co-governance and Co-management of the Waipā River (**Maniapoto River Deed**) dated 27 September 2010.

and associated legislation:

- Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010;
- Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010;
- Nga Wai o Maniapoto (Waipa River) Act 2012.

D The Raukawa River Deed includes the following provisions:

- Clause 7.3.3(b) provides that the scope of a joint management agreement may include matters relating to the Raukawa interests in the Waipā catchment where Parts 5 (Vision and Strategy for the Waikato River) and 6 (Co-governance Arrangements) of the Raukawa River Deed are applied to the Waipā River;
- Clause 13.11.1 includes an acknowledgement by the Crown and Raukawa that Raukawa have interests in the Waipā River catchment (predominantly in the Wharepūhanga block);
- Clause 13.11.3 provides that “if the co-management framework in the Raukawa deed is extended to cover the entire Waipā River and catchment as a result of the negotiations between Maniapoto and the Crown, the Crown and Raukawa will meet and discuss whether any amendments are required to this deed as a result”.

E It was subsequently agreed in the Maniapoto River Deed that the co-management arrangements for the Waikato River would be extended to the entire Waipā River and catchment. The effect of the Maniapoto River Deed is, amongst other things, to apply the Vision and Strategy for the Waikato River and the co-governance arrangements to the Upper Waipā River and provide for the development of co-management arrangements for Maniapoto to participate in the governance and management of the Waipā River.

F The RST and the Crown signed the Raukawa Historical Deed on 2 June 2012 which included provisions relating to Raukawa interests in the Waipā River catchment:

- Clause 5.25 replicates clause 13.11 of the Raukawa River Deed;
- Clauses 5.26-29 provide as follows:
  - 5.26 The Crown signed a deed with Maniapoto on 27 September 2010 by which the Crown agreed to extend the co-management arrangements for the Waikato River to the entire Waipā River and catchment;
  - 5.27 The Crown and the governance entity have therefore been considering what amendments are required to the co-management deed as a consequence of the deed between the Crown and Maniapoto;
  - 5.28 The Crown and the governance entity agree that it is likely that the modifications to the co-governance deed will need to be provided for through legislation or amendments to current legislation. If, at the time that those

modifications to the co-governance deed are agreed by the Crown and Raukawa, it is reasonably practicable for the modifications to be included in the draft settlement legislation, then the Crown will provide for those modifications in the draft settlement legislation;

- 5.29 Any modifications that are included in the draft settlement legislation will be limited in their effect to the interests of Raukawa within the Wharepūhunga Block and the Korakonui Block, unless otherwise agreed with Maniapoto.

**The Parties agree as follows:**

**1 Working principles**

- 1.1 The Parties agree that their relationship with one another will be governed by the following working principles:
- a Whakapapa – the relationship between Maniapoto and Raukawa is sourced in shared whakapapa and is of historical and traditional importance to both Parties presently and in the future;
  - b Good faith – the Parties will act in good faith towards one another, meaning that they will deal with each other transparently and openly;
  - c Collaboration – the Parties will adopt a collaborative approach, and engage with each other in a positive and constructive manner;
  - d Upholding this MOU – the Parties will act consistently with this MOU when engaging with external parties, including any or all of those listed in clause 7.3.

**2 Areas of Interest**

- 2.1 The Parties agree that, for the purposes of this MOU:
- a the Raukawa Area of Interest in Area C (SO 409 144) is shown on the map in Schedule 1 to the extent that those interests are located within Area C; and
  - b the Maniapoto Area of Interest in Area B (SO 409 144) is shown on the map in Schedule 2 to the extent that those interests are located within Area B.
- 2.2 By way of further description to the areas of interest in clause 2.1, the Parties agree that:
- a the Raukawa Area of Interest within Area C (SO plan 409144) includes:
    - i Aotearoa marae;
    - ii Rawhitiroa/Owairaka marae;
    - iii Parāwera marae;
    - iv Whakamarama marae;
    - v Wharepūhunga block; and

- vi Korakonui block.
- b the Maniapoto Area of Interest within Area B (SO plan 409144) includes the following blocks:
  - i Wharepūhunga;
  - ii Maraeroa; and
  - iii Pouākani.

### **3 Co-management Arrangements**

- 3.1 The Parties acknowledge the co-management arrangements listed within Part 7 and Part 8 of each of the Raukawa River Deed and Maniapoto River Deed, and as provided for in any legislation implementing these Deeds. This includes:
- a Joint management agreements;
  - b Iwi environmental management plans;
  - c Integrated management plans for the Upper Waikato and Upper Waipa River;
  - d Provision for the issuing of regulations and bylaws;
  - e Ministerial accords;
  - f Exemption for certain customary activities; and
  - g Engagement with local authorities under the Local Government Act 2002.
- 3.2 The Parties agree:
- a That in developing any co-management arrangements described in clause 3.1, the Parties will engage on co-management arrangements that relate to or impact on the Raukawa Area of Interest in Area C (SO 409 144) as shown in Schedule 1 to this MOU; and
  - b To jointly develop any regulations and/or bylaws to the extent that they relate to or impact on the Raukawa Area of Interest in Area C (SO 409 144) as shown in Schedule 1 to this MOU; and
  - c To co-operate with one another to develop or promote any legislative amendments that may be required to give effect to a particular co-management arrangement.
- 3.3 The Parties further agree that nothing in clause 3.2 prevents either party from developing joint management agreements with local authorities, or implementing other co-management arrangements in the balance of the Parties' areas of interest.
- 3.4 The RST affirms its commitment to work with MMTB, or their nominee, within the context of this MOU to ensure that the Maniapoto interests outlined in clause 2.2(b) are incorporated into Maniapoto co-management arrangements. The RST affirms its commitment to work with MMTB, or their nominee, to ensure those interests are provided for and RST will continue to support MMTB in having those interests formally provided for in any future settlement legislation.

#### **4 Implementation**

- 4.1 In order to implement the agreements in this MOU the Parties will meet to develop an agreed work programme to implement this MOU. The work programme will include specific engagement protocols or processes that the parties agree are necessary to effectively implement this MOU. The work programme and engagement processes will be developed within 6 (six) months of the execution of the MOU.

#### **5 Commencement and termination**

- 5.1 This MOU comes into effect on the date that it is executed by both Parties.
- 5.2 This MOU may be terminated by a Party providing written notice to the other Party of its desire to terminate.

#### **6 Review and amendment**

- 6.1 Where a Party requests, the Parties will meet to review this MOU as soon as practicable.
- 6.2 This MOU may only be amended by written agreement of the Parties.

#### **7 Confidentiality**

- 7.1 Each Party agrees that all information communicated to one Party by another Party in any manner in connection with this MOU will be kept confidential and used by the recipient Party only for the purposes of this MOU, unless otherwise agreed by both Parties in writing.
- 7.2 No public announcement about the overlapping interests covered by this MOU will be made, except with the written consent of both Parties.
- 7.3 Notwithstanding clauses 7.1 and 7.2, the Parties agree that a copy of this MOU will be provided to the following parties promptly after it is signed:
- a Office of Treaty Settlements;
  - b Government agencies with whom Ministerial Accords have been or are intended to be signed by either party;
  - c Waikato River Authority;
  - d Waikato Regional Council;
  - e Horizons Regional Council;
  - f Waikato District Council;
  - g Otorohanga District Council;
  - h Waipa District Council;
  - i Waitomo District Council;
  - j South Waikato District Council;

- k Taupo District Council;
- l Ruapehu District Council;
- m Waikato Raupatu River Trust;
- n Te Arawa River Iwi Trust;
- o Tūwharetoa Māori Trust Board;
- p Taumatawiwi Trust;
- q Any other party as may be agreed by the Parties.

## 8 Dispute resolution

- 8.1 Consistent with the working principles of this MOU, it is the overall goal of the parties to resolve any disputes at the lowest possible level.
- 8.2 In general, any disputes should be resolved as close as practicable to the point at which the dispute occurred.
- 8.3 In the event that any dispute is unresolved at the level at which it occurred parties agree to escalate the dispute through levels of management to the respective Chief Executives, and then to the Chairs of the respective Boards.
- 8.4 In the event of an inability to resolve the dispute the parties agree to implement the process below:
- a The party raising an issue of dispute (**Disputing Party**) and the party against whom a dispute is raised (**Responding Party**) agree to use the dispute process set out in this clause in good faith.
  - b A Disputing Party will as soon as reasonably practicable give the Responding Party notice of any dispute to which this clause relates, such notice to specify in sufficient detail:
    - i the matters in dispute;
    - ii the nature of any claims or allegations made by the Disputing Party against the Responding Party; and
    - iii the action sought by the Disputing Party (if any) to resolve the issue in dispute.
  - c The Responding Party may, within 10 Business Days of receiving notice of a dispute under clause 14.3, give a response to the Disputing Party:
    - i responding to the claims or allegations made in the Disputing Party's notice; and
    - ii setting out:
      - what actions it will take in response to the Disputing Party's requests in the notice of dispute issued in accordance with sub-clause 8.4(b); or

- if it is not able or willing to take some or all of the actions sought under the notice of dispute issued in accordance with sub-clause 8.4(b), stating the reasons why it cannot, or will not take those actions.
- d If a dispute arises under this clause, and the Disputing Parties are unable to resolve that dispute within 30 Business Days, they must, acting in good faith:
- i endeavour to agree on a process for resolving the dispute, including (but not limited to) all or any of the following:
    - negotiation;
    - mediation;
    - determination of the dispute by an independent expert; and
  - ii before proceeding to take any action under sub-clause 8.4(e), engage in the process described in paragraph (a) of this sub-clause 8.4(d).
- e If the dispute is not resolved within 30 Business Days after a notice of dispute is given to a Responding Party by a Disputing Party under sub-clause 8.4(b), the Disputing Party may issue proceedings (including for urgent interlocutory relief) in respect of any dispute to which this clause relates.

## 9 Contact details

- 9.1 Communications between the Parties under this MOU should be sent to the nominated contact person as follows:

**MMTB**  
Chief Executive  
PO Box 36  
Te Kuiti

**RST**  
Chief Executive  
Private Bag 8  
Tokoroa 3444

- 9.2 If a Party wishes to change its nominated contact person, it will notify the other Party in writing.

## 10 Interpretation

- 10.1 In this MOU, unless the context requires otherwise:

**Area of Interest** means the area of interest of each Party as described in clause 2;

**Co-management arrangements** means the co-management arrangements as provided for in Part 7 and Part 8 of each of the Raukawa River Deed and Maniapoto River Deed;

**Joint Management Agreement** means a joint management agreement as provided for in Part 7 of each of the Raukawa River Deed and Maniapoto River Deed;

**Maniapoto** means the iwi of Maniapoto;

**Maniapoto River Deed** means the Deed in Relation to Co-governance and Co-management of the Waipā River signed on 27 September 2010, and includes any subsequent amendments or agreements supplementary to the Deed

**MMTB** means the Maniapoto Māori Trust Board, or their successor;

**MOU** means this memorandum and includes all schedules, attachments and subsequent amendments;

**Raukawa** means the iwi of Raukawa;

**Raukawa River Deed** means the Deed in Relation to a Co-management Framework for the Waikato River signed by the Raukawa Settlement Trust and the Crown on 17 December 2009, and includes any subsequent amendments or agreements supplementary to the Deed.

**Raukawa Historical Deed** means the Deed of Settlement of Historical Claims signed by the Raukawa Settlement Trust and the Crown on 2 June 2012;

**RST** means the Raukawa Settlement Trust;

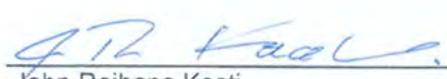
- 10.2 All references to MMTB or RST include their successors and assigns.
- 10.3 Where there is an inconsistency between this MOU and the Parties' respective River Deeds, the River Deeds will prevail.

Execution

Signed for and on behalf of  
the Maniapoto Māori Trust Board:

  
\_\_\_\_\_  
R Tiwaha Bell, Chairperson

  
\_\_\_\_\_  
Janise Hine-Kapetiu Eketone

  
\_\_\_\_\_  
John Reihana Kaati

Signed for and on behalf of  
the Raukawa Settlement Trust:

  
\_\_\_\_\_  
Vanessa Jonella Eparaima, Chairperson

  
\_\_\_\_\_  
Cheryl Marie Pakuru

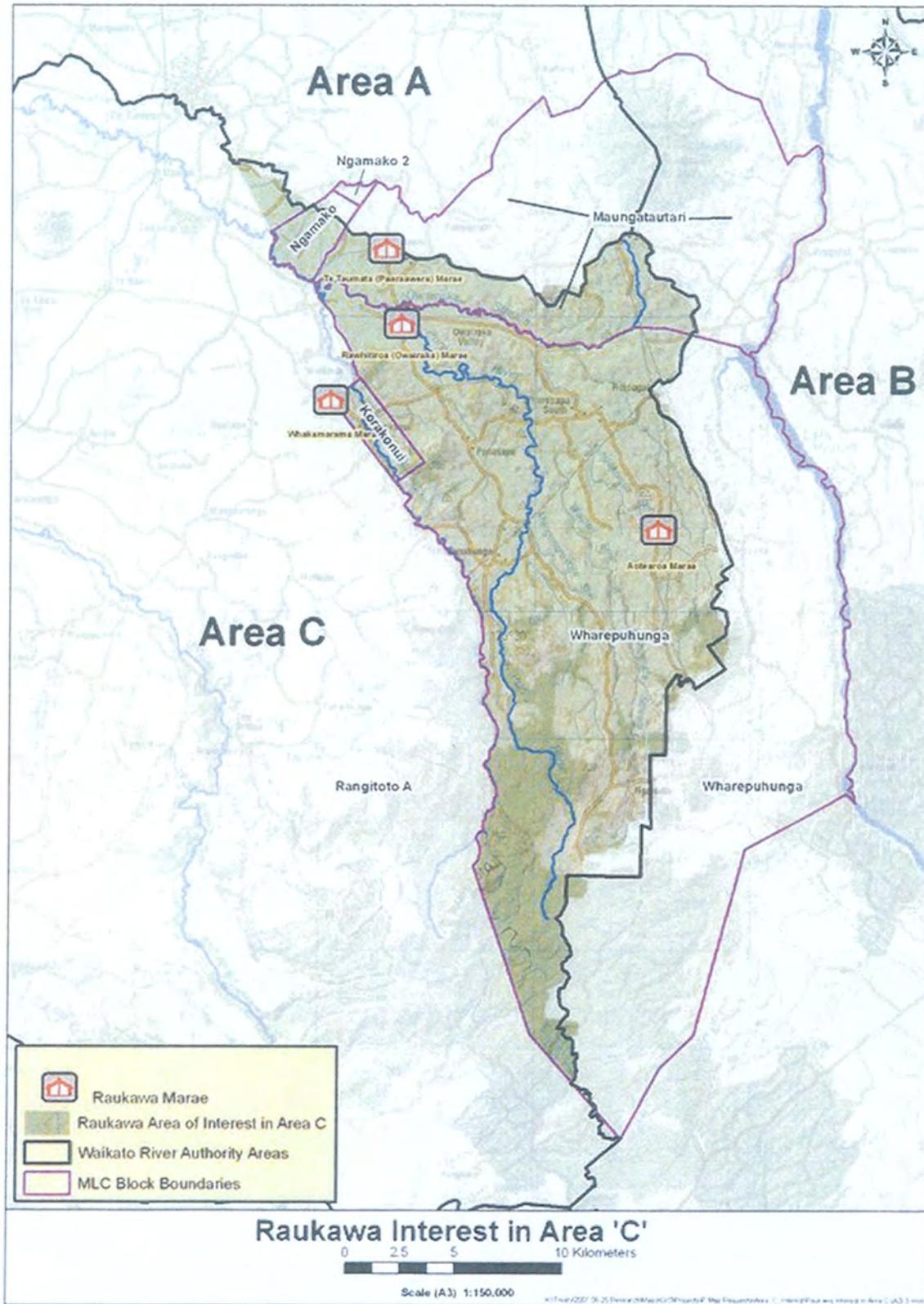
  
\_\_\_\_\_  
Gaylene Te Ute Roberts

  
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John Taka Edmonds

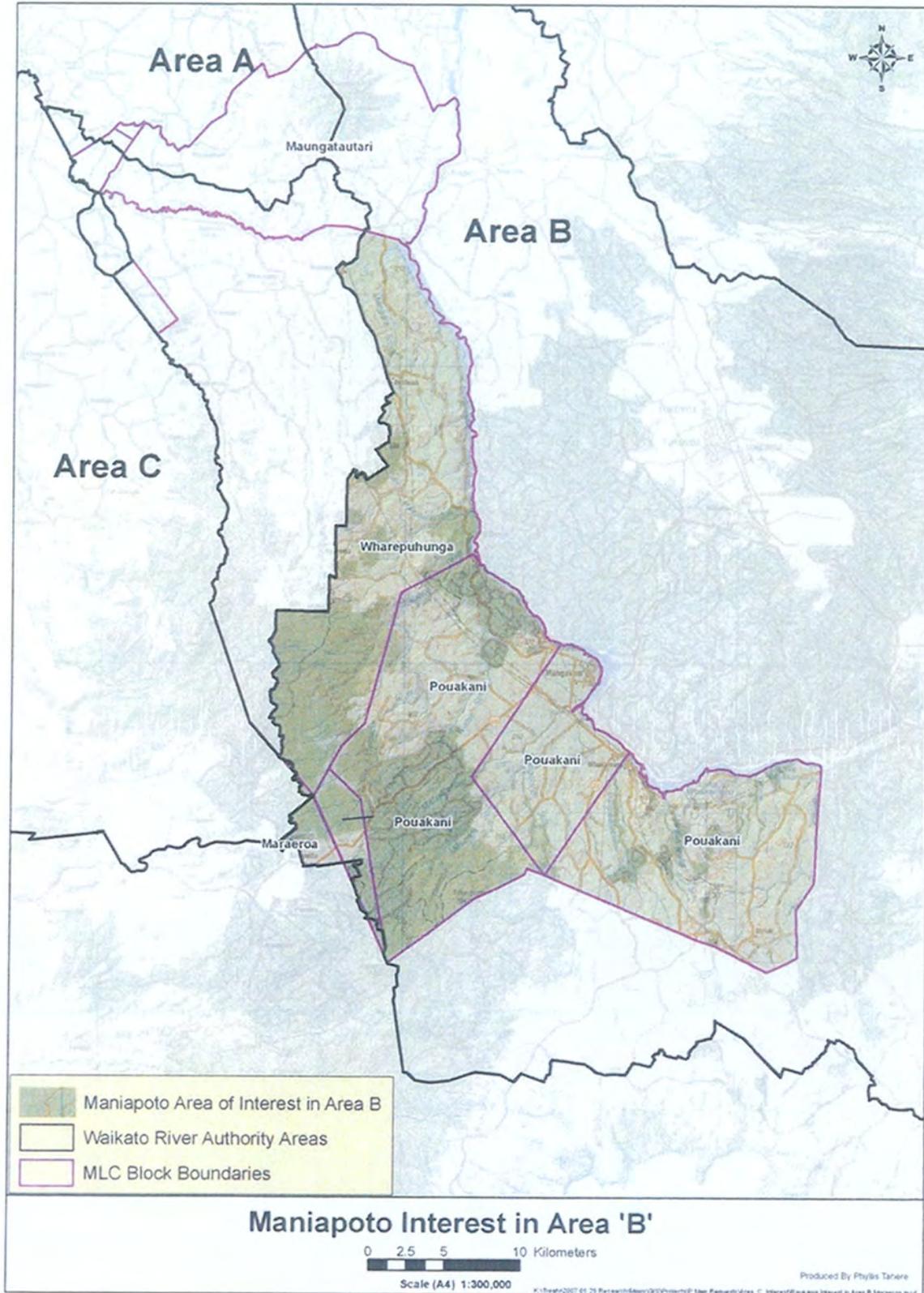
  
\_\_\_\_\_  
Jonathon Michael Stokes

  
\_\_\_\_\_  
Kataraina Hodge

Schedule 1 – Raukawa Interest in Area C



Schedule 2 – Maniapoto Interest in Area B



**Document No:** 344546**File No:** 225/009**Report To: Council****Meeting Date:** 30 September 2014**Subject: Waikato Spatial Plan: Approval of Non-Local Government Nominees to the Waikato Spatial Plan Joint Committee**

## Purpose

- 1.1 The purpose of this report is to seek Council approval to appoint five non-local government representatives to sit on the Waikato Spatial Plan Joint Committee.

## Commentary

- 1.1 Council has confirmed its commitment to progress with a Waikato Spatial Plan and has appointed Councillor Goddard as its representative on the Joint Committee who are charged with developing the Spatial Plan.
- 1.2 Membership of the Joint Committee comprises a total of 15 members drawn from participating Local Authorities (10 members) and five Non-Local Government members. The Joint Committee Terms of Reference requires the Local Government appointees to select and recommend five Non-Local Government members to each participating Council.
- 1.3 The Local Government appointees met on Monday 15 September 2014 to consider all the nominations received and have recommend the five people described in Attachment A to this report.
- 1.4 The Joint Committee will provide a robust governance structure for the Spatial Plan project, and the 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.
- 1.5 Attached to and forming part of this business paper is a copy of the Terms of Reference for the Waikato Spatial Plan Joint Committee.
- 1.6 Councillor Goddard will be able to expand on this business paper and answer Member's questions at the Council meeting.

## Suggested Resolutions

- 1 The business paper on Waikato Spatial Plan: Approval of Non-Local Government Nominees to the Waikato Spatial Plan Joint Committee be received.

- 2 Pursuant to clauses 30 and 31 of Schedule 7 of the Local Government Act 2002 and in accordance with Section 3 Membership of the Waikato Spatial Plan Joint Committee Terms of Reference, Waitomo District Council resolves to appoint the following five non-local government members to the Waikato Spatial Plan Joint Committee:

- Michael Spaans
- Professor Iain White
- Margaret Devlin
- Dr Bev Gatenby
- Tipene (Steven) Wilson



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

16 September 2014

Attachment: Personal Profiles of Nominees  
Terms of Reference for the Waikato Spatial Plan Joint Committee

Recommended Person	Personal Profile
<b>Michael Spaans</b>	Self employed farmer since 1984. Current Director of Fonterra Co-op Grp Ltd, DairyNZ, and Shoof International Ltd and Director/Chairman of NZ/Waikato Innovation Park Ltd. A member of the Institute of Directors. 8 years as Chairman on Fonterra Shareholders' Council's Committees. Diploma of Finance graduate and completed Rabobank Executive Development Program for Primary Producers.
<b>Prof. Iain White</b>	Iain is Professor of Environmental Planning at the University of Waikato. Prior to this he was the Director of the Centre for Urban and Regional Ecology at the University of Manchester, UK. He specialises in subjects related to the environment, geography and town planning where he has developed and taught on Royal Town Planning Institute (RTPI) and New Zealand Planning Institute (NZPI) accredited programmes. His research focuses upon the interface of the natural and built environments and he has written widely in this field, particularly connected to water, risk and resilience.
<b>Margaret Devlin</b>	Margaret is a professional Director operating predominantly in the infrastructure and service sector. Her current governance portfolio includes Chairman Rivet Scott Sheetmetal and Fabrication and Harrison Grierson: Director of City Care, Hamilton Riverview Hotel and the Institute of Directors Accreditation Board and Wel Networks. She is also a co-opted Director of Water New Zealand and a Member of the National Infrastructure Advisory Board and the University of Waikato Risk Management Committee. She is an accredited member of the Institute of Directors, a member of the Institute's National Council and chairs the Waikato branch.
<b>Dr Bev Gatenby</b>	Bev is well known within the community sector at both a regional and national level. She was the Chief Executive of Social Services Waikato, and is present the Chief Executive of Trust Waikato. In addition to her strong regional involvement, Bev has held positions on the national Community Sector Taskforce and the New Zealand Federation of Voluntary Welfare Organisations. Bev has previously worked as a consultant, researcher and writer, and lectured in communications and management of not for profit organisations at the University of Waikato. In 2004 she completed her doctoral research into issues of social justice, governance and the community sector in New Zealand.
<b>Tipene (Stephen) Wilson</b>	Tipene is owner and Chief Executive of Maximize Consultancy Ltd, a company focused on maximising opportunity, creating value and assisting corporate and government organisations to work productively with Māori. He is a qualified RMA hearings commissioner and has experience in a national management role. Tipene has worked with Māori, corporate organisations, central and local government, and other agencies in strategic and project planning and management across the resource and environmental management sector.

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

Approved by all participating local authorities 30 June 2014.

## Contents

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## 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 WSP.

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

### *Local Government Members as Invited Observers*

The two Local Authorities without specific membership are Thames-Coromandel District Council and Rotorua District Council. These Councils can nominate one member as invited observers 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 Joint Committee recommendations that the Council(s) are not prepared to accept will be referred back to the Committee for further consideration.
- 4.2 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.

**8) Signature of Appointed Representatives**

Independent Chairperson: \_\_\_\_\_

Representative of Waikato DC: \_\_\_\_\_

Representative of Hamilton CC: \_\_\_\_\_

Representative of Waipa DC: \_\_\_\_\_

Representative of Waikato Regional Council: \_\_\_\_\_

Representative of Hauraki DC: \_\_\_\_\_

Representative of Matamata-Piako DC: \_\_\_\_\_

Representative of Sth Waikato DC: \_\_\_\_\_

Representative of Taupo DC: \_\_\_\_\_

Representative of Otorohanga DC:

\_\_\_\_\_

Representative of Waitomo DC:

\_\_\_\_\_

Non-local government representative:

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Non-local government representative:

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Non-local government representative:

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Non-local government representative:

\_\_\_\_\_

Document No: 344507

File No: 037/048B

**Report To: Council****Meeting Date:** 30 September 2014**Subject: Progress Report: Road Map Work Programme Monthly Monitoring Schedule**

## Purpose

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 26 August 2014.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at 30 September 2014.

## Background

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

## Commentary

- 3.1 The current edition of the Road Map was adopted by Council on 26 August 2014 subject to amendments.
- 3.2 Council, at its meeting on 26 August 2014 resolved as follows:
  - 2 *The Road Map Work Programme as at 26 August 2014 be adopted subject to the Chief Executive making amendments as follows:*
    - 1 **Local Government Reform – Position of WDC (Page 29)**
      - 1 *Update this Section to reflect –*

*Council's position at this time is to focus on building further collaborative/shared service relationships in line with the Mayoral Forum work streams.*

*If and when a local government reorganisation application is triggered affecting the Waitomo District, Council will react to such application at that time.*

2 **Bylaw – Freedom Camping** (Page 47)

1 Update the Key Milestones to include a new "First Step" for a Workshop to enable Council to consider whether a Freedom Camping Bylaw is actually required or not.

3 **Policy – Psychoactive Substances** (Page 48)

1 Update the Key Milestones to include a new "First Step" for a Workshop to enable Council to consider whether a Policy is actually required or not.

3.3 These amendments have been made to the Road Map and are reflected in the Monitoring Schedule.

3.4 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.

3.5 In the interim period a Monthly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones for the current year (2014/2015) and includes the indicative timeframe and a commentary on progress for each project of work.

**3.6 Amendments to Timelines and Projects of Work**

3.7 Any amendments to Project timelines are noted in the monthly Monitoring Schedule. Updates are highlighted in **red font**. All completed projects are moved to the end of the Schedule and are highlighted in **blue font**.

### 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.

### Suggested Resolution

The Road Map Monitoring Schedule as at 30 September 2014 be received.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Attachment: Road Map Monitoring Schedule as at 30 September 2014 (Doc 344296)



# Road Map

## **Work Programme Monitoring Schedule**

as at 30 September 2014

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## Development of 2015-2025 LTP

### 2015-2025 LTP Document

Key Milestone	Indicative Timeframe	Commentary
<b>Council LTP Workshop #1</b> <ul style="list-style-type: none"> <li>• LTP Project Plan overview</li> <li>• Review of Vision</li> <li>• Strategic Direction and Guiding Principles</li> </ul>	22 July 2014	Complete
<b>Council LTP Workshop #2</b> <ul style="list-style-type: none"> <li>• Strategic Issue – Te Kuiti Railway Buildings Projects</li> <li>• Community Outcomes</li> <li>• LTP Forecasting Assumptions</li> </ul>	12 August 2014	Complete
<b>Council LTP Workshop #3</b> <ul style="list-style-type: none"> <li>• Rates Remission Policy</li> <li>• Treasury Management Policy</li> <li>• Policy on Appointment of Directors to CCOs,</li> <li>• Development of Maori Capacity - (Council direction)</li> </ul>	19 August 2014	Complete
<b>Council LTP Workshop #4</b> <ul style="list-style-type: none"> <li>• AMPs: <ul style="list-style-type: none"> <li>– Solid Waste Activity</li> <li>– Water and Sanitary Services Assessments</li> <li>– Information Technology</li> <li>– Regulatory and Safety/Resource Management</li> </ul> </li> </ul>	4 September 2014	Complete
<b>Council LTP Workshop #5</b> <ul style="list-style-type: none"> <li>• AMPs: <ul style="list-style-type: none"> <li>– Parks and Reserves</li> <li>– Recreation and Culture</li> <li>– Public Amenities</li> </ul> </li> </ul>	9 September 2014	Complete
<b>Council LTP Workshop #6</b> <ul style="list-style-type: none"> <li>• AMPs: <ul style="list-style-type: none"> <li>– Rooding</li> <li>– Water</li> </ul> </li> </ul>	<del>16 September 2014</del>	Workshop #6 cancelled. Business deferred to Workshop #7 on 18 September 2014.
<b>Council LTP Workshop #7</b> <ul style="list-style-type: none"> <li>• AMPs: <ul style="list-style-type: none"> <li>– Housing and Other Property</li> <li>– Community Development</li> </ul> </li> <li>• Revenue and Financing Policy #1</li> </ul>	18 September 2014	Complete
<b>Council LTP Workshop #8</b> <ul style="list-style-type: none"> <li>• AMPs <ul style="list-style-type: none"> <li>– Wastewater</li> <li>– Stormwater</li> </ul> </li> <li>• <del>Financial Strategy #1 (including Debt reduction Strategy)</del></li> <li>• <del>District Plan</del></li> </ul>	<del>23 September 2014</del> 30 October 2014	Workshop #8 deferred to 30 September 2014 following the Council Meeting. The business will be split between the rescheduled Workshop #8 and Workshop #9 on 7 October 2014.
<b>Council LTP Workshop #9</b> <ul style="list-style-type: none"> <li>• Infrastructure Strategy #1</li> <li>• <del>Revenue and Financing Policy #2</del></li> <li>• Financial Strategy #1 (including Debt reduction Strategy)</li> <li>• District Plan</li> </ul>	7 October 2014	
<b>Council LTP Workshop #10</b> <ul style="list-style-type: none"> <li>• Financial Strategy #2</li> <li>• <del>Revenue and Financing Policy #3</del></li> </ul>	16 October 2014	
<b>Council Meeting</b> <ul style="list-style-type: none"> <li>• Adoption of Policies for inclusion in prelim draft LTP <ul style="list-style-type: none"> <li>– Rates Remission</li> <li>– CCOs</li> <li>– Treasury Management</li> <li>– Financial Strategy</li> </ul> </li> </ul>	<del>28 October 2014</del> 29 October 2014	

Key Milestone	Indicative Timeframe	Commentary
<b>Council LTP Workshop #11</b> <ul style="list-style-type: none"> <li>Significance and Engagement Policy</li> <li>Financial Forecasts #1 <ul style="list-style-type: none"> <li>Issues</li> <li>Operational Expenditure</li> <li>Capex</li> </ul> </li> </ul>	<del>30 October 2014</del> 12 November 2014	Workshop deferred until 12 November 2014.
<b>Council LTP Workshop #12</b> <ul style="list-style-type: none"> <li>Financial Forecasts #2 (with prelim rating implications)</li> <li>Significance and Engagement Policy (if required)</li> </ul>	<del>18 November 2014</del> 12 November 2014	Workshop cancelled. Business consolidated into Workshop #11 on 12 November 2014.
<b>Council Meeting</b> <ul style="list-style-type: none"> <li>Adopt SEP for inclusion into LTP</li> <li>Adopt draft AMPs for LTP</li> </ul>	25 November 2014	
<b>Council LTP Workshop #13</b> <ul style="list-style-type: none"> <li>Financial Forecasts #3</li> <li>Recap of issues</li> <li>Revenue and Financing Policy #2</li> </ul>	9 December 2014	
<b>Council Meeting</b> <ul style="list-style-type: none"> <li>Adoption of Policies and Strategies for inclusion in prelim draft LTP: <ul style="list-style-type: none"> <li>RFP and any others</li> </ul> </li> </ul>	16 December 2014	
<b>Council LTP Workshop #14</b> <ul style="list-style-type: none"> <li>Reserve for financials or any late unforeseen issues.</li> </ul>	16 December 2014	
<b>Council LTP Workshop #15</b> <ul style="list-style-type: none"> <li>Budgets</li> <li>Rating indications final (Reserve date)</li> </ul>	10 February 2015	
<b>Council LTP Workshop #16</b> <ul style="list-style-type: none"> <li>Prelim Draft LTP</li> <li>Consultation Document</li> </ul>	17 February 2015	
<b>Council Meeting</b> <ul style="list-style-type: none"> <li>Adopt pdLTP for Audit</li> <li>Adopt Consult Document for Audit</li> </ul>	24 February 2015	
Audit (Deloitte)	2 March 2015 – 10 March 2015	
Hot Review (OAG)	11 March 2015 – 13 March 2015	
Receipt of Audit Opinion	16 March 2015	
<b>Council Meeting</b> <ul style="list-style-type: none"> <li>Adopt pdLTP for Consultation</li> <li>Adopt Consult Document for Consultation</li> </ul>	24 March 2015	
dLTP document Finalisation	25 March 2015 – 7 April 2015	
Public notification	7 April 2015	
Consultation Period – Starts	8 April 2015 – 8 May 2015	
<b>Council Hearings</b> (x 2 days)	21-22 May 2015	
<b>Council Deliberations Meeting</b>	4 June 2015	
Changes following deliberations	5 - 10 June 2015	
Audit Hot Review	11 – 12 June 2015	
Sign off from Deloitte	15 June 2015	
<b>Council Meeting</b> – Adoption of LTP	23 June 2015	

### Review of Rates Remission/Postponement Policy (including Rates on Maori Freehold Land)

Key Milestone	Indicative Timeframe	Commentary
Desktop Review	August 2014	Complete
Prepare Recommendations	August 2014	Complete
<b>Council LTP Workshop # 3</b> Present Desktop Review findings	19 August 2014	Complete
<b>Council Meeting</b> Adoption of reviewed Policy	<del>28 October 2014</del> 29 October 2014	

## Review of Community Outcomes

Key Milestone	Indicative Timeframe	Commentary
Desktop review of COs	August 2014	Complete
<b>Council LTP Workshop # 3</b> Present Desktop Review findings	12 August 2014	Complete
Include COs in pdLTP for adoption as part of draft LTP	17 February 2015	

## Forecasting Assumptions

Key Milestone	Indicative Timeframe	Commentary
Development of assumptions	August 2014	Complete
Test assumptions against AMPs and prepare recommendations		Complete
<b>Council LTP Workshop # 3</b> Consideration of Assumptions	12 August 2014	Complete
Include Forecasting Assumptions in pdLTP for adoption as part of draft LTP	17 February 2015	

## Review of Financial Strategy

Key Milestone	Indicative Timeframe	Commentary
Desktop Review		Review to recognise comments from the OAG on the Strategy prepared for the 2012-22 LTP
Prepare Recommendations		
<del>Council LTP Workshop # 8</del> <del>Review of Financial Strategy</del>	<del>23 September 2014</del>	<del>Workshop #8 deferred to 30 September 2014 following the Council Meeting. This business deferred to Workshop #9 on 7 October 2014.</del>
<b>Council LTP Workshop # 9</b> Review of Financial Strategy	7 October 2014	
<b>Council LTP Workshop # 10</b> Review of Financial Strategy	16 October 2014	
Include Financial Strategy in pdLTP for adoption as part of draft LTP	17 February 2015	

## Council Controlled Organisations

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of wording 2012-2022 LTP	September 2014	
Prepare recommended disclosure for inclusion in 2015-2025 LTP	October 2014	
<b>Council Meeting</b> – Adopt CCO disclosure for inclusion in draft LTP	<del>28 October 2014</del> 29 October 2014	

## Appointment of Directors to a Council-Controlled Organisation

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy	August 2014	Complete
Prepare Recommendations		Complete
<b>Council LTP Workshop # 3</b> Present Desktop Review findings	19 August 2014	Council agreed to update the Policy in line with current practice.
<b>Council Meeting</b> Adopt reviewed Policy	<del>28 October 2014</del> 29 October 2014	

### Treasury Policy (incorporating existing Investment and Liability Management Policies)

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy	August 2014	Complete
Prepare Recommendations		Complete
<b>Council LTP Workshop # 3</b> Present Desktop Review findings	19 August 2014	Complete
<b>Council Meeting</b> – Adoption of Policy for inclusion in draft LTP	<del>28 October 2014</del> 29 October 2014	

### Significance and Engagement Policy

Key Milestone	Indicative Timeframe	Commentary
Seek feedback from community through LTP engagement process	September 2014	
Input local content in Policy	September 2014	
<b>Council LTP Workshop # 11</b> Presentation of findings	<del>30 October 2014</del> 12 November 2014	Workshop deferred until 12 November 2014.
<b>Council Meeting</b> – Adoption of Policy	25 November 2014	

### Assessment of Water and Sanitary Services

Key Milestone	Indicative Timeframe	Commentary
Review of WSSA	September 2014	Complete
<b>Council LTP Workshop # 4</b> Consideration of draft WSSA	4 September 2014	Complete
<b>Council Meeting</b> – Adopt WSSA for inclusion in draft LTP	<del>28 October 2014</del> 29 October 2014	
WSSA included in pdLTP for adoption as part of draft LTP	17 February 2015	

### Asset Management Plans – Updating for 2015-2025 LTP Purpose

Key Milestone	Date	Commentary
Review of AMPs including: <ul style="list-style-type: none"> <li>Levels of Service – mandatory, technical and community; the what, when and how</li> <li>Demand Management – planning for the future and optimising current capacity</li> <li>Lifecycle Management - Asset Inventory, Condition and performance Assessment, Management Strategies.</li> <li>Risk Management – strategies in the event of failure modes for critical components</li> <li>Completion of Financial Projections – the expenditure needed over the next 10 years or more to meet and maintain levels of service</li> </ul>	July /August 2014	Complete
<b>Council LTP Workshop #4:</b> <ul style="list-style-type: none"> <li>Solid Waste Activity</li> <li>Water and Sanitary Services Assessment</li> <li>Information Technology</li> <li>Regulatory and Safety/Resource Management</li> </ul>	4 Sept 2014	Complete

Key Milestone	Date	Commentary
<b>Council LTP Workshop #5:</b> <ul style="list-style-type: none"> <li>• Parks and Reserves</li> <li>• Recreation and Culture</li> <li>• Public Amenities</li> </ul>	9 Sept 2014	Complete
<b>Council LTP Workshop # 6:</b> <ul style="list-style-type: none"> <li>• Roading</li> <li>• Water</li> </ul>	16 Sept 2014	Deferred to 18 September 2014
<b>Council LTP Workshop # 7:</b> <ul style="list-style-type: none"> <li>• Housing and Other Property</li> <li>• Community Development</li> </ul>	18 Sept 2014	Complete
<b>Council LTP Workshop #8:</b> <ul style="list-style-type: none"> <li>• Wastewater</li> <li>• Stormwater</li> </ul>	23 Sept 2014	Deferred to 30 September 2014
<b>Council Meeting:</b> Adoption of draft AMPs for inclusion in 2015-2025 LTP	28 November 2014	

### Review of Development/Financial Contributions

This work stream has been deferred with the intention of developing a Development Contributions Policy as part of the District Plan review.

## Leadership

### 2013/2014 Annual Report

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – Brief Council on timeframe.	27 May 2014	Complete.
WDC Audit. Deloitte will be onsite for 2 weeks. An additional week is also set aside for Deloitte to complete final queries from their Hamilton office.	8 – 19 September 2014	Complete
Deloitte technical/final review. Once the audit field work is complete the final document is sent to Deloitte technical team for final review.	September 2014	
<b>Council Meeting</b> – Progress Report to Council on Interim June results. These are draft results and subject to change as a result of the audit process. The interim reports will include commentary and any qualifications necessary.	30 September 2014	As per "Audit Service Plan for the Audit of Council's 2013/2014 Annual Report" business paper presented to Council on 27 May 2014.
Signed Audit Opinion available	28 October 2014	
<b>Council Meeting</b> – Adopt Annual Report.	<del>28 October 2014</del> 29 October 2014	Council was advised on 18 September 2014 that "worst case scenario" i.e. in the event of any hold-ups, a short meeting may need to be convened the morning of Friday 31 October 2014 to adopt the Annual Report.
Summary Annual Report available. The summary Annual Report is also audited by Deloitte and must be made available to the public within one month of the Annual Report adoption.	November 2014	

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

Key Milestone	Indicative Timeframe	Commentary
Proposal to go from WDC to LGFA	February 2015	Depending on the outcome of this milestone the following process/dates might change
Amendments to Debenture Trust Deed	March 2015	The Debenture Trust Deed will be amended once outcome of WDC's proposal is known.
<b>Council Meeting</b> – Adoption of amended Debenture Trust Deed	28 April 2015	

### Waikato Mayoral Forum Work streams

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	Complete
<b>Council Workshop</b> Presentation of findings to Council	As required	Complete
<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.

## Review of Representation Arrangements (including Maori Representation)

### Electoral Systems

Key Milestone	Timeframe	Commentary
<b>Council Meeting:</b> Resolution to change/not change the electoral system	26 August 2014	Complete
Public notice of the right for electors to demand a poll on the electoral system	4 September 2014	Complete
Deadline for polls to be received to be effective for the 2016 triennial local election	28 February 2015	If by 28 February 2015 it is ascertained that a poll is required, a timeline for dealing with the requirements of that poll will be developed at that time.

### Maori Wards and Constituencies

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop:</b> Consideration of briefing paper on Maori Wards and Constituencies	7 October 2014	
<b>Council Meeting:</b> Resolution to be taken in respect to Council's consideration of Maori Wards and Constituencies	<del>28 October 2014</del> 29 October 2014 Statutory Deadline: 23 November 2014	

Should Council resolve to consult on a proposal altering the current Representation Arrangement i.e. proposing the creation Maori Wards, a full review of the Representation Arrangements will be required. Indicative timelines presented below.

### Representation Arrangement (only required if Maori Wards are to be created)

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> to consider options for representation arrangements	Pre-August 2015	

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – Resolution of proposed representation arrangements for consultation	25 August 2015	
Public notice of proposal and invites submissions	September 2015	
Submissions close	October 2015	
If no submissions then proposal becomes final		
<b>Council Meeting</b> – consideration of submissions and possible amendment of proposal	<del>28 October 2014</del> 29 October 2014	
Public notice of Council's "final" proposal	November 2015	
Appeals and objections close	December 2015	
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 2015	
Commission considers resolutions, submissions, appeals and objections and makes determination	April 2016	
Determination subject to appeal to High Court on a point of law		

### 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><b>MOU review process will be started once the ICL Strategic Plan is received and reviewed.</b></p>
Relationship Committee to meet with ICL and discuss any findings from review		
<b>Council Meeting</b> - Amended MoU adopted		

### Communications Strategy – Progress Report

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> - Six monthly progress report	16 December 2014	
<b>Council Meeting</b> - Six monthly progress report	30 June 2015	

## Community Development

### Economic Development

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> – Regional Economic Development Strategy presented to Council.	March 2014	A business paper was presented to Council at its March 2014 meeting.
<b>Council Workshop</b> Discussion regarding alignment to Regional Economic Development Strategy.	18 September 2014	Complete - dealt with as part of Community Development AMP considerations
		Further key milestones will be identified when there is a clear understanding of the direction Council intends to take.

### Customer Services – Monitoring against Strategy

Key Milestone	Indicative Timeframe	Commentary
Findings from an investigation for the provision of a joint services facility reported to Council.		For further details relating to the key milestones and timeline for investigation of a joint services facility refer to the Community Services section of this Road Map.
<b>Council Meeting</b> Progress Reports will be presented to Council six monthly	16 December 2014 23 June 2015	

### Community Development – Review of Strategies

Key Milestone	Indicative Timeframe	Commentary
<b>Council LTP Workshop #7</b> Council to provide feedback on proposal to consolidate strategies.	18 September 2014	Complete
<b>Council LTP Workshop #10</b> Review and/or consolidation of – <ul style="list-style-type: none"> <li>• Community Dev Strategy</li> <li>• I-Site and Events Strategic Plan</li> <li>• Waitomo District Library Services Strategic Plan</li> </ul>	16 October 2014	
<b>Council Meeting</b> <ul style="list-style-type: none"> <li>• Adoption of Strategy(s)</li> </ul>	25 November 2014	

### Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Advertise for replacement Youth Council Members	September – October 2014	Progressing
New Youth Council members appointed	November 2014	
Youth Leadership Camp convened	January 2015	
Meetings scheduled throughout year.	Monthly	
Youth Event held	February – May 2015	
Submission to Exceptions Annual Plan by Youth Council	April/May 2015	

## Community Events

2014 Christmas Parade		
Key Milestone	Indicative Timeframe	Commentary
Consultation with key stakeholders.	September/October 2014	Progressing
Development and implementation of a Project Plan and Safety Plan	October 2014	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November/December 2014	
Execution of event	December 2014	
<b>Council Meeting</b> Management Report on the event identifying success and the budget.	24 February 2015	

2015 Great New Zealand Muster		
Key Milestone	Indicative Timeframe	Commentary
Identify and consult with key stakeholders.	September/October 2014	Progressing
Development and implementation of a Project Plan and Safety Plan	October 2014	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	January to March 2015	
Execution of event	March 2015	
<b>Council Meeting</b> Management Report on the event identifying success and the budget.	26 May 2015	

## Waitomo District Citizens Awards – Renewal of Working Party Membership

Key Milestone	Indicative Timeframe	Commentary
<b>Three-Yearly Working Party Membership Review</b>		
<b>Council Meeting</b> Report on renewal of the CAwp for next three years	25 November 2014	

## Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2015	
Consideration of Nominations by Working Party	March/April 2015	
Awards Ceremony	May 2015	

## 2015 Combined Mayoral ITO Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Graduate names received from ITOs	December 2014/January 2015	
Invitation to Graduates and Families/Supporters	March 2015	
Graduation Ceremony	April 2015	

## Regulation Services

### District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Issues and Options paper for coastal subdivision and development prepared.	May 2011	Completed.
Open days at Mokau and Te Waitere convened	5 and 12 November 2011	Completed.
<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.
<b>Council Workshop</b> To consider strategy for reviewing District Plan	February 2014	Completed.
Changes to Plan to give effect to: <ul style="list-style-type: none"> <li>NES for Telecommunication Facilities</li> <li>NES for Electricity Transmission Activities</li> <li>NES for Assessing and Managing Contaminants in soil to protect human health</li> </ul>	June 2014	Completed.
<b>Council LTP Workshop #8</b> To seek Councils approval for a targeted Plan change	<del>23 September 2014</del> 7 October 2014	Workshop #8 deferred to 30 September 2014. Business split between Workshops #8 and #9. This task re-scheduled to Workshop #9 on 7 October 2014.
Plan change to give effect to NPS for Electricity Transmission	July 2014 - December 2014	
Plan change to give effect to NPS for Renewable Energy Generation	July 2014 - December 2014	
Coastal Environment and Outstanding Natural Landscapes Plan change to give effect to WDC community outcomes, RMA, NZCPS and Regional Policy Statement	July 2014 - December 2014	
Township Growth Plan change (Mokau/Awakino, Waitomo Caves and Te Waitere)	July 2014 – December 2015	
Significant Natural Areas Plan change to give effect to Regional Policy Statement	January 2015 – January 2016	
Administrative Plan change to address any straight forward zoning amendments	June 2016 – July 2017	

### District Plan – Rules: Audit of Signs/Hoardings

Key Milestone	Indicative Timeframe	Commentary
Audit completed of District advertising hoardings.	28 February 2014	Completed
<b>Council Meeting</b> Council to provide guidance in terms of enforcement options.	25 March 2014	Completed. Business Paper presented to Council on outcome of audit.
<b>Council Meeting</b> Action Plan presented to Council.	30 September 2014	Complete. A business paper is contained elsewhere in this agenda.

## Urban Structure Plans

This work stream will run in conjunction with the proposed review of the District Plan.

## Jurisdictional Issues

Note: It is very difficult to predict accurate timelines as a lot will depend on Waikato Regional Council's response to the initial approach.

There has been no activity around this work stream now for several years as the issues has not been pressing for the Councils involved.

The issue remains in the roadmap so that it can be reactivated if the Councils believe there are benefits in further reviewing and reconsidering coastal jurisdiction.

## Waikato River Catchment Economic Studies

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

## Te Maika Zone

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Reports to Council	16 December 2014 23 June 2015	

## Bylaw – Review

### Public Amenities and Water Services Bylaws

Key Milestone	Indicative Timeframe	Commentary
<b>Council Bylaws Workshop</b> Review of Public Amenities and Water Services Bylaws	<del>2 October 2014</del> 30 September 2014	Workshop brought forward to 30 September 2014.
<b>Council LTP Workshop #9</b> If further workshopping required	7 October 2014	
<b>Council Meeting</b> Adopt Bylaws for Public Consultation	16 October 2014	
Finalise Bylaws for Consultation	17 – 23 October 2014	
Public notification	23 October 2014	
Consultation period	28 October - 28 November 2014	
<b>Council Hearing</b>	9 December 2014	
<b>Council Deliberations Meeting</b>	16 December 2014	
<b>Council Meeting</b> Adopt Public Amenities and Water Services Bylaws	10 February 2015	

### Land Transport Bylaw

Key Milestone	Indicative Timeframe	Commentary
<b>Council Bylaws Workshop</b> Review of Land Transport Bylaw	29 January 2015	
<b>Council LTP Workshop #15</b> If further workshopping required	10 February 2015	
<b>Council Meeting</b> Adopt Bylaw for Public Consultation	17 February 2015	
Finalise Bylaws for Consultation	18 – 20 January 2015	
Public notification	19 February 2015	
Consultation period	23 February – 23 March 2015	
<b>Council Hearing</b>	31 March 2015	
<b>Council Deliberations Meeting</b>	14 April 2015	

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Adopt Land Transport Bylaw	28 April 2015	

### Bylaw – Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Consideration need for a Bylaw	<del>28 October 2014</del> 29 October 2014	
Draft Bylaw completed	December 2014	
<b>Council Bylaws Workshop</b> draft Freedom Camping Bylaw	29 January 2015	
<b>Council LTP Workshop #15</b> If further workshopping required	10 February 2015	
<b>Council Meeting</b> Adopt Bylaw for Public Consultation	17 February 2015	
Finalise Bylaw for Consultation	18 – 20 January 2015	
Public notification	19 February 2015	
Consultation period	23 February – 23 March 2015	
<b>Council Hearing</b>	31 March 2015	
<b>Council Deliberations Meeting</b>	14 April 2015	
<b>Council Meeting</b> Adopt Bylaw	28 April 2015	

### Policy – Dog Control Policy and Practices 2014/2015 Review

Key Milestone	Date	Commentary
Prepare Report	September 2014	
<b>Council Meeting</b> – Dog Control Policy and Practices Report	30 September 2014	Complete. A business paper is contained elsewhere in this Agenda.
Public notification	October 2014	

### Policy – Psychoactive Substances

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Consideration of need for a Policy	<del>28 October 2014</del> 29 October 2014	
Draft Psychoactive Substances Policy completed	December 2014	
<b>Council Bylaws Workshop</b> Draft Policy	29 January 2015	
<b>Council Meeting</b> Adopt draft Policy for Consultation	17 February 2015	
Finalise draft Policy for consultation	18-20 February 2015	
Public notification	19 February 2015	
Consultation period	23 February – 23 March 2015	
<b>Council Hearing</b>	31 March 2015	
<b>Council Deliberations Meeting</b>	14 April 2015	
Policy changes after deliberations		
<b>Council Meeting</b> - Adopt Policy	28 April 2015	

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

As of August 2014, no further progress has occurred. If and when this project progresses, Council will be informed via Progress Reports.

## Community Services

### Te Kuiti Railway Building

Key Milestone	Indicative Timeframe	Commentary
Development of Conservation Plan, Maintenance Plan and preliminary budget estimates for the restoration of the buildings	July 2012	Completed
Ownership / lease of the building and land to be secured from New Zealand Rail	July 2012	Completed by MOU only. Finalised lease to be submitted
<b>Council Meeting</b> Business/Positioning paper to Council for consideration and approval of the establishment of a working group to prepare a site and building development proposal	28 August 2012	Completed
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 LTP Workshop #5</b> Consideration the preliminary draft site and building development proposal	19 February 2013	Completed 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	Completed Business Paper adopted by Council for inclusion in dEAP documentation.
<b>Council Meeting</b> Adoption of EAP	25 June 2013	Completed Programme of restoration condensed to match proposal for funding from Lotteries Commission.
<b>Council Meeting</b>	Monthly	Ongoing A Monthly Progress report will be made to Council for the entire project i.e. Restoration, Roading and Revitalisation. <b>Council, on 26 August 2014, passed resolutions relating to timelines and budgets for inclusion in the working draft Housing and Other Property AMP in preparation for development of the 2015-2025 LTP.</b>

#### RAILWAY BUILDING: PROJECT 1 - RESTORATION

Key Milestone	Indicative Timeframe	Commentary
Engineering structural assessment of building 1,2 and 3	August 2013	Commenced. Engineers have advised this will be available to WDC 23 September 2013
Preparation of working drawings and contract documents for restoration of exterior, buildings 1,2 and 3	July – August 2013	Commenced Architect has advised these will be available to WDC in draft form 20 September 2012
Historic Places Trust Approval	September 2013	Draft documents sent to HPT 10 October 2013. Approval to tender documents received.
KiwiRail Approval	September 2013	Draft documents sent to HPT 10 October 2013. Approval to tender documents received.
Tender for works	November - December 2013 (subject to approval of alternative funding services)	Funding approval granted, documents due for completion last week in November. Preparation of documentation proved difficult to complete due to HPT and engineering requirements. Project now out to tender, tenders

Key Milestone	Indicative Timeframe	Commentary
		closing 20 May 2014. Tenders closed 20 May 2014 with three tenders being received. Contract awarded to DML (2003) Builders Ltd of Wanganui
Construction works	July 2014 - October 2014	Estimated construction period now July 2014 - end October 2014. <b>Progress of contract reported to Council as separately monthly business paper.</b>

#### RAILWAY BUILDING: PROJECT 4 – COMMUNITY SPACE REVITALISATION (Buildings 1 & 3)

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed . EOI document publicised October / November, closing 28 November 2013. Six expressions of interest received. Acceptance still under review
Preparation of Tender Documentation for Building 1 to completely refurbish the existing building layout	May – June 2014	Draft Completed June 2014 and budget estimate. Funding approval required <b>from external sources. Application completed to Trust Waikato.</b>
Building refurbishment construction to allow use of building 1		
Building usage by tenants building 3		
Preparation of Tender Documentation for Building 3 to completely refurbish the existing building layout		
Building refurbishment construction to allow use of building 3		
Building usage by tenants building 3		

#### RAILWAY BUILDING: PROJECT 5– COMMERCIAL SPACE REVITALISATION

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	October – November 2013	Completed. EOI document completed and will be available 22 November, closing 23 December 2013. No expressions of interest received.
Preparation of high level draft layout plan and associated documentation for the commercial use of Building 2	July 2014 – August 2014	Brief of works prepared and planning underway <b>Complete – Council received a feasibility assessment presentation at the 12 August 2014 Workshop.</b>
Presentation of proposal to Council working committee	End August 2014	
Draft Tenancy proposals and Lease agreement negotiations	September 2014	<b>EOI confirmed early September, finalized layout plans currently being prepared to enable lease negotiations to be completed.</b>
Application to NKCDT for funding to assist with document preparation and development associated with Cornerstone tenant.	September – October 2014	
Preparation of working drawings and contract documentation of areas associated with Cornerstone tenant	December 2014 – February 2014 (subject to funding availability and tenancy provision)	
Tender process for works		
Construction of internal work and site services associated with Cornerstone tenant		
Cornerstone tenant operational		

## Te Kuiti Mainstreet Garden Re-design

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Reports and/or presentation of the detail of individual Stages	As required.	Council will be kept updated on progress through the presentation of monthly progress reports during completion of each Stage. Prior to commencement of each new Stage, detailed drawings and costings will be presented to Council for consideration. <b>Exiting gardens corner Rora and King Streets completed.</b> <b>Paving repair works currently being undertaken</b>

## Land Disposal – 6 Jennings Street – Community House

Disposal of 6 Jennings Street is on-hold pending the relocation of Te Kuiti Community House operations.

## 28 Taupiri Street – Renewal Works and Entrance

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Progress Report	As required	Council will be kept briefed by way of progress reports to monthly Council meetings.
Application to Lottery Grants Board for funding to relocate TKCHT to 28 Taupiri Street	March 2014	Completed – WDC's application was successful but full funding was not granted
<b>Council Meeting</b> "Where to from here" in relation to funding and construction	25 June 2014	Council resolved to prepare contract documentation and a pre-tender estimate for consideration of any funding shortfalls
Construction documentation prep	August 2014 – September 2014	<b>Tender documentation is complete along with pretender estimate and is subject to a separate Business paper to the September Council meeting</b>
<b>Council Meeting</b> Project budgeting	<del>28 October 2014</del> 29 October 2014	
Tender for works	November 2014	
Implementation	December 2014– March 2015	

## Cultural and Arts Centre Upgrade: Stage 5

Key Milestone	Indicative Timeframe	Commentary
Review of renewal expenditure to date taking into account additional works undertaken as part of the Main Hall Ceiling project. Should sufficient funding be available, identify potential projects.	August 2014 – September 2014	<b>WDC undertook Stage One of this upgrade programme in 2010/11 and has undertaken further renewal work on a staged basis involving the sound system, supper room and upper areas of the main hall.</b> <b>The 2012 LTP provided renewal capacity (\$130,000 per annum) up to and including the 2015/16 financial year. The current year's budget (2014/15) is predominately expended in undertaking the upper areas of the main hall and the approved additional works.</b> <b>The key future staged renewals include the main toilets, bar and service toilets, kitchen and the</b>

Key Milestone	Indicative Timeframe	Commentary
		<p>stage and stage curtaining.</p> <p>The balance of the budget for the 2015/16 year (first year of the 2015 LTP) will be insufficient to undertake all these works. The architects involved with this project have been asked to review the budgets for the remaining work with a view to renewal budget capacity included in the 2016/17 financial year for Council's consideration.</p> <p>Council at its Workshop on 9 September 2014 requested that the kitchen renewal work be the priority for 2015/16 funding.</p>
<b>Council Meeting</b> Detail of Stage 5 Upgrade	30 September 2014	<p>Due to insufficient funding available this year, this Stage of the Upgrade will be implemented in 2015/16.</p>

### Cultural and Arts Centre Update: Court Yard

Key Milestone	Indicative Timeframe	Commentary
Development of a new concept plan for the Courtyard	November 2014 – December 2014	
<b>Council Meeting</b> Concept proposals	24 February 2015	
Detailed working drawings	March 2015	
Tender for works	April 2015	
Implementation (dependent on timing of Shears)		

### Parkside Subdivision

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Notification of Section Sales	As required	Ongoing. Council will be kept informed of Section sales by way of Progress Reports to monthly Council meetings.
Investigations into alternative land usage	July 2014 – October 2014	Progressing

### Land Disposal – Old Ministry of Works Building

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop 15</b> – presentation of background information to Council to enable informed decision on future of the building	15 November 2011	Council agreed that it does not wish to expend any further funds on this building and consulted with the community on the basis that Council will advise the Crown that Council wishes to relinquish its holding of the property.
Letter to Crown advising outcomes of the LTP consultation process and seeking approval to relinquish Councils involvement in the property	September 2012	Writing to the Crown was put on hold as an offer of finance with conditions was made through the 2012-2022 LTP process. The conditions included WDC and the community matching the funding proposal. The Submitter was advised Council would not contribute to funding the renewal works but delayed contacting the Ministry to allow the community to

Key Milestone	Indicative Timeframe	Commentary
		match the proposal. No correspondence has been received to date. It is proposed to write to the Ministry seeking approval to be released from Councils commitment. Te Kuiti Historical Society have been asked to investigate alternative accommodation to allow the approach to be made to the Ministry.

### Te Kuiti Campground – Investigations

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and development of draft layout plan for discussion	October 2014 – December 2014	

### Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b> Establishment Working Group for development of the Aerodrome Reserve Management Plan	10 October 2013	Completed  This project has been rescheduled due to other work priorities
Advertise intention to prepare Plan and calling for initial submissions	November – December 2014	
Consultation Meeting 1 with aerodrome users	December 2014	
Consultation Meeting 2 with aerodrome users	February 2015	
Consultation Meeting 3 with aerodrome users	July 2015	
Preparation of Management Plan	January – June 2015	
<b>Council Meeting</b> Adopt draft Plan for Consultation	August 2015	
Public consultation	September – October 2015	
<b>Council Hearing</b>	November 2015	
<b>Council Deliberations Meeting</b>	November 2015	
<b>Council Meeting</b> Adoption of Finalised Plan	December 2015	

### Redwood Park – Future Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> Consideration of draft Plan	April 2015	

### Mokauiti Hall Disposal

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

Key Milestone	Indicative Timeframe	Commentary
hall		2013 (telephone discussion)
Proposal developed and provided to committee for discussion	October 2014 – November 2014	
Finalised proposal	December 2014	
<b>Council Meeting</b> Sign-off of proposal by Council	February 2015	
Implementation		

### Piopio Hall Roof Replacement

Key Milestone	Indicative Timeframe	Commentary
Preparation of documentation for the roof replacement	August - September 2014	
Obtaining quotations	October 2014	
Implementation	November 2014	

### Benneydale Toilet Investigation

Key Milestone	Indicative Timeframe	Commentary
Development of proposal and budget estimate	August 2014	Proposal and budget estimate based on Piopio Public Toilets.
<b>Council LTP Workshop # 5</b> Inclusion in Public Amenities AMP and workshop with Council	9 September 2014	Complete. Investigations into the provision of civic toilets in Benneydale in the current EAP will lead to the inclusion of replacement toilet for Benneydale during the first year (2015) of the LTP at an estimated cost of \$150,000.

### Mokau Effluent Disposal Upgrade

Key Milestone	Indicative Timeframe	Commentary
As-built preparation of existing system	August/September 2010	Completed McDonald Plumbing completed initial "As Built" sketches and DM Engineering completed detailed "As Built" Plans.
Review of system and identification of suitable upgrade treatments	April 2011	On site meeting scheduled for 27 <sup>th</sup> June 2011. Completed
Letters to MOE and School BOT investigating potential land purchase	June – July 2011	Completed Mokau effluent disposal was workshopped as part of the Public Amenities AMP on 8 November 2011. A direct approach to other parties is to be made.
Report to Council once response received from MOE		Contact has been established with MOE. Councillor Brodie and Group Manager Community Services attending BOT meeting in Mokau 12 June 2012. BOT approved in principal the course of action to acquire land
Survey of the land to be undertaken to allow the quantification of land requirement	July 2012	Acceptance of Quotation from Arrow surveys to undertake this work has been accepted, with completion due 31 July 2012
Draft proposals prepared and presented to the Mokau School board of Trustees for signoff	August- September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Formal application to the Ministry of Education for land purchase	January – February 2013	Completed

Key Milestone	Indicative Timeframe	Commentary
Declaration of land as surplus to MOE requirements and available for sale	August 2013	Completed
Negotiations for purchase of land with government disposal team	August – October 2013	Commenced, proceeding through the sale process, with the process being undertaken by Darrochs. Negotiations ongoing with price only outstanding issue and this is currently being addressed by Darrochs. Related to interpretation of valuation Sale and purchase documentation completed and ready for WDC signing. Refer to Monthly Progress report contained elsewhere in this Agenda.
Valuation to be obtained for the land to be purchased	October – November 2013	Completed
Subdivision resource consent to be obtained		Not required as done under Public Works ACT
Sale & Purchase agreed with the Crown	June 2014	Completed
Detailed subdivision survey for submission to LIN ( requires signoff by the Crown	July 2014 – August 2014	Progressing
Detailed design of effluent field	September 2014 – October 2014	
Tendering of work	October 2014 – November 2014	
Implementation of works	December 2014	

### Walking Track Strategy

Key Milestone	Indicative Timeframe	Commentary
Base information gathering	March 2015 – June 2015	
<b>Council Meeting:</b> Initial progress report on extent of asset and its condition to council including timeline for completion	July 2015	

### Passive Reserves Management Plan (2014 – 2016)

Key Milestone	Indicative Timeframe	Commentary
Notification of the intention to prepare a management plan and the call for community input into ideas for the plan	February 2015 – March 2015	
Quotations from consultants to prepare plan	February 2015 – March 2015	
Preparation of Draft Passive Reserves Management Plan	April 2015 - August 2015	
<b>Workshop 15</b> with Council	September 2015	
<b>Council Meeting</b> - Adoption of Draft Plan for Consultation	October – November 2015	
Community consultation		
<b>Hearing</b> of submissions and consideration		
<b>Council Meeting</b> - Adoption of plan		

### Investigation into Provision of Joint Services Facility

Key Milestone	Indicative Timeframe	Commentary
Scope of project to determine parameters and outcomes	January – March 2014 (to align with Customer Services Strategy	Refer business paper to Council Workshop 1 May 2013.

Key Milestone	Indicative Timeframe	Commentary
	2014)	
<b>Council Workshop</b> Project scope and outcomes in conjunction with Customer Services Strategy	13 May 2014	Completed
Establishment of Project Team	30 June 2014	Completed
Investigate options for future delivery of services from a defined central location	31 October 2014	
Report findings of Investigation to Council	25 November 2014	

### AMP: Parks and Reserves – 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.
<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

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
15. Measure performance in Levels of Service against targets.	Ongoing process	Reserves. 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.
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.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
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.

### AMP: Recreation and Culture– Plan Improvement and Monitoring

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvement</b>		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review levels of service	December 2014	To be conducted during the review of AMP in anticipation of the 2015
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015
4. Define current levels of service/performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle.
6. Identify and include any assets that are not included in this AP	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
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 other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 2011	Review risk section of Parks and Reserves AMP and include any newly identified risks in review.
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created during review for the 2015-2025 LTP.
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the Parks and Reserves AMP.
25. Process in place for the condition assessment of assets including assets to be assessed, frequency and	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
ranking procedures.		
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 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.

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
		Options to be investigated and resources required.
46. Expand recovery plans to sit with risk Analysis	2014 - 2015	Develop Recovery Plans in conjunction with Item 21.
47. Adoption of funding for three year improvement plan	Annually	Completed - included in Annual Plan budgets.
48. Operation manual established for Library and Cultural and Arts Centre	2012 - 2013	Finalised Cultural and Arts Centre Manual on completing of Stage 1 renewal.
49. Asset Management planning	2016; 2022	Miscellaneous works.

### AMP: Public Amenities– Plan Improvement and Monitoring

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
<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>		
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.

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
<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 assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
29. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
<b>AM System Improvements</b>		
30. Develop database for all community services	December 2014	Development of Asset Appendix for AMP.
31. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
32. Use "System" to generate valuation	2020/2021	Outside 2012-2015 planning period.
33. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
34. Criticality of assets identified	2012-2022	Review of Biz Assets will determine

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
in "System"		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.

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

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
<b>AMP Improvements</b>		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review Levels of Service	December 2014	To be conducted during the review of AMP in anticipation of the 2015
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015
4. Define current LOS/ performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle.
6. Identify and include any assets that are not included in this AMP	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify development, renewal, maintenance strategies where required	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results	December 2014	Update valuation/ depreciation information in AMP during review in anticipation of 2015-25 LTP

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
		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 asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the housing and Other Property AMP
25. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
26. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
27. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
28. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.

<b>Housing and Other Property AMP</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
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>		
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 Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
<b>Council Meeting</b>	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Funding Outcome	October 2011	On 19 September 2011 WDC received written confirmation from the Minister of Health that the application for Drinking Water Subsidy for Te Kuiti had been approved to the value of \$780,820.56 excluding GST. Since that time three written applications have been made to extend the expenditure date of that subsidy. The latest request has been made for December 2015.
Broad Upgrade Plan	August 2014	Preliminary design was revisited in 2013. Documentation is in progress for completion of the first two of four phases by end December 2014. The work has been delayed while negotiating with Veolia on takeover of operation of the TK WTP for the construction period.
Design and Conceptual Investigation Work		Investigation design work (detailed for Phase One and conceptual for Phases 2-4) has identified significant financial implications.
<b>Council Workshop</b>	<del>16 September 2014</del> 18 September 2014	Funding affordability, risk project scope and scale implications to be explored with Council. Following Council feedback, further details Key Milestones and Timelines will be developed and incorporated in the Road Map Work Programme. <b>Workshopped as part of the Water AMP on 18 September 2014.</b>
Filter & UV	December 2015	Targeted completion date of Phase One has now been moved out to December 2015.
Identified Reticulation Renewals	July 2012 – June 2015	Renewals identified as urgent; Mary Street, Cotter Street, Ngatai Street, Meads to Kent rising main. However it does not match what was identified in 2012-22 LTP

### Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	2012-2015	Tender documentation and cost estimate are in progress. Work is targeted for the 2014/15 year.
Reticulation minor renewals	2012-2015	Tender documentation and cost estimate are in progress. Work is targeted for the 2014/15 year.

## Waitomo Water and Wastewater – Feasibility Studies

Key Milestone	Indicative Timeframe	Commentary
1. Development of detailed scoping and associated project plan for inclusion in Road Map.	Preliminary scope with indicative cost by end October 2013.	<p>WDC condition assessment and valuation complete.</p> <p>Preliminary design and cost estimate complete.</p> <p>Met with THL around existing asset value and cost new systems.</p> <p>Financial modelling completed. Results sent to THL.</p>
2. Define proposed planning map and develop development scenarios which will indicate demand		<p>Structure Plan by Beca Consultants considered in identifying area to be serviced.</p>
3. Investigate high technology solutions with cost and establish economic feasibility		<p>Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement.</p>
4. Report to Council on conclusions	On completion of each section	<p>WDC met with THL who indicated that the indicative cost is not financially feasible from a business point of view.</p> <p>The only possible solution to make the cost of the service more affordable is to obtain Government funding.</p> <p>There is no funding available from the normal avenues. The only way would be to lobby the Minister directly on the basis of the high risk of National reputational harm should tourist get sick or die from a water borne disease contracted from these services.</p> <p>Discussion with THL and community is ongoing.</p>
<b>Council Workshop</b>	18 September 2014	<p>Council considered this project as a Strategic Issue in the development of the 2015-2025 draft LTP.</p> <p>Council was briefed on a recent meeting between existing consumers, WDC representatives (in an Observer capacity), Legal Representatives and Officials of the Maori Trusts and THL.</p> <p>Council noted for draft LTP development purposes it is highly unlikely that this project will progress enough to warrant inclusion of any financials other than the need to provide for resourcing (Project Management/ Legal advice) to aide progress, and that a commentary should be included in the draft LTP providing an explanation of Council's position.</p>

## Te Waitere Water and Wastewater Strategic Review

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

## Roading Activity Influences

Key Milestone	Indicative Timeframe	Commentary
<b>Council Workshop</b> – Introduction of Issue to Council	13 May 2014	Completed.
<b>Council Meetings</b> – progress on work streams	Monthly Council Meetings	Progress Reports will be provided to Council as required.
Amend Road Maintenance Contract Document	December 2014	Tender structure being reviewed
Engagement on and assessment of ONRC	May 2014 – December 2014	WDC's roading network has been assessed in accordance with Guidelines internally. Assessment around CLoS and performance measures is ongoing.
Watching brief on FAR review	May – July 2014	Proposed figures go to NZTA Board in October 2014.
Review Procurement Policy	June 2014	
Re-tender Roading Contract	March 2015	
Tender evaluation and award new tender	31 April 2015 (provisional latest date if new contract to start 1 July 2015)	New contract to start 1 July 2015.
Assess implications of FAR review	December - 2014	Progress Reports will be provided to Council as information become available. <b>Council was given a verbal brief on the current situation with regard to the FAR review and ONRC as part of the Roads and Footpaths AMP Workshop on 18 September 2014.</b>
Develop levels of service options along with funding options (depending on outcome of FAR review)	February 2015	
Review Roading Asset Management Plan	October 2014	
Develop 30 year roading (& other) infrastructure strategy	October 2014	
Develop LTP 2015-25	October 2014 – February 2015	

## 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</li> </ul>

Key Milestone	Indicative Timeframe	Commentary
		<p>consent.</p> <ul style="list-style-type: none"> <li>• The effects the statutory cost increases from the ETS will have on the landfill.</li> <li>• The costs of further developing the landfill.</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> <li>• Volumes of rubbish are consistently declining while operational cost of the landfill is fixed thus putting upward pressure on cost per tonne disposed.</li> </ul>

### Cross Boundary Collaboration (WDC/RDC)

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

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

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

### SWaMMP – Plan Improvement and Monitoring

SWaMMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Undertake a two – yearly topographical survey of the landfill to determine compaction and filling rate	2012 then every two years thereafter	A full topographical survey of the Landfill will be done in 2014.
2. Improve monitoring of contractor performance	Ongoing	Monitor
3. Investigate all waste management facilities to identify hazards and safety improvements	Quarterly	Ongoing.
4. Explore interest in development of landfill as a sub-regional or regional waste disposal asset	Ongoing	Monitor
5. Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	Ongoing	Complete – This has been monitored and the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.
6. Review solid waste management activities required to support development in growth areas (Waitomo village, Mokau etc) following completion of structure plans	Ongoing	

<b>SWaMMP – Plan Improvement and Monitoring</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
7. Review progress with implementation of improvement plan		Reviewed as part of the 2012-15 AMP period.
8. Undertake waste audit on two yearly cycle	June 2012 two yearly from there on	An audit has been done in 2014.
9. Investigate ETS Liability (Start June 2013)	Ongoing	In progress.

### **AMP: Water Supply – Plan Improvement and Monitoring**

<b>Water Supply AMP</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
1. Consultation to ascertain needs and preferences of the communities with regard to water supply services and to ensure their views are considered when selecting the best level of service scenario.	Next review due December 2014	Driven by raw water source, the DWS and risks as identified in PHRMP's. Requires incremental improvements. Now called Water Safety Plans, which have to be reviewed 2014-15 to update current knowledge.
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	On-going	Some work had been done and much catch-up work has been identified before further analysis will be of use. Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
4. Initiate a long term zonal metering and leak detection programme, initially for Te Kuiti.	On-going process	Monitor
5. Initiate a scheme proposal for Marokopa.	2018-28 LTP	Unless legislative requirements force such a step.
6. Construct a new, larger raw water storage dam for Mokau.	2012-13 financial year	Construction in progress – stalled by archaeological finds. Work is nearly complete filling of the dam is expected to start end before the 2014-2015 summer
7. Install automated monitoring equipment at the Piopio water treatment plant to provide evidence for compliance with MoH gradings.	2012 Calendar year	Completed.
8. Develop accurate and complete asset inventory registers for each scheme.	On-going process	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. This is progressing albeit slowly.
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.

<b>Water Supply AMP</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
11. Construct additional treated storage at Te Kuiti to meet 24 hours demand.	2020-21	No subsidy - considering the affordability/sustainability the District finds itself in, Asset Service potential will continue to be monitored and just enough done to maintain the status quo. Structural assessment of existing reservoirs in conjunction with earthquake compliance / risk is needed and is now first priority – 2015-16 Budget
12. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply.	After 2028 if ever	Not regarded as a feasible option at this stage
13. Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management.	Dec 2015	CAPS subsidy funding from MoH approved work has been put on hold for affordability reasons until 2013-14. Asset Service potential is monitored and just enough done to maintain the status quo. 1 <sup>st</sup> phase tender documentation in process. Construction targeted for 2015
14. Develop informal strategies for meeting more stringent water quality standards and consent requirements.	On-going	Benneydale is fully compliant and Mokau nearly there. Due to changes to dam construction levels required following archaeological finds, the clarifier will have to be moved to a lower level with all associated pipe work. Design and cost estimate is underway Piopio is fully compliant
15. Install coagulation to improve filtration, install UV and upgrade telemetry and SCADA at Mokau.	2015 Calendar year	Part of 14 above. Complete
16. Arrange a routine forum of adjacent councils' water supply officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking and structured training already occurs.
<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.

### **AMP: Wastewater– Plan Improvement and Monitoring**

<b>Wastewater 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 being allocated to maintain the asset service potential.	Monitored	Review frequency consistent with annual and long term planning cycle.

<b>Wastewater AMP – Plan Improvement and Monitoring</b>		
<b>Key Milestone</b>	<b>Indicative Timeframe</b>	<b>Commentary</b>
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Monitored	True modelling for waste water systems is not economically feasible. Sound engineering judgement is used to formulate solutions.
4. Initiate a long term infiltration and inflow investigation and reduction programme, initially for Te Kuiti.	On-going	Start date August 2009. Eight catchments identified. Actual remedial work of one catchment is complete. Investigation to assess remedial work required in next two catchments has been done. Contracts for identified remedial work in the next catchments will commence in 2014-15. Work delayed due to workload around capital upgrades at water and wastewater treatment plants and operational demands
5. Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino.	Beyond 2025	Not economically feasible.
6. Investigate extension of the Te Waitere scheme to service a two stage development of the area with the second stage encompassing the area not currently reticulated.	Beyond 2025	Discussed in more detail elsewhere in this document. Two main streams of thought in community that will require considerable consultation and mediation to reconcile.
7. Develop accurate and complete asset inventory registers for each scheme.	On-going	Progress is being made although slowly. Expect will take at least two years to make significant advance.
8. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Will follow as data improves.
9. Prioritise the works developed from risk assessment exercises.	On-going	Following identified as urgent; George & Hill Street, Lawrence Street, Ngatai – Hill Street. However this does not match what was identified in 2012-22 LTP
10. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified.
11. Arrange a routine forum of adjacent councils wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking already occurs.

## AMP: Stormwater– Plan Improvement and Monitoring

Stormwater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	December 2014	The LOS survey is completed at about 2 year intervals.
2. Ensure the right level of funding is allocated to maintain the asset service potential.	Monitored	Monitor – To refine requires detailed Catchment Assessments to be completed, which requires specific additional resources
3. Develop accurate and complete asset inventory registers for each urban drainage area.	On-going	Improvement of asset data in progress. Expect will take at least two years to make significant progress.
4. Initiate a long term condition and performance assessment programme, initially for Te Kuiti.		Needs specific resource that is not available
5. Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere during the planning period	Beyond 2025	Need structure plan
6. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Progress is being made. Expect will take at least two years to make significant advance. In progress
7. Cost and prioritise the works developed from the risk assessment exercise.	On-going	Following identified as urgent; Te Kumi Road, Awakino Road, Cotter Street. However it does not match what was identified in 2012-22 LTP
8. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified
9. Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency		Basic design has been completed to assist decisions on renewal. Greater detail needs specific resource that is not available at this stage.
10. Review design capacity of existing SW pipes and prepare plan for extension of network to areas currently not serviced using augmentation strategy		Follows item # 9 Completed
11. Arrange regular forum of adjacent councils stormwater officers to discuss trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others).	On-going	Monitor
12. Minor stormwater issues will be addressed as they become repaired.	June 2015	Each year new areas are raised by residents.
<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

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

### **AMP: Land Transport– Plan Improvement and Monitoring**

<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. No NZTA funds for this type of work.
2. Populate RAMM with retaining wall data.	December 2015	NZTA have changed the inspection policy. It is expected that inspections will take three years for completion. This process is underway, however a number of "unknown" retaining structures are being identified. RAMM data is being improved progressively
3. Future use data and information obtained regarding future road requirements, especially for forestry/quarries.	December 2016	Additional resources required not available at this time. Included in 2015-2025 LTP.
4. Estimate impact of expected tourism numbers on existing road capacity	To be confirmed	Will need target specific vehicle counting which is not feasible at present.
5. Complete traffic management plans for Waitomo Village and Te Kuiti	To be confirmed	This follows item 4 – Fullerton Road carpark was sealed as part of the 2010/11 pavement rehabilitation package.
6. Review of Roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans	December 2016	This will be completed once the structure plans are in place. 2015-25 LTP item
7. Development of detailed plans and schedules for maintenance activities such as road marking and car parking within the network	June 2015	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling. Additional resources required not available at this time.
8. Training in the use of relevant asset management programmes such as Bizzo@asset at WDC	December 2014	Extended due to appointment of new staff to critical asset roles. Application for training has been lodged

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
9. Upgrade of all cross road culverts to a minimum size of 375mm dia in high rainfall areas, taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
10. Review progress with implementation of improvement plan.	Review whole of AMP on 3 yearly cycle	Next review December 2014.
11. 2014/15 Financial Year budget is targeted at maintenance work with minimal capital work.	June 2015	Reported monthly to Council. Refer to the LT monitoring paper.
<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 2015	Important for affective asset management but require resources not available. Period extended due to cuts in the Network and asset Management budget. NZTA has not approved any money for this type of work in any GPS to date so it is likely that this work will be extended out further. Money has been found to assess an initial 24kms of unsealed collector roads. The assessment planned if successful will be rolled out for the 14/15 Fin year to complete RAMM records
3. Install correct RP pegs on all roads.	June 2015	As above.
4. Install correct CMP's on all roads.	June 2015	Has now been included as part of the inspection regime of the Maintenance Contract
5. Install correct RAPID numbers on all roads.		As above.

Document No: 336688

File No: 100/018B

**Report To: Council****Meeting Date:** 30 September 2014**Subject:** **Interim Unaudited Financial Report for the year ended 30 June 2014**

### Purpose of Report

- 1.1 The purpose of this business paper is to present the Interim Unaudited Financial Report for the year ended 30 June 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 30 June 2014. These financials will form the basis of Council's Draft Annual Report for the year 2013/14 for audit purpose.
- 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 year to 30 June 2014.
  - **Summary Balance Sheet** with comments detailing significant balance sheet movements from 1 July 2013 to 30 June 2014.
  - **Capital Expenditure** summary with commentary on material variances of expenditure for the year compared with the Exceptions Annual Plan 2013/14.
  - **Treasury Report** which reports on the Public Debt position, cash reserves and significant treasury transactions.
  - **Cost of Service** Statement Summary and Cost of Service Statements for Council's eleven significant activities are presented in **Appendix 1**.
  - **Balance Sheet** as at 30 June 2014 is presented in **Appendix 2**.
  - **Treasury Management Report** from Bancorp Treasury Services Ltd, Council's treasury management advisors is presented in **Appendix 3**.

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

## Financial Report to 30 June 2014

### 4.1 INCOME STATEMENT HIGHLIGHTS

- 4.2 Set out below is the summary of financial information for the year to 30 June 2014. Detailed Cost of Service Statements are attached as **Appendix 1**.

FINANCIAL HIGHLIGHTS (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Actual June 2014	Variance June 2014	% Variance
<b>Total Expenditure</b>					
- Direct Operating	11,399	12,683	12,430	(253)	
- Indirect Operating	11,772	11,859	11,976	117	
<b>Total Expenditure</b>	<b>23,171</b>	<b>24,542</b>	<b>24,406</b>	<b>(136)</b>	<b>-1%</b>
<b>Total Revenue</b>					
- Operating Revenue	(12,033)	(11,041)	(11,100)	(59)	
- Rates Revenue	(16,735)	(17,248)	(17,297)	(49)	
<b>Total Revenue</b>	<b>(28,768)</b>	<b>(28,289)</b>	<b>(28,397)</b>	<b>(108)</b>	<b>0.6%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>(5,597)</b>	<b>(3,747)</b>	<b>(3,991)</b>	<b>(244)</b>	<b>7%</b>
<b>Other Comprehensive Income</b>					
- Revaluation of Property, plant and equipment	0	0	(2,112)	(2,112)	
- Revaluation of Available for Sale Assets	0	0	(3,200)	(3,200)	
- Gains/Losses from Cash Flow Hedges	(551)	0	(383)	(383)	
<b>Total Other Comprehensive Income</b>	<b>(551)</b>	<b>0</b>	<b>(5,695)</b>	<b>(5,695)</b>	
<b>Total Comprehensive Income for the Year</b>	<b>(6,148)</b>	<b>(3,747)</b>	<b>(9,686)</b>	<b>(5,939)</b>	

- 4.3 **Net Operating Cost/ (Surplus):** The net operating surplus is 7% (\$244,000) more than budget for the 2013/14 financial year.

- 4.4 **Other Comprehensive Income:** This comprises items that are not recognised in Net Operating Cost/(Surplus) as per requirements of the accounting standards.

- Two asset classes, Roads and Refuse System (part of property, plant and equipment) were revalued as at 30 June 2014, with a revaluation increase of \$1,942,000 and \$170,000 respectively, a total revaluation increase of \$2,112,000.
- Council investment in its wholly owned subsidiary has also been revalued and will show as an increase in fair value of the Available for Sale Financial Assets.
- The fair value of the interest rates swaps, which are classed as Derivative Financial Instruments in the Balance Sheet increased by \$383,000. An effective hedge relationship continued, therefore hedge accounting has been applied for this market movement in swap valuations. This requires the increase in swap value to be shown outside of Net Operating Cost/Surplus.

4.5 **Operating Expenditure** was 1% (\$136,000) less than budget forecast for the year ended June 2014.

- Direct Operational expenditure was \$243,000 less than budget. The main contributors to this variance in order of magnitude are:
  - **Roads and Footpaths:** \$614,000 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:** \$368,000 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.
  - **Solid Waste Management:** \$236,000 less than budget as a result of reduced volumes of refuse entering the landfill.
  - **Sewerage:** \$184,000 less than budget. Electricity costs and maintenance costs are tracking less than budget - offsetting those reductions is increased expenditure on chemicals.
- Indirect expenditure is \$117,000 more than budget and is made up of the following three components:
  - **Allocated Costs:** \$459,000 more than forecast. The main drivers for this were increase in - the Provision of Doubtful Debt (\$169,000 more than forecast), organisational resources requirements (by \$178,000) and increase in consulting capacity (\$42,000).
  - **External Interest:** \$429,000 less than forecast. There are two reasons for this; firstly interest rates paid were less than budgeted interest rate assumptions and secondly, public debt level was less than the forecast in the Exceptions Annual Plan 2013/14.
  - **Depreciation:** \$87,000 more than forecast. The main reason for this is the useful life estimates for capital additions being different to those used in the Exceptions Annual Plan 2013/14.

4.6 **Total Revenue** was \$108,000 more than forecast for the year to June 2014.

- Operating Revenue was \$59,000 more than forecast. The main contributors to this variance in order of significance are:
  - **Roads and Footpaths:** \$957,000 more than forecast. Subsidy revenue received was more than budget due to increase in the operational and capital expenditure programme for roading.
  - **Water Supply:** \$826,000 less than forecast. Included in the forecast was subsidy revenue from the Ministry of Health for system upgrades; receipt of this revenue is dependent on claims based expenditure to date. Due to delays in construction there have been delays in claims being made. Offsetting this was there was an increase in water consumption, which results in more than forecast metered water revenue.

- **Sewerage:** \$525,000 more than forecast and increase in Trade Waste revenue is the contributing factor. It should be noted, however that the larger trade waste users are actively pursuing cleaner levels of discharge, which could impact on future revenue levels.
- **Solid Waste Management:** \$212,000 less than forecast. Generally reduced refuse volumes and product sales resulting in less than forecast revenue.
- **Community Service:** \$206,000 less than forecast. This is mainly due to the budgeted \$201,000 grant revenue forecast to be received from the Lotteries Grant Commission for the restoration of the Railway Buildings not being received in 2013/14 financial year. \$277,000 grant money has been received after 30 June 2014.

### 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 30 June 2014. The complete Balance Sheet is attached as **Appendix 2**.

<b>BALANCE SHEET HIGHLIGHTS</b> (Amounts in \$1000's)	<b>Actual</b> <b>Position</b> <b>30 June 2013</b>	<b>Actual</b> <b>Position</b> <b>30 June 2014</b>	<b>Movement</b> <b>from</b> <b>30 June 2013</b>
<b>Assets</b>			
- Cash and cash equivalents	171	955	784
- Debtors and Other Receivables	5,593	5,258	(335)
- Other current assets	45	36	(9)
- Other financial assets	791	3,989	3,198
- Non-current assets	314,815	320,072	5,257
- Derivative financial instruments	239	409	170
<b>TOTAL ASSETS</b>	<b>321,654</b>	<b>330,719</b>	<b>9,065</b>
<b>Liabilities</b>			
- Other Liabilities	5,557	5,477	(80)
- Total Borrowings	45,182	44,865	(317)
- Derivative financial instruments	390	171	(219)
<b>Total Liabilities</b>	<b>51,129</b>	<b>50,513</b>	<b>(616)</b>
<b>Public Equity</b>			
- Public Equity	270,525	280,206	9,681
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>321,654</b>	<b>330,719</b>	<b>9,065</b>

5.3 **Total Assets** have increased from \$321,654,000 to \$330,719,000

- Cash and cash equivalents have increased by \$784,000 mainly due to NZTA subsidy received on 30 June 2014.
- Debtors and Other Receivables have decreased from \$5,593,000 to \$5,258,000. The decrease of \$335,000 was due to Receivables from NZTA and Other Trade Receivables (\$685,000) being less than last year and the Provision for Doubtful Debt being increased by \$263,000 to a balance of

\$1,636,000. These decreases in receivable balances were offset by increases in Rates and Penalties receivables of \$369,000 and subsidy receivables from the Ministry of Health of \$244,000. (Ministry of Health receivables are one off in nature and specific to projects that have been agreed to be funded by the Ministry).

- Non-current assets have increased by \$5,257,000. The increase is due to asset additions of \$8,744,000, less depreciation of \$5,433,000, less asset disposal of \$109,000, including two section sales in Parkside Subdivision. In addition to that Roads and Solid Waste assets increased in value through a revaluation of \$2,112,000, however Investment properties and Assets Held for Sale (Parkside sections) reduced in value of \$60,000.
- Other Financial Assets increased by \$3,198,000. Inframax Construction Ltd, council's wholly owned subsidiary has been revalued between \$2,600,000 and \$3,800,000 with a mid-point of \$3,200,000. The mid-point value has been included in the Balance Sheet. Loan repayments of \$2,000 were received from the Marokopa Hall Rating Area thereby reducing the loan advanced to \$21,000.
- Derivative Financial Instruments include Interest Rate swaps; these have increased in fair value by \$170,000.

5.4 **Total Liabilities** have decreased from \$51,129,000 to \$50,513,000.

- Other Liabilities have decreased by \$80,000
- Total Borrowings have decreased by \$317,000. 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 finance leases of \$60,000 were repaid however accrued interest decreased by \$43,000. The Call Advance facility was also drawn by \$50,000 at balance date, although this was repaid the next day.
- The liability on Derivative Financial Instruments has decreased by \$219,000 due to increase in fair value.

5.5 **Public Equity** increased from \$270,525,000 by \$9,680,000 due to increase in total assets and decrease in total liabilities.

5.6 This report does not include the accounting treatment for possible recognition of a Deferred Tax Asset resulting from tax losses carried forward. This asset was written off in the 2009/10 financial year, due to the then assessed unlikelihood the asset would be realized in the future. The tax loss arises through a tax deduction being made mainly for interest paid on loans that financed share capital investment in the subsidiary. If there is a reasonable possibility that dividends (or subvention payments) are likely in the future, then the asset can be recognised for the losses carried forward and offset against future taxable income and thereby reduce Council's liability of income tax in the near future. The accounting treatment for this issue will be finalised and reported to Council as part of the 2013/14 Annual Report adoption process.

## 6.1 **CAPITAL EXPENDITURE**

6.2 Set out below is the Capital Expenditure Budget for the year compared to actual expenditure for the year to 30 June 2014.

<b>CAPITAL EXPENDITURE SUMMARY</b> (Amounts in \$1000's)	<b>EAP Budget</b> <b>2013/14</b>	<b>Actual</b> <b>YTD June 2014</b>	<b>Variance</b> <b>2013/14</b>
<b>Community Facilities</b>			
- Parks and Reserves	99	156	56
- Housing and Other Property	722	288	(434)
- Recreation and Culture	398	244	(153)
- Public Amenities	233	36	(198)
<b>Community Development</b>			
- Youth Engagement	0	22	22
<b>Regulation</b>			
- Animal Control	0	13	13
<b>Solid Waste Management</b>			
- Landfill and Transfer Stations	96	258	162
<b>Stormwater</b>			
- Te Kuiti Stormwater	362	183	(179)
- Rural Stormwater	5	0	(5)
<b>Sewerage</b>			
- Te Kuiti Sewerage	671	806	135
- Te Waitere Sewerage	10	21	10
- Benneydale Sewerage	78	11	(67)
- Piopio Sewerage	101	0	(101)
<b>Water Supply</b>			
- Te Kuiti Water	3,242	319	(2,923)
- Mokau Water	810	925	115
- Piopio Water	41	44	3
- Benneydale Water	3	29	26
<b>Roads and Footpaths</b>			
- Subsidised Roads	4,435	5,026	591
- Non subsidised Roads	265	102	(163)
<b>Corporate Support</b>			
- Corporate Support	230	260	31
- Internal Services Unit	0	2	2
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>11,803</b>	<b>8,744</b>	<b>(3,058)</b>

6.3 **Capital Expenditure** was \$8,744,000 for the year to 30 June 2014, of which \$5,026,000 (57%) related to Subsidised Roads, \$806,000 (9%) Te Kuiti Sewerage, \$319,000 (4%) to Te Kuiti Water Supply and \$925,000 (11%) to Mokau Water Supply.

#### 6.4 **Community Facilities**

- Overall the capital expenditure for this Group was lower than budget.
- Parks and Reserves capital expenditure budget was over budget due to some of the upgrade works carried out including new fencing at Brook Park and the Japanese Garden in Rora Street and the sea wall at Marokopa. Apart from some minor renewal works carried out at the Piopio skateboard park, no playground renewals were undertaken during the 2013/14 financial year.
- Capital expenditure for Housing and Other Property in 2013/14 year is mainly for renewal works for Community Halls and other building assets. Actual capital spend for Restoration and revitalisation of the Railway Building was \$101,000 against budget of \$579,000.
- For the Recreation and Culture activity, no substantial capital renewal work for the swimming pool was undertaken during the financial year, however it is likely that the budgets will be utilized in the 2014/15 financial year.

The ceiling renewal work at the Arts, Culture Centre was completed during the year.

- Upgrade works at the Taupiri Street building for the relocation of the Community House users is subject to accessing funds from the Lotteries Commission. As such little has been spent on this project.
- In Public amenities activity, 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 which were planned have not been completed.

#### 6.5 **Community Development**

- Community development capital expenditure included expenditure for setting up the youth hub, which involved the purchase of computers and other equipment. Improvements to the skateboard park were also undertaken by the Youth Council during the year. Funding for both these projects was via Social Sector Trials grant from the Ministry of Social Development.

#### 6.6 **Regulation**

- Improvements including the installation of a power supply were made at the Dog Pound to bring the facility up to standard for dog control services.

#### 6.7 **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 construction started, with \$212,000 spent to 30 June 2014. Work had to be suspended over the winter months, but it is expected the cell will be completed by Spring 2014. This expenditure was forecast for the 2014/15 financial year in the Long Term Plan but actual operational experience confirmed it is necessary to undertake the work sooner.

#### 6.8 **Stormwater**

- In addition to general renewal works and piping of open water drains, renewal projects were identified as a priority for Duke and George Streets and Hospital Road. Work was started on these projects but were not completed by balance date.
- 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 September or October 2014, when conditions are drier.

#### 6.9 **Sewerage**

- The capital expenditure for Sewerage exceeded budgets due to work on the Te Kuiti WWTP Ultra Violet disinfection unit and some minor modifications required to optimise treatment.

- Additional expenditure was made to replace the main pump line in Te Waitere, due to failure.
- Planned renewals were budgeted for Benneydale were not carried out and it is proposed that the expenditure be carried forward to the 2014/15 financial year.
- Upgrade expenditure planned for Piopio to meet growth demand was not incurred.

#### 6.10 **Water Supply**

- The Te Kuiti Water Treatment plant upgrade work has been delayed until the dry weather starts again, although the design work for the first phase is largely complete and major components have been ordered.
- The over expenditure to budget for Mokau water was due to the Mokau Dam upgrade project.

#### 6.11 **Roads and Footpaths**

- Capital Expenditure on subsidized Roothing was 13% (\$590,631) more than the budget for financial year.
- Actual Emergency works far exceeded the budget, causing the bulk of the over expenditure.
- Subsidence repairs had to be done at several roads. Previously deferred Reseals and Unsealed Road Metaling from the 2012/13-year was added to the 2013/14-programme due to urgent needs. Traffic Services was required to replace expensive guardrails.
- Due to the drought experienced over the summer of 2012/2013, unsealed roads grading and metalling programs were suspended and carried out in the 2013/14 financial year.
- Capital Expenditure on un-subsidized Roothing was 62% (\$163,000) less than the budget for this financial year.

### 7.1 **TREASURY REPORT**

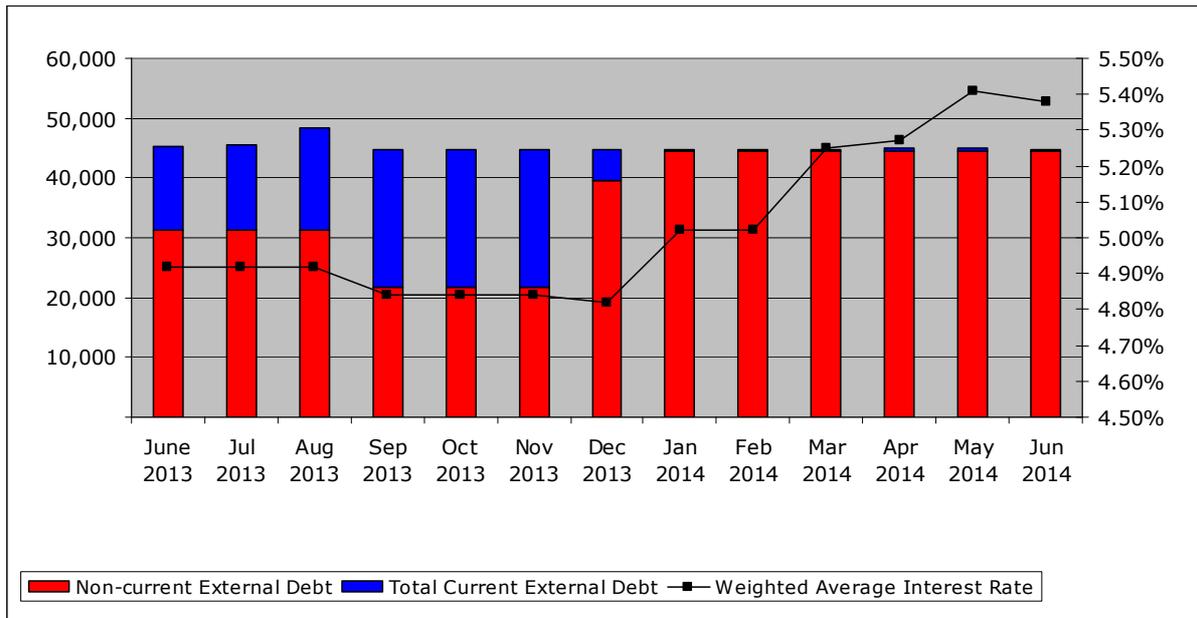
7.2 Set out below is the Treasury Report which provides more information on Council's public debt position and debt financing costs.

#### 7.3 **Cash Position**

7.3.1 Council's cash position at 30 June 2014 was \$955,000 in funds. At the 30 June 2013 balance date the cash balance was \$171,000.

#### 7.4 **Summary of Public Debt Position**

7.4.1 Set out below is a chart recording trends in Council's current and non-current debt for the year to 30 June 2014. The trend line overlaid is the effective weighted average interest rate currently being paid on all loans.



7.4.2 At 30 June 2014 the effective weighted average interest rate for all loans excluding Finance Leases and Accrued Interest was 5.38% (excluding Loan Facility Line Fees). At 30 June 2013 it was 4.92%.

## 7.5 Public Debt Position Comparison to Budgets

7.5.1 Forecasted public debt at 30 June 2014 as per the Exceptions Annual Plan 2013/14 was \$49,743,000 and \$49,890,000 as per the Long Term Plan 2012-22.

7.5.2 Actual public debt at 30 June 2014 was \$44,865,000, \$4,878,000 less than EAP 2013/14. The reduced debt level at balance date is primarily due to capital expenditure not occurring as forecast.

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

7.6.1 The Term Advance and Call Advance Facilities is a Westpac credit facility (to the value of \$30,000,000) for refinancing maturing Westpac Term Loans and providing working capital requirements over the year. A total of \$22,747,000 was drawn against this facility at balance date, leaving available lines of credit of \$7,253,000. This puts us in a good position to meet our projected core debt requirement. The Treasury Management Policy requires that committed lines of credit must be not less than 105% of projected core debt.

7.6.2 A Line of Credit fee of 0.3% (\$90,000 p.a.) of the facility balance applies to this credit facility.

7.6.3 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.

## 7.7 Details of Loan Portfolio

7.7.1 The following table records the public debt position and the key terms and conditions for each loan as at 30 June 2013. The classification of current and non-current loans is based on current loans being those that are due for refinancing or repayment within 12 months of the balance sheet 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				283,653	0.00%
Call Advance		1/07/2015		50,000	4.65%
<b>Total Current Loans</b>				<b>393,310</b>	
<b>Non-current Loans</b>					
Finance Leases				24,737	0.00%
Westpac Term Loan (ICL)	24/11/2011	20/11/2015	18/08/2014	750,000	8.20%
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	11/08/2014	5,000,000	4.46%
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	29/08/2014	6,000,000	4.62%
Term Advance		1/07/2015	29/08/2014	6,697,000	5.00%
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>44,471,737</b>	
<b>Total Public Debt</b>				<b>44,865,047</b>	<b>5.38%</b>
<b>Cash &amp; Liquid Investments</b>					
Call Deposit				0	
Cash				955,115	
<b>Total Cash &amp; Liquid Investments</b>				<b>955,115</b>	
<b>Public Debt Net of Investments</b>				<b>43,909,932</b>	

7.7.2 Total public debt was \$44,865,000 and cash assets were \$955,000 at 30 June 2013 giving a net debt position of \$43,910,000.

7.7.3 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 for two years and interest resets quarterly. Interest paid monthly by the company to Council for the provision of this funding includes a small margin to cover administrative costs. The maturity of both the loan and the advance has been extended to November 2015.

## 7.8 Treasury Events since 30 June 2014

7.8.1 This treasury report portrays the debt position of Council at the 30 June 2014. Since that date a \$5,000,000 Floating Rate Note has been issued on 8 August for three years at a floating interest rate of 0.50% plus BKBM (the inter bank floating rate on interest rate reset date). The proceeds of this loan was used to repay

\$3,697,000 of Westpac Term Advance and balance of \$1,300,000 placed on term deposit for 95 days. The term deposit is there to fund future planned capital works and there is currently a positive carry, whereby the interest earned on the Term Deposit is greater than the interest rate being paid on the FRN. Subject to further testing of immediate cash flow requirements, the credit facility that the Westpac Term Advance was borrowed under is likely be reduced by \$5,000,000, which will result in further savings in the cost of funds.

## 7.9 Interest Costs

7.9.1 The total actual interest paid to lenders to 30 June 2014 was \$2,271,000 against the annual forecast budget of \$2,685,000; \$414,000 (or 15%) less. Interest paid as a portion of total revenue is 8.0%; Council's Treasury Policy requires this amount does not exceed 40%.

## 7.10 Financial Derivatives and Hedge Accounting

7.10.1 Included in the balance sheet are valuation amounts for Derivative Financial Instruments (interest rate swaps). The valuation amount is componentised into assets, liabilities, current and non-current held at balance date. At 30 June 2014 the value of swaps was a total net asset of \$238,000, last year they had a value of \$151,000, net liability.

7.10.2 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.

7.10.3 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'.

7.10.4 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.

7.10.5 The reason for doing this is to remove volatility from the Income Statement that would otherwise be required to reflect changes in the market place. During the life of the interest rate swap, certainty of interest cost is assured. When the swap arrangement expires at maturity the swap has no value, as it had no value at its inception.

## 7.11 TRADE AND OTHER RECEIVABLES

7.11.1 Set out below is summary of Trade and Other Receivables (i.e. unpaid rates and other debtor amounts owing) as at 30 June 2014 with comparatives from last year.

<b>Trade &amp; Other Receivables</b>	<b>As at</b>	<b>As at</b>	<b>Variance</b>	<b>Variance</b>
<b>(Amounts in \$1000's)</b>	<b>30 Jun</b>	<b>30 Jun</b>	<b>\$</b>	<b>%</b>
	<b>2013</b>	<b>2014</b>		
Rates Receivable	2,433	2,643	210	9%
Rates Penalties	1,022	1,180	158	16%

<b>Rates and Penalties Receivable</b>	<b>3,455</b>	<b>3,824</b>	<b>369</b>	<b>11%</b>
NZ Transport Agency	1,466	965	(501)	-34%
Ministry of Health Subsidy	508	752	244	48%
Other Trade Receivables	1,459	1,270	(189)	-13%
Prepaid Expenses	78	83	5	6%
<b>Other Trade Receivables</b>	<b>3,511</b>	<b>3,070</b>	<b>(441)</b>	<b>-13%</b>
<b>Gross Receivables</b>	<b>6,966</b>	<b>6,894</b>	<b>(72)</b>	<b>-1%</b>
Less Provision for Doubtful Debts	(1,373)	(1,636)	(263)	19%
<b>Total Trade &amp; Other Receivables</b>	<b>5,593</b>	<b>5,258</b>	<b>(335)</b>	<b>-6%</b>

7.11.2 Included in the above are rates and rate penalties receivables outstanding on freehold Maori land which may be eligible for rates remission. For the year all remissions received or those that are processed on behalf of owners of Maori Multiple Owned Freehold Land have been processed. A total of \$234,000 in rates remissions were granted against a full year budget of \$244,000. Last year the total remitted amounted to \$227,000.

7.11.3 The Provision for Doubtful Debts has been increased by \$263,000. The methodology used to assess the Provision for Doubtful Debt was the same as applied last year. Included in the provision are rates and penalties arrears on General Land (if the amount owing exceeds the capital value of the property). Rates and penalties arrears on Maori freehold land are included because of the Council's inability to sell the property for rates recovery.

7.11.4 At 30 June 2014 Other Trade Receivables totalled \$3,070,000 of which \$152,000 was due and owing for more than three months.

### Suggested Resolution

The business paper on the Interim Unaudited Financial Report for the year ended 30 June 2014 be received.

VIBHUTI CHOPRA  
**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 Actual June 2014	Variance June 2014	% Variance
<b>Direct Operating Expenditure</b>					
- Leadership	589	627	659	32	
- Community Service	1,534	2,016	1,648	(368)	
- Community Development	706	765	689	(76)	
- Regulation	230	262	270	8	
- Solid Waste Management	972	1,197	961	(236)	
- Stormwater Drainage	185	111	83	(28)	
- Resource Management	85	88	29	(59)	
- Sewerage	1,091	1,368	1,184	(184)	
- Water Supply	1,401	1,271	1,315	44	
- Roads and Footpaths	4,606	4,978	5,592	614	
<b>Total Direct Operating Expenditure</b>	<b>11,399</b>	<b>12,683</b>	<b>12,430</b>	<b>(253)</b>	<b>-2%</b>
<b>Indirect Expenditure</b>					
- Allocated Costs	4,358	3,974	4,433	459	
- Interest	2,411	2,866	2,437	(429)	
- Depreciation	5,003	5,019	5,106	87	
<b>Total Indirect Expenditure</b>	<b>11,772</b>	<b>11,859</b>	<b>11,976</b>	<b>117</b>	<b>1%</b>
<b>TOTAL EXPENDITURE</b>	<b>23,171</b>	<b>24,542</b>	<b>24,406</b>	<b>(136)</b>	<b>-1%</b>
<b>Operating Revenue</b>					
- Leadership	(125)	(193)	(99)	94	
- Community Service	(591)	(599)	(393)	206	
- Community Development	(255)	(232)	(194)	38	
- Regulation	(342)	(409)	(389)	20	
- Stormwater Drainage	(68)	0	(3)	(3)	
- Resource Management	(73)	(80)	(50)	30	
- Solid Waste Management	(885)	(1,111)	(899)	212	
- Sewerage	(3,602)	(629)	(1,154)	(525)	
- Water Supply	(801)	(2,117)	(1,291)	826	
- Roads and Footpaths	(5,291)	(5,671)	(6,628)	(957)	
<b>Total Operating Revenue</b>	<b>(12,033)</b>	<b>(11,041)</b>	<b>(11,100)</b>	<b>(59)</b>	<b>1%</b>
<b>Rates Revenue</b>					
- General Rate	(2,134)	(2,134)	(2,145)	(11)	
- UAGC	(3,874)	(3,985)	(3,983)	2	
- Targeted Rate	(10,327)	(10,729)	(10,747)	(18)	
- Rates Penalties	(400)	(400)	(422)	(22)	
<b>Total Rates Revenue</b>	<b>(16,735)</b>	<b>(17,248)</b>	<b>(17,297)</b>	<b>(49)</b>	<b>0%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>(5,597)</b>	<b>(3,747)</b>	<b>(3,991)</b>	<b>(244)</b>	<b>7%</b>

The reasons for variance have been set out in sections 4.5 and 4.6 in the main body of the report and further details are also contained in the COSS for each activity that follows.

## Governance: Leadership and Investments

GOVERNANCE: LEADERSHIP AND INVESTMENTS (Amounts in \$1000's)	Actual	EAP Budget	YTD Actual	Variance	%
	2012/13	2013/14	June 2014	June 2014	Variance
<b>Direct Expenditure</b>					
- Representation	281	321	288	(33)	
- Strategic Planning & Policy Development	69	62	87	25	
- Monitoring & Reporting	135	137	174	37	
- Investments	104	107	110	3	
<b>Total Direct Expenditure</b>	<b>589</b>	<b>627</b>	<b>659</b>	<b>32</b>	<b>5%</b>
- Allocated Costs	1,195	1,262	1,291	40	
- Interest	515	593	483	(110)	
<b>Total Operating Expenditure</b>	<b>2,299</b>	<b>2,482</b>	<b>2,433</b>	<b>(38)</b>	<b>-2%</b>
<b>Operating Revenue</b>					
- Representation	(27)	(80)	(14)	66	
- Investments	(98)	(113)	(85)	28	
<b>Total Operating Revenue</b>	<b>(125)</b>	<b>(193)</b>	<b>(99)</b>	<b>94</b>	<b>-49%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>2,174</b>	<b>2,289</b>	<b>2,334</b>	<b>56</b>	<b>2%</b>

**Net Operating Cost** for the Governance Activity was 2% (\$56,000) more than budget for the year to 30 June 2014.

**Total Direct Expenditure** was 5% (\$33,000) more than budget for the period.

- Representation expenditure was less than budget, due to a reduction in elected members' expenses (remuneration and travel costs).
- Strategic Planning and Policy Development is more than budget partly due to a one off grant for development of Structure Plan for the Waitomo village. In addition to that a contribution has been made for Council's joint submission on the Regional Policy Statement proposal.
- Monitoring and reporting expenditure was more than budget due increased audit fees and asset revaluation expenses.

**Operating Revenue** was 49% (\$94,000) less than forecast for the period.

- Representation operating revenue 2013/14 forecast provided for revenue from an 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 entered into.
- Investments revenue was less than forecast due a revaluation decrease and reduced gain on sale for two sections sold for the Parkside subdivision. The revaluation decrease was entirely due to the value of urban land around Te Kuiti decreasing over the year.
- Offsetting the Investments revenue decrease discussed above revenues from Quarries was \$13,000 more than forecast.

## Community Service

<b>COMMUNITY SERVICE</b> <b>(Amounts in \$1000's)</b>	<b>Actual</b> <b>2012/13</b>	<b>EAP</b> <b>Budget</b> <b>2013/14</b>	<b>YTD Actual</b> <b>June 2014</b>	<b>Variance</b> <b>June</b> <b>2014</b>	<b>%</b> <b>Variance</b>
<b>Direct Expenditure</b>					
- Parks and Reserves	323	455	387	(68)	
- Housing and Other Property	293	404	286	(118)	
- Recreation and Culture	424	457	346	(111)	
- Public Amenities	432	545	516	(29)	
- Safety	62	155	113	(42)	
<b>Total Direct Expenditure</b>	<b>1,534</b>	<b>2,016</b>	<b>1,648</b>	<b>(368)</b>	<b>-18%</b>
- Allocated Costs	925	758	824	66	
- Interest	77	93	73	(20)	
- Depreciation	650	635	642	7	
<b>Total Operating Expenditure</b>	<b>3,186</b>	<b>3,502</b>	<b>3,187</b>	<b>(315)</b>	<b>-9%</b>
<b>Operating Revenue</b>					
- Parks and Reserves	(9)	(11)	(6)	5	
- Housing and Other Property	(421)	(420)	(212)	208	
- Recreation and Culture	(117)	(114)	(100)	14	
- Public Amenities	(33)	(54)	(40)	14	
- Safety	(11)	0	(35)	(35)	
<b>Total Operating Revenue</b>	<b>(591)</b>	<b>(599)</b>	<b>(393)</b>	<b>206</b>	<b>-34%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>2,595</b>	<b>2,903</b>	<b>2,794</b>	<b>(109)</b>	<b>-4%</b>

**Net Operating Cost** for the Community Service Activity was 4% (\$109,000) below budget for the year to 30 June 2014.

**Direct Expenditure** was 18% (\$368,000) 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.
- Parks and Reserves
  - Asset Management Plan budget has yet to be spent and there is some under expenditure related to the Internal Services Unit costs.
  - The Leisure strategy has been put on hold depending on the outcome of the Mayoral Forum and development of the Waikato Facilities Plan.
- Recreation and Culture
  - Repairs and maintenance at the Cultural & Arts Centre was underspent.
  - Library operational expenditure was under budget due to reduced building repairs.
  - Activity Management Planning expenditure (for the Recreation and Culture group of activities) which is included in the Library activity is also less than budget.
  - Repairs and maintenance and electricity/gas costs for the swimming pool was less than budget. Repairs and maintenance works will be undertaken before the swimming season starts, but these costs will be included in the new financial year.
  - Maintenance expenditure at the Aerodrome was under spent during the year including works related to Reserve Management Planning. The EAP budget assumed rates were payable on the Aerodrome as Council owned property, however it was subsequently determined that airports are non rateable, an alteration was made to the Rating Information Database and the rates budget was subsequently under spent by \$6,000.

- Safety
  - Rural Fires to be operated under an enlarged rural fire proposal was under spent due to the proposal still to be implemented. Offsetting this under expenditure fire control expenses of \$40,000 were incurred against a budget of \$7,000. This increase in expenditure is expected to be reimbursed from the perpetrator or the NZ Rural fire Service, as such revenue of \$35,000 has been included.
  - Emergency Management expenditure was \$39,000 less than budget.

**Operating Revenue** was 34% (\$206,000) less than forecast for the period.

- Forecast in the EAP 2013/14 was \$201,000 grant revenue for the restoration of the railway building, included as part of Housing and Other Properties. This grant was not received by 30 June 2014.
- Council's investment properties, which include the Riverview sections and two properties in Piopio, are revalued annually; the result was a loss on valuation of \$26,000. This was partly offset with more than forecast revenue received in leases and rental revenue.

## Community Development

COMMUNITY DEVELOPMENT (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Actual June 2014	Variance June 2014	% Variance
<b>Direct Expenditure</b>					
- Community Support	475	451	436	(15)	
- Youth Engagement	0	64	115	51	
- Economic Development	9	13	29	16	
- Regional Tourism	222	237	109	(128)	
- Agencies	0	1	0	(1)	
<b>Total Direct Expenditure</b>	<b>706</b>	<b>765</b>	<b>689</b>	<b>(76)</b>	<b>-10%</b>
- Allocated Costs	475	421	506	85	
- Interest	1	1	1	0	
- Depreciation	5	5	5	0	
<b>Total Expenditure</b>	<b>1,187</b>	<b>1,192</b>	<b>1,201</b>	<b>9</b>	<b>1%</b>
<b>Operating Revenue</b>					
- Community Support	(69)	0	0	0	
- Youth Engagement	0	(62)	(134)	(72)	
- Economic Development	(4)	0	(3)	(3)	
- Regional Tourism	(163)	(150)	(35)	115	
- Agencies	(19)	(20)	(22)	(2)	
<b>Total Operating Revenue</b>	<b>(255)</b>	<b>(232)</b>	<b>(194)</b>	<b>38</b>	<b>-16%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>932</b>	<b>960</b>	<b>1,007</b>	<b>47</b>	<b>5%</b>

**Net Operating Cost** for the Community Development Activity was 5% (\$47,000) more than budget for the year to June 2014.

**Direct Expenditure** was 10% (\$76,000) less than budget for the period.

- Full funding is received for Social Sector trials with the Ministry of Social Development, which involves working with youth. The scope of this work has increased compared with what was anticipated when the EAP budget was approved.
- The main contributor to the decrease in the costs for this activity is the change in accounting treatment for Regional Tourism (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.

**Operating Revenue** was 16% (\$38,000) less than forecast for the period.

- Accounting treatment for Regional Tourism (Visitor Information Centre) is the main contributor to this, as explained above.

## Regulation

REGULATION (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Actual June 2014	Variance June 2014	% Variance
<b>Direct Expenditure</b>					
- Regulation	230	262	270	8	
<b>Total Direct Expenditure</b>	<b>230</b>	<b>262</b>	<b>270</b>	<b>8</b>	<b>3%</b>
- Allocated Costs	597	457	429	(28)	
- Interest	2	1	2	1	
- Depreciation	2	2	2	0	
<b>Total Expenditure</b>	<b>831</b>	<b>722</b>	<b>703</b>	<b>(19)</b>	<b>-3%</b>
<b>Operating Revenue</b>					
- Regulation	(342)	(409)	(389)	20	
<b>Total Operating Revenue</b>	<b>(342)</b>	<b>(409)</b>	<b>(389)</b>	<b>20</b>	<b>-5%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>489</b>	<b>313</b>	<b>314</b>	<b>1</b>	<b>0%</b>

**Net Operating Cost** for the Regulation Activity was \$1,000 more than budget for the year to June 2014.

**Direct Expenditure** was 3% (\$8,000) more than budget for the period.

- Building Control expenditure was 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 was less.
- The Animal and Dog Control contract ended 30 May. These services are now being carried out in-house. With the change in mode of delivery of these services there was a decrease in direct operational costs compared with budget for the year of \$14,000, however with the change over from the external service provider there was infringement and other dog control revenue that has proved to be uncollectable and as such has been provided for as a Doubtful Debt expense of \$25,000.
- Inspection costs for Liquor Licensing was less than budget for the year.

**Operating Revenue** was 5% (\$20,000) less than forecast for the period.

- Building Control Services revenue was \$51,000 less than forecast for the year. Building consent activity reflects lower cost projects which in turn affect consent revenue as lower application fees apply.

147 Building Consents were issued during the financial year with a project value of \$11.6 million, whereas for the same period last year 183 had been issued with a project value of \$12.0 million.

- Animal control revenue was \$30,000 more than forecast, but as discussed above \$25,000 of this revenue has been impaired.

## Resource Management

RESOURCE MANAGEMENT (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Actual June 2014	Variance June 2014	% Variance
<b>Direct Expenditure</b>					
- District Plan Administration	85	88	29	(59)	
<b>Total Direct Expenditure</b>	<b>85</b>	<b>88</b>	<b>29</b>	<b>(59)</b>	<b>-67%</b>
- Allocated Costs	142	110	101	(9)	
<b>Total Expenditure</b>	<b>227</b>	<b>198</b>	<b>130</b>	<b>(68)</b>	<b>-34%</b>
<b>Operating Revenue</b>					
- District Plan Administration	(73)	(80)	(50)	30	
<b>Total Operating Revenue</b>	<b>(73)</b>	<b>(80)</b>	<b>(50)</b>	<b>30</b>	<b>-38%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>154</b>	<b>118</b>	<b>80</b>	<b>(38)</b>	<b>-32%</b>

**Net Operating Cost** for the Resource Management Activity was 32% (\$38,000) below budget for the year to June 2014.

**Direct Expenditure** was 67% (\$59,000) less than budget for the period.

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

**Operating Revenue** was 38% (\$30,000) less than forecast for the period.

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

## Solid Waste Management

<b>SOLID WASTE MANAGEMENT</b> (Amounts in \$1000's)	<b>Actual</b> <b>2012/13</b>	<b>EAP</b> <b>Budget</b> <b>2013/14</b>	<b>YTD Actual</b> <b>June 2014</b>	<b>Variance</b> <b>June</b> <b>2014</b>	<b>%</b> <b>Variance</b>
<b>Direct Expenditure</b>					
- Collection	270	293	270	(23)	
- Landfill Management	702	904	691	(213)	
<b>Total Direct Expenditure</b>	<b>972</b>	<b>1,197</b>	<b>961</b>	<b>(236)</b>	<b>-20%</b>
- Allocated Costs	261	278	364	86	
- Interest	274	291	257	(34)	
- Depreciation	84	80	89	9	
<b>Total Expenditure</b>	<b>1,591</b>	<b>1,846</b>	<b>1,671</b>	<b>(175)</b>	<b>-9%</b>
<b>Operating Revenue</b>					
- Collection	(115)	(100)	(128)	(28)	
- Landfill Management	(770)	(1,011)	(771)	240	
<b>Total Operating Revenue</b>	<b>(885)</b>	<b>(1,111)</b>	<b>(899)</b>	<b>212</b>	<b>-19%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>706</b>	<b>735</b>	<b>772</b>	<b>37</b>	<b>5%</b>

**Net Operating Cost** for the Solid Waste Management Activity was 5% (\$37,000) more than budget for the year to June 2014.

**Direct Expenditure** was 20% (\$236,000) less than budget for the period.

- Kerbside Collection expenditure was less than budget as a result of reduced volumes being collected. The cause of this was 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 was less than budget. In addition to that, expenditure for the Waste Minimisation Levy, which is imposed on all landfill operators, was less than budget due to reduced volumes of solid waste being received.

**Operating Revenue** was 19% (\$212,000) less than forecast for the period.

- Revenues from the sale of rubbish bags and recycle bins were \$27,000 more than forecast for the period.
- Generally there was less volume of refuse entering the landfill which has resulted in less than forecast revenue.

## Stormwater Drainage

STORMWATER DRAINAGE (Amounts in \$1000's)	Actual 2012/13	EAP Budget 2013/14	YTD Actual June 2014	Variance June 2014	% Variance
<b>Direct Expenditure</b>					
- Te Kuiti Stormwater	178	102	79	(23)	
- Rural Stormwater	7	9	4	(5)	
<b>Total Direct Expenditure</b>	<b>185</b>	<b>111</b>	<b>83</b>	<b>(28)</b>	<b>-25%</b>
- Allocated Costs	127	83	111	28	
- Interest	7	7	6	(1)	
- Depreciation	175	179	172	(7)	
<b>Total Expenditure</b>	<b>494</b>	<b>380</b>	<b>372</b>	<b>(8)</b>	<b>-2%</b>
<b>Operating Revenue</b>					
- Te Kuiti Stormwater	(68)	0	(3)	(3)	
<b>Total Operating Revenue</b>	<b>(68)</b>	<b>0</b>	<b>(3)</b>	<b>(3)</b>	<b>0%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>426</b>	<b>380</b>	<b>369</b>	<b>(11)</b>	<b>-3%</b>

**Net Operating Cost** for the Stormwater Drainage Activity was 3% (\$11,000) less than budget for the year to June 2014.

**Direct Expenditure** was 25% (\$28,000) less than budget for the period

- Resource management compliance and operational costs was less than budget. Generally operational expenditure is incurred on an as needed basis.

**Operating Revenue** was \$3,000 more than forecast for the period.

- Connection fees were received from two building applicants as part of their building consent requirements for connection to Council's Stormwater system.

## 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 Actual June 2014	Variance June 2014	% Variance
<b>Direct Expenditure</b>					
- Te Kuiti	922	1,234	1,041	(193)	
- Te Waitere	16	16	15	(1)	
- Benneydale	79	65	62	(3)	
- Piopio	74	53	66	13	
<b>Total Direct Expenditure</b>	<b>1,091</b>	<b>1,368</b>	<b>1,184</b>	<b>(184)</b>	<b>-13%</b>
- Allocated Costs	281	271	362	91	
- Interest	376	579	511	(68)	
- Depreciation	435	774	714	(60)	
<b>Total Expenditure</b>	<b>2,183</b>	<b>2,992</b>	<b>2,771</b>	<b>(221)</b>	<b>-7%</b>
<b>Operating Revenue</b>					
- Te Kuiti	(992)	(627)	(1,146)	(519)	
- Benneydale	(1)	(1)	(1)	0	
- Piopio	0	(1)	(7)	(6)	
<b>Total Operating Revenue</b>	<b>(993)</b>	<b>(629)</b>	<b>(1,154)</b>	<b>(525)</b>	<b>83%</b>
<b>Subsidy Revenue</b>					
- Te Kuiti	(2,250)	0	0	0	
- Benneydale	0	0	0	0	
- Piopio	(359)	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>Total Revenue</b>	<b>(3,602)</b>	<b>(629)</b>	<b>(1,154)</b>	<b>(525)</b>	<b>83%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>(1,419)</b>	<b>2,363</b>	<b>1,617</b>	<b>(746)</b>	<b>-32%</b>

**Net Operating Cost** for the Sewerage Activity was 32% (\$746,000) below budget for the year to June 2014.

**Direct Expenditure** was 13% (\$184,000) less than budget for the period.

- Electricity costs and ordered maintenance costs were less than budget; those reductions are offset by an increase in expenditure on chemicals. Sewerage plant energy consumption is more efficient and less power was used.

**Total Revenue** was 83% (\$525,000) more than forecast for the period.

- Trade Waste revenue and sewer connection fees were \$519 more than the year to date forecast. It should be noted, however that the larger trade waste users are actively pursuing cleaner levels of discharge, which could impact on future revenue levels.

## Water Supply

<b>WATER SUPPLY</b> <b>(Amounts in \$1000's)</b>	<b>Actual</b> <b>2012/13</b>	<b>EAP</b> <b>Budget</b> <b>2013/14</b>	<b>YTD Actual</b> <b>June 2014</b>	<b>Variance</b> <b>June</b> <b>2014</b>	<b>%</b> <b>Variance</b>
<b>Direct Expenditure</b>					
- Te Kuiti	883	852	826	(26)	
- Mokau	183	180	175	(5)	
- Piopio	273	169	262	93	
- Benneydale	62	70	52	(18)	
<b>Total Direct Expenditure</b>	<b>1,401</b>	<b>1,271</b>	<b>1,315</b>	<b>44</b>	<b>3%</b>
- Allocated Costs	355	268	357	89	
- Interest	170	221	188	(33)	
- Depreciation	380	403	417	14	
<b>Total Expenditure</b>	<b>2,306</b>	<b>2,163</b>	<b>2,277</b>	<b>114</b>	<b>5%</b>
<b>Operating Revenue</b>					
- Te Kuiti	(625)	(507)	(601)	(94)	
- Mokau	(25)	(4)	(48)	(44)	
- Piopio	(25)	(16)	(25)	(9)	
- Benneydale	(22)	(2)	(17)	(15)	
<b>Total Operating Revenue</b>	<b>(697)</b>	<b>(529)</b>	<b>(691)</b>	<b>(162)</b>	<b>31%</b>
<b>Subsidy Revenue</b>					
- Te Kuiti	0	(780)	0	780	
- Mokau	(25)	(808)	(574)	234	
- Piopio	(50)	0	0	0	
- Benneydale	(29)	0	(26)	(26)	
<b>Total Subsidy Revenue</b>	<b>(104)</b>	<b>(1,588)</b>	<b>(600)</b>	<b>988</b>	<b>-62%</b>
<b>Total Revenue</b>	<b>(801)</b>	<b>(2,117)</b>	<b>(1,291)</b>	<b>826</b>	<b>-39%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>1,505</b>	<b>46</b>	<b>986</b>	<b>940</b>	

**Net Operating Cost** for the Water Supply Activity was \$940,000 more than budget for the year to June 2014.

**Direct Expenditure** was 3% (\$44,000) more than budget for the period.

- Operational and maintenance costs for the water treatment plant and reticulation system were more than budget for Piopio. In addition to that several power related failures have caused costly repairs to the treatment plant.
- Te Kuiti expenditure was less than budget due to a reduction in electricity costs.

**Total Revenue** was 39% (\$826,000) less than forecast for the period.

- Metered Water revenue for the year was more than forecast due to greater than expected consumption for both Te Kuiti and Mokau.
- Subsidy revenue was received for construction of the raw water storage dam in Mokau, however the remainder amount to be claimed will be during the 2014/15 financial year after the project is finalised.
- Subsidy revenue was forecast to be received for upgrade of the Water Treatment Plant in Te Kuiti, however due to delays in starting this project, subsidy cannot yet be claimed.

## Roads and Footpaths

<b>ROADS AND FOOTPATHS</b>	<b>Actual</b>	<b>EAP 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>June 2014</b>	<b>June 2014</b>	<b>Variance</b>
<b>Direct Expenditure</b>					
- Subsidised Roads	4,427	4,832	5,412	580	
- Non Subsidised Roads	179	146	180	34	
<b>Total Direct Expenditure</b>	<b>4,606</b>	<b>4,978</b>	<b>5,592</b>	<b>614</b>	<b>12%</b>
- Allocated Costs	0	66	88	22	
- Interest	989	1,080	916	(164)	
- Depreciation	3,272	2,941	3,065	124	
<b>Total Expenditure</b>	<b>8,867</b>	<b>9,065</b>	<b>9,661</b>	<b>596</b>	<b>7%</b>
<b>Operating Revenue</b>					
- Subsidised Roads	(5,217)	(5,611)	(6,552)	(941)	
- Non Subsidised Roads	(74)	(60)	(76)	(16)	
<b>Total Operating Revenue</b>	<b>(5,291)</b>	<b>(5,671)</b>	<b>(6,628)</b>	<b>(957)</b>	<b>17%</b>
<b>Net Operating Cost/(Surplus)</b>	<b>3,576</b>	<b>3,394</b>	<b>3,033</b>	<b>(361)</b>	<b>-11%</b>
Subsidised Roads Maintenance	4,427	4,832	5,412	580	
Subsidised Roads Capital	4,030	4,435	5,026	591	
<b>Combined Maintenance and Capital</b>	<b>8,457</b>	<b>9,267</b>	<b>10,438</b>	<b>1,171</b>	<b>13%</b>
<b>Subsidy Revenue for Subsidised Roads</b>	<b>(5,085)</b>	<b>(5,470)</b>	<b>(6,336)</b>	<b>(866)</b>	<b>16%</b>

**Net Operating Cost** for the Roads and Footpaths Activity was 11% (\$361,000) less than budget for the year to June 2014.

**Direct Expenditure** was 12% (\$614,000) 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 2012/13-year that was carried over to 2013/14 of which \$580,000 was spent in this financial year.
- The bulk of the over expenditures occurred under Emergency Works, Environmental Maintenance, Sealed Pavement Maintenance and Unsealed Pavement Maintenance.
- The expenditure reflects the scale of the emergency first response works in the district and also the extensive grading and metalling catch-up across the unsealed network. Previously deferred Sealed Road Maintenance and Environmental Maintenance works for the 2012/13-year was added to the 2013/14-programme due to urgent needs.

**Operating Revenue** was 17% (\$957,000) more than forecast for the period.

Subsidy revenue is based on both maintenance and capital expenditure and for most work categories the subsidy rate is 59% and as such is significantly ahead of forecast because both subsidised roads maintenance and capital expenditure was more than budget.

## Appendix 2: Balance Sheet as at 30 June 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>30 June 2014</b>	<b>30 June 2013</b>	<b>30 Jun 2014</b>	
<b>Public Equity</b>					
- Retained Earnings	196,865	200,058	3,193	201,880	1,822
- Other Reserves	5,277	9,683	4,406	2,729	(6,954)
- Revaluation Reserve	68,383	70,465	2,082	50,265	(20,200)
<b>TOTAL PUBLIC EQUITY</b>	<b>270,525</b>	<b>280,206</b>	<b>9,681</b>	<b>254,874</b>	<b>(25,332)</b>
<b>Current Assets</b>					
- Cash and Cash Equivalents	171	955	784	100	(855)
- Inventories	43	34	(9)	37	3
- Land Subdivision Inventories	0	0	0	1,067	1,067
- Other Financial Assets	2	2	0	2	0
- Debtors and Other Receivables	5,593	5,258	(335)	4,791	(467)
- Derivative Financial Instruments	0	0	0	0	0
<b>Total Current Assets</b>	<b>5,809</b>	<b>6,249</b>	<b>440</b>	<b>5,997</b>	<b>(252)</b>
<b>Current Liabilities</b>					
- Creditors and Other Payables	3,490	3,336	(154)	3,748	412
- Current Portion of Borrowings	13,851	393	(13,458)	5,200	4,807
- Provisions	15	17	2	51	34
- Employee Entitlements	461	505	44	471	(34)
- Derivative Financial Instruments	274	171	(103)	118	(53)
<b>Total Current Liabilities</b>	<b>18,091</b>	<b>4,422</b>	<b>(13,669)</b>	<b>9,588</b>	<b>5,166</b>
<b>NET WORKING CAPITAL</b>	<b>(12,282)</b>	<b>1,827</b>	<b>14,109</b>	<b>(3,591)</b>	<b>(5,418)</b>
<b>Non Current Assets</b>					
- Property Plant and Equipment	312,979	318,349	5,370	302,515	(15,834)
- Intangible Assets	76	88	12	80	(8)
- Forestry Assets	44	44	0	39	(5)
- Investment Properties	653	635	(18)	657	22
- Assets Held for Sale and Discontinued Operations	1,063	956	(107)	0	(956)
- Other Financial Assets	791	3,989	3,198	839	(3,150)
- Derivative Financial Instruments	239	409	170	54	(355)
<b>Total Non Current Assets</b>	<b>315,845</b>	<b>324,470</b>	<b>8,625</b>	<b>304,184</b>	<b>(20,286)</b>
<b>Non Current Liabilities</b>					
- Trade and Other Payables	790	777	(13)	0	(777)
- Borrowings	31,331	44,472	13,141	44,690	218
- Employee Entitlements	60	61	1	63	2
- Provisions	741	781	40	928	147
- Derivative Financial Instruments	116	0	(116)	38	38
<b>Total Non Current Liabilities</b>	<b>33,038</b>	<b>46,091</b>	<b>13,053</b>	<b>45,719</b>	<b>(372)</b>
<b>NET ASSETS</b>	<b>270,525</b>	<b>280,206</b>	<b>9,681</b>	<b>254,874</b>	<b>(25,332)</b>

# TREASURY REPORT

FOR



FOR THE QUARTER ENDED 30 JUNE 2014



## BANCORP

BANCORP TREASURY SERVICES LIMITED

AUCKLAND • WELLINGTON • CHRISTCHURCH

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# 1. MARKET ENVIRONMENT

## 1.1 GLOBAL MARKETS OVERVIEW

In the US, economic data was mixed over the June quarter. The employment market was strong with the important non-farm payrolls data showing that the US added 217,000 jobs in May, following a 282,000 increase in April and 203,000 in March. Taken with the February increase of 222,000, this is the first time in 14 years that more than 200,000 jobs have been added in four consecutive months. On the other hand, GDP has disappointed, with the revised March quarter figure showing an annualised contraction of 2.9%. A decrease in both consumer and healthcare spending were cited as the reasons for the poor number, highlighting how important these two sectors are to the US economy.

Despite the weak GDP data print, the Federal Reserve ("Fed") continued along the path of tapering the bond buying programme, by the end of June it has been reduced to USD35 billion per month with expectations that the bond buying programme will be finished before the end of the year. However, it is expected that policymakers will keep the Fed Funds cash rate near zero through to at least mid-2015, safe in the knowledge that core inflation is well contained.

The US 10 year Treasury bond yield started the quarter at 2.80% but fell to a low of 2.40% by the end of May on the back of a low growth and inflation outlook for the global economy and geopolitical tensions in the Ukraine. While it failed to break through the important 2.35% support level, the quarterly closing level of 2.53% still suggests some unease about the prospects for global growth over the next year or so.

The European Central Bank ("ECB") finally gave way to threats of deflation, low growth and high unemployment by announcing further monetary policy easing measures at its meeting in early June. Not only did it reduce its overnight lending rate from 0.25% to 0.15% and the deposit rate for banks from 0.00% to -0.10%, but it also announced that it will conduct a series of targeted longer term refinancing operations to provide longer term cheap funding for banks.

Despite these measures, there are still real concerns about the future prospects for the Eurozone economy, given the reluctance of governments to implement the structural reforms that are needed to lift the area out of the economic doldrums. Many feel that the ECB will ultimately be forced to undertake a programme of quantitative easing to engender some meaningful economic growth.

In an effort to maintain China's 7.50% growth target, the People's Bank of China implemented cuts to its reserve requirement rate, the level of deposits banks are required to keep at the central bank. The decelerating economy shows just how much China is struggling to make the transition to the



desired domestic-led growth model, but Premier Li Keqiang announced that the government will make sure China reaches its 7.5% growth target this year.

## 1.2 NEW ZEALAND MARKET OVERVIEW

	OCR	90 day	1 year swap	2 year swap	3 year swap	5 year swap	10 year swap
31 Mar 14	2.75%	3.12%	3.60%	4.05%	4.32%	4.63%	5.03%
30 Jun 14	3.25%	3.63%	3.93%	4.20%	4.38%	4.60%	4.89%
Change	+0.50%	+0.51%	+0.33%	+0.15%	+0.08%	-0.03%	-0.14%

The New Zealand economy continues to surge ahead despite the constraining effects of a rising New Zealand dollar and falling commodity prices (notably, dairy and timber). The March quarter GDP release showed 1.0% growth to take average annual growth to 3.3%. Although the GDP rise was dominated by the Canterbury rebuild, and to a lesser extent construction spending in Auckland, there is little to suggest a broad based expansion. Nonetheless, the New Zealand economy remains on a solid footing with consumer and business confidence still at high levels.

Given the softening dairy and lumber prices and the elevated New Zealand dollar, most expected the Reserve Bank of New Zealand ("RBNZ") to signal an easing in its tightening cycle at the 12 June *Monetary Policy Statement* ("MPS"). Instead, the RBNZ kept with its March interest rate track, saying that migration was providing an equally strong offset and that this factor was "expected to remain an important boost to activity and inflationary pressures over the medium term."

Migration remains very strong, with the May data showing a monthly net inwards migration just shy of 4,000. While net departures to Australia may have finally found a floor, consistent with an Australian labour market that is no longer deteriorating, they are still at historically low levels. At this rate, the annual figure should pass the significant 40,000 level before the end of 2014 and will continue to worry the RBNZ given the potential impact on an already overheated housing market.

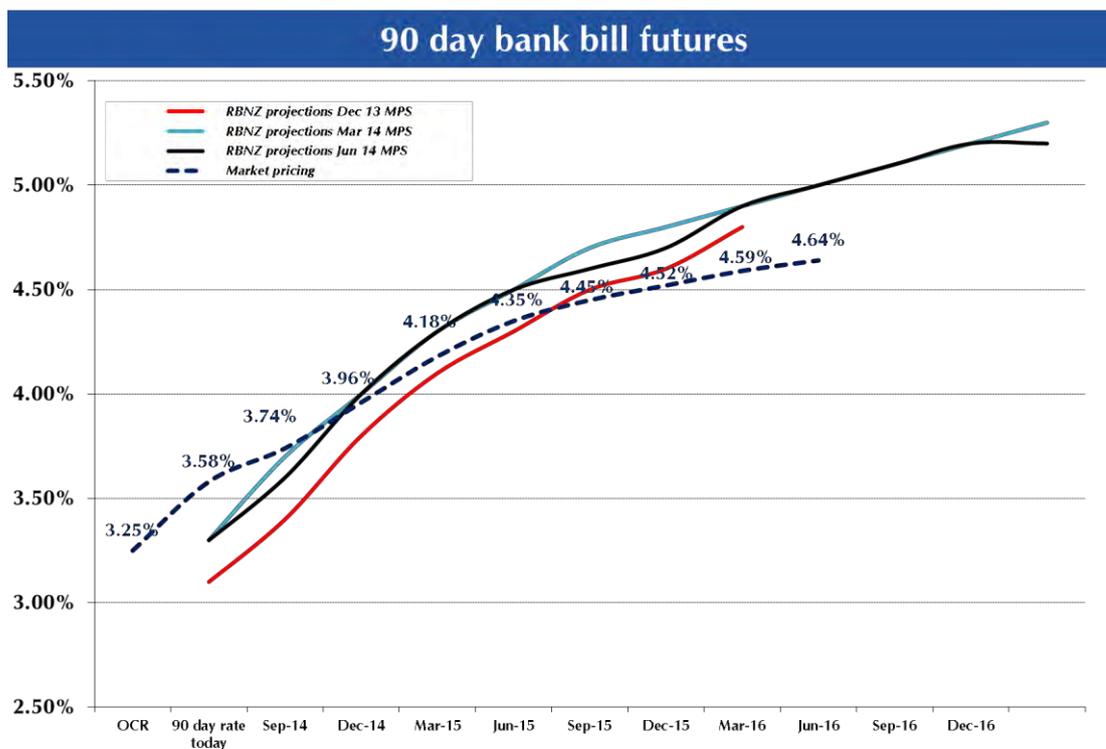
Currently, there is some dislocation between the RBNZ's projected path for the 90 day bank bill rate and the markets pricing of where it will track. There was some narrowing of the spread between the two after the MPS. However, the RBNZ projects the 90 day rate to reach 5.00% by June 2016, whereas the market is more restrained at around 4.65%.

Whether the high New Zealand dollar causes the RBNZ to blink first remains to be seen but, with New Zealand out on a limb as far as central bank rate hikes are concerned and international investors attracted by some of the highest interest rates in the developed world, the 'weight of money' factor will continue to place upward pressure on the currency.



Medium and longer term swap remain largely, but not totally, subject to moves in offshore markets. The 10 year swap rate started the quarter at 5.03%, but not surprisingly fell to 4.63% by the end of May, before closing the quarter 26 basis points higher at 4.89%, a 26 basis point increase from the low. By comparison, the US 10 year Treasury bond yield only increased by 13 basis points during the same period. This disparity reflects the relative economic performances and outlooks for the two economies.

The chart below shows current 90 day bank bill futures pricing and the RBNZ's projections from the last three MPSs. The black line shows the RBNZ's most recent projection in the June MPS and the dotted blue line the current 90 day bank bill futures pricing.



### 1.3 LOCAL AUTHORITY SECTOR

The LGFA held its most recent tender on 18 June. In total, \$155 million of bonds and Floating Rate Notes ("FRN") were issued, with \$369 million of bids received. Details of the tender are as follows:

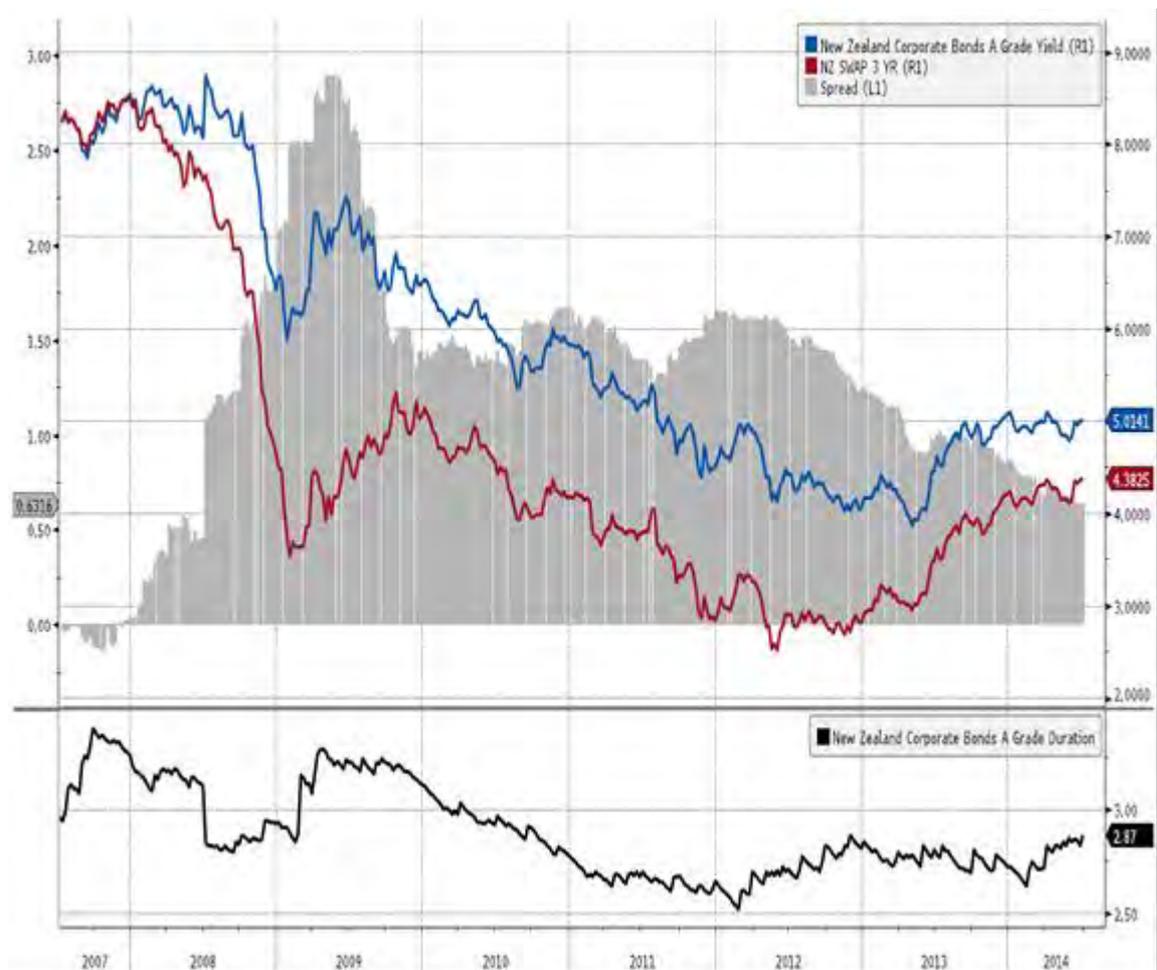
- 15 March 2019 maturity - \$10 million issued at a margin of 64 basis points over swap for an unrated borrower.
- 15 May 2021 maturity - \$10 million issued at a margin of 74 basis points over swap for an unrated borrower.
- 15 April 2023 maturity - \$135 million issued at a margin of 86 basis points over swap for an unrated borrower.

Late in the June quarter there was resurgence in standalone bond issuance by local authorities. This resulted from a desire by a number of borrowers to diversify some of their funding away from the LGFA and to seek a term of six years (2020 maturity) that the LGFA does not offer. Also, there was a need from some investors to achieve 'name diversification' away from the LGFA. Three 'AA-' borrowers issued 6 year FRNs at a margin over swaps of 42 basis points while an unrated borrower issued a 6 year fixed rate bond at a margin over swaps of 55 basis points. In addition, one 'AA' rated local authority issued a 3 year fixed rate bond at a margin over swaps of 31 basis points.

Margins for bank funding fell slightly during the quarter with three year facilities for unrated borrowers priced around 100 to 105 basis points all up. However, bank funding is increasingly regarded as a liquidity type facility for those borrowers who can access the capital markets, either through the LGFA or by issuing in their own names.

#### 1.4 CREDIT SPREADS

Credit spreads in New Zealand continued to decline during the quarter as investors and banks alike competed for quality credit names. The chart on the following page shows credit spreads for the New Zealand Corporate A Grade Bond index (the grey shaded area), the yield of the index (the blue line) and the 3 year swap (red line) dating back to the beginning of 2007. The sub chart below the main chart shows the duration of the index which is currently 2.87 years.



## 2. DEBT AND HEDGING

### 2.1 DEBT

As at 30 June 2014, Waitomo District Council (“WDC”) had \$44,497,000 of external debt. Of this, \$23,497,000 was provided by Westpac Bank, with \$22,747,000 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>			
22-Apr-2014	22-Jul-2014	3.3300%	5,000,000
10-Jun-2014	10-Sep-2014	3.4700%	5,000,000
30-May-2014	29-Aug-2014	3.4700%	3,000,000
30-May-2014	29-Aug-2014	3.4700%	6,000,000
30-May-2014	29-Aug-2014	3.4700%	3,697,000
17-Apr-2014	01-Jul-2014	3.5000%	50,000
<b>Term Loan</b>			
24-Nov-2011	20-Nov-2015	8.2000%	750,000
<b>FRNs</b>			
31-Aug-2010	31-Aug-2015	3.4200%	5,000,000
09-Nov-2012	09-Nov-2015	3.3600%	5,000,000
18-Apr-2012	18-Apr-2017	3.2800%	5,000,000
30-Aug-2013	30-Aug-2016	3.4200%	5,000,000
30-Aug-2013	30-Aug-2016	3.4200%	1,000,000
<b>TOTAL</b>			<b>44,497,000</b>

The term loan for \$750,000 has been on-lent to Inframax and currently it is at 8.20%. The loan expires in November 2015 and has interest rate resets every three months. On 30 June 2014, WDC did not have any funds on short term deposit.

The maturity profile of WDC’s debt is depicted in the graph on the following page. It includes the \$21.0 million of FRNs on issue and the \$23.497 million of bank debt which expires on 1 July 2015. It shows that there is 75.28% of debt maturing in 2015 - along with the bank debt there is \$10.0 million of FRNs maturing in that year.

Section 7.2 of the Liability Management Policy states ‘To avoid a concentration of debt maturity dates Council will, where practicable, aim to have no more than 50% of debt subject to

*refinancing in any 12 month period.* This is an objective not an actual requirement, so the 75.28% of debt maturing in 2015 does not constitute a breach of the Treasury Policy.

The intention is reduce the size of the bank facility once details of WDC's longer term funding strategy have been finalised. This may involve joining the LGFA and/or issuing FRNs or bonds in WDC's own name. Once the strategy is agreed, the bank facility will be reviewed, with one possibility that will be considered is to split it into two tranches to avoid a maturity concentration risk.

## 2.2 HEDGING

As at 30 June 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. All of the swaps are current with details of each swap 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	(\$28,229)
21-Jan-2014	21-Jan-2017	3.950%	5,000,000	\$35,169
10-Sep-2012	10-Sep-2017	3.880%	5,000,000	\$72,174
30-Aug-2013	30-Aug-2019	3.900%	3,500,000	\$107,765
30-Aug-2013	30-Aug-2019	3.900%	1,500,000	\$46,185
18-Oct-2013	18-Apr-2020	4.315%	8,000,000	\$66,610
31-Mar-2014	17-May-2021	4.900%	6,000,000	<u>(\$82,593)</u>
<b>Total current hedging</b>			<u>34,000,000</u>	<b><u>\$217,080</u></b>



The swap portfolio had a positive valuation of \$217,080 at the end of June, a decrease from the March quarter which recorded a positive valuation of \$299,937. The decline in the valuation was due to the fall in medium and longer term swap rates that occurred during the quarter. No new swaps were transacted during the quarter.

WDC's weighted average cost of funds including any applicable line fees and margins as at 30 June was 5.58% a 12 basis point increase from the cost of funds at the end of March 2014. The increase in the cost of funds was due to the increase in the 90 day bank bill rate that occurred during the quarter.

On 30 June 2013, WDC's cost of funds was 5.18%. Therefore, over the past year there has been a 39 basis point increase in the cost of funds. This compares with an increase of 98 basis points in the 90 day bank bill rate over the same period. This demonstrates the effectiveness of WDC's funding and interest rate risk management process that has been carried out over the past few years. WDC's cost of funds continues to be noticeably lower than what we would expect other similar local authority 'credits' to achieve.

### 2.3 DEBT AND HEDGING PROFILE

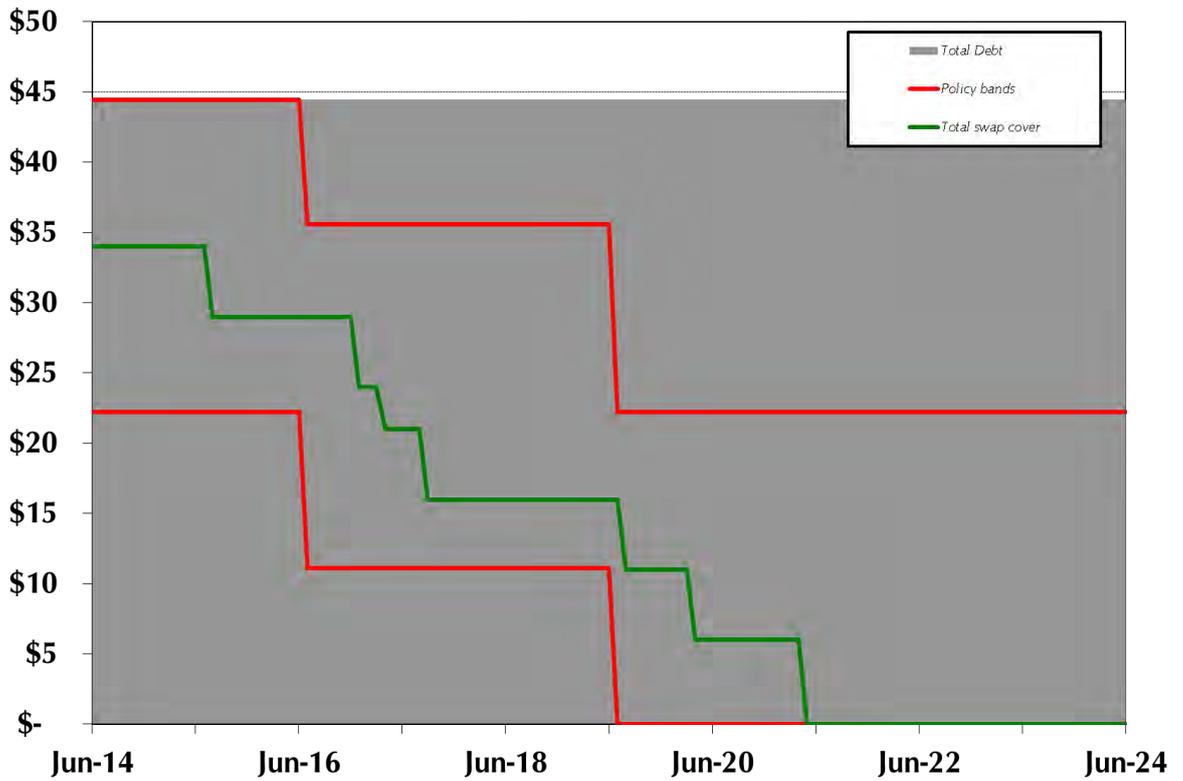
WDC manages its debt under the fixed rate hedging parameters detailed in the table below:

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 30 June 2014, WDC was policy compliant with the Fixed Rate Hedging Percentages.



Waitomo DC - Debt and cover



2.4 POLICY COMPLIANCE (AS AT 30 JUNE 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	√

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**Document No: 345127****File No: 037/054A****Report To: Council****Meeting Date:** 30 September 2014**Subject:** **Dog Control Policy and Practices for the period 1 July 2013 to 30 June 2014**

### **Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with a report on the administration of Dog Control Policy and Practices for the period 1 July 2013 to 30 June 2014.

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

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

### **Background**

- 3.1 The Dog Control Act 1996 requires all Councils to report annually on their Dog Control Policy and Practices.
- 3.2 The purpose of the report is to provide a publicly available summary of the discharge of dog control responsibilities.
- 3.3 The report sets out a range of statistics to provide an indication of the makeup of the District's dog population and an indication of the local administration of the provisions and responsibilities of the Dog Control Act.
- 3.4 The Act requires that public notice be given of the report in a local newspaper and that the report be made available by any other means the Council considers appropriate e.g. Council website.
- 3.5 The report must be forwarded to the Secretary for Local Government within one month of it being adopted.

### **Commentary**

- 4.1 The Waitomo District Council Dog Control Policy and Practices Report for 2013/2014 is attached to and forms part of this business paper.

- 4.2 The report is a formal report which must by statute cover specified issues. In terms of the year the most significant issue has been the decision to deliver dog control services in house rather than contracting out this important work stream.

**Suggested Resolutions**

- 1 The business paper on Dog Control Policy and Practices Report for the 2013/2014 financial year be received.
- 2 The Waitomo Dog Control Policy and Practices Report for 2013/2014 be adopted pursuant to Section 10A of the Dog Control Act 1996.



JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

September 2014

Attachment: 1 Waitomo Dog Control Policy and Practices Report 2013/2014  
(Doc 345132)

## **WAITOMO DISTRICT COUNCIL**

### **Dog Control Policy and Practices Report for 2013/2014**

For nine months of the year under review the day to day delivery of the Dog Control Service in the Waitomo District was provided by an external service provider under contract. The Contractor employed two Dog Control Officers with the Contractor being responsible for both dog registration and dog control.

The Contractor was required to carry out dog control throughout the District in accordance with the Dog Control Act 1996 (the Act) and Waitomo District Council's (WDC) Dog Control Policy and Bylaw. WDC's Dog Control Policy aims to ensure that dogs are controlled so that people can enjoy dog ownership without adversely affecting other members of the community.

In September 2013, in anticipation of the upcoming expiry of the existing service procurement arrangement, WDC carried out a review of the delivery options for animal control services. Following on from that review WDC confirmed that from 1 April 2014, the WDC organisation would deliver all dog registration and animal control services across the District.

The Act requires WDC to review dog registration fees annually and set the fees by Council resolution. Owners who neuter their dogs and those who adhere to conditions set out in WDC's special ownership scheme are offered discounted registration fees as an incentive to encourage responsible ownership.

WDC's Dog Control Policy requires the inspection of the properties of all urban dog owners. Such visits allow a Dog Control Officer to check if new dogs have been acquired and that dogs are being well looked after and adequately kennelled. Similar inspections are carried out in the rural area with 10% of dog owners properties inspected.

The visits provide an ideal opportunity for a Dog Control Officer to build a relationship with dog owners and where appropriate pass on helpful tips about responsible dog ownership.

WDC understands that problems experienced are similar to other territorial authorities in terms of managing the local dog population.

The statistics confirm evidence that roaming dogs particularly in urban environments are a continuing problem. Routine and frequent patrols in the urban areas are undertaken in order to ensure that the nuisance of roaming dogs is kept to a minimum.

The statistics also indicate that barking dogs are a continuing problem possibly exacerbated by the requirement that all dogs, unless they are under control, to be confined to the owners' properties.

The provisions in the Act which allow a Dog Control Officer to remove a barking dog from a property in the owners absence has been a useful tool for dealing with persistent barking dogs.

WDC maintains a zero tolerance policy in circumstances where a dog attacks people or other animals. When incidents of this nature occur the offending dog owner is encouraged to give his or her dog over for destruction. This procedure has proved to be a useful tool in removing a number of aggressive dogs from the local dog population.

Recently there has been increased public concern that stray dogs in the District are on the increase and the number of dogs which appear to be unregistered is escalating.

Because of these concerns WDC will ensure that urban dog control becomes a priority in the ongoing delivery of the District's dog control services.

**Dog Control Statistics 2013/2014**

<b>Registration Statistics</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>
Number of registered dogs	4021	4001	4016
Number of probationary owners	0	0	0
Number of disqualified owners	0	0	0

<b>Number of Dogs Classified as Dangerous under Sect 1 Dog Control Act 1996</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>
Sec 31 1 (a) due to owners conviction	0	0	0
Sec 31 1 (b) due to sworn evidence	0	0	0
Sec 31 1 (c) due to owners admittance	0	0	0

<b>Number of Dogs Classified as Menacing under Sec 33A</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>
Sec 33A (b) (i)	1	1	1
Sec 33A (b) (ii)	27	27	19

<b>Number of Dogs Classified as Menacing under Sec 33C</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>
Dogs belonging to a schedule 4 type or breed	27	28	19

<b>Infringement Notices</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>
Number of infringement notices issued	24	45	22
Number of infringement notices cancelled	1	7	2
Number of infringement notices sent to court	23	38	19

<b>Number of Dog Related Complaints</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>
Total Number of Dog Related Complaints	<b>317</b>	<b>303</b>	<b>255</b>
After hours	45	67	28
Barking	90	28	70
Roaming	140	158	120
Rushing/biting	3	9	6
Stock attacks	11	14	8
Domestic animal attacks	8	11	5
Fouling	5	4	6
Care	15	2	12

<b>Number of Dogs Impounded</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>
Impounded Dogs	151	175	97



JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

September 2014

Document No: 345217

File No: 340/001

**Report To: Council****Meeting Date:** 30 September 2014**Subject: Administration of District Plan - Advertising Hoardings**

## Purpose of Report

- 1.1 The purpose of this business paper is to outline an action plan to address District Plan non-compliance for advertising hoardings.

## 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 In June 2014 Council considered a report on advertising hoardings which confirmed that there are at least 70 advertising hoardings located at various sites across the district which do not comply with District Plan provisions.
- 3.2 It was agreed that a response plan was required to resolve this issue.
- 3.3 Waitomo District Council's District Plan allows as a permitted activity one free standing sign for each frontage of a site and one sign on a building that is in conjunction with an activity on that site in all zones.
- 3.4 Off site signs (signs advertising a business on a different site) are generally a discretionary activity and as such can only be erected if a resource consent is first obtained from WDC.
- 3.5 In the rural zone signs are limited to 30 characters and/or symbols, the height of a sign letters in the rural zone must be 175mm-300mm and the distance which a sign must be visible in the 100k zone is 250 metres.
- 3.6 Detailed below are the general locations for non complying signs. The signs may be non complying for several reasons however in every case they are deemed 'off site signs' which in the rural zone triggers the need for a resource consent.

State Highway	Number of non complying signs
State Highway 37 (Hangatiki - Waitomo Caves)	21 signs
State Highway 30 (Te Kuiti – Pureora)	9 signs
State Highway 3 (Hangatiki – Piopio)	25 signs
State Highway 3 (Piopio – Mokau)	11 signs
State Highway 4 (within Waitomo District)	4 signs

## Commentary

- 4.1 Step 1 was to establish the extent of the problem. The initial survey was carried out to provide information on the spread and number of unauthorised hoardings across the District.
- 4.2 Step 2 is the development of an action plan to address compliance issues. The objective is to remove or relocate signs, or the lodgement of resource consent applications, seeking dispensation from plan provisions and/or in some cases the modification of signs to align with District Plan requirements.
- 4.3 The Action Plan detailed below will address issues associated with non complying advertising hoardings and ensure that in future new signs comply with district plan provisions.
- 4.4 Action Plan – Advertising Hoardings**
- 4.5 October 2014 – January 2015 - Data Gathering
- A detailed database developed of the District’s advertising hoardings (residential and rural zones only).
  - Information to include: sign owner, sign location, photos, non-compliance/compliance detail.
- 4.6 February 2015 – Data Review
- WDC’s hoardings database to be reviewed with NZ Transport Agency representatives to identify locations and/ or specific signs which should be urgently addressed to resolve compliance issues as they relate to traffic safety on the state highway network.
  - Critical locations and specific signs identified as part of the review will then be urgently targeted in order to address issues of non compliance with sign owners.

#### 4.7 March 2015 – July 2015 – Implementation

- Communicate with sign owners to restate the District Plan rules in order to address matters of non compliance.
- This will involve a range of options which could include relocating signs, reviewing and if necessary amending sign content, applying for a resource consent or in some cases simply removing non complying hoardings.

#### 4.8 General

- 4.9 In order to ensure that higher levels of compliance with District Plan rules as they apply to advertising hoardings is achieved, an information guide will be developed which will enable those intending to erect signage to readily understand WDC requirements.
- 4.10 This guide will be made available on WDC’s website and at the customer services reception area.
- 4.11 A Resource Consent Information Pack will also be developed providing a range of information guides such as information pertaining to land use, subdivisions, notified and non-notified consents. This information pack will again be available on-line and at the customer services reception area.
- 4.12 It is proposed that Council, over the next 18 months, review the appropriateness of existing District Plan provisions which deal with advertising hoardings as part of the forthcoming District Plan review.

<h3>Suggested Resolutions</h3>
--------------------------------

- 1 The business paper on Administration of District Plan - Advertising Hoardings be received.
- 2 The Advertising Hoardings Action Plan be adopted as follows:

#### **October 2014 – January 2015 - Data Gathering**

- A detailed database developed of the District’s advertising hoardings (residential and rural zones only).
- Information to include: sign owner, sign location, photos, non-compliance/ compliance detail.

#### **February 2015 – Data Review**

- WDC’s hoardings database to be reviewed with NZ Transport Agency representatives to identify locations and/ or specific signs which should be urgently addressed to resolve compliance issues as they relate to traffic safety on the state highway network.
- Critical locations and specific signs identified as part of the review will then be urgently targeted in order to address issues of non compliance with sign owners.

**March 2015 – July 2015 – Implementation**

- Communicate with sign owners to restate the District Plan rules in order to address matters of non compliance.
- This will involve a range of options which could include relocating signs, reviewing and if necessary amending sign content, applying for a resource consent or in some cases simply removing non complying hoardings.



JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

September 2014

**Document No: 345197****File No: 097/001D****Report To: Council****Meeting Date:** 30 September 2014**Subject: Progress Report: Resource Consent Applications**

## **Purpose of Report**

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

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

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

## **Background**

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

## **Commentary**

- 4.1 Commentary on outstanding resource consents is provided below:

## **4.2 Mokau Sands Limited**

- 4.3 In May 2012 Council received a resource consent application from Mokau Sands Limited seeking Councils approval to redevelop the Seaview Motor Camp at Mokau.
- 4.4 The applicant is proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 4.5 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 4.6 A total of 39 submissions were received, some supporting the proposal while others opposed the development.
- 4.7 The applicant subsequently asked for the application to be placed on hold so as to allow ongoing discussions with the Department of Conservation and the NZ Transport Agency. Both organisations lodged submissions on the application and the applicant believed that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 4.8 Recently the applicant met with WDC staff where a revised proposal was outlined. The new proposal will involve the same no of units, however the buildings will be one level, capable of relocation in the event of further erosion and will be designed to blend into the coastal environment rather than intrude upon it.
- 4.9 When the amended application is received by Council the proposal will be reviewed and at that time a decision will be made in terms of the most appropriate way to process the revised proposal.
- 4.10 All submitters have been updated in terms of the delays presently encountered with the application.
- 4.11 In the meantime in order to expedite the application further meetings have been held with the applicant. The applicant hopes to obtain the written approval for the development from key submitters with a view to providing all the necessary information to both the Waikato Regional and Waitomo District Councils by March 2014.
- 4.12 The revised application has been received and reviewed by Councils planning consultants who confirm that what is now proposed is within the bounds of what was originally notified.
- 4.13 Aspects of the revised application however require further detail and or clarification and for that reason the application has again been placed on hold pending receipt of the required detail.
- 4.14 At this stage a hearing has not been scheduled for the holiday apartment's application.
- 4.15 In the meantime however the application for the dune restoration works attracted one submitter and a hearing was scheduled for 24 June 2014. At the last minute the submitter withdrew the submission and as a consequence the application was approved at officer level with the consent including a range of conditions to cover the accidental discovery of artifacts /koiwi.

**4.16 CANZ Resources Limited**

- 4.17 In December 2013 CANZ Resources Limited applied to Council for a resource consent in order to undertake earthworks associated with the removal of overburden from a trial coal excavation pit on a very remote site approximately 12km inland from Awakau Road, Awakino.
- 4.18 At this time no coal is to be extracted however an assessment of the coals quality and quantity will be carried out with a view to applying for further consents at a later date for a trial excavation of coal for export to China.
- 4.19 Should the trial excavation prove successful CANZ Resources Limited plan to develop an open pit coal mine on the site. Once again, if a coal mine is to be established on the site a range of additional consents will be required which will entail detailed consultation with a range of parties.
- 4.20 Informal feedback from the applicant indicates that market for coal in China is not as buoyant as it has been and for that reason further resource consent applications will not be lodged in the short term.

**4.21 Waipa Networks Limited**

- 4.22 Waipa Networks Limited (WNL) has applied to Waipa, Otorohanga and Waitomo District Council for approval to construct a new 110kv transmission line from Te Awamutu to the Hangatiki substation.
- 4.23 WNL has applied for designations in the three district plans to correspond with the proposed corridor for the transmission line and for land use consents for earthworks associated with the project.
- 4.24 The applications were publicly notified on 14 August 2014 with submissions closing 11 September 2014.
- 4.25 It is expected that a number of submissions will be received and in that case a joint hearing will be convened with Waipa District Council being the lead agency.
- 4.26 Within the submissions timeframe 42 submissions were received with 11 submitters supporting the application, 5 neutral and 26 in opposition.
- 4.27 Those in opposition were concerned primarily that an inadequate assessment had been carried out of alternatives and the visual impact of the transmission poles.
- 4.28 One of the submitters in opposition is a WDC property owner who is concerned that the transmission lines could impact on his ability to further develop his Hangatiki property.
- 4.29 In the meantime the application has been reviewed and further information has been requested to clarify a range of matters particularly associated with landscape and visual effects.
- 4.30 At this stage it is hoped that a Hearing can be scheduled prior to Christmas.

**Suggested Resolution**

The Progress Report: Resource Consent Applications be received.



JOHN MORAN  
**MANAGER – REGULATORY SERVICES**

August 2014

Attachment: Resource Consent Schedule (Doc 345198)

## RESOURCE CONSENTS PROGRESSING AS AT 30 SEPTEMBER 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.							
140018	Waipa Networks Limited	Designation and Land Use Consent for 110kv Transmission Line	21/07/14	Yes	Information on landscape and visual effects.	22/9/14						
140021 140022	Transpower NZ Limited	Designation and Land Use Consent, Switchyard Extension, Hangatiki Substation	16/9/14	No								
140023	NZ Transport Agency	Designation, New Intersection, SH 3 / SH 37, Hangatiki	17/9/14	No								

### RESOURCE CONSENTS GRANTED (FOR 2014/15) AS AT 30 SEPTEMBER 2014

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
140015	B Tang & M Sun	Development of a Retail Outlet, Rora Street, Te Kuiti	05/06/14	Yes	Amended site layout to be provided	17/06/14	20/06/14			No	16/07/14	Conditional Consent Granted 25/06/14
140016	R Gorrie	2 Lot Rural Subdivision, Te Mahoe Road, Mokau	12/06/14	Yes	Amended application to be provided	17/06/14	01/07/14			No	30/07/14	Conditional Consent Granted 09/07/14
140017	P Moreland	Side Yard Dispensation, Oparure Road, Oparure	24/06/14	No						No	21/07/14	Conditional Consent Granted 30/06/14
130026	Mokau Sands Limited	Proposed Dune Restoration, Seaview Motor Camp, Mokau	23/10/13	Yes	Affected parties approval required	30/10/13	23/06/14			No	21/07/14	Conditional Consent Granted 30/06/14
140020	D Bevege	Construction of a non-residential building over 160m <sup>2</sup> , Huia Street, Piopio	05/08/14	No	Granted					No	04/09/14	Conditional Consent 14/8/14

**Document No:** 344626**File No:** 037/005B**Report To: Council****Meeting Date:** 30 September 2014**Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – September 2014**

### Purpose of Report

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

### Local Government Act S.11A Considerations

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

### Introduction

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

### Background

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

- Te Kuiti
- Benneydale
- Piopio
- Mokau

4.2 There are three activities under the Water Supply activity:

- Planned Maintenance
- Service Requests / Complaints
- Emergency Repairs

#### **4.3 Planned Maintenance**

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

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

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

#### **4.7 Emergency Repairs**

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

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

5.2 ~~Normal flushing of the Te Kuiti water reticulation is done. No further taste and odour complaints have been received for this period. The last complaint received (Esplanade) was completed with flushing of the affected area.~~ Routine flushing of the reticulation is done and no taste and odour complaints have been received.

5.3 ~~A large diameter pipe near the WTP was found leaking late in the afternoon and repaired the next day. At the time it was not noticed due the rain water on the ground.~~

5.4 A water pipe in Ngatai Street was damaged when the contractor had to remove a section of kerbing. The water pipe was concreted into the kerbing and this was not known. Temporary arrangements have been made to restore the supply until a permanent replacement of this section of water pipe can be made. The Ngatai Street water main replacement has been completed. Once the pipe connection and fire hydrant in the Duke Street intersection was exposed it was clear that the hydrant required replacement. The new hydrant was relocated out of the road carriageway to the berm.

#### **5.5 Wastewater**

5.6 ~~A reoccurring blockage issue in Lawrence Street was thoroughly investigated. All the connections on that section of the sewer main were excavated and checked. The pipe was jetted and inspected by CCTV and no issues could be found. The next section downstream will be investigated for any defects. It was not yet possible to extend the investigation around the Lawrence Street blockages due to the work load. What has been noted was an absence of backing up of the sewer~~

reticulation in the general area, including Lawrence Street. This is attributed to the extensive investigations around the Centennial Park Primary School and subsequent remedial work.

- 5.7 The Centennial Park Primary School manhole surging was closely monitored during the recent heavy rains. Much work in locating inflow has been done, including specialist high pressure jet cleaning of the sewer main was undertaken and has produced positive results with the house adjacent to the school in Williams Street reporting no backing up of sewer in the internal plumbing.
- 5.8 After the Hill Street storm water / sewer remedial work was completed, high pressure jet cleaning was undertaken in the general area of Hill Street, Edward Street, Ngatai Street into Duke Street and all the way to the gravity main in Taupiri Street. During the cleaning of the sewer pipe underneath the railway line an obstruction was found. It will be necessary to determine what this obstruction is and CCTV work will be undertaken shortly and the outcome will be reported to Council.
- 5.9 Recent power failures caused the Te Kumi Road sewer pump station to overflow that caused a minor overflow into the fast flowing Mangaokewa River. The Waikato Regional Council was informed.

#### **5.10 Storm Water**

- 5.11 ~~The majority of the contract is completed and a Practical Completion Certificate has been issued. Only the surfacing remains and this will be done as soon as a clearer weather persists. The storm water pipes were thoroughly tested in recent times with the heavy rains and no issues were found.~~ The newly completed Ngatai Street storm water pipes, catchpits, inlets and manholes performed very well during the heavy rains. It is anticipated that the road surfacing will be completed in Ngatai Street by the time of Council's sitting.
- 5.12 ~~The fault with this manhole was traced to the water from the catchpit entering the manhole at a very high level in relation to the depth of the manhole. The force of the falling water has gouged out the bottom of the manhole and so washed away the surrounding soil, forming the tomo. A temporary repair was made until drier weather persists for the base of the manhole to be repaired. The Mangarino Road manhole has now been repaired. Monitoring of the completed remedial work is undertaken.~~
- 5.13 ~~The Te Kumi Road storm water problem has been completed. The old existing pipe was located and is very deep. Over the years the open drain from the properties has been filled in and this has silted up the old pipe. The water table was very high and two petrol powered pumps could not sufficiently clear away the water for any work to be safely conducted. The pipe was then located on the other side of the road in the park area with the same high water table evident. A new soakage manhole was installed on either side to drain away the higher level subsurface water with the old, existing pipe still slowly draining the area. With the past heavy rains it was evident that the surface water in the properties drained away much quicker and the soil dried out quicker. A quick survey from some of the affected residents around the Te Kumi Loop Road that had storm water flooding problems confirmed that the problem has been rectified. Close monitoring of the affected area during heavy rains showed that water drained away to an acceptable level very quickly.~~
- 5.14 ~~This work has now been completed and the owner of the property has indicated that he is satisfied with the outcome.~~

## Mokau

### 6.1 Water Supply

- 6.2 ~~There has been no movement on the dam and the main contractor is awaiting better weather for his subcontractor to repair and replace sections of the liner for waterproofing. The contractor has now completed the repairs on the liner at the newly constructed Mokau dam and the filling can commence with monitoring of the under drains for any leaks starting.~~
- 6.3 No water quality complaints have been received from Mokau and the system is working well with the plant producing water of a high quality.

### 6.4 Storm Water

- 6.5 ~~No issues were reported for storm water during this period.~~ A resident called in with a storm water related problem and it was found to be related to a private drain that is not well maintained. Although WDC is not responsible for private drains, the situation will be monitored. However, due to the dry season commencing soon it is anticipated that the issue will resolve itself.

## Piopio

### 7.1 Water Supply

- 7.2 Hydrant replacement is progressing and the Fire Department is kept up to date with developments.
- 7.3 No complaints have been received from residents about the water quality. The plant is producing water of a high quality.
- 7.4 ~~The power cables to the WTP recently parted and cut the electricity supply to the plant. The Lines Company was notified and initially estimated the repair to last a few hours. By later that evening one of our generators was transported to site to get the water plant to operate again, as no repairs had started. The power was only restored late the next night. This is the third time this year that the power supply has caused major water supply problems to the residents of Piopio.~~
- 7.5 The present minimum midnight flow regularly dips below the 1.0 l/s and this is a big improvement over the more than 2 l/s of a year ago. This proves that remedial work done to date has a positive effect.

### 7.6 Wastewater

- 7.7 WDC staff are now responding to normal maintenance issues and after hours service requests. The inflow to the plant has shown that there is storm water infiltration has reduced considerably and that the house to house checking exercise has proven successful. The WWTP is operating well and the effluent quality is well within consent parameter limits. ~~Several minor problems occurred and were responded to. Some older float switches required replacement at 23 Moa Street.~~

### 7.8 Storm Water

- 7.9 No issues to report

**Benneydale****8.1 Water Supply**

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

**8.3 Wastewater**

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

**8.5 Storm Water**

8.6 Nothing to report.

**Waitomo Village****9.1 Background****Te Waitere**

10.1 Recent heavy rains caused a section of the embankment along the cliff on the sea foreshore to slip away damaging a section of the sewer outfall pipe to the soakage field. Once the location of the damaged pipe was determined repairs were carried out and the pipe replaced.

10.2 As the resulting sewage spillage allowed grey water to enter into the sea, WDC was required to inform the Waikato Regional Council (WRC). WRC representatives have inspected the repairs on location and found the repairs to be in order.

**Suggested Resolution**

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



ANDREAS SENGER  
**MANAGER – WATER SERVICES**

**September 2014**

Document No: 344627v3

File No: 037/020/12A

**Report To: Council**

Meeting Date: 30 September 2014

Subject: **Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (September 2014)**

**1 Purpose Of Report**

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

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

**2 Local Government Act S.11a Considerations**

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

**3 Introduction**

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

**4 Background**

- 4.1 The scope of Land Transport activities in the Waitomo District is almost entirely related to the roading assets. This includes:
- Roads (excluding state highways),
  - Footpaths, bridges,
  - Traffic services,

- 4.2 There are no passenger transport services available other than the inter-regional bus connections operating on the state highway network.
- 4.3 The nature of Council's roading activity is:
- Managing and maintaining the District's road network.
  - Undertaking road rehabilitation and upgrading of the roading structure and ancillary systems such as signs and road markings.

## 5 Subsidised Roding

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

## 6 2014/2015 Maintenance Expenditures Budget

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

## 7 Community Projects/Road Safety Promotion

### 7.1 Introduction

The 2014/2015 Community Projects/Road Safety Promotion activity is currently awaiting programming of the Road Safety Promotion activities for 2015-18 as guided by the NZ Transport Agency/Waikato Bay of Plenty Investment section. We have just received an application form from them to complete. This work is now being ~~will be~~ managed by the new **Road Safety Coordinator who started in September 2014.**

### 7.2 Budget, Funding Sources and Expenditure to Date

The WDC 2014 -2015 budget for this activity is \$93,888 with a FAR of 65.5%. The expenditure to date is **\$1,065.**

## 8 Emergency Reinstatement (First Response)

### 8.1 Introduction

The 2014/2015 Emergency Reinstatement activity is intended to provide funding for unknown events like large slips. **The Mokau Point Road Seawall reinstatement caused the bulk of this month's expenditure for this category.**

## **8.2 Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$180,000 with a FAR of 59%. The expenditure to date is \$ 161,758.

## **8.3 Procurement**

This activity forms part of the current Road Maintenance Contract.

## **8.4 Construction Issues/Progress**

Point Road Seawall is now completed.

# **9 Environmental Maintenance**

## **9.1 Introduction**

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

## **9.2 Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$358,985 with a FAR of 59%. The expenditure to date is \$50,379.

## **9.3 Procurement**

This activity forms part of the current Road Maintenance Contract.

## **9.4 Construction Issues/Progress**

Only normal maintenance activities in progress.

# **10 Routine Drainage Maintenance**

## **10.1 Introduction**

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

## **10.2 Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$449,400 with a FAR of 59%. The expenditure to date is \$135,528.

## **10.3 Procurement**

This activity forms part of the current Road Maintenance Contract.

## **10.4 Construction Issues/Progress**

Only normal maintenance activities in progress.

## **11 Sealed Pavement Maintenance**

### **11.1 Introduction**

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

### **11.2 Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$1,353,600 with a FAR of 59%. The expenditure to date is \$83,855.

### **11.3 Procurement**

This activity forms part of the current Road Maintenance Contract.

### **11.4 Construction Issues/Progress**

Only normal maintenance activities in progress.

## **12 Structures Maintenance**

### **12.1 Introduction**

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

### **12.2 Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$160,500 with a FAR of 59%. The expenditure to date is \$12,280.

### **12.3 Procurement**

This activity forms part of the current Road Maintenance Contract.

### **12.4 Construction Issues/Progress**

Nil.

## **13 Traffic Services Maintenance**

### **13.1 Introduction**

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

### **13.2 Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$139,000 with a FAR of 59%. The expenditure to date is \$10,021.

### **13.3 Procurement**

This activity forms part of the current Road Maintenance Contract.

**13.4 Construction Issues/Progress**

Nil.

**14 Street Lights Maintenance****14.1 Introduction**

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

**14.2 Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$194,000 with a FAR of 59%. The expenditure to date is \$42,258.

**14.3 Procurement**

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

**14.4 Construction Issues/Progress**

Nil.

**15 Unsealed Pavement Maintenance****15.1 Introduction**

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

**15.2 Budget, Funding Sources and Expenditure to Date**

The WDC 2014 -2015 budget for this activity is \$973,700 with a FAR of 59%. The expenditure to date is \$661,179.

**15.3 Procurement**

This activity forms part of the current Road Maintenance Contract.

**15.4 Construction Issues/Progress**

A major pavement maintenance programme between July and September 2014 covering the whole network is currently in the process of being completed.

**16 2014/2015 Capital Expenditure Budget**

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

## **17 Preventative Maintenance**

### **17.1 Introduction**

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

### **17.2 Design/Scope**

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

### **17.3 Consent Issues/Progress**

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

### **17.4 Budget, Funding Sources and Expenditure to Date**

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

### **17.5 Procurement**

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

### **17.6 Construction Issues/Progress**

Oparure retaining wall – this retaining wall is in the process of failure – geotech investigation is underway to find a feasible solution to be tendered for construction by October. The NZTA indicated that they would not accept this work to be done under Emergency Funding; therefore it had to be re-allocated to Preventative Maintenance. Survey works and Design works have been completed on Retaining Walls at Oparure Rd, km 12.3 and 12.9.

## **18 Associated Improvements For Renewals**

### **18.1 Introduction**

The 2014/2015 Associated Improvements for Renewals activity comprises of works to do at the same time and location of other approved category activities/projects, which falls outside the scope/definition of the other activity/project.

### **18.2 Design/Scope**

Works still to be identified during this year and prioritized.

### **18.3 Consent Issues/Progress**

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

### **18.4 Budget, Funding Sources and Expenditure to Date**

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

### 18.5 Procurement

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

### 18.6 Construction Issues/Progress

Nil.

## 19 Drainage Renewals

### 19.1 Introduction

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

### 19.2 Design/Scope

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

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

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

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

### 19.3 Consent Issues/Progress

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

### 19.4 Budget, Funding Sources and Expenditure to Date

The current WDC 2014 -2015 budget for this activity is \$459,000 with a FAR of 59%. The expenditure to date is \$9,879.

### 19.5 Procurement

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

### 19.6 Construction Issues/Progress

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

## **20 Minor Improvements**

### **20.1 Introduction**

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

### **20.2 Design/Scope**

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

### **20.3 Consent Issues/Progress**

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

### **20.4 Budget, Funding Sources and Expenditure to Date**

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

### **20.5 Procurement**

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

### **20.6 Construction Issues/Progress**

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

## **21 Pavement Rehabilitation**

### **21.1 Introduction**

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

### **21.2 Design/Scope**

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

### **21.3 Consent Issues/Progress**

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

### **21.4 Budget, Funding Sources and Expenditure to Date**

The current WDC 2014 -2015 budget for this activity is \$1,399,150 with a FAR of 59%. The expenditure to date is \$0.00. (However, \$300,000 of this has to be transferred to fund Emergency Reinstatements.)

### 21.5 Procurement

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

### 21.6 Construction Issues/Progress

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

## 22 Sealed Road Surfacing

### 22.1 Introduction

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

### 22.2 Design/Scope

A list of works are being identified and prioritized.

### 22.3 Consent Issues/Progress

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

### 22.4 Budget, Funding Sources and Expenditure to Date

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

### 22.5 Procurement

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

### 22.6 Construction Issues/Progress

Nil.

## 23 Structures Components Replacement

### 23.1 Introduction

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

### 23.2 Design/Scope

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

**23.3 Consent Issues/Progress**

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

**23.4 Budget, Funding Sources and Expenditure to Date**

The current WDC 2014 -2015 budget for this activity is \$350,000 with a FAR of 59%. The expenditure to date is \$0.00.

**23.5 Procurement**

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

**23.6 Construction Issues/Progress**

Kawhia Harbour Bridge is a precast unit and completion of manufacturing will take into the rain season so it will only be installed by ~~November~~ December 2014.

**24 Traffic Services Renewals****24.1 Introduction**

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

**24.2 Design/Scope**

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

**24.3 Consent Issues/Progress**

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

**24.4 Budget, Funding Sources and Expenditure to Date**

The current WDC 2014 -2015 budget for this activity is \$115,600 with a FAR of 59%. The expenditure to date is \$2,206.

**24.5 Procurement**

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

**24.6 Construction Issues/Progress**

Nil.

## **25 Unsealed Road Metalling**

### **25.1 Introduction**

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

### **25.2 Design/Scope**

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

### **25.3 Consent Issues/Progress**

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

### **25.4 Budget, Funding Sources and Expenditure to Date**

The current WDC 2014 -2015 budget for this activity is \$502,900 with a FAR of 59%. The expenditure to date is \$0.00. (However, this has to be transferred to fund Emergency Reinstatements.)

### **25.5 Procurement**

This activity forms part of the current Road Maintenance Contract.

### **25.6 Construction Issues/Progress**

This Budget is being re-allocated to provide funding for Emergency Works. This will have a negative impact on Unsealed Road metalling.

## **26 Emergency Reinstatements Projects**

### **26.1 Introduction**

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

### **26.2 Design/Scope**

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

### **26.3 Consent Issues/Progress**

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

#### 26.4 Budget, Funding Sources and Expenditure to Date

The current WDC 2014 -2015 budget for this activity is \$240,000 with a FAR of varying %. The expenditure to date is \$16,798.

#### 26.5 Procurement

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

#### 26.6 Construction Issues/Progress

### 27 Other Major Works In Progress Rest Of This Financial Year

27.1 Tawa Heights retaining wall – Geotech investigation for design is in progress – Tender Documentation for the Tawa Retaining Wall is currently being finalized for tendering will be tendered for construction September/October.

- ~~Oparure retaining wall – this retaining wall is in the process of failure – Geotech investigation is underway to find a feasible solution to be tendered for construction September~~

27.2 Oparure Rd Culvert at RP1.4 – This culvert formed a tomo that collapsed half the road width. Investigations under difficult conditions indicated that the existing culvert has to be replaced by a new HDPE culvert and the cost indication is about \$120,000.

27.3 Mangarino Road retaining wall – This was ~~Being~~ re-designed to explore the retreat option. However, the result indicated that the Retaining Wall option is preferable due to the high financial risk posed by unknowns of rock formations into the cutting. A revised retaining wall option is now to be considered. Expected completion is End of 2014.

### Suggested Resolution

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



JOHAN ROSSOUW  
**MANAGER – LOCAL ROADS**

September 2014

Document No: 344636

File No: 503/001C

**Report To: Council****Meeting Date:** 30 September 2014**Subject: Progress Report: Road Asset Technical Accord (RATA)**

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress of the Road Asset Technical Accord (RATA).

## 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 roads network infrastructure makes to the community.
- 2.2 The provision and maintenance of the roading infrastructure, is consistent with section 11A Local Government Act 2002 (including amendments).

## Background

- 3.1 RATA is the Centre of Excellence for Road Asset Planning in Waikato. It is the vehicle by which Waikato's councils co-operate over Roading expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum (WMF), involving the Region's Mayors and Regional Chair. **Secondment approved for Project Director (Dawn Inglis of Waipa DC) to 30 June 2016.**

## Commentary

### 4.1 26 August 2014

- 4.2 The Business Plan for RATA was approved by the WMF Roading Governance Group in June 2014. All councils in the Region have committed to participate in RATA.
- 4.3 The Multi-Party Funding Agreement (MPFA) between the participating Council's and LASS has now been through a legal review. The legal opinion is that the MPFA meets the requirements of s61 of the LGA for the supply of goods or services by LASS (which was queried by one of the participating Councils).
- 4.4 Secondment approved for Project Director (Dawn Inglis of Waipa DC) to 30 June 2016.
- 4.5 Administration resource is now required by RATA. It was in the Business Plan and has been budgeted for. The Project Director will identify and appoint an appropriate person.
- 4.6 The NZTA Grant of \$250,000 (net sum) has been approved by the NZ Transport Agency to be funded through the Waipa DC transport programme.

- 4.7 RATA will require each participating local authority to sign the Multi Party Funding and Services Agreement (MPFA).
- 4.8 The MPFA will formally commit each authority to participating in RATA but not necessarily committing to costs associated with regional contracts.
- 4.9 The base cost of RATA expected to be around \$22,000 and is subsidised through the FAR applicable to each council.
- 4.10 Councils have indicated that they want their staff to ensure that any work procured through RATA/LASS is the lowest cost option for them. This will need further discussion with each Council to move this to a value discussion rather than just cost.
- 4.11 Regional contracts like the proposed regional data collection contract will be subject to individual council agreements once costs are known.
- 4.12 The first RATA project is a drive over assessment of parts of each councils sealed network to look at reconstruction and resealing work and practices. The intention is a report that share learning's to assist in gaining efficiencies and therefore savings. This is expected to be complete around end October early November 2014.
- 4.13 Future projects being developed are:
- Collaborative approach to LED street lighting procurement or management.
  - Developing a consistent approach to the maintenance and capital improvements applied to unsealed roads
  - Strategic RAMM database support for participating authorities.

#### **4.14 30 September 2014**

#### **4.15 Maintenance Practice Review**

- 4.16 WDC was the second LA to be visited by a group of technical people to inspect, discuss the forward works program, treatment interventions, etc. on 31 July 2014. This initiative is to identify and enhance "best practice" ideas and methods to share among participating LA's.
- 4.17 Dawn Inglis together with another others, identified as having broad experience specifically on rehabilitation projects and reseals, inspect each LA's network with the respective Roding Manager, with Roding Managers from other participating LAs welcome to attend the inspection in order to learn from each other.
- 4.18 The inspection concentrated on the 2014/15 forward work programme and specifically on rehabilitation projects and reseals. Trends and statistics about the network were collated from RAMM and analysed to confirm strategies, budget trends and priorities.
- 4.19 Several sites were visited and the emphasis was on checking whether or not the site works really needs to be done, why it needs to be done and included discussion of the intended methodology.
- 4.20 The roads visited were Kopaki, Ramaroa, Mokaiti and Aria Roads. On Aria Road one lane is affected (rutted) more than the other lane and that can be directly attributed to trucks leaving the Quarry fully loaded, damaging the outgoing lane more than the other lane.

4.21 Discussions also focused on the merits of rehabilitation of the whole road width as opposed to just the worst affected lane, considering remaining life of each lane, cost of re-establishment, etc. WDC's approach is to decide this after a proper test analysis is completed in order to understand the make-up and strength of the existing pavement. A proper pavement design is completed taking into account traffic loads etc. and comparing the cost benefit between doing one lane or both lanes. It was agreed that this reasoning is sound and that this is the best way forward. (This is currently being done.)

#### **4.22 Mayoral Forum Update**

4.23 Attached to and forming part of this business paper is a copy of the latest Roding Workstream update from the Waikato Mayoral Forum and Councils Collaboration Projects: Progress Report #8: September 2014.

4.24 It is noted that under the "Next Steps" of that update, Council should receive a letter outlining the costs for each local Road Controlling Authority for the Regional Data Collection Contract by 24 September and confirmation of participation is sought by 10 October. To meet this timeline, a procurement decision is required by 30 September 2014.

4.25 The report from RATA on the region wide RAPT Forward Work Programme Inspection Tour – visit to Waitomo on 31 July 2014 is awaited.

#### **4.26 Regional Data Collection**

4.27 Tenders for the Regional Data Collection project have closed with RATA and information is awaited to assess whether it is to WDC's benefit to purchase this service through RATA.

### **Suggested Resolution**

The Progress Report: Road Asset Technical Accord (RATA) be received.



JOHAN ROSSOUW  
**MANAGER - ROADING**

Attachment: Roding Workstream extract from the Waikato Mayoral Forum and Councils Collaboration Projects: Progress Report #8: September 2014

## Workstream: Roding

### Purpose

This report provides an update to the Mayoral Forum on the progress of implementing the Centre of Excellence for Roding Asset Management in the Waikato (Road Asset Technical Accord – RATA).

### Progress on Key Milestones

During the second quarter of 2014 the following milestones have been progressed:

1. A Business Plan for RATA has been approved and is now being implemented
2. All Councils have made a resolution of a commitment in principle to RATA, and a delegation for officers to enter into a multi-party funding and services agreement for RATA.
3. A multi-party funding and services agreement has been signed (LASS Board Meeting held 1 September 2014)
4. Work on the RATA project the Forward Works Programme Tour (previously known as the RAPT tour) was successfully completed in July and August, and also the Regional Data Collection Contract has been advertised.
5. Attached is a fact sheet developed for stakeholders.

### Next Steps

The Forward Works Programme tour was very successful with some great feedback from the staff who were able to participate. A report is now being drafted outlining the key issues that arose during discussions and areas of opportunity for greater consistency in approach throughout the Region.

The Regional Data Collection Contract was advertised for tender on 26 August with tenders closing on 16 September. It is planned to have letters to each Council by 24 September outlining what the costs will be for each Council for this work, and seeking confirmation of participation by 10 October. The contract is proposed to commence on 1 November 2014.

At this stage there have been no nominations from regional staff to participate in any of the other RATA project work, but this will be more actively pursued in the coming quarter

## Road Asset Technical Accord (RATA)



### FACT SHEET #1

*RATA is the centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over roading expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional council chair.*

## RUBBER HITS THE ROAD FOR RATA

The rubber's really been starting to hit the road with co-operation over a smarter approach to roading in the region.

The joint roading work stream, under our Road Asset Technical Accord (RATA) established by the Waikato councils, is being carried out under the auspices of the Waikato Mayoral Forum. A business plan was approved by the mayoral forum's roading governance group in June 2014. All councils in the region have committed to participating in RATA.

And, as at July 2014, Waikato councils formally got underway with a collaboration project aimed at making significant savings on their \$160 million year annual road maintenance spending.

The ongoing work involved is being supported by \$250,000 funding from the New Zealand Transport Agency (NZTA), which funds roading projects nationally and therefore has a clear interest in supporting greater efficiency.

RATA thanks NZTA very much for its support. We see this as a great example of partnership between central and local government and it reflects the forum's commitment to working with others for the Waikato's benefit. A big thank you, in particular, to the Waikato NZTA planning and investment team for their support in securing this funding. It will offset initial set-up costs for RATA and also the data collection costs referred to below.

Our initial project will be to review the road reconstruction and resealing programmes of each council to assess the merits of each others' approaches and learn from each other when it comes to making efficiencies and savings. This is expected to identify where we can co-operate more to reduce costs and ensure that the roading work we carry out provides maximum possible benefits to the community. This initial review on reconstruction and resealing was being carried out over July and August 2014.

**Video capture**

Video footage is being taken to film 'typical' roads in various classes. This is to support work planned in the region to assist with the implementation of the Government's new One Network Road Classifications (ONRC) and associated technical performance measures. As many of you will know, ONRC is the One Network Road Classification providing a consistent framework for how we identify and classify our roads.

**Regional data**

Besides rehab and resealing, the other major RATA project underway involves regional data collection contracts for the collaborative procurement of data collection services to facilitate consistency of practice and benchmarking opportunities. The contract is due to start 1 November 2014. RATA will be in touch prior to then to gain confirmation of your participation in the contract for your area. There will be three contracts for the region based on geographic areas.

**Next steps**

RATA will require each participating local authority to sign the Multi Party Funding and Services Agreement (MPFA). This will formally commit each authority to participating in RATA but not necessarily committing to costs associated with the regional data collection contract. (These costs will be subject to individual council agreements once the tender prices are known.) The MPFA has been subject to legal review, and we have received confirmation that the document meets the requirements of the Local Government Act 2003 Section 61 for LASS to provide services to local authorities.

**Invoices**

Invoices for RATA participation will be forwarded to you soon. Please note that these invoices can be funded from your subsidised land transport programme.

**Future projects**

The projects currently being developed are:

- a collaborative approach to LED street lighting procurement or management
- developing a consistent approach to the maintenance and capital improvements applied to unsealed roads
- a strategic RAMM database support for the participating authorities.

RATA will be looking for staff within the region who wish to be seconded to work on one of the regional projects contemplated by RATA. If you have any thoughts on future projects you would like RATA to see progress please contact Dawn Inglis (project director) at [dawn.inglis@waipadc.govt.nz](mailto:dawn.inglis@waipadc.govt.nz) or on 027 554 2221.

**And finally...**

The eagle-eyed amongst you may have noticed that RATA has changed its name slightly. We are now an "accord" rather than an "alliance". The need for this change was identified during the legal review of the MPFA. Many thanks to everyone for your ongoing support of this exciting collaborative initiative.

**Dawn Inglis, Project Director, RATA**

**Document No:** 344638v2**File No:** 503/001C**Report To: Council****Meeting Date:** 30 September 2014**Subject: Progress Report: One Network Road Classification (ONRC)**

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress of the One Network Road Classification (ONRC).

## 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 roads network infrastructure makes to the community.
- 2.2 The provision and maintenance of the roading infrastructure, is consistent with section 11A Local Government Act 2002 (including amendments).

## Background

- 3.1 The One Network Road Classification (ONRC) for New Zealand is an initiative of the Road Efficiency Group (REG) of the New Zealand Transport Agency with the intention of developing a similar experience and expectation for road users on this same classification of road wherever they are in New Zealand.

## Commentary

- 4.1 WDC has progressed with the implementation of the ONRC to the local roading network by completing the assessment and the functional classification for all roads based on customer level of service requirements for each road category.
- 4.2 WDC is currently applying the performance measures to determine where any gaps exist between the existing levels of service and specified levels of service in accordance with the ONRC. This has to be done for each road individually, and in some cases for sections of road as the use and therefore the classification changes along the road.
- 4.3 The set of provisional performance measures were signed off by the REG during August 2014.

- 4.4 These performance measures are supposed to determine how the classification categories and customer levels of service of the ONRC translate into maintenance, operational and investment decisions.
- 4.5 The classification is still provisional and is expected to change as more information becomes available over the next three years.
- 4.6 When the classification and performance measures are worked through on a network basis it is clear that it was written to be applicable for the high end of the classification which is where the bulk of all roading money is expended.
- 4.7 Most of the WDC network (>80%) falls in the lowest classification - Access Roads with its even lower sub classification Access Roads – Low Volume, low volume referring to low vehicle counts.
- 4.8 The Classification criteria and the Performance Measures cover such a broad range that nearly all WDC roads meet all criteria.
- 4.9 Work is being undertaken on translating performance measures into maintenance, operational and investment decisions but a lot of guidance from NZTA and probably REG will be needed to derive clear effective maintenance, operational and investment decisions at the low end of the classification, which is for practical purposes the whole of the WDC road network.
- 4.10 This guidance is being sought as work develops.

### **Suggested Resolution**

The Progress Report: One Network Road Classification (ONRC) be received.



JOHAN ROSSOUW  
**MANAGER - ROADING**

Document No: 344508

File No: 401/9992000100

**Report To: Council****Meeting Date:** 30 September 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 – Roothing 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 30 September 2014**

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

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

- (i) *The change in scope for the Railway Building Project to include physical linkage to the i-Site, with the work to be undertaken partly as a variation to Project 1 with the balance scheduled concurrent with the balance of Project 4.*
- (j) *Funding of the i-Site linkage, estimated at \$110,820, by loan.*
- (k) *The addition of a new access to Building 3 as a variation to Project 1 and funded to an estimated cost of \$16,350 by loan.*
- (l) *Option 2 for Project 5 (a restaurant/café/bar) be the preferred option on condition that –*
  - 1 *A Lessee arrangement for the premises is completed before works proceed.*
  - 2 *Arrangement of external funding.*
  - 3 *An appropriate Lessee contribution towards the internal refurbishment in line with the commercial value of the opportunity.*

## Project 1 – Building Restoration

### **6.1 1 May 2014**

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

### **6.8 27 May 2014**

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

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

**6.12 25 June 2014**

6.13 5.64 The Tenders Sub Committee has accepted a tender from DMC Builders (2003) Limited from Wanganui for the amount of \$788,672.01. This includes contingencies values that have been added to the tender.

6.14 Contract documentation is currently being finalised and signed.

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

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

**6.17 29 July 2014**

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

- 6.19
- removal of the central area of the floor to building 1 for the new bearer and anchor piles. Due to connectivity difficulties this bearer will now be supported by all new piles,
  - excavations for the new anchor piles / bearer on platform side of building 1. Again extensive rot has necessitated the replacement of several piles,
  - excavations of chimney base for structural strengthening. Exposure of this based revealed the original footing to be loose concrete fill requiring removal and redesign of footing,
  - window refurbishment in building 2

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

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

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

**6.22 26 August 2014**

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

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

**6.24 30 September 2014**

- 6.25 Approval is currently being sought from the HPT for the linkage between Building 1 and the i-Site as well as the replacement of the fire place in Building 2 with a gas fired option, but keeping the external and internal appearance of the chimney. We await there reply.
- 6.26 Approval from the HTP has been granted for the final structural strengthening of the canopy. Working drawings for this work are complete and are currently being priced by the contractor.
- 6.27 Further significant works have been made since the August report to Council and include
- completion of the subframe works including piling to building 2
  - releveling of building 2, which relevelled the floor by 25-35mm. Any work further releveling would require lifting the whole building, rebuilding the subframe and extensive repair works on all openings
  - extensive amount of painting undertaken
  - weatherboard replacement
  - Steel framing to support chimney to Building 1
  - Subfloor insulation and ground lining building 1 & 2

**Project 2 – Plaza Redevelopment**

- 7.1 Works associated with the roading redevelopment have been completed.
- 7.2 The bollards removed during this project have been replaced with new bollards, with those removed scheduled to be refurbished for use at a later stage.
- 7.3 No further works have been undertaken.
- 7.4 9 July 2014**
- 7.5 During the Reference Group workshop on this project the issue of the future of the band rotunda was discussed, with the overwhelming opinion being the band rotunda should be removed from the plaza.
- 7.6 Should the band rotunda remain it will be required to be fully fire protected with sprinklers as part of the project.
- 7.7 The Brook Park Inc. has indicated that they would be keen to have the structure positioned in Brook Park. Before any removal is undertaken, investigation is required into how this structure was funded and constructed so that discussions can be undertaken with potential relevant parties.
- 7.8 Council is asked to confirm that this structure can be removed from the plaza area, which will enhance the potential use of building 3.

**7.9 26 August 2014**

7.10 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

**7.11 30 September 2014**

7.12 Mansergh Graham are currently updating the plaza proposal to incorporate all the proposed building usage changes and accessway changes.

<b>Project 3 – Roading Renewal</b>
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8.1 Completed.

<b>Project 4 – Community Space</b>
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9.1 Councils working group for this project have advised to proceed with the refurbishment of the internal areas of building 1, utilizing the existing layout and door access.

9.2 An assessment of existing electrical services within building 1 is currently underway.

9.3 An assessment of the additional structural strengthening of building 1 is currently underway.

9.4 A timeframe of 30 May 2014 has been agreed with the Architectural and Engineering service providers for the completion of contract documentation for the internal refurbishment building 1.

9.5 No decisions have been made in relation to building 3, the other community space building.

9.6 A report on the structural strengthening has been completed and will be incorporated into the architectural drawings/documentation currently being prepared. This will require an additional support wall in the building and new gib brace lining.

9.7 A structural assessment of the canopy is underway with the view to include this work in the Restoration Project.

**9.8 25 June 2014**

9.9 Draft construction drawings and specifications have been completed and are being worked through. Councils working committee is to finalise information related to doorways.

9.10 Instructions have been issued to the Quality Surveyors to prepare tender schedules and pre tender estimate.

**9.11 29 July 2014**

- 9.12 Draft contract documentation has been completed for the internal restoration of building 1.
- 9.13 A quantity surveyors estimate for this work has been established at \$148,200. While some of this work is structural strengthening and may be swung to the main contract, Councilors need to consider how this project is to be funded to allow the project to proceed.
- 9.14 The initial budget estimate for this work as well as the community space in building 3 was \$214,500, being spread over 5 years from 2013/2014 financial year and funded through WDC loan, as the work was originally programmed as a minor repair with full refurbishment a few years later.
- 9.15 The extent of structural works that are required in relation to this building means that all the works are required to be undertaken as a single project.
- 9.16 While no external funding was programmed for this work it was always envisaged an application to Trust Waikato would be made who will assist in making areas available for community groups, with the balance being loan funded. A decision on occupancy is required to allow any funding applications to be presented.
- 9.17 The following budgets have been approved to date, being \$47,000 in 2013/2014 and \$34,000 in 2014/2015, making a total of \$81,000 available. To date design costs have been absorbed into Project 1 fees.
- 9.18 The unfunded part of this project currently stands at \$67,000
- 9.19 A new entrance sketch to building three has also been developed and forwarded to HPT for approval. This is proposed to the side of building 3 to maintain the heritage view of the building frontage. Once approval has been granted this work will be incorporated in the restoration project currently underway.

**9.20 26 August 2014**

- 9.21 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

**9.22 30 September 2014**

- 9.23 A proposal for the linking of the building 1 community space and the i-Site has been completed by the architect and submitted in principal to the HPT for approval. A copy of this sketch is attached to and forms part of this business paper for Councilors' information.
- 9.24 Council at its meeting of 26 August 2014 considered a business paper summarising Council's position in respect to the Te Kuiti Railway Building Project as determined at the Council Workshop of 12 August 2014 and this identified that \$100,000 of external funding was required for the community space project to proceed.
- 9.25 At the time of these two meetings it was envisaged that this external funding could be available from the NKCDT. It is now apparent that Project 4 does not meet the criteria for this fund.

- 9.26 An application to Trust Waikato has been made for the sum of \$38,000, being 10% (maximum funded) of the total estimated value of Project 4. The outcome of this funding round is made available December 2014.
- 9.27 Should WDC be successful, other sources of funding will still be required for the balance of \$62,000

## **Project 5 – Commercial Space Internal Refurbishment**

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

### **10.2 29 July 2014**

10.3 A preliminary high level layout for building 2 has been commissioned to facilitate future commercial negotiations, but also to allow identification of any required external modifications – eg doorways that will allow an application to the Historic Places Trust for approval.

10.4 It is the intention once approval from the HPT is granted that the external wall modifications will be included in the current project works.

10.5 This high level plan will include a restaurant / café at the northern half, a toilet block servicing the restaurant and other commercial activities and two retail outlets. These will require new external access requiring approval from HPT

### **10.6 26 August 2014**

10.7 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

### **10.8 30 September 2014**

10.9 An expression of interest has been received from a prospective lessee for the café/ bar/ restaurant.

10.10 A detailed design for the layout is now being prepared based on option 2 of the feasibility report, to be used in negotiations for the lease and also for a funding application to NKCDT and HPT signoff.

10.11 A copy of the draft proposed layout is attached to and forms part of this business paper for Councillors information.

## **Work Plan / Timeline / Budget**

11.1 A revised work plan outlining key milestones is attached to and forms part of this business paper. Blue indicates the original timeline. Pink indicates actual timelines.

**11.2 26 August 2014**

11.3 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

**11.4 30 September 2014**

11.5 The timelines presented to Council at the workshop of the 12<sup>th</sup> August 2014 and confirmed 26<sup>th</sup> August 2014 are extremely tight and rely heavily on sourcing external funding to complete the projects.

11.6 At the present time projects are on track to this timeline.

**Suggested Resolution**

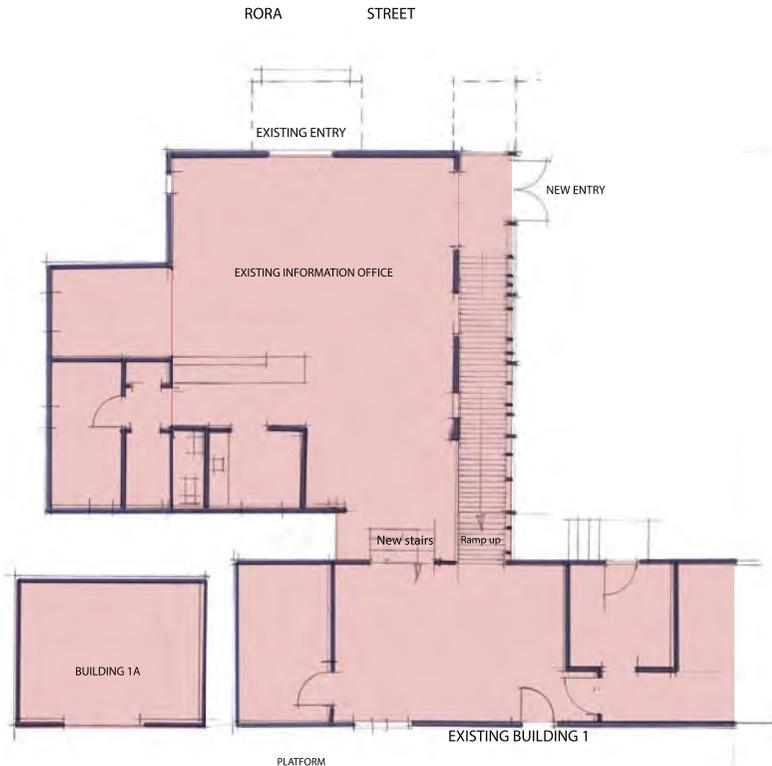
The Progress Report: Te Kuiti Railway Building be received.



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

September 2014

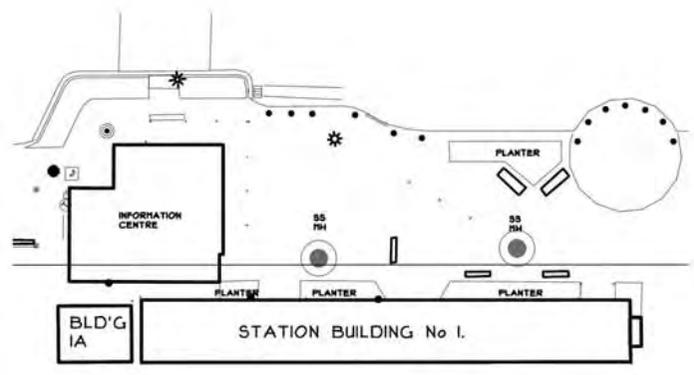
Attachments: Plans



PROPOSED PLAN



PROPOSED ELEVATION



SITE LOCATION PLAN



EAST ELEVATION SHOWING NEW OPENING (INFORMATION OFFICE SHOWN DASHED)



EAST ELEVATION SHOWING NEW WALKWAY ADJACENT TO EXISTING INFORMATION OFFICE

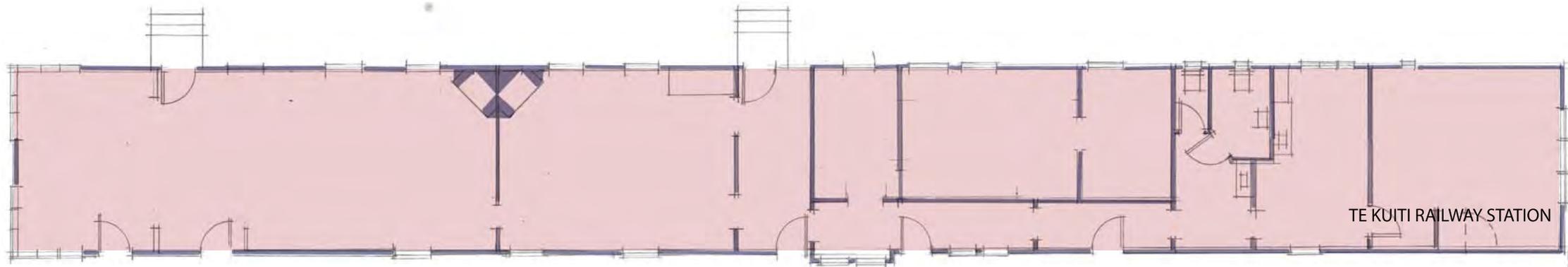
TE KUITI RAILWAY STATION  
PROPOSED LINK BETWEEN  
EXISTING INFO OFFICE  
AND BUILDING 1

MATTHEWS & MATTHEWS  
ARCHITECTS LTD

SEPTEMBER 2013



PROPOSED FLOOR PLAN - NO 2 BUILDING



EXISTING FLOOR PLAN - NO 2 BUILDING

PROPOSED ALTERATIONS  
NO2 BUILDING

MATTHEWS & MATTHEWS  
ARCHITECTS LTD

SEPTEMBER 2014

**Document No: 344509****File No: 401/0588423600****Report To: Council****Meeting Date:** 30 September 2014**Subject: Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance**

### **Purpose of Report**

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

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

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

### **Background**

- 3.1 TKCH is located within a residential property at 2 Jennings Street, Te Kuiti that is owned by WDC. The TKCH/WDC relationship is documented through a lease, with TKCH paying a lease rental of \$7,897.50 (GST inclusive) per year.
- 3.2 It is well documented that the property at 2 Jennings Street requires considerable works to repair structural damage to external walls, piling and roofing.
- 3.3 Due to the extent of these works, Council identified the building for disposal as part of the development of the draft LTP. The proposal to dispose of the building was clearly signalled in the consultation documentation for the LTP.
- 3.4 Prior to the disposal option being considered the TKCH Trustees embarked, in conjunction with WDC, on an investigation into the long term needs of TKCH. Jenny Grace Consulting was commissioned to undertake the Feasibility Study.
- 3.5 Funding was successfully sought from the Lotteries Commission (\$15,000) to undertake a feasibility study with the aim of:

*“To assess the long term feasibility of developing further services and reviewing potential services identified under the umbrella of Te Kuiti Community House Trust and the likely impact on the facility available and the proposed preliminary building modifications identified to cater for these services”*

- 3.6 The above aim of the Feasibility Study brief has subsequently been influenced by the decision to include the building in the LTP for disposal.
- 3.7 A business paper on the outcomes of the Feasibility Study was presented to Council at its meeting of 29 May 2012.
- 3.8 During the presentation, other options and a definition of TKCH needs were discussed by Council. This culminated in a request as to whether the Feasibility Study could be expanded to include other options and a confirmation of the TKCH needs.

## Commentary

### **4.1 28 August 2012**

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

### **4.4 25 September 2012**

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

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

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

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

### **4.8 30 October 2012**

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

**4.11 26 February 2013**

- 4.12 There was considerable difficulty in negotiating changes in the report with the consultant to align the report to WDC's current thinking as resolved in August 2012.
- 4.13 The delay necessitated an application to the Lotteries Commission to extend the deadline for submission of the report. This was accepted by the Lotteries Commission and an extension was granted till 31 January 2013.
- 4.14 Some changes were included in the finalised report and a detailed addendum to the report, by way of a covering letter to the Lotteries Commission, was submitted by Group Manager – Community Services.

**4.15 30 April 2013**

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

**4.17 Future Development**

- 4.18 Council's Regulatory Department notified the Group Manager – Community Services, as the custodian of WDC's building assets, that the library building was potentially an earthquake risk building.
- 4.19 In light of the possible future works associated with relocating the TKCH to this building, Design Management Consultants (DMC) were commissioned to complete an Initial Evaluation Procedure (IEP) of seismic assessment in accordance with NZSEE recommendations.
- 4.20 Earthquake Prone Buildings are deemed to have a NBS seismic strength assessment of less than 33%.
- 4.21 The library building IEP seismic assessment based on visual inspections show the building is categorized as Grade C with 42% NBS in accordance with NZSEE grading scale.
- 4.22 As the seismic strength assessment lies between 33% and 67% a more detailed evaluation is recommended where a fully detailed loading and structural strength is calculated in order to obtain a more accurate value of the actual building seismic strength.
- 4.23 Potential floor layout sketches are currently being prepared for discussion with TKCH. Agreement on these sketches will enable a Quantity Surveyors estimate to be prepared as a basis for funding applications.
- 4.24 6 June 2013**
- 4.25 An upstairs sketch was distributed to the Trustees for comment on 7 May 2013 and was discussed at the Trustee meeting of 13 May 2013. A further site visit is being planned for 10 June 2013.
- 3.26 In the meantime this sketch is being formulated into a draft working drawing in preparation for future grant funding applications

**4.27 25 June 2013**

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

**4.29 27 August 2013**

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

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

**4.32 24 September 2013**

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

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

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

**4.36 26 November 2013**

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

**4.38 6 March 2014**

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

4.40 The application is based around the following financial data:

Roof Renewal	25,000	WDC estimate
Office Complex Redevelopment	443,000	QS estimate
Seismic Report	12,766	Engineering quote
Contract Document Preparation	67,000	QS estimate
WDC Fees/Charges	2,000	WDC estimate
<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 TKCH to the upper level of the 28 Taupiri Street building, discussions were held regarding the use of this funding towards this project.

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

**4.43 1 May 2104**

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

**4.45 27 May 2014**

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

**4.47 25 June 21014**

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

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

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

4.51 Council has three options to move this project forward:

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

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

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

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

4.55 The Lottery Board provided the following comment on this:

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

4.56 **29 July 2014**

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

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

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

4.60 **26 August 2014**

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

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

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

4.64 **30 September 2014**

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

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

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

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

**Suggested Resolutions**

- 1 The Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance be received.
- 2 The project to upgrade the upper level of 28 Taupiri Street be tendered for construction with the outcomes of the tender process presented to the Tenders Sub-Committee

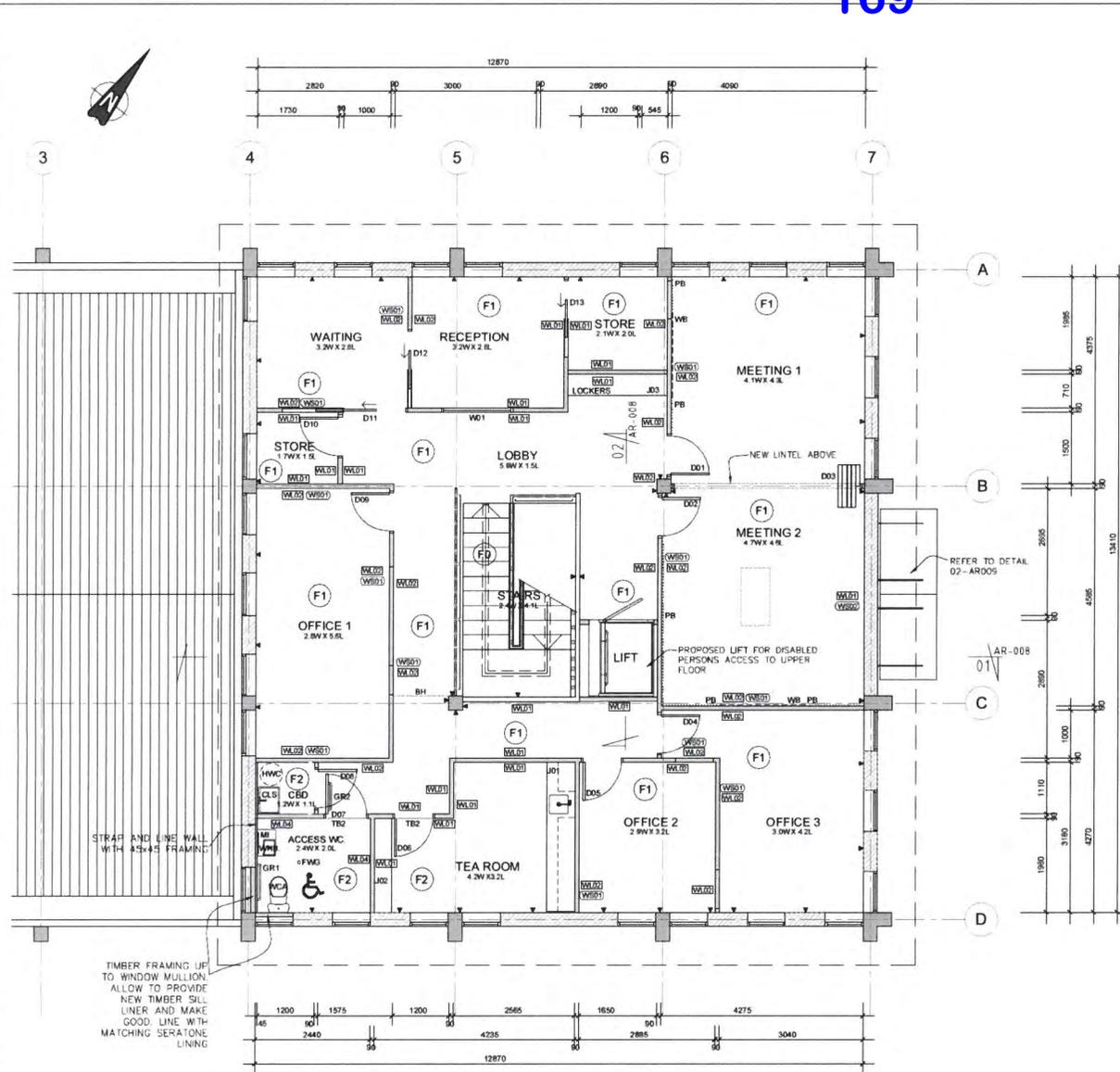


JOHN DE LUCA  
**GROUP MANAGER – COMMUNITY SERVICES**

September 2014

Attachment: Floor Plan

Level 1 saved Tue, 16 Sep 2014 10:44:45 AM



- LEGEND**
- NEW WALL
  - EXISTING WALL
- FLOOR FINISHES**
- W501 100mm R18 INSULATION AND BAFFLE BLOCK ABOVE STRAPPING TO EXISTING BLOCKWORK
  - WL01 13mm GIB STANDARD
  - WL02 13mm GIB NOISELINE
  - WL03 2x13mm GIB NOISELINE
  - WL04 SERATONE WALL LINING
  - WL05 FEATURE RECYCLED TIMBER WALL BATTENS FULL HEIGHT
- DOOR AND WINDOW SCHEDULE**
- D01 NEW DOOR NUMBER
  - J01 NEW JOINERY NUMBER
  - DS NEW DOORSTOP
  - GP NEW GLAZED PARTITION WALL TILES
  - GR1 BRAD 005 02 760X760X32 GRAB RAIL
  - GR2 BRAD 001 450 GRAB RAIL
  - WCA CAROMA CARE 400 SILENT CAROMA CUBE EXTENSION INTEGRAL FLOW WITH MEDINA BOTTLE TRAP
  - CLS MERICER BP321024 STAINLESS STEEL CLEANERS SINK
  - MI 800X450 WALL MIRROR
  - HWC RHEEM MAIN PRESSURE HWC 312135 ON TRAY
  - PB AUTEK COMPOSITION PINEBOARD 1200mm HIGH 800mm ABOVE FLOOR LEVEL WITH 12x12mm ANODISED ALUMINIUM EDGING TO ALL SIDES. COLOUR TBC
  - WB PROPRIETARY WHITE ACRYLIC WHITEBOARD WITH ANODISED ALUMINIUM EDGE PROFILE 1800x1200 INSTALLED 800mm ABOVE FLOOR LEVEL

- LEGEND**
- NEW PAINT FINISH TO EXISTING WALLS
- FLOOR FINISHES**
- F0 REMOVE EXISTING CARPET ADD NEW CARPET AND NEW BLACK INSERTS TO EXISTING NOISING
  - F1 SHAW CARPET TILES, DISPERSE MAGNETIC FIELDS (ASHLAR LAYOUT)
  - F2 TARKETT OPTIMA 888 COVERED 100mm WITH WELDED JOINTS (GRAN ALL IN SAME DIRECTION)
  - F3 JACOBSEN R10 BASALTINA GREY 600x600 GREY GROUT (3mm)
  - F4 ADVANCE CORAL TREAD IF FLUSH ENTRANCE MATT BLACK
  - BH BULKHEAD
  - TB1 1" PROFILE TILE EDGE, MILL FINISH
  - TB2 TRESAFE DT 036 MILL FINISH
  - WT WALL TILES
  - ST SERATONE WALL FINISH
  - FLC FLOOR LEVELING COMPOUND, FEATHER FLOOR UNDER CARPET TO ACHIEVE FLUSH FINISH BETWEEN CARPET AND TILES

- NOTES**
- N1 TRIM BASE OF DOORS TO ALLOW FOR NEW TILE DEPTH 20mm UNDERCUT REQUIRED
  - PAINT FINISH ALL NEW WALLS, ARCHITRAVES, EXISTING WALLS AS INDICATED TO BE PAINTED REBENE BLACK WHITE LOW SHEEN
  - ALL EXISTING STEEL WINDOW FRAMES TO BE PAINTED RESENE JUDGE GREY
  - SERATONE WALL FINISH (ST) SERATONE PERMAFOOT SATIN FINISH WITH PROPRIETARY ANODISED ALUMINIUM JOINTERS

PROPOSED UPPER FLOOR PLAN  
1:50 at A1

**FOR INFORMATION ONLY**

28 TAUPIRI STREET, TE KUITI  
PROPOSED UPPER FLOOR PLAN

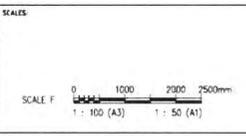
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This drawing is confidential and shall only be used for the purposes of this project

REVISIONS	NO	BY	DATE	DESCRIPTION	APPD
A	NE	12/09/14	ISSUED FOR REVIEW		

THE SIGNING OF THIS TITLE BLOCK CONFIRMS THE DESIGN AND DRAFTING OF THIS PROJECT HAVE BEEN PREPARED AND CHECKED IN ACCORDANCE WITH THE AECOM QUALITY ASSURANCE SYSTEM (QAS) M01

DESIGNED	BP	CHECKED	SC
DRAWN	NE	CHECKED	BP
APPROVED	BP	DATE	Sep-14



**AECOM**

AECOM New Zealand Limited

CLIENT:

A1	STATUS	REVIEW	DRAWING NO	60329507-AR-005	REV	A
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Document No: 344523

File No: 037/043

**Report To: Council****Meeting Date:** 30 September 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. Progress Report: Regulatory Enforcement Issues	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
2. Progress Report: Waikato Mayoral Forum and Shared Services	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Te Kuiti Swimming Pool	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Te Kuiti Cemetery	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
5. 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.



MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**