



Agenda Council Meeting

**Tuesday 26 May 2015
9.00am**

**Council Chambers
Queen Street
TE KUITI**



NOTICE OF MEETING

**A MEETING OF THE WAITOMO DISTRICT COUNCIL IS TO BE HELD
IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON
TUESDAY 26 MAY 2015 COMMENCING AT 9.00AM**

COUNCIL MEMBERS

Mayor Brian Hanna
Cr Terry Davey
Cr Lorrene Te Kanawa

Deputy Mayor Guy Whitaker
Cr Allan Goddard

Cr Phil Brodie
Cr Sue Smith

CHRIS RYAN
CHIEF EXECUTIVE

ORDER PAPER

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1. Council Prayer	
<i>God Grant us the serenity to accept the things we cannot change; the courage to change the things we can and the wisdom to know the difference. These things we ask in the name of Our Lord Jesus Christ. Amen</i>	
2. Apologies	
3. Declarations of Member Conflicts of Interest	
4. Verbal Reports: Individual Councillor Roles and Responsibilities	
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PLEASE NOTE

1. The business papers attached to this Order Paper set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions do not represent Council policy until such time as they might be adopted by Council resolution.
2. This Order Paper may be subject to amendment either by the addition or withdrawal of items contained therein.

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON WEDNESDAY 29 APRIL 2015 AT 9.00AM

PRESENT: Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Terry Davey, Allan Goddard and Sue Smith

IN ATTENDANCE: Chief Executive; Executive Assistant; Group Manager – Corporate Services (for part only); Group Manager – Customer Services (for part only); Group Manager – Community Services (for part only) and Environmental & Regulatory Services Leader (for part only)

1. Council Prayer	File 037/003
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2. Apologies	File 037/003
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Resolution

The apology from Councillor Te Kanawa be received and leave of absence granted.

Smith/Davey Carried

3. Declarations of Member Conflicts of Interest	File 037/051A
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No declarations were made.

4. Verbal Reports: Individual Councillor Roles and Responsibilities	File 037/040B
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Cr Brodie

- Waikato RT Plan
- NZ Shears
- LG Workshop
- Healthy Rivers Drop-In at Otorohanga
- Ratepayers Meetings (Mokau and Piopio)
- Waipa Catchment Committee
- Piopio ANZAC Day Ceremony

Cr Goddard

- Benneydale Hall Society
- Destination Pureora
- Benneydale Ratepayers Meeting

Cr Davey

- TKDI
- Piopio Ratepayers

Cr Smith

- Piopio Ratepayers
- ANZAC

Cr Whitaker

- Brook Park
- NZ Shears

Mayor

- Youth Programme
- Sport Waikato
- NZ Shears
- Waikato Spatial Plan
- LGNZ Reputation Index Meeting
- RMC Meetings
- Benneydale Ratepayers Meeting
- Waikato Mayoral Forum
- Te Kuiti Gym Steering Group Meeting
- Balance Farm Environment Awards
- ANZAC Day Ceremonies
- NZTA re: Hangatiki Intersection

Resolution

The verbal reports be received.

Whitaker/Smith Carried

The Group Manager – Corporate Services entered the meeting at 9.05am.

5.	Confirmation of Minutes – 31 March 2014	File 037/040B
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Resolution

The Minutes of the Waitomo District Council meeting of 31 March 2015, including the Public Excluded Minutes, be confirmed as a true and correct record.

Whitaker/Smith Carried

6.	Quarterly Report for the period ended 31 March 2015	File 100/018B
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Council considered a business paper present the Financial and Non-financial Report for the nine months ended 31 March 2015.

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

Council discussed the pros and cons of establishing an Audit and Risk Committee and were unanimous in the opinion that due to the comprehensive level of financial and non-financial reporting presented to the full Council on a monthly and quarterly basis, a separate Committee is not seen as justifiable.

The Chief Executive advised of pressure being applied to councils in respect to risk considerations and options for addressing this through reporting to the Council.

Resolution

The business paper on the Financial Report for the nine months ended 31 March 2015 be received.

Davey/Whitaker Carried

7. 2015 General Revaluation	File 130/008/2015
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The purpose of this business paper is to brief Council on the process for the 2015 General Revaluation for properties in the Waitomo District.

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

Resolution

The business paper on the 2015 General Revaluation be received.

Smith/Brodie Carried

The Group Manager – Customer Services entered the meeting at 9.28am.

8. Broadband and Mobile Black Spot Initiative	File 400/503A
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Council considered a business paper outlining the opportunity for Council to apply for funding to the Government’s recently announced extension to the Ultra-Fast Broadband (UFB) and Rural Broadband Initiative (RBI) programmes and new Mobile Black Spot Fund.

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

Resolution

- 1 The business paper on the Broadband and Mobile Black Spot Initiative be received.
- 2 Council endorse the development of a response to the Registration of Interest – Support for submission to the Ministry of Business, Innovation and Employment and the use of external consultant resource for this.
- 3 An approach be made to the North King Country Development Trust to determine eligibility with regard to their potential investment / co-investment with Crown Fibre Holdings.

Brodie/Goddard Carried

9. Dog Control Fees 2015/2016**File 051/003A**

Council considered a business paper requiring the setting of Dog Control fees for 2015/2016 in accordance with the provisions of the Dog Control Act 1996.

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

Resolution

- 1 The business paper on Dog Control Fees 2015/2016 be received.
- 2 Council approve the following fee structure for the 2015/2016 Dog Registration Fees (inclusive of GST):

Basic Dog Fee	\$156.00
Urban Fee	\$103.00
Spayed or Neutered Fee	\$81.00
Selected Owner Policy Fee	\$59.00
Rural Fee	\$37.00

Davey/Brodie Carried

The Group Manager – Corporate Services left the meeting at 9.49am.

10. Progress Report: Resource Consent Applications**File 097/001E**

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

Resolution

The Progress Report: Resource Consent Applications be received.

Brodie/Smith Carried

The Group Manager – Customer Services left the meeting at 9.53am.

11. Adoption of Land Transport Bylaw**File 306/001A**

Council considered a business paper presenting the draft Land Transport Bylaw for adoption following public consultation.

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

Resolution

- 1 The business paper on Adoption of Land Transport Bylaw be received.
- 2 The draft Land Transport Bylaw be adopted.

Whitaker/Brodie Carried

12. Adoption of Water and Sanitary Services Assessment 2015	File 500/10/003B
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Council considered a business paper presenting the Water and Sanitary Assessments for adoption by Council.

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

Resolution

- 1 The business paper on Adoption of the Water and Sanitary Services Assessments 2015 be received.
- 2 Council adopt the Water and Sanitary Services Assessments 2015.

Davey/Brodie Carried

13. One Network Roding Classification Transition Plan	File 503/003
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Council considered a business paper presenting the initial plan to implement the transition of the WDC road network into the One Network Roding Classification, and the associated requirements.

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

Resolution

The business paper on One Network Roding Classification Transition Plan be received.

Goddard/Davey Carried

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

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

Resolution

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

Smith/Brodie Carried

15. Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport	File 037/020/12A
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Council considered a progress report on:

- Implementation of the Work Plan for the Land Transport activity as contained in Year Three (2014/2015) of the 2012-2022 Long Term Plan
- Monitoring of the ongoing implementation of the 2012-22 Long Term Plan as part of the Road Map Work Programme.
- One Network Road Classification (ONRC)
- Road Asset Technical Accord (RATA)
- Road Maintenance - Procurement

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

Resolution

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

Whitaker/Brodie Carried

16. Brook Park Inc Society – Minutes	File 401/0581153000
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Council considered a business paper providing information relating to the Brook Park Incorporated Society meeting convened on 8 April 2015.

Deputy Mayor Whitaker expanded verbally on the Minutes and answered Members' questions.

Council congratulated the Committee on the progress being made.

Resolution

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

Whitaker/Smith Carried

17. Mokau Community Response Plan	File 400/010/6
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The purpose of this business paper is to inform Council on the development of a Community Response Plan for the Mokau and surrounding district community.

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

Resolution

The Progress Report: Mokau Community Response Plan be received.

Goddard/Brodie Carried

18. Progress Report: Te Kuiti Railway Buildings	File 401/9992000100
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Council considered a progress report on the Te Kuiti Railway Building Project.

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

Resolution

The Progress Report: Te Kuiti Railway Building be received.

Davey/Smith Carried

19. Progress Report: 28 Taupiri Street, Te Kuiti	File 401/0588423600
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Council considered a progress report on the Feasibility Study being undertaken to assess the long term direction of the Te Kuiti Community House.

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

Resolution

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

Goddard/Davey Carried

20. Progress Report: Te Kuiti Aerodrome Management Plan	File 401/0581128300
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Council considered a business paper on progress with development of a Management Plan for the administration and future development of the Te Kuiti Aerodrome.

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

Resolution

- 1 The Progress Report: Te Kuiti Aerodrome Management Plan be received.
- 2 The amended timeline as proposed in this business paper for the development of the Te Kuiti Aerodrome Reserve Management Plan be incorporated into WDC's Roadmap Work Programme.
- 3 Pursuant to Section 41 (5A) of the Reserves Act 1977 and amendments, Council determine that initial community engagement and written submissions, is not required as it is considered that the process would not materially assist in the Te Kuiti Aerodrome Management Plan preparation.

Goddard/Whitaker Carried

21. Progress Report: Road Map Work Programme	File 037/048B
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Council considered a business paper presenting the monthly update on progress against the Road Map Work Programme adopted by Council on 26 August 2014.

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

Resolution

The Road Map Monitoring Schedule as at 29 April 2015 be received.

Brodie/Davey Carried

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

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree that the following staff, having relevant knowledge, remain
Chris Ryan, Chief Executive
Michelle Higgie, Executive Assistant
Helen Beever, Group Manager – Customer Services
Elsa Du Toit, Environmental & Regulatory Services Leader
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Progress Report: Waitomo District Aquatic Centre	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: 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)
3. Progress Report: Wool Storage Facility	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
4. New Zealand Motor Caravan Association; Motorhome Friendly Towns System	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: Waitomo Waters	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: Health Rivers Wai Ora	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. Progress Report: WMF Work Streams – Waikato Spatial Plan	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: Mayoral Forum Work Streams and Regional Shared Service Initiatives	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Audit Service Plan for audit of Council's 2014/15 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)

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

Brodie/Goddard Carried

There being no further business the meeting closed at 11.57pm

Dated this 26th day of May 2015.

BRIAN HANNA
MAYOR

Confidential

Confidential

Confidential

Confidential

WAITOMO DISTRICT COUNCIL

**MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON
THURSDAY 22 MAY 2014 AT 9.00AM**

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

IN ATTENDANCE: Media and Public

Rachel Thomas (Waikato Times)

Hamilton Waikato Tourism (Kiri Goulter); Maraeroa C Incorporation (Glen Katu); Tere Waitomo Community Trust (Kyle Barnes); Tourism Holdings Limited (Gordon Hewston); ClubCHAMPS Project Team (Andy Connors, Anne Lemieux and Rachel Stubbs); King Country Hoiho Maniapoto – Waikato (Michelle Wi and Marie Te Huia-Warren); Waikato Regional Council (Bevan Williams and Megan Kettle); Creative Waikato (Desiree Ratima); Sport Waikato (Matthew Cooper and Dede Downs); Hauauru ki Uta RMC (Mr Pat Te Rore Stafford, Ms Kura Stafford, Ms Kathleen Te Kanawa); Waitomo Branch of Federated Farmers (Chris Ions, Hillary Walker and Jacqui Hahn) and Moepatu Borell

Staff

Chris Ryan, Chief Executive; Michelle Higgie, Executive Assistant; Vibhuti Chopra, Group Manager – Corporate Services and Jo Gread, Policy Planner

1. Council Prayer	File 037/003
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2. Hearing of Submitters to the Draft 2015-25 Long Term Plan	File 037/013/2015
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9.00am – Hamilton & Waikato Tourism (Kiri Goulter)

Kiri Goulter, Chief Executive of Hamilton & Waikato Tourism made a PowerPoint Presentation in support of the Hamilton & Waikato Tourism submission and thanked Council for including an additional \$20,000 investment in the draft Long Term Plan to assist growing the Region’s visitor expenditure from \$1B to \$1.35B by 2025.

Kiri Goulter (Hamilton & Waikato Tourism) left the meeting at 9.09am.
Glen Katu (Maraeroa C Incorporation) entered the meeting at 9.15am.

Maniapoto Maori Trust Board

No representative from Maniapoto Maori Trust Board attended the Hearing.

9.15am – Maraeroa C Incorporation (Glen Katu)

Glen Katu tabled and spoke to a Presentation in support of the Maraeroa C Incorporation submission and briefed Council on progress with Destination Pureora.

Glen Katu (Maraeroa C Incorporation) left the meeting at 9.33am.

Kyle Barnes (Tere Waitomo Community Trust) and Gordon Hewston (Tourism Holdings Limited) entered the meeting at 9.39am.

9.40am – Tere Waitomo Community Trust

Kyle Barnes spoke in support of the Tere Waitomo Community Trust's submission expressing concern at the lack of funding for Waitomo Village water and wastewater in the draft Long Term Plan.

9.50am – Tourism Holdings Limited

Gordon Hewston, Discover Waitomo Group Operations Manager for Tourism Holdings Limited spoke in support of the Tourism Holdings Ltd submission seeking that Council make funding provision in the Long Term Plan for Waitomo Village water and wastewater.

The meeting adjourned for morning tea at 9.55am.

Rachael Stubbs, Waitomo/Otorohanga Road Safety Co-ordinator and Anne Lemieux, Health Promoter for Population Health both representing the ClubCHAMPS Project Team entered the meeting at 10.10am.

The Chief Executive, Kyle Barnes (Tere Waitomo Community Trust) and Gordon Hewston (Tourism Holdings Limited) left the meeting at 10.15am.

Andy Connors, NZ Police representing the ClubCHAMPS Project Team entered the meeting at 10.15am.

The meeting reconvened at 10.16am.

10.20am – Club CHAMPS Project Team

Andy Connors supported by Anne Lemieux and Rachel Stubbs spoke in support of the ClubCHAMPS Project Team's submission encouraging Council to extend the liquor ban areas to include Council owned sports fields across the Region.

Michelle Wi and Marie Te Huia-Warren (King Country Hoiho Maniapoto-Waikato) entered the meeting at 10.18am.

Andy Connors, Anne Lemieux and Rachael Stubbs left the meeting at 10.24am.

10.30am – King Country Hoiho Maniapoto-Waikato

Michelle Wi and Marie Te Huia-Warren spoke in support of the King Country Hoiho Maniapoto-Waikato submission and in particular the Memorandum of Understanding form part of that submission.

Bevan Williams and Megan Kettle, Waikato Regional Council entered the meeting at 10.34am.

Michelle Wi and Marie Te Huia-Warren (King Country Hoiho Maniapoto-Waikato) left the meeting at 10.40am.

10.40am – Waikato Regional Council

Council noted the apologies from Cr Alan Livingston and Cr Stu Kneebone who have prior commitments today.

Bevan Williams and Megan Kettle spoke in support of the Waikato Regional Council submission.

Bevan Williams and Megan Kettle, Waikato Regional Council left the meeting at 10.47am.

Desiree Ratima, Creative Waikato entered the meeting at 10.51am.

Matthew Cooper and Dede Downs (Sport Waikato) entered the meeting at 10.55am.

10.51am – Creative Waikato

Desiree Ratima made a PowerPoint Presentation and spoke in support of the Creative Waikato submission.

The Chief Executive re-entered the meeting at 11.03am

11.00am – Sport Waikato

Matthew Cooper and Dede Downs made a PowerPoint Presentation and spoke in support of the Sport Waikato submission.

Hauauru ki Uta RMC (Pat Te Rore Stafford, Ms Kura Stafford, Ms Kathleen Te Kanawa) entered the meeting at 11.10am.

Desiree Ratima, Creative Waikato left the meeting at 11.15am.

Matthew Cooper and Dede Downs (Sport Waikato) left the meeting at 11.23am.

11.10am – CCS Disability Action Waikato

Apology received.

11.20am – Hauauru ki Uta RMC

Mr Pat Te Rore Stafford, Ms Kura Stafford, Ms Kathleen Te Kanawa spoke in support of the Hauauru ki Uta RMC submission.

Mr Pat Te Rore Stafford, Ms Kura Stafford, Ms Kathleen Te Kanawa left the meeting at 11.37am.

11.30am – Community Waikato

Apology

Chris Ions, Hillary Walker and Jacqui Hahn (Federated Farmers) entered the meeting at 11.40am

11.40am – Waitomo Branch of Federated Farmers

Hillary Walker tabled a supplement to the Federated Farmers submission and spoke, supported by Chris Ions and Jackie Haan, in support of the Federated Farmers submission.

Moepatu Borell entered the meeting at 11.52am.

Chris Ions, Hillary Walker and Jacqui Hahn (Federated Farmers) left the meeting at 11.59am.

12 Midday – Moepatu Borell

Moepatu Borell spoke in support of her written submission.

Moepatu Borell left the meeting at 12.09am.

Resolution

- 1 The business paper on Hearing of Submissions to Draft 2015-2025 Long Term Plan be received.
- 2 Council note the verbal submissions made by the following Submitters:
 - Hamilton & Waikato Tourism
 - Maraeroa C Incorporation
 - Tere Waitomo Community Trust
 - Tourism Holdings Limited
 - ClubCHAMPS Project Team
 - King Country Hoiho Maniapoto-Waikato
 - Waikato Regional Council
 - Creative Waikato
 - Sport Waikato
 - Hauauru ki Uta RMC
 - Waitomo Branch of Federated Farmers
 - Moepatu Borell

and refer these submissions for consideration at the Council Meeting on Tuesday 26 May 2015.

- 3 Council accept the late submission(s) and include them for consideration as part of the deliberations at the Council Meeting on Tuesday 26 May 2014.

Brodie/Te Kanawa Carried

There being no further business the meeting closed at 12.11pm.

Dated this day of 2015.

BRIAN HANNA
MAYOR

Document No: 363427

File No: 037/020/15

Report To: Council Meeting**Meeting Date:** 26 May 2015**Subject:** **Deliberations on Submissions to the Waitomo District Council 2015-2025 Long Term Plan****Purpose of Report**

- 1.1 The purpose of this business paper is to
- provide guidance on a response to submissions process for the 2015-2025 Long Term Plan (LTP), the Rates Remission Policy and the Revenue and Financing Policy to assist with the deliberations and
 - present a Management Submission on matters in development since the Consultation Document (CD) was issued to the community, and which might impact on the 2015-25 Long Term Plan.
- 1.2 This business paper is divided into two main sections – Section One deals with the Treatment of Submissions and Section Two contains details of Management matters for Council’s consideration.

Background

- 2.1 The draft LTP development process, which began in July 2014, involved a number of workshops and formal Council meetings resulting in the adoption of the CD and Supporting Information (SI) for audit purposes on 24 February 2015 and the audited CD and SI adopted by Council for public consultation on 24 March 2015.
- 2.2 Public consultation on the CD took place during the period beginning Wednesday 1 April 2015 to Friday, 1 May 2015. During this period Elected Members attended existing community meetings in Te Kuiti, Piopio, Mokau and Benneydale to discuss the proposals in the CD.
- 2.3 The Revenue and Financing Policy (RFP) and the Rates Remission were publicly consulted separate to the CD, in a manner which gave effect to section 82 and 82A of the LGA. No submissions were received in relation to this separate process although some submitters raised matters in their submission to the CD which related to the RFP. These will be discussed as part of the CD submissions in this paper.
- 2.4 At the consultation closing deadline of 5.00pm on Friday 1 May 2015, a total of 25 submissions had been received.
- 2.5 In the period since that date, a further five submissions were received. As agreed with Council in confirming the process for the development of the 2015-25 Long Term Plan, all submissions received in the mail on Monday 4 May are accepted and not treated as late submissions.
- 2.6 At the time of the hearings on 11 May 2015, there was one late submission, which Council accepted and included it for consideration as part of its deliberations.

- 2.7 Since the Hearing on 11 May 2015, two further late submissions have been received. The first from Carol Fagan on 14 May 2015 and the second from the Waitomo District Youth Council on 21 May 2015. A copy of the Late Submissions are attached to and form part of this business paper as **Attachments 1 and 2**.
- 2.8 Council must consider whether or not to receive these late submissions and include these for consideration as part of its deliberations.
- 2.9 15 submitters wished to be heard in support of their submission, of which 12 attended on the day of the Hearings.
- 2.10 A variety of topics have been covered in submissions with some of them being direct responses to the questions asked in the CD, others being indirectly related to the CD questions and others unrelated to the proposals in the CD.

SECTION ONE: TREATMENT OF SUBMISSIONS

Introduction

- 3.1 It is important that the submissions are considered in accordance with the LTP development process. The consultation phase of the process is intended to be focussed on the proposals made in the CD.
- 3.2 It is suggested that, where appropriate, those issues raised, but which do not relate to the proposals within the LTP be dealt with outside of the LTP consultation process. This suggested process will underpin the format of the advice and suggested treatment(s).
- 3.3 **Attachment 1 – Analysis of Submissions**, contains all submissions broken down into topics which are then categorised into one of five 'Action pathways'. An analysis of topics has been carried out and responses to submitters suggested, based on the analysis.
- 3.4 The five 'Action pathways' are :
- **Critical Review (C)** – The issue forms part of the proposals under consultation in the LTP. Council decision on this issue could require making changes to the LTP documentation and impact on the financial forecasts contained in the LTP.
 - **Urgent Review (U)** – The issue is strategic and should be addressed in the coming financial year. The total number of matters able to be address is limited by organisational capacity.
 - **Scheduled Review (S)** – The issue(s) raised do not form part of the proposals under consultation but is strategic in nature and could be investigated as part of a scheduled review of the relevant strategic documents. e.g Annual Plan, District Plan or other scheduled reviews of policies and plans.
 - **Operational (O)** - The issue(s) relate to a day to day operational or service delivery matter and can be dealt with as part of Council's existing service request system.
 - **Communication (Comm)** – The issue(s) raised might not be specific to a matter or proposal offered up for submission in the LTP documentation. The nature of the issue(s) does not warrant a policy review, investigation or change to the LTP.

- 3.5 The intent being to focus on the matters under consultation without limiting consideration of any other matters raised through the consultation process.
- 3.6 The suggested methodology ensures that any matters raised that do NOT form part of the proposals under consultation in the LTP, but are nevertheless relevant to the community be addressed as part of Council's work programme going forward.
- 3.7 The submissions covered 78 topics. Some of these topics were raised by more than one submitter and in such cases the comments provided to the submitters are the same or similar.
- 3.8 Attachment 1 contains two tables. Table 1 contains submissions that related directly or indirectly to the four specific questions asked in the CD and the suggested responses to these. Table 2 contains all the other submission topics raised.

Summary of Submissions Analysis

Submissions on questions in CD

- 4.1 The four specific questions in the CD and the Options provided are shown in table below

Question 1: Method of Delivery for Economic Development	Option 1: In-house delivery and/or facilitation of agreed initiatives (preferred option)
	Option 2: Deliver and or facilitate delivery through an external entity like an Economic Development Board
Question 2: Economic Development	Should Council continue with its focus on economic development in a staged but steady manner?
Question 3: Changes to funding splits between UAGC and General Rate	Option 1: Maintain Status Quo – no change to funding splits (will increase the UAGC to \$880 in 2015/16)
	Option 2: Change funding splits and limit increases in value of the UAGC to LGCI for that year. (preferred option)
Question 4 Method of Delivery for Debt Reduction	Option 1: Levy an additional new rate across all the rating units in the District. - 1% of total rates
	Option 2: Appropriate funding and utilisation of reserves for debt reduction. (preferred option)

4.2 A snapshot of the responses received directly on these question is presented in table below

Sub No	Submitter	Question 1		Question 2		Question 3		Question 4	
		Opt 1	Opt 2	Yes	No	Opt 1	Opt 2	Opt 1	Opt 2
003	Geoff Benefield						✓		✓
004	Robin Charteris	✓		✓			✓		✓
006	William John Oliver		✓	✓		✓			✓
013	John Reeves								✓
016	Waitomo Caves Discovery Centre			✓					
019	Population Health			✓					
020	Maraeroa C Incorporation	✓		✓			✓		✓
021	Moepatu Borell	✓			✓				✓
022	Federated Farmers	✓				✓		✓	
023	Maniapoto Maori Trust Board								
024	Hauauru Ki Uta Regional Management Committee								
	Total Respondents to Question	5		6		5		7	
	Respondents	4	1	5	1	2	3	1	6
	%age	80%	20%	83%	17%	40%	60%	14%	86%

4.3 Any submission connected with the specific questions has been classified as a Critical Review (C) submission, these are submissions which respond to proposals under consultation in the LTP and Council's decision might impact the LTP.

4.4 As per the snapshot table above there were 11 responses (direct or indirect) to the specific questions and the majority of those support the preferred options.

4.5 There was support for Council's focus on economic development in a staged but steady manner and the in house delivery of our economic growth objectives.

4.6 A number of respondents (Maraeroa C Incorporation, Moepatu Borell and Maniapoto Maori Trust Board) also provided more detailed feedback in relation to economic development and opportunities they felt Council should consider such as:

- Establishment of an advisory board or forum to provide inputs on economic development initiatives that can be undertaken
- Explore horticulture, e.g. high value crops like blueberries and ginseng
- Support the development of Pureroa as a tourism hub by providing more facilities at Benneydale and sealing of Maraeroa Road

4.7 There was also clear support for the proposal to change the funding splits in the Revenue and Financing Policy (RFP).

4.8 All respondents to the debt reduction methodology agreed to the proposal for reducing debt without levying a new additional 1% rate except Federated Farmers who want Council to 'strongly consider' levying a small uniform debt reduction rate.

- 4.9 The next step is to confirm, or otherwise, the preferred options for the final 2015-25 LTP. A clear majority of respondents have supported Council's preferred options.

Other proposals in CD

- 4.10 Only one submission was received in relation to the proposal for change in methodology for calculating wastewater rates for non-residential properties in Te Kuiti. This submission was from Hauauru Ki Uta Regional Management Committee, who proposed that there be no charge for Marae.
- 4.11 Marae are currently covered under the Remissions Policy and get a 100% remission for rates except for one targeted rate charge for water, wastewater, sewerage and solid waste collection and management.
- 4.12 Council could consider an amendment to the Rates Remission Policy to address the submitter's concerns.

Waitomo Village: Wastewater and Water Supply

- 4.13 Five Submitters expressed concern that no financial provision is proposed to be included in the 2015-25 LTP with regard to the Waitomo Village Wastewater and Water supply.
- 4.14 The concern seems to be around the inclusion of some financial provision for investigations, except for THL which also suggests inclusion of management and upgrade costs, in the 2015-25 LTP.
- 4.15 Council has considered this issue prior to adoption of CD for consultation and concluded that the costs of any potential Council involvement in the Waitomo Village Wastewater and Water supply infrastructure were too uncertain to include in the LTP at this time.

Engaging with Maori

- 4.16 Another key matter that has come through in the submissions is engagement between Council and Maori in the District.
- 4.17 Five submitters (Maraeroa C Incorporation, Moepatu Borell, Maniapoto Maori Trust Board, Hauauru Ki Uta Regional Management Committee and Community Waikato) expressed the view that Council should be doing more to engage with Maori. The suggested mechanisms were –
- Maori Advisory Board
 - Maori Wards/ Maori seats in Council
 - More forums for the "Maori View"
 - Commitment to complete the memorandum of understanding with local iwi, i.e. Maniapoto
 - Active engagement and consultation with RMC's.

- 4.18 As per the Road Map Work Programme, Council considered Maori Wards and Constituencies at a Workshop on 16 October 2014 and at its meeting on 29 October 2014 resolved to defer the review of the provision of Maori Wards until 2017.

- 4.19 Council could however consider whether any of the alternative options raised in the submission for better engagement with Maori would be suitable to explore further at this time.

Late Submissions

- 4.20 A decision on the receipt of the late submissions and the consideration as part of the deliberations is required. Analysis of the topics raised in the late submissions have been provided in Table 3 of **Attachment 3**.
- 4.21 There are no changes suggested to the financials in the 2015-25 LTP based on the submissions received.

SECTION TWO: MANAGEMENT SUBMISSION

- 5.1 This section highlights new details that has come to hand since the CD was adopted for consultation on 24 March 2015.
- 5.2 Any associated financial implications have been modelled to size the impact of any potential changes. The new information is presented under the following headings:
- Summary of matters that will impact financial forecasts
 - Summary of matters that have been identified but not included in financial forecasts
 - Implications on the LTP financial forecasts including rates on properties

Matters impacting financial forecasts

- 5.3 Table below contains the matters that will impact on the financial forecasts

Issue/ Matter	Treatment	Implication	
		Amount /Year	Effect on
Community Services			
<u>Tree Maintenance</u> The funding of a “reactive” response to the maintenance of town trees, predominately on road reserves and undertaken by external contractors has historically been undertaken through Parks & Reserves. These tree assets are increasing in size and require more maintenance rather than just reactive maintenance when damage occurs. Local residents seem also to be more aware and are bringing the trees issues forward	New Budget for Tree Maintenance under Public Amenities	\$10k (Y1 to Y10)	Rates
<u>Mowing Levels Of Service</u> The Levels of Service (LoS) set for the Internal Contractor (ISU) are as per the original external contract which terminated in 2011. For much of the year, the LoS and quality achieved is above that standard required by the contract. However, during the peak growth periods generally the new high LoS is difficult to sustain (although still within the requirements of the contract). This occasional LoS gap is the source of complaints	Increase mowing budget to enable additional mowing during the peak periods	\$15k (Y1 to Y10)	Rates

Issue/ Matter	Treatment	Implication	
<u>Toilet Replacement – Benneydale</u> Better information on cost is now available through the recent tender process for Piopio Replacement Toilets	Increase Budget from \$165k	\$55K (Y1)	Debt
<u>Toilet Replacement – Marokopa</u> Better information on cost is now available through the recent tender process for Piopio Replacement Toilets	Increase Budget from \$165k	\$55K (Y1)	Debt
<u>Centennial Park</u> Proposal to transfer the ownership of the Albions Soccer Pavilion to WDC ownership and undertake an upgrade. This is so that it can be used as park clubrooms for Junior Soccer and other potential clubs.	Increase budget to enable upgarde	Total \$65k \$25k Grant Revenue	Debt (\$40K for upgrade)
Regulation			
Monitoring costs estimated at \$20K, enforcement costs might be required	Increase regulatory budget	\$60K (Y1)	Reserves
Community Development			
<u>UFB2/RBI2/Mobile Blackspot Initiative</u> The Registration of Interest for seeking Government funds for these initiatives requires some level of Council investment and assistance e.g. marketing and communications, regulatory assistance to facilitate deployment, Council investment in some infrastructure, and development of Digital Enablement Plan.	Build in budget capacity to enable these initiatives	\$15k (Y1) \$50K (Y2)	Rates
<u>Motorhome Friendly District</u> Make staged provisions for a motorhome friendly district (in a staged manner) like providing for overnight parking which may require seal surfacing/entranceways/curb and channeling/etc, potable water, waste stations, signage and the like.	Add capacity in budget for this work stream	\$40K (Y1 to Y4)	Debt
Water			
<u>Metered water revenue – Benneydale, Moaku and Piopio</u> YTD revenue information indicates a significant drop in consumption for Benneydale and Mokau and somewhat for Piopio when compared to prior year. Benneydale – Dec 13 \$9,401, Dec 14 \$302 Mokau – Dec 13 \$16k, Dec 14 \$1k	Decrease budgeted revenue	\$80k decrease (Y1 to Y10)	Reserves used for Y1 and
Backflow prevention and Seismic strengthening in Te Kuiti, Mokau and Benneydale	Increase in Capex budgeted	\$83K (Y1) \$63K (Y2) \$73K (Y3) \$50K avg pa (Y4-Y10)	

Issue/ Matter	Treatment	Implication	
Investments			
<u>Loan to ICL</u> ICL have sent a letter (20 May 2015) requesting an extension of the \$750K provided to them by WDC	Loan be extended for two years to November 2017	\$750K	Debt

5.4 There are three key matters with potential to require increased rates funding for the 2015/16 year:

- Tree Maintenance LoS
- Mowing LoS
- Funding for UFB initiatives

The result being a \$40,000 increase in rates revenue requirement for Year 1 of the LTP. Overall financial implications are described in 5.9.

5.5 The modeling assumes the used of Reserves to fund the impact of metered water revenue and Regulatory enforcement until a more comprehensive analysis can be carried out and the most appropriate response determined. That approach is also utilised in a small way for new compliance schedule costs, valuation fees and rates remissions issues.

5.6 The additional capital expenditure items funded by loans and grant revenue from external funding agencies for the pavilion upgrade. This expenditure (\$218K in Year 1 and \$272K in Year 2 and Year 3) will increase rates requirement for 2016/17, 2017/18 and 201/19 through the interest expense and depreciation cost component.

5.7 The extension of the maturity date for ICL advance of \$750,000 to November 2017 has also been included in the budgets. This has increased the debt profile over Y1-Y3. Additional interest costs, through the loan continuing are offset by interest revenue from ICL so there is no impact on rates revenue.

Matters identified but not included in financial forecasts

5.8 Other matters have been identified but insufficient information is available at the present time to include these in the financial forecasting for the LTP – the “Known unknowns”. These are :

- Maraeroa Road Sealing (SH3 to Pa Harakeke) and sealing of a road section from Pa Harakeke to Timber Trail. This matter is discussed further in another item on the Council agenda
- Sealing required for the OMYA proposal – Oparure (McDonalds Lime) to quarry at end of Tawarau Road
- Online delivery of services such as application lodgement and tracking, cemeteries, dogs, building control, interactive searches

Implications on LTP financial forecasts

5.9 Set out below is the effect of the matters described previously on the rates requirement, public debt profile and Council created reserves.

Summary Changes in Key Financial Measures (\$'000's)	EAP 2014	LTP 2015	LTP 2016	LTP 2017	LTP 2018	LTP 2019	LTP 2020	LTP 2021	LTP 2022	LTP 2023	LTP 2024
Rates Requirement											
Consultation (March) <i>Percentage Change</i>	17,339	17,854 2.97%	18,410 3.11%	19,090 3.69%	19,831 3.88%	20,602 3.89%	21,335 3.56%	22,113 3.65%	22,699 2.65%	23,114 1.83%	23,373 1.12%
Revised May <i>Percentage Change</i>	17,339	17,895 3.21%	18,607 3.98%	19,334 3.91%	20,089 3.91%	20,890 3.99%	21,635 3.57%	22,446 3.75%	23,067 2.77%	23,496 1.86%	23,777 1.20%
Variance	0	41	197	244	258	288	300	333	368	382	404
Public Debt Profile											
Consultation (March) Increase/(Decrease)	53,995	51,692 4,000	53,239 1,547	52,878 (361)	51,255 (1,623)	49,726 (1,529)	47,954 (1,772)	44,590 (3,364)	40,792 (3,798)	36,918 (3,874)	32,754 (4,164)
Revised May Increase/(Decrease)	53,995	52,834 5,177	54,625 1,791	53,635 (990)	52,122 (1,513)	50,668 (1,454)	48,909 (1,759)	45,543 (3,366)	41,734 (3,809)	37,838 (3,896)	33,647 (4,191)
Variance	0	1,142	1,386	757	867	942	955	953	942	920	893
Council Created Reserves											
Consultation (March) Increase/(Decrease)	3,656	4,464 (1,126)	3,577 (887)	2,867 (710)	2,920 53	3,478 558	4,281 803	5,716 1,435	7,503 1,787	9,338 1,835	11,536 2,198
Revised May Increase/(Decrease)	3,656	4,291 (1,299)	3,265 (1,026)	2,544 (721)	2,596 52	3,146 550	3,980 834	5,463 1,483	7,307 1,844	9,212 1,905	11,487 2,275
Variance	0	(173)	(312)	(323)	(324)	(332)	(301)	(253)	(196)	(126)	(49)

5.10 The effect on some sample properties of the overall rates requirement change shown above (for Year 1) is provided in the summary table below. Detailed rates for the sample properties are contained in Attachment 4 of this report.

Effect of Changes on Sample Properties (including GST)	Te Kuiti Residential	Te Kuiti Commercial	Te Kuiti Wider Rating Area	Waitomo Commercial	Benneydale Residential	Piopio Residential	Piopio Wider Rating Area	Mokau Residential	Drystock Rural	Dairy Farm Rural
Capital Value (as at Sep 2012)	170,000	275,000 (3 pans)	630,000	1,100,000 (3 parts)	44,000	127,000	385,000	270,000	3,075,000	5,550,000 (2 Parts)
Total Rates (Actual) 2014/15	3,328	3,225	3,319	6,703	3,524	3,560	2,262	3,378	11,916	21,701
Proposed Total Rates 2015/16 (March)	3,414	3,465	3,395	6,885	3,549	3,877	2,333	3,421	12,183	22,141
Proposed Total Rates 2015/16 (May)	3,418	3,473	3,403	6,914	3,551	3,880	2,338	3,425	12,218	22,205
Change in total rates between March and May proposals	4	8	8	29	2	3	5	4	35	64
<i>Percentage Change</i>	<i>0.12%</i>	<i>0.23%</i>	<i>0.24%</i>	<i>0.42%</i>	<i>0.06%</i>	<i>0.08%</i>	<i>0.21%</i>	<i>0.12%</i>	<i>0.29%</i>	<i>0.29%</i>
% Change in Rates from 2014/15 (Mar forecast)	2.6%	7.5%	2.3%	2.7%	0.7%	8.9%	3.1%	1.3%	2.2%	2.0%
% Change from 2014/15 (May forecast)	2.70%	7.69%	2.53%	3.15%	0.77%	8.99%	3.36%	1.39%	2.53%	2.32%

Next Steps

- 6.1 The table below presents the process forward to the adoption of the Final 2015-2025 Long Term Plan

Deliberations of Submissions and Council decision on changes to 2015-25 LTP	26 May 2015
Changes to LTP as a result of Council deliberations	27 - 29 May 2015
Audit of the 2015-25 LTP	2 -10 June 2015
OAG Review	11-12 June 2015
Council adoption of the Final 2015-25 LTP	23 June 2015

Suggested Resolutions

- 1 The business paper be received.
- 2 The changes to the 2015-25 LTP financial forecasts contained in sections 5.3 to 5.7 of this business paper be adopted/not adopted.
- 3 The Chief Executive be delegated the authority to ensure that all other amendments requested by Council together with feedback from Council's auditors is accurately reflected in the 2015-25 Long Term Plan prior to adoption by Council in June 2015.



VIBHUTI CHOPRA

GROUP MANAGER-CORPORATE SERVICES

22 May 2015

- Attachment:
- 1 Late Submission – Carol Fagan (363484)
 - 2 Late Submission – Waitomo District Youth Council (363917)
 - 3 Analysis of Submissions (362637)
 - 4 Updated Rates Examples as at May 2015 (363950)

~~Submission form | He pānui tuku kōrero~~~~2015-2025 Long Term Plan~~

Brian

~~Submitter~~

F41

Title (please circle): Dr Mr Mrs Ms Miss Other (please specify)

First name: Carol

Surname: Fagan

Organisation/group submitting (if applicable):

Postal address (Please ensure you provide your full postal address, including rural delivery and postcode)

83 Te Kumi Rd

Te Kuiti

Postcode: 3910

Phone (daytime): 07 878 7933

Mobile: 021 319 448

Email (please print): carol.am.157@yahoo.co.nz

I/we wish to receive all information via email

Yes No

I wish to present these comments to the council in person at the hearings

Yes No

Hearings are scheduled for 4-8 May 2015. You will be notified when to appear.

Signed: C Fagan

Your submission

Note that your submission and any information you supply as part of your submission is considered public information and will be available in reports and documents relating to this process and may be published on our website at www.waikatoregion.govt.nz.

I would like to see the council actively promote Te Kuiti as a desirable community. I have had Auckland people tell me they could sell up their properties and buy two nice dwellings down here and still have "money in the bank". Their biggest concern would be work. Recently while in Wanganui the attached article appeared in the Wanganui Chronicle. Could ultrafast broadband provide a remote worker base for Te Kuiti as well? To contain cost of rates & infrastructure we must do all possible to increase the base across which the expenses are shared. There are advantages to living regionally and these need to be proactively promoted so we don't lose services and further infrastructure

Attach extra pages as required

Business Extra



PERFECT PLACE: Andrew Whiteford says Wanganui is ideally placed to offer a home base for professionals who can work remotely.

PHOTO/NZME

Remote workers 'key to growth'

By John Maslin
john.maslin@wanganuichronicle.co.nz

It may be a struggle for provincial centres like Wanganui to attract big industries to set up in the city, but that doesn't mean the people who work in those industries need to stay away.

That's the opinion of Andrew Whiteford, managing director and a senior economist at Infometrics, a Wellington-based company specialising in economic analysis. He is responsible for that company's regional service.

Mr Whiteford told the *Chronicle* that, in his opinion, it was not necessary for the Wanganui District Council to focus on getting sizeable, valued-added industries to relocate to Wanganui.

"But what it can do is attract people who work with those industries or on the periphery of them and who can work from their homes, even though the business is in another centre," he said.

He said most councils were chasing industries for their towns and cities when, he believed, attracting the people who worked in those industries or in the businesses that serviced them was a viable alternative.

"So it's not so much about getting an industry to relocate. What can happen though is to offer the city as a place where people can contribute remotely," he said.

"When people become comfortable with the technology that makes that sort of working possible, then it opens up all sorts of other opportunities."

Mr Whiteford said he worked from his home in Gladstone in the Wai-

"Many small towns in New Zealand are struggling for survival and bemoan the difficulty in attracting industries with high-paying jobs."

Andrew Whiteford, managing director at Infometrics

rarapa at least two days a week while a senior executive worked from his home in Te Awamutu: "We find it works very well."

He said the roll-out of ultrafast broadband in Wanganui was another plus and technology, such as video conferencing and screen sharing, broke down barriers, allowing staff to work remotely.

Flexible working conditions were an increasingly important strategy for companies to retain and attract talented staff.

"Remote working opens up the opportunity for towns that are beyond commuting distance to the large centres to attract professionals employed in high-paying occupations based in the major centres."

"Many small towns in New Zealand are struggling for survival and bemoan the difficulty in attracting industries with high-paying jobs. But smaller

centres best chances to tap into these industries is to attract remote workers."

He said, after a spell in the large centres, young professionals were often tempted to return to the region they grew up in and seek the support of family networks to help raise a family. It was all about work-life balance.

Web developers were one example of professionals working from home well away from a major centre.

"But these people make that choice and it's something businesses need to learn to accommodate," he said.

In that regard, Wanganui was better placed than most centres.

"I visited about a year ago and it's turned itself into a beautiful place. And emphasising the city as a nice place to live is important to professionals."

"The city's a pleasant environment, and it's a blueprint other centres would

HOME BODIES

■ Working from home is a growing trend among NZ professionals.

■ The 2013 Regus Global Economic Indicator said 40 per cent of Kiwis professionals work away from the office for half the week.

■ In the UK, it's 42 per cent and 47 per cent in the US.

do well to copy.

"The economic development strategies of local councils often focus on picking 'winning' economic sectors and pushing those sectors. In future planning, they could consider the impact of remote workers and how best to attract them," Mr Whiteford said.

Promote your business

John Maslin

BUSINESS
John.Maslin@wanganuichronicle.co.nz



We know there are always things happening in local businesses and we're keen to share that with our readers.

If you've got something on the

go, new staff being appointed or long-serving staff leaving, let us know and we can give it a plug in our BUSINESS EXTRA pages, which appear every Wednesday.

If it's a staff member, a picture of them would be a bonus. Just send a few words and a picture to us and we'll take care of the rest.

■ Send your contributions to: john.maslin@wanganuichronicle.co.nz or phone John at 06 349 0710, ext 50838.

Waitomo District Council Submission to 2015-25 LTP

The Waitomo District Youth Council support the Waitomo District Council's aim to promote the economic growth of the districts attractions and support local businesses. The Youth Council supports Option 1 outlined in "The Way Forward" publication

Any economic growth for the district will make it easier for us young people to stay close to home and able to get jobs.

We support the continued strengthening community connectivity with youth with the Youth Council, Mayors Task Force for Jobs, Tuia Programme, Social Sector Trials and mentoring programs encouraging the young people to behave in a positive and constructive manner.

We too want to live work and play in the Waitomo District as our families have done before us, without the prospect of having to leave the district to find opportunities.

The Waitomo District Youth Council members strive to behave in a way that enables us to help mentor other young people and are prepared to take on leadership roles both in our schools and the community to make a difference to create a future in the district we call home

We would like to thank the Council and Councillors for their on going support of the youth initiatives we have worked on over the last couple of years and we look forward to working on ideas together for mutual benefit for the growth of the district.

Grace Kroon

Waitomo District Youth Council

Attachment 1: Analysis of Submissions

Each submission has been evaluated and categorised under one of the pathways outlined below. This method assists a comprehensive assessment of submissions by Council. The suggested pathways are:

- Critical Review (C)** The issue forms part of the proposals under consultation for the Long Term Plan (LTP). Council decision on this issue could require making changes to the LTP documentation and impact on the financial forecasts contained in the LTP.
- Urgent Review (U)** The issue is strategic, important, and should be addressed in the coming financial year. The total number of matters able to be addressed is limited by organisational capacity.
- Scheduled Review (S)** The issue(s) raised do not form part of the proposals under consultation but is strategic in nature and could be investigated as part of a scheduled review of the relevant strategic documents e.g. Annual Plan, District Plan or other scheduled reviews of policies and plans.
- Operational (O)** The issue(s) relate to a day to day operational or service delivery matter and can be dealt with as part of Council's existing service request system.
- Communication (Comm)** The issue(s) raised might not be specific to a matter or proposal offered up for submission in the LTP documentation. The nature of the issue(s) does not warrant a policy review, investigation or change to the LTP. Note: It is important the context to the issue(s) is/are clearly communicated.

TABLE 1: Details of Submissions that relate to Questions in CD

- Questions:**
1. CD: Economic Growth – Method of delivery: Option 1 (**preferred**): In-house delivery and/or facilitation of agreed initiatives. Option 2: Delivery through establishing and funding separate legal entity, e.g. Economic Development Board.
 2. Should Council continue with its focus on economic development in a staged but steady manner?
 3. UAGC and General Rates – Option 1: Maintain Status Quo. Option 2 (**preferred**): Change funding split and limit increases in value of UAGC.
 4. Debt Reduction Method – Option 1: Levy an additional new rate calculated at an amount equivalent to 1% of total property rates. Option 2 (**preferred**): Continue funding reserves for debt reduction purposes and no additional 1% on rates.

Sub No	Submitter	Question Number	Topics	Action Pathway	Comment
003	Geoff Benefield	1	The Submitter does not support either method of delivery for economic development as it adds to rates and believes this should be self funding. The Submitter asks Council to prove how the focus on economic development will benefit him in his business.	C	<p>Council notes that you do not support either method of delivery proposed for economic development activities (in-house or through a separate entity).</p> <p>Focussing on economic development has been a priority of Council for the last 3 years, signalled in the the 2012-22 LTP.</p> <p>Through the 2015-25 LTP Council's intention is to enhance this focus and an in-house method of delivery is intended in order to gain maximum efficiencies. There are no plans to increase costs of delivery at stage.</p> <p>Council's aim is to support the growth of our local economy by effectively promoting our district's attractions as well as supporting local business initiatives and projects. This is a key aspect of delivering on our vision for the District. Council believes that a vibrant community with thriving businesses which attracts more people to the Waitomo District will ultimately benefit everyone that lives in the District.</p>
		4	The Submitter supports Question 4: Option 2 (no additional 1% for debt reduction) as he considers that there is no way rate payers should pay extra for some years of mismanagement.	C	Thank you for your support of Council's preferred solution to reduce debt.
004	Robin Charteris	1	The Submitter supports present initiatives for economic development.	C	Council thanks you for your submission supporting Council's present initiatives.
006	William John Oliver	1 & 2	The Submitter supports the external delivery for Council's economic growth objectives as he considers that this option brings in independence, and opportunity for great governance by top business people or indeed citizens. (Note: option selection is influenced by when or if Waitomo Council is merged with rest of Waikato, therefore, potentially a waste of money).	C	Thank you for your support of Council's proposal to focus on economic development in a staged and steady manner. Council's financial performance has progressed significantly over the last 3 years. This is as a result of Council's multi-pronged approach of improving its Reserves balance, efficiency in spending, reducing cost of finance and a focus on increasing operating income where possible. Council's overall financial sustainability is a key consideration when investment choices are made.

Sub No	Submitter	Question Number	Topics	Action Pathway	Comment
			The Submitter Supports Council focus on economic development in a staged and steady manner but comments that must be careful with investment with a weak balance sheet.		<p>Council notes that you do not support the proposal for the in-house delivery and/or facilitation of agreed initiatives for economic growth, but would prefer to see an Economic Development Board established.</p> <p>Council considers that the in-house delivery of our economic growth objectives offers a more efficient and cost effective delivery method at this time. As part of the in-house development of an Action Plan for economic development, Council will be engaging with the community, which will include key sectors and leaders within the business community.</p>
		3	The Submitter supports Question 3: Option 1 (no change to funding splits in RFP). Understands that this option will bring higher rates to some who will struggle but believes people need to pay own way and the more you subsidise the more they will take.	C	<p>Council notes that you do not support the change to funding splits between the UAGC and General Rates.</p> <p>Council considers that for transparency reasons and to achieve an equal split between the use of the General Rate and UAGC for particular activities which benefit everyone in the community that certain funding splits should be changed.</p> <p>One of the guiding principles underpinning Council's Financial Strategy is to maintain affordable rates increases to deliver the services and facilities required by the community.</p> <p>Council is required to make decisions in the interests of Community well-being and financial sustainability by considering the impact of all rates on all properties. Council considered that, it would not be prudent (in terms of the rates affordability and fairness and equity principles) to increase the UAGC to \$880. To do so will place an onerous financial burden on ratepayers on fixed incomes – e.g. pensioners, invalids and other such beneficiaries.</p> <p>Council intends to limit the increase in the value of the UAGC in any year to the percentage increase in the Local Government Cost Indicator (LGCI) for that year. This proposal will assist in maintaining rates affordability for</p>

Sub No	Submitter	Question Number	Topics	Action Pathway	Comment
					all rateable properties within the District.
		4	The Submitter supports Question 4: Option 2. Advises Council must keep discipline in debt reduction. The Submitter congratulates Council on change and progress to date in spending and debt control.	C	Thank you for your support of Council's preferred solution to reduce debt. We note your advice to ensure we keep disciplined in our approach to debt reduction.
013	John Reeves	4	<p>The Submitter is positive concerning the Council's debt reduction over the period to 2025. However, he states that rate payers would hope that fiscal responsibility is kept up over this period whatever changes there are with councilors.</p> <p>He advises that spending needs to be prudent so that debt is kept down and that eventually rates can be reduced so, that they are in line with other Councils, that they reflect the ability of ratepayers to pay and that they encourage growth in the district.</p>	C	<p>Thank you for your support regarding Council's forecast for reducing public debt over the 10 years to 2025. Reducing debt remains a key priority for Council. Guided by the debt reduction strategy, we are committed to decreasing public debt by \$18.9 (37%) over the life of the plan.</p> <p>We understand the need for prudent spending and therefore we have balanced the service delivery needs and future plans for development with what is affordable thereby keeping the rates increases proposed between 1.1% - 3.9% over the next 10 years.</p>
016	Waitomo Caves Discovery Centre	1	<p>The Submitter considers Council should continue with its focus on economic development in a staged but steady manner.</p> <p>The Submitter identified the following concerns if the Council decided to proceed with a District Development Board (DEDB):</p> <ul style="list-style-type: none"> Support is somewhat guarded as the make-up of the Board, their responsibilities and remit remain unknown. If Council has geographical representation on the DEDB, it is vital that a strong appointment from the tourism industry sits on the proposed DEDB. 	C	<p>Thank you for your support of Council's focus on economic development in a staged but steady manner.</p> <p>Your concerns regarding the establishment of a District Development Board are noted.</p> <p>It is Council's intention to proceed with its preferred option of in-house method of delivery to achieve its economic growth objectives.</p> <p>The tourism sector is a key stakeholder in economic development initiatives and activities for the Waitomo District and will be consulted with accordingly.</p>

Sub No	Submitter	Question Number	Topics	Action Pathway	Comment
			<ul style="list-style-type: none"> The relationship between Council and the Hamilton & Waikato Regional Tourism Organisation should remain external to the proposed DEDB. It is important that a close relationship exists between the districts i-SITEs and the proposed DEDB. 		
019	Population Health	1	<p>Economic Growth</p> <p>The Submitter supports Council's direction in growing the local economy by effectively promoting the district's attractions and supporting local business initiatives and projects.</p>	C	An Economic Development Action Plan is in the process of being developed. It will include input from the key stakeholders within the communities and will have a focus on the tourism sector.
020	Maraeroa C Incorporation	1	<p>The Submitter supports the in house delivery of economic growth and / or facilitation of agreed initiatives and believes Council should continue with its focus on economic development in a staged but steady manner.</p> <p>The Submitter considers that Council should:</p> <ul style="list-style-type: none"> Provide forums for Innovation and Research discussions to take place. Particularly in regard to encouraging better and more efficient use of land and resources. (Attracting investment to the district would be included in the role). Explore horticulture as an area of economic development. Waitomo lands can produce more high value crops like blueberries and ginseng for the Asian markets which are huge. 	C	<p>We note your support of Council's preferred method of delivery for economic development initiatives.</p> <p>Thank you for your suggestions in relation to economic development initiatives in both your written and verbal submission.</p> <p>Council is in the process of developing an action plan for economic development and a critical element in the Action Plan is intended to be engagement with key stakeholders within the district to identify priority initiatives.</p> <p>Council considers Maraeroa C to be an important stakeholder in our District and will look to engage with you more closely in this and other areas.</p>

Sub No	Submitter	Question Number	Topics	Action Pathway	Comment
			<ul style="list-style-type: none"> Consider a large TV screen at the railway Hub showcasing what Waitomo has to offer to get the message across to tourists better so they stay in town or the district longer. 		
		1	<p>Due to the increased visitors for the Timber Trail, the Submitter also considers that:</p> <ul style="list-style-type: none"> Benneydale needs more investment, with better footpaths and a proper park or parking area for visitors to stop. Pureora has the makings of a Tourism Hub like Waitomo but the roads need sealing badly. Sealing Maraeroa Road should be a priority as hundreds of visitors use this road each month and are welcomed with dust and pot holes at present. 	Comm	<p>The points you have raised in relation to increased investment in Benneydale are noted.</p> <p>Council agrees with the need for more facilities and is working towards identifying and providing these balanced with affordability matters.</p> <p>Improvements to the park/ playground, replacement of public toilets and developing a caravan dumping station are some of the improvements planned at the present time. Council is also working with key stakeholders to endorse road safety improvement measures.</p> <p>The need for sealing of Maraeroa Road has been highlighted as an issue to Council and is currently being investigated.</p>
		1	<p>The Submitter considers that funding for the newly formed Destination Pureora Inc would be welcomed by the volunteers that are working to attract more people to the region and ensure visitors find the best solutions for their needs whether it be accommodation, shuttles, cafes etc.</p>	Comm	<p>Council recognise that the success of Destination Pureora depends on committed volunteers.</p> <p>Council encourages Destination Pureora to make applications to appropriate funders available to them and also look at the funding models that other cycle trails have adopted.</p> <p>Council has a Community Development Fund Policy that forms the basis for the provision of funding grants to assist community organisations which Destination Pureora could look into.</p>
		3	<p>The Submitter supports the change to funding split between UAGC and General Rates and limiting increases in value of the UAGC as this appears a logical change to a</p>	C	<p>Thank you for your support of Council's preferred option to address transparency and equity issues in the funding split between the UAGC and General Rates.</p>

Sub No	Submitter	Question Number	Topics	Action Pathway	Comment
			more equitable funding model (Question 3).		
		4	The Submitter supports the continued funding of reserves for debt reduction purposes and advises that it is good to see a plan in place for debt reduction without placing too much of the burden on ratepayers.	C	Thank you for your support of Council's preferred option for reducing debt.
21	Moepatu Borell	1	<p>The Submitter supports in house delivery and/or facilitation of agreed initiatives, but suggests further WDC look at organisations who are already doing financial viability projects. eg Maniapoto Maori Trust Board has a project called "Nga ahorangahau". This project ultimately provides a scoping report recommending the most viable economic development options for a number of land blocks selected at random. Are there other such projects that WDC can utilise instead of re-inventing what is already available in the search for better use of land and thus increased prosperity /employment?</p> <p>The Submitter does not believe Council should continue with its focus on economic development in a staged but steady manner and suggests that Council re look at the waitomo community. People are losing their homes to mortgagee sales and are not strong and resilient. Population and prosperity is largely dependent on income. Something is wrong with the present Economic Development Council Plan.</p>	C	<p>Thank you for your support of Council's preferred option to deliver economic growth.</p> <p>Council notes that you do not support the proposal for Council to continue on its focus on economic development in a staged but steady manner.</p> <p>Council considers that focussing on economic development in the face of a shrinking population will support our local economy. Effectively promoting our district's attractions as well as supporting local business initiatives and projects should contribute to attracting more people to the Waitomo District which will ultimately benefit everyone that lives in the community.</p> <p>Council is very interested in projects that are already happening in the community in the economic development space. Council has already attended a presentation on the Nga Ahorangahau project run by Maniapoto Maori Trust Board and is keen to stay in touch with the development of this project.</p>
		3	The Submitter supports neither option for Question 3 as the Submitter believes Te Kuiti rates are barely affordable as they stand. The Submitter considers the answer to be in expanding the economy not on further burdening the dwindling population.	C	Council notes that you do not support either a change to funding splits between the UAGC and General Rates or the status quo. This proposal will not increase rates in any way. We were seeking feedback on how the pie can be sliced. Council's preferred option was to be more transparent in the funding split and reduce the amount charged through UAGC so as to ease the burden on fixed and lower income property owners.

Sub No	Submitter	Question Number	Topics	Action Pathway	Comment
					<p>We also note your recommendation during the hearings that Council needs to look at other ways to bring money into this town.</p> <p>Council's focus on economic and community development in our community for the last 3 years and into the next LTP is intended to assist exactly with this i.e. facilitate and support the expansion of the local economy.</p>
		4	The Submitter supports continuing to fund reserves for debt reduction purposes and states do not increase the financial burden that residents (not absent landlords) already carry (Question 4).	C	<p>Thank you for your support of Council's preferred option for debt reduction.</p> <p>One of the guiding principles underpinning Council's Financial Strategy is to maintain affordable rates increases to deliver the services and facilities required by the community. Council has kept rates increases proposed to a minimum over the next 10 years of between 1.1% - 3.9%.</p>
022	Federated Farmers of New Zealand	1	<p>Economic Growth</p> <ul style="list-style-type: none"> That the Council adopts the preferred Option 1 method of delivery (in house) A targeted uniform rate is supported. 	C	<p>Thank you for your support of Council's preferred solution to deliver economic growth.</p> <p>Our economic development objectives are funded via the District Development Rate (which is a targeted rate) and General Rates.</p>
		4	<p>Debt Reduction</p> <ul style="list-style-type: none"> The Submitter recommends that Council strongly considers Option 1 – a small uniform debt reduction rate. This preference is subject to the endorsement that this is a targeted uniform charge – with separate transparent line item on the rates invoice. 	C	<p>Council notes your preference for levying a rate for debt reduction.</p> <p>Council has evaluated the options carefully and considers it appropriate to stay with its preferred option of appropriate and required funding of reserves and their redeployment as a debt reduction mechanism, at the present time.</p>
023	Maniapoto Maori Trust Board	1	The Submitter has recommended the following option as an addition to the economic growth component to the LTP review:	Comm	Council notes your recommendation to implement an Economic Development Forum that incorporates key stakeholders.

Sub No	Submitter	Question Number	Topics	Action Pathway	Comment
			<ul style="list-style-type: none"> Initiate the development of an Economic Development Forum that incorporates key stake holders within the Waitomo community inclusive of the Maniapoto Maori Trust Board. The purpose would be to align economic growth strategies of key stake holders and identify priorities for the next 10 to 25 years. <p>This option will then in turn give credence to the second key focus as identified by the Council of "Community Connectivity and Development". The forum could in turn help drive an agreed action plan.</p>		Council is in the process of developing an action plan for economic development and a critical element in the Action Plan is intended to be engagement with key stakeholders within the district to identify priority initiatives, Maniapoto Maori Trust Board being one of these.
024	Hauauru Ki Uta Regional Management Committee	1	Economic Development and District Promotion Initiatives (\$389k): The Submitter expects to be involved in the review of the use of Maniapoto names (eg 'Waitomo' and area).	Comm	There is no review planned for place names at the present time.
		1	Economic Development and District Promotion Initiatives(\$389k): The Submitter expects a review of Maniapoto significant areas	Comm	Council will be undertaking a review of the Waitomo District Plan part of which will be a review of areas of significance. A consultation process will be followed for this.
		1	Economic Development and District Promotion Initiatives (\$389k): The Submitter expects Maori visibility in the area (eg Waitomo/Hangatiki road entranceway and interpretation panels on the history of the area).	Comm	Whilst Council support your suggestions as a means of profiling our District, this type of activity is not within the Council's scope. State Highway's are managed by NZTA.
		1	Economic Development and District Promotion Initiatives Option 1 - \$29 per property – Maniapoto to be involved in the development of initiatives	C	It is Council's intention to proceed with its preferred option of in-house method of delivering its economic development objectives instead of setting up a separate Board. Council is in the process of developing an action plan for

Sub No	Submitter	Question Number	Topics	Action Pathway	Comment
			and marketing. Option 2 - \$34 per property – Economic Development Board –the Submitter expects Maniapoto representation on the Board		economic development and a critical element in the Action Plan is intended to be engagement with key stakeholders within the district to identify priority initiatives. Council is very interested in projects that are already happening in the community in the economic development space. Council has already attended a presentation on the Nga Ahorangahau project run by Maniapoto Maori Trust Board and is keen to stay in touch with the development of this project.

TABLE 2: All Other Submission Topics

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
001	Physicians and Scientists for Global Responsibility	1	The Submitter urges all Councils to apply strong precautionary policies on genetically engineered organisms for Unitary, Local and Regional plans to meet your duty of care to your community and to protect district environments. The Submitter also calls on Councils and District Health Boards to be cognisant of the risks of genetically engineered organisms in terms of human health.	Comm	<i>Note: The submission seems to be a generic document forwarded to Councils throughout New Zealand.</i> We thank the Trust for its submission and acknowledge its concern and advice on human health matters raised. Council is not directly involved in matters related to genetically engineered organisms. Any related policies would typically be in the Central Government or possibly Regional Council purview. The matters raised are not related to the proposals for the 2015-2025 LTP that Council is consulting on.
002	Te Waikaminenga Wahi o Maniapoto	2	The Submitter wishes to meet in relation to upholding and enacting the sovereign order of our country with respect to Tiriti o Waitangi 1840. The Submitter is concerned that many local authorities are undertaking consultation with long term plans and are proposing or have enacted policy that is in breach of Te Tiriti o	Comm	<i>Note: The submission seems to be a generic document which has been forwarded to a number of the Councils in this area.</i> Thank you for your submission. The matters raised in the submission are not related to the proposals for the 2015-25 Long Term Plan that Council is

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			<p>Waitangi 1840 and undermines Maniapoto and other hapu and exposes our country to a foreign takeover through the financial system via Free Trade Agreements (Eg.TPPA) and the mismanagement of taking on debt. Policy relating to using any natural resource (natural capital) such as water, land, sea, forestry, biodiversity as collateral for debt is a treaty breach under Te Tiriti o Waitangi 1840.</p> <p>The Submitter objects to the imposition of council bylaws, and corporate laws being imposed on marae, papakainga, Maori land, water bodies, sea, reserves and parks etc which creates a situation where their inalienable rights, tikanga, and customs are being undermined or denied through the assimilative policies of corporate industrial standards, and corporate law.</p> <p>The Submitter is upset at the fact that as descendents of treaty signatories that they are being undermined by corporate entities such as iwi trust boards, incorporations, and faux sovereigns purporting to represent them.</p>		<p>consulting on.</p> <p>The role, authorities and responsibilities of local authorities are set out under Local Government Act 2002. Council's prepare Long Term Plans, Policies and Bylaws mainly as per the as per the requirements and provisions of this Act.</p> <p>The Long Term Plan is a document outlining Council's overall direction, proposed services and budgets for the forthcoming 10 years and the proposed funding for it. It is therefore essentially a strategic and financial planning document. However, Council recognises that Maori are a significant part of the the district and seeks to work closely with Maori and foster and further enhance its relationship and communication with Maniapoto and other hapu in the District.</p>
005	McGuinness Institute	3	<p>This submission takes the form of an overview of the Submitter's recent work which is intended to provide strategic foresight through evidence based research and policy analysis. The Submitter does not have any specific recommendations. They consider the projects described in their submission could provide a useful context on certain issues when finalising the long term plan.</p>	Comm	<p>Thank you for your submission and the provision of an overview of your recent work. Considerable advantage could have been achieved from this type of document and the information researched, if it were available earlier in the LTP development process. It is suggested that the Institute update local authorities on its research and information gained through analysis of policy more regularly and perhaps specifically in mid 2017 so that the evidence can contribute to the thinking and strategic direction development for the 2018-28 LTPs.</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
007	Hamilton & Waikato Tourism	4	<p>The Submitter supports the additional investment of \$20,000 p.a. in Waitomo District Council's (WDC) Long Term Plan 20215-25 for Hamilton & Waikato Tourism (HWT) and sincerely thanks the council for their support.</p> <p>The Submitter requests WDC continue its partnership with HWT in collaboration with the region's other councils.</p>	Comm	<p>Thank you for your submission. Council recognises your efforts to promote the attractions in Waitomo district and we look forward to the results of the initiatives that will be put in place subsequent to the additional funding being obtained</p> <p>Waitomo District Council looks forward to continuing its partnership and collaboration with HWT.</p>
008	ClubCHAMPS Project Team	5	<p>The Submitter would like to encourage Council to extend the liquor ban areas to include council owned sports fields across the region. This would encourage a safe and welcoming environment in these public spaces and reduce the negative impact of alcohol consumption in public spaces.</p>	S	<p>We thank ClubCHAMPS for your submission and note your concern presented at the submission Hearing in relation to the normalisation of alcohol use during sports games.</p> <p>Councils Public Places Bylaw specifies Liquor Control Areas within the District. This Bylaw was reviewed and consulted on in April/May 2014. No submissions were received during the consultation process and the Bylaw was subsequently adopted in June 2014.</p> <p>In light of your submission Council will review the current schedule of specified public places where liquor control applies, as outlined in the Bylaw, over the next 12-18 months.</p> <p>Note: Schedule B of Council's Public Places Bylaw contains the specified public places where Liquor Control applies. It also contains a provision that the schedule may be amended from time to time by public notice made by WDC.</p>
009	NZ Forest Managers	6	<p>The Submitter supports the provision of a caravan dump station at Benneydale. They have experienced a number of incidents where rubbish has been dumped within the forests they manage of which becomes an eyesore to the users of the forest, a clean-up expense to their clients' and an environmental hazard.</p>	Comm	<p>We note your support for the provision of a caravan dump station at Benneydale.</p>
010	CCS Disability Action	7	<p>The Submitter recommends Council adopt a more proactive approach to improving access by commissioning street accessibility audits for places where persons with disabilities can be expected to be moving around.</p>	S	<p>While operating within available funding limitations, a mobility audit will be carried out. Such a study would direct further actions to be taken by Council.</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
		8	Beyond the transport sector the Submitter suggests Council begin collecting data on the numbers of persons with visible aids using different facilities to provide an indication of whether they are accessible or not.	Comm	We note your suggestion and will aim to obtain this information from the users of our facilities.
		9	<p>The Submitter recommends Council research the current availability of accessible homes and accommodation and the likely demand for such accommodation.</p> <p>The Submitter recommends Council research the likely increase in such accommodation under the current District Plan and consider how best to amend the district plan to address any shortfall that may be identified.</p>	Comm	We note your suggestion regarding accessible homes. WDC's primary concern is its own property stock. Unfortunately we are not in a position to undertake research into the availability and demand in the private market at this time.
		10	The Submitter recommends investigating the possibility of attracting one or more of the retirement home developers to the district, especially where spare infrastructure capacity is available, reducing or even eliminating the need for development contributions. This could be associated with a rolling review of the District Plan, as is being proposed by Taupo DC.	S	Waitomo District Council is aware of the aging population demographics and the future need for retirement homes within the district. The investigation and facilitation of elderly housing complex for Te Kuiti is one of the key work streams Council is working on. And although the development of retirement homes is not a core function of WDC, Council would be very supportive of any proposed private developments in the future.
		11	<p>With respect to access to public buildings the Submitter recommends:</p> <ul style="list-style-type: none"> • Ensuring that a percentage of staff involved with compliance issues have Barrier Free Trust certification. • Council buildings be upgraded to modern access standards as exemplars to the wider community. • Consultation channels with the disability sector be developed that allow access 	Comm	<p>With respect to access to public buildings:</p> <ul style="list-style-type: none"> • Staff have undertaken barrier free training. • WDC has a yearly budget for access improvements to its buildings, facilities and halls, to ensure they are accessible for all. • Waitomo District council welcomes comment on the accessibility of its properties so that improvements can be incorporated into long term planning. • Council complies with requirements in relation to

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			<p>concerns to be identified and appropriate action taken. CCS Disability Action's experience is that many access issues are resolved quickly once brought to the attention of building owners.</p> <ul style="list-style-type: none"> There is an opportunity to improve access by stricter enforcement of emergency evacuation provisions for places of public assembly. 		<p>emergency evacuation provisions when processing applications for alternations to existing buildings or new buildings.</p>
		12	<p>With respect to parks and reserves the Submitter recommends/advises:</p> <ul style="list-style-type: none"> That the use of loose fill surfaces for children's playgrounds be discontinued, in favour of the other surface alternatives and that where loose fill material has been used, a programme be instituted to replace it with a universally accessible safety surface. Loose fill surface is not suitable for use by carers of young children who have mobility issues. Example is playground in Redwood Park. That signage and other information be made available in various formats so that people with vision impairment, and others, have equal access to the information. That a review of all public toilet facilities be undertaken to progressively include facilities for the disabled in all settlements. There are also access issues with the facilities in the Domain, especially for the tourist cabins and camper park. Also access to Brook Park off Ekatone Street uses a stile which is a barrier to many users. As with footpaths beside our roads, it is important to provide kerb cuts for 	S	<p>We note your concerns regarding the playground undersurfacing. WDC uses a variety of under surfacing, including rubber based material.</p> <p>Options for undersurfacing are considered during any upgrades of the playgrounds.</p> <p>Council appreciates that signage within our reserves is important and will revisit signage requirements when a signage policy is developed for all reserves.</p> <p>Waitomo District Council has undertaken a sanitary assessment of its public toilets which identifies structures requiring improvements to disabled access. An improvement / building programme is being implemented with new toilets proposed in Piopio (currently), Benneydale (2015/16) and Marokopa (2016/17). All will have improved disabled facilities.</p> <p>Waitomo District Council is currently looking at alternatives to the camp ground in the Domain. Any alternative will have improved facilities for disabled users.</p> <p>Alternative access points are available for Brook Park, which does not require the use of a stile.</p> <p>Waitomo District Council is currently developing a Parks & Reserves Track Strategy which will identify tracks suitable for the provision of disabled access.</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			wheelchair users to access walkways and other facilities.		
		13	The Submitter recommends Council work with the community, including persons with disabilities, to ascertain whether at least a limited accessible public transport service could be provided between key locations.	Comm	Council has been involved in working with the community to establish the need and subsequently set up a mobility van which is operated by the Te Kuiti 4H Trust to take people to hospitals and doctors.
		14	The Submitter would like to see all mobility parking spaces meeting, as a minimum, the requirements as per section 5 and fig 7 of NZS 4121:2001. An additional feature now increasingly being adopted is identifying mobility parks with blue surfacing.	Comm	Council intends to commission a general parking study, including disability parking issues when funding allows.
011	Te Kuiti High School	15	The Submitter comments that the proposed North King Country Sport & Recreational Centre fits extremely well with the Council's current and longer term goals for the district.	S	Thank you for your submission. Council is supportive of the concept of a North King Country Sport & Recreational Centre and in working collaboratively to achieve this.
012	Toimata Foundation (previously The EnviroSchools Foundation)	16	The Submitter acknowledges Council's support for the EnviroSchools network since 2002 and encourages Council to maintain its involvement in the Programme along with other regional partner agencies.	Comm	Thank you for your submission supporting Council's continued involvement with the EnviroSchools Programme. Council appreciates and supports the commendable work being done by the EnviroSchools Foundation and the EnviroSchools programme in general which focuses on the involvement of students and schools in achieving positive outcomes for the ecosystems in the Waikato.
		17	The Submitter has spoken about their recent programme evaluation which reports positive results. Examples of their projects include: zero waste, water projects and tackling energy usage.	Comm	Council would like to congratulate you on the commendable work you are doing in focusing on waste and energy projects. Projects like these will also improve community development and sustainability.
013	John Reeves	18	The Submitter provides an example of how long term affordability could be managed - the Te Kuiti water treatment upgrade. The Submitter believes it would be logical to bring in metering to encourage better utilisation and savings.	Comm	Council already makes some use of water metering. We are installing water meters for all those users who are classified as Extraordinary Users under our Water Services Bylaw 2010. As and when upgrades to our system occur, monitoring meters are also installed as appropriate. This is done to encourage better utilisation, appropriate monitoring to identify issues and in order to manage demand from high users.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
014	Sport Waikato	19	The Submitter requests that WDC continue to support the principles and priorities of the Regional Sports Facilities Plan, as the plan is supported and implemented by Sport New Zealand, over the next three years.	Comm	<p>We thank you for the recognition in your presentation that people in areas showing a decreasing population trend need to have similar opportunities as areas experiencing growth.</p> <p>We look forward to engaging further in discussions between ourselves, Otorohanga District Council and Sports Waikato as to the facilities required at a sub regional level and adopting a cross boundary approach.</p> <p>Council also looks forward to continuing to work closely with Sport Waikato and key local partners regarding the delivery of sport and recreation services within the District, in accordance with the established deliverables.</p>
		20	The Submitter requests that Council continue to fund the salary and overheads of the District Coordinator's role in Waitomo for \$73,434 plus CPI per year, for three years	Comm	Council confirms the funding arrangement for the District Coordinator's role for the 2015/16 financial year.
015	Creative Waikato (Sarah Nathan)	21	<p>Creative Waikato supports Waitomo District Council's focus on community and economic development in order to revitalise the district and support the community, particularly initiatives that foster arts and culture.</p> <p>Such opportunities may come in the form of increased tourism and local resident demand i.e., the Te Kuiti Railway Buildings Revitalisation project can promote the culture and history of the community as well as help to bring about economic benefits to the district.</p> <p>Creative Waikato also supports closer relationships with Iwi in working together to develop stronger cultural tourism.</p>	Comm	Waitomo District Council thank Creative Waikato for their support of the Council's Long Term Plan. Council acknowledges the importance and relevance of arts and culture and looks forward to realising the benefits that the Te Kuiti Railway Buildings Revitalisation project will bring to the community.
		22	The Submitter seeks Councils support for a Regional Arts Strategy for the Waikato region and a fully representative vision for the arts across the Waikato. This support will involve an approach to Council by Creative Waikato in the coming months for input into the Regional	S	Council will work with Creative Waikato in the coming months to provide input into the Regional Arts Strategy and will lend support for consultation with the Waitomo community.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			Arts Strategy, which will include assisting and participating in the facilitation of consultation in the Waitomo community to develop a fully representative vision for the arts across the Waikato.		
016	Waitomo Caves Discovery Centre	23	The Submitter supports an increased focus on visitor experience through both Waitomo and Te Kuiti i-Sites as they are part of an acknowledged national network with a widely recognised brand, particularly with international tourists.	Comm	Council recognises the importance of delivering a special experience to those visiting Waitomo and acknowledges your comments relating to the national i-SITE network.
		24	The Submitter considers it important that, in addition to monies allocated to the RTO, the funding and marketing of tourism should be seen as a valued part of the economic planning of the District.	Comm	Tourism is one of the main contributors to GDP in the District and therefore Council's intention is to have an emphasis in all strategic and operational economic planning.
		25	The Submitter considers with regard to visitor experience, the basics of providing decent toilet facilities, clearing rubbish from roadsides, recycling services etc needs to be emphasised.	Comm	<p>Waitomo District Council prepared Toilet Sanitary Assessments as part of the preparation of its Long Term Plan. The assessment identifies needs for development and improvement to public toilets. In the current LTP new toilets are proposed in Benneydale (2015/16) and Marokopa (2016/17)</p> <p>Construction of new toilets in Piopio is about to commence.</p> <p>Rubbish on streets and local roads are cleaned periodically by Council's road maintenance contractor. State highways are the responsibility of NZTA to keep clean.</p> <p>Recycling services are available at main public usage points in Waitomo Village, Piopio Marokopa and Mokau but are poorly used currently due to public indifference.</p>
		26	The Submitter requests Council continue to support the Waitomo Caves Discovery Centre by way of a Service Level Agreement (current SLA expires June 30 2015)	Comm	Council will continue to support the Waitomo Caves Discovery Centre by way of a Service Level Agreement for the period 2015-2018.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
		27	The Waitomo Caves Museum Society is engaged in implementing a new strategic plan that will position the Museum as a recognised "National Museum of Caves and Karst". Part of this plan involves assisting in investigating the potential to create a UNESCO Geopark within the district. To succeed the Submitter believes Council would need to be part of this group.	Comm	Council looks forward to receiving a copy of the Strategic Plan from the Society in order to determine the level of support WDC may be able to provide towards the investigations of a UNESCO Geopark within the Waitomo District.
		28	<p>The Submitter requests Council allocate funds to continue to seek solutions or alternatives with regards to providing "100% Pure" Water and Wastewater services to Waitomo Caves Village.</p> <p>Council have worked diligently to demonstrate they can deliver essential infrastructure projects on time and within budget and are busy upgrading services in PioPio, Mokau, Benneydale, Marokopa and Te Waitere. Given the continued acknowledgement of the 'iconic' and pivotal nature of the Waitomo Caves Village in bringing tourists to the district, it is total incongruous and unacceptable to have money allocated to outlying areas and no financial provision for seeking a positive outcome to upgrading the services to this village for the next 10 years.</p>	Comm	<p>Council endorses the efforts to date that have been undertaken by all parties involved to address the issues with the Waitomo Village Water and Wastewater system.</p> <p>There are still a number of key issues to be worked through, mainly land tenure arrangements, and given the high level of uncertainty around the issues and the timing of any change, it is not possible for Council to include any specific financial provision for these assets in its financial forecasting for the next 10 years. It is too uncertain to be subjected to an LTP and audit process. However, Council is committed to working through the issues with the stakeholders to reach a more definitive position.</p> <p>And although there isn't a specific financial resource dedicated to this workstream in the LTP, Council will follow its usual approach on such matters; the utilisation of internal resources allocated for investigatory works.</p>
017	Community Waikato	29	<p>The Submitter contends that they contribute and play a current role in terms of service delivery towards the Council's Outcomes because of the training workshops and one-on-one engagement they undertake with various community organisations in the Waitomo District.</p> <p>The Submitter considers that the capacity building support they provide is vital. They therefore respectfully signal a desire for a more formal relationship of a partnership/service level agreement nature, in terms of services</p>	Comm	<p>Council acknowledges the contribution Community Waikato makes to the community.</p> <p>WDC commend Community Waikato for their community education in application completion and project implementation which compliments opportunities made available through funding options from the WDC Community Development fund pool.</p> <p>Council looks forward to developing the relationship with Community Waikato further.</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			they bring to the area.		
		30	The Submitter emphasises the importance of investing in the work carried out by social sector organisations throughout the district, because their contribution to maintaining the social fabric and wellbeing of the wider population is vital and significant.	Comm	Council welcomes the opportunity to work collaboratively with Community Waikato and Social Sector Groups in the future.
		31	The Submitter encourages Council to ensure its strategic development activities consider the cultural, environmental and social influences, values and needs of marae, whanau, hapu and iwi throughout its district. The Submitter supports and encourages Council to exercise its decision making in a manner that is informed by marae communities, particularly when decisions impact on 'key identity features', such as wai, awa, maunga, whenua, waahi tapu and buildings (eg. such buildings as wharenuī/whare tupuna, whare kai, whare iti etc) including access to and infrastructure of these places.	Comm	<p>Council is constantly working on its processes around better engagement with the community. Council recognises that Maori are a significant stakeholder group within the district and seeks to work closely with Maori and gain their inputs.</p> <p>As a process, Council seeks to identify any issues of particular interest to Maori, gather information on Maori perspectives for any significant work programmes and also preservers to build on relationships already established through work programmes.</p>
		32	The Submitter states that proposed rate charges and which projects such funds will be invested in needs to be equitably considered.	Comm	Council tries to strike a balance between many factors like the various needs of our different communities, regional issues and legislative requirements when considering rates requirements and what projects to deliver.
018	Waikato Regional Council	33	The Submitter encourages Waitomo District Council to make provision in its LTP in 2018/19 to support the development of a local indigenous biodiversity strategy. Local indigenous biodiversity strategies are a key implementation method of the Proposed Waikato Regional Policy Statement (RPS).	S	<p>We note your comments during your presentation that the local indigenous biodiversity strategy will enable the application of more localised regulation where it is needed and appreciate your advice that the strategy is not intended to override current policies.</p> <p>We would welcome further discussion with WRC on local biodiversity issues and working through these. We would also like to understand the assistance that may be available from WRC for territorial authorities throughout the region to develop local indigenous biodiversity strategies.</p>
		34	The Waikato Regional Heritage Forum is another RPS method that has direct applicability to the Waitomo district. The	Comm	Council is supportive of building regional heritage capacity and will allocate appropriate staff resources as required.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			Submitter encourages the allocation of staff resources in the LTP that are supportive of building regional heritage capacity.		
		35	The Submitter supports the planned review of the Waitomo District Plan. The Submitter would welcome ongoing discussions with Waitomo District Council to ensure that the Submitter provides technical and policy support to the plan review process.	Comm	We thank you for your support of our planned review of the Waitomo District Plan and would also welcome ongoing discussions with you in relation to the support that WRC can provide to the review process.
		36	The Submitter would like to acknowledge Waitomo District Council's focus on economic development. The Waikato Regional Economic Development Strategy implementation plan has now been developed and the Submitter thanks WDC for their contribution to this.	Comm	WDC are committed to ensuring that any relevant strategic directions adopted by the Waikato Regional Economic Development Strategy are incorporated in the future economic planning relating to the Waitomo District.
019	Population Health	37	General The Submitter congratulates Waitomo District in the impressive progress it has made in leading your community's recovery from the financial, environmental and leadership problems of the past. A strong local government with genuine community partnership is itself, a positive determinant for improved health outcomes. The Submitter remains committed to supporting your Council in this journey wherever we can.	Comm	Thank you for your support of our Council and the work that we have undertaken since the 2009-19 LTP to address the inadequacies of the financial policies in the past.
		38	Strategic Direction and Community Outcomes The Submitter particularly commends Council's commitment to achieving its vision for the district under its four community outcome banners and ensuring outcomes are integrated with Council's key areas of focus. The Submitter strongly commends Council for the introduction of the 'Effective Leadership'	Comm	Thank you for your support of our new Effective Leadership Community Outcomes. The introduction of these Outcomes was to reflect Council's goal and aspiration to play a leadership role within the region and nationally and promote the interests of our District as well as other small rural communities similar to ours.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			banner.		
		39	<p>Demographic Change</p> <p>The Submitter congratulates Council in its acceptance of demographic change, and planning accordingly. This is well covered in both recognition of the need for suitable and reliable employment for the relatively large proportion of young people, and for supporting the older people of the community. Both population groups are a tremendous asset for any community, but young people may well be forced to leave for employment. The Submitter supports Waitomo's participation in the Mayor's Task Force for jobs and any other initiatives that Council can identify that will help retain the young people of the community.</p>	Comm	Council along with Otorohanga District Council are currently working collaboratively to review what resources and programmes are in place in the two communities to support youth into employment. When this review is complete the aim is to have initiatives in place across both districts to support youth.
		40	<p>Sewage treatment and disposal, Water Supplies, Stormwater</p> <p>The Submitter has concerns that Waitomo, probably the biggest tourism asset in the area, has less than adequate water and wastewater treatment. A disease outbreak related to this village's services would have a very negative economic impact on the entire district. The Submitter considers it important that some progress should be made within the scope of this ten year plan and offers their support with advocacy and facilitation of progress towards a solution.</p> <p>The Submitter supports Council's intention to maintain its infrastructure to a reasonable level throughout the District.</p>	Comm	<p>With regard to the Waitomo Village Water and Wastewater infrastructure, there are still a number of key issues to be worked through, mainly land tenure arrangements, and given the high level of uncertainty around the issues and the possible timing of any change, it is not possible for Council to include any specific financial provision for these assets in its financial forecasting for the next 10 years.</p> <p>However, Council is committed to working through the issues with the stakeholders to reach a more definitive position.</p> <p>Thank you for your support of Council's intention to maintain its infrastructure to a reasonable level throughout the District.</p>
		41	<p>Community Water Fluoridation</p> <p>The Submitter encourages Council to consider the introduction of Community Water Fluoridation to the larger supplied Council</p>	Comm	Fluoridation is a matter for discussion with the wider community and such a discussion is not planned for at the present time. Council intends to take its cue from any national direction on this matter, when it comes through.

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			supplies such as Te Kuiti.		In terms of operations, introducing fluoridation will place a higher operational burden on Council because of the requirements to safely handle, store, and dose the chemical agent, which would add to the cost of the operation and maintenance for water treatment.
		42	Community Connectivity and Development The Submitter commends Council for its continued support of the Waitomo Youth Council and other key areas of youth engagement such as noted in the consultation document.	Comm	We appreciate your comments in regards to Council's continued support of the Waitomo District Youth Council and youth engagement in general. It is WDC's intention to continue to be involved in youth development to enable our youth to be actively involved in productive projects including training and employment opportunities from within the Waitomo District.
		43	Roads and Footpaths Activity The Submitter advocates for continued maintenance and development of footpaths.	Comm	Your point with regard to maintenance of footpaths is noted and Council intends to continue with its planned programme around these.
		44	Revenue and Financing Policy (RFP) Changes The Submitter supports Council in containing current and projected rates increases and asks Council to consider those living in the lowest deciles who may not be well placed to accommodate increased costs.	Comm	Thank you for your support of Council's commitment to sustainable rates increases. One of the guiding principles underpinning Council's Financial Strategy is to maintain affordable rates increases to deliver the services and facilities required by the community.
		45	Smoke free Councils and Outdoor Areas The Submitter acknowledges and commends Council's role in the successful partnership with our Health Promoters and community which resulted in children's art work being made into smoke free plaques and erected in playgrounds as smoke free signs. The Submitter encourages Council to develop a formal Smoke free Council Policy.	Comm	We appreciate your comments around Council's involvement in promoting smoke free areas within the district. Council intends to be engaged in other opportunities as they arise and considers that supporting these would be more effective for our communities instead of developing a formal Smoke Free Council Policy, at this time.
020	Maraeroa C	46	The Submitter would like to see a greater commitment by Council to the Treaty of	Comm	Thank you for providing the following further explanation of the role of the Maori Advisory Board during your verbal submission at

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	Incorporation		<p>Waitangi and to address the current inequity around Maori representation at the Council table. This can be addressed immediately by way of the establishment of a Maori Advisory Committee to council made up of members of Ngati Rereahu and Ngati Maniapoto, or a referendum held to canvas opinion on the introduction of two or more Maori Seats on Council.</p> <p>Provided further explanation of the role of the Maori Advisory Board during your verbal submission at the hearing:</p> <ul style="list-style-type: none"> • Assist Council to gain an insight into Maori aspirations for the district • Assist with the development of the Long Term Plan. • Integrate Maori protocols into Council practices and deliver greater benefits for the region. • Provide a more structured way of receiving feedback. • Numbers and make up of the Board would still need to be discussed amongst Maori. 		<p>the hearing and clarifying that the numbers and make up of the Board would still need to be discussed amongst Maori.</p> <p>Council is constantly working on its processes around community engagement and part of this is facilitating Maori Participation in Council's decision making. Council recognises that Maori are a significant group within the district and seeks to work closely with Iwi and gain their inputs through different ways.</p> <p>In respect of your recommendation for the introduction of two or more Maori Seats, Local government representation arrangements fall outside the ambit of the LTP process.</p> <p>Under the Local Electoral Act 2001, all Councils are required to review their representation arrangements at least once every six years including whether to introduce Maori Wards or constituencies for consideration and adoption through public consultation. Council reviewed its representation arrangements, including Maori Wards, in October 2011. In October 2014 Council revisited this issue and resolved that instead of undertaking a review at that time, it would be beneficial to continue to progress its current initiatives for involving Maori in decision making and review the provision of Maori Wards in 2017 in time for the 2019 elections. The process timelines (as set out in legislation) for implementing changes for the 2016 elections has passed.</p> <p>We would like to note however that, 5% (approximately 289 electors) of electors enrolled as eligible to vote at the previous local election of Waitomo District can demand a poll to be held on the question of whether the District should have Maori Wards. This can be done anytime and Council must then conduct a poll on the issue and progress it further.</p>
21	Moepatu Borell	47	We being a vibrant and prosperous bicultural community, and a community where Maori make up about 50%+ of the population, there needs to be more forums for the "Maori view" to be tied into policy decisions and regulations	Comm	<p>Council recognises that Maori are a significant part of the district and is very open and willing to work closely with Maori and gain their inputs. We would like to invite our Iwi to proactively engage with Council as well. Elected Members are keen to attend regular meetings where they can and would welcome an invitation to any of your upcoming meetings.</p> <p>As a process, Council seeks to identify any issues of particular interest to Maori, gather information on Maori perspectives for any significant work programmes and also preservers to build on</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
					relationships already established through work programmes.
		48	<p>In response to the Council's Community Outcomes, the Submitter considers that all groups and ages not just the young, should have access to opportunities, and feel valued.</p> <p>The Submitter advises that we should continue in the great way that already exists and ensure participation of the elderly into the community as is done with every other age.</p>	Comm	<p>Your point about consideration of all groups and ages in the Community Outcomes and not just the young is noted.</p> <p>Council efforts are directed towards the well being of all residents within the District although Council draws up priorities in order to be effective and focus the effort and inputs. Revaluation of priorities is also carried out from time to time.</p> <p>The investigation of an elderly housing complex in Te Kuiti is one of the work streams Council is working on at present.</p>
022	Federated Farmers of New Zealand		The Submitter requests Council to consider the following recommendations:		
		49	<p>General Comment</p> <ul style="list-style-type: none"> That Council's increased focus on community services and economic development is funded using fair and equitable funding streams. This should mean increased use of the UAGC mechanism until it reaches the 30% legislated cap and targeted rating where those who benefit most pay most. 	Comm	<p>Our economic growth objectives are funded via the District Development Rate, which is a targeted rate on businesses and General Rate.</p> <p>Council considers that the overall District benefits to an extent from development activities and this benefit is not accrued equally across all properties and therefore the use of General rate is considered more appropriate. Council also considers that businesses have a more direct benefit from these activities and the targeted portion of the District Development Rate reflects this. Council considers this to be the fairest funding mechanism.</p>
		50	<p>Transparency</p> <ul style="list-style-type: none"> That council continues to consult and engage with a high level of transparency and include example rates for a wide range of properties which enables readers to compare rates and understand how rates are allocated. 	Comm	<p>Open and transparent are the fundamental tenets of Council's communication and we intend to continue adhering to these in the future.</p> <p>We note your concern expressed at the hearing in relation to the link between the purpose of the change to the funding split between UAGC and General Rates and the options included in the Consultation Document. The primary concern detailed by you was that the focus of the options was on affordability and yet the</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			<ul style="list-style-type: none"> When seeking feedback a better link between the options and outcomes should be made in the future. <p>Submitter provided further details at the hearing on their concern about lack of clarity in relation to the link between the purpose of the change to the funding split between UAGC and General Rates and the options included in the Consultation Document. Their primary concern was that the focus of the options was on affordability and yet the purpose of the changes was to enhance equity and fairness and that these principles were different and should not be mixed up.</p>		<p>purpose of the changes was stated to be for equity and fairness and that this was misleading for the community.</p> <p>Council would like it reiterate that the key driver for the change in the UAGC/General Rate funding of certain activities was for transparency of funding allocations (as stated in the Consultation Document). Council considered it more transparent to re-visit the funding splits for certain activities than to maintain a cap on the amount of UAGC, as it has in the past.</p> <p>Council considers that the funding split it agreed to (i.e. an equal split between General Rate and UAGC if there was a District wide benefit) was the most equitable method for funding this allocation. And this consideration was expressed in the Consultation Document.</p> <p>We would like to note that affordability (in terms of UAGC) was an outcome of the process, not the principle that Council started with. Although, achieving the fine balance between affordability and equity is an aspect local authorities are always conscious of.</p>
		51	<p>Key Projects planned for next 10 years</p> <ul style="list-style-type: none"> That council undertakes to have ongoing consultation as and when necessary to ensure project objectives and work streams are informed by affected communities. 	Comm	Council will continue to consult and engage with its community as appropriate.
		52	<p>Roads and Footpaths</p> <ul style="list-style-type: none"> Federated Farmers support delay in undertaking service commitments until full knowledge of subsidised funding is known. 	Comm	Council acknowledges Federated Farmers support.
		53	<p>Solid Waste Management</p> <ul style="list-style-type: none"> That funding policies for this activity are revisited. A targeted rate to all properties may be required but a differential should be applied to reflect 'those who benefit' pay principles. 	Comm	<p>Council considers that it already makes good use of targeted rates and its fees and charges in its funding policies for the Solid Waste functions and ensures that beneficiaries of the service pay for it appropriately.</p> <p>There are elements of this service like Landfill and Transfer Stations Management and Waste minimisation that provide benefit to the entire District and are funded accordingly through District wide</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
					rates.
		54	<p>Uniform Annual General Charge</p> <ul style="list-style-type: none"> That the Annual and Long Term Plans continue to include detailed information on the UAGC. That Council adopts the option to remove the self imposed limit and work towards increasing the amount to achieve maximum use of the UAGC funding mechanism. If council determines that the proposed increase this year is too big then incremental increases to achieve the 30% cap could be made over the next three years. 	Comm	<p>Annual and Long Term Plans will continue to include detailed information on the UAGC.</p> <p>In this review of the RFP Council has agreed to remove the cap on the amount of UAGC, however the increase in the value of the UAGC in any year will be limited to the percentage increase in the Local Government Cost Indicator (LGCI) for that year and within the 30% legislative cap.</p>
		55	<p>Targeted Rates</p> <ul style="list-style-type: none"> That the Council continues to make good use of targeted rates to fund services which have a high level of direct and identifiable benefit. 	Comm	Council intends to continue with equitable funding splits which includes prudent use of targeted rates.
		56	<p>Increased use of the General Rate</p> <ul style="list-style-type: none"> That the Council continues to keep rate increases as low as possible, by continuing its intention to maintain existing service levels, strive towards operational efficiency and adhere to sound asset management practices. That council reassesses the desire to increase reliance on the general rate. 	Comm	<p>Council is very aware of the need to keep rates increases as low as possible. One of the guiding principles underpinning Council's Financial Strategy is to maintain affordable rates increases to deliver the services and facilities required by the community. We have balanced our service delivery requirements and future plans for development with what is affordable and the rates increases proposed over the next 10 years are between 1.1% - 3.9%.</p> <p>Council does not have a desire to increase reliance on General Rate. The use of funding mechanisms in its funding polices are based on the principles of equity and fairness balanced with affordability where appropriate.</p>
		57	<p>District Development Rate</p>	Comm	We note your request for Council to review the funding allocations for the District Development activities.

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			<ul style="list-style-type: none"> That council reviews the funding allocation split to remove the burden from rural ratepayers and target rates to businesses directly benefiting from the service. An allocation of UAGC should also be applied to reduce general rate contribution and recognise that there is some equal benefit across the district as a result of these activities 		The activities are funded through a mix of targeted rates and General rate and are based on where Council considers the benefits to accrue i.e. the businesses that have a more direct benefit and the District in general. Council considers this to be the most equitable funding mechanism for these activities.
023	Maniapoto Maori Trust Board	58	<p>The Submitter has recommended a number of improvements to the LTP document including:</p> <ul style="list-style-type: none"> The recognition of the Tiriti o Waitangi as a founding document of New Zealand; The recognition of Maniapoto Iwi as Tangata Whēnua; A narrative regarding the collaborative nature of the relationship between WDC and the Maniapoto Iwi. A commitment to complete the memorandum of understanding with local iwi i.e. Maniapoto; Increased clarity and specificity regarding encouraging Maori Contribution to decision-making. For example: Council Member and or staff training and development, Tangata Whenua involved in early stages of planning process (not just consultation phase) and seeking to identify and understand the strategic aspirations of Maniapoto Iwi. Updates to references to Nga Wai o 	Comm	<p>Schedule 10 of the LGA is very specific in its requirements of the contents of the LTP which Council adheres to.</p> <p>Council recognises that Maori are a significant part of the district and is very open and willing to work closely with Maori and gain their inputs. We would like to invite our Iwi to proactively engage with Council as well. Elected Members are keen to attend regular RMC meetings where they can and would welcome an invitation to any of your upcoming meetings.</p> <p>Council is constantly working on its processes around community engagement and part of this is facilitating Maori participation in Council's decision making. The 2015-25 LTP sets out Council's intentions to foster the development of Māori capacity to contribute to the decision-making processes of the local authority over the period covered by that plan.</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			Maniapoto (Waipa River) Act		
		46	The Submitter has requested that the LTP include a clear statement of the Council's intention to seriously consider the establishment of a Maori Ward(s) as provided for in the LGA 2002.	Comm	<p>In respect of your recommendation that the LTP include Council's intention to seriously consider the establishment of a Maori Ward(s), Local government elections fall outside the ambit of the LTP process.</p> <p>Under the Local Electoral Act 2001, all Councils are required to review their representation arrangements at least once every six years including whether to introduce Maori Wards or constituencies for consideration and adoption through public consultation. Council reviewed its representation arrangements, including Maori Wards, in October 2011. In October 2014 Council revisited this issue and resolved that instead of undertaking a review at that time, it would be beneficial to continue to progress its current initiatives for involving Maori in decision making and review the provision of Maori Wards in 2017 in time for the 2019 elections. The process timelines (as set out in legislation) for implementing changes for the 2016 elections has passed.</p> <p>We would like to note however that, 5% (approximately 289 electors) of electors enrolled as eligible to vote at the previous local election of Waitomo District can demand a poll to be held on the question of whether the District should have Maori Wards. This can be done anytime and Council must then conduct a poll on the issue and progress it further.</p>
024	Hauauru Ki Uta Regional Management Committee	46	District Plan Review (\$400k):The Submitter expects a review on the potential for a Maori Ward; review of Maniapoto seat on Council and review of Maniapoto seat on Council committees	Comm	<p>Thank you for the clarification during the hearings that the points that you have raised in your written submission are things you are flagging to Council as important to your community and that you appreciate that there are still further discussions to be had on many of these issues in terms of cost benefit.</p> <p>In relation to your suggestion for potential of a Maori Ward and introduction of Maori Seats, Local government elections fall outside the ambit of the LTP process.</p> <p>Under the Local Electoral Act 2001, all Councils are required to review their representation arrangements at least once every six years including whether to introduce Maori Wards or constituencies for consideration and adoption through public consultation. Council reviewed its representation arrangements, including Maori Wards, in October 2011. In October 2014 Council revisited this</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
					<p>issue and resolved that instead of undertaking a review at that time, it would be beneficial to continue to progress its current initiatives for involving Maori in decision making and review the provision of Maori Wards in 2017 in time for the 2019 elections. The process timelines (as set out in legislation) for implementing changes for the 2016 elections has passed.</p> <p>We would like to note however that, 5% (approximately 289 electors) of electors enrolled as eligible to vote at the previous local election of Waitomo District can demand a poll to be held on the question of whether the District should have Maori Wards. This can be done anytime and Council must then conduct a poll on the issue and progress it further.</p>
		59	The Submitter expects Council to have active Engagement and consultation with RMC's for all areas of RMA and LGA for activities that happen in their area	Comm	<p>Council recognises that Maori are a significant part of the district and is very open and willing to work closely with Maori and gain their inputs. We would like to invite our Iwi to proactively engage with Council as well. Elected Members are keen to attend regular RMC meetings where they can and would welcome an invitation to any of your upcoming meetings.</p> <p>As a process, Council seeks to identify any issues of particular interest to Maori, gather information on Maori perspectives for any significant work programmes and also preservers to build on relationships already established through work programmes.</p>
		60	The Submitter expects the use of Maori place names on signage.	Comm	Maori place names are currently used on signage where appropriate.
		61	Maori visibility in the community: Completion of plaza re-development, Te Kuiti Railway Project (\$175k): The Submitter expects it to identify projects to promote Maniapoto visibility in the community, Maori Art Work and Te Reo Language.	Comm	The Plaza concepts will be developed in the future and we will bear your comments in mind at that time.
		62	<p>General Road Improvements (\$5.7m): The Submitter expects Marae to have road signage (50km) for all marae on main roads.</p> <p>The Submitter also expects Marae when holding events, tangihanga, celebration to have</p>	Comm	<p>We note your advice at the hearing that you would like to see the replacement of arrows on roads to keep tourists on the right side of the road. Council is in the process of arranging for arrows on Council controlled roads where the need becomes apparent.</p> <p>Council does not have any control over speed restrictions or</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			access to 'Event Signage'		<p>arrows on State Highways, which are controlled by NZTA. If Council has details of specific Marae or places where arrows on local roads would be beneficial, these can be investigated.</p> <p>Council does not provide event signage. Any signage must be put up in accordance with a traffic management plan, prepared in conjunction with a roading contractor, who will have access to signage.</p>
		63	General Road Improvements (\$5.7m): The Submitter expects a contribution to Marae to maintain road access to marae and urupa and R&M contribution (some maybe Civil Defence centres).	Comm	<p>We note your request for a contribution to maintain road access to Marae and Urupa, however, Council's roading funding is subsidised by NZTA and is only available for public roads</p> <p>Waitomo District Council has a programme of Civil Defence Community Response Plans which will be developed over the next six years in line with the Regional Response Planning programme. Each Community Response Plan will identify Civil Defence Centres and discussions will be held with the owners of these facilities at the time to ensure they are fit for purpose.</p>
		64	Development of Te Kuiti Cemetery (\$158k): The Submitter expects a contribution for Maniapoto urupa	Comm	The development of Te Kuiti Cemetery will cater for the expansion of the cemetery to allow for the future burial requirements of the community. We note your concern relating to the provision of other private burial areas within the district. At this time, Council only contributes to public burial grounds.
		65	Development of the cell in Landfill (\$1.7m) The Submitter expects engagement and consultation with mana whenua of that area	Comm	As a process, Council seeks to identify any issues of particular interest to Maori, gather information on Maori perspectives for any significant work programmes
		28	Good Asset Stewardship and Management: The Submitter expects the Upgrade of Waitomo Wastewater Treatment and Upgrade of Waitomo Water Treatment.	Comm	<p>Significant effort has been undertaken by all parties involved to address the issues with the Waitomo Village Water and Wastewater system.</p> <p>There are still a number of key issues to be worked through, mainly land tenure arrangements, and given the high level of uncertainty around the issues and the possible timing of any change, it is not possible for Council to include any specific financial provision for these assets in its financial forecasting for the next 10 years.</p> <p>However, Council is committed to working through the issues with</p>

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					the stakeholders to reach a more definitive position.
		66	Development of Brook Park (\$166k): The Submitter expects the implementation of the Mangaokewa Landscape Plan.	O	Waitomo District Council recognises that Mangaokewa Reserve is a key recreational facility in our district. The Management Plan for this reserve was developed in the mid 1990's and will be reviewed as part of the Passive Reserves Management Plan to be completed June 2017.
		67	The Submitter expects no charge for Marae for Wastewater Rates for Non-residential properties in Te Kuiti. Cat 1; Cat 2 (Marae); Cat3	C	Marae receive a rates remission of 100% of the assessed Rates including service charges except for a maximum of one Targeted Rate charge, set for each of water, sewerage and solid waste collection services and solid waste management services. This is to pay specifically for the services used.
		68	Public Toilet replacement in Benneydale and Marokopa (\$334k): The Submitter expects engagement and consultation with mana whenua to be involved in design and location	Comm	We note your interest in these projects. The designs and location will be discussed with local community representatives, noting these facilities will replace the existing facilities at the same locations.
		69	Continuation of renewal of Cultural and Arts Centre (\$284k): The Submitter expects contribution to Marae	Comm	<p>The continuation of the renewal of the Cultural and Arts Centre is an ongoing project, which began with the flooding problems that occurred in 2007. Minimal maintenance had been undertaken internally since the buildings construction in the early 1980's and the internal fit-out was showing signs of deterioration.</p> <p>This facility provides a high class events centre available for hireage by the community and tourism groups alike. The refurbishment work required is an ongoing project to enable the facility to maintain its place in the community as a prestigious well used cultural and arts centre.</p>
		70	The Submitter expects Marae to have access to clean drinking water	Comm	Where Marae are serviced by Council's network, water supplied will comply with Council's standards.
025	Surf Life Saving	71	Submitter requests Council to advocate on their behalf to the Waikato Regional Council for funding to be provided to Surf Life Saving over 3 years.	Comm	We note your submission to Waikato Regional Council and are supportive of the efforts of your organisation in providing safety at beaches. Council will express its support for your submission to the Regional Council.
026	Tere Waitomo Community Trust	28	The Submitter is concerned that while a clear solution is not apparent to the problems with Waitomo Village's wastewater and water supply	Comm	Council endorses the efforts to date that have been undertaken by all parties involved to address the issues with the Waitomo Village Water and Wastewater system.

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			that the complete lack of funding in the LTP will not give Council the resources it needs to further investigate or purchase the system. Without this ability the Submitter fears the ability to find a solution is compromised.		<p>There are still a number of key issues to be worked through, mainly land tenure arrangements, and given the high level of uncertainty around the issues and the timing of any change, it is not possible for Council to include any specific financial provision for these assets in its financial forecasting for the next 10 years. It is too uncertain to be subjected to an LTP and audit process. However, Council is committed to working through the issues with the stakeholders to reach a more definitive position.</p> <p>And although there isn't a specific financial resource dedicated to this workstream in the LTP, Council will follow its usual approach on such matters; the utilisation of internal resources allocated for investigatory works.</p>
027	Tourism Holdings Limited	28	<p>The Submitter would like Council to make funding provision in the LTP to work towards leading or supporting a new ownership and management structure for the Waitomo Village water and wastewater infrastructure. The costs of management and necessary upgrades to the facilities within the LTP period should also be taken account of within the LTP.</p> <p>Submitter provided supplementary information during the verbal submission to Council at the hearing on 11 May 2015 stating THL's position in Waitomo that the lease was expiring in 2027 and there was potential for THL to walk away from this issue at that point in time.</p>	Comm	<p>We note your request for Council's involvement in your discussions with Whanau so that those around the table can understand what Council's needs are in terms of tenure.</p> <p>Council endorses the efforts to date that have been undertaken by all parties involved to address the issues with the Waitomo Village Water and Wastewater system.</p> <p>Council is committed to working through the issues with the stakeholders to reach a more definitive position.</p> <p>There are still a number of key issues to be worked through, mainly land tenure arrangements, and given the high level of uncertainty around the issues and the timing of any change, it is not possible for Council to include any specific financial provision for these assets in its financial forecasting for the next 10 years. It is too uncertain to be subjected to an LTP and audit process. And although there isn't a specific financial resource dedicated to this workstream in the LTP, Council will follow its usual approach on such matters; the utilisation of internal resources allocated for investigatory works.</p>
028	Waikato Motel Association	4	The Submitter requests that Council endorse the Hamilton Waikato Tourism's application to the Council to increase funding.	Comm	Council has agreed to support Hamilton Waikato Tourism's application for increased funding.
029	King Country Hoiho	72	The Submitter wishes to:	0	Thank you for coming to present your submission at the LTP

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
	Maniapoto-Waikato		<ul style="list-style-type: none"> Seek a lease of unused public lands in and around Te Kuiti for the purposes of delivering equine education programmes, and Initiate discussions with Council to open up public areas as part of the NZ Bridleways network within the Waitomo District. 		<p>hearing.</p> <p>Waitomo District Council will continue to work with King Country Hoiho Maniapoto-Waikato to identify a suitable land area for the equine education programme. We note that you have identified the Old Stock Pound as a parcel of land that may be suitable for use for your equine education programmes.</p> <p>We also note your desire to have a facility within walking distance of town for the children.</p> <p>We note from your verbal submission that the option for a bridleway network is in the very early stages and what you are looking at during this phase is a feasibility study and the creation of an advisory committee with representation from Council, which Council is open to being part of.</p>
30	Ian R Wards	73	<p>The Submitter requests Council to form 'Te Kumi Side Road' into the town's roading network.</p> <p>The Submitter advises that living on Robin Azariah Place has highlighted that many out of town people driving into this area are expecting to get back into the main road north, resulting in them driving out and away at great speed. The number of homes in this street deserve better than an unformed sealed road.</p>	O	<p>Te Kumi Side Road services seven residential properties. It has a standard road name sign, and a paved side walk. Te Kumi Side Road as such is not an official road, but privately owned by the adjacent residences. Waitomo District Council does not have any jurisdiction over this land. The feasibility of WDC making this a public road will be further investigated.</p> <p>Robin Azariah Place is a Cul de Sac only accessible off Eketone Street. Council is investigating the possibility of putting up a No Exit sign at Entrance to Eketone Street to address issues experienced by local residents.</p>
031	Hancock Forest Management (NZ) Ltd	74	<p>The Submitter supports Council's intention in the Long Term Plan to gather data on upcoming plantation forestry harvesting in the District and to use this information to feed into the proposed 2018-2028 Long Term Plan.</p> <p>The Submitter plans to commence harvesting in Te Rongoroa forest, which may be accessed via a Waitomo District road, depending on the</p>	O	<p>Thank you for your support of Council's intention to gather data on upcoming plantation forestry harvesting in the District.</p> <p>We appreciate your offer look forward to receiving detailed information regarding harvesting intentions to be used for assessment of the impact on the road network.</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
			agreement reached with Ruapehu District on access routes to be used. The Submitter would be very happy to provide detailed information regarding their harvest intentions to the Council on request.		

TABLE 3: Late Submissions

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
032	Carol Fagan	75	<p>The Submitter considers Council should actively promote Te Kuiti as a desirable community. Auckland people tell her they could move here and buy a house and still have money in the bank, but their biggest concern would be work.</p> <p>The Submitter questions whether ultrafast Broadband could provide a remote worker base for Te Kuiti, as has occurred in Wanganui. The Submitter recommends that in order to contain cost of rates and infrastructure we must do all we can to increase the base across which the expenses are shared.</p>	C	<p>Thank you for your submission on making Te Kuiti a more desirable community.</p> <p>Council's vision is to create a better future with vibrant communities and thriving businesses. Faced with a shrinking population, Council considers that it is vital that we facilitate economic growth and community connectivity and development.</p> <p>Council's aim to support the growth of our local economy by effectively promoting our district's attractions as well as supporting local businesses initiatives and projects.</p> <p>Last month, the Government announced its decision to extend funding for the Ultra-Fast Broadband (UFB) and Rural Broadband Initiative (RBI) programmes, and to establish a new Mobile Black Spot Fund (MBSF). This is a significant opportunity for mobile and broadband coverage to be expanded to many more communities across New Zealand.</p> <p>Council would like to play an active role and apply to central government to prioritise the installation of Ultra Fast Broadband in the district.</p> <p>This will involve the preparation of a Registration of Interest (ROI), supported by various Council staff from the areas of regulatory/ planning, asset management, policy, communications and finance staff.</p> <p>The application aims to get the Waitomo District prioritised on the list of districts to receive Ultra fast broadband.</p>
033	Waitomo District Youth Council	76	<p>The Submitter supports Council's aim to promote the economic growth of the districts attractions and support local businesses. The Youth Council supports the in-house delivery of Council's economic growth objectives.</p>	C	<p>Thank you for your support of Council's aim to promote economic growth in the district via an in-house delivery model.</p>

Sub No	Submitter	Topic No	Topics	Action Pathway	Comment
		77	The Submitter supports the continued strengthening of community connectivity with youth with the Youth Council, Mayors Task Force for Jobs, Tuia Programme, Social Sector Trails and mentoring programmes.	Comm	Thank you for your support of Council's current initiatives to connect with the youth in our community. Strengthening our community connectivity and supporting community development is a key area of focus for Council for the 2015-25 period.
		78	The Submitter thanks Council and Councillors for their ongoing support of youth initiatives over the last couple of years and looks forward to working on ideas together for mutual benefit for the growth of the district.	Comm	Council recognises your effort and commitment to making this community a better place for our youth and we look forward to working with you on future projects for the benefit of the district.

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

Rates Examples 2015/16 As at May 2015 (GST included)	Te Kuiti Residential	Te Kuiti Commercial	Te Kuiti Wider Rating Area	Waitomo Commercial	Benneydale Residential	Piopio Residential	Piopio Wider Rating Area	Mokau Residential	Drystock Rural	Dairy Farm Rural
Capital Value \$ as at Sep 2012	170,000 2015/16	275,000 2015/16 (3 pans)	630,000 2015/16	1,100,000 2015/16 (Three parts)	44,000 2015/16	127,000 2015/16	385,000 2015/16	270,000 2015/16	3,075,000 2015/16	5,550,000 2015/16 (Two Parts)
Uniform Annual General Charge (UAGC)	656	656	656	1,968	656	656	656	656	656	1,312
General Rate	234	379	869	1,517	61	175	531	372	4,241	7,655
District Wide Roding Rate	379	613	1,404	2,451	98	283	858	602	6,853	12,368
Targeted Services Rate (Urban)	201	201	201	0	0	0	0	0	0	0
Targeted Services Rate (Rural)	0	0	0	114	38	38	38	38	38	76
District Development Rate - Commercial	0	102	0	407	0	0	0	0	0	0
District Development Rate - Rural Business	0	0	0	0	0	0	0	0	175	316
Subsidy Rate for Te Waitere Sewerage	7	7	7	7	7	7	7	7	7	7
Subsidy Rate for Benneydale Sewerage	11	11	11	11	11	11	11	11	11	11
Subsidy Rate for Benneydale Water	5	5	5	5	5	5	5	5	5	5
Subsidy Rate for Mokau Water	5	5	5	5	5	5	5	5	5	5
Stormwater Urban Fixed Charge	150	150	0	0	0	0	0	0	0	0
Stormwater Urban Capital Value	84	137	0	0	0	0	0	0	0	0
Stormwater (Rural)	0	0	17	51	17	17	17	17	17	34
Water Supply	521	521	0	0	1,400	1,283	0	1,400	0	0
Sewerage	956	478	0	0	1,100	1,100	0	0	0	0
Piopio Wider Rating Area - Sewerage	0	0	0	0	0	0	34	0	34	0
Piopio Retirement Village Contribution	0	0	0	0	0	23	23	0	23	0
Te Kuiti Trade Waste Contribution	41	41	41	41	41	41	41	41	41	41
Solid Waste Management - District	112	112	112	336	112	112	112	112	112	224
Solid Waste Collection & Recycling	55	55	75	0	0	124	0	159	0	150
Proposed Total Rates 2015/16	3,418	3,473	3,403	6,914	3,551	3,880	2,338	3,425	12,218	22,205
Total Rates (Actual) 2014/15	3,328	3,225	3,319	6,703	3,524	3,560	2,262	3,378	11,916	21,701
Change (%)	2.7%	7.7%	2.5%	3.1%	0.8%	9.0%	3.4%	1.4%	2.5%	2.3%

Document No: 363025

File No: 100/018B

Report To: Council

Meeting Date: 26 May 2015

Subject: **Financial Report for the Ten Months ended 30 April 2015****Purpose of Report**

- 1.1 The purpose of this business paper is to present the Financial Report for the ten months ended 30 April 2015.

Local Government Act S.11A Considerations

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

Background

- 3.1 The period covered by this report is 1 July 2014 to 30 April 2015.
- 3.2 The order of the report is as follows:
- **Summary Income Statement** with comments detailing significant variances to Exceptions Annual Plan 2014/15 on Council's operating performance for the year to 30 April 2015.
 - **Summary Balance Sheet** with comments detailing significant balance sheet movements from 1 July 2014 to 30 April 2015.
 - **Capital Expenditure** summary with commentary on material variances of expenditure for the year compared with the Exceptions Annual Plan 2014/15.
 - **Summary Treasury Management** which reports on the Public Debt position, cash reserves and significant treasury transactions.
 - **Cost of Service** Statement Summary and Cost of Service Statements for Council's ten significant activities are presented in **Appendix 1**.
 - **Balance Sheet** as at 30 April 2015 is presented in **Appendix 2**.
- 3.3 All figures in the tables, except percentages, are expressed in thousands of dollars (\$000s).

Financial Report to 30 April 2015**4.1 INCOME STATEMENT HIGHLIGHTS**

- 4.2 Set out below is the summary of financial information for the ten months to 30 April 2015. Detailed Cost of Service Statements are attached as **Appendix 1**.

FINANCIAL HIGHLIGHTS (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Apr 2015	YTD Actual Apr 2015	Variance Apr 2015	% Variance
Total Expenditure						
- Direct Operating	12,471	12,007	9,518	10,077	559	
- Indirect Operating	11,982	14,031	11,566	9,903	(1,663)	
Total Expenditure	24,453	26,038	21,084	19,980	(1,104)	-5%
Total Revenue						
- Operating Revenue	(11,147)	(10,860)	(8,056)	(9,247)	(1,191)	
- Rates Revenue	(17,297)	(17,749)	(17,719)	(17,723)	(4)	
Total Revenue	(28,444)	(28,609)	(25,775)	(26,970)	(1,195)	5%
Net Operating Cost/(Surplus)	(3,991)	(2,571)	(4,691)	(6,990)	(2,299)	49%
Other Comprehensive Income						
- Revaluation of Property, plant and equipment	(2,112)	0	0	0	0	
- Revaluation of Available for Sale Assets	(2,600)	0	0	0	0	
- Gains/Losses from Cash Flow Hedges	(383)	0	0	0	0	
Total Other Comprehensive Income	(5,095)	0	0	0	0	
Total Comprehensive Income for the Year	(9,086)	(2,571)	(4,691)	(6,990)	(2,299)	49%

- 4.3 **Net Operating Cost/ (Surplus):** The net operating surplus was \$2,299,000 more than the year to date budget for the 2014/15 financial year.
- 4.4 **Operating Expenditure** was 5% (\$1,104,000) less than budget forecast for the period ended 30 April 2015.
- Direct Operational expenditure was \$559,000 more than budget. The main contributors to this variance in order of magnitude are:
 - **Water Supply:** \$460,000 more than budget for the period. Operational and maintenance costs for the water treatment plant and reticulation system were more than budget for Te Kuiti, Piopio and Mokau, with the main contributor being higher than budgeted direct costs of operation and maintenance carried out by the contractor. The additional expenditure included in direct costs is mostly offset by reduced expenditure in indirect expenditure.
 - **Sewerage:** \$209,000 more than budget. Additional costs were required for materials and routine maintenance in the Te Kuiti network during the period. This included increased pipeline maintenance for William, Edward and Hill Streets in Te Kuiti. In addition to this expenditure on chemicals was more than forecast. As with Water Supply, higher direct costs than budgeted are a result of operation and maintenance contract costs. Again the additional direct expenditure for contracted operations and maintenance is offset by reduced expenditure in indirect expenditure.
 - **Community Development:** \$103,000 more than budget. This was mainly due to application of rates and penalty remissions for current year rates and historic rates arrears on multiple owned unproductive Maori Freehold land. These remissions were applied on behalf of the owners who cannot be located.
 - These over expenditures were offset by reduced expenditure in:
 - **Roads and Footpaths:** \$84,000 less than budget. Expenditure was less than budget for both unsealed and sealed road maintenance; however

this is offset by more being spent on emergency reinstatement and environmental maintenance.

- **Community Service:** \$80,000 less than budget. This was due mainly to repairs and maintenance budgets remaining unspent during the period. These costs are only incurred on an as needed basis. Expenditure on Safety is also less than budget due to costs for the Fire Group establishment and Civil Defence programme not yet being spent.
- Indirect expenditure is \$1,663,000 less than budget and is made up of the following three components:
 - **Allocated Costs:** \$483,000 less than forecast. The main driver for the variance is timing of actual expenditure against budget for organisational resourcing requirements, vehicles costs and information services costs. The budget also assumed that operation and maintenance resourcing for Water Supply, Sewerage and Stormwater would be brought in house. To date this transfer has been partially implemented with the reticulation work still being carried out by the contractor.
 - **External Interest:** \$543,000 less than forecast. The first reason for this is that the budget assumed interest rate of 5.75% while the weighted average interest rate applicable during the year has been around 5.38% and has further decreased to 5.19%. The other reason is that the budgeted interest cost was based on 1 July 2014 projected public debt of \$53 million while the actual public debt at that date was \$44 million due to capital expenditure for the 2013/14 year being less than forecast.
 - **Depreciation:** \$637,000 less than forecast and there are three significant contributors to this variance.
 - Depreciation for the Te Kuiti waste water treatment plant assets which were capitalised during 2013/14 was less than that assumed in the EAP 2014/15 budget. Detailed componentisation is still to be completed which could lead to depreciation charged being different to what it is currently.
 - Depreciation for road assets was \$175,000 less than budget for the ten months. This was due largely to the road revaluation at 30 June 2014. The outcome of the revaluation determined the annual depreciation on existing assets to be \$2,956,000, which is \$209,000 less than forecast. This variance will decrease by year end due to depreciation on current year asset additions. Historically this amount has been between \$80,000 and \$100,000.
 - The third significant contributor is due to the timing of capital expenditure for the Te Kuiti Water Treatment Plant upgrade. The EAP 2014/15 budget was prepared on the basis that significant capital expenditure would be completed in the 2013/14 year and the assets would be depreciating in the 2014/15 year.

4.5 **Total Revenue** was \$1,195,000 more than forecast for the period ended 30 April 2015.

- Operating Revenue was \$1,191,000 more than forecast. The main contributors to this variance in order of significance are:
 - **Community Services:** \$821,000 more than forecast due to receipt of the grant revenue of \$553,000 from the Lotteries Grant Board for the restoration of the Railway Buildings. A further Trust Waikato donation of \$38,000 was also received for this project. A grant of \$60,000 has also been received from North King Country Development Trust for the

development of the community space at the Railway Buildings. Contributions to capital works from The Cottage for their share of car park renewal, from the Piopio Hall committee for their contribution to works carried out at Piopio Hall, and lease revenue for Speedies Road Hydro project also contributed to this variance.

- **Sewerage:** \$744,000 more than forecast from Trade Waste revenue which is significantly more than forecast due to high volumes and nutrient loadings of discharge from the larger trade waste users.

This was offset by reduced revenue received for:

- **Roads and Footpaths:** \$485,000 less than forecast due to less than forecast subsidy revenue because the capital expenditure is less than what was expected for year to date.
- **Solid Waste** \$88,000 less than forecast. This was due to reduced levels of waste being deposited at the landfill which has resulted in less revenue being received.

5.1 **BALANCE SHEET HIGHLIGHTS**

5.2 Balance Sheet highlights presented below show the movement in Council's financial position from 30 June 2014 to 30 April 2015. The complete Balance Sheet is attached as **Appendix 2**.

BALANCE SHEET HIGHLIGHTS (Amounts in \$1000's)	Actual Position 30 June 2014	Actual Position 30 Apr 2015	Movement from 30 June 2014
Assets			
- Cash and cash equivalents	955	2,711	1,756
- Debtors and Other Receivables	5,258	8,464	3,206
- Other current assets	103	103	0
- Other financial assets	3,389	3,389	0
- Non-current assets	320,005	322,521	2,516
- Derivative financial instruments	409	409	0
TOTAL ASSETS	330,119	337,597	7,478
Liabilities			
- Other Liabilities	5,472	4,231	(1,241)
- Total Borrowings	44,865	46,594	1,729
- Derivative financial instruments	171	171	0
Total Liabilities	50,508	50,996	488
Public Equity			
- Public Equity	279,611	286,601	6,990
TOTAL LIABILITIES AND EQUITY	330,119	337,597	7,478

5.3 **Total Assets** have increased from \$330 million to \$338 million.

- Cash and cash equivalents have increased by \$1,756,000 from \$955,000 to \$2,711,000. The increase in cash held was due to additional trade waste revenue received and unbudgeted grants for the railway building (as detailed in 4.5 above). In addition to this roads pavement rehabilitation work was not spent due to delays in obtaining environmental consents.
- Debtors and Other Receivables increased by \$3,206,000 from \$5,258,000 to \$8,464,000. Rates Receivables increased by \$4,469,000 due to the fourth and final rates instalment for the financial year being invoiced in April, due in May 2015. This increase, however, is offset by the subsidy receivable for Roads and Footpaths reducing by \$244,000 and from the Ministry of Health for the

Mokau raw water storage dam reducing by \$632,000. Other receivables and prepayments have also decreased by \$387,000.

- Non-current assets have increased by \$2,516,000. The increase is due to the net effect of asset additions of \$7,059,000, less depreciation of \$4,449,000 and asset disposals of \$94,000.

5.4 **Total Liabilities** have increased from \$50,508,000 to \$50,996,000.

- Other Liabilities have decreased by \$1,241,000 due to a general reduction in Creditors and other payables and retention monies held at 30 April 2015.
- Total Borrowings increased by \$1,729,000. This increase was due to the net effect of some key factors being - issue of \$5,000,000 floating rate note, part payment of Westpac Term Advance of \$3,697,000, increase in accrued interest by \$46,000 (due to the timing of interest settlements) and draw down of \$380,000 from the Call advance facility.

5.5 **Public Equity** increased from \$279,611,000 by \$6,990,000 which equals the net operating surplus for the ten months to April 2015.

6.1 **CAPITAL EXPENDITURE**

6.2 Set out below is the Capital Expenditure Budget for the year compared to actual expenditure for the ten months ended 30 April 2015.

CAPITAL EXPENDITURE SUMMARY (Amounts in \$1000's)	EAP Budget 2014/15	Actual YTD Apr 2015	Variance 2014/15
Community Service			
- Parks and Reserves	107	120	13
- Housing and Other Property	874	1,119	245
- Recreation and Culture	304	45	(259)
- Public Amenities	79	232	153
Community Development			
- Youth Engagement	0	0	0
Regulation			
- Animal Control	0	7	7
Solid Waste Management			
- Landfill Management	901	366	(535)
Stormwater			
- Te Kuiti Stormwater	349	169	(180)
- Rural Stormwater	5	0	(5)
Sewerage			
- Te Kuiti Sewerage	515	202	(313)
- Te Waitere Sewerage	5	5	0
- Benneydale Sewerage	65	3	(62)
- Piopio Sewerage	0	7	7
Water Supply			
- Te Kuiti Water	1,540	1,204	(336)
- Mokau Water	80	142	62
- Piopio Water	65	22	(43)
- Benneydale Water	3	0	(3)
Roads and Footpaths			
- Subsidised Roads	4,923	2,997	(1,926)
- Non subsidised Roads	340	56	(284)
Corporate Support			
- Corporate Support	683	363	(320)
- Internal Services Unit	0	0	0
TOTAL CAPITAL EXPENDITURE	10,838	7,059	(3,779)

6.3 **Capital Expenditure** was \$7,059,000 for the period to 30 April 2015, of which \$3,053,000 (43%) related to Roads, \$1,612,000 (23%) related to Community Service, and \$1,368,000 (19%) related to Water Supply.

6.4 There has been expenditure of \$1,452,000 since the March 2015 financial report was presented to Council.

6.5 **Community Services**

- **Parks and Reserves** - renewal of the playground equipment at Redwood Park and Centennial Park playgrounds in Te Kuiti. Application of budgets carried forward from previous financial years was used.
- A budget of \$32,000 for Brook Park remains unspent, but is available if and when the Brook Park Committee agrees projects to be carried out.
- **Housing and Other Property** - Restoration of the Railway buildings, including the exterior and structural parts is largely complete. As work has progressed, Council changed the scope and timing of this project. Internal restoration contracts are currently being prepared.
- Construction is underway for the refurbishment of the upper level of the building located at 28 Taupiri Street for the relocation of the Community House. Grant funding of \$300,805 has been confirmed from the NZ Lotteries Board to fund part this project.
- **Recreation and Culture** – The budget of \$137,000 for building renewals upgrade will not be spent in current year as the upgrade was completed in 2013/14. The initial planning and design work for the Cultural and Arts Centre court yard renewal is currently underway and this work will now be completed in the 2015/16 year.
- **Public Amenities** - renewal of car parking around the Cottage and Culture Centre was completed during the period. A contribution has been received from The Cottage to fund part of this expenditure. A contract for the new public toilets at Piopio has been let. There has been expenditure on railway security fencing and security cameras, which was not budgeted for.
- Land for the soakage field for the Mokau public toilets has been purchased from the Ministry of Education.

6.6 **Regulation**

- Renewal of the access-way and installation of a ventilation system to the Dog Pound facility to make safe.

6.7 **Solid Waste Management**

- Development of the Cell 2/3 at the District Landfill is largely complete. This project was started last financial year and it is expected its total cost will be approximately \$718,000 over the two financial years against a budget of \$774,000.
- High Wall shaping, which involves removing and shaping the earth above the landfill space for safety through preventing landslides reasons has been completed for a cost of \$50,000. The desired outcomes have been achieved for now, but the area is unstable and future works are likely to be required to ensure ongoing safety.

6.8 Stormwater

- In addition to general renewal works and piping of open water drains, renewal projects were undertaken as a priority in Duke and George Streets and Hospital Road. Work commenced on these projects in the previous financial year and was completed in September 2014.
- Cotter Street stormwater piping contract documentation is currently being prepared. This work will be carried over to the 2015/16 financial year at an expected cost of \$45,000.

6.9 Sewerage

- Minor treatment plant renewal work was undertaken in Te Kuiti, Benneydale and Piopio during the period.
- The budget includes expenditure to be carried out for pump station improvements and increasing capacity of the main sewer pipe crossing the river near Esplanade Bridge in Te Kuiti to improve the operational performance of the main pump station. Carrying out of this work before June 2015 was dependent on the contractor and weather, but it appears this work will have to be carried over to the new financial year.
- A new chemical tank for Alumina for the Te Kuiti waste water plant was required to better achieve Health and Safety standards.
- Infiltration investigation work has commenced for Te Kuiti. This is ongoing work on the network to identify problems and where one is identified a work plan is developed to correct it.
- Investigations are underway around providing a staff room/ablutions block that is separate from the current laboratory and testing area at the Te Kuiti wastewater plant. This has been identified as a potential health and safety issue at the plant.

6.10 Water Supply

- Some minor renewal works have been carried for Te Kuiti Water Supply, including Kent Street, which is now completed.
- The Te Kuiti water treatment plant is progressing well, to date work includes the installation of two 100m³ tanks and the main pumps and electrical equipment have been purchased ready for installation. The building pad for the new building is completed and the building is presently being assembled. Chemical tanks have been delivered and the pipe work contract and work contract tenders are about to close. It is expected that some capital expenditure will be carried over into the following year and be completed by December 2015.
- Further capital works have been carried out for the raw water storage dam in Mokau during the period, the dam is substantially completed and connected.
- Replacement pipeline along Tui Street, Piopio is about to be awarded to the contractor and is expected to be completed before the end of June 2015.

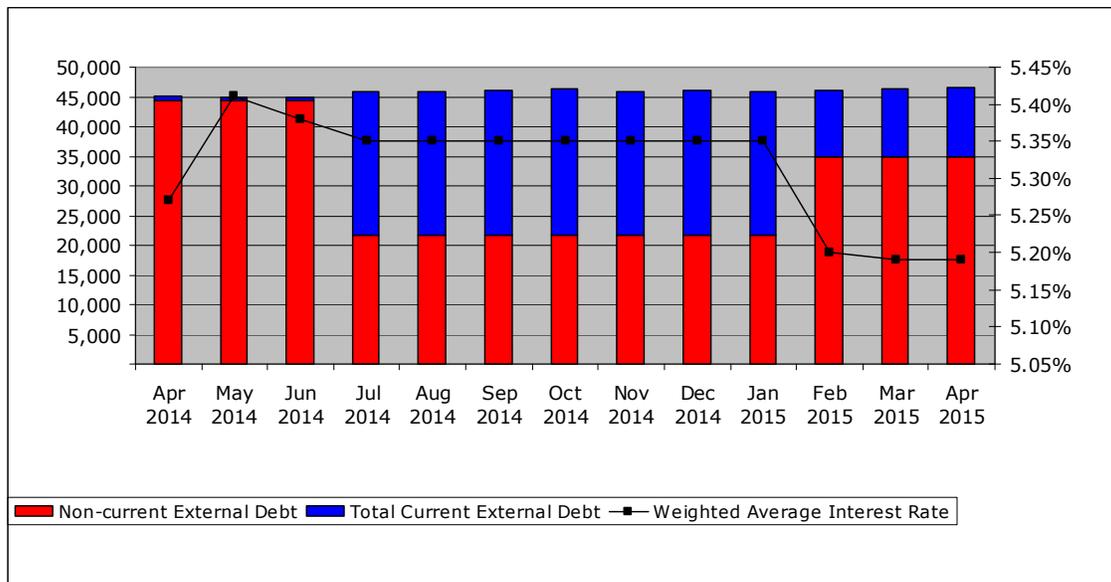
6.11 Roads and Footpaths

- Capital expenditure on renewals worth \$823,000 has been completed since the March 2015 financial report.

- The main items of expenditure to date include emergency reinstatement (\$315,000) at Point Road Mokau, Tawa Street Te Kuiti (\$243,000), unsealed road metalling (\$228,000), drainage renewal works (\$246,000), sealed road surfacing (\$1,099,000), pavement rehabilitation (\$214,000) and bridge repairs (\$326,000).
- Pavement rehabilitation work, including work on Mangarino Road and four other roads is now in progress and parts of works not requiring resource consents are being worked on. Approximately \$1,000,000, is now expected to be spent compared with a total budget of \$1,099,000, with the remainder to be used to fund emergency reinstatement capital projects being undertaken.

7.0 SUMMARY TREASURY REPORT

- 7.1 Set out below is a chart recording trends in Council's current and non-current debt for the year to April 2015. The trend line overlaid is the effective weighted average interest rate currently being paid on all loans.



- 7.2 Total borrowings were \$46,594,000 at 30 April 2015.
- 7.3 At 30 April 2015 the effective weighted average interest rate for all loans excluding finance leases, accrued interest and credit facility line fees was 5.19%. At 30 June 2014 it was 5.38%.
- 7.4 The reason for the decrease in weighted average interest rate between January and February was that the margin applicable to the Wholesale Advance facility was reduced from 1.15% to 0.80% after negotiation with the bank. Total borrowings under this facility are \$19,000,000 as Term Advances and this reduction in margin represents annualised savings in interest costs of \$67,000.
- 7.5 The maturity date for the Wholesale Advance facility was also extended two years from 1 July 2015 to 1 July 2017; this allowed the \$19,000,000 borrowed under this facility to be re-classified as non-current.

7.6 Treasury Management events since 30 April 2015

- 7.7 This summary treasury report portrays the debt position of Council at the 30 April 2015. Since that date there have not been any significant treasury management transactions undertaken to the date of this report.

Suggested Resolution

The business paper on the Financial Report for the ten months ended 30 April 2015 be received.



VIBHUTI CHOPRA

GROUP MANAGER – CORPORATE SERVICES

Appendix 1 Cost of Service Statements
Appendix 2 Balance Sheet as at 30 April 2015

Appendix 1: Combined Cost of Service Statements

Summary Cost of Service (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Apr 2015	YTD Actual Apr 2015	Variance Apr 2015	% Variance
Direct Operating Expenditure						
- Leadership	700	977	431	413	(18)	
- Community Service	1,648	2,075	1,564	1,484	(80)	
- Community Development	689	646	578	681	103	
- Regulation	270	104	91	89	(2)	
- Solid Waste Management	961	1,162	863	876	13	
- Stormwater Drainage	83	120	98	85	(13)	
- Resource Management	29	86	72	43	(29)	
- Sewerage	1,184	948	774	983	209	
- Water Supply	1,315	804	680	1,140	460	
- Roads and Footpaths	5,592	5,085	4,367	4,283	(84)	
Total Direct Operating Expenditure	12,471	12,007	9,518	10,077	559	6%
Indirect Expenditure						
- Allocated Costs	4,439	4,824	3,893	3,410	(483)	
- Interest	2,437	3,103	2,587	2,044	(543)	
- Depreciation	5,106	6,104	5,086	4,449	(637)	
Total Indirect Expenditure	11,982	14,031	11,566	9,903	(1,663)	-14%
TOTAL EXPENDITURE	24,453	26,038	21,084	19,980	(1,104)	-5%
Operating Revenue						
- Leadership	(146)	(146)	(112)	(161)	(49)	
- Community Service	(393)	(804)	(324)	(1,145)	(821)	
- Community Development	(194)	(78)	(71)	(134)	(63)	
- Regulation	(389)	(363)	(331)	(360)	(29)	
- Stormwater Drainage	(3)	0	0	0	0	
- Resource Management	(50)	(80)	(67)	(86)	(19)	
- Solid Waste Management	(899)	(1,090)	(909)	(821)	88	
- Sewerage	(1,154)	(828)	(688)	(1,432)	(744)	
- Water Supply	(1,291)	(1,486)	(538)	(577)	(39)	
- Roads and Footpaths	(6,628)	(5,985)	(5,016)	(4,531)	485	
Total Operating Revenue	(11,147)	(10,860)	(8,056)	(9,247)	(1,191)	15%
Rates Revenue						
- General Rate	(2,145)	(3,372)	(3,372)	(3,379)	(7)	
- UAGC	(3,983)	(3,117)	(3,117)	(3,108)	9	
- Targeted Rate	(10,747)	(10,850)	(10,850)	(10,869)	(19)	
- Rates Penalties	(422)	(410)	(380)	(367)	13	
Total Rates Revenue	(17,297)	(17,749)	(17,719)	(17,723)	(4)	0%
TOTAL REVENUE	(28,444)	(28,609)	(25,775)	(26,970)	(1,195)	5%
Net Operating Cost/(Surplus)	(3,991)	(2,571)	(4,691)	(6,990)	(2,299)	49%

The reasons for variance have been set out in sections 4.4 and 4.5 in the main body of the report and further details are also contained in the COSS for each activity that follows.

Governance: Leadership and Investments

GOVERNANCE: LEADERSHIP AND INVESTMENTS	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$1000's)	2013/14	2014/15	Apr 2015	Apr 2015	Apr 2015	Variance
Direct Expenditure						
- Representation	329	283	218	209	(9)	
- Strategic Planning & Policy Development	87	433	117	113	(4)	
- Monitoring & Reporting	174	141	5	0	(5)	
- Investments	110	120	91	91	0	
Total Direct Expenditure	700	977	431	413	(18)	-4%
- Allocated Costs	1,328	1,110	796	813	17	
- Interest	483	423	352	348	(4)	
- Depreciation		362	302	286	(16)	
Total Operating Expenditure	2,511	2,872	1,881	1,860	(21)	-1%
Operating Revenue						
- Representation	(61)	(69)	(50)	(84)	(34)	
- Investments	(85)	(77)	(62)	(77)	(15)	
Total Operating Revenue	(146)	(146)	(112)	(161)	(49)	44%
Net Operating Cost/(Surplus)	2,365	2,726	1,769	1,699	(70)	-4%

The budget for Representation excludes rates penalties revenue which is disclosed as part of rates revenue in the Combined Cost of Service Statement on the previous page.

Net Operating Cost for the Governance Activity was 4% (\$70,000) less than budget for the ten months to 30 April 2015.

Total Direct Expenditure was 4% (\$18,000) less than budget for the period.

Operating Revenue was 44% (\$49,000) more than forecast for the period.

- Interest revenue received which is earned from the Call Deposit account and Term Deposits was more than forecast. Interest revenue from Inframax Construction Ltd is also more than forecast due the interest rate charged by the bank and on charged by Council to the company is more than forecast.

Community Service

COMMUNITY SERVICE (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Apr 2015	YTD Actual Apr 2015	Variance Apr 2015	% Variance
Direct Expenditure						
- Parks and Reserves	387	509	317	311	(6)	
- Housing and Other Property	286	430	313	254	(59)	
- Recreation and Culture	346	443	385	376	(9)	
- Public Amenities	516	545	415	449	34	
- Safety	113	148	134	94	(40)	
Total Direct Expenditure	1,648	2,075	1,564	1,484	(80)	-5%
- Allocated Costs	824	787	656	597	(59)	
- Interest	73	139	116	69	(47)	
- Depreciation	642	729	608	548	(60)	
Total Operating Expenditure	3,187	3,730	2,944	2,698	(246)	-8%
Operating Revenue						
- Parks and Reserves	(6)	(5)	(2)	(50)	(48)	
- Housing and Other Property	(212)	(636)	(181)	(899)	(718)	
- Recreation and Culture	(100)	(109)	(96)	(111)	(15)	
- Public Amenities	(40)	(54)	(45)	(85)	(40)	
- Safety	(35)	0	0	0	0	
Total Operating Revenue	(393)	(804)	(324)	(1,145)	(821)	253%
Net Operating Cost/(Surplus)	2,794	2,926	2,620	1,553	(1,067)	-41%

Net Operating Cost for the Community Service Activity was 41% (\$1,067,000) below budget for the period to 30 April 2015.

Direct Expenditure was 5% (\$80,000) less than budget for the period.

- Housing and Other Property expenditure was less than budget. Rates paid on Council properties were less than what was expected at the time the budgets were prepared.
- Repairs and maintenance expenditure were less than budget for Housing and Other Property and Recreation and Culture. These costs are incurred on an as needed basis.
- Expenditure on Safety is less than budget due to costs for the Fire Group establishment and Civil defence programme not yet being spent.

Operating Revenue was 253% (\$821,000) more than forecast for the period.

- Lease revenue has been received for the lease of reserve land for the Speedies Road Hydro project. The revenue was backdated to the start of the lease in January 2010.
- Grant revenue of \$553,000 was received for the restoration of the railway building. This revenue is included as part of Housing and Other Properties. The grant revenue budget was included in the 2013/14 EAP. A Trust Waikato donation of \$38,000 was received in December for the railway building project. A \$60,000 grant has been received from the North King Country Development Trust for the development of the community space area.
- In addition to this a contribution of \$43,000 was also received from Piopio Hall committee towards the capital expenditure associated with the Piopio Hall.
- Swimming Pool revenue, which is included in Recreation and Culture has exceeded full year forecast by \$13,000.
- A contribution of \$40,000 is receivable from the Cottage for their share of the new car park adjacent to their premises on the Esplanade, Te Kuiti. This revenue is included as part of Public Amenities.

Community Development

COMMUNITY DEVELOPMENT (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Apr 2015	YTD Actual Apr 2015	Variance Apr 2015	% Variance
Direct Expenditure						
- Community Support	436	454	427	536	109	
- Youth Engagement	115	5	4	35	31	
- Sister City	6	2	2	4	2	
- District Development	132	185	145	106	(39)	
- Agencies	0	1	0	0	0	
Total Direct Expenditure	689	646	578	681	103	18%
- Allocated Costs	506	445	371	402	31	
- Interest	1	1	1	1	0	
- Depreciation	5	5	4	4	0	
Total Expenditure	1,201	1,097	954	1,088	134	14%
Operating Revenue						
- Community Support	0	0	0	0	0	
- Youth Engagement	(134)	(5)	(4)	(70)	(66)	
- Sister City	(3)	0	0	(2)	(2)	
- District Development	(35)	(54)	(51)	(46)	5	
- Agencies	(22)	(19)	(16)	(16)	0	
Total Operating Revenue	(194)	(78)	(71)	(134)	(63)	89%
Net Operating Cost/(Surplus)	1,007	1,019	883	954	71	8%

Net Operating Cost for the Community Development Activity was 8% (\$71,000) more than budget for the period to 30 April 2015.

Direct Expenditure was 18% (\$103,000) more than budget for the period.

- Community Support expenditure was more than budget due to rates and penalty remission applications being processed. Total remissions to date are \$342,000 compared to a full year budget of \$245,000; the reason for the increase is that remissions have been applied at 100% to a number of multiplied owned unproductive Maori land for both current year rates and rates arrears. These remissions had been applied previously on part of these properties that were assessed as being unproductive on behalf of the owners who cannot be located.
- Youth Engagement expenditure was more than budget due to expenditure relating to the Reducing Risk Project being incurred. The grant revenue of \$36,000 was received from ACC which funded this expenditure. This project was not included in the 2014/15 budgets.
- District Development is less than forecast due to expenditure on consultancy for Economic Development and expenditure for District Development and Events co-ordination is also less than year to date budget.

Operating Revenue was 89% (\$63,000) more than forecast for the period.

- Youth Engagement revenue was more than budget due to the grant revenue of \$36,000 received from ACC for the Reducing Risk Project and \$32,000, including \$5,000 of grant revenue carried over from prior year for Youth Projects.

Regulation

REGULATION (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Apr 2015	YTD Actual Apr 2015	Variance Apr 2015	% Variance
Direct Expenditure						
- Regulation	270	104	91	89	(2)	
Total Direct Expenditure	270	104	91	89	(2)	-2%
- Allocated Costs	429	577	481	460	(21)	
- Interest	2	1	1	2	1	
- Depreciation	2	2	1	2	1	
Total Expenditure	703	684	574	553	(21)	-4%
Operating Revenue						
- Regulation	(389)	(363)	(331)	(360)	(29)	
Total Operating Revenue	(389)	(363)	(331)	(360)	(29)	9%
Net Operating Cost/(Surplus)	314	321	243	193	(50)	-21%

Net Operating Surplus for the Regulation Activity was 21% (\$50,000) less than budget for the period to 30 April 2015.

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

- Inspection costs for Environmental Health Licensing were less than budget for the period.

Operating Revenue was 9% (\$29,000) more than forecast for the period.

- Alcohol licensing revenue was \$13,000 more than forecast for the period.
- Building Control revenue was \$14,500 more than forecast for the period. During the ten months to April; 116 building consents have been issued, compared to 105 issued for the same period last year.

Resource Management

RESOURCE MANAGEMENT (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Apr 2015	YTD Actual Apr 2015	Variance Apr 2015	% Variance
Direct Expenditure						
- District Plan Administration	29	86	72	43	(29)	
Total Direct Expenditure	29	86	72	43	(29)	-40%
- Allocated Costs	101	91	76	73	(3)	
Total Expenditure	130	177	148	116	(32)	-22%
Operating Revenue						
- District Plan Administration	(50)	(80)	(67)	(86)	(19)	
Total Operating Revenue	(50)	(80)	(67)	(86)	(19)	28%
Net Operating Cost/(Surplus)	80	97	81	30	(51)	-63%

Net Operating Cost for the Resource Management Activity was 63% (\$51,000) below budget for the period to 30 April 2015.

Direct Expenditure was 40% (\$29,000) less than budget for the period.

- Budgeted costs for legal expenses and consultants fees, which are usually on charged to resource consent applicants were not spent during the period.

Operating Revenue was 28% (\$19,000) more than forecast for the period.

Solid Waste Management

SOLID WASTE MANAGEMENT (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Apr 2015	YTD Actual Apr 2015	Variance Apr 2015	% Variance
Direct Expenditure						
- Collection	270	285	239	236	(3)	
- Landfill Management	691	877	624	640	16	
Total Direct Expenditure	961	1,162	863	876	13	2%
- Allocated Costs	364	277	231	216	(15)	
- Interest	257	284	237	202	(35)	
- Depreciation	89	70	58	59	1	
Total Expenditure	1,671	1,793	1,389	1,353	(36)	-3%
Operating Revenue						
- Collection	(128)	(120)	(100)	(112)	(12)	
- Landfill Management	(771)	(970)	(809)	(709)	100	
Total Operating Revenue	(899)	(1,090)	(909)	(821)	88	-10%
Net Operating Cost/(Surplus)	772	703	480	532	52	11%

Net Operating Cost for the Solid Waste Management Activity was 11% (\$52,000) more than budget for the period to 30 April 2015.

Direct Expenditure was 2% (\$13,000) more than budget for the period.

Operating Revenue was 10% (\$88,000) less than forecast for the period as the volume of rubbish into the landfill was less than estimated volumes. Recycling quantities have been increasing thus contributing to the downward trend of rubbish volumes.

Stormwater Drainage

STORMWATER DRAINAGE (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Apr 2015	YTD Actual Apr 2015	Variance Apr 2015	% Variance
Direct Expenditure						
- Te Kuiti Stormwater	79	111	90	80	(10)	
- Rural Stormwater	4	9	8	5	(3)	
Total Direct Expenditure	83	120	98	85	(13)	-13%
- Allocated Costs	111	94	79	62	(17)	
- Interest	6	6	5	5	0	
- Depreciation	172	179	149	144	(5)	
Total Expenditure	372	399	331	296	(35)	-11%
Operating Revenue						
- Te Kuiti Stormwater	(3)	0	0	0	0	
Total Operating Revenue	(3)	0	0	0	0	0%
Net Operating Cost/(Surplus)	369	399	331	296	(35)	-11%

Net Operating Cost for the Stormwater Drainage Activity was 11% (\$35,000) less than budget for the period to 30 April 2015.

Direct Expenditure was 13% (\$13,000) less than budget for the period as sampling and maintenance costs are tracking less than expected.

Sewerage and Treatment and Disposal of Sewage

SEWERAGE AND TREATMENT AND DISPOSAL OF SEWAGE (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Apr 2015	YTD Actual Apr 2015	Variance Apr 2015	% Variance
Direct Expenditure						
- Te Kuiti	1,041	818	663	878	215	
- Te Waitere	15	18	17	15	(2)	
- Benneydale	62	55	46	41	(5)	
- Piopio	66	57	48	49	1	
Total Direct Expenditure	1,184	948	774	983	209	27%
- Allocated Costs	362	652	543	350	(193)	
- Interest	511	777	648	458	(190)	
- Depreciation	714	1,021	851	596	(255)	
Total Expenditure	2,771	3,398	2,816	2,387	(429)	-15%
Operating Revenue						
- Te Kuiti	(1,146)	(825)	(686)	(1,430)	(744)	
- Benneydale	(1)	(2)	(1)	(1)	0	
- Piopio	(7)	(1)	(1)	(1)	0	
Total Operating Revenue	(1,154)	(828)	(688)	(1,432)	(744)	108%
Subsidy Revenue						
- Te Kuiti	0	0	0	0	0	
- Benneydale	0	0	0	0	0	
- Piopio	0	0	0	0	0	
Total Subsidy Revenue	0	0	0	0	0	0%
Total Revenue	(1,154)	(828)	(688)	(1,432)	(744)	108%
Net Operating Cost/(Surplus)	1,617	2,570	2,128	955	(1,173)	-55%

Net Operating Cost for the Sewerage Activity was 55% (\$1,173,000) below budget for the period to 30 April 2015.

Direct Expenditure was 27% (\$209,000) more than budget for the period.

- **The budgets assumed that the costs for all operations and maintenance works** for both reticulation and treatment plant would be carried in-house out rather than by external contract. To date this change has been partly implemented. Currently the external contractor carries operation and maintenance of the reticulation, with in-house staff operating the plants. This has resulted in the direct expenditure for Te Kuiti being higher than budget. As additional organisational capacity has not been fully resourced, the allocated costs for this activity are less than budget and offset the over spend in direct expenditure.
- As well as additional contractor expenses, there was an increase in the materials required and additional maintenance costs incurred for Te Kuiti during the period. Repairs have been carried out on the Reactor curtain and other equipment, required due to wear and tear. Additional aeration has been required for the sludge pond.
- Costs were also incurred for increased pipeline maintenance for William, Edward and Hill Streets in Te Kuiti.
- Expenditure on chemicals for Te Kuiti was \$111,000 more than forecast and additional sampling has been required for compliance of the Ultra Violet plant.

- Infiltration repairs were undertaken when identified and there were corresponding savings in power consumption. Pumps are working less and fewer overflows are occurring during heavy rain.
- Generally costs for higher risk operational and maintenance works have increased due to greater emphasis on health and safety aspects. These costs have been passed on by suppliers and contractors.

Total Revenue was 108% (\$744,000) more than forecast for the period.

- Trade Waste revenue was more for the period than forecast. It should be noted, however that the larger trade waste users are actively pursuing cleaner levels of discharge, which could impact on future revenue levels.

Water Supply

WATER SUPPLY (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Apr 2015	YTD Actual Apr 2015	Variance Apr 2015	% Variance
Direct Expenditure						
- Te Kuiti	826	542	455	739	284	
- Mokau	175	80	70	134	64	
- Piopio	262	127	108	217	109	
- Benneydale	52	55	47	50	3	
Total Direct Expenditure	1,315	804	680	1,140	460	68%
- Allocated Costs	357	791	660	437	(223)	
- Interest	188	422	352	182	(170)	
- Depreciation	417	570	475	347	(128)	
Total Expenditure	2,277	2,587	2,167	2,106	(61)	-3%
Operating Revenue						
- Te Kuiti	(601)	(627)	(498)	(573)	(75)	
- Mokau	(48)	(30)	(15)	(1)	14	
- Piopio	(25)	(26)	(13)	(5)	8	
- Benneydale	(17)	(23)	(12)	0	12	
Total Operating Revenue	(691)	(706)	(538)	(579)	(41)	8%
Subsidy Revenue						
- Te Kuiti	0	(780)	0	0	0	
- Mokau	(574)	0	0	0	0	
- Piopio	0	0	0	0	0	
- Benneydale	(26)	0	0	2	2	
Total Subsidy Revenue	(600)	(780)	0	2	2	
Total Revenue	(1,291)	(1,486)	(538)	(577)	(39)	7%
Net Operating Cost/(Surplus)	986	1,101	1,629	1,529	(100)	-6%

Net Operating Cost for the Water Supply Activity was 6% (\$100,000) less than budget for the period to 30 April 2015.

Direct Expenditure was 68% (\$460,000) more than budget for the period.

- The budgets assumed that the costs for all operations and maintenance works for both reticulation and treatment plant would be carried in-house out rather than by external contract. To date this change has been partly implemented. Currently the external contractor carries operation and maintenance of the reticulation, with in-house staff operating the plants. This has resulted in the direct expenditure for Te Kuiti being higher than budget. As additional organisational capacity has not been fully resourced, the allocated costs for this activity are less than budget and offset the over spend in direct expenditure.
- In addition to the change described above, there were additional operational and maintenance costs incurred for both the water treatment plant and reticulation systems for Te Kuiti, Piopio and Mokau. For Te Kuiti there was under expenditure of \$116,000 for Chemicals and Electricity compared with budget.
- Chemicals were changed for Piopio because there were problems with the filters fouling using the existing chemicals resulting is \$25,000 more being spent than budget.

- Generally costs for higher risk operational and maintenance works have increased due to greater emphasis health and safety aspects. These costs have been passed on by suppliers and contractors.
- Two unforeseen power supply related incidents caused major problems at Piopio, Mokau and Benneydale water treatment plants, where both SCADA and Ultra Violet filtration units were affected. Operational practices were changed, with additional safeguards implemented and equipment repaired.
- Water leak investigations were undertaken in Piopio to find leaks that were difficult to identify. Repairs were costly due to location and traffic management requirements.

Total Revenue was 7% (\$39,000) more than forecast for the period.

- Metered water revenue for Te Kuiti was more than forecast due to greater consumption by the major commercial consumers.
- Metered water revenue for Mokau, Piopio and Benneydale was less than anticipated due to the reduced consumption of water.

Roads and Footpaths

ROADS AND FOOTPATHS (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Apr 2015	YTD Actual Apr 2015	Variance Apr 2015	% Variance
Direct Expenditure						
- Subsidised Roads	5,412	4,907	4,247	4,163	(84)	
- Non Subsidised Roads	180	178	120	120	0	
Total Direct Expenditure	5,592	5,085	4,367	4,283	(84)	-2%
- Allocated Costs	88	0	0	0	0	
- Interest	916	1,050	875	777	(98)	
- Depreciation	3,065	3,166	2,638	2,463	(175)	
Total Expenditure	9,661	9,301	7,880	7,523	(357)	-5%
Operating Revenue						
- Subsidised Roads	(6,552)	(5,911)	(4,973)	(4,479)	494	
- Non Subsidised Roads	(76)	(74)	(43)	(52)	(9)	
Total Operating Revenue	(6,628)	(5,985)	(5,016)	(4,531)	485	-10%
Net Operating Cost/(Surplus)	3,033	3,316	2,864	2,992	128	4%
Subsidised Roads Maintenance	5,412	4,907	4,247	4,163	(84)	
Subsidised Roads Capital	5,026	4,923	3,744	2,997	(747)	
Combined Maintenance and Capital	10,438	9,830	7,991	7,160	(831)	-10%
Subsidy Revenue for Subsidised Roads	(6,336)	(5,780)	(4,873)	(4,378)	495	-10%

Net Operating Cost for the Roads and Footpaths Activity was 4% (\$128,000) more than budget for the period to 30 April 2015.

Direct Expenditure was 2% (\$84,000) less than budget for the period.

- Overall there is a minor variance to budget for direct expenditure. Included in this variance are costs associated with first response emergency reinstatement and environmental maintenance expenditure that are more than budget. This has been offset by unsealed and sealed road maintenance being under budget for the period.
- Generally expenditure in each work category is adjusted as the year progresses so that total expenditure as a whole will not exceed budget by year end.

Operating Revenue was 10% (\$485,000) less than forecast for the period.

- Subsidy revenue is based on both maintenance and capital expenditure and for most work categories the subsidy rate is 59%. Subsidy revenue is less than forecast for the period due to capital expenditure being less than forecast. In particular, pavement rehabilitation work has not been carried out as budgeted due to delays in obtaining environmental consents however work is continuing for parts of projects where consents are not required.

Appendix 2: Balance Sheet as at 30 April 2015

BALANCE SHEET (Amounts in \$1000's)	Actual Position 30 June 2014	Actual Position 30 Apr 2015	Variance from 30 Apr 2015	Long Term Plan 30 Jun 2015	Variance from LTP
Public Equity					
- Retained Earnings	200,063	207,053	6,990	204,958	(2,095)
- Other Reserves	9,083	9,083	0	2,146	(6,937)
- Revaluation Reserve	70,465	70,465	0	71,401	936
TOTAL PUBLIC EQUITY	279,611	286,601	6,990	278,505	(8,096)
Current Assets					
- Cash and Cash Equivalents	955	2,711	1,756	100	(2,611)
- Inventories	34	34	0	38	4
- Land Subdivision Inventories	0	0	0	985	985
- Other Financial Assets	2	2	0	2	0
- Debtors and Other Receivables	5,258	8,464	3,206	4,953	(3,511)
- Assets Held for Sale	67	67	0	0	(67)
- Derivative Financial Instruments	0	0	0	0	0
Total Current Assets	6,316	11,278	4,962	6,078	(5,200)
Current Liabilities					
- Creditors and Other Payables	3,490	2,451	(1,039)	3,863	1,412
- Current Portion of Borrowings	380	11,545	11,165	671	(10,874)
- Provisions	17	17	0	51	34
- Employee Entitlements	505	355	(150)	485	130
- Derivative Financial Instruments	171	171	0	118	(53)
Total Current Liabilities	4,563	14,539	9,976	5,188	(9,351)
NET WORKING CAPITAL	1,753	(3,261)	(5,014)	890	4,151
Non Current Assets					
- Property Plant and Equipment	318,349	320,865	2,516	328,423	7,558
- Intangible Assets	88	88	0	85	(3)
- Forestry Assets	44	44	0	39	(5)
- Investment Properties	635	635	0	657	22
- Assets Held for Sale	889	889	0	0	(889)
- Other Financial Assets	3,389	3,389	0	837	(2,552)
- Derivative Financial Instruments	409	409	0	54	(355)
Total Non Current Assets	323,803	326,319	2,516	330,095	3,776
Non Current Liabilities					
- Creditors and Other Payables	618	618	0	0	(618)
- Borrowings	44,485	35,049	(9,436)	51,449	16,400
- Employee Entitlements	61	8	(53)	65	57
- Provisions	781	782	1	928	146
- Derivative Financial Instruments	0	0	0	38	38
Total Non Current Liabilities	45,945	36,457	(9,488)	52,480	16,023
NET ASSETS	279,611	286,601	6,990	278,505	(8,096)

Document No: 363059		File No: 400/101/15	
Report To:		Council	
	Meeting Date:	26 May 2015	
	Subject:	2015 Great NZ Muster	

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of the outcomes of the 2015 Great NZ Muster.

Background

- 2.1 The Great NZ Muster has run for 23 years, and remains a popular event for the district.
- 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 2015 Great NZ Muster was planned and implemented in line with the current agreement.

Commentary

3.1 Great NZ Muster

- 3.2 This year the street festival was again very successful with attendance estimated to be in excess of 7,000 people and the weather was perfect.
- 3.3 The event received support by way of sponsorship from Hynds Pipe Systems for the main stage, Waitomo News for advertising, Stronglite Staging with a reduction in fees for the stage and Envirowatse with the supply of additional rubbish bins.
- 3.4 There were 95 stalls registered for the event with some retailers taking the opportunity to use shop frontages for promotional and marketing purposes for themselves. Feedback from retailers has been positive.
- 3.5 Stallholders were provided with health and safety information prior to the event to ensure the safety of both attendees and stallholders on the day plus WDC's Health and Safety Coordinator was on site to note any activities or opportunities regarding compliance for this and future events.

3.5 Unfortunately the steam train withdrew three weeks before the event but we will continue to work with them in the hope that they will return in 2016.

3.6 Running of the Sheep

3.7 The Running of the Sheep was once again a crowd favorite. People were very happy to see the return to old format and of course would have liked to have seen more sheep.

3.9 NZ Shearing Championships

3.10 WDC and the NZ Shearing Committee continue to have a good working relationship, holding three meetings in preparation for the event and actively working together to ensure we compliment each others event where possible.

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 Thursday 14th May 2015.

3.15 The following items were noted for review:

- Collaboration to maximise marketing opportunities.
- Management of the sheep run with a view to greater sheep numbers.
- Health and Safety - both parties agree to work together to ensure the safest and most effective event is delivered within the frame work of new legislation guidelines.

Suggested Resolution

The business paper on the 2015 Great NZ Muster is received.



DONNA MACDONALD
COMMUNITY DEVELOPMENT COORDINATOR

13 May 2015

Document No: 362903**File No: 400/130M****Report To:****Council****Meeting Date:** 26 May 2015**Subject:** 2015-2018 Triennial Grant Applications

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the combined 2015-2018 Triennial Grant Application Appraisal Scores for consideration and approval of funding allocations.

Background

- 2.1 The Triennial Grants Fund (TGF) is part of Waitomo District Council's (WDC) broader Community Development Fund.
- 2.2 The TGF makes funding available to community groups to assist with operational costs for a period of three years with funding allocated annually.
- 2.3 To be eligible for funding via the TGF, community groups must have a proven record of accomplishment in their area of service provision, have a well-established and positive relationship with WDC and be able to identify how the work they undertake assists in the achievement of WDC's Community Outcomes.
- 2.4 The dollar value of each grant will be determined on a case by case basis, but should not exceed \$10,000. Those requesting grants in excess of \$10,000 should be considered for a Provision of Service Grant.

The Appraisal and Allocation Process

- 3.1 The evaluation and allocation of the Triennial Grant Fund is at the discretion of the elected Council.
- 3.2 To maintain the integrity of the assessment process Councillors were asked to complete an Application Appraisal Form for each of the applications.
- 3.3 Councillors are requested to evaluate the combined mean and average scores to reach agreed values for Triennial Grant allocations for the 2015-2018 period.
- 3.4 During this process Council may, at its discretion, impose conditions as appropriate, to grants to ensure a maximisation of the funds distributed.
- 3.5 Final allocation of Triennial Grant Funds is subject to adoption of the 2015-2025 Long Term Plan (LTP) without change to the budget provision. Applicants will be advised of the status of their Application's following adoption of the LTP.

Funding 2015-2018 Triennial Grants

- 4.1 There is a budget provision of \$30,000 for the 2015-2018 Triennial Grants in the draft LTP.
- 4.2 Eighteen applications have been received for the 2015-2018 Triennial Grants, totaling \$72,742 in value.
- 4.3 The median and average scores and values calculated from the individual Councillor Appraisal Forms are set out in a Schedule attached to and forming part of this business paper.

Suggested Resolutions

- 1 The business paper on 2015-2018 Triennial Grants Applications be received.
- 2 Subject to the adopted 2015-2025 Long Term Plan retaining provision of \$30,000 for Triennial Grants, Council approve the 2015-2018 Triennial Grants as follows:

Applicant	Grant Amount
Te Kuiti Kaumatua Games Coalition	\$ _____
Mokau School	\$ _____
Destination Pureora	\$ _____
Citizens Advice Bureau	\$ _____
Te Kuiti Branch of the Royal NZ SPCA	\$ _____
Benneydale Hall Incorporated	\$ _____
Piopio Outdoor Bowling Club	\$ _____
Te Kuiti Community House Trust	\$ _____
Hillview Trust Inc	\$ _____
Project Piopio Trust	\$ _____
NZ Shearing Championships Inc	\$ _____
Te Kuiti Development Incorporated	\$ _____
Te Kuiti & Districts Pipe Band	\$ _____
Piopio College Pool	\$ _____
Te Kuiti Pa Cemetery Committee	\$ _____
Maniapoto Family Violence Intervention	\$ _____
Benneydale and Districts Historical Display	\$ _____
Tainui Historical Society Museum	\$ _____

DONNA MACDONALD
COMMUNITY DEVELOPMENT COORDINATOR

Application	2012-2015 Grant Value	Application Value	Average Score	Average Value	Median Score	Median Value	Notes
Te Kuiti Kaumatua Games Coalition	\$500	\$500	155	\$428.57	152	\$500	
Mokau School	\$2,000	\$7,136.60	126	\$2,000.00	121	\$2,000	
Destination Pureora Inc	N/A	\$5,000	153	\$3,000.00	165	\$3,000	COE Cr Goddard and Whitaker
Citizens Advice Bureau Te Kuiti	\$2,500	\$2,500	156	\$2,066.67	171	\$2,200	
Te Kuiti branch of the Royal New Zealand SPCA	\$500	\$1,000	104	\$571.43	96	\$500	
Benneydale Hall Inc	N/A	\$4,680	83	\$666.67	93	\$1,500	COE Cr Goddard
Piopio Outdoor Bowling Club	N/A	\$4,000	97	\$515.71	93	\$650	
Te Kuiti Community House Trust	\$3,500	\$3,500	186	\$3,750.00	184	\$3,500	COE Cr Te Kanawa
Hillview Trust Inc	N/A	\$10,000	118	\$214.29	116	\$0	
Project Piopio Trust	\$4,000	\$6,321	159	\$2,785.71	147	\$4,000	
New Zealand Shearing Championship	\$4,900	\$5,000	181	\$4,966.67	182	\$5,000	COE Cr Te Kanawa
Te Kuiti Development Inc	\$3,840	\$4,144.04	131	\$1,583.33	129	\$1,000	COE Cr's Whitaker and Te Kanawa
Te Kuiti & Districts Pipe Band	N/A	\$2,500	129	\$1,242.86	131	\$1,200	
Piopio College (Pool)	\$2,500	\$3,300	140	\$2,042.86	161	\$2,000	
Te Kuiti Pa Cemetery Committee	\$5,360	\$5,860	103	\$174.29	93	\$175	
Maniapoto Family Violence Intervention Network	N/A	\$1,650	154	\$1,157.14	127	\$1,650	
Benneydale and Districts Historical Display	N/A	\$850	119	\$708.33	136	\$850	
Tainui Historical Society Museum	N/A	\$4,800	139	\$1,357.14	137	\$1,000	
TOTAL		\$72,742		\$29,231.67			

Document No: 363949**File No:** 400/503A**Report To: Council****Meeting Date:** 26 May 2015**Subject: Progress Report: Broadband and Mobile Black Spot Initiative**

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with a progress report in regards to Council applying for funding to the Government's recently announced extension to the Ultra-Fast Broadband (UFB) and Rural Broadband Initiative (RBI) programmes and new Mobile Black Spot Fund.

Background

- 2.1 Central Government has already committed \$1.65 billion through the first phase of the UFB and RBI programmes to deliver faster broadband to 97.8 per cent of New Zealanders by 2020. The intention is that by 2020, 75 percent of New Zealanders will be connected to ultra-fast broadband. All schools, hospitals and 90 percent of businesses will be connected by 2015. Homes and the remaining 10 percent of businesses will be connected by 2019.
- 2.2 In a recent announcement the Government made a further commitment of up to \$360 million to extend these programmes and establish a new mobile coverage initiative.
- 2.3 The additional money includes a further investment of between \$152 million and \$210 million for the UFB extension which will deploy fibre to additional towns and urban areas outside of the existing UFB footprint, to achieve at least 80 per cent population coverage.
- 2.4 The Government has committed an additional \$100 million to the extension of the RBI initiative to focus on enhancing connectivity for areas that fall outside the UFB footprint.
- 2.5 The establishment of the Mobile Black Spot Fund is a new initiative which will expand mobile coverage into black spot areas of the main highways and popular tourist areas. The Government has committed \$50 million to this fund.
- 2.6 Central Government is inviting Councils to submit a Registration of Interest (ROI) by 3 July 2015 to inform which areas should be a priority for the Government's next investment in better connectivity and how Councils can support this rollout. The Ministry of Business Innovation and Employment Economic Development (MBIE) is responsible for managing this process.
- 2.7 Anecdotal experience of other towns such as Wanganui is that uptake of the service has been limited which can impact on the provider's return on investment and therefore willingness to invest in the first place.
- 2.8 To assist with these issues, Council/ applicants are also required to submit a Digital Enablement Plan to MBIE by 18 September 2015 which must identify projects which we will undertake to support community uptake.

- 2.9 Crown Fibre Holdings (CFH) will manage the allocation of contracts for the roll out of fibre to the various regions through the country, and is also negotiating with providers regarding the detailed plans to install fibre throughout the country.
- 2.10 UFB will assist with economic growth in our district by encouraging new investment into all aspects of business and could encourage the relocation of businesses to the area. Broadband improvements can provide the district with better access to services that can be delivered remotely (e.g. medical and education services), provision of first world services to international visitors and an empowered and enabled community.
- 2.11 This initiative has the opportunity to provide better connectivity to our two key industries (primary and tourism). Enhanced mobile coverage and efficient broadband internet services can reduce the sense of isolation of rural communities and improve safety and productivity.
- 2.12 Current visitor experiences, in terms of connectivity, at our key tourist location of Waitomo Caves is reportedly "poor and very slow". These visitors are our best means of 'word of mouth' advertising. It is in our best interests to improve services to this group as what they communicate to their friends and family is important in securing future business to the district.
- 2.13 Increased connectivity also enables the take up of new technologies, which can increase productivity. UFB could add to the value of our economy and ensure the district is a vibrant place to live and work.
- 2.14 There is however no guarantee that UFB will provide economic benefits to the district especially if the uptake is low.

Commentary

- 3.1 There is the potential for Council to apply to all three categories of funding:
- UFB extension
 - RBI extension
 - Mobile Black Spots Fund
- 3.2 Detailed information on the three categories was presented to Council at the meeting of 29 April 2015.
- 3.3 Registration of Interest**
- 3.4 The deadline for ROI's is 3 July 2015. In submitting an ROI local authorities will have the opportunity to input into the design of these important programmes, indicate how the local authority would support such deployment, and potentially to have towns or areas within their district selected for deployment of one or more programmes.
- 3.5 The ROI – Support seeks the support of local authorities to provide information and commitments on ways to facilitate deployment of infrastructure in their districts.
- 3.6 Local authorities are also required to provide their plans to increase digital engagement and achieve the social and economic objectives of digital infrastructure in their communities. These could be in the form of a Digital Enablement Plan, as outlined in the ROI – Support document, or other existing digital plan the local authority has in place. The deadline for submission of Digital Enablement Plans is 18 September 2015.

3.7 **Milestones**

3.8 The table below identifies the key milestones and timeframes:

Milestone	Date
MBIE make maps of UFB and RBI coverage available (this information will assist in determining the geographic areas in the District to put forward).	End of April 2015
Attend MBIE run training sessions on how to develop a Digital Enablement Plan (purpose of a Digital Enablement Plan is to outline what initiatives our community could implement to achieve the social and economic objectives of broadband and mobile investment).	End of April 2015
Determine groups/geographic areas within the District with lack of broadband/mobile coverage available or unmet demand, and where there is potential for social and economic benefit if these services were deployed.	May 2015
Develop and deploy a Communication Strategy (including identifying key stakeholders) in order to address the 'uptake and awareness assistance' requirement of the ROI.	May / June 2015
Existing infrastructure analysis	May/June 2015
Scoping of consenting process	May 2015
Consideration of co-investment options – including an approach to North King Country Development Trust	May/June 2015
Consideration of options to reduce the costs or risks of deployment	May/June 2015
Collation of information for ROI	June 2015
Deadline for ROI submission	12pm 3 July 2015
Preparation and Consultation for Digital Enablement Plan	July/August 2015
Deadline for submission of Digital Enablement Plans	12pm 18 September 2015

3.9 Work has commenced on collecting information to respond to specific questions as part of the Registration of Interest process. This includes finding and collating information on:

- a) existing infrastructure and land parcels within the district that could be used for deployment;
- b) broadband and mobile coverage gaps;
- c) household, population and business demographics; and
- d) preparing information on the detail of WDC's consent guidelines relating to deployment of telecommunication infrastructure including fees/levies.

3.10 Staff have attended several meetings to discuss and learn more about the ROI process and how TLA's can support deployment. Further meetings have been scheduled with neighbouring Councils and service providers to discuss potential collaborative efforts and determine what collective support we could provide to suppliers.

3.11 A list of key stakeholders has been developed. These stakeholders will be contacted to discuss opportunities and issues relating to their area or sector of the community.

- 3.12 A survey has been developed and distributed via the Waitomo News and is available via the Council website. The survey data will assist in determining what coverage gaps exist and what levels of service are currently provided for in the district.

Suggested Resolutions

The Progress Report: Broadband and Mobile Black Spot Initiative be received.

A handwritten signature in blue ink, appearing to read 'H. Beever'.

HELEN BEEVER
GROUP MANAGER – CORPORATE SERVICES

May 2015

Document No: 363707

File No: 097/001E

Report To: Council

Meeting Date: 26 May 2015

Subject: **Progress Report: Resource Consent Applications**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

Commentary

- 4.1 Commentary on outstanding resource consents is provided below:

4.2 Mokau Sands Limited

- 4.3 In May 2012 Council received a resource consent application from Mokau Sands Limited seeking Councils approval to redevelop the Seaview Motor Camp at Mokau.

- 4.4 The applicant is proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 4.5 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 4.6 A total of 39 submissions were received, some supporting the proposal while others opposed the development.
- 4.7 The applicant subsequently asked for the application to be placed on hold so as to allow ongoing discussions with the Department of Conservation and the NZ Transport Agency. Both organisations lodged submissions on the application and the applicant believed that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 4.8 Recently the applicant met with WDC staff where a revised proposal was outlined. The new proposal will involve the same no of units, however the buildings will be one level, capable of relocation in the event of further erosion and will be designed to blend into the coastal environment rather than intrude upon it.
- 4.9 When the amended application is received by Council the proposal will be reviewed and at that time a decision will be made in terms of the most appropriate way to process the revised proposal.
- 4.10 All submitters have been updated in terms of the delays presently encountered with the application.
- 4.11 In the meantime in order to expedite the application further meetings have been held with the applicant. The applicant hopes to obtain the written approval for the development from key submitters with a view to providing all the necessary information to both the Waikato Regional and Waitomo District Councils by March 2014.
- 4.12 The revised application has been received and reviewed by Councils planning consultants who confirm that what is now proposed is within the bounds of what was originally notified.
- 4.13 Aspects of the revised application required further detail and or clarification and for that reason the application was again been placed on hold pending receipt of the required detail.
- 4.14 Further information has now been received. That further information is being peer reviewed to ascertain that all outstanding issues have been adequately addressed.
- 4.15 A joint hearing (with Waikato Regional Council) has been scheduled for 11-13 March 2015.
- 4.16 The joint hearing was held on Wednesday 20 to Friday 22 May 2015 with the Mayor as Chair and Councillor Brodie as a committee member. A site visit formed part of the hearing process.

4.16 CANZ Resources Limited

- 4.17 In December 2013 CANZ Resources Limited applied to Council for a resource consent in order to undertake earthworks associated with the removal of overburden from a trial coal excavation pit on a very remote site approximately 12km inland from Awakau Road, Awakino.

- 4.18 At this time no coal is to be extracted however an assessment of the coals quality and quantity will be carried out with a view to applying for further consents at a later date for a trial excavation of coal for export to China.
- 4.19 Should the trial excavation prove successful CANZ Resources Limited plan to develop an open pit coal mine on the site. Once again, if a coal mine is to be established on the site a range of additional consents will be required which will entail detailed consultation with a range of parties.
- 4.20 Informal feedback from the applicant indicates that market for coal in China is not as buoyant as it has been and for that reason further resource consent applications will not be lodged in the short term.
- 4.21 **Waipa Networks Limited**
- 4.22 Waipa Networks Limited (WNL) has applied to Waipa, Otorohanga and Waitomo District Council for approval to construct a new 110kv transmission line from Te Awamutu to the Hangatiki substation.
- 4.23 WNL has applied for designations in the three district plans to correspond with the proposed corridor for the transmission line and for land use consents for earthworks associated with the project.
- 4.24 The applications were publicly notified on 14 August 2014 with submissions closing 11 September 2014.
- 4.26 Within the submissions timeframe 42 submissions were received with 11 submitters supporting the application, 5 neutral and 26 in opposition.
- 4.27 Those in opposition were concerned primarily that an inadequate assessment had been carried out of alternatives and the visual impact of the transmission poles.
- 4.28 One of the submitters in opposition is a WDC property owner who is concerned that the transmission lines could impact on his ability to further develop his Hangatiki property.
- 4.29 A hearing was held on the 8, 9 and 10 December 2014 at Waipa District Council – Council Chambers. This hearing was chaired by an Independent Commissioner, Mr Alan Withy. Mr Withy was tasked with making recommendations on the Notices of Requirements and decisions on the resource consents on behalf of the three Councils.
- 4.30 After hearing all the evidence presented, Mr Withy, provided a report dated 21 January 2015 which set out his recommendation, under s.171(2) of the Resource Management Act 1991, on the Notices of Requirements from WNL for their designations. This recommendation was to confirm the designations, subject to conditions relevant to each Council.
- 4.31 This recommendation was provided to WNL on the 21 January 2015. On the 28 January 2015, WNL advised each of the Councils that it accepts in substantial part the recommendations of the Independent Hearing Commissioner, subject to some amendments to the associated condition sets.
- 4.32 Notice of the WNL decision was sent to all submitters and all affected landowners/occupiers on the 4 February 2015.
- 4.33 Submitters now have 15 working days for the receipt of those decisions to appeal the decision, pursuant to Section 174 of the Resource Management Act 1991. Such an appeal needs to be lodged with the Environment Court.

- 4.34 WNL also lodged concurrent resource consents with Waipa, Otorohanga and Waitomo District Council's. The Independent Commissioner reached the conclusion that the resource consents could also be granted, subject to conditions. Notices of those decisions were also sent to submitters on the 4 February 2015 and similarly, those parties have 15 working days from receipt of those decisions to appeal them.
- 4.35 Whether or not any appeals on the Notices of Requirements for designations or the resource consents are received will be known by the end of February 2015.
- 4.36 No appeals have been received. Preparatory work for construction will start in April 2015 with the clearing of vegetation. Meetings will be arranged with the 3 Councils (Waipa, Otorohanga and Waitomo) including community services divisions to ensure complaints are managed properly during the construction period and relevant contact details are provided.
- 4.37 The information has been received to update the District Plan with the Waipa Networks Limited designation including the designated line route.
- 4.38 The District Plan has been updated with the new designation and is available on the website.
- 4.39 A Compliance Meeting was held on 6 May 2015. A high level Communications Plan is being drafted. The Ecological Management Plan (EMP) has partially been approved, the only outstanding item being the determination of the preferred planting site for off-site mitigation to ensure visual amenity.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



ELSA DU TOIT
ENVIRONMENTAL & REGULATORY SERVICES LEADER

May 2015

Attachment: Resource Consent Schedule (Doc 363708)

RESOURCE CONSENTS PROGRESSING AS AT 26 May 2015

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
110019	Mokau Sands Limited	Development of 31 holiday apartments and 50 seat café, Seaview Motor Camp site, Mokau	2/5/12	Yes	Applicant has requested that the application be placed on hold to allow further consideration to take place.	17/5/12	21/10/14			Yes	Postponed to 20- 22 May 2015	
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
150001	Gull Group of Companies	Proposed 24 hour unmanned Gull Service Station, cafe/restaurant and retail outlet.	19/01/15	Yes	Clarification required on a number of items pertaining to District Plan Rules.	23/01/15						
150004	L & M Reed	Operation of Eatery from Caravan, North Street, Mokau	18/02/15	Yes	Letter of approval from NZTA	6/03/15						
150005	KEA Exploration Limited	To undertake a seismic survey in a conservation area in the Waitomo District	8/02/15	Yes	Consultation with land owners and title deeds required	20/02/15						
150008	NZTA	Improvement Works - Awakino River	13/3/15	Yes	Provide evidence of Iwi consultation	20/03/15						

RESOURCE CONSENTS GRANTED (FOR 2014/15) AS AT 26 May 2015

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
140015	B Tang & M Sun	Development of a Retail Outlet, Rora Street, Te Kuiti	05/06/14	Yes	Amended site layout to be provided	17/06/14	20/06/14			No	16/07/14	Conditional Consent Granted 25/06/14
140016	R Gorrie	2 Lot Rural Subdivision, Te Mahoe Road, Mokau	12/06/14	Yes	Amended application to be provided	17/06/14	01/07/14			No	30/07/14	Conditional Consent Granted 09/07/14
140017	P Moreland	Side Yard Dispensation, Oparure Road, Oparure	24/06/14	No						No	21/07/14	Conditional Consent Granted 30/06/14
140018 140019	Waipa Networks Limited	Designation and Land Use Consent for 110kv Transmission Line	21/07/14	Yes	Information on landscape and visual effects.	22/9/14				Yes	Hearing Held 8-10 December 2014	Conditional Consents Granted 4/02/15
130026	Mokau Sands Limited	Proposed Dune Restoration, Seaview Motor Camp, Mokau	23/10/13	Yes	Affected parties approval required	30/10/13	23/06/14			No	21/07/14	Conditional Consent Granted 30/06/14
140020	D Bevege	Construction of a non-residential building over 160m ² , Huia Street, Piopio	05/08/14	No	Granted					No	04/09/14	Conditional Consent Granted 14/8/14
140021 140022	Transpower NZ Limited	Designation and Land Use Consent, Switchyard Extension, Hangatiki Substation	16/9/14	No						No	14/10/14	Conditional Consent Granted 7/10/14
140023	NZ Transport Agency	Designation, New Intersection, SH 3/SH 27, Hangatiki	17/9/14	No						No	15/10/14	Conditional Consent Granted 15/10/14
140024	D Klein	Side Yard Dispensation, Ailsa Street, Te Kuiti	30/9/14	No						No	24/10/14	Conditional Consent Granted 3/10/14
140006	Transpower NZ	Replacement of 2 existing power poles, Rangitoto Road, Rangitoto	20/10/14	No						No	18/11/14	Conditional Consent Granted 29/10/14
140027	A Todd and D Putaranui	Side Yard Dispensation, Taumatotara West Road, Te Anga	6/11/14	No						No	4/12/14	Conditional Consent Granted 10/11/14
140028	AW Proud	2 Lot Rural Subdivision, Boddies Road, Oparure	26/11/14	No						No	14/1/15	Conditional Consent Granted 1/12/14
140029	VA & RL Wheeler	Development of retail outlet, Taupiri Street, Te Kuiti	2/12/14	Yes	Applicant has requested that the application be placed on hold to allow further information to be provided. Traffic Management Plan and Title deeds received.	2/12/14 20/2/15	13/02/15 6/3/2015	 Yes		No	9/04/15	Conditional Consent Granted 17/03/2015
140030	Davis Family Trust	2 Lot Rural Subdivision, Mangaotaki Road, Piopio	4/12/14	No						No	22/01/15	Conditional Consent Granted 11/12/14

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
140031	Mighty River Power	Installation of Advance Metering Infrastructure	19/12/14	No						No	10/02/15	Conditional Consent Granted 13/2/15
140032	PGG Wrightson Limited	Proposed Subdivision of 2 Kea Street, Piopio	24/12/14	No						No	11/02/15	Conditional Consent Granted 6/1/15
150002	Simeon Gilbert	Front Boundary Dispensation, 411 Marokopa Road, Marokopa	4/02/15	No	Site Plan required					No	13/03/15	Conditional Consent Granted 20/2/15
150003	Peter Chandler	Building in Rural Zone (Landscape Policy Area), Waitomo Caves Road, Waitomo	2/02/15	Yes	Site Plan required.	17/02/15	17/03/15	Yes		No	13/04/15	Conditional Consent Granted 19/03/15
150006	Waituhi Pastoral	Boundary Relocation, 69 Walker Road, Te Kuiti	24/02/15	No	Approval of Amalgamation Condition by Land Information NZ	13/03/15		Yes		No	14/04/15	Conditional Consent Granted 20/03/15
150007	Troll Cave Limited, Nick Andreef	Two Lot Rural Subdivision, Waitomo Valley Road, Waitomo	3/3/15	No				No		No	31/03/15	Conditional Consent Granted 26/3/15
150009	K Adam	Subdivision: Relocation of boundary Section 41 and 42, Awakino Village	19/03/15	Yes	Application Incomplete – Returned (section 88(3) RMA 1991) Further Information requested regarding entranceways	24/03/15 14/05/15	06/05/15 14/05/15	No		No	4/6/15	Conditional Consent Granted 18/5/15
150010	Waitomo District Council	Earthworks to install retaining walls to reinstate sections of Totoro Road	19/03/15	No				Yes		No	30/04/15	Conditional Consent Granted 8/04/15
150011	HR JH and M Rauputu	Subdivision State Highway 3, Mokau	2/04/15	Yes	The suitability of Lot 2 is questioned.	8/04/15	24/04/15	Yes		No	26/5/15	Conditional Consent Granted 5/05/15
150012	GW and VMS Shaw	Proposed ROW Section 348 Local Government Act, Te Waitere Road, Te Waitere	9/04/15	No				Yes		No	11/05/15	Conditional Consent Granted 17/04/15
150013	Russell Proffit	Proposed Subdivision, State Highway 3, Mahoenui	14/04/15	No				No		No	26/5/15	Conditional Consent Granted 5/05/15
150014	Te Ana Valley Farms Limited. Kyle Barnes	To construct a non-agricultural building with floor area exceeding 200m squared.	1/5/15	No							8/6/15	Conditional Consent Granted 15/5/15
150015	Stephen Mahoney	Front Boundary Dispensation to build garage, 285 Te Anga Road, Waitomo	7/5/15	No				No		No	2/6/15	Conditional Consent Granted 11/5/15

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
150016	J Timmins	Front Boundary Dispensation to build carport, 9 Ngatai Street, Te Kuiti	14/5/15	No				No		No	8/6/15	Conditional Consent Granted 15/2/15

Document No: 363224

File No: 037/005B

Report To: Council

Meeting Date: 26 May 2015

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

Purpose of Report

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

Local Government Act S.11A Considerations

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

Introduction

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

Background

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

- Te Kuiti
- Benneydale
- Piopio
- Mokau

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

- Planned Maintenance
- Service Requests / Complaints
- Emergency Repairs

4.3 Planned Maintenance

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

operating instructions from the manufacturer or best practices.

4.5 Service Requests / Complaints

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

4.7 Emergency Repairs

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

Te Kuiti

5.1 Water Supply

5.2 ~~Some taste and odour complaints were received during this past month. The reservoirs were inspected for earthquake compliance and the shutting off and on resulted in silt being stirred up in the pipes. This settles down relatively quickly again.~~ No taste and odour complaints were received. The drinking water quality was good. There were isolated incidents being reported after the recent reservoir inspections as a result of silt being disturbed due to the manipulation of valves, and other work to facilitate the inspections. The quality improved quickly.

5.3 ~~The reservoirs in Te Kuiti were inspected for earthquake compliance. A report from the consultants will indicate what the condition is of each and detail the work required to bring them up to standard.~~

5.4 ~~The concrete slab for the building is complete. The 2 x 100 kl tanks are installed and the pump chamber constructed. The pumps have been delivered and are in storage, as well as the UV reactors. The building is presently being erected. The tender has been issued for the electrical installation and pipe work manufacture and install.~~

5.5 ~~The recent rains have allowed the water restrictions to be eased to Level 1: Water Conservation. Much needed maintenance of the filters at the WTP can be done during the conservation period. The meat companies also do not work extra shifts now and this will allow single filter bed shut downs.~~

5.6 No major incidents occurred and only minor leaks and toby repairs were reported.

5.7 A section of 110 mm PVC water pipe in Kent Street, installed about 10 years ago, was replaced. While completing the ring main in Kent Street and Lawlor Street this section failed a pressure test. An investigation found that all the jointing rubbers had failed, as the pipe was not installed correctly. The pipe had also accumulated heavy silt from infiltration and a decision was taken to replace the pipe. The old pipe was recovered and will be utilised for sewer pipe lines, as disinfection for drinking water purposes is not practicable.

5.8 Wastewater

5.9 ~~Seddon Street sewer was cleaned and inspected. The pipe underneath the rail corridor has settled differentially and this is causing the blockages that occur from time to time. Until a cost effective solution can be found the pipe has been added~~

~~on the regular flushing list to minimise any blockages. Regular checks will be done.~~

- 5.10 ~~To date no suitable pipe has been found that can be used to resleeve of the sewer pipe underneath the rail corridor at George / Duke Streets. The search is continuing. To sleeve a new pipe into the old displaced one is considered the most cost effective solution at the moment. This pipe has been added to the list that requires additional flushing and is inspected regularly.~~
- 5.11 The recent heavy rains have shown that efforts to reduce inflow and infiltration are paying off. The total inflow into the treatment reaches only 8,000m³ for the day during the heaviest period of rainfall. Efforts to improve the reduction of inflow and infiltration are ongoing.
- 5.12 A section of sewer pipe is required to be replaced in Mangarino Road due to collapse. This section of pipe is old vitreous clay in short sections.

5.13 Storm Water

- 5.14 The recent rains have not had any adverse affect on the storm water system with no flooding reported.

Mokau

6.1 Water Supply

- 6.2 ~~The installation of the 2 shut off valves to facilitate repairs and future renewals is scheduled for May.~~ One water quality complaint was received. This was investigated. No further issues were noted. It is still unclear what caused the quality issue.
- 6.3 ~~The water restrictions have been eased to Level 1: Water Conservation. This level will allow the operator to perform maintenance on the plant for the winter period and to check all the components for wear and tear.~~

6.4 Storm Water

- 6.5 No storm water related issues have been reported.

Piopio

7.1 Water Supply

- 7.2 ~~No complaints have been received from residents about the water quality. The plant is producing water of a high quality.~~ Some issues with water supply occurred due to a power spike. The poor reliability of the power supply to the water treatment plant has caused problems with water production in the past. Investigations into how more reliable power can be provided is being investigated.
- 7.3 ~~The water leak was located in an area of well drained soil when this area got saturated with water after heavy rains. Two more leaks have been found that contributed to the water loss and these have been repaired. Both are laterals in Moa Street (SH3).~~ A lateral in front of the Piopio Superette burst underneath SH3 and repairs were made. During the traffic management the hydrant was also replaced.

7.4 ~~The installation of a Pipe connecting the Moa Street (SH3) to Aria Road is expected to be completed by end of May. This will facilitate the shut downs for pipe replacements and repairs in the future. Presently the majority of the town requires to be shut down when work is required on certain sections of pipe. Due to the pipe replacement program planned for Piopio additional valves and ring mains are required to minimise consumer inconvenience.~~

7.5 Wastewater

7.6 ~~Owl's Nest tank overflowed again. The cause was plastic and wipes that fouled the pump screen. These items are not allowed to be disposed into the sewer system and flyers and information brochures have been provided again to residents and owners on several occasions. The owner has been informed that recovery of cost may be levied in future should this trend continue.~~

7.7 ~~More tanks were found to overflow due to floating waste, plastic bags and similar items. These have been cleared. The affected owners were notified and informed that recovery of cost will be levied for clearances in future should items, such as sanitary pads, wipes and plastics be found to be the cause.~~

7.8 The WWTP effluent is of a high quality and the plant is operating well within requirements. ~~The recent rains have indicated that some inflow and infiltration is still occurring, but to a reduced extent. Some of the inflow is caused by the tank lids being submerged and allowing ponding water to enter the tanks. This will be addressed.~~

7.9 ~~A persistent fault in the tank system at a Kea Street house has appeared. Investigations are ongoing and no direct fault could be found as yet.~~

7.10 Storm Water

7.11 No issues to report

Benneydale

8.1 Water Supply

8.2 There have been no issues with the water treatment plant and reticulation during this period.

8.3 Wastewater

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

8.5 Storm Water

8.6 Nothing to report.

Waitomo Village

9.1 Nothing to report.

Te Waitere

10.1 There have been no problems with the sewer system at Te Waitere.

Suggested Resolution

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



ANDREAS SENGER
MANAGER – WATER SERVICES

May 2015

Document No: 360952**File No:** 037/020/12A**Report To: Council****Meeting Date:** 26 May 2015**Subject:** **Progress Report: Monitoring Against 2012-2022 Long Term Plan – Water Supply**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress with implementation of the Work Plan for the Water Supply activity as contained in **year three (2014/2015)** of the 2012-2022 Long Term Plan (LTP).

Local Government Act S.11A Considerations

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

Introduction

- 3.1 This business paper focuses predominantly on capital expenditure projects i.e. renewal and improvement works; however any issues arising in the maintenance area of the Water Supply activity will be reported to Council on a needs basis.
- 3.2 This business paper is intended to compliment the monthly and quarterly reporting to Council. It is designed to provide further detailed information on the implementation of Council's capital (improvement and renewal) expenditure programme.

Background

- 4.1 The Water Supply activity provides for the environmentally safe collection, treatment and reticulation of WDC's public water supplies. Water supply schemes are provided by Council at:
- Te Kuiti
 - Benneydale
 - Piopio
 - Mokau
- 4.2 There are also privately owned and operated water supply schemes at Waitomo Village and Taharoa which do not form part of the 2012-2022 LTP.
- 4.3 There are three activities under the Water Supply activity:
- Maintenance
 - Renewals
 - Improvements

4.4 Maintenance

4.5 Operation and maintenance involves the planned and reactive servicing of the water infrastructure – repairing leaks and broken mains, servicing pump stations, cleaning reservoirs, repairing and replacing water meters, hydrants and valves, and operating the water treatment plants and intake systems.

4.6 Renewals

4.7 Renewal/replacement of water supply infrastructure (principally water supply mains) involves replacement of these assets at the end of their effective lives. The timing of renewals is determined from the asset age, condition assessments and capacity assessments of the existing water supply networks based on the available asset data.

4.8 Improvements

4.9 Improvement work involves the provision of additional water supply reticulation, storage or treatment plant capacity either by installing new or extending/upgrading existing pipe networks, storage structures or treatment plants.

Te Kuiti Water Supply

5.1 Background

5.2 The Te Kuiti Water Treatment Plant (TKWTP) in its present form provides safe drinking water however its production does not meet the Drinking Water Standards (DWS) 2005 or the Drinking Water Act 2007 (as amended 2008) and the TKWTP requires significant capital upgrade (for some components probably total replacement) to meet that standard. The reasons for not complying with the Standards mostly relate to the amount of risk that Water Quality Standards will not be met consistently. Some risks however are significant and need to be addressed as soon as possible.

5.3 The main risks are:

1. The intake point is downstream of the main Te Kuiti industrial area representing high risk of pollution.
2. The intake structure is of a floating boom type that takes water off the surface of the stream with the inherent risk of picking up floating pollutants (scums, oils, etc). Similarly during periods of very low river flows it will take water from close to the bottom of the stream where there is risk of picking up pollutants travelling along the bottom of the stream.
3. All chemical dosing devices (and therefore processes) located within the TKWTP are manually operated and therefore there is no means of automatically adjusting flow proportionality and therefore there is a risk of under dosing or overdosing as the intake flows varies with demand.
4. The configuration of the Flash Mixer and the Splitter Channels within the TKWTP system is such that the treatment dosing chemicals are not used optimally and therefore removal of pollutants is not optimal.
5. The Clarifier equipment can be considered obsolete and parts are no longer available. As a result the sludge blanket and control of sludge discharge

processes are operated on a manual basis which does not make for optimum removal of flocculated pollutants.

6. The dual media sand filters are the water last treatment barrier and the operation of the filters is all manual, the backwash arrangement is by gravity from the storage reservoir and is often not fully effective. This means that sometimes the filters are not cleaned properly creating the risk of pollutant break through.
7. The Clear Water Wells which receive the final treated water from the filtration process are attached to the associated filters and the pipe work (including the backwash network for the filters). The backwash valve glands are leaking into the clear wells contaminating the final treated water. Also the clear wells are open on top and the building is not vermin proof therefore there is the potential (high) risk of contamination.
8. The reservoir (1000m³) next to the TKWTP serves as the balancing tank between treatment and distribution. It also services as the chlorine contact tank and filter backwash storage. Due to its size it is very difficult to control chlorine levels within the required dosage parameters. In addition, the inlet and outlet pipe work is on the same side of the tank which creates the opportunity for short circuiting and therefore poor mixing of the chlorine with inadequate contact time before the treated water passes into the distribution system. When the water level gets below half full there is insufficient hydraulic head to backwash the filters effectively. (See 6 above)
9. Treatment plant operation and control is not automated and the monitoring reporting required by MoH (through the Drinking Water Assessor (DWA)) does not meet the 2005 standards consistently.

5.4 Capital Expenditure Budget

- 5.5 Funding from MoH has been allocated - \$780,820.56 excluding GST (Application \$1,942,005). The application was for only that part of the total upgrade required to meet the Drinking Water Act (2007) that was eligible for subsidy.
- 5.6 As detailed design developed it soon become apparent that a holistic plan of the total upgrade is needed to ensure the funding is optimised and the final product is the best that the available money can buy. This combined with the pressure of affordability meant that the work planned initially for 2012/13 has been moved to 2013/14. In the mean time a final design of the whole plant that can be implemented incrementally has been done. The completion date for phase 1 has been moved to December 2015. MoH has been requested to accept delay of the spending to the same date.
- 5.7 The upgrade will have four phases that match four main treatment stages with 6 main components:
 1. Intake in parallel with new water Take Consent
 2. Refurbishment of clarifiers
 3. Upgrade of filter backwash system
 4. Installation of Ultra Violet
 5. Renewal of main pump station
 6. New storage reservoir
- 5.8 Construction sequence is different for two main reasons, to utilize MoH funding while available and address the components that are the most critical.

5.9 Phase One

- Upgrade of filter backwash system
- Installation of Ultra Violet
- Renewal of main pump station

5.10 Phase Two

- Intake in parallel with new water Take Consent

5.11 Phase Three

- Refurbishment of clarifiers

5.12 Detailed design of Phase One has been completed and the engineers estimate is \$4,241,176 excluding GST.

5.13 The intention is that the project will be executed through a series of engagement of smaller, and where possible, local contractors in an attempt to minimise cost and obtain optimum quality. High cost items will be purchased by WDC direct with contracts for installation only, where feasible.

5.14 Committed funds are \$1,785,567 excluding GST.

5.15 Expenditure to date **\$501,910** excluding GST.

5.16 Target completion date is 19 February 2016.

5.17 **The installation of the 2 x 100 kl Envirotanks, pump chamber and new building slab is completed.**

5.18 **The new building is being erected and should be completed shortly.**

5.19 **Tenders for the pipe work, electrical work and equipment installation were called for and closes on 22 May 2015. Tender evaluations will follow.**

5.20 **The UV disinfection units have been delivered and are on site. Also on site are the main pumps (7 in total) and the majority of the analysers and other electrical equipment.**

5.21 Reticulation Capital Works

5.22 **A section of Kent Street was recently upgraded to complete the ring main. This involved connecting up 3 dead end pipes in close proximity, additional valves and renewing an old fire hydrant. When pressure testing one section of unused pipe it was found that the pressure could not be maintained. A further section of 85 meters of pipe required replacement, however, the existing pipe was recovered and will be reused in sewer applications where required.**

5.23 **The Tawa Street embankment slip caused the temporary rerouting of the water pipe to compensate for the ground movement. The retaining wall has been completed and the new water pipe was laid in its correct position. This work was unplanned for.**

5.24 **A large number of successive bursts on the glue jointed PVC pipe in Mary Street prompted action and the pipe was replaced. The replacement included shut off valves that will facilitate the planned replacement of the Edwards Street water main in the next financial year.**

- 5.25 Upgrading of the Cotter Street water supply was reported on previously. New fire hydrants were installed to improve fire fighting abilities to the industrial end of the cul-de-sac. It was found that the old supply pipe was a 25 mm Alkathene.

Mokau Water Supply (MWS)

6.1 Background

- 6.2 The MWS is working reasonably well but does not meet the Drinking Water Act 2007 (as amended in 2008). It required coagulation and an Ultra violet disinfection unit. **The upgrade of the plant and installation of the UV disinfection unit is complete and the MoH has paid the subsidy funding.**
- ~~6.3 The Plant has now been upgraded for a little less than the budgeted amount and is working well. As a result of the changes to the dam position and design changes to structure levels due to the finding of a shell midden and hangi pit, the clarifier will have to be moved to a lower level to continue to have gravity feed.~~
- 6.4 The other issues to be addressed include - inadequate storage of raw water to meet summer demand which is also the dry period and the existing storage dams need work to meet the new building compliance standards as of 2010/2011. Funding has been approved by MoH (\$725,790) and final design has been completed.
- 6.5 The present estimate and budget is \$800,000. **The new storage dam, in the lower position and as redesigned due to the archeological finds, has been completed and is presently in operation. The dam was brought into service at the start of the summer season in January and has performed as expected with no shortage of water being experienced in Mokau, although water restrictions were impose due to operational requirements. The MoH has paid the subsidy funding.**

6.6 Capital Expenditure Budget

- 6.7 This in turn lead to a situation that the gravity sand filter acting as a clarifier – first treatment barrier – has to be moved to a lower level to allow flow of water from the dam to the clarifier under gravity.
- 6.8 Alternative would be to build a transfer pump station.
- 6.9 Both solution will come at additional cost but the gravity solution is the preferred one since it does not have the long term mechanical and energy cost that goes with a pump station.
- 6.10 A final survey of the various components of the raw water system showed that there will be just enough static head to drive the water from the new dam to the existing primary filter providing the pipe size is maintained, therefore no pumping should be required. This solution is currently being pursued.
- 6.11 There are still dam safety remedial works to be done on the existing dams. The area around the dams has been declared Maori gardens and Mokau Ki Runga was adamant in the past that no earthworks should be done in the area. The issue of dam safety was broached and they first want to know what work is proposed and the proposed construction methodology.
- 6.12 The Engineer's Estimate for this work is \$350,000 + GST. \$177,000 + GST is subsidised by MoH.

- 6.13 ~~The final design will be conveyed to Mokau Ki Runga as soon as the detail is available to seek agreement on construction methodology relating to needed earthworks.~~ A meeting with stakeholders was held in Piopio on 21 April to broadly outline and inform the meeting of the work required.

Piopio Water Supply (PWS)

- 7.1 The reticulation in Piopio has remained largely unchanged over many years. Due to its age and condition a program has been worked out to commence replacement in sections.
- 7.2 Operationally the existing layout will inconvenience consumers and in view of this it has become necessary to complete some ring mains to be able to shut smaller sections off during the renewal of existing pipes.
- 7.3 The first of these is from Moa Street (SH3) along Tui Street to Aria Road. Approximately 225 m of 100 mm pipe will be installed for an estimated cost of \$22,750.00 and includes two shut off valves. This work is scheduled to be completed mid-May 2015.
- 7.4 Tenders for this work have been received and the tender evaluation will take place in due course. The starting date for this project was delayed to the end of May the Piopio College fence line bordering Tui Street seems to encroach on road reserve. A surveyor was employed to establish the actual boundary.

Benneydale Water Supply (BWS)

- 8.1 Nothing to report.

Waitomo Water Supply (WWS)

9.1 Background

- 9.2 An in-house assessment of the privately owned WWS was done in the 2008/09 year and the opportunity for potential WDC involvement was consulted on during the 2009-2019 LTCCP consultation process with a specific meeting in Waitomo Village.
- 9.3 Proposed capital expenditure was originally moved to start in the 2013/2014 year spread over 3 years.
- 9.4 More detailed investigation work was done late 2013 and the assets valued by the WDC Group Manager Assets.
- 9.5 This information was conveyed to THL before the December 2013 break and discussed at a meeting on 13 January 2014.
- 9.6 Some adjustment to values were agreed and that together with best guess estimates by the Group Manager Assets for renewal/replacement of assets staged over 9 years was used to model per cubic meter rates for treated water and treated waste water.

- 9.7 This information was conveyed to THL on 25 February 2014 to use in an assessment of financial impact on THL operations in Waitomo Village.
- 9.8 Due to significant base cost and small amount of water needed and waste water produced the modeled cost per cubic meter is quite high.
- 9.9 Although the modeled cost of water is in the same ball park as that of Mokau which produce near 3 times the volume with a similar situation of small residential numbers and large influx of holiday makers
- 9.10 Discussion with THL and the two Maori Trusts is ongoing.
- 9.11 There is no funding in the 2012-22 LTP and \$5,000 in the 2013-14 EAP for any work on Waitomo Village infrastructure.
- 9.12 The security of land tenure is being discussed and is being reported on elsewhere.

Suggested Resolution

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



CHRISTIAAN VAN ROOYEN
GROUP MANAGER – ASSETS

May 2015

Document No: 360953

File No: 037/020/12A

Report To: Council

Meeting Date: 26 May 2015

Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Stormwater

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress with implementation of the Work Plan for the Stormwater activity as contained in year **three (2014/2015)** of the 2012-2022 Long Term Plan (LTP).

Introduction

- 2.1 This business paper focuses predominantly on capital expenditure projects i.e. renewal and improvement works, however any issues arising in the maintenance area of the Stormwater activity will be reported to Council on a needs basis.
- 2.2 This business paper is intended to compliment the monthly and quarterly reporting to Council. It is designed to provide further detailed information on the implementation of Council's capital (improvement and renewal) expenditure programme.

Background

- 3.1 The Stormwater significant activity provides for the collection, diversion, treatment and disposal of urban surface water runoff following rainfall. Surface water flooding can occur in the absence of an effective stormwater drainage system.
- 3.2 Council is involved in this activity to fulfill its legal responsibilities for the control of its stormwater systems and to work towards the achievement of community outcomes. Efficient, environmentally safe and sustainable urban stormwater services are essential for the social, cultural and environmental well-being of the District. Stormwater services ensure the protection of public health in urban areas through the collection and disposal of urban stormwater.
- 3.3 The Local Government Act 2002 empowers Council to be involved in the ownership and provision of stormwater assets.
- 3.4 The Stormwater activity covers the stormwater assets owned and operated by Council in urban areas including:
- Te Kuiti
 - Benneydale
 - Piopio
 - Mokau
 - Awakino
 - Marokopa
 - Te Waitere
- 3.5 The majority of Council's stormwater infrastructure is located at Te Kuiti, with limited infrastructure available at the remaining townships. The stormwater

infrastructure servicing Waitomo Village and Taharoa is privately owned and does not form part of this 2012-22 Long Term Plan.

3.6 WDC's storm water reticulation design endeavors to meet a 2 year rainfall return period.

3.7 The main activity under this significant activity is stormwater reticulation and disposal which comprises:

- Preparation of catchment assessments for each urban area to identify open drains, ephemeral water courses, permanent water courses, stormwater and preliminary secondary flow paths is a definitive need to manage stormwater in Te Kuiti. This represents a significant amount of work which Council voted funding to start it in the 2011-12 year.
- Reporting on stream environmental impacts as demanded by comprehensive discharge consent. This reporting is completed annually.
- Finding stormwater pipe work not on record, assess condition and record in asset register. This is an activity that takes place as general maintenance works occur. It really requires a special project to provide information to improve the information for the Activity Management Plan flowing into the 2012-22 Long Term Plan and further into the future to inform the work that needs to be done in the Catchment Assessments.
- Providing, maintaining and upgrading Council's urban stormwater network comprising the urban open drains, pipes and manholes, downstream from surface channels, sumps and sump leads (the latter, together with all rural drainage assets, are included under the Land Transport significant activity).

3.8 The main elements of this activity are:

3.9 Maintenance

3.10 Operation and maintenance involves the planned and reactive servicing of the stormwater infrastructure – clearing drains, emptying sumps, repairing damaged asset components.

3.11 During recent investigation of sewer reticulation it has been identified that there are a number stormwater pipes that are partially blocked with accumulated debris. Investigation showed that cleaning of the system will be fairly costly and will have to be addressed through maintenance over a long time

3.12 Council approved a modest budget for four years starting 2012-13 for maintenance cleaning of reticulation. Work is done bit by bit and asset information collected as it progresses. Several minor repair/renewal projects had already been identified. A programme to do this work will be compiled on a Catchment by Catchment basis and brought into the budgets as it can fit.

3.13 Renewals

3.14 Renewal/replacement of stormwater infrastructure (principally stormwater pipes) involves replacement of these assets at the end of their effective lives. The timing of renewals is determined from the asset age, condition assessments and capacity assessments of the existing drainage networks based on the available asset data. This has shown a large spike in required renewals for the period 30 to 60 years from now. Using replacement values, the renewals costs have been smoothed to flatten this peak in the 2012-22 LTP. As asset information improves,

specific renewals will be individually assessed to verify that the renewal is actually needed before the work is done.

- 3.15 The average renewal works expenditure based on current information is approximately \$100,000 per annum in the 2012-22 LTP.
- 3.16 The renewal funding for the past years has actually been spent on installation of renewal or new reticulation to solve critical spots that become apparent during each year.
- 3.17 The specific areas identified in the 2012 – 2022 LTP for the 2014 / 2015 years are parts of Tammadge Street, King Street West and Taupiri Street. However several areas were identified during maintenance in the 2013 / 2014 year that required attention more urgently.
- 3.18 This trend is expected to continue as critical points are identified during the special maintenance cleaning programme.

3.19 Improvements

- 3.20 This involves the provision of additional stormwater drainage capacity either by installing new or extending existing drainage networks, or by increasing the size of existing pipes on the same alignment. Where possible, any identified shortfall in existing pipe capacity will be addressed at the time of the pipe replacement so that any existing undersized pipes will be replaced with larger diameter pipes. An example of this is the planned Cotter Street Stormwater augmentation.
- 3.21 Completion of urban catchment assessments may identify capacity shortfalls in the existing stormwater network. Similarly, concept design work proposed somewhere in the future for Mokau-Awakino and structure planning for Te Waitere may result in new drainage works proposed for these areas.

Te Kuiti Stormwater

4.1 Capital Expenditure Budget

- 4.2 The budget for capital works for 2014-2015 is \$348,628 for minor renewals, piping of open drains, stormwater rehabilitation and continuation of the catchment reticulation clearing and assessment.

4.3 Key Projects and Programmes for the 2013/2014 Year

4.4 Rora Street

- 4.5 Minor renewal funding is allocated to address stormwater in Cotter Street. Cotter Street Augmentation was identified when work around the new Stock Effluent Facility in Cotter Street was completed. No formal provision to route the storm water from Waitete Road to the Mangaokewa River is in place, all water flowed overland into a paddock, then piped through a short section underneath a commercial property to the river through private property. With the completion of the Stock Effluent facility it became clear that the existing route has insufficient capacity and may cause flooding to the commercial site and private property.

- 4.6 The Cotter Street augmentation is scheduled to proceed during the summer dry months, estimated cost \$45,000. **This work was deferred until equipment was available to horizontally drill a large diameter pipe underneath the cul-de-sac as the stock truck traffic would be a significant hazard and this also delayed the start of the project.**

- 4.7 The major issues identified through the previous CCTV work ~~are~~ were on Duke and George Street.
- 4.8 This work has been completed at a cost of \$221,000
- 4.9 In King Street East a 1,000mm pipeline from Taupiri Street to the river has been identified to have significant differential settlement to the extent that the pipe sections have moved apart. Investigation showed that water going through the joints has created tomo's and the whole section of pipe is suspect. It is not possible to exactly determine the size of the tomo's but they are significant and there is risk that sections of the pipe may drop into one or more of these. The pipe will have to be dug up and re-laid. Because of the depth (over 2m) it will be an expensive project. Initial estimate is \$180,000 excluding GST. This is being investigated further to see if there is a way to repair at lesser cost. The King Street East 1000mm diameter pipe, from Taupiri Street to the river, has been investigated. Lining the existing pipe is estimated at \$100,000. To remove and relay the pipe with new joint seals after proper bedding compaction is estimated to be \$180,000. This work is in the next LTP for the 2015 -16 year. **Further investigation showed that it may be possible to insert a slightly smaller diameter continuous pipe into the existing pipe and so preventing large and deep excavations. This method is actively being investigated. The cost is estimated to be approximately \$85,000.**

4.10 Catchment Assessments

- 4.11 The First Stage of the Basic Catchment Assessment is complete. Any new stormwater pipe replacement is done in accordance with the proposed pipe sizes as determined from this Assessment.
- 4.12 **A Storm Water system safety assessment has been commissioned.**
- 4.13 **An overland flooding model is being developed to assist in determining priority areas prone to flooding with mitigating work proposals investigated.**

4.14 Exceptions Project

None

Rural Stormwater

5.1 Capital Expenditure Budget

5.2 Introduction

5.3 Minor renewals are small improvement works (mainly unforeseen) that may come up during a year and are identified by staff, the Maintenance Contractor or ratepayers.

No budget provision made in LTP

Budget operations for 2014/15	\$9,200
Expenditure to 30 April 2015	\$4,578

Suggested Resolution

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



CHRISTIAAN VAN ROOYEN
GROUP MANAGER – ASSETS

May 2015

Document No: 360954**File No:** 037/020/12A**Report To: Council****Meeting Date:** 26 May 2015**Subject:** Progress Report: Monitoring Against 2012-2022 Long Term Plan – Wastewater

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress with implementation of the Work Plan for the Sewerage activity as contained in year **three (2014/2015)** of the 2012-2022 Long Term Plan (LTP).

Introduction

- 2.1 This business paper focuses predominantly on capital expenditure projects i.e. renewal and improvement works; however any issues arising in the maintenance area of the Sewerage activity will be reported to Council on a needs basis.
- 2.2 This business paper is intended to compliment the monthly and quarterly reporting to Council. It is designed to provide further detailed information on the implementation of Council's capital (improvement and renewal) expenditure programme.

Background

- 3.1 The Sewerage activity provides for the environmentally safe collection, treatment and disposal of the District's sewage.
- 3.2 Council is involved in this activity to fulfill its legal responsibilities for the control of its sewerage systems and to work towards the achievement of Community Outcomes. Efficient, environmentally safe and sustainable urban wastewater services are essential for the social, cultural and environmental well-being of the District. Sewerage services are essential for the protection of public health and environment in urban areas through the collection, treatment and disposal of human and commercial/industrial wastewater.
- 3.3 The Local Government Act 2002 empowers Council to be involved in the ownership and provision of sewerage assets.
- 3.4 Sewerage (or wastewater) Schemes are provided by Council at:
- Te Kuiti
 - Benneydale
 - Piopio
 - Te Waitere
- 3.5 Concept design work planned for Mokau-Awakino and structure planning for Te Waitere has been moved outside the present 10 year plan due to lack of resources.

3.6 The privately owned and operated sewerage schemes at Waitomo Village and Taharoa do not form part of the 2012-22 LTP.

3.7 There are three activities under the Sewerage significant activity:

- Maintenance
- Renewals and Replacements
- Improvements

3.8 Maintenance

3.9 Operation and maintenance involves the planned and reactive servicing of the sewerage infrastructure – clearing blocked sewers, servicing pump stations, repairing damaged asset components and operating the sewage treatment plants and disposal systems.

3.10 Renewals

3.11 Renewal/replacement of sewerage infrastructure (principally sewer pipes) involves replacement of these assets at the end of their effective lives. The timing of renewals is determined from the asset age, condition assessments and capacity assessments of the existing drainage networks based on the available asset data. Renewal costs fluctuate between schemes with non-operational expenditure “smoothing” applied in all cases to avoid major spikes in overall expenditure for each scheme from one year to the next.

3.12 Improvements

3.13 This involves the provision of additional sewerage reticulation or treatment plant capacity either by installing new or extending existing pipe networks or treatment plants. Where possible, any identified shortfall in existing pipe capacity will be addressed at the time of the pipe replacement so that any existing undersized pipes will be replaced with larger diameter pipes.

Te Kuiti Sewerage

4.1 Capital Expenditure Budget

4.5 The upgrade is now complete and operating well. The Plant has required some fine tuning which is still underway due to the highly variable discharge received from the Meat Works. The discharge received from the Meat Works varies constantly due to changes in their operations and this in turn requires adjustment of treatment processes at the Plant.

4.6 The UV units deliver the required level of sterilisation and well above, however they do not meet the contracted for performance and after extensive and intensive testing the Supplier will be replacing both units with two larger units at the Supplier's cost.

4.7 ~~This replacement is expected to be completed by the end of February 2015. The replacement of both UV units with larger, more powerful units has now been completed. The supplier is currently performing collimated beam tests to measure effective bacterial kill rates and to programme the automated dosing functions.~~

4.8 An investigation of a section of gravity main in Te Kumi Side Road showed that the old vitreous clay pipes had moved and become dislodged from their joints, causing ground to fall into the pipes and blocking them. The replacement of

approximately 135 m of pipe, including lateral connections and chambers will commence in due course.

- 4.9 The Esplanade River Crossing Augmentation has been postponed until the next financial year.
- 4.10 The Inflow and Infiltration investigations and associated rehabilitation works has produced results with the inflow into the waste water treatment plant reduced considerably during heavy rains. Further work is planned and will commence in due course.

4.11 Discharge Consent Application

4.12 Introduction

- 4.13 Existing (operative) consent expired in 2005 a new consent applied for was put on hold and present operations are under the old Consent. Request for information to inform the Discharge Consent applied for was submitted in June 2009 and further information was required which led to fairly detailed discussion, mainly with regard to land disposal of treated waste water.

4.14 Consent Issues/Progress

- 4.15 Agreement has been reached between WRC and WDC on consent conditions and a term of 25 years. All Submitters, except DoC and Fish and Game, have indicated their acceptance of the conditions and term.
- 4.16 WRC is working with DoC and Fish and Game to reach agreement.

Te Waitere Sewerage

5.1 Key Projects and Programmes for the 2013-14 Year

5.2 Project Number One: Land for Soakage

5.3 Introduction

- 5.4 The Te Waitere sewerage system started as a system to service a subdivision of eight houses. The domestic water supply is collected off roof tanks and therefore the volume of household waste water is quite low per connection. The consent is for a volume, and based on that, actual waste water generated could service more houses. Several additional houses along with the Boat Club and public toilets were connected over time. On the basis of the low waste water quantities per household and a report that the capacity of the soakage is adequate as filed by a WRC Officer, it was calculated that up to 25 houses could be serviced.

- 5.5 There is demand for more sections and at least two owners of larger properties indicated their intent to develop more sections should waste water services be available.

- 5.6 Further investigation showed that the upgrade of the pump station to provide a reliable service for a larger community would not be a significant issue however the investigation into the capacity of the soakage field showed that it is utilized beyond its capacity already also that the ground along that hill slope is moving.

5.7 Design/Scope

- 5.8 A concept design that takes cognizance of the specific issues at Te Waitere needs to be developed. This will in all probability require negotiation with landowners for land to be used as soakage fields. Followed by consultation, preliminary design and cost estimate with rates modeling followed by further consultation. At present there is no Wastewater funding available from Central Government.
- 5.9 Consent Issues/Progress
- 5.10 The present consent is valid until September 2017. However with the knowledge recently obtained about the capacity of the existing soakage field there will be considerable pressure from WRC on Council to address the issues as soon as possible.
- 5.11 The Soakage field area had been surveyed to establish the exact position as part of upgrading the pump line and some rehabilitation work at the soakage field. The outcome showed that the land actually move in excess of 1.0m down slope in the past 15 years.
- 5.12 Further work/expenditure had been put on hold until such time as a geotechnical investigation identified if there is any land that could be safely develop either through the District Plan or a specific scheme plan.
- 5.13 No further progress has been made in this regard since the last reporting period.
- ~~5.14 Pipeline Renewal Funding Sources and Expenditure to Date~~
- ~~5.15 The work was delayed but is now complete~~

<h2>Benneydale Sewerage</h2>

6.1 Issues/Progress

- 6.2 Earlier work has been completed
- 6.3 The old network was regarded as being at the end of its economic life. During affordability review the economic life of the old network was extended by 20 years
- 6.4 Inspection of the lines showed that there are repair work to be done to ensure that the reticulation last the 20 year period.
- 6.5 The information has been analysed and a repair/renewal programme developed to ensure the integrity of the system for at least another 20 years.
- 6.6 Tender documentation has been completed.
- 6.7 The most critical work component is a main line crossing SH 30 which is partially crushed
- 6.8 This section will be done early in 2015 and the remainder will be programmed over the next 2 years. Work on this project has been delayed and will commence in the 2015 / 16 financial year. Additional funding has been provided in that period and will be applied with the existing budget carried forward to complete as many as possible of the major defects found.

Piopio Sewerage

7.1 Nothing to report.

Suggested Resolution

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



CHRISTIAAN VAN ROOYEN
GROUP MANAGER – ASSETS

Document No: 363221v2

File No: 037/020/12B

Report To: Council**Meeting Date: 26 May 2015****Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (May 2015)****1 Purpose of Report**

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

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

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

1	Purpose of Report	1
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31	Update on LED	16
32	Re-Tendering of Road Maintenance Contract	Error! Bookmark not defined.

2 Local Government Act S.11a Considerations

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

3 Introduction

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

4 Background

- 4.1 The scope of Land Transport activities in the Waitomo District is almost entirely related to the roading assets. This includes:
- Roads (excluding state highways),
 - Footpaths, bridges,
 - Traffic services,
- 4.2 There are no passenger transport services available other than the inter-regional bus connections operating on the state highway network.
- 4.3 The nature of Council's roading activity is:
- Managing and maintaining the District's road network.
 - Undertaking road rehabilitation and upgrading of the roading structure and ancillary systems such as signs and road markings.

5 Subsidised Roding

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

6 2014/2015 Maintenance Expenditures Budget

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

7	Community Projects/Road Safety Promotion 431 - 433
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7.1 Introduction

7.2 The 2014/2015 Community Projects/Road Safety Promotion activity program was completed for the Road Safety Promotion activities for 2015-18 as guided by the NZTA/Waikato Bay of Plenty Investment section.

7.3 Budget, Funding Sources and Expenditure to Date

7.4 The WDC 2014 -2015 budget for this activity is \$93,888 (including Salary and overhead costs) or \$56,175 (excluding) with a FAR of 65.5%. The expenditure to date is \$36,735 (excluding Salary and overheads), which is about 65% of the allocated budget.

7.5 Procurement

7.6 This activity forms part of the current Road Maintenance Contract. This Activity is a shared agreement between WDC and ODC with 65.5% FAR assistance from NZTA.

7.7 Progress

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

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

PROJECT	DESCRIPTION	DATE
Bikewise	Two training days were held at centennial park to try and encourage people back on their bikes, bike safety and maintenance was covered at the training session. Target area WDC	March 3/10
Fatigue stop	Planned for the 9 th of march was cancelled, road Safety Taranaki cancelling their end due to lack of support from support agency's and over commitments on there behalf. More Fatigue stops are being planned for the up and coming winter ski traffic. Target areas road users traveling trough both WDC/ODC	9 th March On going
Club champs	Player of the day caps and bags have been purchased and kits are being put together for when the local rugby competition starts. A training evening was held at the Waitete Rugby club rooms to discussion the rules and regulations of running a clubroom and Bar. Target areas WDC and ODC	19 th Feb, and ongoing
Seniors Drivers	A questionnaire is being sent out to all seniors in regards to driving and road safety issues. A training discussion morning is being planned to help answer questions. Target areas WDC and ODC	On going
SADD	A group of local children are being taken to attend a training session in Morrinsville on the 20 th March. This will be the first introduction to how SADD works and is a very important learning step for our new SADD students. Target areas WDC and ODC	20 th March and ongoing
SADD	Two students from Te Kuiti college have been funded to attend the SADD conference held in Napier on the 14 th to the 16 th of April. An offer to pay for students to attend was made to all high schools in both districts. Target areas WDC and ODC	April On going
Fatigue Stops	Fatigue stops are being planned for the Winter ski traffic. Target areas road users traveling trough both WDC/ODC	On going
Rural Roads	500 Safe'T'Shells are being purchased to help keep our rural kids safe while walking to catch buses. This will be the starting point for my Rural Road campaign. All Rural schools are being contacted to see how many bus children and children Target areas WDC and ODC	On going
Restraint Checks	A series of Child restraint checks are being held in Otorohanga next week. Target areas WDC and ODC	

8 Emergency Reinstatement (First Response) 141

8.1 Introduction

8.2 The 2014/2015 Emergency Reinstatement activity is intended to provide funding for unknown/unplanned events like large slips.

8.3 Budget, Funding Sources and Expenditure to Date

8.4 The WDC 2014 -2015 budget for this activity is \$180,000 with a FAR of 59%. The expenditure to date is ~~\$155,007~~ \$189,000

8.5 Procurement

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

8.7 Construction Issues/Progress

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

9 Environmental Maintenance 121

9.1 Introduction

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

9.3 Budget, Funding Sources and Expenditure to Date

9.4 The WDC 2014 -2015 budget for this activity is \$358,985 with a FAR of 59%. The expenditure to date is ~~\$461,400~~. \$491,000. Funding has been re-allocated from other activities to accommodate the expenditure.

9.5 Procurement

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

9.7 Construction Issues/Progress

9.8 Only normal maintenance activities in progress. Small slips and road side mowing and spraying of noxious weeds made up the bulk of these costs. The NZTA has changed their criteria on what they allow under Emergency Works and the result of that is that some work we previously could do under Emergency Work, now has to be funded under this Environmental Category.

10 Routine Drainage Maintenance 113

10.1 Introduction

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

10.3 Budget, Funding Sources and Expenditure to Date

10.4 The WDC 2014 -2015 budget for this activity is \$449,400 with a FAR of 59%. The expenditure to date is ~~\$330,191~~ \$386,000

10.5 Procurement

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

10.7 Construction Issues/Progress

10.8 Only normal maintenance activities in progress. The bulk of these cost were from Water table maintenance and Culvert maintenance. Winter preparation works are now in progress.

11 Sealed Pavement Maintenance 111

11.1 **Introduction**

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

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

11.4 The WDC 2014 -2015 budget for this activity is \$1200,000 with a FAR of 59%. The expenditure to date is ~~\$1,119,697~~ \$1,163,000

11.5 **Procurement**

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

11.7 **Construction Issues/Progress**

11.8 Only normal maintenance activities in progress. The bulk of these costs were from pre-reseal repairs and routine pavement maintenance. Downer has completed all the Pre-reseal works by the end of 2014 in preparation for the current reseals project which is now at completion.

12 Structures Maintenance 114

12.1 **Introduction**

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

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

12.4 The WDC 2014 -2015 budget for this activity is \$140,000 with a FAR of 59%. The expenditure to date is ~~\$65,319~~ \$103,000

12.5 **Procurement**

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

12.7 **Construction Issues/Progress**

12.8 The bulk of these costs were from routine maintenance on guardrails and bridge decks.

13 Traffic Services Maintenance 122
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13.1 **Introduction**

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

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

13.4 The WDC 2014 -2015 budget for this activity is \$139,000 with a FAR of 59%. The expenditure to date is ~~\$37,947~~ \$42,000

13.5 **Procurement**

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

13.7 **Construction Issues/Progress**

13.8 Cyclic maintenance on road signs and line marking make up these costs. The District wide remark is now in progress.

14 Street Lights Maintenance 122

14.1 **Introduction**

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

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

14.4 The WDC 2014 -2015 budget for this activity is \$194,000 with a FAR of 59%. The expenditure to date is ~~\$196,266~~ \$208,000. Funding has been re-allocated from other activities to accommodate the expenditure.

14.5 **Procurement**

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

14.7 **Construction Issues/Progress**

14.8 Cyclic maintenance and electricity costs make up this expenditure.

15 Unsealed Pavement Maintenance 112

15.1 **Introduction**

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

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

15.4 The WDC 2014 -2015 budget for this activity is \$1,126,700 with a FAR of 59%. The expenditure to date is \$831,000

15.5 **Procurement**

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

15.7 **Construction Issues/Progress**

15.8 A major unsealed pavement maintenance programme was completed between July and September 2014 covering the whole network. The balance will be spend during April/May 2015. Funding has been re-allocated from other activities to accommodate the expenditure.

16	2014/2015 Capital Expenditure Budget
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- 16.1 The LTP-budget for 2014/15 is \$5,502,704 and the total current budget for subsidised CAPITAL works for the 2014/15 year is \$4,922,754. The reasons for this difference have been explained in the Exceptions Annual Plan for 2014/15.

17	Preventative Maintenance 241
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17.1 **Introduction**

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

17.3 **Design/Scope**

- 17.4 Three projects have been identified during this year and are being scoped and prioritised.

17.5 **Consent Issues/Progress**

- 17.6 Applications are being submitted to the NZTA to secure 59% funding. The Oparure Rd Retaining Wall has been surveyed and scoped and is now being designed. The phase one of the actual construction works is earmarked for next financial year.

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

- 17.8 The current WDC 2014 -2015 budget for this activity is \$50,000 with a FAR of 59%. The expenditure to date is \$10,700.

17.9 **Procurement**

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

17.11 **Construction Issues/Progress**

- 17.12 Oparure Retaining Walls at Oparure Rd, km 12.3 and 12.9. These retaining walls are in a slow process of failure. A geotech investigation was done during late 2014 to find a feasible solution and survey work has been completed recently to assist in the investigation of an option to re-align the road to improve the curves as well as deal with the two retaining walls at the same time. The NZTA indicated that they would not accept this work to be done under Emergency Funding; therefore it had to be re-allocated to Preventative Maintenance. The available funding is deemed insufficient for the proposed construction works, so only the investigation and design work was completed during this financial year and the construction work is postponed to possibly next year.

18	Associated Improvements for Renewals 231
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18.1 **Introduction**

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

18.3 **Design/Scope**

18.4 Works still to be identified during this year and prioritized.

18.5 **Consent Issues/Progress**

18.6 Applications to be submitted to the NZTA to secure 59% funding.

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

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

18.9 **Procurement**

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

18.11 **Construction Issues/Progress**

18.12 Nil. ~~This funding may get used to help fund the proposed Retaining Walls required with the upcoming Pavement Rehab Programme in April 2015.~~

19 Drainage Renewals 213

19.1 **Introduction**

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

19.3 **Design/Scope**

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

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

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

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

19.8 **Consent Issues/Progress**

19.9 Applications are to be submitted to the NZTA to secure 59% funding.

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

19.11 The current WDC 2014 -2015 budget for this activity is \$459,000 with a FAR of 59%. The expenditure to date is ~~\$209,889~~ \$233,000

19.12 **Procurement**

19.13 This activity forms part of the current Road Maintenance Contract. This category is procured, in the main, through the Road Maintenance Contract or through

obtaining quotes or tenders for larger works and some small level of procurement through the Pavement Rehabilitation packages (as appropriate) as they are tendered.

19.14 **Construction Issues/Progress**

19.15 Drainage renewals and upgrades across the network take place as it fits in with other works with the bulk of the work being carried out during the Summer months. The NZTA has indicated that we may use this budget to help fund other categories where we have identified higher priority works.

20	Minor Improvements 341
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20.1 **Introduction**

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

20.3 **Design/Scope**

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

20.5 **Consent Issues/Progress**

20.6 Applications are to be submitted to the NZTA to secure 69% funding.

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

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

20.9 **Procurement**

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

20.11 **Construction Issues/Progress**

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

21	Pavement Rehabilitation 214
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21.1 **Introduction**

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

21.3 **Design/Scope**

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

21.5 **Consent Issues/Progress**

21.6 Applications are to be submitted to the NZTA to secure 59% funding.

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

21.8 The current WDC 2014 -2015 budget for this activity is \$1,099,150 with a FAR of 59%. (However, \$300,000 of this has to be transferred to fund Emergency Reinstatements.) The expenditure to date is ~~\$91,702~~ \$201,000

21.9 **Procurement**

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

21.11 **Construction Issues/Progress**

21.12 A portion of this budget is being re-allocated to provide funding for Emergency Works. There was a hold up due to Environmental Consent requirements. The Pavement Rehabilitation Contract has started late and is now expected to be completed by end of May.

22 Sealed Road Surfacing 212

22.1 **Introduction**

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

22.3 **Design/Scope**

22.4 A list of works are being identified and prioritized.

22.5 **Consent Issues/Progress**

22.6 Applications are to be submitted to the NZTA to secure 59% funding.

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

22.8 The current WDC 2014 -2015 budget for this activity is \$1,290,850 with a FAR of 59%. The expenditure to date is about ~~\$1,009,187~~. \$1,069,000

22.9 **Procurement**

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

22.11 **Construction Issues/Progress**

22.12 A joint inspection with Higgins Contractors was done on 17 October 2014 to agree the proposed reseal strategies for each section of road on the reseals list. Higgins then completed the seal designs. The Reseals programme is underway and is scheduled for 25 November 2014 to 31 March 2015. Higgins has recently finished the works.

23 Structures Components Replacement 215

23.1 **Introduction**

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

23.3 **Design/Scope**

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

23.5 **Consent Issues/Progress**

23.6 Applications are to be submitted to the NZTA to secure 59% funding.

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

23.8 The current WDC 2014 -2015 budget for this activity is \$300,000 with a FAR of 59%. The expenditure to date is ~~\$40,747~~. **\$271,000**

23.9 **Procurement**

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

23.11 **Construction Issues/Progress**

23.12 Kawhia Harbour Bridge 14 is a precast unit and design and construction is underway. The installation is expected to be completed by end of April 2015. **Some structural bridge components are being replaced on various bridges to the total amount of about \$170,000.**

24 Traffic Services Renewals 222

24.1 **Introduction**

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

24.3 **Design/Scope**

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

24.5 **Consent Issues/Progress**

24.6 Applications are to be submitted to the NZTA to secure 59% funding.

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

24.8 The current WDC 2014 -2015 budget for this activity is \$115,600 with a FAR of 59%. The expenditure to date is ~~\$30,000~~. \$75,000

24.9 **Procurement**

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

24.11 **Construction Issues/Progress**

24.12 Traffic Signs replacement is underway and the District wide Line remark is to be partly funded from this budget and is now in progress.

25 Unsealed Road Metalling 211

25.1 **Introduction**

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

25.3 **Design/Scope**

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

25.5 **Consent Issues/Progress**

25.6 Applications are to be submitted to the NZTA to secure 59% funding.

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

25.8 The revised current WDC 2014 -2015 budget for this activity is \$140,000 with a FAR of 59%. (However, the balance of this was transferred to fund Emergency Reinstatements.) The expenditure to date is \$139,303. \$189,000. **The revised budget encompasses the savings achieved on the Reseals and the Emergency works and the Rehab project, which will fund additional Road Metalling works on unsealed roads in April to June. (The new total spend on this budget is expected to be \$500,000)**

25.9 **Procurement**

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

25.11 **Construction Issues/Progress**

25.12 About \$140,000 has been spent on structural metal during this financial year. The balance of this Budget is being re-allocated to provide funding for Emergency Works. This will have a negative impact on Unsealed Road metalling. **Further Unsealed Road Metalling works is now in progress to be completed by June.**

26	Emergency Reinstatements Projects 141
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26.1 **Introduction**

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

26.3 **Design/Scope**

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

26.5 **Consent Issues/Progress**

26.6 Applications are being submitted to the NZTA to secure Varying % funding.

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

26.8 The current WDC 2014 -2015 budget for this activity is \$1,252,900 with a FAR of varying %. Additional funding is being diverted from Minor Improvements, from Pavement Rehabilitation and from Unsealed Road Metalling to fund the Emergency Works Projects which are Oparure Rd Culvert 1.4, Tawa St Slip, Gribbon Rd Slip, Mangarino Rd Slip and Point Rd Erosion. The expenditure to date is \$488,296.

26.9 **Procurement**

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

26.11 **Construction Issues/Progress**

26.12 Point Road Rock Embankment repair work is now completed, except for the proposed chip sealing of the road surface.

26.13 Tawa Heights retaining wall – Inframax has now completed this project and it is funded under Emergency Works.

26.14 Oparure Rd Culvert at RP1.4 – This project was completed successfully during December 2014 and funded under Emergency Works.

26.15 Mangarino Road retaining wall – This project was awarded to Inframax and is **now in progress, nearing completion.** ~~starting now after a delay to await final Environmental Consent which was recently obtained.~~ Expected completion is end May 2015.

27	Update on ONRC
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27.1 The One Network Road Classification (ONRC) for WDC was done and submitted to NZTA.

27.2 The Road Transportation Unit (RTU), set up by the NZTA and Local Government NZ to assist local authorities with the implementation of ONRC, is gaining traction with the retention of experienced principals to share best practice activity management planning.

27.3 The process of applying performance measures to our network, meanwhile, is underway. WDC will need to consider the ONRC CLoS and performance

measures in relationship to the network, and assess current performance in relation to the REG provisional targets.

- 27.4 REG is developing a set of guidance documentation to assist RCAs with the implementation of the ONRC performance measures. REG is currently piloting the measures on selected networks to identify the key issues and frequently asked questions. It is expected that a full set of guidance will be released in December 2014. It will further assist RCAs to ensure they are well aware of the transition requirements of fully embedding the ONRC into decision making for the 2018-21 NLTP.
- 27.5 Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.
- 27.6 The NZTA has advised that they recommend LTA's to wait until the NZ Transport Agency has completed the new criteria for the ONRC Levels of Service before letting any new Tender documents.

28 Update on RATA

- 28.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over Roothing expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.
- 28.2 WDC is participating in the RATA Multi-Party Data Collection contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as with the one additional Service of Footpath Condition Rating.
- 28.3 The RAPT report (report on road maintenance and renewal practices across the region) was made available by January 2015.
- 28.4 On 5 February 2015 the Manager Local Roads attended a RATA meeting for Asset Managers. Dawn Inglis introduced the purpose of this forum and Jarrod Bates presented an introduction to the basics of Asset Management, covering Asset Lifecycles, Condition Data, Forward Works Programming, and more. Don McLeod talked about Asset Management and how best to communicate these technicalities and key messages with our elected members. Dawn Inglis presented a NZTA Trends Wizard tool and Forwards Works Programme.
- 28.5 On 13 March RATA held a meeting for Asset Managers to discuss RAMM, ONRC Transition planning, ONRC Performance measures (the customer outcome measures, Technical outcome measures and Cost efficiency measures) and the Transition Plan.

29 Update on FAR

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

30 Update on LED

- 30.1 NZTA see LED lighting as a major potential cost saver. Indications gleaned from industry information are that the expected savings are anything but a foregone conclusion. The whole argument is based on energy saving, but the expected higher cost of equipment is still not determined. There is no proof as yet that LED lights will last the claimed 25 to 30 years.
- 30.2 LED lights do not have the same light intensity as the existing equipment and when installed the electrical controls have shown to be vulnerable to power fluctuations and in Waitomo that is an issue that often causes problems with both existing SCADA and Telemetry systems.
- 30.3 Most of the existing street light equipment in Waitomo is mounted on aging power poles and not located at an ideally set spacing. WDC will be better served to transfer lights onto light poles at the correct spacing as a first step and first see how the switch-over to LED lighting develops. This will have the added benefit of making use of the expected drop in the unit cost of LED lighting as market volumes increase when the other larger councils start buying them in large quantities.

Suggested Resolution

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



JOHAN ROSSOUW
MANAGER – LOCAL ROADS

May 2015

Document No: 363268**File No:** 401/0581153000**Report To: Council****Meeting Date:** 26 May 2015**Subject:** Brook Park Incorporated Society Minutes

Purpose of Report

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

- 4 May 2015

Local Government Act S.11A Considerations

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

Commentary

3.1 Attached to and forming part of this business paper is a copy of the minutes of the Brook Park Incorporated Society meeting of 4 May 2015.

Suggested Resolution

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

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

JOHN DE LUCA

GROUP MANAGER – COMMUNITY SERVICES

Attachment: Brook Park Incorporated Society Minutes – 4 May 2015 (Doc 363913)

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,
TE KUITI ON 4th May 2015, at 5.30pm**

PRESENT:

Guy Whitaker, Robyn Charteris, Rob Buckley, Andrea Hanna, Sheralee Buchanan, Ellie Kroef, Suzie Hoare, Dayna Duncan

1. Apologies

Apologies were received from Bruce Maunsell, Graeme Churstain, Sue Wagstaff, Karen Houghton
Andrea/Rob

2. Confirmation of Minutes – for meeting 3rd February 2015
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The minutes of the meeting held on the 8th of April were confirmed as a true and correct record.
Ellie/Rob

3. Correspondence In/Out

None

4. Financial Report

Deposits (April)
Membership – J Murray (14/15 & 15/16) \$20
Interest - \$17.07

Payments (April)
Hynds \$341.55
Hynds \$341.55
Dalziels \$165.54
Southstar Trails \$18,903.86

Balance as at 30th April \$15,414.90

Payments to be passed for payment,
Ellie – for Sprays \$103 & \$257 = Total \$360
100% Te Kuiti – for Weedmat & Clips \$135.14

Financial Report accepted and payments approved for payment Rob/Andrea

5. MTB Trail

Guy presented Bruce's notes from the inspection Pete Chandler, Dave Smith and Bruce Maunsell did of the MTB trail.

Key points were overall the trail is excellent and with natural compaction this should be ready for use in the spring once fence crossings have been completed. Eleven fence crossings are required and to be made at 1400mm wide so a quad bike can go through. One prototype crossing has been made and installed, later ones require some heavier gauge steel and to be galvanised. Some signage may be need at the start of the trail.

6. Maintenance & Fencing

Rob has 3 tonne of fertiliser ready to go on. Todd Percival is booked in to do some fencing in approx. three weeks, he will start with fence repairs where trees have fallen over and also to look at fences at MTB trail crossings. Rob & Graeme to help organise Todd for fence repairs and Rob to talk to Dave Smith re. DOC fencer. Rob also discussed with Ed if he wants lime applied he may want to talk to his employer at McDonalds Lime and if they were to provide lime we would apply it.

7. Weed Control

We had another good working bee on the 19th April with approx. nine attending. Main focus was on maple trees and seedlings. Ellie suggested that our focus now needs to be in the spring and we should paint weeds with spray rather than cut & vigilant. There is some gorse that has not been sprayed probably due to access so we will target this with backpacks in the spring also. Ellie has also found some old mans beard near the top carpark so we will endeavour to control and eradicate this before it becomes a problem. The general feeling is we are making progress.

8. Memorial Grove

No further progress. Guy to talk to Liz Riley

9. Guy Fawkes Event

We will approach Martin Van Tiel pyrotechnics as to their availability for the 7th November and if not then the 14th November. Guy to make contact with Martin and also to Brian Griffin from Vector to check on the gas line placement and possible issue with the bonfire. Guy also to contact Sue re. application to Lines Company for sponsorship for the event.

10. General Business

Guy passed on Councils congratulations and thanks for the committee's efforts and achievements.
Can we get the main driveway back on the agenda with Council as we still need to get the main entrance sign erected. Has Lime Haulage paid the lease and is this money still earmarked for the upgrading of the entrance? The cattle-stop up by the top carpark needs to be replaced or extended to stop sheep jumping into that area and having access to the Somerville Grove, Rob questioned if the old cattle-stop by Bosco's could be used to extend this.

Meeting Closed 6.30pm

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

Document No: 363300

File No: 401/Halls

Report To: Council**Meeting Date: 26 May 2015****Subject: Progress Report: Rural Halls (Benneydale, Mokauiti and Kopaki Halls)****1.0 Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on the progress with the disposal of Benneydale, Mokauiti and Kopaki Halls and to establish teams to work through the disposal process.
- 1.2 This business paper is set out under the following headings:
- 1.0 Purpose of Report
 - 2.0 Local Government Act S.11A Considerations
 - 3.0 Background
 - 4.0 Benneydale Hall
 - 5.0 Mokauiti Hall
 - 6.0 Kopaki Hall

2.0 Local Government Act S.11A Considerations

- 2.1 The provision of local infrastructure such as community halls is consistent with the provisions of Section 11A Local Government Act 2002 (including amendments).
- 2.2 However, the delivery of such infrastructure is to be in a most cost effective manner. WDC's investigations into the options for various halls are in an endeavor to be cost efficient.

3.0 Background

- 3.1 During the development of the Housing and Other Property Activity Plan and Waitomo District Councils 2012-2022 LTP, four halls were identified and consulted with the public for disposal, these being Oparure, Mokauiti, Kopaki and Benneydale Halls.
- 3.2 The disposal of these halls is scheduled to take place in the second year of the LTP, i.e. 2013-2014.
- 3.3 Various factors drove this decision making process such as poor utilization, extent of outstanding maintenance works, poor heating, insurance costs and land ownership.
- 3.4 It is accepted that disposal can take many forms including sale on the open market where possible, removal of buildings in the case of reserves or transfer to a community group model.

- 3.5 Extensive community consultation has been undertaken with and within the communities of Mokauiti and Benneydale since development of the LTP.

4.0 Benneydale Hall

4.1 25 September 2012

- 4.2 Since the consultation phase of the LTP, several community meetings have been held to discuss the future of these halls.

- 4.3 As the disposal of these halls is a project within WDC's roadmap and identified in the LTP, a strategy and process needs to be developed between WDC and the community to achieve the LTP goals and provide direction to the further consultation process. This process would lead to a community agreed disposal outcome.

- 4.4 To achieve such an outcome, a team for each hall needs to be established. It is proposed that each team be made up of the Group Manager - Community Services, one Councillor and say three community representatives from the relevant area. This team would investigate the various options for disposal and consult with the community on these various options, reaching agreement during the 2013-2014 year.

4.5 30 October 2012

- 4.6 A meeting of the Benneydale Ratepayers Association was held on 18 September 2012 and three members have been nominated to the committee. The members being; Messrs Carl Epp, Graeme Reinhardt and Pearce Carey.

- 4.7 Several participants provided written ideas for the hall moving forward and these will now be assessed by the committee.

- 4.8 A meeting to discuss and evaluate these proposals was scheduled for 16 October 2012 but was postponed at the request of the Chairperson of the Benneydale Residents and Ratepayers Association. A new meeting time is to be scheduled for mid November.

4.9 27 November 2012

- 4.10 At the time of writing this report, no response regarding a new meeting date has been received, although a meeting is scheduled for the Benneydale Ratepayers Association on 20 November 2012.

4.11 26 February 2013

- 4.12 A meeting of the committee was held 2 December 2012 to discuss the options and collate the pros and cons of each.

4.13 30 April 2013

- 4.14 At a meeting of 10 April 2013, the pros and cons for the five options established at the December meeting were rigorously discussed. A copy of the pros and cons is attached for and forms part of this business paper.

- 4.15 The options discussed being:

- Option 1 – Maintain the existing hall with a different operational structure.
- Option 2 – Demolish the hall and move to the scout hall.
- Option 3 – Demolish the hall and move to the rugby club.

- Option 4 – Part demolish the hall (leaving museum area) and move to either the scout hall or rugby club.
- Option 5 – Demolish and rebuild.

4.16 The committee unanimously agreed that the most viable options to develop for public consultation are:

- Option 1 – Maintain the existing hall with a different operational structure.
- Option 3 – Demolish the hall and move to the rugby club.

4.17 Option 1

4.18 The key components to accepting this as a viable option is based around:

- That a time limit bet set to assess progress in achieving the desired outcomes and sustainability.
- That the impact of the cycle ways can be fully assessed.
- The fall back would be option 3, if the desired outcomes are not achieved in the time-frame set.

4.19 Option 3

4.20 The key components to promoting this options is based around:

- The land is currently WDC owned and managed.
- Potential for shared costs
- Multi-purpose facility.

4.21 Note that this option to date has not been officially discussed with the rugby club.

4.22 Moving forward, it is the Committees intention (subject to confirmation of Council) to develop these two options into fully costed proposals for consultation with the local community in the later half of 2013/ The proposals, once finalised, would be submitted to Council for adoption prior to the consultation.

4.23 Finalisation of the consultation in the later half of 2013 will allow the conclusions of the outcomes to be included in the 2014 Annual Plan process.

4.24 6 June 2013

4.25 Subsequent to the April Council meeting, Councillor Goddard and Group Manager – Community Services have met on-site with the local Benneydale Hotel publican, Les Jensen.

4.26 Mr Jensen has shown an interest in leasing the hall to display vintage cars, allowing the display to be open to groups of visitors along with the existing museum facility.

4.27 The preliminary discussion centred around:

- A building lease for 3 years with rights of renewals
- Initial rental to be minimal in lieu of building maintenance
- Access improvements undertaken by WDC
- Agreement with owners of existing museum display

4.28 A preliminary estimate for the provision of access is between \$9,000 – \$10,000 (including vehicle ramp). WDC should also provide downpipes (original copper ones stolen) and two soak pits at an estimated cost of \$3,000. Therefore to enable this lease to happen, WDC will need to consider expenditure up to say \$15,000.

4.29 This proposal effectively overrides the previous options discussed with Council. The outcome would be to:

- a) Achieve the desired outcome of removing the maintenance liability from WDC;
- b) Would allow a negotiated solution to the provision of a hall facility at the Rugby Club; and
- c) After 3 years should the lease prove to be unsuccessful, the hall could be disposed of.

4.30 A meeting of the local hall committee is currently being organised to discuss the proposal.

4.31 25 June 2013

4.32 A meeting is scheduled with the Hall Committee on 26 June 2013 at the Benneydale Hall to discuss the new proposal and identify what investigatory work is required and to identify issues with the new proposal so as to move the proposal forward for consultation.

4.33 27 August 2013

4.34 The proposal to utilise the hall for display of vintage cars was discussed at the recent Benneydale Residents and Ratepayers meeting in July.

4.35 A consultation form explaining the proposal and seeking feedback was made available at this meeting and copies were also available to be distributed to other residents.

4.36 These consultation responses are currently being collated by Mr Karl Epp, Chairman of the Benneydale Residents and Ratepayers Group.

4.37 A full report on these responses and recommendations will be made to the September Council meeting.

4.38 24 September 2013

4.39 The consultation forms were distributed locally by the Benneydale Residents and Ratepayers Group. Unfortunately only 5 responses have been received from the local community.

4.40 The questions asked were:

- a) *Do you agree for the administration of the hall to be undertaken by a community led Incorporated Society?*

All respondents agreed to this proposal.

- i) The only comment received was that the three members of the working group should be on the Society.

Response: Initially the Society would be established by the group but at the first election the community would decide on the elected members.

- b) *Do you agree with the proposal for the main body of the hall is to be utilised as a vintage car museum?*

Three respondents agreed to this proposal.

Two respondents responded with a question mark with the following comments:

- i) If the badminton falls through then I am in agreement to use the hall for cars.

Response: Potential other options exist for badminton e.g. school hall or rugby clubrooms. This needs further investigation.

- ii) Great, but only if alternative venue for other community activities is available.

Response: It is the intention of the Working Group to negotiate use of the Rugby Clubrooms for community use before finalising the vintage car museum proposal

- iii) Only for three years because more profitable utilisation should be researched

Response: Noted

4.41 At this stage it is recommended that WDC proceed with the formation of the Incorporated Society for the ownership and administration of the Benneydale Hall, initially for a period of three years to allow a comprehensive assessment of the proposal.

4.42 Any changes in ownership of the hall to the Society will require some negotiations on outstanding minor maintenance and a detailed minor maintenance proposal and costing will be prepared for Council approval at the November meeting.

4.43 With respect to the car museum proposal, due to circumstances beyond the control of the Working Group, the proposal will need to be put on hold, pending discussions with the potential lessee.

4.44 26 November 2013

4.45 A draft Incorporated Society document for the administration of the Benneydale Hall is currently being prepared and will be presented to the Benneydale Residents and Ratepayers group at their meeting of 26 November 2013.

4.46 At this meeting outstanding maintenance and compliance work will also be identified so that agreement can be reached on how to proceed with the identified works.

4.47 6 March 2014

4.48 The Benneydale Ratepayers and Residents Association met on 28 January 2014 and resolved to proceed with the Incorporate Society concept and draft documents previously submitted.

4.49 The necessary signatures have been obtained and the document will now be prepared for submitting to the March meeting of the Association.

4.50 The Association has finalised the outstanding maintenance compliance works for discussion and agreement with WDC. In an endeavour to progress this, a meeting has been organised on-site with the Group Manager – Community Services and The Association to facilitate discussions on the identified items.

4.51 A report on costs relating to the maintenance items will be presented to Council at its meeting in March.

4.52 1 May 2104

4.53 As part of an agreement where the hall is to be run by an Incorporated Society formed by the residents of Benneydale, outstanding maintenance items were identified for consideration by WDC prior to the Incorporated Society takeover.

4.54 A list has been formulated by the Benneydale Residents and Ratepayers Association for consideration by WDC and is identified below with comments and estimates where appropriate.

4.55 Benneydale Hall Maintenance Items

Issue	Comment	Effect	Estimated Cost
East facing window replacement	Rotten framing/sill	Weather tightness	\$1,000
Spouting replacement/dp's and soak holes(2)	Copper spouting/dp's stolen	Weather tightness	\$4,500
Replace rotten board right of foyer	No comment	Weather tightness	\$250
Block off chimney	No comment	Maintenance	
Bird proof soffit	No comment	Maintenance	
Replacement under floor access door	Potential for access regarding arson	Security	\$750
Replacement rear safety railing	Hand rails to ramp need part replacing	Safety	\$750
Ventilation over projection room to be sealed off	No comment	Maintenance	
Roof renail	No comment	Maintenance	
Minor external building repairs	No comment	Maintenance	
Replacement zip	No comment	Sanitary	\$1,500
Internal door keys/lock	No comment	Maintenance	
Replacement of kitchen cupboards	No comment	Maintenance	
Hole in wall in foyer	Internal	Maintenance	
Mens urinal substandard	Replace with two urinettes	Sanitary	\$2,300
Upgrade of toilets	Minor works	Sanitary	\$1,000
Sanitary plumbing of urinal	Currently urinal discharges to ground under building	Sanitary	\$1,500
Architrave replacement to library door	No comment	Maintenance	
Repairs to library window	Replace rotten timber	Weather tightness	\$500
Exterior repaint	No comment	Maintenance	
Roof repairs	No comment	Maintenance	
Repairs to historical area toilets/plumbing from sanitary purposes	Minor work for sanitary purposes	Sanitary	\$1,000
Remove fireplace/chimney	No comment	Maintenance	
Repairs to window south end building	Replace rotten timber	Weather tightness	\$500

- 4.56 Obviously WDC is not in a position to undertake all works listed and the extent of works was the precursor to WDC resolving to investigate 'options' for disposal.
- 4.57 Works identified for completion by WDC and forming part of the Incorporated Society agreement should focus on weather tightness, safety, sanitary provisions and security.
- 4.58 The estimated total cost of these identified works being \$15,550 can be funded from 'Other Halls Maintenance Assistance'.

4.59 27 May 2014

- 4.60 Contractors are currently being engaged to complete the identified works.

4.61 25 June 2014

- 4.62 Contact has been made with local builder, Gary Lowe and a meeting has been tentatively scheduled for 26 June 2014 to meet on site and discuss the works. Peter Kana from Peter Kana Plumbing will also be attending the meeting to discuss the plumbing/guttering items.
- 4.63 The Incorporated Society document has been completed and forwarded to the Hall Committee for actioning.

4.64 29 July 2014

- 4.65 A successful meeting was held on the 26 June with both contractors and subsequently works and prices have been agreed. Building materials have been purchased and works will be undertaken over the next 2-3 weeks. Plumbing works are also scheduled to be completed over the next month.

4.66 26 August 2014

- 4.67 The builder and plumber have undertaken most of the identified works since the onsite meeting of the 26 June. A final inspection of these works is currently being organised before sign off.
- 4.68 An instruction has been issued to Russell Thomson Solicitors to prepare an agreement for the transfer of the asset to the Benneydale Hall Incorporated Society based on Clause 4.41 above.

4.69 26 May 2015

- 4.70 Action has been taken to have the land associated with the Benneydale Hall vested in WDC as local purpose reserve to allow the transfer of the building and lease of the land to Benneydale Hall Inc. It is believed the gazettal of this transaction will be completed by 1 July 2015.
- 4.71 On the 19 May 2015 the following draft documents have been received from Russell Thomson Solicitors:
1. Draft agreement for the sale of the Benneydale Hall to Benneydale Hall Incorporated
 2. Draft lease of the reserve land that the Benneydale Hall occupies, the lease being in the favour of Benneydale Hall Incorporated.
- 4.72 These documents will be checked before forwarding to Benneydale Hall Inc for signing.

5.0 Mokauti Hall

5.1 30 October 2012

5.2 A request has been sent to the Mokauti Hall Committee seeking a meeting to elect the three representatives to form the Working Group with Councillor Digby and the Group Manager - Community Services.

5.3 27 November 2012

5.4 At the time of writing this report, no response regarding the establishment of this Working Group has been received.

5.5 26 February 2013

5.6 A community meeting was held on 6 December 2012 attended by Councillor Digby and Group Manager Community Services. WDC's position on Mokauti was explained and was relatively well received by the community.

5.7 The meeting established a committee of three representatives of the community who have been elected to work with WDC to investigate options for the hall moving forward. It is anticipated that the first meeting of this committee will be late February or early March.

5.8 25 June 2013

5.9 The first meeting with the committee scheduled for 12 June 2013 was postponed but a verbal discussion has been held. The discussion centered on:

- The local community forming a governing body to take ownership of the hall.
- WDC would assist in facilitating the formation of the governance group.
- The need for compliance and minor maintenance to be undertaken by WDC before this could happen.

5.10 A tentative meeting was scheduled by the hall committee for 20 June 2013 to discuss these points and formalise the proposal but this has yet to be confirmed.

5.11 26 November 2013

5.12 This meeting did not proceed and is yet to be rescheduled.

5.13 31 March 2015

5.14 The disposal process has now been defined by Russell Thomson Solicitors and R W Barnaby, Land Rights Specialist and several legal steps are required to complete the process. In essence this process will involve the initial classification of the land under the Reserves Act by Council, resolving to sell the assets on the land and creation of a lease of the land.

5.15 Council needs to pass certain resolutions to achieve the above which will then allow the Gazettal of the necessary papers. These resolutions are contained at the end of this business paper

5.16 The key points of the transfer documentation proposed is the transfer of the improvements for \$1 and the necessary clauses for the transfer back to WDC should circumstances prevail that Benneydale Hall Inc. no longer can look after the improvements.

5.17 The key points of the lease will be a term of 33yrs with a right of renewal and forfeiture of the lease should the improvements revert back to WDC

6.0 Kopaki Hall**6.1 25 September 2012**

6.2 Councils Housing and Other Property AMP and the 2012-2022 LTP identified the Kopaki Hall site for disposal as the hall was no longer in use.

6.3 In summary the land is classified as Recreation Reserve under the Reserves Act 1997 and is owned by the Crown. By gazette WDC control and manage the reserve.

6.4 The process of disposal (revocation of rights to control and manage) of the reserve requires Council resolution to that effect, public advertising, consideration of objections and then an approach to the Department of Conservation can be made outlining WDC's intention to revoke the appointment of control and manage.

6.5 Upon resolution of the appointment, the land would be Crown land and as surplus government land, the Department would arrange for disposal or land banking.

6.6 30 October 2012

6.7 A business paper was to be submitted to the October 2012 Council meeting seeking the necessary resolution of Council and outlining the timeline for such a procedure. Further research is being undertaken and this will be presented to Council at its November 2012 meeting.

6.8 27 November 2012

6.9 A business paper detailing the procedure for disposal of the hall formed part of the November 2012 Council meeting agenda.

6.10 26 February 2013

6.11 Councillors adopted the necessary resolutions at their meeting of 27 November 2012 as the formal part of this disposal process.

6.12 While verbal discussions have been held within the community, before completing the necessary documentation for submission to the Department of Conservation, documented consultation needs to be obtained. A statement of intent is being prepared and key community participants will be asked to sign the document.

6.13 Members of the Kopaki Community were asked whether they agreed that the site is no longer utilised by the community and whether the function to control and manage should revert to the Crown (Department of Conservation).

6.14 Ten members responded to this question, with ten agreeing to this statement.

6.15 It is now been 3 weeks since the receipt of the last consultation form returned to WDC. The information received will now be used to support an application to the Minister of Conservation to revoke the appointment of Waitomo District Council to control and manage the Kopaki Hall Recreation Reserve.

6.16 26 November 2013

6.17 An application to the Minister of Conservation to revoke the appointment of WDC to control and manage the Kopaki Hall Recreation Reserve has been completed and we await the Ministers response.

6.18 6 March 2014

- 6.19 As at 24 February 2014 no correspondence has been recorded from the Department of Conservation in response to our letter of 21 November 2013.
- 6.20 A reminder letter, including the original has been sent to Department of Conservation.

6.21 25 March 2014

- 6.22 A response has been received from the Department of Conservation dated 13 March 2014. A copy is attached for Councillors reference.
- 6.23 The Department of Conservation advise that they do not foresee any issues with WDC's proposal, but the actioning of our request is not a priority due to their current workload.

6.24 26 August 2014

- 6.25 A reminder letter has been forwarded to the Department of Conservation requesting an update on the timeframe for them to complete this proposal.

6.26 26 May 2015

- 6.27 A letter has been received on 1 May 2015 from the Department of Conservation apologising for the delay in their response and seeking clarification on whether WDC's position of this disposal has changed in the meantime. A copy of this letter is attached to and forms part of this business paper. A reply confirming WDC's position has been sent to the Department of Conservation.

Suggested Resolution

The Progress Report: Rural Halls Disposal (Benneydale, Mokauiti and Kopaki Halls) be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

May 2015

Attachment: Department of Conservation Letter (Doc 362333)

Date: 1/05/2015

Doc #:362333

File #:401/Halls



Department of
Conservation
Te Papa Atawhai

Our Ref: R339413
PAD 03 09 02

28 April 2015

Waitomo District Council
PO Box 404
Te Kuiti 3941

Attn: John De Luca

Kopaki Hall & Land – Cancellation of the Vesting in Waitomo District Council over the Kopaki Recreation Reserve

Further to your application of the 21 November 2013 and subsequent follow up enquiries of the 4 March 2014 and the 22 August 2014.

Firstly the Department apologises for the lengthy delay in progressing this action & for the lack of response to your follow up enquiry of the 22 August 2014.

I am assuming Council still wishes to be relinquished of the management role for the Kopaki Recreation Reserve and forego any financial interest in the property. Please get back to me if this is no longer so.

I have had a closer look at Section 9, Block V, Mapara Survey District.

- Taken for Public School - NZ Gazette 1930/2021
- Declared Land not Required for that Purpose and to be Crown Land – NZ Gazette 1975/1738
- Reservation of Land & Appointment of the Waitomo District Council to Control & Manage the Reserve NZ Gazettes 1977/133
- Classification of Reserve as a Recreation Reserve – NZ Gazette 1983/2666. As a consequence of the reserve classification the Waitomo District Council became the vested authority of the reserve. Sec 26A(1) Reserves Act 1977

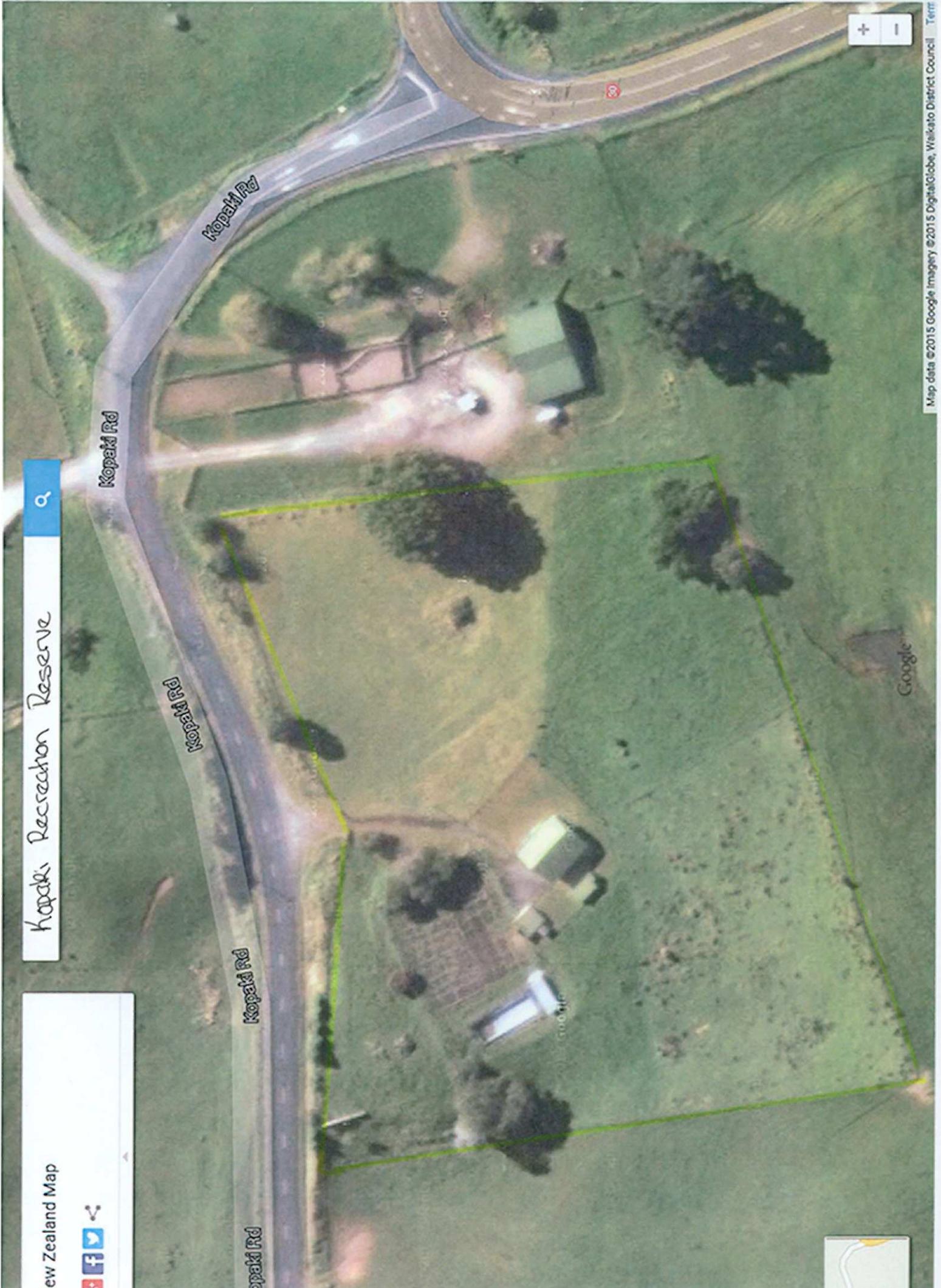
Sec 27(1) Reserves Act allows for the Minister of Conservation to cancel the vesting in the administering body subject to the consent of the administering body. All valid leases, rights or easements on the land remain with the land when it reverts to the Crown.

Council's resolution of the 24 September 2013 gives the Minister the required consent to further the cancellation action. As for possible encumbrances the attached aerial photo suggests the site is currently internally fenced & grazed. Can you please provide details of any grazing licence the Council has issued over the land or any informal agreements over the land that the Department needs to be made aware of?

Thank you for your patience with the lack of progress of your request.

Yours sincerely,

Kay Meekings
Statutory Land Management Advisor
Department of Conservation - Hamilton Office
DDI 07 858 1052



Document No: 363307		File No: 401/9992000100	
Report To:		Council	
		Meeting Date:	26 May 2015
		Subject:	Progress Report: Te Kuiti Railway Building Project

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

Commentary

- 4.1 29 June 2012**
- 4.2 Extensive investigatory work including site visits and meetings have been undertaken to confirm the history and development of the railway station, in preparation of the final report.

4.3 24 July 2012

- 4.4 The required structural assessment is complete and the conservation plan and costings are available.
- 4.5 The draft report for comment was received by WDC on 26 June 2012.
- 4.6 A subsequent meeting of 11 July 2012 between the Consultants, Mayor Hanna and Group Manager – Community Services, commented on this report and sought minor clarification changes.
- 4.7 The final report has been completed and made available to KiwiRail.

4.8 28 August 2012

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

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

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

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

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

4.13 25 September 2012

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

4.15 30 October 2012

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

- 4.17 Since this workshop the following works have been completed:

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

4.18 27 November 2012

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

4.26 11 December 2012

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

4.30 26 February 2013

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

4.33 30 April 2013

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

4.35 6 June 2013

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

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

4.38 The amount applied for is tabled below:

Grant Funding (66%)	579,498
WDC Loan	<u>298,530</u>
Total Project Cost	878,028

4.39 The application period closes 29 May 2013 and applicants are notified of the outcomes on 17 October 2013.

4.40 25 June 2013

4.41 The budget profiles forming the basis for the 2013/14 Annual Plan have been re-worked to match the application to the Lottery Grants Board and included in the Annual Plan documentation.

4.42 The Lottery Grants Board has confirmed in writing that they have received the full documentation forwarded to them.

4.43 27 August 2013

4.44 The project plan has three key elements occurring during the July-September period:

1. Engineering Assessments of buildings and preparation of necessary documentation of the structural work (July-August)

The onsite assessments have now been completed with the report due by end of August. This section of the restoration drawings is on schedule.

2. Architecture drawings and contract documentation for buildings 1, 2 and 3 restoration project (July-August)

Alternative prices for this project were sought because of the extensive time period required by the original architect to complete the documentation. The 20th October completion time frame gave no leeway should WDC need to submit another application to the Lotteries Board. An alternative architect has been chosen with the documentation due at the latest 20 September 2013. This means this part of the project has slipped by three weeks.

3. Expressions of Interest documentation for the Community Space

This is on schedule to be completed by the end of September 2013.

4.45 24 September 2013

4.46 The report and drawings relating to the engineering assessments (item 1 above) have been completed but are not to hand with WDC. The reason for the delay is a result of a request from WDC to include a full seismic assessment to be undertaken. The complete package will be available to WDC on 23 September 2013.

4.47 The architect has advised that draft documentation relating to item 2 above will be available to WDC 20 September 2013.

4.48 Expressions of Interest documentation is on track for completion.

4.49 26 November 2013

4.50 WDC received written notification on 24 October 2013 that the Lottery Grants Board has approved a grant of \$647,538.55 (GST inclusive) for the restoration project. The uplifting of this money is subject to achieving certain milestones.

4.51 The engineering assessment has been completed and received by WDC. Works related to the restoration project have been included in the contract documentation.

4.52 Finalised contract documentation including updated schedules and estimates will be completed 27 November 2013. This will mean the documentation, upon final checking, will be available for tender.

4.53 The draft documentation for the restoration was forwarded to Historic Places Trust and KiwiRail mid October, although we still await signoff of these documents.

4.54 A fire design report has been prepared which outlines the minimum fire design requirements for these buildings based on proposed usage and size of buildings. However the final recommendation, due to the historic nature of the buildings is for the installation of a sprinkler system. This has been included in the documentation.

4.55 The Expressions of Interest document for Community Space Building No. 1 was issued mid October and is due to close 28 November 2013. At least seven sets of documents have been uplifted.

4.56 The Expressions of Interest document for the Commercial Space (Building 2) has been completed and will be issued 25 November 2013 with a closing date of 23 December 2013. This document will also be issued to targeted recipients as well as advertised.

4.57 Timelines**4.58 Project 1 – Building Restoration**

The tender process for this project is scheduled for completion early January. This may however need to slide by 2-3 weeks to allow for the Christmas break.

4.59 Project 3 - Roading Renewal

This project has been rescheduled by agreement to be completed in two parts. Services installation prior to Christmas (completed) and the physical road works immediately after Christmas.

4.60 Project 4 – Community Space

On target to complete the Expressions of Interest applications by the end of November.

4.61 Project 5

The Expressions of Interest timeline was for this process to be completed by the end of November. This has now slipped to the end of December, although at this stage it is believed most of the lost time can be made up.

4.62 6 March 2014

4.63 Approval of the draft drawings has been gained from the Historic Places Trust and KiwiRail. Final tender documentation will be forwarded when available so have final sign-off.

4.64 Documentation for building consent and tender purposes has proved extremely difficult to get across the line. The stumbling blocks being the:

1. treatment of the double skin brick walls in building 3; and
2. treatments of existing chimneys.

4.65 The issues around the double skinned related to achieving an economic structural solution without destroying the building fabric. The final solution is to recreate the interior lining on a timber framed wall.

4.66 The chimneys are a different story. Many solutions are easy, the issue being the need to meet the requirements to get structural sign-off by the engineer in relation to building producer statement. This apparently is an issue throughout New Zealand and affecting many restoration projects.

4.67 Working though this chimney issue has taken several weeks but is now to hand.

4.68 Several expressions of interest for the Community Space were received and provided to the Council Committee for review. At this stage no decision of useage has been made with the thought being to refurbish the area to the current layout.

4.69 No expressions of interest for the Commercial space have been received by WDC. Direct contact with individuals who showed original interest is to be undertaken.

4.70 Expressions of interest from contractors for the restoration project were received from three contractors, two from outside the district and one local builder. Due to this poor response the project will be forwarded to them but also publically tendered.

4.71 Timelines

4.72 Project 1 – Building Restoration

Due to the difficulties in completing documentation this project has now fallen well behind the timeline. Drawing/documentation is now progressing and will be lodged on 7 March 2014 for building consent and will be tendered the following week.

4.73 Project 3 – Roading Renewal

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

4.74 Project 4 – Community Space

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

4.75 Project 5 – Internal Refurbishment

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

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

4.77 30 September 2014

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

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

- (h) *The application of debt funding (being \$115,660) for use during the 2014/2015 and 2015/2016 financial years to allow Project 4 to be completed within the new timeframe.*
- (i) *The change in scope for the Railway Building Project to include physical linkage to the i-Site, with the work to be undertaken partly as a variation to Project 1 with the balance scheduled concurrent with the balance of Project 4.*
- (j) *Funding of the i-Site linkage, estimated at \$110,820, by loan.*
- (k) *The addition of a new access to Building 3 as a variation to Project 1 and funded to an estimated cost of \$16,350 by loan.*
- (l) *Option 2 for Project 5 (a restaurant/café/bar) be the preferred option on condition that –*
 - 1 *A Lessee arrangement for the premises is completed before works proceed.*
 - 2 *Arrangement of external funding.*
 - 3 *An appropriate Lessee contribution towards the internal refurbishment in line with the commercial value of the opportunity.*

Project 1 – Building Restoration

5.1 1 May 2014

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

5.8 27 May 2014

- 5.9 Outstanding issues regarding the building consent have now been resolved and the building consent for Project 1 has been issued.

5.10 As explained in 5.56 and 5.57 an application was submitted to the Lottery Grants Board requesting an approximate 3 week extension to our time for uplifting of funding. The Lottery Grants Board has confirmed our extension to 20 June 2014.

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

5.12 25 June 2014

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

5.14 Contract documentation is currently being finalised and signed.

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

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

5.17 29 July 2014

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

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

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

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

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

5.21 26 August 2014

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

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

5.23 30 September 2014

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

5.27 29 October 2014

- 5.28 Progress has again been significant as the weather has been kind to the development since the September 2014 report. Works have included
- excavations of the footings for the building 1 structural strengthening portal frame
 - completion of the bracing walls associated with the building 1 chimney, including exterior cladding
 - roof guttering partially installed
 - installation of new window building 2 and replacement doors where specified
 - removal of the roofing on the canopy
 - re-glazing of windows where necessary is underway
 - painting is progressing well
 - canopy roof removal has been undertaken in preparation of the installation of the skylights
 - Canopy existing frames have been sand blasted and undercoated
 - Cabling for canopy lights and cameras has been installed while access is available with the roof removed.
 - Portal strengthening for the canopy is currently being manufactured
 - Building 3 structural plans are complete and implementation of internal works to building 3 is commencing

5.29 25 November 2014

- 5.30 The contractor requested some time away from the site for personal reasons for many of the staff from 12 November 2014 to Monday 24 November 2014. A skeleton staff have been available during this time.
- 5.31 Five construction items remain for building 1
- installation of the central portal (new work)
 - lightweight concrete to chimney
 - fire sprinkler control
 - minor floor repairs
 - minor roof completion

- 5.32 Three construction items remain for building 2
- Chimney rebuild (new work)
 - fire sprinkler control
 - minor floor repairs
- 5.33 Building three works are yet to be undertaken and are scheduled to begin Monday 24 November 2014. This work was not individually itemized at time of tender and was not scheduled into the contract period.
- 5.34 This work is a major project in its own right and involves new internal perimeter walls, structural bracing, new main door through brickwork and internal wall replacement. The extent of work required an amendment to the building consent.
- 5.35 Three construction items remain for the canopy
- Structural strengthening (new work since tendering)
 - fire sprinkler control
 - roof installation
 - gutter overlay
 - skylight installation
- 5.36 It is to be noted that work on the canopy, especially associated with the roof, can only be undertaken on Mondays due to a KiwiRail requirement and this severely impacts on the timeline for the canopy works.

5.37 16 December 2014

- 5.38 The week of the 8 December 2014 has seen a full compliment of staff and contractors on site, with good progress being made.
- buildings 1 & 2 are predominately complete with the fireplaces to construct in building 2, portal installation in building 1 and concreting of the building 1 chimney to complete
 - Portal installation is due to completion 10 December 2014
 - Canopy internal guttering has been completed
 - At the time of writing this business paper, 50 % canopy roof was completed with the balance due for completion 10 December
 - The steel portals for the canopy are installed
 - Final painting is underway
 - Building 3 is yet to commence
- 5.39 Currently the effects of the "unknowns", and resulting delays in completion, on the Preliminary and General component of the contract are under discussion which will have an impact on costs.

5.40 25 March 2015

- 5.41 While this project has taken an extended amount of time to bring to fruition it is on track to be completed by the 27 March 2014. The overall project has been difficult to co-ordinate because of the extent of unknowns, and the required amount of design work required to work through the issues as they arose.
- 5.42 A major part of the extension in time was the result of the inclusion of the finishing work associated with Building 3. As reported previously, this finishing work was necessitated by the extent of structural strengthening required.

5.43 The following Project 1 works are yet to be completed at the time of writing this report:

- Building 1: Completion of the steel portal installation (underway)
Testing of the sprinkler system
Installation of fire mimic panel
- Building 2: Completion of the steel portal installation (underway)
Internal wooden framing to the chimney- completed after the steel portal installation
Floor repairs at chimney
Guttering to complete
Testing of the sprinkler system
- Canopy: Down pipes to complete
- Building 3: Painting to complete (underway)
Dividing door installation (scheduled for 23 March)
Electrical works to complete (after completion of painting)
Sub frame connectors to install
Decking and ramp to complete (underway)
Accessible toilet fitout (completed as separate project)
Floor finishings (completed as separate project)
Testing of the sprinkler system
Door hardware currently being installed

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

5.45 29 April 2015

5.46 Project 1 has effectively wound down with Building 3 completed and was used during the Muster. Building 1 & 2 have some minor works to complete, which will be undertaken by the contractors when undertaking any repair works identified during a defects site meeting to be held on 6 May 2015.

5.47 26 May 2015

5.48 The defects meeting with the Architect and the Engineer was held on 6 May 2015 and the various schedules prepared which were forwarded to the contractor on 13 May 2015. At the time of writing this report we are awaiting confirmation of when the contractor will be on site to undertake the works.

Project 2 – Plaza Redevelopment

- 6.1 Works associated with the roading redevelopment have been completed.
- 6.2 The bollards removed during this project have been replaced with new bollards, with those removed scheduled to be refurbished for use at a later stage.
- 6.3 No further works have been undertaken.

6.4 **9 July 2014**

6.5 During the Reference Group workshop on this project the issue of the future of the band rotunda was discussed, with the overwhelming opinion being the band rotunda should be removed from the plaza.

6.6 Should the band rotunda remain it will be required to be fully fire protected with sprinklers as part of the project.

6.7 The Brook Park Inc. has indicated that they would be keen to have the structure positioned in Brook Park. Before any removal is undertaken, investigation is required into how this structure was funded and constructed so that discussions can be undertaken with potential relevant parties.

6.8 Council is asked to confirm that this structure can be removed from the plaza area, which will enhance the potential use of building 3.

6.9 **26 August 2014**

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

6.11 **30 September 2014**

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

6.13 **29 April 2015**

6.14 A site meeting was held with Michael Graham from Mansergh Graham on 20 April 2015 to progress proposals for the courtyard, now that areas associated with the building, e.g. decking, i-site access etc has been finalized. Draft plans will be available over the next couple of months.

6.15 The contractor responsible for the relocation of the band rotunda is still proving difficult to commence the works.

6.16 The development of the electricity charge point for vehicles, in conjunction with The Lines Company is to commence with a meeting with the Lines Company on 28 April 2015 and the outcomes of this will be reported verbally at the Council meeting.

6.17 **26 May 2015**

6.18 A preliminary meeting has been held on 20 April 2015 to discuss the initial concepts for the plaza and provide current design information related to the buildings 1 and 2.

6.19 Meetings have been held on 29 April 2015 and 13 May 2015 with representatives of The Lines Company to further the development and installation of two power charge points in Rora Street near to the Plaza.

6.20 The Lines Company has confirmed their commitment to this project, with the next stage being sketch designs for approval of the parties involved. The location being as originally discussed at the August 2014 Council meeting – on Rora Street near the southern pedestrian crossing.

Project 3 – Roading Renewal

7.1 Completed.

Project 4 – Community Space

8.1 Councils working group for this project have advised to proceed with the refurbishment of the internal areas of building 1, utilizing the existing layout and door access.

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

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

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

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

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

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

8.8 **25 June 2014**

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

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

8.11 29 July 2014

8.12 Draft contract documentation has been completed for the internal restoration of building 1.

8.13 A quantity surveyors estimate for this work has been established at \$148,200. While some of this work is structural strengthening and may be swung to the main contract, Councilors need to consider how this project is to be funded to allow the project to proceed.

8.14 The initial budget estimate for this work as well as the community space in building 3 was \$214,500, being spread over 5 years from 2013/2014 financial

year and funded through WDC loan, as the work was originally programmed as a minor repair with full refurbishment a few years later.

- 8.15 The extent of structural works that are required in relation to this building means that all the works are required to be undertaken as a single project.
- 8.16 While no external funding was programmed for this work it was always envisaged an application to Trust Waikato would be made who will assist in making areas available for community groups, with the balance being loan funded. A decision on occupancy is required to allow any funding applications to be presented.
- 8.17 The following budgets have been approved to date, being \$47,000 in 2013/2014 and \$34,000 in 2014/2015, making a total of \$81,000 available. To date design costs have been absorbed into Project 1 fees.
- 8.18 The unfunded part of this project currently stands at \$67,000
- 8.19 A new entrance sketch to building three has also been developed and forwarded to HPT for approval. This is proposed to the side of building 3 to maintain the heritage view of the building frontage. Once approval has been granted this work will be incorporated in the restoration project currently underway.

8.20 26 August 2014

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

8.22 30 September 2014

- 8.23 A proposal for the linking of the building 1 community space and the i-Site has been completed by the architect and submitted in principal to the HPT for approval. A copy of this sketch is attached to and forms part of this business paper for Councilors' information.
- 8.24 Council at its meeting of 26 August 2014 considered a business paper summarising Council's position in respect to the Te Kuiti Railway Building Project as determined at the Council Workshop of 12 August 2014 and this identified that \$100,000 of external funding was required for the community space project to proceed.
- 8.25 At the time of these two meetings it was envisaged that this external funding could be available from the NKCDT. It is now apparent that Project 4 does not meet the criteria for this fund.
- 8.26 An application to Trust Waikato has been made for the sum of \$38,000, being 10% (maximum funded) of the total estimated value of Project 4. The outcome of this funding round is made available December 2014.
- 8.27 Should WDC be successful, other sources of funding will still be required for the balance of \$62,000

8.28 29 October 2014

- 8.29 Historic Places Trust approval has been gained for the linking of Building 1 and the i-Site

8.30 Detailed measuring to produce these plans is to be undertaken on the 28 October 2014 and the access through building 1, once detailed, will be included as part of Project 1.

8.31 25 November 2014

8.32 On Tuesday 18 November 2014 a site meeting was held with the Mayor, Deputy Mayor, chief Executive, Group Manager Community Services and Group Manager customer Services to ensure that layouts of the community space was fit for purpose moving forward for Waitomo District Council.

8.33 This meeting took into account

- functionality and usability of the spaces within buildings 1 & 3
- the interaction with the i-site and WDC's potential for joined up facilities
- promotion of the hub concept in central Te Kuiti
- potential users and how they would use the space
- meeting spaces
- potential use by Wintec (still to provide requirements)
- the requirements of access for various parties and times of operation

8.34 This meeting resulted in considerable recommended changes to the internal fabric of buildings 1 & 3 and attached to and forming part of this agenda are free sketches outline these proposals these proposals.

8.35 The changes to building 1 create a space link to the i-site that will allow WDC to improve its services to the public through providing a hub for WDC activities. Three other community spaces are created of varying sizes.

8.36 The changes to building 3 are about increasing the functionality of the space, allowing areas to be operated at differing times.

8.37 These amendments do impact on timelines and budgets and in particular procuring the consultancy time to undertake the structural assessment of the changes and production of working drawings by the architect and engineer. This has been an ongoing issue due to the heavy workload within these fields by all practitioners.

8.38 Historic Places Trust approval will also be necessary for the link between the buildings 1 and 1A.

8.39 The redesign related to Building 3 is the most urgent due to the existing contract works being programmed to commence on Monday 24 November and the proposed changes impact on these. Instructions have been forwarded to the consultants on 19 November 2014.

8.40 16 December 2014

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

8.42 Preliminary engineering structural strengthening drawings and architectural drawings for buildings 1 & 3 have been completed to take account of the internal wall changes reported to Council in November. These are attached to and form part of this agenda item.

8.43 As previously reported the internal works associated with building 3 will be incorporated into the existing contract as most of the work requires complete

internal reconstruction of the internal walls to undertake the structural strengthening.

- 8.44 Full contract documentation for the internal works to building 1 are nearing completion

8.45 25 March 2015

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

8.56 29 April 2015

- 8.57 This building has now been completed and is in use through a Certificate of Public Use even though the building consent has not been completed as this covers the other buildings as well.
- 8.58 A lease has been prepared and discussed with Wintec as well as a commercial valuation for the space, based on their usage times. It is anticipated that these will be signed over the next few days and occupancy is scheduled for the beginning of May 2015.
- 8.59 A storage cupboard has been installed for Wintec computers etc. A dishwasher donated by Wintec has also been installed.

- 8.60 Planning for building 1 and the linkage to the i-Site is well advanced with a consultants meeting held recently on 17 April 2015. It is anticipated that this documentation will be submitted for building consent in the first week of May 2015, enabling tendering later in May 2015.

8.61 26 May 2015

8.62 Building 3

- 8.63 The lease document for the lease of building 3 has been completed and forwarded to WINTEC for signing at the commercial valuation as provided by Curnow & Tizard.
- 8.64 Furniture for the meeting room has been ordered and we await delivery.
- 8.65 WINTEC have confirmed their tentative start date for use of the building is 26 May 2015. An extension to the Certificate of Public Use has been obtained until November to allow for this use by WINTEC and other users of building 3.
- 8.66 Discussions have recently been held on 7 May 2015 With Maniapoto Maori Wardens Charitable Trust to discuss the lease of the rear room of building 3 by this group as well as the main meeting room for one day a month. The intention is to have up to 3 work stations in this room.
- 8.67 A valuation and lease documents for this proposal is currently being prepared.

8.68 Building 1 / i-Site Connection

- 8.69 Documentation for the internal finishes and structural works of Building 1 along with the specification have been completed and a building consent applied for. It is anticipated that this project will be "out to tender" at the time of the Council meeting.
- 8.70 Copies of the key plans are attached to and form part of this business paper for Councilors' reference.

Project 5 – Commercial Space Internal Refurbishment
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- 9.1 This project is on hold awaiting confirmation of a commercial tenant.
- 9.2 29 July 2014**
- 9.3 A preliminary high level layout for building 2 has been commissioned to facilitate future commercial negotiations, but also to allow identification of any required external modifications – eg doorways that will allow an application to the Historic Places Trust for approval.
- 9.4 It is the intention once approval from the HPT is granted that the external wall modifications will be included in the current project works.
- 9.5 This high level plan will include a restaurant / café at the northern half, a toilet block servicing the restaurant and other commercial activities and two retail outlets. These will require new external access requiring approval from HPT.

9.6 26 August 2014

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

9.8 30 September 2014

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

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

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

9.12 29 October 2014

9.13 A detailed plan of the proposed kitchen is currently being prepared and once completed over the coming days, negotiations with the proposed tenant will commence.

9.14 A funding application to the NKCDT for \$100,000 for Project 5 is currently being prepared.

9.15 Project 1 includes the structural refurbishment of the fireplace within Project 5, Building 2. Due to the complexity and cost involved in refurbishing / structurally strengthening the chimney, the Historic Places Trust have approved the removal of the existing structure and the rebuilding of a new fire place with a similar footprint and upper chimney

9.16 25 November 2014

9.17 Two meetings have been held with the prospective tenant for building 1. The first meeting was an introduction meeting to discuss process and overall concepts.

9.18 The key messages from this first meeting was:

- need to finalize a layout over the next 2-3 weeks, noting that the layout is predominately a WDC project and must be suitable in the future for another operator to be running the complex
- before the end of December 2014 a commitment letter (pre lease) is to be developed and sign which will outline the terms of the lease
- Lease to be finalized by the end of February
- WDC timeline has the building development tendered prior to the end of February (note this is very tight in relation to getting the necessary documentation completed. – the Engineers are currently working on the structural side of this development, the Architect can not proceed until the concepts are finalized)
- WDC timeline for project completion being end of September / October.

9.19 Working drawings will not commence until the “commitment Letter” is agreed and signed.

9.20 The second meeting was held on site on 12 November 2014 to again review the concepts so as to put everything into the context of the current state of works.

9.21 A third meeting is programmed for the week of the 24 November. The outcome of that meeting should finalise the development planning.

9.22 Instructions have also been given to Tompkins Wake lawyer to begin the preparation of commercial lease document.

9.23 16 December 2014

9.24 On going discussions have been held with the preferred operator and an amended layout, especially associated with the kitchen is nearing finalisation. The finalised plans are attached to and form part of this business paper.

9.25 It is anticipated that a letter of intent will be finalised before the Christmas break to allow working drawings to be commenced (also subject to other external funding)

9.26 A funding application has been prepared and submitted to the North King Country Development Trust for \$100,000 to assist with the development of Project 5 – Commercial Space.

9.27 The Chief Executive and Group Manager Community Services spoke to the application at the meeting of the Trust on 9 December 2014. At the time of writing this report we await the outcomes of the funding request.

9.28 A copy of the power point presentation made to the Trust is attached to and forms part of this business paper.

9.29 25 March 2015

9.30 Historic Places Trust approval has been granted for the removal and alterations to the internal walls of building 2 to allow construction of the restaurant/café/bar.

9.31 A letter of intent, to be used for the basis of a commercial lease, has been signed by the operator WDC has been holding discussions with and a draft layout plan has been agreed. The letter of intent includes a capital contribution by the operator towards the cost of the project as allowed for in the budgeting. A copy the draft plan is attached to and forms part of the agenda.

9.32 A draft commercial lease has been prepared and is ready to be sent to the operator. The commercial valuation is underway and should be completed next week.

9.33 Draft working drawings and contract documentation are underway and should be completed early April.

9.34 This timeline is behind schedule as preparation of documentation was limited until the letter of intent was signed. It is believed that the completion date for this project of October 2015 can still be met as per the letter of intent.

9.35 Discussions have been held with Vector Energy, owners of the gas network and a gas line can be extended to the restaurant/café/bar. This line would be thrust under Rora Street from Sheridan Street at a cost of approximately \$1,000. The necessary connection / metering facilities would be an additional cost from Nova Energy – WDC preferred gas supplier.

9.36 29 April 2015

- 9.37 As with the building 1 / i-site planning, the plans for the commercial area are also well advanced and it is anticipated that this will also be lodged for building consent during the first week of May 2015
- 9.38 A draft lease agreement, based on the letter of intent, along with a commercial valuation has also been prepared and are currently with the operator. While the building consent will be lodged and tenders for construction sought, the lease is to be signed before acceptance of a tender for construction.

9.39 26 May 2015

- 9.40 A meeting was held on 29 April 2015 with local valuer Adie Doyle, representing the operators for the restaurant/café/bar. WDC had previously obtained a commercial valuation for the proposal and the amount of the valuation had been forwarded. If this second valuation is significantly different there will need to be some arbitration to reach common ground. This is quite common in setting this type of lease valuation.
- 9.41 Documentation for the internal finishes and structural works and exterior areas of Building 2 along with the specification have been completed and a building consent applied for. It is anticipated that this project will be "out to tender" at the time of the Council meeting.
- 9.42 Copies of the key plans are attached to and form part of this business paper for Councilors' reference.

Work Plan / Timeline / Budget

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

10.2 26 August 2014

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

10.4 30 September 2014

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

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

10.7 29 October 2014

- 10.8 The complexity of providing an acceptable strengthening solution and the extent of work now required to building 3, means that this section of the restoration project will not be completed until the end of December 2014. Most other works associated with Project 1 will be completed early November, approximately 2 weeks behind schedule.

- 10.9 Due to the extent of Project 1 works associated with building 3, the internal refurbishment (Project 4) of building 3 will be substantially completed as part of

Project 1. Building 3 internal refurbishment was scheduled for completion August 2015 but this will now be early 2015.

10.10 The balance of Project 4 (building 1) is on hold pending the outcomes of the Trust Waikato application, due out early December 2014.

10.11 Project 5, commercial space is on schedule.

10.12 25 November 2014

10.13 The new programme received from the contractors shows that all works will substantially be complete for Project 1 by the end of November 2014, the exceptions being:

- Painting – predominately completed first week December
- Roofing first week December
- Steel works – canopy portals second week December

10.14 A timeline for the extensive refurbishment of building 3 is yet to be completed but the balance of the works (buildings 1 & 2) within the restoration project have been completed approximately 4 weeks longer than that reported to Council on 12 August 2014.

10.15 16 December 2014

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

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

10.18 25 March 2015

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

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

10.21 29 April 2015

10.22 The budgeting and timeline documents were to be included in the April agenda. The quantity surveyor will not have the documents completed before the Council meeting as the drawings will not be complete, but the timelines will be circulated to Councilors as a separate document.

10.23 26 May 2015

10.24 As the documents have only just come to hand the tender estimate has not been completed at the time of preparing this business paper. The key timeline for completion of the restaurant /café / bar in October is still on track.

Suggested Resolution

The Progress Report: Te Kuiti Railway Building be received.

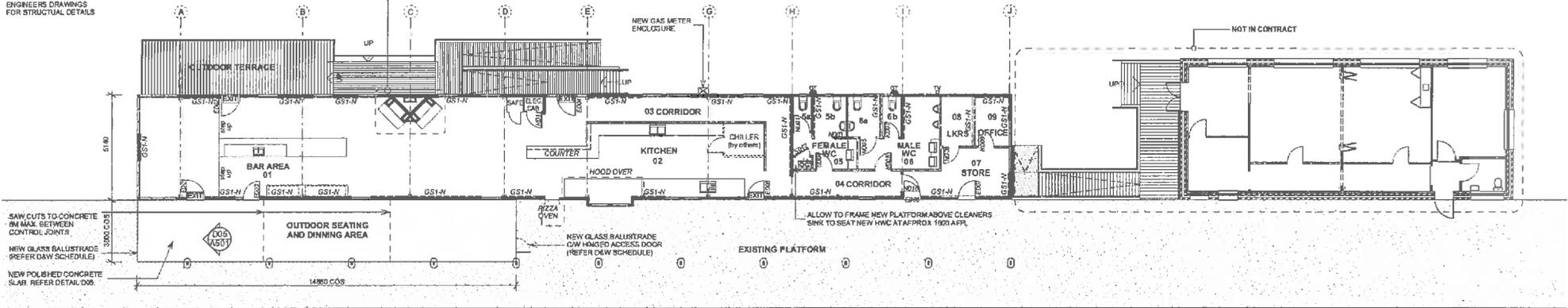
A handwritten signature in blue ink, appearing to read 'John De Luca', is positioned above the printed name.

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

May 2015

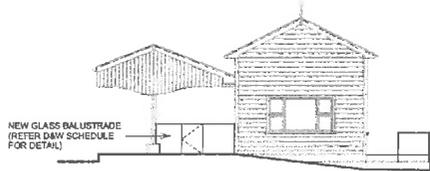
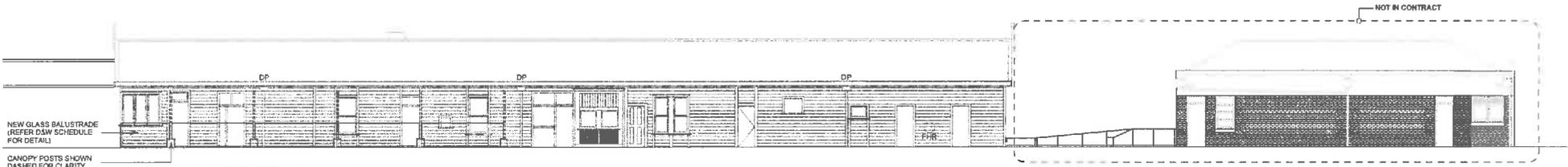
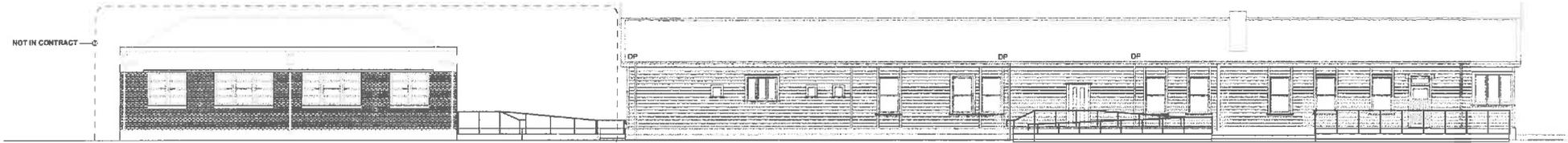
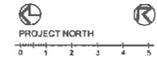
Attachment: Plans

FOR ARCHITECTURAL PLAN
A ELEVATION REFER TO
DRAWINGS A401. REFER
ENGINEERS DRAWINGS
FOR STRUCTURAL DETAILS



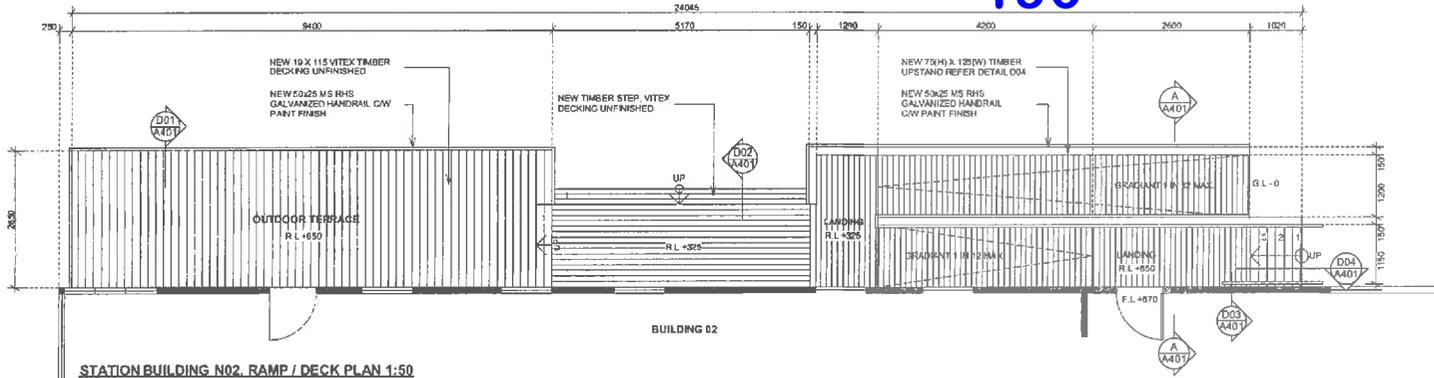
STATION BUILDING N02 - PROPOSED PLAN

- LEGEND:**
- EXISTING WALLS
 - NEW 140 X 45MM FRAMED WALLS LINED WITH 13MM OSBBOARD
 - REFER ENGINEERS DRAWINGS FOR BRACED WALL DETAILS
 - NEW 1200mm GLASS BALUSTRADE ENCLOSURE
 - GST-N

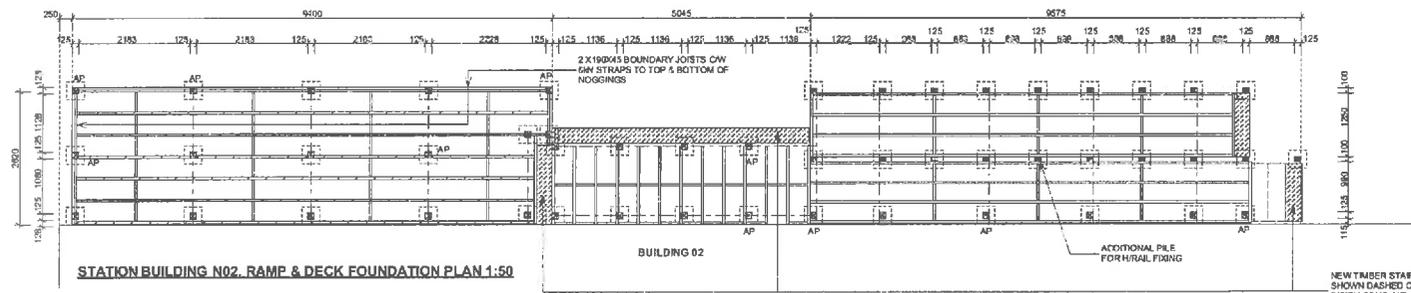


Job Title TE KUITI RAILWAY STATION REFURBISHMENT	For WAITOMO DISTRICT COUNCIL At RORA STREET, TE KUITI		Project No. 023 Issue No. - Drawn KM Checked AM Project Date 14/05/2015 Issue Date:	Drawing Title PROPOSED PLANS & ELEVATIONS Drawing # A102 Scale 1:100 @ A1	M M A MATTHEWS & MATTHEWS ARCHITECTS LTD P.O. BOX 108-166 SYMONDS STREET AUCKLAND PH 379 2282 - WWW.MMARCHITECTS.CO.NZ
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NOTES:
 ALLOW 10MM GAP BETWEEN FINISHED DECK & CLADDING
 PILE TOPS BETWEEN 150-300MM FROM G.L. TO HAVE DPC BETWEEN PILE & BEARER CW 5MM OVERLAP TO PILE
 ALL FIXINGS & FASTENINGS TO BE STAINLESS STEEL
 CONFIRM ALL DIMENSIONS ON SITE BEFORE COMMENCING CONSTRUCTION



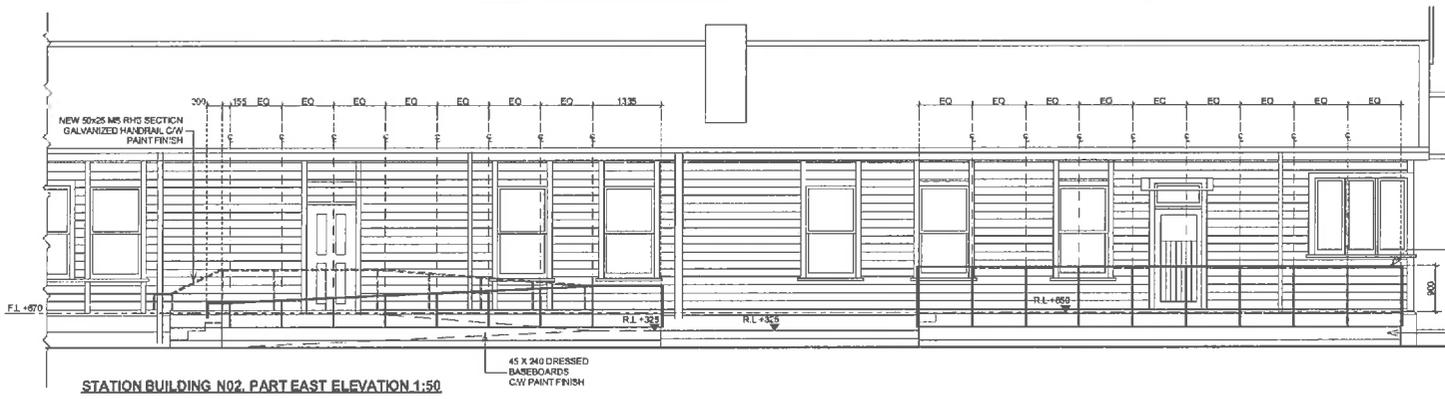
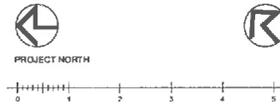
STATION BUILDING N02. RAMP / DECK PLAN 1:50



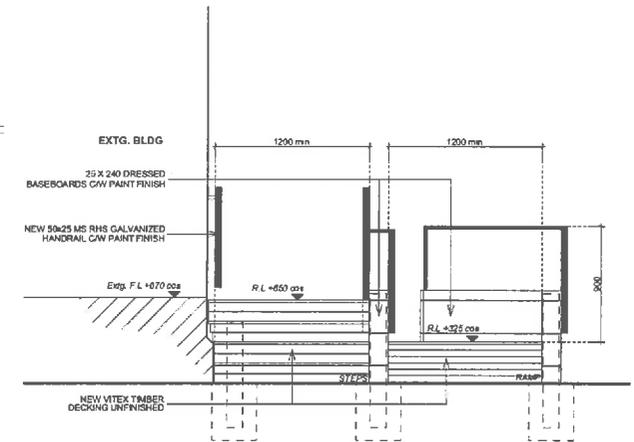
STATION BUILDING N02. RAMP & DECK FOUNDATION PLAN 1:50

FOUNDATION PLAN - KEY

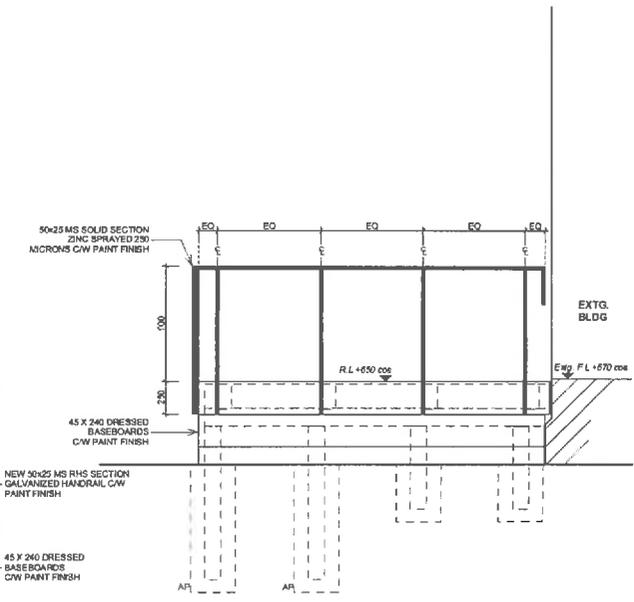
- 140 X 45 SGB H3 2 JOISTS AT 450CR SMAX. MAX SPAN 200 FOR 20PA UNLESS SPECIFIED OTHERWISE
- 1 X 140 X 53 SGB H3 2 BEARER SUPPORTED AT 2.0M CRS MAX
- 140 X 45 SGB H3 2 NOGGING AT MIDSPAN UNLESS SPECIFIED OTHERWISE CW 8N STRAPS TO TOP & BOTTOM OF NOGGINGS
- 190 X 45 SGB H3 2 BOUNDARY JOISTS AT 450CRS MAX
- 191 X 45 SGB H3 2 JOISTS AT 450CRS MAX
- 100X125 H5 PILES WITH 350mmSQ X 40mm X 100 THICK CONCRETE FOOTING 200MM INTO FIRM GROUND
- 125SQ H5 PILES WITH 250mmSQ X 40mm X 100 THICK CONCRETE FOOTING 200MM INTO FIRM GROUND
- 125SQ H5 PILES WITH 350mmSQ X 100mm X 100 THICK CONCRETE FOOTING
- 300 X 120 DEEP INSITU CONCRETE NIB TO WIDTH OF STAIR BETWEEN FOOTINGS. REFER DETAIL D02



STATION BUILDING N02. PART EAST ELEVATION 1:50

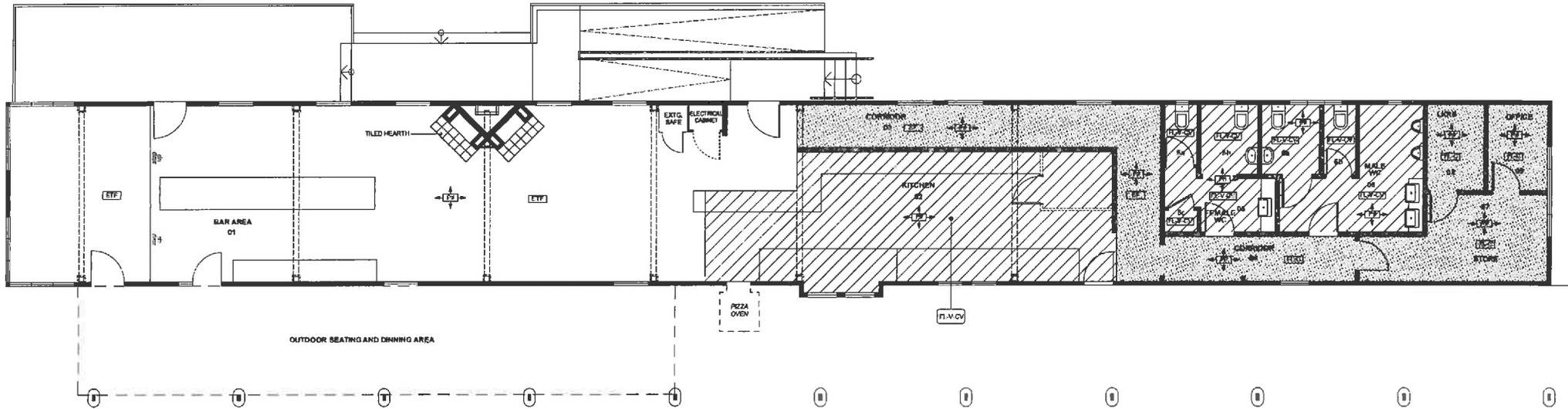


STATION BUILDING N02. RAMP & DECK SOUTH ELEVATION 1:20



STATION BUILDING N02. DECK NORTH ELEVATION 1:20

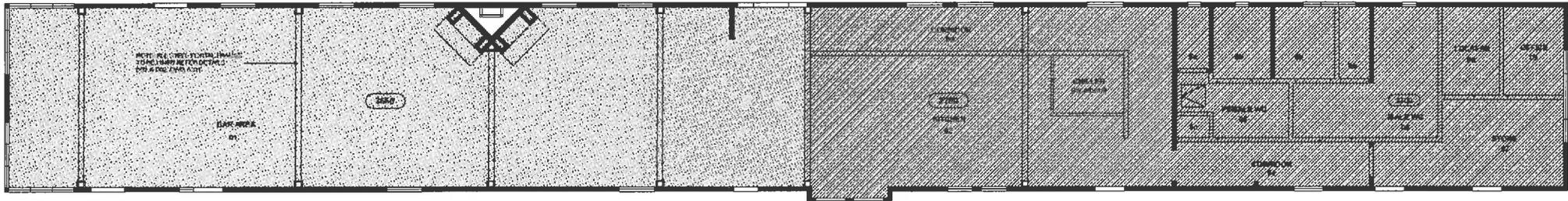
Job Title <h2 style="text-align: center;">TE KUITI RAILWAY STATION REFURBISHMENT</h2>	For WAITOMO DISTRICT COUNCIL At RORA STREET, TE KUITI	Project No. 623 Issue No. - Drawn KM Checked AM Project Date 14/05/2015 Issue Date	Drawing Title <h3 style="text-align: center;">BLDG 02 PROPOSED DECK, RAMP PLAN & ELEVATIONS</h3> Drawing # A103 Scale 1:50, 1:20 @ A1	<h1 style="font-size: 2em; margin: 0;">M M A</h1> <p style="margin: 0;">MATTHEWS & MATTHEWS ARCHITECTS LTD</p> <p style="margin: 0; font-size: 0.8em;">P.O. BOX 108-166 SYMONDS STREET AUCKLAND PH 379 2282 - WWW.MMARCHITECTS.CO.NZ</p>
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STATION BUILDING N02 - PROPOSED FINISHES PLAN

FINISHES LEGEND:

FLOOR FINISHES:	WALL FINISHES:	LEGEND:	NOTE:
<p>FLV-DV NEW VINYL FLOORING - COVERED</p> <p>TLF-F TIMBER FLOORING - SAUNDED OIL COAT FINISH</p> <p>FLC-C NEW CARPET FLOORING</p>	<p>INDICATES WALL WITH FINISHES</p> <p>WALL PAINT - # DENOTES COLOUR (UNLESS NOTED OTHERWISE)</p>	<p>EXISTING WALLS</p> <p>NEW 140 X 45MM FRAMED WALLS LINED WITH 13MM GIBBOARD</p>	<p>REFER ARCHITECTURAL SPECIFICATION & FINISHES SCHEDULES FOR FINISH TYPE AND COLOURS</p>



STATION BUILDING N02 - PROPOSED CEILING PLAN

CEILING FINISHES LEGEND:

NEW GIB CEILING ON GIB RENDO CEILING, FRAMING FIXED FFLW EXISTING, CW 3 COAT PAINT FINISH	NEW GIB CEILING ON GIB FINISH CEILING, FRAMING FIXED FFLW EXISTING, CW 3 COAT PAINT FINISH	CEILING ACCESS PANEL - POTTER INDUSTRIES 600 X 500	CH CEILING HEIGHT ABOVE FINISHED FLOOR LEVEL - (AFFL)	LEGEND:	NOTE:
			EXT. SIGNS - REFER FIRE ENGINEERS DRAWINGS	<p>EXISTING WALLS</p> <p>NEW 80 X 45MM FRAMED WALLS LINED WITH 13MM GIBBOARD</p>	<p>CONTRACTOR TO ENSURE APPROPRIATE PIPED PIPE AND/OR BUCKLE FITTINGS ARE CORRECTLY INSTALLED # / WHEN REQUIRED FOR CEILING PENETRATIONS OF ALL TYPES</p>

Job Title
TE KUITI RAILWAY STATION REFURBISHMENT

For
WAITOMO DISTRICT COUNCIL
at
RORA STREET, TE KUITI



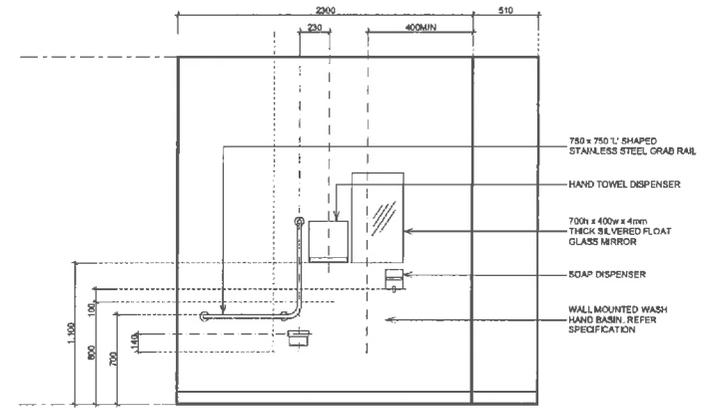
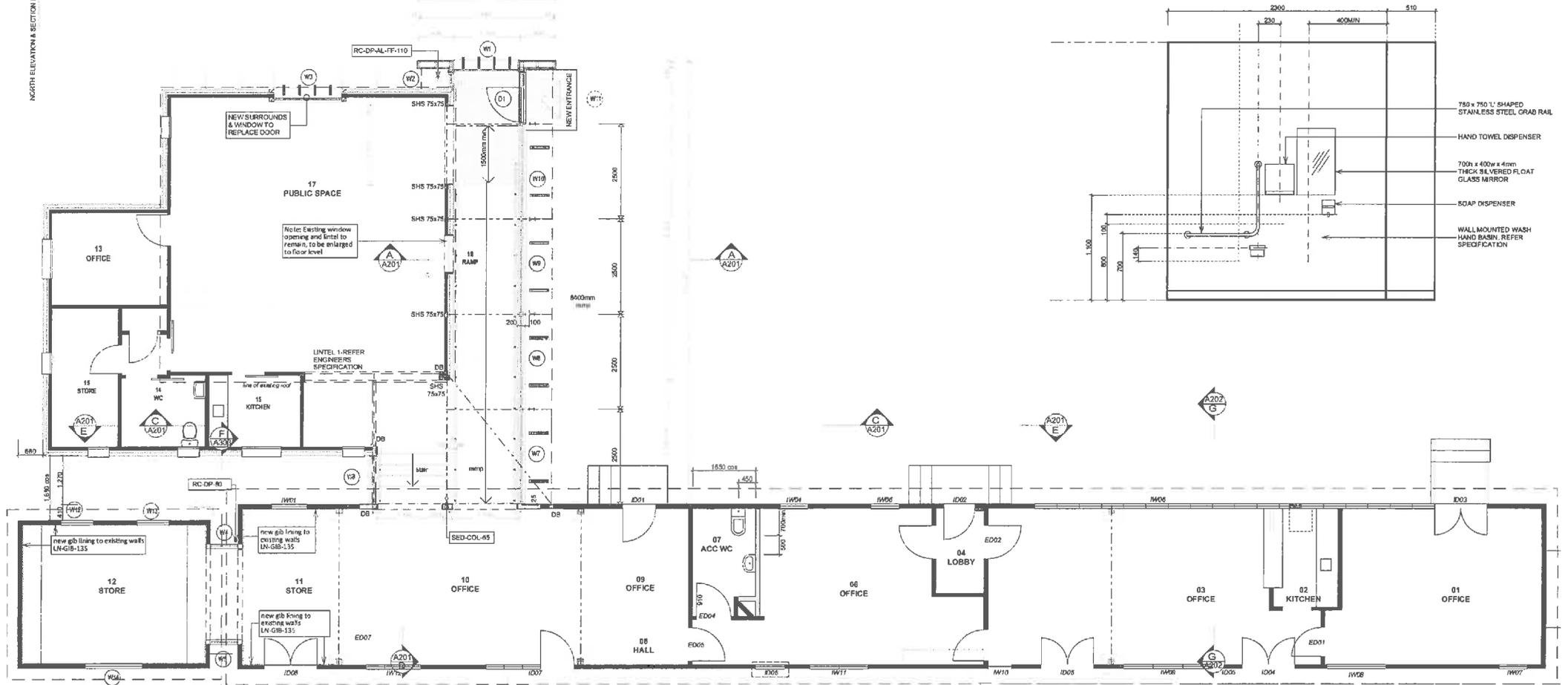
Project No.	623
Issue No.	-
Drawn	KM
Checked	AM
Project Date	
Issue Date	14/05/2015

Drawing Title	
PROPOSED FINISHES & CEILING PLANS	
Drawing #	Scale
A104	1:55 @ A1

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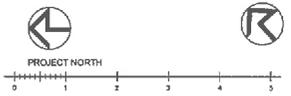
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NORTH ELEVATION SECTION FF
A201



INFORMATION OFFICE & STATION BUILDINGS 1 & 1A - PROPOSED PLAN

LEGEND:					
EXISTING WALLS		UNTEL TO ENGINEERS SPEC		WS-FRM-TM140	
NEW 90 X 45MM FRAMED WALLS LINED WITH 13MM GIBBOARD		SHS 75x75 SEE SIZE AND DETAIL ENGINEER'S DRAWINGS		WS-EXTG-TM-BRICK	JN-SCREEN-LARGE
BEAM TO ENGINEERS SPECIFICATION		DOUBLE STUDS		SED-STEEL-FRAME	
NEW WINDOWS		MAKE GOOD EXISTING WALLS AROUND NEW OPENINGS		LN-GIB-135	



<p>Job Title</p> <p>TE KUITI RAILWAY STATION INFORMATION OFFICE & NEW WALKWAY AND BUILDING 1 & 1A & NEW LINK</p>	<p>For</p> <p>WAITOMO DISTRICT COUNCIL RORA STREET, TE KUITI</p>	<p>Project No 623 Tender No TENDER Drawn KS Checked AM Project Date 14/05/2015 Issue Date</p>	<p>Drawing Title</p> <p>PROPOSED PLANS</p> <p>Drawing # A102 Scale 1:50, 1:20 @ A1</p>	<p>M M A</p> <p>MATTHEWS & MATTHEWS ARCHITECTS LTD</p> <p>P.O. BOX 108-168 SYMONDS STREET AUCKLAND PH 379 2282 - WWW.MMARCHITECTS.CO.NZ</p>
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Document No: 363308

File No: 401/0588423600

Report To: Council**Meeting Date: 26 May 2015****Subject: Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

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

Commentary

4.1 **28 August 2012**

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

4.4 **25 September 2012**

- 4.5 Council at its meeting of 28 August 2012 resolved the following:
- 4.6 "Council not agree to a shared funding arrangement for the expanded feasibility study;"
- 4.7 "Council pursue the option of providing Te Kuiti Community House with office space on the first floor of the Library Building".
- 4.8 The outcome of Councils decision was discussed by the Trust at its meeting of 10 September 2012. The decision by Council was accepted by the Trust who will now proceed with minor adjustments to the feasibility study to reflect the resolution. The report can then be forwarded to the Lotteries Commission.
- 4.9 Acceptance of the report by the Lotteries Commission will allow the Trust to proceed with an application for funding. The next funding round closes February 2013.

4.10 **30 October 2012**

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

4.13 **26 February 2013**

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

- 4.15 The delay necessitated an application to the Lotteries Commission to extend the deadline for submission of the report. This was accepted by the Lotteries Commission and an extension was granted till 31 January 2013.
- 4.16 Some changes were included in the finalised report and a detailed addendum to the report, by way of a covering letter to the Lotteries Commission, was submitted by Group Manager – Community Services.
- 4.17 **30 April 2013**
- 4.18 On 21 February 2013 the Lotteries Commission advised that the submitted report satisfied their requirements and released the grant funding of \$18,000.
- 4.19 Future Development
- 4.20 Council's Regulatory Department notified the Group Manager – Community Services, as the custodian of WDC's building assets, that the library building was potentially an earthquake risk building.
- 4.21 In light of the possible future works associated with relocating the TKCH to this building, Design Management Consultants (DMC) were commissioned to complete an Initial Evaluation Procedure (IEP) of seismic assessment in accordance with NZSEE recommendations.
- 4.22 Earthquake Prone Buildings are deemed to have a NBS seismic strength assessment of less than 33%.
- 4.23 The library building IEP seismic assessment based on visual inspections show the building is categorized as Grade C with 42% NBS in accordance with NZSEE grading scale.
- 4.24 As the seismic strength assessment lies between 33% and 67% a more detailed evaluation is recommended where a fully detailed loading and structural strength is calculated in order to obtain a more accurate value of the actual building seismic strength.
- 4.25 Potential floor layout sketches are currently being prepared for discussion with TKCH. Agreement on these sketches will enable a Quantity Surveyors estimate to be prepared as a basis for funding applications.
- 4.26 **6 June 2013**
- 4.27 An upstairs sketch was distributed to the Trustees for comment on 7 May 2013 and was discussed at the Trustee meeting of 13 May 2013. A further site visit is being planned for 10 June 2013.
- 4.28 In the meantime this sketch is being formulated into a draft working drawing in preparation for future grant funding applications
- 4.29 **25 June 2013**
- 4.30 The draft working drawing layout has been discussed by the Trustees at a site visit and minor modifications will be made. A copy of the plan is attached for Councillors reference.

4.31 **27 August 2013**

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

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

4.34 **24 September 2013**

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

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

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

4.38 **26 November 2013**

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

4.40 **6 March 2014**

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

4.42 The application is based around the following financial data:

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

4.43 WDC has previously allocated funds to this project:

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

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

- 4.44 A funding short fall identified by the budgets/estimate of \$54,941 and Council needs to consider adding this to the capital expenditure for the 2014/15 EAP.
- 4.45 **1 May 2104**
- 4.46 Council at its meeting of 6 March 2014 resolved to fund the outstanding balance of \$54,941 from loan and that this be included in the financial EAP capital works budgets for 2014/15.
- 4.47 **27 May 2014**
- 4.48 No further action can be undertaken until the outcome of the Lottery Grant Application is known in late June.
- 4.49 **25 June 21014**
- 4.50 The announcement of the outcome of the Lottery Community Facilities funding round was made on 18 June 2014. It has been confirmed that WDC received a grant of \$300,805 plus GST for the project, against an application total of \$346,345.00.
- 4.51 It is important to note that the amount excludes the funding of construction P&G, contingency, consultant fess, tendering costs and contract administration. These items will need to be worked through in the context of the budget project cost of \$549,766.
- 4.52 What this does mean however is that with the reduced funding, there is a shortfall of \$45,540 from earlier reports to Council.
- 4.53 Council has three options to move this project forward:
1. Provide additional funding;
 2. Apply for additional funding; or
 3. Proceed with the completion of contract documentation and pre-tender estimate before addressing funding shortfalls. (Timeframes for these needs to be checked against the intentions for uplifting funding from the Lottery Grants Board.
- 4.54 It is not considered that the amount involved in balancing the project costs is significant requiring public consultation and that it can be dealt with as a one off decision at the time of knowing the full costs, as indication in option 3.
- 4.55 It is to be noted that the Lottery Grants Board funding is conditional on full project funding being obtained.
- 4.56 At the time of submitting the grant application the size of the building space was queried by the Lottery Grants Board as the area available did not match the assessment report previously funded and submitted to the Lottery Grants Board. This was explained that the Te Kuiti Community House Trust believed the space to be sufficient and should additional space in the future be required, expansion was easily achieved in the proposed location by expansion across the building roof.
- 4.57 The Lottery Board provided the following comment on this:
- "The Committee understands that the Council may apply at a later date for assistance with Stage 2 of the proposed development if sufficient need for additional investment is warranted.*

4.58 **29 July 2014**

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

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

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

4.62 **26 August 2014**

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

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

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

4.66 **30 September 2014**

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

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

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

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

4.71 **24 March 2015**

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

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

4.74 The lowest tender of \$444,807.00 from ESN Construction has been accepted by the Tenders Subcommittee. This figure includes contingencies of \$25,000.

4.75 ESN Construction Ltd are a Hamilton based company who undertook the last two stages of the Civic Centre redevelopment.

4.76 WDC is currently working through a building program with the contractor and a start date has been tentatively set for 30 March 2015. The start date being dependent on the lift delivery schedule, sub contractor scheduling and the tenderers other commitments

4.77 **29 April 2015**

4.78 ESN Construction commenced work on site on 7 April 2015.

4.79 Works to date have included 90% of the demolition works and the interior framing is well underway along with the electrical cabling. By the end of April the new entrance ramps are scheduled for completion.

4.80 A program has been submitted which shows the project substantially completed by mid June and then a delay until the lift installation mid July. The lift is not available until the end of June.

4.81 **26 May 2015**

4.82 The contract is currently progressing to programme with the following works being undertaken or completed at the time of writing this business paper:

- Wall framing 90% complete including installation of gib
- Gib stopping 90% complete and painting underway
- Ceiling installation about to commence
- Base wiring and plumbing installed
- Front entrance ramps and steps ready for concreting

4.83 For Councilors' information ESN Construction have commenced the Piopio toilet construction project.

Suggested Resolution

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



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

May 2015

Document No: 363226

File No: 037/048B

Report To: Council**Meeting Date: 26 May 2015****Subject: Progress Report: Road Map Work Programme Monthly Monitoring Schedule**

Purpose

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 26 August 2014.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at **26 May 2015**.

Background

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

Commentary

- 3.1 The current edition of the Road Map was adopted by Council on 26 August 2014 subject to amendments.
- 3.2 Council, at its meeting on 26 August 2014 resolved as follows:

2 *The Road Map Work Programme as at 26 August 2014 be adopted subject to the Chief Executive making amendments as follows:*

1 **Local Government Reform – Position of WDC (Page 29)**

1 *Update this Section to reflect –*

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

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

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

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

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

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

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

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

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

3.6 Amendments to Timelines and Projects of Work

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

<p>Significant Amendments</p>

4.1 30 September 2014

4.2 District Plan – Rules: Audit of Signs/Hoardings

4.3 Following the Council meeting on 30 September 2014, the timeline for "District Plan – Rules: Audit of Signs/Hoardings" has been updated to reflect the Action Plan adopted by Council.

4.4 25 October 2014

4.5 Implication of Changes to the LGA on development of the 2015-2025 LTP

4.6 The changes to LGA introduced in August this year mean that the way we put together the draft LTP has changed. Previously we prepared a complete draft document, which was adopted by Council for Audit and then used as the basis of consultation with the Community.

4.7 As a result of changes to legislation, the process requirement for the 2015-2025 LTP is that a Consultation Document (CD) is to be adopted by Council and used as the basis for consultation with our community (not the draft LTP). This CD is a summary of the significant aspects of the proposed LTP. The legislation sets out a list of mandatory requirements to be included and specifically prohibits attaching a draft LTP. However the "supporting information" which has been relied on to

prepare the CD has to be available to the public. This supporting information will also be audited along with the CD.

- 4.8 The implication of this is a 'new way' of preparing the LTP. The CD is the main document to produce for the consultation phase. Only those policies/strategies and information that are either mandatory or have changes significant enough to require consultation with the community form part of the supporting information for the LTP.
- 4.9 The supporting information required will be kept under review through the development process and a package of supporting information relevant to the CD will be brought to Council for adoption.
- 4.10 This change impacts on the processes and timelines currently included in the Roadmap.
- 4.11 It is proposed that the non-mandatory policies/information currently programmed for adoption by Council (such as the appointment of directors to CCO's and Water and Sanitary Service Assessments) not be considered by Council at this time, but as part of the supporting information package.
- 4.12 Further information will be provided to Council as part of the LTP Consultation Plan scheduled for consideration at the December Council meeting.

New Projects

- 5.1 As new projects are identified, they will be detailed in future versions of this business paper and will be included in the next edition of the full Road Map Work Programme document.
- 5.2 The next full edition of the Road Map Work Programme will be updated following adoption of the 2015-2025 LTP and will include projects identified for completion in the first three years (2015-2018) of the LTP. It is intended to present that edition of the Road Map to Council at the August 2015 meeting for consideration and adoption.

Suggested Resolution

The Road Map Monitoring Schedule as at **26 May 2015** be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Road Map Monitoring Schedule as at **26 May 2015 (Doc 363227)**



Road Map

Work Programme Monitoring Schedule

as at 26 May 2015

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Development of 2015-2025 LTP

2015-2025 LTP Document

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #1 <ul style="list-style-type: none"> • LTP Project Plan overview • Review of Vision • Strategic Direction and Guiding Principles 	22 July 2014	Complete
Council LTP Workshop #2 <ul style="list-style-type: none"> • Strategic Issue – Te Kuiti Railway Buildings Projects • Community Outcomes • LTP Forecasting Assumptions 	12 August 2014	Complete
Council LTP Workshop #3 <ul style="list-style-type: none"> • Rates Remission Policy • Treasury Management Policy • Policy on Appointment of Directors to CCOs, • Development of Maori Capacity - (Council direction) 	19 August 2014	Complete
Council LTP Workshop #4 <ul style="list-style-type: none"> • Water and Sanitary Services Assessments • AMPs: <ul style="list-style-type: none"> – Solid Waste Activity – Information Technology – Regulatory and Safety/Resource Management 	4 September 2014	Complete
Council LTP Workshop #5 <ul style="list-style-type: none"> • AMPs: <ul style="list-style-type: none"> – Parks and Reserves – Recreation and Culture – Public Amenities 	9 September 2014	Complete
Council LTP Workshop #6 <ul style="list-style-type: none"> • AMPs: <ul style="list-style-type: none"> – Roading – Water 		Workshop #6 cancelled. Business deferred to Workshop #7 on 18 September 2014.
Council LTP Workshop #7 <ul style="list-style-type: none"> • AMPs: <ul style="list-style-type: none"> – Housing and Other Property – Community Development • Revenue and Financing Policy #1 	18 September 2014	Complete
Council LTP Workshop #8 <ul style="list-style-type: none"> • AMPs <ul style="list-style-type: none"> – Wastewater – Stormwater 	30 September 2014	Workshop #8 deferred to 30 September 2014.
Council LTP Workshop #9 <ul style="list-style-type: none"> • District Plan 	7 October 2014	LTP items deferred to Workshop #10 on 16 October 2014.
Council LTP Workshop #10 <ul style="list-style-type: none"> • Financial Strategy # 1 • Infrastructure Strategy #1 	16 October 2014	Complete
Council Meeting <ul style="list-style-type: none"> • Adoption of Policies for inclusion in prelim draft LTP <ul style="list-style-type: none"> – Rates Remission – CCOs – Treasury Management 	24 February 2015	Changes to the LGA from August 2014 change the way the 2015-25 LTP is developed. These changes impact on processes/timelines in the Roadmap. Policies /Strategies linked with issues in CD will be adopted for audit on 24 February 2015, as part of the SI (see list of SI at end of this table). Policies/Strategies not linked to the CD will also be adopted on 24 February 2015.
Council LTP Workshop #11 <ul style="list-style-type: none"> • Significance & Engagement Policy • Financial Forecasts #1 <ul style="list-style-type: none"> – Issues / Operational Expenditure / Capex 	12 November 2014	Workshop #11 deferred until 12 November 2014.

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #12 • Financial Forecasts #2 (with preliminary implications)	12 November 2014	Workshop #12 cancelled. Consolidated into Workshop #11 on 12 November 2014.
Council Meeting • Adopt SEP for inclusion into LTP	25 November 2014	Complete.
Council LTP Workshop #13 • Financial Forecasts #3 • Recap of issues • Revenue and Financing Policy #2	9 December 2014	Workshop #13 Financial forecasts only. Revenue and Financing Policy deferred to 16 December 2014.
Council Meeting	24 February 2015	Changes to the LGA from August 2014 change the way the 2015-25 LTP is developed. These changes impact on processes/timelines in the Roadmap. Policies /Strategies linked with issues in CD will be adopted for audit on 24 February 2015, as part of the SI (see list of SI at end of this table). Policies/Strategies not linked to the CD will also be adopted on 24 February 2015.
Council LTP Workshop #14 • Reserve for financials or any late unforeseen issues. • Impact of LGA Amendments on LTP Process • Development working draft CD • Revenue and Financing Policy #2 • AMPS - Recreation and Culture Activity - Housing and Other Property - Parks and Reserves - Public Amenities - Community Development	16 December 2014	No financials, other workshop items complete.
Council LTP Workshop #15 • Budgets • Rating indications • Wastewater rates	10 February 2015	Complete
Council LTP Workshop #16 • Consultation Document • Infrastructure Strategy • Revenue and Financing Policy • Wastewater rates • Draft Debt Reduction Strategy • AMPS - Roads and Footpaths - Water Supply - Wastewater - Stormwater - Solid waste management	17 February 2015	Complete
Council Meeting • Adopt Supporting Information* for Audit • Adopt Consultation Document for Audit • Adopt of Policies for inclusion in LTP - Rates Remission (may or not be Supporting Information) - Treasury Policy - Appointment of Directors to CCO's	24 February 2015	Complete
Audit (Deloitte)	26 February – 10 March 2015	Complete
Hot Review (OAG)	11 March 2015 – 13 March 2015	Complete
Receipt of Audit Opinion	24 March 2015	Complete
Council Meeting • Adopt Supporting Information for Consultation • Adopt Consultation Document	24 March 2015	Complete
CD Document Finalisation	25 March 2015	Complete
Public notification	2 April 2015	Complete
Consultation Period – Starts	1 April 2015 - 1 May 2015	Complete

Key Milestone	Indicative Timeframe	Commentary
Council Hearing	11 May 2015	Complete
Council Deliberations Meeting	26 May 2015	
Changes following deliberations	27 – 28 May 2015	
Audit	2 June – 10 June 2015	
Audit Hot Review	11 – 12 June 2015	
Sign off from Deloitte	15 June 2015	
Council Meeting – Adoption of LTP	23 June 2015	

*Supporting Information includes:

- Financial Strategy (and benchmarks)
- Infrastructure Strategy
- Revenue and Financing Policy
- Significance and Engagement Policy
- Any other s.102 policies if linked to issues in Consultation Document (Rates Remission Policy, if required)
- Planning Assumptions
- Community Outcomes/Vision/Key Focus Areas/Strategic direction
- All financial statements and Rating impact and examples
- Service levels and Performance Management Framework

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

Key Milestone	Indicative Timeframe	Commentary
Desktop Review	August 2014	Complete
Prepare Recommendations	August 2014	Complete
Council LTP Workshop # 3 Present Desktop Review findings	19 August 2014	Complete
Council Meeting Adoption of reviewed Policy	16 December 2014	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included the Roadmap. Rates Remission Policy adopted for consultation on 24 February 2015.
Consultation Period	1 April to 1 May 2015	Consultation Complete
Hearings	11 May 2015	Complete
Deliberations	26 May 2015	
Adoption of Policy	23 June 2015	

Council Controlled Organisations

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of wording 2012-2022 LTP	September 2014	
Prepare recommended disclosure for inclusion in 2015-2025 LTP	October 2014	
Council Meeting – Adopt CCO disclosure for inclusion in LTP	16 December 2014	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in the Roadmap. Deferred to 29 April 2015 Council meeting. To be adopted as part of final LTP in June 2015.
Council Meeting – Adoption	23 June 2015	

Review of Development/Financial Contributions

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

Leadership

Local Government Funding Agency (Debenture Trust Deed)

Key Milestone	Indicative Timeframe	Commentary
Proposal to go from WDC to LGFA	February 2015	Depending on the outcome of this milestone the following process/dates might change
Amendments to Debenture Trust Deed	March 2015	The Debenture Trust Deed will be amended once outcome of WDC's proposal is known.
Council Meeting – Adoption of amended Debenture Trust Deed	29 April 2015	<p>The financial details for inclusion in the LTP and the Consultation Document were completed and adopted for public consultation on 24 March 2015.</p> <p>The financial forecasts show that public debt requirements will reduce over the life of the LTP. One of the main reasons for this is because Council is forecasting to build its capacity to self-fund renewal works through use of reserves.</p> <p>Economic assessment and advice provided by Bancorp Treasury Services indicate that the interest rates are not expected to move up over the 2 year period.</p> <p>There are also no major capital expenditure plans over the 10 year horizon as was the case when the LGFA process was first discussed.</p> <p>At this time, it would be prudent for Council to re-assess its Liability Management operations and the best fit for purpose, in terms of source of debt before making an application to LGFA.</p> <p>It is recommended that this matter be re-visited by Council in a year's time.</p>
Council Meeting – Assessment of Liability Management operations	March 2016	

Waikato Mayoral Forum Work Streams

Governance and Planning		
Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Progress Report	As required	Presented to Council as required.

Waikato Spatial Plan		
Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Progress Report	As required	Presented to Council as required.

Waters (Water Supply and Waste Water Activities)		
Key Milestone	Indicative Timeframe	Commentary
Impact Analysis	September-October 2013	Complete
Council Workshop – Findings	As required	Complete
Council Meeting - Progress Report	As required	Presented to Council as required.

Roading		
Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Progress Report	As required	Presented to Council as required.

Economic Development		
Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Progress Report	As required	Presented to Council as required.

Review Memorandum of Understanding between WDC and ICL

Key Milestone	Indicative Timeframe	Commentary
Review of existing MoU by WDC Relationship Committee	February 2014	<p>ICL Board is in the process of developing a Strategic Plan (SP) which the Board will pass on to Council. It has been indicated by ICL that this SP will replace the approved Recovery Plan, since it is more relevant for ICL to be planning strategically for the future, at this stage.</p> <p>It will be advisable for WDC to wait for and review this Strategic Plan prior to reviewing the MOU with ICL. This will enable alignment of the MOU with the Strategic Plan so that WDC can provide any relevant support to ICL to achieve its strategic direction.</p> <p>MOU review process will be started once the ICL Strategic Plan is received and reviewed.</p> <p>At the Shareholder Meeting on 1 October 2014 the ICL Board confirmed that it had adopted a budget for 2015 (which will in part form the successor ICL/WDC arrangement to the expired Recovery Plan).</p>
Relationship Committee to meet with ICL and discuss any findings from review		
Council Meeting - Amended MoU adopted		

Communications Strategy – Progress Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Progress Report	24 February 2015	Complete
Council Meeting - Progress Report	30 June 2015	

Community Development

Economic Development

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

Customer Services – Monitoring against Strategy

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

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Advertise for replacement Youth Council Members	September – October 2014	Advertising seeking expressions of interest for new members has been undertaken during September and October with a closing date of Friday 7 November 2014.
New Youth Council members appointed	November 2014	Applications will be reviewed November 2014 with successful applicants appointed in December 2014.
Youth Leadership Camp convened	January 2015	A Youth Leadership Camp will be convened later in the year.
Meetings scheduled	Monthly	Underway and ongoing,
Youth Event held	February – May 2015	
Youth Council submission to 2015-2025 LTP	April/May 2015	

Community Events

2015 Great New Zealand Muster		
Key Milestone	Indicative Timeframe	Commentary
Identify and consult with key stakeholders.	September/October 2014	Completed.
Development and implementation of a Project Plan and Safety Plan	October 2014	Completed.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	January to March 2015	Underway.

2015 Great New Zealand Muster		
Key Milestone	Indicative Timeframe	Commentary
Execution of event	April 2015	Complete
Council Meeting Management Report on the event identifying success and the budget.	26 May 2015	

Waitomo District Citizens Awards

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

2015 Combined Mayoral ITO Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Graduate names received from ITOs	December 2014/January 2015	The ITO Graduation Ceremony is jointly hosted by Otorohanga and Waitomo District Councils, with each Council taking the lead role in organisation of the Graduation Ceremony bi-annually. This year it is Otorohanga DC's turn to organise the event. Nominations are being received. The Graduation Ceremony has been moved to May 2015 at Otorohanga DC's request.
Invitation to Graduates and Families/Supporters	March 2015	
Graduation Ceremony	May 2015	

Regulation Services

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Issues and Options paper for coastal subdivision and development prepared.	May 2011	Completed.
Open days at Mokau and Te Waitere convened	5 and 12 November 2011	Completed.
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.
Council Workshop To consider strategy for reviewing District Plan	February 2014	Completed.
Changes to Plan to give effect to: <ul style="list-style-type: none"> • NES for Telecommunication Facilities • NES for Electricity Transmission Activities • NES for Assessing and Managing Contaminants in soil to protect human health 	June 2014	Completed.
Council LTP Workshop #8 To seek Councils approval for a targeted Plan change	16 October 2014	Council was provided with an update on progress at the Workshop on 16 October 2014 and advised that a detailed Project Plan is being developed.
Plan change to give effect to NPS for Electricity Transmission	July 2014 – December 2014	
Plan change to give effect to NPS for Renewable Energy Generation	July 2014 – December 2014	
Coastal Environment and Outstanding Natural Landscapes Plan change to give effect to WDC community outcomes, RMA, NZCPS and Regional Policy Statement	July 2014 – December 2014	
Township Growth Plan change (Mokau/Awakino, Waitomo Caves and Te Waitere)	July 2014 – December 2015	
Significant Natural Areas Plan change to give effect to Regional Policy Statement	January 2015 – January 2016	
Administrative Plan change to address any straight forward zoning amendments	June 2016 – July 2017	

District Plan – Rules: Audit of Signs/Hoardings

Key Milestone	Indicative Timeframe	Commentary
Audit completed of District advertising hoardings.	28 February 2014	Completed
Council Meeting Council to provide guidance in terms of enforcement options.	25 March 2014	Completed. Business Paper presented to Council on outcome of audit.
Council Meeting Action Plan presented to Council.	30 September 2014	Complete. Adopted Action Plan timeline set out below.
Detailed database developed of the District's advertising hoardings (residential and rural zones only). Information to include: sign owner, sign location, photos, non-compliance/ compliance detail.	October 2014 – January 2015	Information collected and database has been identified. Database is yet to be populated.

Key Milestone	Indicative Timeframe	Commentary
WDC's hoardings database to be reviewed with NZ Transport Agency representatives to identify locations and/ or specific signs which should be urgently addressed to resolve compliance issues as they relate to traffic safety on the state highway network.	April 2015	Data to be analysed prior to making contact with NZTA.
Critical locations and specific signs identified as part of the review will then be urgently targeted in order to address issues of non compliance with sign owners.	May 2015	
Council Meeting Progress Report	June 2015	
Communicate with sign owners to restate the District Plan rules in order to address matters of non compliance. This will involve a range of options which could include relocating signs, reviewing and if necessary amending sign content, applying for a resource consent or in some cases simply removing non complying hoardings.	June to July 2015	

Urban Structure Plans

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

Jurisdictional Issues

Note: It is very difficult to predict accurate timelines as a lot will depend on Waikato Regional Council's response to the initial approach. There has been no activity around this work stream now for several years as the issues has not been pressing for the Councils involved. The issue remains in the Roadmap so that it can be reactivated if the Councils believe there are benefits in further reviewing and reconsidering coastal jurisdiction.

Waikato River Catchment Economic Studies

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

Te Maika Zone

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports to Council	16 December 2014 23 June 2015	A Progress Report was put to Council on 31 March 2015.

Bylaw – Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Consideration need for a Bylaw	29 October 2014 25 November 2014	Council at its meeting on 25 November 2014 noted that developing a freedom camping bylaw is not the cure all for all problems associated with camping, with much of the camping that taking place outside of recognised camping grounds where the active enforcement of bylaw provisions

Key Milestone	Indicative Timeframe	Commentary
		would prove ineffective or not practicable. As an interim measure signage at Council reserves where camping is known to take place will be erected. This interim strategy will be monitored over a 12 month period to see if nuisance conditions associated with indiscriminate camping abate. On completion of the investigation phase Council will be in a position to make an informed decision on the value of introducing a freedom camping bylaw.
Council Meeting Progress Reports on Investigation Phase	March 2015 July 2015 December 2015	A Progress Report was put to Council on 31 March 2015.

Policy – Psychoactive Substances

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Consideration of need for a Policy	29 October 2014	Complete. Council agreed not to prepare a Psychoactive Substances Policy at this time and to continue to monitor the situation in conjunction with the NZ Police. Progress reports will be presented to Council in March and September 2015.
Council Meeting Progress Report to Council re ongoing monitoring	31 March 2015 29 September 2015	A Progress Report was put to Council on 31 March 2015.

Establishment of Rural Fire Authority for Waikato Valley Operational Area

As of May 2015, no further progress has occurred. If and when this project progresses, Council will be informed via Progress Reports.

Community Services

Te Kuiti Railway Building

Key Milestone	Indicative Timeframe	Commentary
Development of Conservation Plan, Maintenance Plan and preliminary budget estimates for the restoration of the buildings	July 2012	Completed
Ownership / lease of the building and land to be secured from New Zealand Rail	July 2012	Completed by MOU only. Finalised lease to be submitted
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
Preparation of site and building development proposal	September – December 2012	Ongoing with Reference Group. Initial proposal included as part of the November Agenda.
Council LTP 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.
Council Meeting Adoption of EAP	25 June 2013	Completed Programme of restoration condensed to match proposal for funding from Lotteries Commission.
Council Meeting	Monthly	Ongoing A Monthly Progress report will be made to Council for the entire project i.e. Restoration, Roading and Revitalisation. Council, on 26 August 2014, passed resolutions relating to timelines and budgets for inclusion in the working draft Housing and Other Property AMP in preparation for development of the 2015-2025 LTP.

RAILWAY BUILDING: PROJECT 1 - RESTORATION

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

Key Milestone	Indicative Timeframe	Commentary
		closing 20 May 2014. Tenders closed 20 May 2014 with three tenders being received. Contract awarded to DML (2003) Builders Ltd of Wanganui
Construction works	July 2014 - October 2014 Building 3 December 2014 31 March 2014	Estimated construction period now July 2014 – end October 2014. Progress of contract reported to Council as separately monthly business paper. Most works will be completed early November with the exception Building 3 where the extent of works requires a program to the end of December 2014 Several aspects of the development have experienced delays as designs required revisiting. The defects listings for this completed project have been prepared, awaiting contractor to return to the site.

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

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed . EOI document publicised October / November, closing 28 November 2013. Six expressions of interest received. Acceptance still under review
Preparation of Tender Documentation for Building 1 to completely refurbish the existing building layout	May – June 2014	Draft completed June 2014 and budget estimate. Funding approval required from external sources. Application completed to Trust Waikato with outcomes available December 2014. Building 1 plans and link to i-site to be completed first week of May 2015 ready for Building consent lodgement Building 1 plans and Link to i-site completed, building consent application submitted and tender prepared.
Building refurbishment construction to allow use of building 1		
Building usage by tenants building 1		
Preparation of Tender Documentation for Building 3 to completely refurbish the existing building layout		Completed except for defect works
Building refurbishment construction to allow use of building 3	31 March 2015	Completed Predominately will be undertaken as part of Project 1
Building usage by tenants building 3	April 2015	Building 3 used during Muster and will be tenanted by Wintec from beginning May 2015. Wintec lease and valuation awaiting signing Proposals for Maniapoto Maori Wardens use of building 3 underway

RAILWAY BUILDING: PROJECT 5– COMMERCIAL SPACE REVITALISATION

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	October – November 2013	Completed. EOI document completed and will be available 22

Key Milestone	Indicative Timeframe	Commentary
		November, closing 23 December 2013. No expressions of interest received.
Preparation of high level draft layout plan and associated documentation for the commercial use of Building 2	July 2014 – August 2014	Complete – Council received a feasibility assessment presentation at the 12 August 2014 Workshop.
Presentation of proposal to Council working committee	End August 2014	
Draft Tenancy proposals and Lease agreement negotiations	September 2014	EOI confirmed early September, finalised layout plans currently being prepared to enable lease negotiations to be completed.
Application to NKCDT for funding to assist with document preparation and development associated with Cornerstone tenant.	September – October 2014	On schedule for application to be completed end of October 2014
Preparation of working drawings and contract documentation of areas associated with Cornerstone tenant	December 2014 – February 2014 (subject to funding availability and tenancy provision) 30 April 2015	Funding secured and letter of intent signed enabling the project to proceed. On schedule for plans / specification to be lodged first week of May 2015. Draft lease and valuation prepared.
Tender process for works	May 2015	On Schedule, building consent lodged
Construction of internal work and site services associated with Cornerstone tenant	Jun2015 – September 2015	
Cornerstone tenant operational	October 2015	

Te Kuiti Mainstreet Garden Re-design

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports and/or presentation of the detail of individual Stages	As required.	Council will be kept updated on progress through the presentation of monthly progress reports during completion of each Stage. Prior to commencement of each new Stage, detailed drawings and costings will be presented to Council for consideration. The existing gardens at the corner of Rora and King Streets have been completed.

Land Disposal – 6 Jennings Street – Community House

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

28 Taupiri Street – Renewal Works and Entrance

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	As required	Council will be kept briefed by way of progress reports to monthly Council meetings.
Application to Lottery Grants Board for funding to relocate TKCHT to 28 Taupiri Street	March 2014	Completed – WDC's application was successful but full funding was not granted
Council Meeting "Where to from here" in relation to funding and construction	25 June 2014	Council resolved to prepare contract documentation and a pre-tender estimate for consideration of any funding shortfalls

Key Milestone	Indicative Timeframe	Commentary
Construction documentation prep	August 2014 – September 2014	Tender documentation is complete along with pretender estimate and is subject to a separate business paper to the 30 September 2014 Council meeting
Council Meeting Project budgeting	29 October 2014	Completed.
Tender for works	November 2014	Tenders closed on 16 February 2015. Four tenders were received. Tenders are currently being evaluated.
Implementation	December 2014 – March 2015 April 2015 – July 2015	A Monthly Progress Report to be presented to Council as a separate report.

Cultural and Arts Centre Upgrade: Stage 5

Key Milestone	Indicative Timeframe	Commentary
Review of renewal expenditure to date taking into account additional works undertaken as part of the Main Hall Ceiling project. Should sufficient funding be available, identify potential projects.	August 2014 – September 2014	<p>WDC undertook Stage One of this upgrade programme in 2010/11 and has undertaken further renewal work on a staged basis involving the sound system, supper room and upper areas of the main hall.</p> <p>The 2012 LTP provided renewal capacity (\$130,000 per annum) up to and including the 2015/16 financial year. The current year's budget (2014/15) is predominately expended in undertaking the upper areas of the main hall and the approved additional works.</p> <p>The key future staged renewals include the main toilets, bar and service toilets, kitchen and the stage and stage curtaining.</p> <p>The balance of the budget for the 2015/16 year (first year of the 2015 LTP) will be insufficient to undertake all these works. The architects involved with this project have been asked to review the budgets for the remaining work with a view to renewal budget capacity included in the 2016/17 financial year for Council's consideration.</p> <p>Council at its Workshop on 9 September 2014 requested that the kitchen renewal work be the priority for 2015/16 funding.</p>
Council Meeting Detail of Stage 5 Upgrade	30 September 2014	Due to insufficient funding available this year, this Stage of the Upgrade will be implemented in 2015/16.

Cultural and Arts Centre Update: Court Yard

Key Milestone	Indicative Timeframe	Commentary
Development of a new concept plan for the Courtyard	November 2014 – December 2014	This project has been rescheduled due to other work priorities Concept designs are currently being prepared and will be available in late May 2015.
Council Meeting	-24 February 2015	

Key Milestone	Indicative Timeframe	Commentary
Concept proposals		
Detailed working drawings	March 2015	
Tender for works	April 2015	
Implementation (dependent on timing of Shears)		

Parkside Subdivision

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Notification of Section Sales	As required	Ongoing. Council will be kept informed of Section sales by way of Progress Reports to monthly Council meetings.
Investigations into alternative land usage	July 2014 – October 2014	Progressing. Refer to paper presented as part of the Agenda 24 March 2015. Sketches of a potential layout for the alternative use will be available for Council in mid May 2015. Refer to separate business paper submitted to Council as part of the 26 May 2015 Agenda

Land Disposal – Old Ministry of Works Building

Key Milestone	Indicative Timeframe	Commentary
Council Workshop 15 – presentation of background information to Council to enable informed decision on future of the building	15 November 2011	Council agreed that it does not wish to expend any further funds on this building and consulted with the community on the basis that Council will advise the Crown that Council wishes to relinquish its holding of the property.
Letter to Crown advising outcomes of the LTP consultation process and seeking approval to relinquish Councils involvement in the property	September 2012	Writing to the Crown was put on hold as an offer of finance with conditions was made through the 2012-2022 LTP process. The conditions included WDC and the community matching the funding proposal. The Submitter was advised Council would not contribute to funding the renewal works but delayed contacting the Ministry to allow the community to match the proposal. No correspondence has been received to date. It is proposed to write to the Ministry seeking approval to be released from Councils commitment. Te Kuiti Historical Society have been asked to investigate alternative accommodation to allow the approach to be made to the Ministry.

Te Kuiti Campground – Investigations

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and	October 2014 – December 2014	This project has been rescheduled

Key Milestone	Indicative Timeframe	Commentary
development of draft layout plan for discussion		due to other work priorities An overall high level concept is currently being prepared and will be reported to Council at the May 2015 meeting. Refer to separate business paper submitted to Council as part of the 26 May 2015 Agenda

Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Establishment Working Group for development of the Aerodrome Reserve Management Plan	10 October 2013	Completed.
Advertise intention to prepare Plan and calling for initial submissions	November – December 2014 May 2015	This project has been rescheduled due to other work priorities. A progress report and a way forward is to be reported separately to the April 2015 Council meeting. Council resolved 29 April 2015 meeting not to partake in this step of the management planning process. Also adopted a new timeframe for this project
Initial internal working group meeting	May 2015	Scheduled for 26 May 2015
Consultation Meeting 1 with aerodrome users	December 2014 July 2015	
Consultation Meeting 2 with aerodrome users	February 2015 August 2015	
Consultation Meeting 3 with aerodrome users	July 2015 September 2015	
Preparation of Management Plan	January – June 2015 October-December 2015	
Council Meeting Adopt draft Plan for Consultation	August 2015 February 2016	
Public consultation	September – October 2015 March 2016	
Council Hearing	November 2015 April 2016	
Council Deliberations Meeting	November 2015 May 2016	
Council Meeting Adoption of Finalised Plan	December 2015 June 2016	

Redwood Park – Future Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consideration of draft Plan	14 April 2015	This project has been rescheduled due to other work priorities

Mokauiti Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress report: Discussion within the community on alternatives for	Monthly	Council will be kept updated on progress through the presentation of progress reports to the monthly

Key Milestone	Indicative Timeframe	Commentary
use as a community hall		Council meetings.
Establish a committee to look at options for disposal.	October 2012	Hall Committee asked to nominate three working group members. Completed at hall meeting December 2012.
Meeting to discuss options for the hall	May 2013	Meeting scheduled for 12 June 2013 (telephone discussion)
Proposal developed and provided to committee for discussion	October 2014 – November 2014	Refer to the Progress Report: Rural Halls contained elsewhere in this Agenda.
Finalised proposal	December 2014	
Council Meeting	24 February 2015	
Sign-off of proposal by Council		
Implementation		

Piopio Hall Roof Replacement

Key Milestone	Indicative Timeframe	Commentary
Preparation of documentation for the roof replacement	August – September 2014	This project has been rescheduled due to other work priorities. Contract documents are currently being prepared and will be tendered in Early May 2015.
Obtaining quotations	October 2014	
Implementation	November 2014	

Benneydale Toilet Investigation

Key Milestone	Indicative Timeframe	Commentary
Development of proposal and budget estimate	August 2014	Proposal and budget estimate based on Piopio Public Toilets.
Council LTP Workshop # 5 Inclusion in Public Amenities AMP and workshop with Council	9 September 2014	Investigations into the provision of civic toilets in Benneydale in the current EAP will lead to the inclusion of replacement toilet for Benneydale during the first year (2015) of the LTP at an estimated cost of \$150,000. Complete. Council agreed to utilise the same building plans as for the Piopio Public Toilets. Tender documentation will be prepared so that this project can proceed early in the 2015/16 financial year.

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

Key Milestone	Indicative Timeframe	Commentary
Letters to MOE and School BOT investigating potential land purchase	June – July 2011	Completed Mokau effluent disposal was workshopped as part of the Public Amenities AMP on 8 November 2011. A direct approach to other parties is to be made.
Report to Council once response received from MOE		Contact has been established with MOE. Councillor Brodie and Group Manager Community Services attending BOT meeting in Mokau 12 June 2012. BOT approved in principal the course of action to acquire land
Survey of the land to be undertaken to allow the quantification of land requirement	July 2012	Acceptance of Quotation from Arrow surveys to undertake this work has been accepted, with completion due 31 July 2012
Draft proposals prepared and presented to the Mokau School board of Trustees for signoff	August- September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Formal application to the Ministry of Education for land purchase	January – February 2013	Completed
Declaration of land as surplus to MOE requirements and available for sale	August 2013	Completed
Negotiations for purchase of land with government disposal team	August – October 2013	Commenced, proceeding through the sale process, with the process being undertaken by Darrochs. Negotiations ongoing with price only outstanding issue and this is currently being addressed by Darrochs. Related to interpretation of valuation Sale and purchase documentation completed and ready for WDC signing. Refer to Monthly Progress report contained elsewhere in this Agenda.
Valuation to be obtained for the land to be purchased	October – November 2013	Completed
Subdivision resource consent to be obtained		Not required as done under Public Works ACT
Sale & Purchase agreed with the Crown	June 2014	Completed
Detailed subdivision survey for submission to LIN (requires signoff by the Crown	July 2014 – August 2014	Progressing Draft plan completed and forwarded to MOE for final signoff. Completed. A business paper was presented to Council on 24 March 2015. Approval of land purchase now completed and design / construction can be implemented.
Detailed design of effluent field	September 2014 – October 2014 April 2105	Underway
Tendering of work	May 2015	
Implementation of works	December 2014 June 2105	

Walking Track Strategy

Key Milestone	Indicative Timeframe	Commentary
Base information gathering	March 2015 – June 2015	Underway

Key Milestone	Indicative Timeframe	Commentary
Council Meeting: Initial progress report on extent of asset and its condition to council including timeline for completion	July 2015	

Passive Reserves Management Plan (2014 – 2016)

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

Investigation into Provision of Joint Services Facility

Key Milestone	Indicative Timeframe	Commentary
Scope of project to determine parameters and outcomes	January – March 2014 (to align with Customer Services Strategy 2014)	Refer business paper to Council Workshop 1 May 2013.
Council Workshop Project scope and outcomes in conjunction with Customer Services Strategy	13 May 2014	Completed
Establishment of Project Team	30 June 2014	Completed
Investigate options for future delivery of services from a defined central location	31 October 2014	
Report findings of Investigation to Council	25 November 2014	The outcome of the investigation is heavily influenced by the inclusion of the i-SITE into the Railway Building complex. The requirement for this project needs to be reassessed in the second half of the 2015/2016 year.

AMP: Parks and Reserves – 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. Completed
2. Review Levels of Service.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
		Completed
3. Confirm corporate AM objectives.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle. Completed
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. Completed
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 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

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
		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. Completed
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 system, integrate if	2013-2018	Development as part of Advanced AMP.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
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.

AMP: Recreation and Culture– 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 Completed
2. Review levels of service	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
4. Define current levels of service/performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
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.

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
12. Collect maintenance data against significant assets or asset groups	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
14. Monitor actual versus predicted growth	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
15. Measure performance in levels of service against targets	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
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.

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
32. FRS-3 compliant valuation complete for parks and reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of levels of service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
34. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
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.

AMP: Public Amenities– Plan Improvement and Monitoring

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary

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 Completed
2. Review LOS	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
4. Define current LOS/performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
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	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
other performance measures.		
18. Predict failure works and identify treatment options for risks	2013-2018	Predictive failure to be part of the Advanced AMP.
19. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
20. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created during review for the 2012-2022 LTP.
21. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
22. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
23. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
24. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
25. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
26. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
27. Process in place for collecting costs against assets where appropriate	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
28. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
29. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
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.

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
Specific Improvement Projects 2009-2012		
39. Underground services investigations	2014; 2015; 2016	As built drawings to be compiled for key assets to improve asset base information.
40. Include Building data in a "designed" Asset management Programme such as SPM	2014-2015	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
41. Review AMP	December 2014	To be conducted during the review of AMP in anticipation of the 2015
42. Asset Management Planning miscellaneous	2015-2016 onwards	Completed - included in Annual Plan budgets.

AMP: Housing and Other Property– Plan Improvement and Monitoring

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
2. Review Levels of Service	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
4. Define current LOS/ performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
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

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
		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.
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	December 2014	Accurate compliant valuation will develop with ongoing update of

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
assets		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.
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.

Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Funding Outcome	October 2011	<p>On 19 September 2011 WDC received written confirmation from the Minister of Health that the application for Drinking Water Subsidy for Te Kuiti had been approved to the value of \$780,820.56 excluding GST.</p> <p>Since that time three written applications have been made to extend the expenditure date of that subsidy. The latest request has been made for December 2015 and has been approved.</p>
Broad Upgrade Plan	August 2014	<p>Preliminary design was revisited in 2013.</p> <p>Documentation is in progress for completion of the first two of four phases by end December 2015.</p> <p>An agreement was reached with Veolia to take over all water treatment plants. Work on the TK WTP is progressing with the first part, installation of the filter backwash tanks transfer pump station structure and floor for the building housing electrical and ultra violet units being completed and the next step construction of the UV building starting 20 April 2015.</p>
Design and Conceptual Investigation Work		Investigation and detailed design work for Phase Two is in progress. This work will require a consent from WRC to work in the river which is in progress. Consent discussions in progress.
Council Workshop	18 September 2014	<p>Funding affordability, risk project scope and scale implications to be explored with Council.</p> <p>Following Council feedback, further details Key Milestones and Timelines will be developed and incorporated in the Road Map Work Programme.</p> <p>Workshopped as part of the Water AMP on 18 September 2014. Completed</p>
Filter & UV	December 2015	Targeted completion date of Phase One has now been moved out to December 2015.
Identified Reticulation Renewals	July 2012 – June 2015	Renewals identified as urgent; Mary Street, Cotter Street, Ngatai Street has been completed South to Kent rising main partly completed. However it does not match what was identified in 2012-22 LTP. Part of Tawa Street line had to be replaced as result of slip. Tawa Street is complete following

Key Milestone	Indicative Timeframe	Commentary
		completion of the last section of road retaining wall.

Piopio Water Supply

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	2012-2015	A section of water line along Tui Street – SH3 to Aria road will be done by end of June 2015 to complete a ring main which will assist in isolating parts of network to assist in water loss investigations. This main will also assist to provide better controlled shutdowns during upgrade work. Tenders were received and instruction to start during May after resolving land use

Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	2012-2015	Tender documentation and cost estimate has been completed. Work is targeted for the 2014/15 year. Tenders will be advertised in May 2015

Waitomo Water and Wastewater – Feasibility Studies

Key Milestone	Indicative Timeframe	Commentary
1. Development of detailed scoping and associated project plan for inclusion in Road Map.	Preliminary scope with indicative cost by end October 2013.	WDC condition assessment and valuation complete. Preliminary design and cost estimate complete. Met with THL around existing asset value and cost new systems. Financial modelling completed. Results sent to THL.
2. Define proposed planning map and develop development scenarios which will indicate demand		Structure Plan by Beca Consultants considered in identifying area to be serviced.
3. Investigate high technology solutions with cost and establish economic feasibility		Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement.
4. Report to Council on conclusions	On completion of each section	WDC met with THL who indicated that the indicative cost is not financially feasible from a business point of view. The only possible solution to make the cost of the service more affordable is to obtain Government funding. There is no funding available from the normal avenues. The only way would be to lobby the Minister directly on the basis of the high risk of National reputational harm should tourist get sick or die from a water borne disease contracted from these services.

Key Milestone	Indicative Timeframe	Commentary
		Discussion with THL and community is ongoing.
Council Workshop	18 September 2014	<p>Council considered this project as a Strategic Issue in the development of the 2015-2025 draft LTP.</p> <p>Council was briefed on a recent meeting between existing consumers, WDC representatives (in an Observer capacity), Legal Representatives and Officials of the Maori Trusts and THL.</p> <p>Council noted for draft LTP development purposes it is highly unlikely that this project will progress enough to warrant inclusion of any financials other than the need to provide for resourcing (Project Management/ Legal advice) to aid progress, and that a commentary should be included in the draft LTP providing an explanation of Council's position.</p>

Te Waitere Water and Wastewater Strategic Review

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

Roading Activity Influences

Key Milestone	Indicative Timeframe	Commentary
Council Workshop – Introduction of Issue to Council	13 May 2014	Completed.
Council Meetings – progress on work streams	Monthly Council Meetings	Progress Reports will be provided to Council as required.
Amend Road Maintenance Contract	June 2015	Tender structure being reviewed
Engagement on and assessment of ONRC	May 2014 – December 2014	<p>WDC's roading network has been assessed in accordance with Guidelines internally. Assessment around CLoS and performance measures is ongoing. Latest is that TLoS will not be provided. LA's have to determine TLoS using ONRC CLoS and the ONRC Performance Measure and report on how they meet the Performance Measures. Transition work planned over period 2015-2018.</p>

Key Milestone	Indicative Timeframe	Commentary
Watching brief on FAR review	May – July 2014	NZTA Board was communicated in late 2014. Outcome was that WDC will move from 61% in 2014-15 to 71% by 2024-25.
Review Procurement Policy	June 2014	Completed
Re-tender Roading Contract	July 2015	
Tender evaluation and award new tender	31 August 2015	Contract start date 1 October 2015
Assess implications of FAR review	December - 2014	Progress Reports will be provided to Council as information become available. Council was given a verbal brief on the current situation with regard to the FAR review and ONRC as part of the Roads and Footpaths AMP Workshop on 18 September 2014. Approved FAR will enable Council to fully fund emergency works without significant increase in road rate requirement.
Develop levels of service options along with funding options (depending on outcome of FAR review)	February 2017	NZTA Performance measures is expected to be finalised around July 2015. Existing road network will be assessed over following 2 years against Performance Measure to identify gaps in LoS if any
Review Roading Asset Management Plan	October 2014	Consultation Draft completed
Develop 30 year roading (& other) infrastructure strategy	October 2014	Consultation Draft completed
Develop LTP 2015-25	October 2014 – February 2015	Draft completed – any changes depend on outcome of LTP consultation

Waitomo District Landfill

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study	May 2016	<p>A 'whole of life' study needs to be completed to determine:-</p> <ul style="list-style-type: none"> • Where refuse will come from for the balance of the resource consent. • The effects the statutory cost increases from the ETS will have on the landfill. • The costs of further developing the landfill. • The financial viability of the landfill due to increased costs to the user following ETS legislation. • Purchase of NZU units (Carbon Credits) has reduced the impact of the cost of the ETS legislation for the next 3 years buying time to find a feasible way forward. • Volumes of rubbish are consistently declining while operational cost of the landfill is fixed thus putting upward pressure on cost per tonne disposed.

Cross Boundary Collaboration (WDC/RDC)

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

Para Kore "Marae Working Toward Zero Waste"

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

SWaMMP – Plan Improvement and Monitoring

SWaMMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Undertake a two – yearly topographical survey of the landfill to determine compaction and filling rate	2012 then every two years thereafter	A full topographical survey of the Landfill has been done in late 2014
2. Improve monitoring of contractor performance	Ongoing	Monitor
3. Investigate all waste management facilities to identify hazards and safety improvements	Quarterly	Ongoing.
4. Explore interest in development of landfill as a sub-regional or regional waste disposal asset	Ongoing	Monitor
5. Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	Ongoing	Complete – This has been monitored and the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.
6. Review solid waste management activities required to support development in growth areas (Waitomo village, Mokau etc) following completion of structure plans	Ongoing	Mokau transfer station is under utilised while dumping of rubbish next to street bins is increasing. Investigation to move Transfer Station to a place in town is underway.
7. Review progress with implementation of improvement plan		Reviewed as part of the 2012-15 AMP period.
8. Undertake waste audit on two yearly cycle	June 2012 two yearly from there on	An audit has been done in 2014.
9. Investigate ETS Liability (Start June 2013)	Ongoing	In progress.

AMP: Water Supply – Plan Improvement and Monitoring

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 Water Safety Plan (WSP). Requires incremental improvements. Review of Catchment Risk Assessments for Mokau and Benneydale is under way

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	On-going	Some work had been done and much catch-up work has been identified before further analysis will be of use. Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
4. Initiate a long term zonal metering and leak detection programme, initially for Te Kuiti.	On-going process	Monitor
5. Initiate a scheme proposal for Marokopa.	2018-28 LTP	Unless legislative requirements force such a step.
6. Construct a new, larger raw water storage dam for Mokau.	2012-13 financial year	Construction in progress – stalled by archaeological finds. Work is nearly complete filling of the dam is expected to start end before the 2014-2015 summer. Complete Received subsidy
7. Install automated monitoring equipment at the Piopio water treatment plant to provide evidence for compliance with MoH gradings.	2012 Calendar year	Completed.
8. Develop accurate and complete asset inventory registers for each scheme.	On-going process	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Once the Asset Group internal reshuffle has settled this work should progress more steadily.
9. Develop a greater focus on risk identification and management for critical assets.	On-going process	Once the Asset Group internal reshuffle has settled this work should progress more steadily..
10. Prioritise the works developed from the risk assessment exercise.	Following 8 and 9 above	Once the Asset Group internal reshuffle has settled this work should progress more steadily.
11. Construct additional treated storage at Te Kuiti to meet 24 hours demand.	2020-21	No subsidy - considering the affordability/sustainability the District finds itself in, Asset Service potential will continue to be monitored and just enough done to maintain the status quo. Structural assessment of existing reservoirs in conjunction with earthquake compliance / risk is needed and is now first priority – 2015-16 Budget
12. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply.	After 2028 if ever	Not regarded as a feasible option at this stage
13. Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management.	Dec 2015	CAPS subsidy funding from MoH approved work has been put on hold for affordability reasons until 2014-15. Asset Service potential is monitored and just enough done to maintain the status quo. 1 st phase tender documentation in process. Construction in progress

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
14. Develop informal strategies for meeting more stringent water quality standards and consent requirements.	On-going	Benneydale is fully compliant. Mokau - Due to changes to dam construction levels required following archaeological finds, the clarifier will have to be moved to a lower level with all associated pipe work. Design and cost estimate is underway. In the process it become clear that by modifying the pipe work and flow control the problem is solved. Piopio is fully compliant
15. Install coagulation to improve filtration, install UV and upgrade telemetry and SCADA at Mokau.	2015 Calendar year	Part of 14 above. Complete
16. Arrange a routine forum of adjacent councils' water supply officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking and structured training already occurs.
Unachievable due to Budget Restrictions		
17. Upgrade supply main from Mokau to Awakino.	2013-16	MoH criteria have changed – No funding for renewals.

AMP: Wastewater– Plan Improvement and Monitoring

Wastewater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	December 2014	The LOS survey is completed at about 2 year intervals
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Review frequency consistent with annual and long term planning cycle.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Monitored	True modelling for waste water systems is not economically feasible. Sound engineering judgement is used to formulate solutions.
4. Initiate a long term infiltration and inflow investigation and reduction programme, initially for Te Kuiti.	On-going	Start date August 2009. Eight catchments identified. Actual remedial work of one catchment is complete. Investigation to assess remedial work required in next two catchments has been done. Contracts for identified remedial work in the next catchments will commence in 2014-15. Work delayed due to workload around capital upgrades at water treatment plant and operational demands
5. Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino.	Beyond 2025	Not economically feasible.

Wastewater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
6. Investigate extension of the Te Waitere scheme to service a two stage development of the area with the second stage encompassing the area not currently reticulated.	Beyond 2025	Discussed in more detail elsewhere in this document. Two main streams of thought in community that will require considerable consultation and mediation to reconcile.
7. Develop accurate and complete asset inventory registers for each scheme.	On-going	Progress is being made although slowly. Expect will take at least two years to make significant advance. Once the Asset Group internal reshuffle has settled this work should progress more steadily
8. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Will follow as data improves. Once the Asset Group internal reshuffle has settled this work should progress more steadily
9. Prioritise the works developed from risk assessment exercises.	On-going	Following identified as urgent; George & Hill Street – been cleaned and settlement found, being monitored, Lawrence Street – been cleaned and being monitored, Ngatai – Hill Street– been cleaned and MH replaced being monitored. However this does not match what was identified in 2012-22 LTP
10. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified.
11. Arrange a routine forum of adjacent councils wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking already occurs.

AMP: Stormwater– Plan Improvement and Monitoring

Stormwater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	December 2014	The LOS survey is completed at about 2 year intervals.
2. Ensure the right level of funding is allocated to maintain the asset service potential.	Monitored	Monitor – To refine requires detailed Catchment Assessments to be completed, which requires specific additional resources

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

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

AMP: Land Transport– 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. No NZTA funds for this type of work. Contracted through RATA for 2014-15 year
2. Populate RAMM with retaining wall data.	December 2015	NZTA have changed the inspection policy. It is expected that inspections will take three years for completion. This process is underway, however a number of "unknown" retaining structures are being identified. RAMM data is being improved progressively
3. Future use data and information obtained regarding future road requirements, especially for forestry/quarries.	December 2016	Additional resources required not available at this time. Included in 2015-2025 LTP.
4. Estimate impact of expected tourism numbers on existing road capacity	To be confirmed	Will need target specific vehicle counting which is not feasible at present.
5. Complete traffic management plans for Waitomo Village and Te Kuiti	To be confirmed	This follows item 4 – Fullerton Road carpark was sealed as part of the 2010/11 pavement rehabilitation package.
6. Review of Roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans	December 2016	This will be completed once the structure plans are in place. 2015-25 LTP item
7. Development of detailed plans and schedules for maintenance activities such as road marking and car parking within the network	June 2016	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling. Additional resources required not available at this time.
8. Training in the use of relevant asset management programmes such as Bizzo@asset at WDC	December 2014	Extended due to appointment of new staff to critical asset roles. Application for training has been lodged

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
9. Upgrade of all cross road culverts to a minimum size of 375mm dia in high rainfall areas, taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
10. Review progress with implementation of improvement plan.	Review whole of AMP on 3 yearly cycle	Next review December 2017.
11. 2014/15 Financial Year budget is targeted at maintenance work with minimal capital work.	June 2015	Reported monthly to Council. Refer to the LT monitoring paper.
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 2015	Important for affective asset management but require resources not available. Period extended due to cuts in the Network and asset Management budget. NZTA has not approved any money for this type of work in any GPS to date so it is likely that this work will be extended out further. Money has been found to assess an initial 24kms of unsealed collector roads. The assessment planned if successful will be rolled out for the 14/15 Fin year to complete RAMM records
3. Install correct RP pegs on all roads.	June 2017	As above.
4. Install correct CMP's on all roads.	June 2015	Has now been included as part of the inspection regime of the Maintenance Contract
5. Install correct RAPID numbers on all roads.		As above.

Completed Projects

Review of Representation Arrangements (including Maori Representation)

Maori Wards and Constituencies

Key Milestone	Indicative Timeframe	Commentary
Council Workshop: Consideration of briefing paper on Maori Wards and Constituencies	7 October 2014	Complete – the 7 October 2014 Workshop deferred until 16 October 2014.
Council Meeting: Resolution to be taken in respect to Council's consideration of Maori Wards and Constituencies	28 October 2014 29 October 2014 Statutory Deadline: 23 November 2014	Complete. Council at its meeting on 29 October 2014 resolved to defer Council resolve to defer the review of the provision of Maori Wards until 2017.

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

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

Key Milestone	Indicative Timeframe	Commentary
Council Workshop to consider options for representation arrangements	Pre-August 2015	Not required. Council at its meeting on 29 October 2014 resolved to defer Council resolve to defer the review of the provision of Maori Wards until 2017.
Council Meeting – Resolve representation arrangement for consultation	25 August 2015	
Public notice of proposal and invites submissions	September 2015	
Submissions close	October 2015	
If no submissions then proposal becomes final		
Council Meeting – consideration of submissions and possible amendment of proposal	28 October 2014 29 October 2014	
Public notice of "final" proposal	November 2015	
Appeals and objections close	December 2015	
If no appeals or objections then proposal becomes final		
If appeals/objections received, forward appeals, objections and other relevant information to the Commission	December 2015	
Commission considers resolutions, submissions, appeals, objections and make determination	April 2016	
Determination subject to appeal to High Court on a point of law		

2013/2014 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Brief Council on timeframe.	27 May 2014	Complete.
WDC Audit. Deloitte will be onsite for 2 weeks. An additional week is also set aside for Deloitte to complete final queries from their Hamilton office.	8 – 19 September 2014	Complete

Key Milestone	Indicative Timeframe	Commentary
Deloitte's technical/final review. Once the audit field work is complete the final document is sent to Deloitte's technical team for final review.	September 2014	Complete
Council Meeting – Progress Report to Council on Interim June results. These are draft results and subject to change as a result of the audit process. The interim reports will include commentary and any qualifications necessary.	30 September 2014	Complete
Signed Audit Opinion available	28 October 2014	
Council Meeting - Adopt Annual Report.	28 October 2014 29 October 2014	Council was advised on 18 September 2014 that "worst case scenario" i.e. in the event of any hold-ups, a short meeting may need to be convened the morning of Friday 31 October 2014 to adopt the Annual Report. Complete.
Summary Annual Report available. The summary Annual Report is also audited by Deloitte's and must be made available to the public within one month of the Annual Report adoption.	November 2014	Complete.

Community Development – Review of Strategies

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #7 Council to provide feedback on proposal to consolidate strategies.	18 September 2014	Complete
Council LTP Workshop #10 Review and/or consolidation of – <ul style="list-style-type: none"> Community Dev Strategy I-Site and Events Strategic Plan Waitomo District Library Services Strategic Plan 	16 October 2014	Completed.
Council Meeting <ul style="list-style-type: none"> Adoption of Strategy(s) 	25 November 2014	Complete. Council adopted 2015-2018 Community Development Strategy and Waitomo District Library Strategy 2015-2018 at its meeting on 29 October 2014.

Policy – Dog Control Policy and Practices 2014/2015 Review

Key Milestone	Date	Commentary
Prepare Report	September 2014	Complete.
Council Meeting – Dog Control Policy and Practices Report	30 September 2014	Complete.
Public notification	October 2014	Complete.

Significance and Engagement Policy

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

Bylaw – Review

Public Amenities and Water Services Bylaws

Key Milestone	Indicative Timeframe	Commentary
Council Bylaws Workshop Review of Public Amenities and Water Services Bylaws	2-October-2014 30 September 2014	Workshop brought forward to 30 September 2014.
Council LTP Workshop #9 If further workshopping required	7 October 2014	Not required.
Council Meeting Adopt Bylaws for Public Consultation	16 October 2014	Completed
Finalise Bylaws for Consultation	17 – 23 October 2014	Completed
Public notification	23 October 2014	Completed
Consultation period	28 October - 28 November 2014	Completed.
Council Hearing	9 December 2014	Completed.
Council Deliberations Meeting	16 December 2014	Completed.
Council Meeting Adopt Public Amenities and Water Services Bylaws	10 February 2015	Completed. Public Amenities and Water Services Bylaws adopted by Council on 10 February 2015.

Review of Representation Arrangements (including Maori Representation)

Electoral Systems

Key Milestone	Timeframe	Commentary
Council Meeting: Resolution to change/not change the electoral system	26 August 2014	Complete. Council resolved to keep the current First Past the Post Electoral System.
Public notice of the right for electors to demand a poll on the electoral system	4 September 2014	Complete.
Deadline for polls to be received to be effective for the 2016 triennial local election	28 February 2015	Complete. No demand for a poll on the Electoral System was received.

Review of Community Outcomes

Key Milestone	Indicative Timeframe	Commentary
Desktop review of COs	August 2014	Complete
Council LTP Workshop # 3 Present Desktop Review findings	12 August 2014	Complete
Include COs in SI for adoption	24 February 2015	Complete

Forecasting Assumptions

Key Milestone	Indicative Timeframe	Commentary
Development of assumptions	August 2014	Complete
Test assumptions against AMPs and prepare recommendations		Complete
Council LTP Workshop # 3 Consideration of Assumptions	12 August 2014	Complete
Include Forecasting Assumptions in SI for adoption	24 February 2015	Complete

Review of Financial Strategy

Key Milestone	Indicative Timeframe	Commentary
Desktop Review		Review to recognise comments from the OAG on the Strategy prepared for the 2012-22 LTP
Prepare Recommendations		
Council LTP Workshop # 8		Workshop #8 deferred to 30 September 2014 following the Council Meeting. This business deferred to Workshop #9 on 7 October 2014.
Council LTP Workshop # 9 Review of Financial Strategy	7 October 2014	Workshop #9 cancelled with business deferred to Workshop #10 on 16 October 2014.
Council LTP Workshop # 10 Review of Financial Strategy	16 October 2014	Complete.
Include Financial Strategy for adoption as part of Supporting Information	24 February 2015	Complete

Asset Management Plans – Updating for 2015-2025 LTP Purpose

Key Milestone	Date	Commentary
Review of AMPs including: <ul style="list-style-type: none"> Levels of Service – mandatory, technical and community; the what, when and how Demand Management – planning for the future and optimising current capacity Lifecycle Management - Asset Inventory, Condition and performance Assessment, Management Strategies. Risk Management – strategies in the event of failure modes for critical components Completion of Financial Projections – the expenditure needed over the next 10 years or more to meet and maintain levels of service 	July /August 2014	Complete
Council LTP Workshop #4: <ul style="list-style-type: none"> Solid Waste Activity Water and Sanitary Services Assessment Information Technology Regulatory and Safety/Resource Management 	4 Sept 2014	Complete
Council LTP Workshop #5: <ul style="list-style-type: none"> Parks and Reserves Recreation and Culture Public Amenities 	9 Sept 2014	Complete
Council LTP Workshop # 6: <ul style="list-style-type: none"> Roading Water 	16 Sept 2014	Complete
Council LTP Workshop # 7: <ul style="list-style-type: none"> Housing and Other Property Community Development 	18 Sept 2014	Complete
Council LTP Workshop #8: <ul style="list-style-type: none"> Wastewater Stormwater 	23 Sept 2014	Complete
Council Workshop: Draft AMPs <ul style="list-style-type: none"> - Recreation and Culture Activity - Housing and Other Property - Parks and Reserves - Public Amenities - Community Development 	16 December 2014	Complete

Key Milestone	Date	Commentary
Council Workshop: Draft AMPS - Roads and Footpaths - Water Supply - Wastewater - Stormwater - Solid waste management	17 February 2015	Consultation Drafts completed
Council Meeting: Adoption of AMPS	24 February 2015	Complete

Community Events

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

Waitomo District Citizens Awards – Renewal of Working Party Membership

Key Milestone	Indicative Timeframe	Commentary
Three-Yearly Working Party Membership Review		
Council Meeting Report on renewal of the CAwp for next three years	25 November 2014	A business paper was presented to Council at the December 2014 meeting.

Appointment of Directors to a Council-Controlled Organisation

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy	August 2014	Complete
Prepare Recommendations		Complete
Council LTP Workshop # 3 Present Desktop Review findings	19 August 2014	Council agreed to update the Policy in line with current practice.
Council Meeting Adopt reviewed Policy for inclusion as part of the Supporting Information.	24 February 2015	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in the Roadmap. Policy to be adopted 24 February 2015.
Council Meeting Adoption of Policy for inclusion in 2015-25 LTP	29 April 2015	Complete Adopted as part of the Supporting Information on 24 March 2015.

Treasury Policy (incorporating existing Investment and Liability Management Policies)

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy	August 2014	Complete
Prepare Recommendations		Complete
Council LTP Workshop # 3 Present Desktop Review findings	19 August 2014	Complete
Council Meeting – Adoption of Policy for inclusion in draft LTP as part of the Supporting Information	24 February 2015	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in the Roadmap. Policy to be adopted 24 February 2015. Complete
Council Meeting Adoption of Policy	29 April 2015	Complete Adopted as part of the Supporting Information on 24 March 2015.

Assessment of Water and Sanitary Services

Key Milestone	Indicative Timeframe	Commentary
Review of WSSA	September 2014	Complete
Council LTP Workshop # 4 Consideration of draft WSSA	4 September 2014	Complete
Council Meeting – Adopt WSSA	29 April 2015	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included the Roadmap. Deferred to 29 April 2015 Council meeting.
WSSA adoption	29 April 2015	Complete. Adopted 29 April 2015.

Bylaw – Review

Land Transport Bylaw

Key Milestone	Indicative Timeframe	Commentary
Council Bylaws Workshop Review of Land Transport Bylaw	29 January 2015	Due to the relatively minor nature of the recommended amendments this Bylaw did not require workshopping.
Council LTP Workshop #15 If further workshopping required	10 February 2015	
Council Meeting Adopt Bylaw for Public Consultation	17 February 2015	Completed.
Finalise Bylaws for Consultation	18 – 20 January 2015	Completed.
Public notification	19 February 2015	Completed.
Consultation period	23 February – 23 March 2015	Complete. No submissions were received.
Council Hearing	31 March 2015	As no submissions were received a Hearing and Deliberations Meeting are not required. The next step in the process will be to present the draft Bylaw to Council for adoption on 29 April 2015.
Council Deliberations Meeting	14 April 2015	
Council Meeting Adopt Land Transport Bylaw	29 April 2015	Complete. Adopted 29 April 2015.

Document No: 363225**File No:** 037/043**Report To: Council****Meeting Date:** 26 May 2015**Subject: Motion to Exclude the Public for the Consideration of Council Business**

Purpose of Report

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Provisional Local Alcohol Policy: Appeals Process	7(2)(h) Maintain legal professional privilege	48(1)(a)
2. Te Kuiti Campground Investigation: High Level Conceptual 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)
3. Retirement Housing Proposal – Te Kuiti	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
4. Progress Report: WMF Work Streams – Waikato Spatial Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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



MICHELLE HIGGIE
EXECUTIVE ASSISTANT