

Document No: 306295

File No: 004/004

Report To: Council Meeting

Meeting Date: 6 June 2013

Subject: **Progress Report – Communications Strategy Implementation Plan****Purpose**

- 1.1 The purpose of this paper is to brief Council on the progress of the implementation of Councils Communications Strategy.

Background

- 2.1 The Communications Strategy Implementation Plan was adopted by Council in November 2012.
- 2.2 The Implementation Plan provided further detail of how Council will implement its Communications Strategy. The focus is on activities and key projects to be undertaken in order to implement the strategic intent.
- 2.2 The Implementation Plan is a 'live' document and a six-monthly review schedule has been implemented to allow for recommended additions or changes to the Plan as required by Council.

Commentary

- 3.1 Actions have been spread over a three year period from 2012 to 2015. Each action has been given a priority and allows for the review, planning and implementation of each action.
- 3.2 To date ten of the thirteen actions set for 2012/13 have been achieved.
- 3.3 Review Method used to measure Resident Satisfaction on an Annual basis
- 3.4 In January this year, a communications project was undertaken to review the way in which we survey residents about the services and facilities provided by Council.
- 3.5 The review was bought about due to: previous surveys containing a high number of 'don't know' responses, the margin of error and the cost of the survey. Another key factor was the sample size of 400 residents, which is not considered to represent the District population.
- 3.6 Thought was given during the review process about undertaking an online survey. Although it remains WDC's objective to increase electronic communications in the future, part of the process of transitioning to online methods involves the development of a comprehensive **interested party email list** (as part of the Buzzit Online newsletter project).
- 3.7 Therefore, three separate quotes were obtained from Research First, DigiPoll and Versus Research Ltd, covering the following requirements:

- An increase in the sample size, to better represent the District population. A sample size of between 700 and 800, providing a margin of error of approximately +/-3.5%.
 - Creating a 'targeted group' of questions within the survey, in which only those users of the services will be surveyed i.e. Building Control, Environmental Health and possibly Water Supply.
 - ✓ Contact lists for these two targeted groups will be provided by WDC (out of NCS) for use in this year's survey. The data is required by Versus in order to obtain the additional contact numbers (n=800).
 - Maintaining a survey length of 10-12 minutes.
- 3.8 Versus Research Ltd was approved as the survey provider for 2013. Versus provided the most competitive quote for a sample size of 800. Versus also included in their quote, a data integrity and quality control agreement which will ensure that the quality standards around questionnaire preparation and measurements are of a high standard.
- 3.9 Timeline: Resident Satisfaction Survey 2013 (estimate)
- | | |
|---------------------|---------------------------------------------------|
| Survey fieldwork | 1 st July – 12 th July 2013 |
| Analysis of results | 15 th – 24 th July 2013 |
| Final report to WDC | 1 st August 2013 |
- 3.10 Communications about the upcoming Resident Survey is planned for June 2013. This will increase resident's awareness of the survey and potentially increase the number of respondents and/or the quality of the feedback.
- 3.11 Whilst some customer satisfaction performance targets will be benchmarked against previous years' surveys (i.e. library, pool, parks and reserves), the majority will be new benchmarks set by the 2012-2022 Long Term Plan.
- 3.12 The performance results of the Resident Satisfaction Survey 2013 will be reported against through the Annual Report 2012/13.

Suggested Resolution

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



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



Communications Strategy Implementation Plan

Six Monthly Progress Report

(As at 30 May 2013)

Communication Method or Focus Area	Timeline	Progress
Develop Communications Plans for key projects 2013/14	2012/13	Achieved. Communications Plan developed for draft Exceptions Annual Plan 2013/14. Plan developed for Water Conservation Campaign 2012/13.
Review Method used to measure Resident Satisfaction on an Annual basis.	2012/13	Achieved. Review undertaken in January 2013 by Group Manager Corporate Services. Survey scheduled for June/ July 2013.
TECHNOLOGY - Internal		
Investigate use of technology for Elected Members	2012/13	Achieved. Tablets provided to EM for viewing Agendas/ publications. Councillors intranet established.
TECHNOLOGY - External		
Implement Online Service Request System	2012/13	Achieved - December 2012. waitomo.govt.nz/haveyoursay 1. FixMyStreet.org.nz was implemented on website and incorporated into NCS service request system. 2. Online Enquiry/ request form developed and placed on website. 3. Formal Submission form – page is currently linked to dEAP 2013/14 consultation.
Implement Online GIS Mapping for public use	2012/13	Achieved - November 2012. Intramaps online mapping service was developed and placed on website. Public can print maps, view property information, road boundaries and more.
Develop Social Media Policy	2012/13	Achieved – Policy and Guidelines created in December 2012. Email sent to all staff and documents uploaded to staff intranet.
Develop Social Media site(1) Facebook page	2012/13	Achieved facebook.com/waitomodistrict Social media page was created in December 2012. The page is used to post news and project information, promote events or services and to create photo albums showcasing the District. <i>533 Likes to date.</i> facebook.com/isitetekuiti Sister page was created in December 2012 for the Te Kuiti iSITE. Page provides local information about tourism and events. <i>37 Likes to date.</i> Both pages are monitored daily.
Develop Online Consultation solution using 'Buzzit' or similar product.	2012/13	Achieved – Buzzit Consult, Notify and Newsletter. Three linked platforms that enable WDC to notify residents of newsletters via subscribe option. Consult allows us to setup, receive and analyse submissions to proposals and plans. Newsletter allows us to create online newsletter and link to website and facebook. April issue featured Summary Annual Plan 2013/14.

Communication Method or Focus Area	Timeline	Progress
Develop quarterly newsletter using Waitomo Way template	2012/13	Achieved Now published online via Buzzit Newsletter. Subscription option will be promoted using various media with an aim to increase a subscriber database.
MAORI CONSULTATION		
Identify Maori stakeholders (in association with Te Puni Kokiri)	2012/13	Project not started to date.
PUBLIC CONSULTATION		
Review appropriateness of Open Day	2012/13	Achieved Public meetings, the various communications methods, media and publications provide sufficient coverage of proposals and information.
Review distribution method for Summary Annual Report	2012/13	Project not started to date.
Review Key Locations and Displays for public consultation.	2012/13	Project not started to date.

wDocument No: 307591

File No: 037/044

Report To: Council**Meeting Date:** 6 June 2013**Subject: Documents Signed and Sealed by the Mayor and Chief Executive under Council's Common Seal****Purpose of Report**

- 1.1 The purpose of this business paper is to present to Council copies of documents signed by the Mayor and Chief Executive under the Common Seal of the Council.

Commentary

- 2.1 Listed below are the details of documents signed under Council's Common Seal and witnessed by the Mayor and Chief Executive.

Memorandum of Agreement –
 Realignment of Waipuna Road
 (Pursuant to Public Works Act
 1981)

Between: Waitomo District Council (the Council)
 And: Adrian Noel Verry, Suzanne Lynne Verry
 and Bailey Ingham Trustees Limited

- 2.2 A copy of the Memorandum of Agreement is attached to and forms part of this business paper.

Suggested Resolutions

- 1 The business paper on Documents Signed and Sealed by the Mayor and Chief Executive under Council's Common Seal be received.
- 2 The actions of the Mayor and Chief Executive in executing this document under the Common Seal of the Council be approved.

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachments: 1 Memorandum of Agreement – Realignment of Waipuna Roa



Realignment of Waipuna Road

MEMORANDUM OF AGREEMENT

PURSUANT TO Part VIII of the PUBLIC WORKS ACT 1981

Between the

WAITOMO DISTRICT COUNCIL

[called "the Council"]

and

Adrian Noel VERRY, Suzanne Lynne VERRY and BAILEY INGHAM TRUSTEES LIMITED [called "the owner"]

BACKGROUND

- A. The owner is the registered proprietor of Sections 20 and 21, Block XVI, Kawhia South Survey District being all of the land in Computer Freehold Register SA1700/20.
- B. The owner acknowledges that part of Waipuna Road passing through or adjoining the owner's property was not constructed within the boundaries of the road as surveyed. The owner has agreed to boundary adjustments being made to provide for the Council to gain jurisdiction over the carriageway as formed over the owner's land and in exchange, for the unformed road to be amalgamated with the owner's title.

AGREEMENT

1. The Council and the owner agree and consent pursuant to Section 114 of the Public Works Act 1981 [called "the Act"] to the land described in the **First Schedule** below being declared road and vested in the Council.
2. Excluding mineral interests reserved to the Crown by Section 59 of the Land Act 1948, the Council and the owner agree and consent to the portions of road described in the **Second Schedule** being stopped under the provisions of Section 116 of the Act and pursuant to the provisions of Section 117 of the Act to those portions being amalgamated with the land in Computer Freehold Register SA1700/20 subject to mortgage 8514423.3 to ANZ National Bank Limited and to mortgage 8514423.4 to Noel Edward Verry, Helen Florence Verry and Bailey Ingham Trustees Limited.
3. The parties acknowledge that the road realignment as set out will result in a gain of land to the owner of 2389 square metres for which no compensation shall be required by the Council. X
4. The Council will carry out all survey and legalisation requirements at the Council's expense.
5. The Council will pay all reasonable legal costs incurred by the owner in connection with this agreement.
6. The owner and the Council accept the terms and conditions of this agreement in full and final satisfaction of any claim under the Act and neither shall make any additional claim for compensation or damages, monetary or otherwise, in respect of road boundary adjustments given effect to by this agreement.
7. Pending the issue of a declaration to give effect to this agreement, the Council may register a certificate of consent pursuant to Section 115 of the Act against the owner's certificate of title.
8. The owner warrants there are no unregistered charges on the land.

First Schedule

Land for Road

Area	Description
2.7040 ha	Parts Section 20, Block XVI, Kawhia South Survey District; shown as Sections 2 and 3 on SO 432380 (parts Computer Freehold Register SA1700/20).

Second Schedule

Road to be Stopped and Amalgamated

Area	Description
2.9429 ha	Sections 4, 5 and 8 on SO 432380.

A copy of SO Plan 432380 is attached.

Dated at _____ **this** _____ **day of** _____ **2012**

and

Signed by

Adrian Noel VERRY

and

Suzanne Lynne VERRY

and

BAILEY INGHAM TRUSTEES LIMITED

David Charles Bailey
Chartered Accountant
P.O. Box 225 Otara
Ph 07 - 873 7325

Director [Name]

.....
Adrian Noel Verry

.....
Suzanne Lynne Verry

.....
David Bailey
Signature

Director [Name]

.....
[Signature]

Kim Susanne Brown
Secretary
10 Watson Place, RD 5
Te Awamutu 3875

The **Common Seal** of the
WAITOMO DISTRICT COUNCIL
was hereto affixed in the presence of:

.....
[Signature]
Mayor

.....
[Signature]
Chief Executive



CONSENT OF MORTGAGEE

ANZ National Bank Limited as mortgagee under mortgage 8514423.3 hereby consents under the provisions of Part VIII of the Public Works Act 1981 to the land described in the First Schedule above being declared road and vested in the Waitomo District Council subject to the portions of road described in the Second Schedule being stopped and amalgamated with the land in Computer Freehold Register SA1700/20.

Dated at Auckland this 15th day of April 2012 2013

Signed by ANZ National Bank Limited by its attorney

[Handwritten signature]

Beatrix Anthony-Teau Team Leader

[Handwritten signature] RAJKUMAR BALUJA BANK OFFICER AUCKLAND witness

CONSENT OF MORTGAGEE

Noel Edward Verry, Helen Florence Verry and Bailey Ingham Trustees Limited as mortgagee under mortgage 8514423.4 hereby consent under the provisions of Part VIII of the Public Works Act 1981 to the land described in the First Schedule above being declared road and vested in the Waitomo District Council subject to the portions of road described in the Second Schedule being stopped and amalgamated with the land in Computer Freehold Register SA1700/20.

Dated at this 11 day of March 2013 2012

Signed by Noel Edward VERRY and

[Handwritten signature: N. E. Verry]

Helen Florence VERRY and

[Handwritten signature: H. F. Verry]

BAILEY INGHAM TRUSTEES LIMITED

Director [Name] David Charles Bailey Chartered Accountant PO Box 225 Otorohanga Ph 07 - 873 7325

Director [Name]

[Handwritten signature] Signature Kim Susanne Brown Secretary 10 Watson Place, RD 5 Te Awamutu 3875

**CERTIFICATE OF NON-REVOCATION OF
POWER OF ATTORNEY**

I, Beatrix Anthony-Teau of Auckland, New Zealand, currently holding the position of Lending Services Team Leader of ANZ Bank New Zealand Limited, certify –

1. That by deed dated 29 October 2012, ANZ Bank New Zealand Limited of Wellington, New Zealand appointed me its attorney.
2. That I have not received notice of any event revoking the power of attorney.

A handwritten signature in blue ink, appearing to be 'Beatrix Anthony-Teau', written in a cursive style.

Signed this 15th day of April 2013.



Title Plan - SO 432380

Survey Number SO 432380
Surveyor Reference 3633
Surveyor Andrew John Watts
Survey Firm Cogswell Surveys Ltd
Surveyor Declaration I Andrew John Watts, being a licensed cadastral surveyor, certify that:
 (a) this dataset provided by me and its related survey are accurate, correct and in accordance with the Cadastral Survey Act 2002 and the Rules for Cadastral Survey 2010, and
 (b) the survey was undertaken by me or under my personal direction.
 Declared on 26 Nov 2010 01:30 PM

Survey Details

Dataset Description SECTIONS 1 - 10
Status Approved as to Survey
Land District South Auckland
Submitted Date 26/11/2010
Survey Class Class B Cadastral Survey
Survey Approval Date 13/12/2010
Deposit Date

Territorial Authorities

Waitomo District

Comprised In

CT SA1700/20

Created Parcels

Parcels	Parcel Intent	Area	CT Reference
Section 9 Survey Office Plan 432380	Road		
Section 1 Survey Office Plan 432380	Legalisation	483.2360 Ha	
Section 2 Survey Office Plan 432380	Legalisation	2.7020 Ha	
Section 3 Survey Office Plan 432380	Legalisation	0.0020 Ha	
Section 5 Survey Office Plan 432380	Legalisation	2.9420 Ha	
Section 6 Survey Office Plan 432380	Legalisation	0.2081 Ha	
Section 7 Survey Office Plan 432380	Legalisation	2.3330 Ha	
Section 8 Survey Office Plan 432380	Legalisation	0.0008 Ha	
Section 4 Survey Office Plan 432380	Legalisation	0.0001 Ha	
Section 10 Survey Office Plan 432380	Road		
Total Area		491.4240 Ha	

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Schedule / Memorandum

SCHEDULE OF AREAS
SO 432380

ROAD TO BE STOPPED

SHOWN	ADJOINING	INSTRUMENT	AREA (Ha)
SECTION 4	SECTION 20 BLOCK XVI KAWHIA SOUTH SD	CFR SA1700/20	0.0001
SECTION 5			2.9420
SECTION 8			0.0008

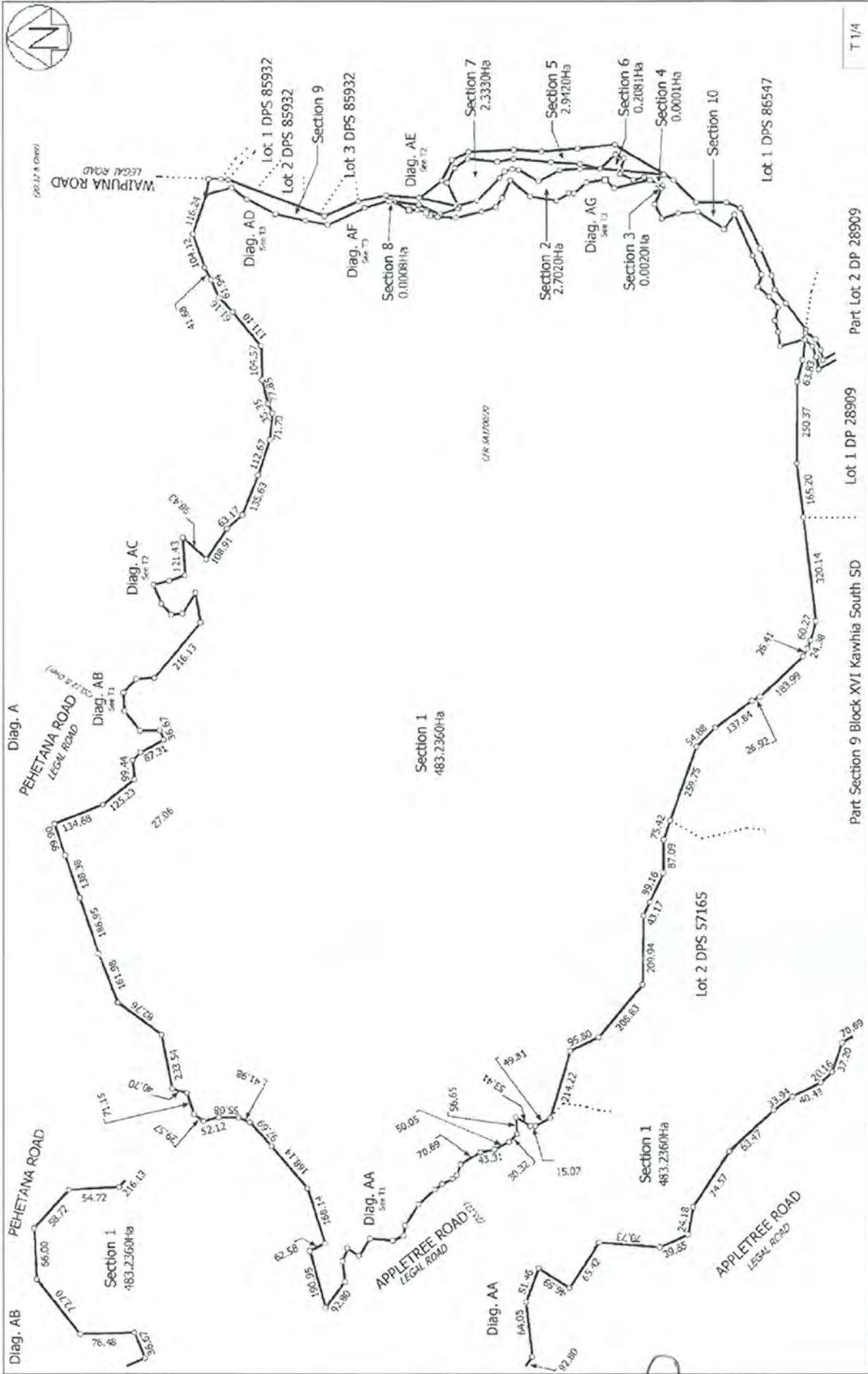
LAND TO BE TAKEN FOR ROAD

SHOWN	ADJOINING	INSTRUMENT	AREA (Ha)
SECTION 2	SECTION 20 BLOCK XVI KAWHIA SOUTH SD	CFR SA1700/20	2.7020
SECTION 3			0.0020

SEVERANCE

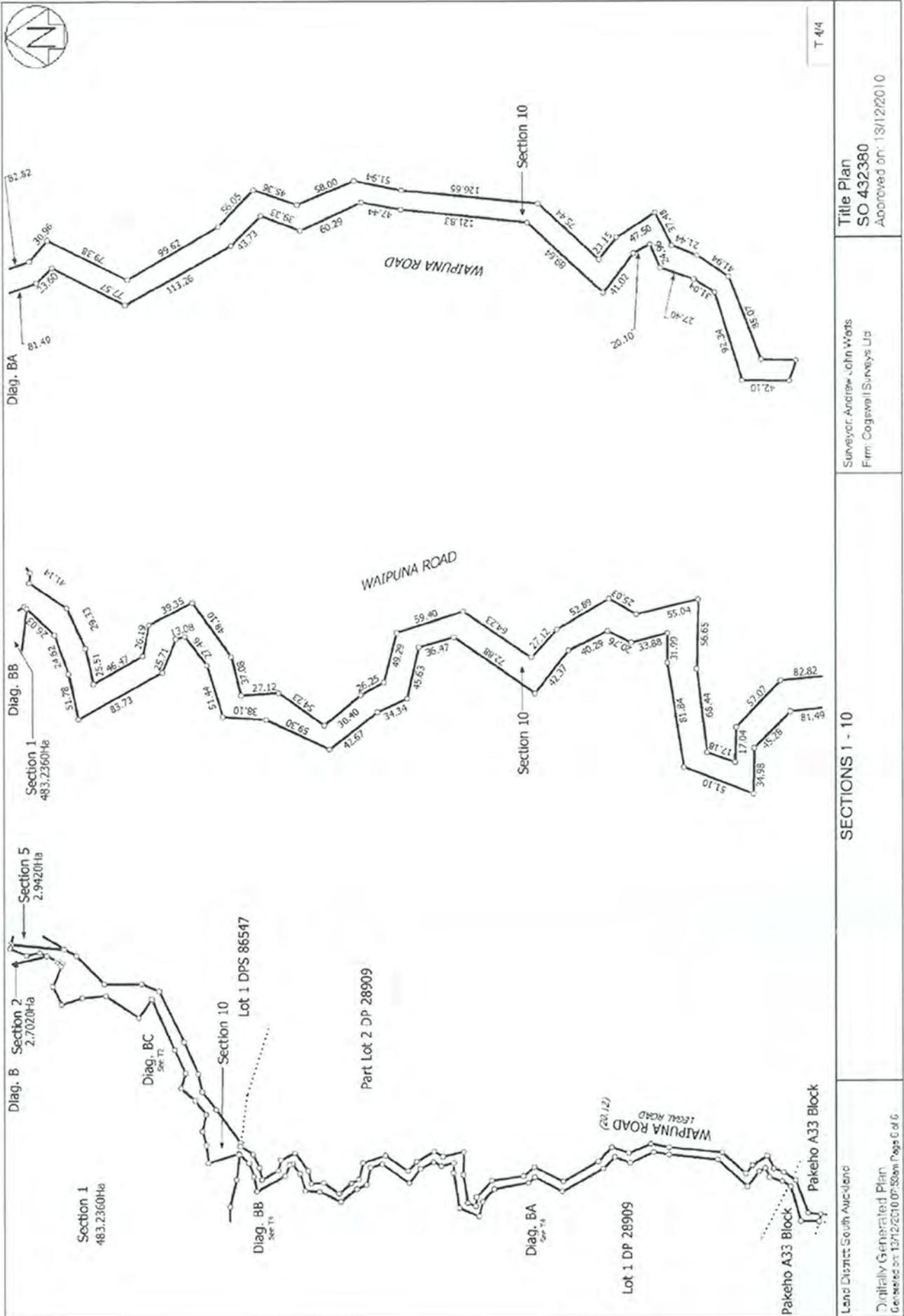
SHOWN	ADJOINING	INSTRUMENT	AREA (Ha)
SECTION 6	SECTION 20 BLOCK XVI KAWHIA SOUTH SD	CFR SA1700/20	0.2081
SECTION 7			2.3330

K:\GIS\Projects\SO_432380\MapDocs\SO_432380_Schedule_of_Areas.docx



<p>Land District: South Auckland</p> <p>Digitally Generated Plan</p> <p>Generated on: 13/12/2010 07:50am Page 3 of 6</p>	<p>SECTIONS 1 - 10</p>	<p>Surveyor: Andrew John Woods</p> <p>Firm: Cogswell Surveys Ltd</p>	<p>Part Section 9 Block XVI Kawhia South SD</p> <p>Lot 1 DP 28909</p> <p>Part Lot 2 DP 28909</p> <p>T 1/4</p> <p>Title Plan</p> <p>SO 432380</p> <p>Approved on: 18/12/2010</p>
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Apple Tree Road, Kawhia, South Auckland. This plan is a copy of the original plan and is not to be used for any other purpose. It is the responsibility of the user to ensure that the plan is correct and that it is used in accordance with the relevant legislation.



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Document No: 307594**File No:** 037/048A**Report To: Council****Meeting Date:** 6 June 2013**Subject: Progress Report: Road Map Work Programme Monthly Monitoring Schedule**

Purpose

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

Background

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

Commentary

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

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

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

3.5 Amendments to Timelines and Projects of Work

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

New Projects

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

1.0 Te Maika Zone

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

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

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

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

2.0 Cross Boundary Collaboration (WDC/RDC)

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

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

3.0 Para Kore "Marae Working Toward Zero Waste"

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

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

Suggested Resolution

The Road Map Monitoring Schedule as at 6 June 2013 be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Enclosure: Road Map Monitoring Schedule as at 6 June 2013 (Doc 307595)



Road Map

Monitoring Schedule

Monitoring against
Road Map adopted on 28 August 2012

as at 6 June 2013

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Development of 2015-2025 LTP

All 2012/2013 tasks relative to development of the 2015-2025 LTP have been completed – refer “Completed Tasks” Section of this Report.

Leadership

Local Government Funding Agency (Debenture Trust Deed)

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

Change in GST Basis from Payments Basis to Invoice basis

Key Milestone	Indicative Timeframe	Commentary
Initial scope and investigation on impact with recommendations on use of transition provisions	October - December 2012	Progressing – two proposals have been evaluated. Tax Team on site from 18 March to assist staff with transition.
Council Meeting - Brief Council on timeframe, potential impact of the change and significant issues identified	26 March 2013 28 May 2013	This business paper will be presented to Council at its meeting on 25 June 2013.
Implementation of changes in process, system changes and staff training	June/July 2013	

Review of Elected Member Remuneration for 2013/2014

Key Milestone	Indicative Timeframe	Commentary
Supply Annual Report to Remuneration Authority	31 October 2012	Completed.
Remuneration Authority to advise Indicative Pool for 2013/2014 year	30 November 2012	<p>The Remuneration Authority has finally released its Determination for the 2013/2014 year for the period post the Triennial Elections.</p> <p>That information has been distributed to the elected Council.</p> <p>With regard to remuneration in the period 1 July until the Elections, the status quo will remain.</p>
Council Meeting to consider how Indicative Pool to be allocated for 2013/2014 year (Policy Review)	26 February 2013	
Council to advise Authority of its recommendations for allocation of 2013/2014 Indicative Pool	March 2013	
Remuneration Authority to review recommendation	April/May 2013	
Remuneration Authority to issue Determination to come into force on 1 July 2013	June 2013	

2013/2014 Exceptions Annual Plan

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

Regulation Services

District Plan Review

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

Urban Structure Plans

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

Jurisdictional Issues

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

Review of Regional Policy Statement

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

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

Sale of Liquor Act 1989 – Liquor Licensing Policy/Plan

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

Establishment of a Rural Fire Authority for Waikato Valley Operational Area

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

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

Te Maika Zone

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

Community Development

Sport Waikato Services

Key Milestone	Indicative Timeframe	Commentary
<p>Council Meeting – Business/Positioning paper to Council for consideration and approval</p>	30 October 2012	<p>WDC has written to Sport Waikato seeking an update on the combined Waitomo/Otorohanga stock take project being undertaken by Waikato University.</p> <p>To date WDC has not received any project information. As soon as information is available a detailed business paper will be presented for Council's consideration.</p> <p>A meeting is Scheduled with CEO of Sports Waikato for 26 November 2012.</p> <p>Meeting held on 26 November 2013.</p> <p>Sport Waikato deputation to Council on 26 February 2013.</p> <p>Requested documentation supplied to WDC March 2013.</p> <p>Council at its Workshop on 20 March 2013 considered information received from Sport Waikato and the service delivery options offered for 2013/14.</p> <p>Council accepted that its aspiration to enter into a shared-service arrangement with Otorohanga was unlikely to eventuate and agreed that funding for Sport Waikato services should be fully reinstated in 2013/14.</p> <p>This meant an increase of \$35,000 in rate funding would be required, which was agreed to be met from the Community Services Reserve Account and not rates.</p> <p>Council also indicated that until future service delivery options have been identified only a 12 month performance based contract be negotiated with Sport Waikato from 1 July 2013.</p> <p>This project will be carried forward into the next version of the Road Map to enable reporting on ongoing liaison with Sport Waikato regarding future service delivery options.</p>

Economic and District Development

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

Community Events

Key Milestone	Indicative Timeframe	Commentary
2013 Great New Zealand Muster		
Identify and consult with key stakeholders.	September/October 2012	Progressing. A meeting has been held with the TKDI Events Working Group. A new 2012-2015 Partnership Agreement between WDC and NZ Shearing Committee (as per Triennial Grant) has been drafted. Partnership document sent to Shearing Committee. Meeting scheduled between WDC officers and Shearing Committee for 23 October 2012.
Development and implementation of a Project Plan	October 2012	Project plan in development. To be completed by 31 October 2012. Project Plan with CE for Approval.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	January to March 2013	Stallholder information updated ready for distribution and advertising. To be distributed by 16 November 2012. Sponsorship packs distributed - to date \$7,000 sponsorship secured.
Execution of event	6 April 2013	Completed
Council Meeting: Management Report on the main event (The Muster) identifying success and the budget.	28 May 2013	A business paper is contained elsewhere in this Agenda.

Development of Customer Services Strategy

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

Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Presentation of existing Policy for review and confirmation/amendment	27 November 2012	Completed
Calling of Nominations	February 2013	Completed
Consideration of Nominations by Working Party	March/April 2013	Progressing
Awards Ceremony	May 2013	The Award Ceremony has been scheduled for Friday 7 June 2013.

Community Services

Te Kuiti Railway Building

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

Centennial Park Drainage

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

Te Kuiti Library Roof Renewal

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

Civic Centre Upgrade (Sound System) Stage 3

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

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

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Business paper to review upgrade options / proposals for Stage 4 with Council	25 September 2012	Completed. A business paper was presented to Council at the October 2012 Council Meeting.
Preparation of upgrade documentation	March - April 2013	Preliminary meeting held with Architects. Documents on hold until March 2013. A second meeting with the architect was held 12 April to discuss the three options for the ceiling. These are currently being assessed by AECOM's quantity surveyor to provide information relating to the most cost effective option before proceeding with working drawings. The QS confirmed that approval of the texture on the surface will be the most cost effective solution. Draft working drawings and tender documentation will be available 18 June.
Building Consent and Tendering – Stage 4 as required		
Construction – Stage 4		

Sale of 6 Te Kumi Road

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

Sale of 4 Moa Street

Key Milestone	Indicative Timeframe	Commentary
Investigate options for disposal	September –October 2012	Investigation document received by WDC.
Council Meeting – Business paper	27 November 2012	Completed

Key Milestone	Indicative Timeframe	Commentary
to investigate and outline options for disposal of the property a 4 Moa Street		After considering the business paper on this property, 27 November 2012, Council resolved not to proceed with the sale.

Sale of 6 Jennings Street – Community House

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

Benneydale Hall Replacement / Disposal

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

Parkside Subdivision Disposal

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

Key Milestone	Indicative Timeframe	Commentary
		One section sold this calendar year (8 February 2013)

Mokauiti Hall Disposal

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

Oparure Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
Letter to be sent to Department of conservation advising of WDC decision during the LTP process	September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Adjust Councils records to remove WDC as the owner / ratepayer of the facility	September 2012	Completed. A second letter forwarded to Department of Conservation 30 May 2013.

Mokau Effluent Disposal Upgrade

Key Milestone	Indicative Timeframe	Commentary
As-built preparation of existing system	August/September 2010	Completed - McDonald Plumbing completed initial "As Built" sketches and DM Engineering completed detailed "As Built" Plans.
Review of system and identification of suitable upgrade treatments	April 2011	On site meeting scheduled for 27 th June 2011. Completed
Letters to MOE and School BOT investigating potential land purchase	June – July 2011	Completed. Mokau effluent disposal was workshopped as part of the Public Amenities AMP on 8 November 2011. A direct approach to other parties is to be made.
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

Key Milestone	Indicative Timeframe	Commentary
		Council meetings.
Formal application to the Ministry of Education for land purchase		
Subdivision resource consent to be obtained		
Detailed design of effluent field		
Tendering of work		
Implementation of works		

Quarry Resources Review

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

Review Lease/Licences

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

Old Ministry of Works Building, Queen Street, Te Kuiti

Key Milestone	Indicative Timeframe	Commentary
Council Workshop 15 - presentation of background information to Council to enable	15 November 2011	Following this Workshop a detailed timeline of Key Milestones will be developed for inclusion in

Key Milestone	Indicative Timeframe	Commentary
informed decision on future of the building		the next version of the Road Map. Council agreed that it does not wish to expend any further funds on this building and proposes to consult with the community on the basis that Council will advise the Crown that the property is no longer of use to the Council and that Council wishes to relinquish its holding of the property.
Letter to Crown advising outcomes of the LTP consultation process and seeking approval to relinquish Councils involvement in the property	September 2012	Writing to the Crown was put on hold as an offer of finance with conditions was made through the LTP process. The conditions included WDC as well as the community matching the funding proposal. Council advised the submitter that it would not contribute to funding the renewals works but delayed contacting the Ministry to allow the community to match the proposal. As no correspondence has been received to date, it is proposed to write to the Ministry seeking approval to be released from Councils commitment.

Land Purchase – Te Kuiti Cemetery

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

Riverview Heights Land Disposal

1.0 DESCRIPTION

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

2.0 DISCUSSION / ISSUES

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

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

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

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

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

Cemetery Maps and Records

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

Te Kuiti Mainstreet Garden Re-design

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

Parks and Reserves AMP – Plan Improvement and Monitoring

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvement		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
2. Review Levels of Service.	December 2014	To be conducted during the review

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
		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.
Data Improvements		
10. Continue to collect asset attribute information.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
11. Collect maintenance data against significant assets or asset groups.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect lifecycle costs for significant assets or asset groups.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Future prediction data.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
14. Monitor actual versus predicted growth.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
15. Measure performance in Levels of Service against targets.	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
AM Process Improvements		
16. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
17. Optimise operations to minimise lifecycle costs	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.
19. Process in place for monitoring, analysing and reporting of performance against levels of service and	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
other performance measures.		
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 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.
35. Process developed for the review of levels of service (inc. customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
AM System Improvements		
36. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
37. Financial system available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
38. Use AMS to store asset condition, performance and utilisation data where appropriate.	2020/2021	AMS to be developed in long term to cover community facilities assets.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with Item 21.
41. Investigate the integration of AMS with GIS and the financial	2013-2018	Development as part of Advanced AMP.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
system, integrate if appropriate.		
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
43. Underground services investigations.	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
44. Including building data in a "designed" Asset Management Programme such as SPM.	2013-2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
45. Adoption and funding for three year improvement plan.	Annually	Completed – included in Annual Plan budgets.
46. Asset Management planning miscellaneous.	2013; 2014; 2015- 20122	An allowance of funding for ongoing asset investigation.
47. Review of Leases and Licenses.	Register developed in NCS by 2013.	Leases/Licences Register to be developed and renewals as appropriate on an ongoing basis.

Recreation and Culture AMP – Plan Improvement and Monitoring

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

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

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

Public Amenities AMP – Plan Improvement and Monitoring

Public Amenities AMP

Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review LOS	December 2014	To be conducted during the review of AMP in anticipation of the 2015
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015
4. Define current LOS/performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle.
6. Identify and include any assets that are not included in this AMP	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify development, renewal, maintenance strategies where required	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results	December 2014	Update valuation/ depreciation information in AMP during review in anticipation of 2015-25 LTP planning cycle.
AMP Data Improvements		
10. Continue to collect asset 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.
AMP Process Improvements		
15. Ensure operations and maintenance are competitively tendered where possible	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
16. Optimise operations to minimise lifecycle costs and Documentation of operations and maintenance activities	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
17. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
18. Predict failure works and identify treatment options for risks	2013-2018	Predictive failure to be part of the Advanced AMP.
19. Determine and optimise	2019 Onwards	Outside the scope of this AMP.

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
lifecycle costs using NPV analysis for major new works.		
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.
AM System Improvements		
30. Develop database for all community services	December 2014	Development of Asset Appendix for AMP.
31. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
32. Use "System" to generate valuation	2020/2021	Outside 2012-2015 planning period.
33. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
34. Criticality of assets identified in "System"	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
35. Use "System" to store asset condition, performance and utilisation data where appropriate	2020/2021	AMS to be developed in long term to cover community facilities assets.
36. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
37. Investigate the integration of "system" with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
38. Link electronic plans and records to GIS database	Ongoing	Developed in conjunction with Item 31.
Specific Improvement Projects 2009-2012		
39. Underground services investigations	2014; 2015; 2016	As built drawings to be compiled for key assets to improve asset

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
		base information.
40. Include Building data in a "designed" Asset management Programme such as SPM	2014-2015	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
41. Review AMP	December 2014	To be conducted during the review of AMP in anticipation of the 2015
42. Asset Management Planning miscellaneous	2015-2016 onwards	Completed – included in Annual Plan budgets.

Housing and Other Property AMP – Plan Improvement and Monitoring

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review Levels of Service	December 2014	To be conducted during the review of AMP in anticipation of the 2015
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015
4. Define current LOS/performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle.
6. Identify and include any assets 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.
AM Data Improvements		
10. Develop and document formal asset classification system for all assets	2013-2018	Review of Biz Assets use as AM program will involve asset classification and hierarchy.
11. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect maintenance data against significant assets or asset groups	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
14. Monitor actual versus predicted growth	2013-2018	Developed during preparation of an Advanced AMP for Parks and

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

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

Asset Management

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

District Transfer Station Improvements

1.0 DESCRIPTION

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

Stormwater – Health and Safety Issues

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

Te Kuiti Wastewater Treatment Plant Upgrade

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

Te Waitere Water and Wastewater Strategic Review

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

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

Benneydale Sewerage

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

Piopio Sewerage Treatment (Resource Consent and Construction)

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

The Scheme will be operated by Innoflow until December 2013.

Waitomo Water and Wastewater – Feasibility Studies

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

Te Kuiti Water Supply

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

Piopio Water Supply

Key Milestone	Indicative Timeframe	Commentary
Funding Outcome	October 2011	On 19 September 2011 WDC received written confirmation from the Minister of Health that the application for Drinking-Water Subsidy for Piopio has been approved to the value of \$316,419 excluding GST.
Upgrade of WTP	Calendar year - 2012	Council will be kept updated on progress through the presentation of quarterly progress reports. Completed and fully operational providing excellent quality treated water. An official Opening Ceremony was held on Friday 24 May 2013.

Mokau Water Supply

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

Benneydale Water Supply

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

Water Supply AMP – Plan Improvement and Monitoring

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

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
		enough done to maintain the status quo.
4. Initiate a long term zonal metering and leak detection programme, initially for Te Kuiti.	On-going process	Monitor
5. Initiate a scheme proposal for Marokopa.	2015-25 LTP	Unless legislative requirements force such a step.
6. Construct a new, larger dam storage for Mokau.	2012-13 financial year	Final tender documentation was modified following Iwi consultation and HTP direction. Council has been kept updated on progress by business papers to the following Council meetings: - 5 October 2011 - 24 February 2011 - 29 November 2011 An update is also included in the 25 September 2012 quarterly report. Alternative solution under investigation.
7. Install automated monitoring equipment at the Piopio water treatment plant to provide evidence for compliance with MoH gradings.	2012 Calendar year	Council will be kept updated on progress through the presentation of quarterly progress reports. Completed.
8. Develop accurate and complete asset inventory registers for each scheme.	On-going process	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. To progress will require additional resource.
9. Develop a greater focus on risk identification and management for critical assets.	On-going process	To progress will require additional resource.
10. Prioritise the works developed from the risk assessment exercise.	Following 8 and 9 above	To meet this will require additional resource.
11. Construct additional treated storage at Te Kuiti to meet 24 hours demand.	2020-21	No subsidy - considering the affordability/sustainability the District finds itself in, Asset Service potential will continue to be monitored and just enough done to maintain the status quo.
12. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply.	After 2022 if ever	Not regarded as a feasible option at this stage
13. Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management.	July 2014	CAPS subsidy funding from MoH approved work has been put on hold for affordability reasons until 2013-14. Asset Service potential is monitored and just enough done to maintain the status quo. 1 st phase tender documentation in process
14. Develop informal strategies for meeting more stringent water quality standards and consent requirements.	On-going	Benneydale, Mokau and Piopio will comply as of end of 2012-13 financial year. Tendering in process
15. Install coagulation to improve filtration, install UV and upgrade telemetry and SCADA at Mokau.	2013 Calendar year	Part of 14 above.
16. Arrange a routine forum of adjacent councils' water supply officers to discuss trends, concerns, future developments	On-going	Informal networking and structured training already occurs.

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.		
Unachievable due to Budget Restrictions		
17. Upgrade supply main from Mokau to Awakino.	2013-16	MoH criteria have changed - No funding for renewals.

Wastewater AMP – Plan Improvement and Monitoring

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

Wastewater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
resource consent requirements.		carry out work identified.
11. Arrange a routine forum of adjacent councils wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking already occurs.

Stormwater AMP – Plan Improvement and Monitoring

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

Stormwater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
addressed as they become repaired.		residents.
Unachievable due to Budget Restrictions		
13. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Follow on from Catchment Management Plans beyond 2022	True modelling is not economically feasible. Sound engineering judgement will be used to formulate solutions. To progress will need additional resource
14. Prepare SW catchment assessments for each urban area beginning with Te Kuiti		Very basic work was done in 2011 Greater detail needs specific resource that is not available
15. Complete environmental impact studies for each stormwater drain and receiving water		Follows item # 16
16. Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identify gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.		Follows item # 14 This is a much more detailed version of the proposed Catchment Assessments

Land Transport AMP – Plan Improvement and Monitoring

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

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
network		maintenance scheduling. Additional resources required not available at this time.
8. Training in the use of relevant asset management programmes such as Bizze@sset at WDC	December 2013	Extended due to appointment of new staff to critical asset roles.
9. Upgrade of all cross road culverts to a minimum size of 375mm dia in high rainfall areas, taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
10. Review progress with implementation of improvement plan.	Review whole of AMP on 3 yearly cycle	Next review December 2014.
11. 2012/13 Financial Year budget is targeted at maintenance work with minimal capital work.	June 2013	Reported monthly to Council. Refer to the LT monitoring paper.
Unachievable due to Budget Restrictions		
1. Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA removing funding for Walking and Cycling activities.
2. Investigate all roads to obtain metal depths and pavement CBR's	December 2013	Important for affective asset management but require resources not available . Period extended due to cuts in the Network and asset Management budget. NZTA has not approved any money for this type of work in GPS 1 so it is likely that this work will be extended out further. Money has been found to assess an initial 74 kms of unsealed collector roads. The assessment planned if successful will be rolled out for the 13/14 Fin year to complete RAMM records
3. Install correct RP pegs on all roads.	July 2014	As above.
4. Install correct CMP's on all roads.	June 2014	Has now been included as part of the inspection regime of the Maintenance Contract
5. Install correct RAPID numbers on all roads.		As above.

SWaMMP – Plan Improvement and Monitoring

SWaMMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Undertake a two – yearly topographical survey of the landfill to determine compaction and filling rate	2012 then every two years thereafter	A full topographical survey of the Landfill was completed in 2012.
2. Improve monitoring of contractor performance	On-going	Monitor
3. Investigate all waste management facilities to identify hazards and safety improvements	June 2012	Completed for 2012.

SWaMMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
4. Explore interest in development of landfill as a sub-regional or regional waste disposal asset	On-going	Monitor
5. Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	On-going	Complete – This has been monitored and the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.
6. Review solid waste management activities required to support development in growth areas (Waitomo village, Mokau etc) following completion of structure plans	On-going	
7. Review progress with implementation of improvement plan		To be reviewed as part of the 2012-15 AMP period.
8. Undertake waste audit on two yearly cycle	June 2012	An audit was completed 2012 and will be repeated two yearly thereafter.
9. Investigate ETS Liability (Start June 2013)	On-going	In progress.

Completed Tasks

Development of 2015-2025 LTP

~~2012/2013 Affordability Review~~

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

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

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

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

Review of Urban Stormwater Funding

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

Review Basis of Sewerage Charges in Piopio

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

2012/2013 Review of Revenue and Financing Policy

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

Council Controlled Organisations – DC Tynan Trust (Exemption)

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Review of CCO status exemption for DC Tynan Trust	30 April 2013	Completed.

Building Maori Capacity

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

Leadership

Community Satisfaction Survey (for 2011/2012 Annual Report)

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

2011/2012 Annual Report

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

Procurement Policy Review

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

Communications Strategy Implementation Plan - 2012

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

2012 General Revaluation for Rating Purposes

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

Community Development

Administration of the Community Development Partnership Fund

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

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

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Advertise for replacement Youth Council Members	September – October 2012	Article included in the September 2012 Waitomo Way. Documents presently being updated, ready for promotion and advertising in October 2012. Presentations to High School assemblies are scheduled for the final week of October 2012. 2013 Recruitment information added to WDC website.
New Youth Council members appointed	November 2012	Nominations close 28 November 2012. A skills session with nominees, assisted by MYD is scheduled for early December 2012.
Youth Leadership Camp convened	January 2013	Youth Leadership Camp held 21 and 22 January 2013

Key Milestone	Indicative Timeframe	Commentary
Meetings scheduled throughout year.	Monthly	Regular monthly meetings scheduled
Youth Event held	February – May 2013	Planning under way for a Youth Event in April/ May 2013. \$3,000 MYD funding secured.
Submission to Exceptions Annual Plan by Youth Council	April/May 2013	Completed

Combined Mayoral ITO Graduation Ceremony

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

Regulatory Services

2012/2013 Review of Dog Control Policy and Practices

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

Community Services

Civic Centre Upgrade (including Alarm System) Stage 2

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

Document No: 3050262	File No: 400/101/13
Report To: Council	
	Meeting Date: 6 June 2013
	Subject: 2013 Great NZ Muster

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of the outcomes of the 2013 Great NZ Muster.

Background

- 2.1 The Great NZ Muster has run for 21 years, and has continued to grow each year.
- 2.2 In 2009, a partnership agreement between Council and the NZ Shearing Committee was developed. This agreement outlined the relationship between and responsibilities of each party and created a path for positive collaboration moving forward.
- 2.3 The 2013 Great NZ Muster was planned and implemented in line with the new agreement.
- 2.4 The partnership agreement was reviewed and renewed in September 2012. The new agreement covers the 2012-2015 triennium.

Commentary

3.1 Great NZ Muster

- 3.2 This year the street festival was again very successful with attendance estimated at around 8,000.
- 3.3 We were fortunate to receive great community support by way of sponsorship which helped to make the event the success it was.
- 3.4 The number of stall sites was reduced this year to give retailers the opportunity to become more involved in the event, using shop frontages for promotional and marketing opportunities. Feedback from retailers has been positive.
- 3.5 All stallholders were provided with health and safety information to ensure the safety of both attendees and stallholders on the day.
- 3.5 A wide range of attractions entertained the crowds. An added attraction was the arrival of the Steam Train from Auckland with 300 passengers onboard. There is already word of two additional carriages next year.

3.6 Running of the Sheep

3.7 The Running of the Sheep was once again a crowd favourite. This year the sheep were a little reluctant to move which prolonged the start of the run and delayed proceedings slightly.

3.9 NZ Shearing Championships

3.10 WDC and the NZ Shearing Committee enjoyed an improved working relationship in 2012/13, holding three meetings in preparation for the event.

3.11 As per the Partnership Agreement, WDC staff discussed operational issues with the Shearing Committee prior to the event. The Shearing Committee made every attempt to provide appropriate solutions to these issues. This included improved fire alarm and evacuation controls.

3.13 Debrief

3.14 Representatives from WDC and the NZ Shearing Committee met on Friday 3rd May 2013.

3.15 The following items were noted for review:

- Collaboration to maximise marketing opportunities will be investigated later in the year.
- The Shearing Committee advised they would like to be included in discussion regarding the Cultural and Arts Centre main hall upgrade.

Suggested Resolution

The business paper on the 2013 Great NZ Muster is received.



DONNA MACDONALD
COMMUNITY DEVELOPMENT COORDINATOR

22 May 2013

Document No: 307598v2**File No:** 037/020/12A**Report To: Council****Meeting Date:** 6 June 2013**Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport****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 one (2012/2013) 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.

Introduction

- 2.1 This business paper focuses predominantly on capital expenditure (CAPEX) projects i.e. renewal and improvement works.
- 2.2 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.

Background

- 3.1 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,
- 3.2 There are no passenger transport services available other than the inter-regional bus connections operating on the state highway network.
- 3.3 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.

Subsidised Roading

4.1 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.

4.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2012/2013 year of the LTP are provided below.

4.3 2012/2013 CAPITAL EXPENDITURE BUDGET

The total budget for subsidised capital works for the 2012/13 year as contained in the 2012/22 LTP is \$4,642,380.

4.4 STOCK EFFLUENT DISPOSAL FACILITY

4.4.1 Introduction

The Waikato Region Stock Effluent Disposal Facility Strategy indicated the need for two stock effluent facilities to be built in the Waitomo District. That strategy proposes Waitomo District Council construct one effluent disposal facility on Cotter Street near the sale yards.

4.4.2 Design/Scope

The design of this facility is a standard design obtained from the RCA web site. It is consistent with a number of rural effluent disposal facilities in the Waikato and Taranaki Regions.

Final Design has been received.

4.4.3 Consent Issues/Progress

No consents have been applied for at this stage.

4.4.4 Budget, Funding Sources and Expenditure to Date

NZTA has approved CAT 1 funding for this site. The approved FAR is 100% for the roading works and 50% for the construction of the facility. This equates to an average of 68% over the entire construction. \$160,000 has been set aside for this work in the 2012/2013 financial year. The local share for this activity will be paid by Waikato Regional Council. This will be claimed for under the Minor Improvements for Renewal Budget. Expenditure to date is \$8980. This relates to the design and contract works to date.

The Waikato Regional Council has included a proposal for a rate component, collected on behalf of the local authorities, in its LTP for the funding of Stock Truck Effluent (STE) facilities within the Waikato Region. This rate is collected to cover the development of STE facilities for both construction and the ongoing maintenance of the facilities. Each Local Authority will manage the construction of the disposal facility within their network and take ownership of the asset. The Local Authority will then invoice WRC to recover the local share. Note that this is contingent on the matched share being provided by NZTA. There will need to be

coordination among TAs to ensure STE facilities are constructed to an agreed schedule to ensure sufficient funding is available.

WDC will be responsible for the inclusion of these activities in their work programmes and making the funding applications to the NZTA as well as the coordination of the construction and ongoing maintenance of the facilities.

The funding agreement has been forwarded to WRC for signature and return.

4.4.5 Procurement

This contract will be tendered through the open market. The Contract has been prepared and is ready for tender once the edited drawings are complete and the Funding Agreement has been signed.

4.4.6 Construction Issues/Progress

The project has now been listed on Tender-link with a closing date of Friday 31st May 2013.

4.5 WALKING AND CYCLING STRATEGY IMPLEMENTATION

4.5.1 Introduction

This item has not been approved as part of the NLTP.

4.6 WALKING AND CYCLING REVIEW

4.6.1 Introduction

This item has not been approved as part of the NLTP. Further progress on the Walking and Cycling Strategy has been postponed until NZTA reintroduces funding for this work category.

4.7 DRAINAGE RENEWALS

4.7.1 Introduction

Drainage Renewals work covers the replacement of all culverts of up to 1800mm in diameter. Currently WDC is focusing on assessing all 225mm dia and 300mm dia culverts to ensure sufficient capacity, if found lacking will be upgraded to a minimum of 375mm dia. This is anticipated to provide better capacity to protect the roading infrastructure in a major storm event.

4.7.2 Design/Scope

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.

4.7.3 Consent Issues/Progress

Nil to report

4.7.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$400,000 at a 59% FAR. To date WDC has spent \$192,068.00.

4.7.5 Procurement

This category is procured, in the main, through the Road Maintenance Contract and some small level of procurement through the Pavement Rehabilitation packages (as appropriate) as they are tendered.

4.7.6 Construction Issues/Progress

We are currently embarking upon a busy programme of drainage renewals and upgrades across the network. These will have an appreciable effect on water handling within the district. **Downer are busy undertaking the current programme with a number of culvert upgrades underway at present.**

4.8 PAVEMENT REHABILITATION

4.8.1 Introduction

Four Pavement Rehabilitation Packages are to be let. The packages are Rora Street, Oparure and Haurua Roads, Marokopa and Taharoa Roads and the last package of Manganui Road

The site works generally involve vegetation clearing, culvert replacements to minimum 375mm dia, base course overlays, two coat sealing and new road furniture as required.

4.8.2 Design/Scope

CPG Consultants from New Plymouth were successful with their price for the design and procurement of these packages. WDC will act as the Engineers Representative on these sites and manage the day to day operations.

4.8.3 Consent Issues/Progress

Nil consent required.

4.8.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$930,000 with a FAR of 59%. The expenditure to date is \$835,296.

4.8.5 Procurement

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. It is intended to procure the work by way of four separate packages through this process by the end of the 2012 year.

Contract 500/12/003 Rora Street has been let to Higgins Contractors. Work is currently on hold. This Rehabilitation project will be undertaken in the 2013/2014 Financial Period.

Contract 500/12/004 – Haurua and Oparure Roads has been let to Transfield Services Ltd and work is programmed to commence on Monday 29 October 2013.

Contract 500/12/006 – Maunganui Road has been let to Inframax Construction Ltd and work is programmed to commence on Monday 29 October 2012.

Contract 500/12/005 – Taharoa and Marokopa Roads, has been edited to release Marokopa Road during this financial period. This tender for Marakopa Road closed on the 27th March. The tenders are currently under review.

4.8.6 Construction Issues/Progress

Three pavement Rehabilitation projects have been completed throughout the 2012 construction period.

The Marokopa Road Pavement Rehabilitation will be let and completed prior to the end of June 2013.

4.9 SEALED ROAD SURFACING

4.9.1 Introduction

The 2012/2013 Reseal Programme comprises approximately 43km of reseal including rural and urban sites.

4.9.2 Design/Scope

This contract was based on a P17 methodology which means that the Council identifies the work sites and specifies the required surfacing treatment. The actual seal design is the responsibility of the contractor.

4.9.3 Consent Issues/Progress

Nil.

4.9.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$1.280M with a FAR of 59%. The expenditure to date is \$1,026,120

4.9.5 Procurement

This category was procured through a separate reseal contract, awarded to Johnstone and Masters Ltd in the 2011/12 financial year

4.9.6 Construction Issues/Progress

The Re-seal programme is completed.

4.10 STRUCTURES COMPONENTS REPLACEMENTS

4.10.1 Introduction

The 2012/2013 work plan provides for structural maintenance bridges in the Waitomo District. This category also makes provision for incomplete works from the 2011-12 financial year.

4.10.2 Design/Scope

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

4.10.3 Consent Issues/Progress

Bridge 52 – Te Kumi, is part of the let tender. However, this is being redesigned with a view to a more cost effective solution.

4.10.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$350,000 with a FAR of 59%. The expenditure to date is \$154,680.00.

4.10.5 Procurement

The 2012/2013 Bridge Maintenance Contract has now been let. The successful bidder was Whitaker Civil Construction.

4.10.6 Construction Issues/Progress

Works are currently underway on this contract. Good progress is being achieved with three bridges completed to date..

4.11 TRAFFIC SERVICES RENEWALS

4.11.1 Introduction

Traffic Services Renewals provides for the replacement of all signs, edge markers posts, site rails and road marking.

4.11.2 Design/Scope

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.

4.11.3 Consent Issues/Progress

Nil consents required.

4.11.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$192,800 at a 59% FAR. To date we have spent \$238,234.00. through the Roading Maintenance and/or Street Light Maintenance Contract.

4.11.5 Procurement

This category is procured through the Road Maintenance Contract and the Street Light Maintenance Contract.

4.11.6 Construction Issues/Progress

The District pavement remark is underway at present and is due for completion by the end of March.

4.12 UNSEALED ROAD METALLING

4.12.1 Introduction

The unsealed road metalling work comprises all structural or overlay metal placed on unsealed roads.

4.12.2 Design/Scope

The maintenance contract has an annual programme which addresses roads requiring structural metal overlays.

4.12.3 Consent Issues/Progress

Nil required.

4.12.4 Budget, Funding Sources and Expenditure to Date

The LTP budget is \$547,800 at a 59% FAR. Expenditure to date is \$22,463.00.

Due to Storm events and drainage issues on some of our metalled roads - part of this budget will require utilization to cover this expenditure over the next 6 months. The works programmed are capital improvements.

4.12.5 Procurement

This category is procured through the Roding Maintenance Contract.

4.12.6 Construction Issues/Progress

The list of roads requiring metal is compiled. **This list is being currently graded and metalled. The roads selected will be completed by the end of June 2013.**

4.13 EMERGENCY RE-INSTATEMENT, MINOR IMPROVEMENTS AND ASSOCIATED IMPROVEMENTS

4.13.1 Introduction

These are categories that have been approved by NZTA and the NLTP but are on a capped charge up basis i.e. as work is identified or carried out it can be approved and claimed. NZTA have advised that they have blown their budget for the current financial year, and are seeking additional funding.

4.13.2 Budget, Funding Sources and Expenditure to Date

The LTP budgets for these categories total \$814,900 (previous report had a misprint of \$714,900) at varied FAR rates. To date we have spent **\$571,221**

through the Road Maintenance Contract, Pavement Rehabilitation and Emergency Works contracts.

4.13.3 Procurement

This category has previously been procured through the Roading Maintenance Contract. However a new focus is on best practice, best value tendering using NZTA guidelines. These will be carried out through an invited tender process to minimize costs.

Contract 500-11-020 Waitomo Caves Road Subsidence Repairs, is now complete. Funding arrangements around the increased costs are before NZTA. These discussions are progressing well, with all latent issues to be completed by the end of the financial year.

4.13.4 Construction Issues/Progress

The major works completed to date this financial year are:

- Oparure Road (Coleman's Hill) Guardrail.
- RP 14300 Mangaotaki Road Emergency Reinstatement.
- Associated works with the 3 pavement Rehabilitation projects

Unsubsidised Roading

- 5.1 Work is carried out to ensure safe and efficient travel within and through the District as necessary for road or pedestrian safety and convenience, but are not subsidised by NZTA. The Council has sole financial responsibility for this activity.
- 5.2 Commentaries detailing progress on unsubsidised roading activities contained in the 2012/13 year of the LTP are provided below.

5.3 2012/13 CAPITAL EXPENDITURE BUDGET

The total budget for unsubsidised capital works for the 2012/2013 year as contained in the 2012-2022 LTP is \$213,300. This figure includes an allowance of \$50,000 for property purchase if required.

5.4 ROAD IMPROVEMENTS

5.4.1 Introduction

Unsubsidised Roading Improvements covers all roading work outside of the formed NZTA approved carriageway. An example of this is the re-construction of driveways following pavement rehabilitations or total new roads.

5.4.2 Design/Scope

Nil to date.

5.4.3 Consent Issues/Progress

Nil to date

5.4.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$50,000. To date we have spent \$1,367.00.

5.4.5 Procurement

Nil to report

5.4.6 Construction Issues/Progress

Nil to report

5.5 FOOTPATH RENEWALS**5.5.1 Introduction**

Following NZTA removing its support for walking and cycling activities WDC has reduced its programme for the construction of new footpaths. WDC are only replacing small areas of existing failed footpath this financial year.

5.5.2 Design/Scope

This work is in the process of being identified and programmed.

5.5.3 Consent Issues/Progress

Nil required.

5.5.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$70,000. To date we have spent \$58,286 This budget is being subsidised by the Unsubsidised Roding Improvement budget.

5.5.5 Procurement

This category is procured through the Road Maintenance Contract and by quotations.

5.5.6 Construction Issues/Progress

The contractor is still to invoice for the remaining \$ 12,000 of budget, which has been spent. This will occur in the April contract claim.

5.6 RETAINING WALL REPLACEMENT**5.6.1 Introduction**

WDC has identified several retaining walls that need replacing.

5.6.2 Design/Scope

This work is currently being evaluated and programmed.

5.6.3 Consent Issues/Progress

Nil

5.6.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$43,300. To date we have spent \$436.00.

5.6.5 Procurement

This category is procured through the Road Maintenance Contract and by quotations.

5.6.6 Construction Issues/Progress

Three walls have been identified and are currently under design. These will be completed within this financial year

Suggested Resolution

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



GERRI WATERKAMP
MANAGER – ROADING

May 2013

Document No: 307599v2**File No:** 037/005A**Report To: Council****Meeting Date:** 6 June 2013**Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater - April 2013**

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).

Introduction

- 2.1 This business paper focuses predominantly on the maintenance area of the Water Supply activity to Council.
- 2.2 This business paper is intended to compliment the monthly and quarterly reporting to Council.

Background

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

- Te Kuiti
- Benneydale
- Piopio
- Mokau

- 3.2 There are three activities under the Water Supply activity:

- Planned Maintenance
- Service Requests / Complaints
- Emergency Repairs

3.3 Planned Maintenance

- 3.4 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.

3.5 Service Requests / Complaints

- 3.6 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.

3.7 Emergency Repairs

- 3.8 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.

<h2>Te Kuiti</h2>

4.1 Water Supply

- 4.2 The dry weather persisted with the river flow dropping, but remained above 0.6 cumecs. There was only one day when the river flow dipped briefly to 0.595 cumecs. Overall the residents heeded the water restriction and reduced their consumption and the Meat Companies also reduced consumption. **The rains brought welcomed relief and it was possible to lift the water conservation restriction. The residents certainly did their part during the dry period by conserving water.**
- 4.3 The dry weather also showed up numerous leaks and these were attended to. The programmed maintenance on fire hydrants and valves was drastically reduced to prevent water loss. Only in serious cases of water taste and odour complaints were pipes flushed. However, the general consensus conveyed by the residents was that the water was of good quality with several residents complimenting on this. **The flushing of hydrants has now resumed and all other scheduled activities are back to normal. Since the lifting of the restriction, several hydrants have been repaired, replaced or raised to meet the Hamilton City Council specifications.**
- 4.4 A recurring section of troublesome pipe in the John Street/South Street area is being replaced due to general failure. The pipe is also laid too close to the surface with vehicular traffic adding to the breaks in the pipe. **The section of pipe in John Street / South Street proved more troublesome than anticipated and the work escalated. After completion, some pipe fittings were found to be faulty and the contractor had to return to make the necessary repairs.**
- 4.5 There is also a section of pipe in the View Road/Terrace Road area that has had 14 bursts since the beginning of January and this is scheduled to be replaced during April. **The section of View Road / Terrace Road scheduled for replacement had to be postponed and will now be done during June.**
- 4.6 The dry spell has highlighted a deficiency in the water supply security for the residents of Te Kuiti. Once the river dries up, there is no back-up or stored supply that the Town can rely on. Council respectfully needs to be made aware that this could be a serious issue for future droughts and planning for a raw water supply reservoir should be investigated.
- 4.7 **A burst in Hospital Road caused some disruption on Saturday, 27 April. Once opened the fault actually originated from another area and once this was opened up and investigated, it was again found that the problem lay at another area. The fault was eventually traced on the Monday to a mains burst in Eketone Street on**

the opposite side of the road, but the water forced its way along an abandoned section of pipe all the way into Hospital Road.

4.8 Wastewater

4.9 No major problems have occurred with the reticulation. Normal maintenance was performed on several pumps and new pumps have been installed in the Waitete Road pump station adjacent to the Inframax depot as part of the Trade Waste Service to UBP. Due to the dry weather, and subsequent lack of flushing, some grit and fats managed to build up in the reticulation as a result of the low flows. Once the rains started some of these components caused some blockages. One in particular occurred in Taupiri Street, but the effect was noticed right up to George Street. Heavy equipment was required to jet the accumulated fats and rags to unblock this.

4.10 The Te Kuiti Waste Water Treatment Plant upgrade is progressing well and on schedule. The augmentation of the clarifier progressed successfully and is proving to work as predicted with the effluent quality being of a very high standard. The process at present still requires chemical flocculant dosing, but dosing rates have been drastically reduced and it is expected that dosing can be further reduced once the flocculator is brought on-line soon. The Waste Water Treatment Plant is progressing well. No major issues with the temporary treatment were experienced and the effluent quality is good. The dosing has been reduced further while still maintaining good quality effluent. The flocculator is now commissioned and is assisting with the dosing. Overall the process to date is performing well.

4.11 Storm Water

4.12 The recent heavy rains have not caused any major problems. Remedial work is scheduled in Butler Street to prevent the road being undermined.

Mokau

5.1 Water Supply

5.2 The Mokau dam level stabilised, however the secondary dam was brought on-line and the draw off was alternated between the primary and secondary dams. The quality of the final water has been improved due to some operational trials to introduce a small quantity of flocculant in the treatment. At present this is still in the trial stage but all indications are that it will become a permanent modification in the future. Both dams are now full since the rains started and the water restrictions have been lifted.

5.3 Some leaks occurred and were repaired. There is a hydrant that requires replacement on SH3 and this is planned for April. The Hydrant along SH3 has been completed. No further issues were reported.

5.4 The residents of Mokau and Awakino have been tremendous in their effort to conserve water during the Easter weekend and they should be commended for this effort.

5.5 At no stage during the long weekend did the consumption reach a level higher than the usual normal consumption of the permanent residents. Normal consumption is around 150m³ per day and during the long weekend it was 130m³.

5.6 The installation of the Ultra Violet (UV) disinfection system will commence toward the end of May. This will enhance the water quality and provide a safer level of service to the residents. The UV is supplementary to the chlorine that is currently dosed.

5.7 Storm Water

5.8 No issues to report.

Piopio

6.1 Water Supply

6.2 The water pipe lines that were replaced and recently reported on have now been completed and the water consumption in Piopio has dropped considerably. The water plant is producing water of very high standard. The plant is producing water of a very high quality. An official opening is planned for 25 May to showcase the work that was done to improve the water supply to Pio Pio.

6.3 Wastewater

6.4 Some issues were reported with the sewage system and dealt with through the Service Request system. In several cases these were not related to the installed system, but to blockages caused by foreign material deposited into the system. In these cases the residents have been billed for the service to rectify the blockage. The system is functioning well with minor issues cropping up from time to time. These are dealt with through the proper channels. There are still a number of problems that can be attributed to the resident and they are being educated as time progresses.

6.5 Storm Water

6.6 No issues have been reported.

Benneydale Water Supply (BWS)

7.1 Water Supply

7.2 No issues have been reported with water services in this area. Some small leaks have been found, notably inside the School area, and these were repaired. The residents heeded the call for water conservation and the water supply has been adequate during this period. The Ultra Violet (UV) disinfection system installation should be completed by the end of May. This will enhance the water quality and is supplementary to already dosed chlorine.

7.3 Wastewater

7.4 No issues were reported and the quality of effluent is good and within specifications.

7.5 Storm Water

7.6 Nothing to report.

Waitomo Water Supply (WWS)**8.1 Background**

8.2 Nothing to report.

Suggested Resolution

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater - April 2013 be received.



ANDREAS SENGER
MANAGER – WATER SERVICES

May 2013

Document No: 306709**File No:** 505/517B**Report To: Council****Meeting Date:** 6 June 2013**Subject:** Waitomo District Landfill Operations and District Schools Waste Minimisation Update

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with an update of the current Waitomo District Landfill operations and Waste Minimisation Activity at district schools.

Local Government Act S.11A Considerations

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

Background

- 3.1 Waitomo District Landfill is operated by Envirowaste under contract while the transfer station is operated by Council staff.
- 3.2 Waitomo District Council's Waste Minimisation is focused on reduction and diversion (reuse, recycle and recovery) across the district and in district schools.

Commentary

- 4.1 Waitomo District Landfill has completed a number of projects over the last 2½ years. The complete re-development of the public tipping area including a green waste area, the re-development of the recycling centre, the installation of the new access gates and the re-development of the area for the sale of products have all been completed and are working extremely well.
- 4.2 The new transfer station and recycling facility provides a convenient way for the public to offload unwanted waste that can be appropriately directed either to be recycled or put into landfill. The system has been found to be greatly beneficial in decreasing the volume of waste deposited hence, increasing the life expectancy of the landfill as well as environmentally decreasing the impacts associated with landfilling recyclable products.
- 4.3 The flip side of this success is that the high volume of recycling is having negative impact on the landfill revenue. The year to date budget as of 31/3/2013 is \$623,000 with the year to date actual being \$490,000 resulting in a decline in revenue of \$133,000. This is a high level indication, however, due to differences in classes of refuse and their relative fees there are a number of underlying trends.
- 4.4 A topographical survey of the Te Kuiti Landfill was undertaken on the 26th March 2012 by CKL of the cell area. Compared to the previous survey data (23rd November 2010), there has been an increase of 9622m³ in landfill material

which equates to approx 15,500 tonnes for the 15 month period as per the landfill weighbridge.

- 4.5 The work that has been undertaken and completed at the landfill has created an environmentally sound facility. There have been no significant operational issues with the landfill cell or transfer stations site, Waitomo District Council's contractor Envirowaste is managing the site as per contract specifications.

The waste minimisation component of the solid waste activities includes educational programmes targeted at improving the awareness of the benefits of waste reduction in schools.

- 4.6 Waitomo District has eight (8) schools taking part in the Enviroschools programme and fourteen (14) schools on the Paper for Trees programme all working toward a common goal of zero waste. Paper is recycled in the classroom wherever possible. When finished with, it goes out for recycling. In return, for every fadge or 240 ltr wheelie bin of paper presented for recycling, the schools receive 1 native tree which can be planted in the school grounds or in the community. In May 2012, 126 trees were ordered and planted in our schools.
- 4.7 Enviroschools is a collaborative programme run by The Enviroschools Foundation in partnership with Te Mauri Tau (operating from Raglan) and a number of regional agencies. The programme has educational, Economic, Social & Community benefits. In most of the schools and childcare facilities, children take their lunch wrappings home, with many moving towards using plastic containers, doing away with the need for wrappings altogether.
- 4.8 The majority of schools were paying for hireage of large waste bins through a local contractor. With the introduction of the Paper for Trees Programme these bins are no longer required resulting in a financial saving on bin hire and disposal for the schools. All rubbish from the urban schools is now dealt with through kerbside collection.
- 4.9 Waitomo District Council through funding from the Waste Levy has supplied all schools with composters. Food scraps from composters goes back into the school's flower gardens putting what the students learn into practice.
- 4.10 Te Wharekura o Maniapoto (Oparure) is one of the leading schools in the district with regard to the Enviroschools programme. It has created a community garden, teaching children to sow, grow, propagate, fertilise, and cultivate crops then donating fresh vegetables to families and events in our district. The students have established a Mara kai (Vegetable Garden) where they were involved in clearing land etc, then landscaping the area using excess materials found in the school, creating a worm farm, learning about natural fertilizers and organic growing. Students were also awarded NCEA level 2 credits.

<p>Suggested Resolution</p>

The business paper on Waitomo District Landfill Operations & District Schools Waste Minimisation update be received.



LIZ RILEY
LEADER SOLID WASTE

13 May 2013

Document No: 307744**File No:** 401/0588003200**Report To: Council****Meeting Date:** 6 June 2013**Subject: Progress Report: Piopio Toilets
Redevelopment**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

- 3.1 Waitomo District Council included in the 2009-2019 LTP a monetary allowance in year 1 to upgrade the Piopio Public Toilets and in year 3 an allowance to assist the Piopio Hall Committee to upgrade the halls kitchen.
- 3.2 These projects were reversed as it was debated whether the toilet provision should be incorporated into the hall complex or at the existing site.
- 3.3 A meeting between the Group Manager - Community Services, Manager - Community Facilities and members of the Piopio Trust was held in February to kick start the design process to remodel the existing toilets.
- 3.4 The emphasis of the remodel was to utilise as much as possible the existing infrastructure to minimise costs moving forward.
- 3.5 Van Beek Design, from Piopio was approached to prepare sketches and options for redevelopment of the exiting toilets.

Commentary

- 4.1 Four options for the redevelopment of the toilet complex have been prepared by Van Beek Design, based on the utilisation of the existing building block shell. The

initial compliance of these sketches to meet the various building standards as to layout and disabled access has been checked by WDC's Regulatory staff.

- 4.2 A meeting was held in Piopio on 28 May 2012 with the designer to further develop the most practical option and to pass on the comments from the Regulatory staff.
- 4.3 In developing the concepts it became obvious that very little of the existing building structure could be utilised and the costings are being prepared with a comparison between utilising the existing building structure and total demolition.
- 4.4 It is anticipated that costs will be considerably more than the budget allowance, but Project Piopio Trust have indicated a keenness to be involved in the financing of the project to ensure that the redevelopment proceeds. Once costings are known, this aspect will need further discussion with the Piopio Trust.
- 4.5 A finalised concept was received from Van Beek Design on 9 July 2012 for the redevelopment of the Piopio Toilets. Sketches were presented to Council at its meeting of 24 July 2012.
- 4.6 A preliminary design estimate based on Rawlinsons Construction Handbook, using an area of 45m², equates to \$146,250.
- 4.7 It is envisaged that the next step in the development of these plans is to present them to the Project Piopio Trust for comment and discussion as to funding proposals.
- 4.8 A meeting was held with representatives from the Piopio Trust on 31 August 2012 at which the toilet proposal and future funding options were discussed.
- 4.9 The general opinion was that the plans were good with some minor tweaking. The objective now is to progress fundraising with the Trust. It was identified that some form of toilet usage count will be required to support funding applications.
- 4.10 A meeting was held with Project Piopio Trust on 26 October 2012. The emphasis of this meeting was around confirming that the design matched the usage. This is to be confirmed by installing usage counters in the toilets. The counters are currently being updated and will be installed prior to the end of November.
- 4.11 Due to technical difficulties with the counter programme the counters were not installed in the toilets until mid January. They appear to be working well but reporting is still an issue. It is anticipated that reporting issues will be solved in time to make reports available in graph form, for distribution at the Council meeting.
- 4.12 Initial indications are, and subject to the correct reporting process, that in the vicinity of 7000 users for the male and 7000 users for the female toilets were recorded between mid January and mid February.
- 4.13 The user numbers were confirmed with further information recorded for the month of March.
- 4.14 Utilising this data and a theoretical fifty seater bus stopping at the site, calculation of requirements, based on NZS4241:1999 were made which indicated that between 2 and 3 units are required for the female and male toilets.

- 4.15 The initial sketch included:
- Female - 3 pans (3 units)
 - Male - 3 pans plus 2 urinettes (5 units)
- 4.16 At a meeting with the designer of the new complex, discussion centered around how to reduce the proposal more inline with the usage data.
- 4.17 A new sketch is currently being prepared which will propose reducing the floor area by relocating the cleaner's cupboard to the mens area, reducing the mens area to 1 x pan and 2 x urinettes. A small adjustment to the width of the disabled toilet to increase its size inline with the standard has also been made.
- 4.18 The initial preliminary design estimate was \$146,250. Finalisation of the sketches/draft details will enable a more accurate quantity surveyor estimate to be prepared.
- 4.19 The initial budget for this project was \$63,715 and was based on refurbishment of the existing toilets. Subsequent designs have been based on the provision of a new building and Council, once the finalised estimates are available, will need to consider how the community can fund the balance.
- 4.20 The initial design has been reworked, following receipt of the usage data, in an endeavour to reduce the floor area. A copy of the new design is attached to and forms part of this business paper. For comparison purposes the original sketch is also attached.
- 4.21 A preliminary site location plan has also been attached.
- 4.22 A Quantity Surveyors estimate has been prepared for the new design and is also attached for Councillors reference.
- 4.23 Of note is the Quantity Surveyors estimate of \$160,200 are the following points:
- Use of block work rather than concrete slabs
 - Exclusion of fees
 - Inclusion of 10% contingency
- Removal of the contingency indicates little change from the original estimates.
- 4.24 As previously raised with this business paper, Council needs to consider its options to progress the project as the expectation of the community is that this project will proceed at some point.
- 4.25 The original intention was to upgrade the existing toilets with a monetary allowance in the 2011/12 budget of \$63,715 of which approximately \$5,000 has been spent to date on designs.

4.26 An estimated budget for the project is itemised below:

Construction cost as per QS estimate (including contingency)	\$160,200
Balance of fees to complete plans/specification/contract documents	\$6,000
Consent fees	\$1,500
Site completions (paths/grassing etc)	\$1,000
	\$168,700
Less balance original budget	<u>-58,715</u>
Estimate of underfunding	\$109,985
Say	\$110,000

4.27 The options for Council to consider funding this shortfall are:

- a) Community funded (as per the original intention)
- b) Loan funded by WDC
- c) Combination of the two, i.e. Community funded \$20,000, WDC funded \$90,000

4.28 The expectation that the community will raise the \$110,000 to allow this project to proceed is probably unrealistic. The Piopio community already extensively fundraise towards other community initiatives, especially in relation to the hall.

4.29 If it is accepted that the raising of such funds by the community is beyond their reach, then WDC's only option to progress the project is to fund the balance through loans and this will need to be considered as part of the EAP process.

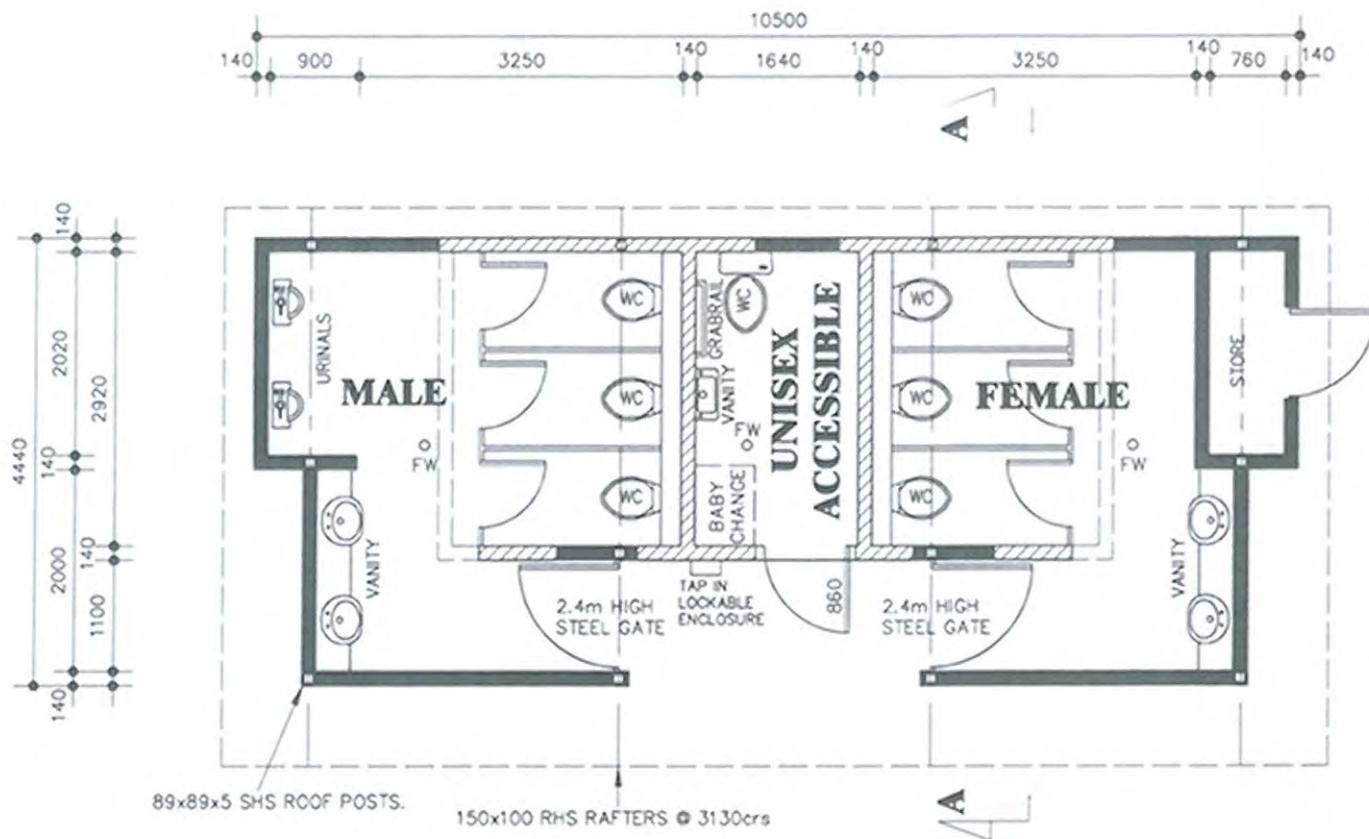
Suggested Resolution

The Progress Report: Piopio Toilets Redevelopment be received.

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

May 2013

- Attachments:
1. Original Design
 2. New Design
 3. Preliminary site location plan
 4. Quantity Surveyors Estimate



FLOOR PLAN 1:50

44m²

WALL KEY	
EXISTING WALL	
REMOVED WALL	
PROPOSED WALL	

NOTES:
 MALE & FEMALE FITTINGS PORCELAIN.
 ACCESSIBLE FITTINGS STAINLESS STEEL.

'TERRAFLAKE' OR SIMILAR FLOOR FINISH
 IN MALE & FEMALE, UNFINISHED (NON-SLIP)
 CONC. SURFACE IN ACCESSIBLE.

PROPRIETARY TOILET PARTITIONS

PLY CLAD WALLS ABOVE CONC. WALLS
 SURROUNDING STORE ROOM & BETWEEN
 THE UNISEX ACCESSIBLE & MALE & FEMALE TOILETS.
 TIMBER LOUVRES TO THE REMAINDER OF BUILDING
 INCLUDING ABOVE STEEL GATES.

PLY WALLS = 12mm PLY ON 90x45 STUDS @ 600crs.
 TIMBER LOUVRES = 70x35 ON EDGE
 ON 90x45 VERTICLE STUDS @ 1000crs.
 ALL TIMBER H3.2 WITH STAINED FINISH.

NOTES

- + OPTION 2 FOR NEW WALLS
 CONCRETE BLOCK.
- + EXISTING DRAIN FRONT RIGHT OF BUILDING
 TO BE MOVED PRIOR TO CONSTRUCTION.
- + INTERIOR AND EXTERIOR OF TILT SLAB
 TO BE PAINTED.
- + CONCEALED CISTERNS TO BE CLAD
 IN SAME MATERIAL AS TOILET
 PARTITIONS.
- + TIMBER AND PLY TO BE STAINED.
- + STORE ROOM TO HAVE PLY CLADDING
 ON ALL SIDES UP TO CEILING.
- + STORE TO HAVE 4 TIMBER SHELVES.
- + BABY CHANGE SHELF TO BE 30mm
 STAINLESS STEEL WALL HUNG 850mm FFL.
- + VANITIES TO BE 400mm FORMICA WITH
 RADIUS EDGE FORMICA
- + DROP FRONTS 300mm WALL HUNG WITH
 SEMI RECESSED BOWLS.
- + TIMBER LOUVRES TO CONTINUE OVER
 STEEL GATES AND ON TOP OF FRONT WALL
 OF UNISEX ACCESSIBLE WC.
- + STEEL GATES TO BE LOCKABLE.
- + PLY ABOVE CONCRETE BLOCK WALLS
 BETWEEN UNISEX ACCESSIBLE WC AND
 MALE AND FEMALE WC'S TO PREVENT
 ACCESS AT NIGHT.
- + THERE WILL ALSO BE DECORATIVE
 TIMBER PANELS ADDED AT A LATER
 STAGE TO THE FRONT OF THE BUILDING.
- + ALL BUILDING, PLUMBING AND HARDWARE
 TO BE DURABLE AND COMPLY WITH NZ
 STANDARDS.

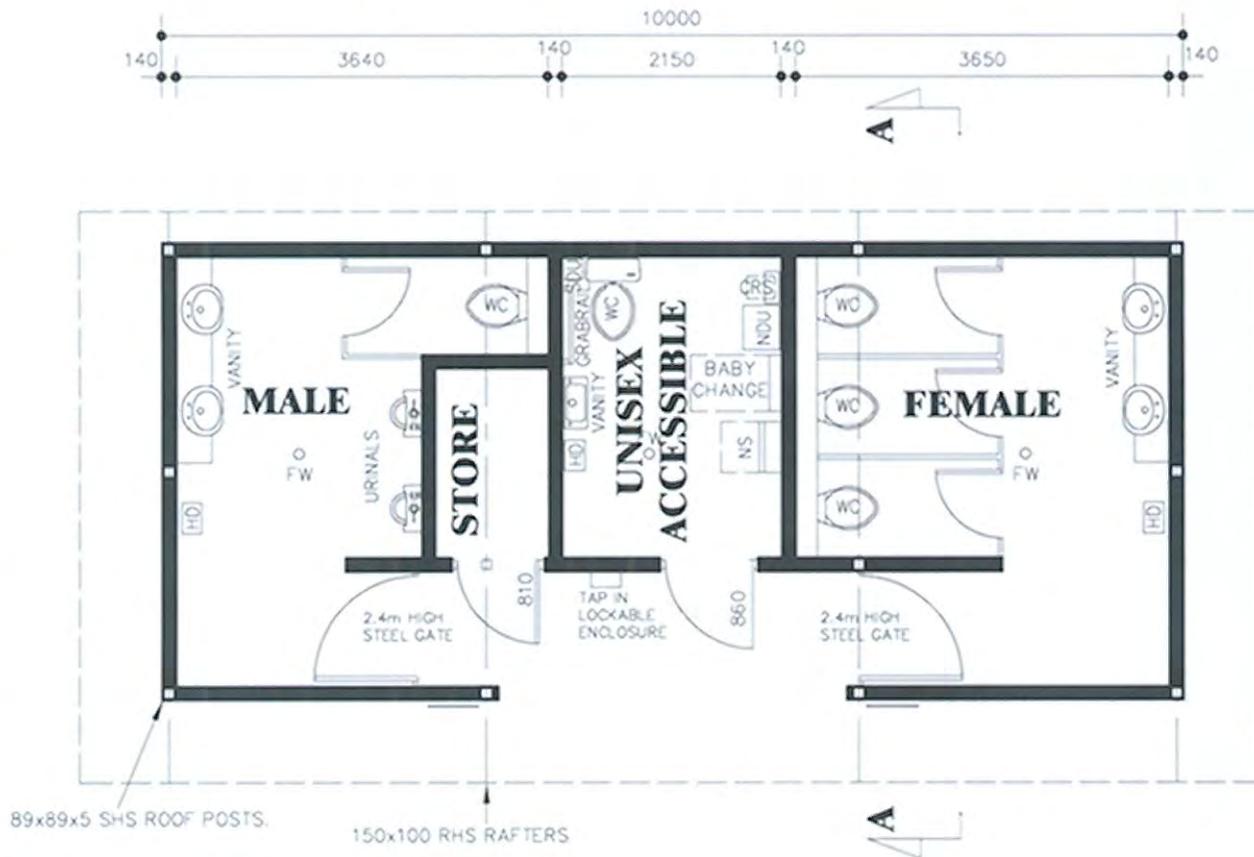


PH/FAX (07) 8788782
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10 LAWLOR STREET, TE KUITI

PROPOSED
**PUBLIC TOILET BUILDING
 (SCHEME)**
 FOR
WAITOMO DISTRICT COUNCIL
 ADDRESS
 STATE HIGHWAY 3
 PŌPOIO
 WAITOMO DISTRICT

DRAWN : T.DOBBS SHEET 1 of 2
 DATED : JUNE 2012 REFERENCE: 019-12



ELEVATION KEY

FLOOR PLAN 1:5044m²**NOTES:**

OPTION 2 FOR CONCRETE BLOCK WALLS.

INTERIOR & EXTERIOR OF TILTSLAB TO BE PAINTED.

'TERRAFLAKE' OR SIMILAR FLOOR FINISH
IN MALE & FEMALE, UNFINISHED (NON-SLIP)
CONC. SURFACE IN ACCESSIBLE.

PLY CLAD WALLS ABOVE CONC. WALLS
SURROUNDING STORE ROOM & BETWEEN
THE UNISEX ACCESSIBLE & MALE & FEMALE TOILETS
TO PREVENT ACCESS AT NIGHT.
TIMBER LOUVRES TO THE REMAINDER OF BUILDING
INCLUDING ABOVE STEEL GATES.

STEEL GATES TO BE LOCKABLE.

PLY WALLS = 12mm PLY ON 90x45 STUDS @ 600crs.
TIMBER LOUVRES = 70x35 ON EDGE
ON 90x45 VERTICAL STUDS @ 1000crs.
ALL TIMBER H3.2 WITH STAINED FINISH.

MALE & FEMALE FITTINGS PORCELAIN.
ACCESSIBLE FITTINGS STAINLESS STEEL.

PROPRIETARY TOILET PARTITIONS.
CONCEALED CISTERNS TO BE CLAD IN SAME
MATERIAL AS TOILET PARTITIONS.

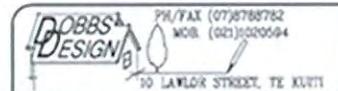
VANITIES TO BE 400mm FORMICA
WITH RADIUSED EDGE FORMICA
DROP FRONTS 300mm.
WALL HUNG WITH SEMI RECESSED BOWLS.

BABY CHANGE SHELF TO BE 30mm
STAINLESS STEEL WALL HUNG 850mm FL.

STORE TO HAVE 4 TIMBER SHELVES.

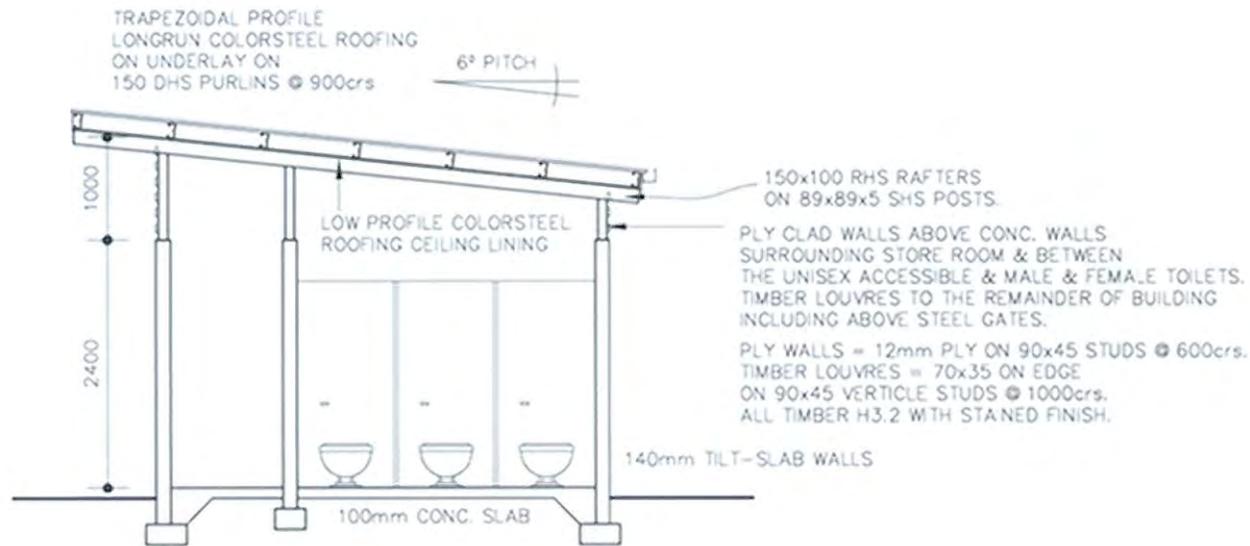
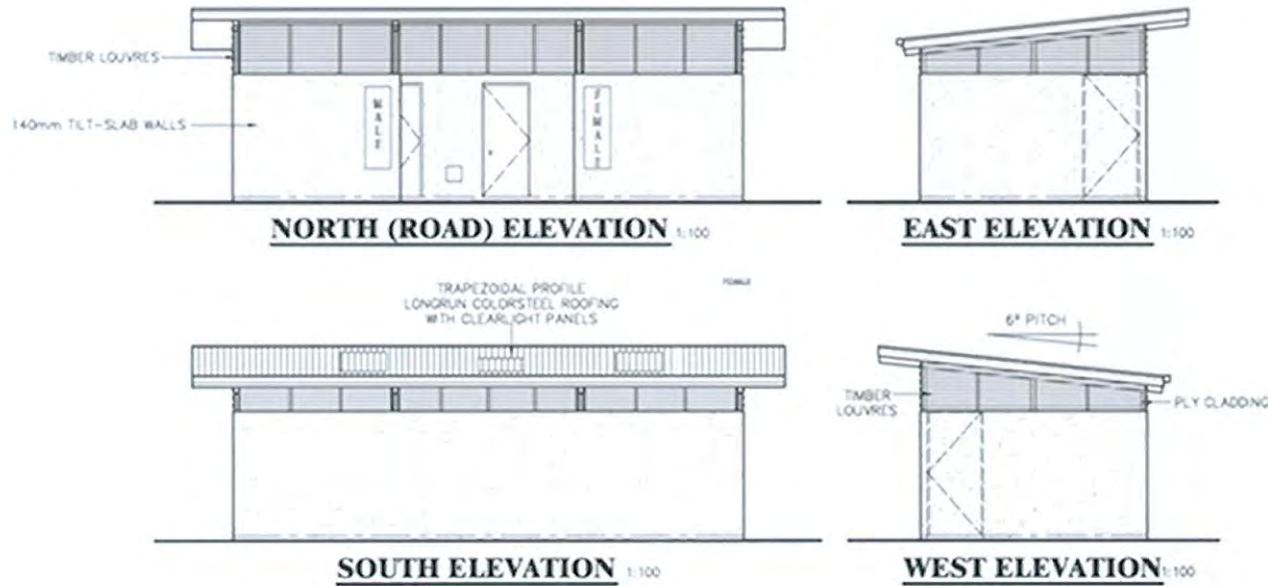
DECORATIVE PANELS ADDED AT A LATER
STAGE TO THE FRONT OF THE BUILDING.

ALL BUILDING, PLUMBING AND HARDWARE
TO BE DURABLE AND COMPLY WITH
NZ STANDARDS.

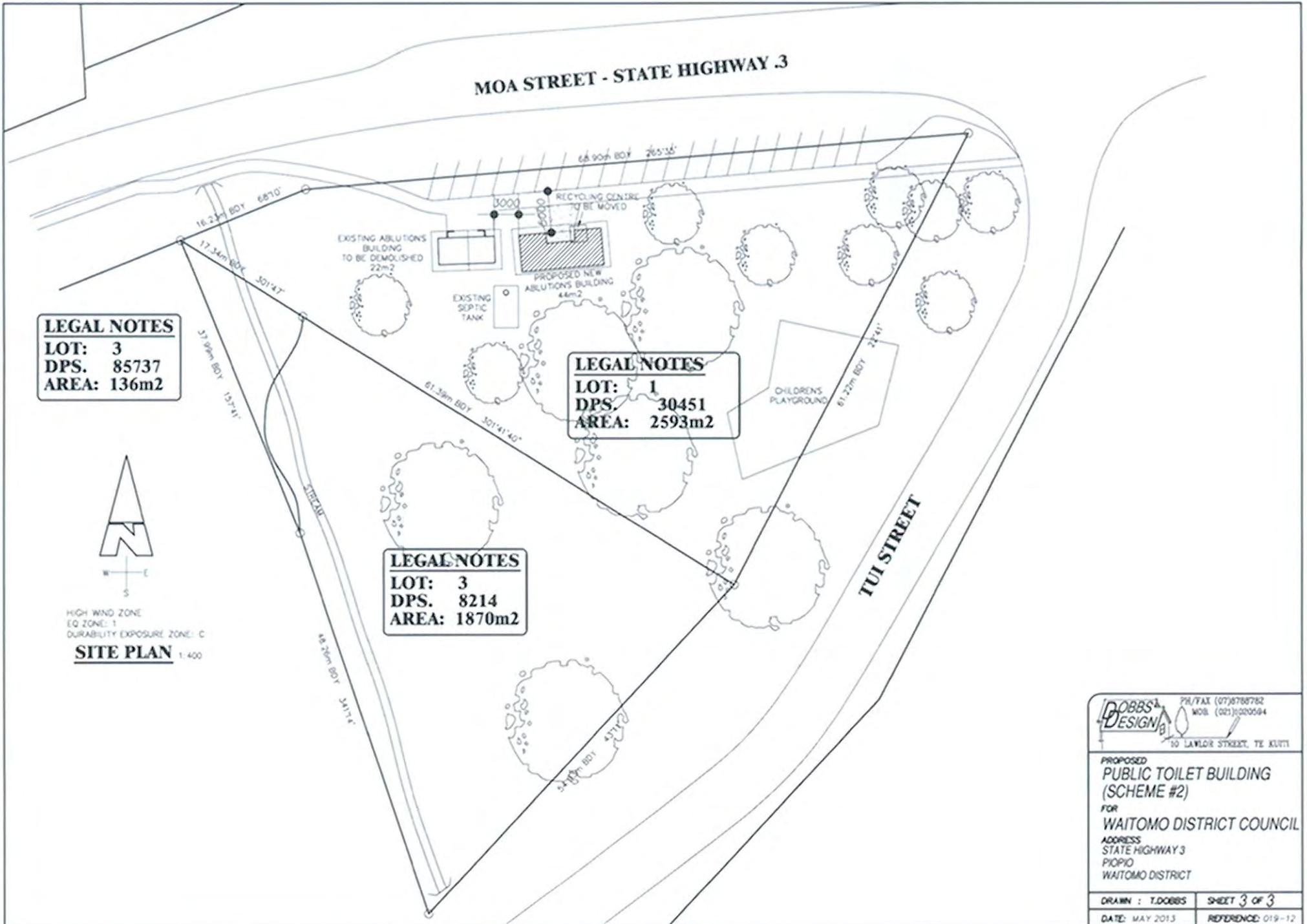


PROPOSED
**PUBLIC TOILET BUILDING
(SCHEME #2)**
FOR
WAITOMO DISTRICT COUNCIL
ADDRESS
STATE HIGHWAY 3
PIOPIO
WAITOMO DISTRICT

DRAWN : T.DOBBS SHEET 1 OF 3
DATE: MAY 2013 REFERENCE: 019-12



	PH/FAX (07)8788762 MOB. (021)0200984 10 LAWLER STREET, TE KUITI
	PROPOSED PUBLIC TOILET BUILDING (SCHEME #2) FOR WAITOMO DISTRICT COUNCIL ADDRESS STATE HIGHWAY 3 PŌPŌ WAITOMO DISTRICT
DRAWN : T.DOBBS DATE: MAY 2013	SHEET 2 OF 3 REFERENCE: 019-12



DOBBS DESIGN PH/FAX (07)8788782
 MOB. (021)320094
 10 LAWLOR STREET, TE KUITI

PROPOSED
PUBLIC TOILET BUILDING (SCHEME #2)
 FOR
WAITOMO DISTRICT COUNCIL
 ADDRESS
 STATE HIGHWAY 3
 PĪOPIO
 WAITOMO DISTRICT

DRAWN : T.DOBBS SHEET 3 OF 3
 DATE: MAY 2013 REFERENCE: 019-12

Piopio Ablution Block

State Highway 3, Piopio

Preliminary Estimate - Issue 1

Dobbs Design

24 May 2013

ITEM	DESCRIPTION	QUANTITY	UNIT	TOTAL	
				RATE	AMOUNT
	<u>BASIS OF ESTIMATE</u>				
	<u>Drawings, Ref 019-12 Sheets 1>3, Dated May 2013</u>				
	<u>No specification received, various notes on drawings.</u>				
	<u>The site has not been inspected.</u>				
1 - 59	<u>BUILDING WORKS</u>				155,000.00
1 - 2	<u>Preliminary & General</u>				8,500.00
1	Percentage allowance - 5%.		SUM		6,800.00
2	Scaffold / edge fall protection (per m of external wall).	29	m	58.62	1,700.00
3 -	<u>Site Preparation / Demolition</u>				1,300.00
	Site Preparation.				
3	Excavate 300 to remove unsuitable material, replace with compacted sand (measured 800 beyond building).	62	m ²	20.97	1,300.00
4 - 7	<u>Work Below Lowest Floor Finish</u>				5,400.00
4	Continuous footing size 400 x 200, 25 Mpa, 90 kg / m ³ reinforcing, excavate and backfill.	29	m	51.72	1,500.00
5	Continuous footing size 300 x 200, 25 Mpa, 90 kg / m ³ reinforcing, excavate and backfill.	16	m	43.75	700.00
6	Floor slab 150 thick, 25 Mpa, polythene dpc, SE62 mesh (sim 665), 50 sand fill.	39	m ²	64.10	2,500.00
7	Edge thickening, 250 x 125, 25 Mpa, polythene dpc, 2/D12 and starters at 400 c/c.	29	m	24.14	700.00
8 - 9	<u>Frame</u>				6,300.00

ITEM	DESCRIPTION	QUANTITY	UNIT	TOTAL	
				RATE	AMOUNT
8	Structural frame, epoxy paint.	634	kg	9.46	6,000.00
9	Bowmac bracket and bolts.	7	No	42.86	300.00
10 - 16	<u>Roof</u>				13,000.00
10	Steel framed roof,, 150 DHS, 900 centres, mesh, foil, 0.55 trapezoidal Endura / ZR8 colorsteel (flat measure).	64	m ²	117.19	7,500.00
11	E.V. Clearlite panels - no cost adjustment.		SUM		-
12	Head Flashing, Endura / ZR8 colorsteel, fascia colorsteel .	12	m	58.33	700.00
13	200 verge, Endura / ZR8 colorsteel flashing, fascia colorsteel (flat measure).	11	m	63.64	700.00
14	200 fascia, Endura / ZR8 colorsteel 125 spouting, fascia colorsteel .	12	m	58.33	700.00
15	Soffit/ceiling, 0.40 corrugated, Endura / ZR8 colorsteel finish (flat measure).	64	m ²	50.00	3,200.00
16	80 dia pvc downpipe, painted.	7	m	28.57	200.00
17 - 18	<u>External Walls and External Finish</u>				22,200.00
17	140 precast panel wall, 30 Mpa, 90 kg / m ³ reinforcing, erection.	71	m ²	264.79	18,800.00
18	Framed wall, 100 x 50 @ 1000 centres, timber louvers, stained.	21	m ²	161.90	3,400.00
19 - 20	<u>Windows and External Doors</u>				10,000.00
19	2.4m high, steel, lockable gates.	2	No	2100.00	4,200.00
20	Steel lined door and frame.	2	No	2900.00	5,800.00
21 - 22	<u>Partitions</u>				10,100.00
21	140 precast panel wall, 30 Mpa, 90 kg / m ³ reinforcing, erection.	36	m ²	263.89	9,500.00
22	Framed wall, 100 x 50 @ 600 centres.	13	m ²	46.15	600.00
23 -	<u>Floor Finishes</u>				2,200.00
23	Terraflake seamless coating.	26	m ²	84.62	2,200.00
24 - 25	<u>Wall Finishes</u>				6,600.00
24	Paint concrete wall.	212	m ²	21.70	4,600.00
25	Plywood, 12 Plywood CD H3, stain finish.	25	m ²	80.00	2,000.00

ITEM	DESCRIPTION	QUANTITY	UNIT	TOTAL	
				RATE	AMOUNT
26 - 34	<u>Fittings and Fixtures</u>				12,900.00
26	Bench / vanity, laminate top with upstand, 300mm dropped front, wall brackets.	4	m	475.00	1,900.00
27	Accessible wc hardware, grab rails (x1).	1	No	200.00	200.00
28	Standard wc hardware, toilet roll holder, coat hook (per area).	5	No	80.00	400.00
29	Baby change table.	1	No	2600.00	2,600.00
30	Nursing seat.	1	No	1000.00	1,000.00
31	Child restraint seat.	1	No	1000.00	1,000.00
32	Proprietary toilet partition, aluminium / laminate faced.	25	m ²	216.00	5,400.00
33	Store room shelves, painted timber.	5	m	60.00	300.00
34	Directional and room signage, allowance per area.	2	No	50.00	100.00
35 - 45	<u>Sanitary Plumbing</u>				29,800.00
	High standard of fittings.				
35	Establishment.		SUM		1,500.00
36	Reticulation to fitting, pvc cold water (average pipe run 3 m).	1	No	100.00	100.00
37	Reticulation to fitting, pvc cold water, pvc waste / soil pipework (average pipe run 5 m).	10	No	450.00	4,500.00
38	Wc suite, commercial.	4	No	1125.00	4,500.00
39	Wc suite, institutional.	1	No	2700.00	2,700.00
40	UrINETTE and auto flush, institutional.	2	No	2700.00	5,400.00
41	Wash hand basin, commercial, time delay mixer.	4	No	1600.00	6,400.00
42	Wash hand basin, institutional, wall brackets, time delay mixer.	1	No	2800.00	2,800.00
43	Floor wastes.	3	No	300.00	900.00
44	Tap in lockable enclosure.	1	No	400.00	400.00
45	Protection of exposed water pipes.	7	No	85.71	600.00
46 - 50	<u>Electrical Services</u>				10,600.00

ITEM	DESCRIPTION	QUANTITY	UNIT	TOTAL	
				RATE	AMOUNT
46	Main switchboard / meter board.	1	No	1400.00	1,400.00
47	Lighting and power reticulation.	10	No	200.00	2,000.00
48	Light fitting supply (PC Sum).		SUM		2,500.00
49	Exterior / security lighting.		SUM		1,500.00
50	Hand dryers.	3	No	1066.67	3,200.00
51 - 58	<u>Site Services</u>				5,300.00
	Plumbing.				
51	Water connection, small commercial.		SUM		500.00
52	Incoming main, small commercial.	10	m	40.00	400.00
	Drainage.				
53	Stormwater drainage, 100 dia.	11	m	72.73	800.00
54	Soak hole.	1	No	900.00	900.00
55	Sewer drainage, 100 dia.	12	m	75.00	900.00
56	Connection to main, 100 dia.	1	No	400.00	400.00
	Electrical.				
57	Mains connection, small commercial.		SUM		700.00
58	Incoming main.	12	m	58.33	700.00
	<u>Roading and Paving</u>				Excluded
	Excluded - TAG.				
59 -	<u>Contractors Margin - 7.5 %.</u>				10,800.00
59	Percentage allowance - 7.5%.		SUM		10,800.00
60 - 61	<u>PROFESSIONAL & CONSENT FEES</u>				
	<u>Resource Consent Fees / Levies</u>				Excluded
	Excluded - TAG.				
60 -	<u>Building Consent</u>				

ITEM	DESCRIPTION	QUANTITY	UNIT	TOTAL	
				RATE	AMOUNT
60	Excluded - TAG.		SUM		Excluded
61 -	<u>Professional Fees</u>				
61	Excluded - TAG.		SUM		Excluded
62 - 63	<u>CONTINGENCY</u>				15,400.00
62 -	<u>Design Contingency.</u>				Excluded
62	Excluded - TAG.		SUM		
63 -	<u>Construction Contingency - 10 %.</u>				15,400.00
63	Percentage allowance - 10%.		SUM		15,400.00
64 - 65	<u>OPTIONS</u>				(10,200.00)
64 - 65	<u>Concrete Block Walls</u>				(10,200.00)
64	140 precast panel wall .	(106)	m ²	264.15	(28,000.00)
65	Blockwork wall.	106	m ²	167.92	17,800.00
					160,200.00

TOTAL OF ESTIMATE (Excluding GST)

S 160,200.00

Notes:

- 1 No allowance has been made for the following:
 - a) GST.
 - b) Any costs associated with poor ground conditions.
 - c) Resource consent fees / levies, Building consent fees and Professional fees.
 - d) Loose fittings, furniture, drapes and equipment.
 - e) Inflation from today's date until project is tendered.
 - f) To demolish existing Ablutions Building or relocate Recycling Centre
 - g) Hot water supply to basins
 - h) Sanitary and nappy disposal units

- 2 Option 2 - if the option for the concrete block walls is not selected, then please adjust up the final price up accordingly to reflect the increase in costs required for precast panels.

ITEM	DESCRIPTION	QUANTITY	UNIT	TOTAL	
				RATE	AMOUNT

- 3 The estimate has been based on the works being let in a competitive tender situation in today's market, with a reasonable construction period and full access to the site.
- 4 The estimate has been based on preliminary concept drawings and should therefore be treated as indicative only at this stage for the purpose of evaluating the concept. The estimate should be refined as the concept is further developed.

Document No: 304817**File No:** 401/0582132000**Report To: Council****Meeting Date:** 6 June 2013**Subject: Progress Report : Rukuhia Domain - Establishment of a Management Committee****Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on the progress of the establishment of a Management Committee for Rukuhia Domain, Piopio.

Local Government Act S.11A Considerations

- 2.1 The provision of reserves is considered a core service under the Local Government Act 2002 (including amendment).
- 2.2 Waitomo District Council, though its encouragement for the establishment of a society to administer this reserve, is providing community input into the service provision. Creation of the society increases the funding options for future development works on the reserve and subsequently makes this operation more cost effective for the residents and ratepayers of the Waitomo District.

Background

- 3.1 In 2011 the existing members of the Rukuhia Domain Board advised Waitomo District Council that they no longer wished to undertake the administration of the Rukuhia Domain.
- 3.2 It was felt at the time that a new entity, with more legal standing, would enable progress to be made in raising funds for the reserve, awareness of the reserve and to undertake development of the reserve.

Commentary

- 4.1 An initial public meeting, along with three other meetings with the various sporting groups involved have been held over the last five months, with the emphasis being on the establishment of an Incorporated Society to undertake the overall administration of the reserve and programme future developments. This would involve a Memorandum of Understanding and the initial ideas discussed involved use of the rugby clubrooms as a general facility for all park users under the administration of the new entity.

- 4.2 The make up of the committee has been debated and finalised, including the filling of the positions of Chairperson, Secretary and Treasurer. Representatives from all sporting codes, Council, Piopio Trust and members of the public are included.
- 4.3 At the meeting on 16 May 2012, the Rugby Club expressed concerns about losing control/ownership of the clubrooms and as a result this part of the proposal has now stalled.
- 4.4 A further meeting was held on Wednesday 30 May 2012 to further discuss moving forward with the clubrooms, where the Rugby Club indicated they wished to be part of the new committee and share their facility, without losing ownership of the building. They wish to keep future options open.
- 4.5 The committee has now agreed to proceed with the formation of an Incorporated Society with the Rugby Club as members, but excluding the building.
- 4.6 The next meeting scheduled for 2 July 2012 will develop up the Society rules and any administrative internal rules.
- 4.7 The 2 July 2012 meeting confirmed the name of the group as "Piopio Community Sports Complex Incorporated Society".
- 4.8 A set of Incorporated Society rules has been supplied to WDC and these are currently being updated to include changes that were received for the Brook Park Committee as advised by Russell Thomson Solicitors.
- 4.9 As briefed to the Piopio Community and the users of the Domain, to enable the process to be finalised Council needs to:
- Disband the committee (currently known as "Rukuhia Domain Board/Rukuhia Recreational Reserve Management Committee) as the voluntary administering body for Rukuhia Domain.
 - Approve the formation of a new administrative group known as "Piopio Community Sports Complex Incorporated Society" with the administrative group being made up of members of the sporting groups utilising the Domain and members of the Piopio Community.
 - Approve the purpose of the Society which is to:
 - a) Provide for and ensure the use, maintenance, protection and preservation of Rukuhia Domain, to the extent that the Incorporated Society's resources permit.
 - b) Provide development of the Domain as a recreational facility for the residents of Piopio and Waitomo District, including all interested sporting and community groups.
 - c) Do anything necessary or helpful to the above purposes.
 - Approve the transfer of money from the Domain accounts to the Piopio Community Sports Complex Incorporated Society.
 - Approve an annual grant by WDC to the Piopio Community Sports Complex Incorporated Society equivalent to the income derived from the reserve to enable revenue income to be made available for the Society.

- 4.10 As WDC is the Administering Body in terms of the Reserve Act 1977 for Rukuhia Domain, WDC must grant grazing and occupation leases and technically receives all income. To enable the Incorporated Society to receive such income, WDC needs to make an equivalent annual grant.
- 4.11 A meeting of the Society was held 9 August 2012. The following notes cover the major points discussed at that meeting:
- Water leaks are an issue with very high meter readings at times. Some major leaks have been fixed with further investigations ongoing.
 - A booking calendar has been established on www.piopio.net.nz for users.
 - The Rugby Club is investigating the redecoration of the clubrooms.
 - New signage is to be installed regarding alcohol use on the Domain.
 - Stock handling facilities are an issue and this project is being further investigated.
 - Grazing has been organised until the end of the year.
- 4.12 While administration functions of the reserve have been progressing, the finalisation of the Incorporated Society documents has been on hold, pending the outcome of the Brook Park registration, as both documents follow very similar layout and clauses.
- 4.13 WDC received confirmation of the acceptance of the Brook Park Incorporated Society on 17 September 2012. The Rukuhia Domain documentation will now be finalised ready for adoption by the committee.
- 4.14 A meeting of the Acting Rukuhia Domain Committee was held on 5 November 2012. This meeting received the finalised Incorporated Society Document and adopted the document subject to a final check by the Chairperson.
- 4.15 Signatures from the community are now being gathered so the document can be formally submitted for approval to the Companies Office, the administrator of the Incorporated Societies Register.
- 4.16 All the relevant information is now to hand and it is planned to submit the necessary documentation to the Companies Office on 22 February 2013.
- 4.17 The Companies Office did not accept the Society's initial application due to minor issues with the documentation. These issues have now been worked through and the documentation resubmitted on 15 April 2013.
- 4.18 This has now been accepted by the Companies Office and the Certificate of Incorporation for the Society issued.
- 4.19 One key issue for the Committee is a problem related to water usage and the subsequent cost of this water. Significant amounts of water have been "lost" on the property and the committee has installed several water meters to identify leakage sites.
- 4.20 One key leakage site was several issues associated with the rugby clubrooms. These leaks have been repaired by the committee and the committee is now endeavoring to get reimbursed for this expenditure from the Rugby Club. This may be difficult moving forward as the club are not officially part of the committee and have limited funds. This does show as a good example of why the Rugby Club should be part of the committee.

4.21 The committee has now got the water leakage issues in hand and has reached agreement with the rugby club in regard to water usage.

Suggested Resolution

The Progress Report: Rukuhia Domain - Establishment of a Management Committee be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

May 2013

Document No: 307739

File No: 401/0588424200

Report To: Council**Meeting Date:** 6 June 2013**Subject: Progress Report : Waitomo Cultural and Arts Centre – Stage 3 Upgrade**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress for the Stage 3 upgrade of the Waitomo Cultural and Arts Centre.

Local Government Act S.11A Considerations

- 2.1 The provision of community infrastructure, such as the Cultural and Arts Centre, is consistent with Section 11A of the Local Government Act 2002 (including amendments).
- 2.2 Upgrading of the facility will lead, over time, to increased usage and subsequent increased income, making the facility more cost effective to administer.

Background

- 3.1 Council in its 2012-2022 LTP continued the funding of the staged upgrade of the Waitomo Cultural and Arts Centre. The upgrade to date has been well received by the users and public.
- 3.2 The funding of the 2012-2013 financial year was \$130,000 of which a minimal amount was used to complete the Supper Room upgrade, leaving approximately \$114,000 for Stage 3.
- 3.3 It is to be noted that budgeting is not tagged to any specific project within the upgrade proposal due to the required funding being spread over six years as compared to the initial upgrade programme of 3 years. The change was promoted for affordability reasons.
- 3.4 Council, at its meeting on 25 September 2012 reviewed several options for the next stages of the Cultural and Arts Centre upgrade and resolved to proceed with the upgrade of the sound system as stage three.

Commentary

4.1 Sound System Upgrade (total complex)

- 4.2 Initial discussions have been held with a company called 'The Audio Consultant', Hamilton, specialist audio consultancy, who installed the initial basic system at the centre as directed by WDC at the time.

- 4.3 The key components to the proposed upgraded are:
- a) The development of a fully integrated system, with key pad controls in each of the three main areas, allowing linkage of each room and individual controls
 - b) Digital auto mixing which will limit potential for miss use
 - c) Four new 700 watt speakers in the main hall mounted above the stage on a central axis projecting into the room
 - d) Four ceiling speakers in the supper room as well as the foyer
- 4.4 While WDC's Procurement Policy allows for the use of specialist suppliers, a detailed specification of the proposed works has been prepared and forwarded to Audio Visual Techniques, Rotorua, who are also familiar with the Cultural and Arts Centre layout.
- 4.5 A business paper was considered by the Tenders Subcommittee on 5 December 2012 for Stage 3 Waitomo Cultural and Arts Centre, being supply and installation of audio equipment.
- 4.6 Due to the specialist nature of this work and the failure to secure a second quotation, the Tenders Subcommittee resolved to accept the quotation from The Audio Consultants.
- 4.7 Discussions have been held with the Audio Consultants to finalise times for implementation of this project.
- 4.8 This will be undertaken as scheduled below:
- 4 – 8 March 2013 Cable laying and racks/brackets measure
 - 18 – 22 March 2013 Racks/brackets installed
 - 15 – 19 April 2013 Implementation and testing
- 4.9 Installation of the sound system was completed on 9 April 2013. The initial period since installation has been used to finalise operational issues. A user guide is currently being produced.

Suggested Resolutions

The Progress Report: Waitomo Cultural and Arts Centre – Stage 3 Upgrade be received.

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

May 2013

Document No: 307579

File No: 097/001B

Report To: Council**Meeting Date:** 6 June 2013**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 have been received, some supporting the proposal while others are opposed to the development.
- 4.7 The applicant has 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 have lodged submissions on the application and the applicant believes that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 4.8 Because of the ongoing delays with processing this consent, the applicant has been advised that the application should proceed to a hearing as soon as possible or if that is unlikely the application should be withdrawn at this time.
- 4.9 If a hearing is to proceed it is unlikely that the application could be heard before August 2013.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



JOHN MORAN
MANAGER – REGULATORY SERVICES

May 2013

Attachment: Resource Consent Schedule (Doc 307580)

RESOURCE CONSENTS PROGRESSING AS AT 6 JUNE 2013

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
090022	Mr E Manawaiti	Three Lot Rural Subdivision, Walker Road	9/6/09	Yes	Property in hazard zone – Geotech report required.	22/6/09						
090026	Greenplan Holdings Ltd	Two Lot Rural Subdivision SH 3, Mahoenui	26/6/09	Yes	Comment required from NZ Transport Agency.	26/6/09						
090037	R & K Pethybridge	Two Lot Residential Subdivision, Ailsa Street, Te Kuiti	31/8/09	Yes	Geotech report required. Applicant is considering other options.							
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						
110024	Waitomo District Council	Earthworks in excess of 2,000m ³	8/9/11	Yes	Affected parties approval required.	19/9/11						
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							

RESOURCE CONSENTS GRANTED (FOR 2012/13) AS AT 30 APRIL 2013

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
120013	PA & EM Van Straalen	5 Lot Rural Subdivision, State Highway 3, Hangatiki	11/7/12	No						No	9/8/12	Conditional Consent Granted 13/7/12
120014	Patbros Holdings Limited	Side Yard Dispensation, Te Kuiti Road, Te Kuiti	6/8/12	No						No	3/9/12	Conditional Consent Granted 23/8/12
120015	P & P Fagan	Boundary Adjustment, Hangatiki East Road, Hangatiki	13/8/12	No						No	10/9/12	Conditional Consent Granted 24/8/12
120016	F Bartholomew	2 Lot Rural Subdivision, Whataroa Road, Oparure	17/8/12	No						No	14/9/12	Conditional Consent Granted 27/8/12
120017	M Schmidt	2 Lot Rural Subdivision, Te Mahoe Road, Mokau	20/8/12	No						No	18/9/12	Conditional Consent Granted 13/9/12
120018	J Petre	2 Lot Rural Subdivision, Mangaotaki Road, Piopio	20/8/12	No						No	18/9/12	Conditional Consent Granted 30/8/12
120019	B Hanna	4 Lot Rural Subdivision, Tate Road, Te Kuiti	20/8/12	No						No	18/9/12	Conditional Consent Granted 30/8/12
120020	M Easton	5 Lot Rural Subdivision, State Highway 4 Mapara	20/8/12	No						No	18/9/12	Conditional Consent Granted 31/8/12
120002	M McKinley	2 Lot Rural Subdivision, Te Waitere Road, Te Waitere	3/2/12	Yes	Documentation required from Maori Land Court	9/2/12	2/10/12			No	19/10/12	Conditional Consent Granted 4/10/12
120022	AT & LY Brough	2 Lot Rural Subdivision, Barclay Road, Aria	13/9/12	No						No	11/10/12	Conditional Consent Granted 21/9/12
120023	J & N Higgins	Front Yard Dispensation, Robin Azariah Place, Te Kuiti	21/9/12	No						No	19/10/12	Conditional Consent Granted 26/9/12
110038	Kea Petroleum Ltd	Development of an oil exploration well site Nukuhakari Station, Waikawau	7/2/12	Yes	Archaeological Assessment required. Iwi consultation required.	13/2/12	22/6/12	Roading	7/8/12	No	29/11/12	Conditional Consent Granted 8/11/12
120021	Chevron New Zealand	Redesign/Upgrade of existing unmanned diesel stop, Te Kumi Road, Te Kuiti	10/9/12	Yes	Affected parties approval required.	20/9/12	26/10/12			No	23/11/12	Conditional Consent Granted 29/10/12
120027	NZ Steel Mining Limited	Construction of an over height building, Taharua	30/10/12	Yes	Clarification of proposal required.	5/11/12	12/11/12			No	05/12/12	Conditional Consent Granted 23/11/12
120028	C Dimond	2 Lot Rural Subdivision, Te Anga Road, Waitomo	14/11/12	No						No	12/12/12	Conditional Consent Granted 14/11/12

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
120030	Te Ana Valley Farms	4 Lot Rural Subdivision, Fullerton Road, Waitomo	10/12/12	No						No	29/1/13	Conditional Consent Granted 13/12/12
120031	R Chester	Side Yard Dispensation, Fullerton Road, Waitomo	23/11/12	No						No	14/1/13	Conditional Consent Granted 29/11/12
120032	L Knight	2 Lot Residential Subdivision, Taupiri Street, Te Kuiti	07/12/12	No						No	26/1/13	Conditional Consent Granted 10/12/12
120033	Te Ana Valley Farms	Cave and Rafting Tours, Conservation Zone, Fullerton Road, Waitomo	11/12/12	No						No	30/1/13	Conditional Consent Granted 10/1/13
130001	I Alpiges	Side Yard Dispensation Moana Quay, Marokopa	8/1/13	No						No	8/2/13	Conditional Consent Granted 11/1/13
130002	D Marsh	3 Lot Rural Subdivision, State Highway 3, Te Kuiti	9/1/13	No						No	5/2/13	Conditional Consent Granted 15/1/13
130003	Greenplan Holdings Limited	3 Lot Rural Subdivision, Papakauri Road, Mahoenui	23/1/13	No						No	20/2/13	Conditional Consent Granted 24/1/13
130005	K Riepen	2 Lot Rural Subdivision, Fraser Smith Road, Awakino	25/1/13	No						No	22/2/13	Conditional Consent Granted 7/2/13
120026	T & M van Straalen	Operate a retail shop and automotive work shop, State Highway 3, Hangatiki	12/10/12	No	Application processing through limited notification.					No	14/03/13	Conditional Consent Granted 27/2/13
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
130006	Fine Woodworking Limited	Additions to a building used for industrial purposes in the Rural Zone, State Highway 3, Te Kuiti	8/2/13	No						No	12/03/13	Conditional Consent Granted 19/2/13
130009	L King	2 Lot Residential Subdivision (boundary relocation), Marokopa Road, Marokopa	7/3/13	No						No	8/4/13	Conditional Consent Granted 13/3/13
130010	Tihiroa Dairies Ltd	Earthworks in excess of 2,000m ³ , Brooklee Road, Waitomo	22/03/13	No						No	23/4/13	Conditional Consent Granted 28/3/13
130011	Latter-Day Saints Church	Land Use Consent – Church extensions, Tonga Street, Te Kuiti	12/04/13	No						No	13/5/13	Conditional Consent Granted 30/4/13

Document No: 039/001/13

File No: 306876

Report To: Council**Meeting Date:** 6 June 2013**Subject:** 2013 Triennial General Elections

Purpose of Report

- 1.1 The purpose of this business paper is to seek Councils' confirmation that voting documents in respect of the 2013 Triennial General Election may be processed during the voting period and to confirm the manner in which candidates names may be arranged on the voting document.

Background

- 2.1 The provisions of the Local Electoral Act 2001 and the Local Electoral Regulations 2001 require Council to resolve to undertake progressive processing of voting papers and to resolve to determine the order of candidates on the voting paper.

Commentary

3.1 Early Processing of Votes

- 3.2 The Local Electoral Act 2001 allows the processing of documents during the voting period. Councils throughout New Zealand have almost all adopted the process. It essentially allows votes to be opened at specified times before polling closes under very strict conditions.
- 3.3 No counting of votes as such takes place, but voting data is scanned into a secure computer environment which is unlocked by a Justice of the Peace and electoral officials when voting is closed.
- 3.4 The early processing of votes is an efficient way of ensuring that an election result is made available in a timely manner.

3.5 Order of candidates names on voting documents

- 3.6 The names under which candidates are seeking election may be arranged on the voting document in alphabetical order of surnames, pseudo random order or random order.
- 3.7 If the pseudo random order is used candidates names are drawn out of a hat and then printed onto all voting papers in the order they were drawn.

- 3.8 If however random order is used candidates names will be printed randomly on voting papers in no particular order with names appearing in different positions on individual voting papers.
- 3.9 This Council has in the past always listed candidate's names in alphabetical order of surnames. Candidates have never voiced any disquiet over this procedure and voters would appear to be generally comfortable with the approach taken by Council.

Conclusion

- 4.1 The suggested resolutions around the early processing of votes and the order of candidate's names on voting papers are primarily procedural matters which will allow the election process to proceed smoothly.

Suggested Resolutions

- 1 The business paper on 2013 Triennial Elections be received.
- 2 Council confirms that voting documents in respect of the 2013 Triennial General Elections may be processed during the voting period.
- 3 Council confirms that Candidate's names will be arranged on voting documents to be used in the 2013 Triennial General Elections in alphabetical order of surnames.



JOHN MORAN
MANAGER – REGULATORY SERVICES

May 2013

Document No: 307593

File No: 037/043

Report To: Council**Meeting Date:** 6 June 2013**Subject: Motion to Exclude the Public for the Consideration of Council Business**

Purpose of Report

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Audit Service Plan for the Audit of Council's 2012/2013 Annual Report	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Inframax Construction Limited – Request for Extension of Advance	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Progress Report: Regulatory Enforcement Issues	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Te Maika Zone – Te Maika Trust Proposal	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Progress Report: Waipa River Joint Management Agreement	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. Progress Report: Wool Storage Facility	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Civil Defence – Shared Service Agreement / Local Controllers Appointment	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: Rural Halls (Oparure, Mokauiti, Kopaki and Benneydale Halls)	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: Parkside Subdivision	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report: Brook Park Entrance	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
11. Progress Report: Te Kuiti Mainstreet Re-Design	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)
12. Progress Report: Te Kuiti Railway Building	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)
13. Progress Report: Te Kuiti Community House	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
14. Progress Report: Mangarino Road Property	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)
15. Progress Report: Marokopa Sea Wall	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
16. Progress Report: Mokau Toilet Effluent Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
17. Progress Report: Benneydale Water Easements	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
18. Progress Report: School Road Properties, Benneydale	7(2)(a) To protect the privacy of natural persons	48(1)(a)
19. Procurement: Ground Bond Ltd	7(2)(h) To maintain legal professional privilege	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