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Report To: Council**Meeting Date:** 26 November 2013**Subject:** **Provisional Local Alcohol Policy**

Purpose of Report

- 1.1 The purpose of this business paper is to further review and if required amend Waitomo District Council's Provisional Local Alcohol Policy (LAP).

Local Government Act S.11A Considerations

- 2.1 There are no Section 11A of the Local Government Act considerations.

Background

- 3.1 In February 2013 Council agreed to work collaboratively with Waipa and Otorohanga District Councils in the development of a draft LAP.
- 3.2 A draft LAP was developed which seeks to balance the reasonable needs of the residents of Waitomo District regarding the sale of alcohol while at the same time aiming to reduce alcohol related harm.
- 3.3 Council approved the draft LAP for public consultation on 30 July 2013. Public consultation took place during the period 13 August to 13 September 2013.
- 3.4 21 submissions were received with 12 submitters speaking in support of their submissions at the September Council meeting.
- 3.5 During the course of deliberations on the submissions, elected members agreed to amend the maximum trading hours for premises holding on-licences. The draft LAP had contained provisions allowing supermarkets to sell liquor Monday to Sunday 7.00am to 10.00pm, however this was amended so that the maximum trading hours for all off-licences would be Monday to Sunday 9.00am to 10.00pm.
- 3.6 The draft LAP was subsequently amended following Council's deliberations and was presented to Council as a "Provisional" LAP for approval at its meeting on 10 October 2013. At that meeting, Council resolved as follows:
- 1 *The business paper on Provisional Local Alcohol Policy be received.*
 - 2 *The Provisional Waitomo District Local Alcohol Policy be approved subject to the following amendments:*

- 3(f)** *No on-licence shall be issued or renewed in respect of any restaurant or café premises with hours that exceed the following Monday to Sunday ~~7.00am~~ 9.00am to 12.00 midnight*

Any outdoor dining area will not have hours that exceed 9.00am to 11.00pm.

Any function centre or other premises not defined above will be subject to hours at the District Licensing Committees discretion but shall not exceed Monday to Sunday 9.00am to 2.00am the following day.

- 3(h)** *A one way door restriction of one hour prior to maximum closing time may be applied on Thursday, Friday and Saturday nights to any hotel or tavern premises with a midnight or later closing time.*

- 4(f)** *No off-licence will be issued or renewed with trading hours that exceed the following: Monday to Sunday 9.00am to 10.00pm.*

~~*No off-licence shall be issued or renewed in respect to a supermarket premise with trading hours that exceed the following:*~~

~~*Monday to Sunday 7.00am to 10.00pm.*~~

~~*No off-licence will be issued or renewed in respect to any other premises excluding supermarkets with trading hours that exceed the following:*~~

~~*Monday to Sunday 9.00am to 10.00pm*~~

- 6(e)** *No more than 24 events or series of events will be authorised by special licence(s) to a single licensee or applicant in one calendar year.*

Moved/Seconded Whitaker/Te Kanawa Carried

- 3.7 A copy of the Provisional LAP is attached to and forms part of this business paper.

Commentary

4.1 Te Kuiti New World Supermarket

- 4.2 Recently the owner of Te Kuiti New World, Mr Aaron Scanes, approached His Worship the Mayor outlining concerns he has with regard to WDC's Provisional LAP.

- 4.3 Mr Scanes advised that a significant percentage of his customers are rural residents with many choosing to shop before 10.00am. These customers appreciate being able to buy all their groceries in one visit to the supermarket including wine and beer.

- 4.4 Mr Scanes outlined that although many of his customers purchased wine and beer, alcohol generally makes up a minor component of the goods purchased.

4.5 Mr Scanes believes that the trading hours for off-licences contained in WDC's Provisional LAP would seriously inconvenience a significant proportion of his customers.

4.6 Mr Scanes will be in attendance at the Council meeting to outline in more detail the concerns he has with the provisional LAP.

4.7 Further Considerations

4.8 To address the issues raised by Mr Scanes, elected members may wish to amend the Provisional LAP as approved by Council on 10 October 2013 to reflect the position initially taken in the draft LAP.

4.9 Amendment of the Provisional LAP would require Council to revoke part 4 (f) of the resolution made on 10 October 2013, and changing section 4 (f) of the Provisional LAP back to read as per the draft LAP which was as follows:

4(f) No off-licence shall be issued or renewed in respect to a supermarket premise with trading hours that exceed the following:

Monday to Sunday 7.00am to 10.00pm.

No off-licence shall be issued or renewed in respect to any other premises excluding supermarkets with trading hours that exceed the following:

Monday to Sunday 9.00am to 10.00pm.

4.10 If the Provisional LAP as approved by Council on 10 October 2013 is amended, the amended document will need to be re-circulated to all submitters in order to ensure that there is a clear understanding of the position taken by WDC.

4.11 The Provisional LAP must be publicly notified prior to adoption so as to allow submitters the right to appeal to the Alcohol Regulatory and Licensing Authority. The process however cannot as yet commence because the public notice requirements and details of the appeal process must be set out in regulations. Those regulations are not expected to come into force until 18 December 2013.

4.12 Should the Provisional LAP, subject to any amendments be reapproved by Council the document will be placed on hold with the public notice process commencing early in 2014 with a view to adopting the provisional LAP in February 2014.

Suggested Resolutions

1 The business paper on Provisional Local Alcohol Policy be received.

2 Council amend / not amend the Provisional Local Alcohol Policy as approved on 10 October 2013.

If 2 above is in the positive, then:

3 Council revoke Resolution 2 4 (f) of Item 22 – Provisional Local Alcohol Policy of the Council Minutes of 10 October 2013 which reads as follows:

4(f) *No off-licence will be issued or renewed with trading hours that exceed the following: Monday to Sunday 9.00am to 10.00pm.*

~~No off-licence shall be issued or renewed in respect to a supermarket premise with trading hours that exceed the following:~~

~~Monday to Sunday 7.00am to 10.00pm.~~

~~No off-licence will be issued or renewed in respect to any other premises excluding supermarkets with trading hours that exceed the following:~~

~~Monday to Sunday 9.00am to 10.00pm~~

- 2 The Provisional Local Alcohol Policy be amended so that section 4 (f) reads as per the draft Local Alcohol Policy originally consulted on, as follows:

4(f) *No off-licence shall be issued or renewed in respect to a supermarket premise with trading hours that exceed the following:*

Monday to Sunday 7.00am to 10.00pm.

No off-licence shall be issued or renewed in respect to any other premises excluding supermarkets with trading hours that exceed the following:

Monday to Sunday 9.00am to 10.00pm.



JOHN MORAN
MANAGER – REGULATORY SERVICES

November 2013

Attachment: 1 Provisional Local Alcohol Policy (doc 307913v2)



Waitomo District Council
Provisional Local Alcohol Policy 2013
and Policy Guidance Document

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Waitomo District Local Alcohol Policy 2013

1. INTRODUCTION AND OVERVIEW

1.1 Background and Objectives of the Sale and Supply of Alcohol Act 2012

The Sale and Supply of Alcohol Act was enacted by Parliament in December 2012.

The object of the Sale and Supply of Alcohol Act is that:

'The sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.'

This Local Alcohol Policy (LAP) has been developed pursuant to section 75 of the Sale and Supply of Alcohol Act 2012, which empowers territorial authorities to develop Local Alcohol Policies for their District.

The Sale and Supply of Alcohol Act (the Act) outlines what content a territorial authority may include in their LAP.

- Section 77 of the Act outlines what policies may be included in a LAP. No other policies except those listed under that section can be included in a LAP.
- Section 78 of the Act lists the matters a local authority must have regard to when producing a draft policy.
- In addition a territorial authority must not produce a draft policy without having consulted the Police, licensing inspectors, and Medical Officers of Health.
- Section 93 of the Act allows a LAP to contain a policy more restrictive than the relevant district plan, but a LAP policy cannot authorise anything forbidden by the relevant district plan.

This LAP is intended to set a clear framework which will be applied to all applications for on, off, club and special licences, temporary authorities and managers certificates within the Waitomo District.

The Waitomo District is that area illustrated in figure two.

1.2 Authority Statements and Case Law

The Waitomo District Licensing Committee shall give all due regard to any statement issued by the Alcohol Regulatory and Licensing Authority pursuant to section 176 of the Act when interpreting this policy and determining licence applications, and to any relevant decisions issued by the Authority.

2.0 Objective of the Local Alcohol Policy

The objective of this policy is to balance the reasonable needs of the residents of Waitomo District regarding the sale, supply and consumption of alcohol, while addressing the statutory requirements of the Sale and Supply of Alcohol Act 2012, including the object of the Act to minimise the harm caused by excessive or inappropriate consumption of alcohol.

2.1 DEFINITIONS

“**Authorised customer**” shall have the same meaning as in section 60(3) of the Act

“**Café**” shall have the same meaning as “restaurant” in section 5 of the Act

“**Club**” shall have the same meaning as in section 21 of the Act

“**District Licensing Committee**” means the Waitomo District Licensing Committee under section 186 of the Act

“**Early childcare facility**” includes any crèche, childcare centre, kindergarten, kohanga reo play centre or plunket rooms or any other place (excluding a school) where five or more children receive care or education.

“**Facility**” includes a place of worship, school or early childcare facility

“**Hotel**” shall have the same meaning as in section 5 of the Act

“**Large scale event**” means an event to which section 143 of the Act applies.

“**New Premises (including on-licence, off-licence and/or club-licence)**” means any premises which has not been subject to a current liquor licence in the 12 months prior to the application shall be considered as being a new premises for the first time.

“**Off-licence**” shall have the same meaning as in section 17 of the Act

“**One-way door restriction**” shall have the same meaning as in section 5 of the Act

“**On-licence**” allows sale, supply and consumption of alcohol on premise as defined by section 14 of the Act.

“**Out door dining area**” means an area of a premises holding an on-licence or club licence that is outside of the building and includes any part of a public footpath, pavement or other public place.

“**Place of worship**” includes any church, Mosque or other facility designed primarily for worship and related religious activities.

“**Premises**” shall have the same meaning as in section 5 of the Act

“**Prohibited persons**” are persons to whom alcohol cannot be served including minors and intoxicated persons and in the case of clubs any person who is not an authorised customer

“**Public park**” means any park, reserve, playground, garden or similar public place maintained by the Local Authority for recreation purposes.

“**Restaurant**” shall have the same meaning as in section 5 of the Act

“**School**” – includes any primary, intermediate or secondary school and any kura kaupapa

“**Special Licence**” means the type of licence detailed in section 22 of the Act.

“**Tavern**” shall have the same meaning as in section 5 of the Act

“**Temporary Authority**” shall have the same meaning as in section 5 of the Act

“**The Act**” means the Sale and Supply of Alcohol Act 2012

3.0 SPECIFIC POLICIES - ON-LICENCES

(a) Introduction

An on-licence premise is one where consumption of alcohol is authorised on the premises from which it is sold. Common examples include hotels, taverns and restaurants.

Section 14 of the Act states:

"On any premises an on-licence (other than an on-licence endorsed under section 37 of the Act) is held for, the licensee—

- (a) Can sell and supply alcohol for consumption there; and*
- (b) Can let people consume alcohol".*

Policies relating to on-licences also apply to:

- BYO restaurants (endorsed under section 37 of the Act)
- Caterers (endorsed under section 38 of the Act)

(b) Location of premises holding on-licences by reference to broad areas

- **New** On-licence premises shall be limited to areas zoned Business under the Waitomo District Plan unless authorised by resource consent, and then subject to the following policies (c),(d),(e),(f),(g) and (h).

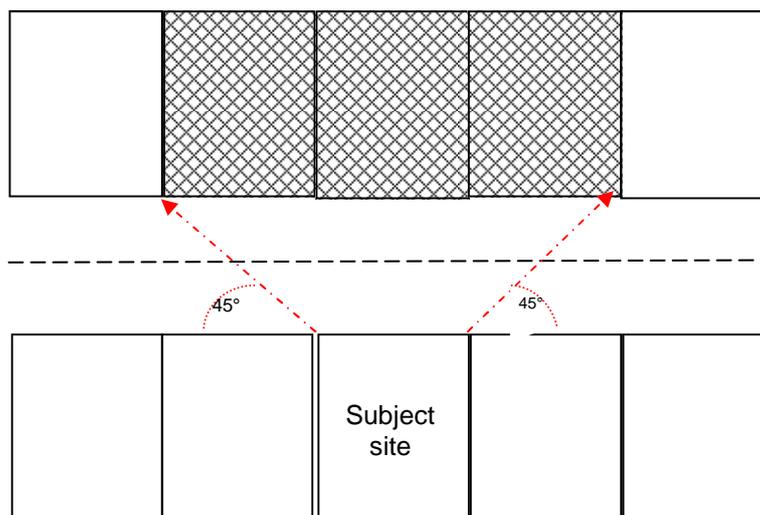
(c) Location of premises holding on-licences by reference to proximity to premises of a particular kind or kinds

- When considering a **new** licence application the District Licensing Committee will have regard to the proximity of that proposed premise to other licensed premise(s) where it considers this relevant.

(d) Location of premises holding on-licences by reference to proximity to facilities of a particular kind or kinds

- In addition to (b) above, an on-licence will not be issued in respect to any new premises on any site where it directly borders any school, early childcare facility, or place of worship existing at the time the premises is established. "Directly borders" includes across any road from such facility within a 45° arc as shown in figure one.
- In cases where a resource consent has been issued to locate a premises in a non-commercial area as allowed in (b) above, the boundary of the site shall be a minimum of 40 metres from the boundary of any school, early childcare facility, or place of worship existing at the time the premises is established.
- Renewal of a licence shall be unaffected should a school, early childcare facility, or place of worship later move to a site which borders an existing licensed premise.

Figure One:



(e) Further issuing of on-licences in the District

- This policy does not cap the number of on licence premises or restrict the issue of new licences, provided the other policy criteria are met.

(f) Maximum trading hours for premises holding on-licences

- No on-licence shall be issued or renewed for any hotel or tavern premises with hours that exceed the following (subject to sections 46 and 47 of the Act):
 - Monday to Sunday 9:00am to 2:00am the following day.
 - In the case of hotels, alcohol may be sold or supplied at anytime to any guest residing on the premises.
- Where a new hotel, tavern or other premises where the principle activity is the consumption of alcohol is proposed within 100 meters of any area zoned residential in the Waitomo District Plan, hours will not exceed the following:
 - Sunday to Thursday 9:00am to 10.30pm,
 - Friday and Saturday 9.00am to 12.00 midnight,
 - In the case of hotels, alcohol may be sold or supplied at anytime to any guest residing on the premises.
- No on-licence shall be issued or renewed in respect of any restaurant or café premises with hours that exceed the following (subject to sections 46 and 47 of the Act):
 - Monday to Sunday 9.00am to 12.00 midnight.
- Any outdoor dining area will not have hours that exceed **9.00am to 11.00pm**. ~~9.00am to 10.00pm~~. Outside of these hours the Public Places Liquor Control Bylaw restrictions shall apply to any premise within a liquor ban area.
- Any function centre or other premises not defined above will be subject to hours at the District Licensing Committee discretion but shall not exceed:
 - Monday to Sunday 9:00am to 2:00am the following day.

(g) Discretionary conditions of on-licences

- In accordance with section 110(1) and 117 the District Licensing Committee may impose discretionary conditions (in addition to those required by section 110(2)). These may include conditions related to the following, or any other reasonable condition:
 - Prohibited persons
 - Management of premises
 - People or kinds of people to be served
 - Low and non-alcoholic beverages
 - Transport options
 - Exclusion of the public
- Example conditions that the District Licensing Committee may impose are given in the *Policy Guidance Document*

(h) One-way door restrictions

- A one-way door restriction of one-hour prior to maximum closing time ~~shall apply~~ **may be applied** on Thursday, Friday and Saturday nights to any hotel or tavern premises with a midnight or later closing time.
- **This condition may be applied to licences as they are issued or renewed.**

4.0 SPECIFIC POLICIES - OFF-LICENCE

a) Introduction

- An off-licence premises is one where consumption of alcohol is authorised away from the premises on which it is sold. Common examples include supermarkets and bottle-stores.
- Section 17 of the Act states:

"(1) On the premises an off-licence is held for, the licensee can sell alcohol for consumption somewhere else.

"(2) While the premises an off-licence is held for are open for the sale of alcohol for consumption somewhere else, the licensee can also supply alcohol free, as a sample, for consumption on the premises."

b) Location of premises holding off-licences by reference to broad areas

- **New** Off-licence premises (excluding remote sellers endorsed pursuant to section 40 of the Act) shall be limited to areas zoned Business under pursuant to the Waitomo District Plan unless authorised by resource consent.

c) Location of premises holding off-licences by reference to proximity to premises of a particular kind or kinds

- When considering a new licence application for a new premise, the District Licensing Committee will have regard to the proximity of that proposed premise to other licensed premise(s) where it considers this relevant.
- Premises holding both an on and off-licence shall ensure there is a separate point of sale and supply for the off licence if a totally separate area or premise is not practical.

d) Location of premises holding off-licences by reference to proximity to facilities of a particular kind or kinds

- **An off-licence will not be issued in respect of any premises not currently licensed where the site directly borders any school, early childcare facility or place of worship existing at the time the premises are established or when resource consent is applied for (whichever is earliest) unless it can be demonstrated to the reasonable satisfaction of the District Licensing Committee that the hours, signage or operation of the premises as they relate to alcohol sales will not have a material impact on those facilities. "Directly borders" includes across any road from such facility as shown in figure one.**
- ~~▪ An off licence will not be issued in respect to any new premise on any site where it directly borders any school, early childcare facility, or place of worship existing at the time the premise is established. "Directly borders" includes across any road from such facility within a 45° arc as shown in figure two.~~
- Renewal of a licence shall be unaffected simply on the grounds that such a facility later moves to a site which borders an existing licensed premises.
- The District Licensing Committee shall have regard to the proximity of any proposed off licence to a public park or reserve particularly where that park or reserve is within a liquor ban area prescribed by a bylaw.

e) Further issuing of off-licences in the District

- This policy does not cap the number of off-licence premises or restrict the issue of new licences, provided the other policy criteria are met.

f) Maximum trading hours for premises holding off-licences

- No off-licence shall be issued or renewed with hours that exceed the following:
 - Monday to Sunday 9.00am to 10.00pm

g) Discretionary conditions of off-licences

- In accordance with sections 116(1) and 117 the District Licensing Committee may impose discretionary conditions in relation to the following matters (in addition to those required by section 116(2)) or any other reasonable condition:
 - Prohibited persons
 - People or kinds of people to be served
 - Kinds of alcohol to be sold
- Example conditions that the District Licensing Committee may impose are given in the *Policy Guidance Document*

5.0 SPECIFIC POLICIES – CLUB-LICENCE

(a) Introduction

- A club is a body corporate having as its object (or as one of its objects) participating in or promoting a sport or other recreational activity, otherwise than for gain; or is a body corporate whose object is not for gain; or holds permanent club charter.
- Section 21 of the Act states:

“On the premises a club-licence is held for, the licensee can sell and supply alcohol to authorised customers (within the meaning of section 60(3)), for consumption there.”

“authorised customer, in relation to premises a club-licence is held for, means a person who—

 - (a) is a member of the club concerned; or
 - (b) is on the premises at the invitation of, and is accompanied by, a member of the club concerned; or
 - (c) is an authorised visitor”

(b) Location of premises holding club-licences by reference to broad areas

- **New** licensed club premises should be in close proximity to the sports grounds or other facilities used by the club, if relevant.

(c) Location of premises holding club-licences by reference to proximity to premises of a particular kind or kinds

- ~~The District Licensing Committee shall have regard to the proximity of any proposed club premises to any other existing premise(s).~~
- **The District Licensing Committee will have regard to any proposed new club premises to any other existing premises when considering a new licence application.**

(d) Location of premises holding club-licences by reference to proximity to facilities of a particular kind or kinds

- The District Licensing Committee shall have regard to the proximity of any proposed **new** club premises to any school, early childcare facility, place of worship or residential area.

(e) Further issuing of club-licences in the District

- This policy does not cap the number of club licence premises or restrict the issue of new licences, provided the other policy criteria are met.

(f) Maximum trading hours for premises holding club-licences

- The District Licensing Committee will have regard to the days and hours of operation and the type of activities undertaken by the club in setting club hours.

- No club-licence shall be issued or renewed with hours that exceed the following:
 - Monday to Sunday 9.00am to 1.00am the following day (Subject to section 46 of the Act)

(g) Discretionary conditions of club-licences

- In accordance with section 110(1) of the Act the District Licensing Committee may impose discretionary conditions regarding the following matters, in addition to those required by section 110(2):
 - Prohibited persons
 - Management of premises
 - People or kinds of people to be served
 - Low and none alcoholic beverages
 - Transport options
 - Exclusion of the public
- Example conditions that the District Licensing Committee may impose are given in the *Policy Guidance Document*

(h) One-way door restrictions relating to club-licences

- The District Licensing Committee may impose a one-way door condition on any licence where it believes this is warranted. The one-way door restriction shall not apply any earlier than two hours before the normal closing time of the premises.
- This condition may be added to a licence at the time of issue or renewal.

6.0 SPECIFIC POLICIES - SPECIAL LICENCES

(a) Introduction

- Special licences allow the sale and consumption of alcohol at events or occasions on premises that are unlicensed, or premises that would be outside their normal licence conditions. They can permit on site or off site sales, and are in force for the date and time of the event only.
- "Event includes an occasion and a gathering, and any of a series of events".

(b) Location of premises holding special-licences by reference to broad areas

- The District Licensing Committee may issue a special licence in any area of the District but will consider its proximity to any area where sensitive land use activity may be located, including its proximity to residential areas.

(c) Location of premises holding special licences by reference to proximity to premises of a particular kind or kinds

- The District Licensing Committee will consider the nature of the event and its proximity to other licensed premises when determining an application for special licence.
- The District Licensing Committee will not issue a special licence for an event where this is prohibited by the Waitomo District Plan or is in breach of a resource consent.

(d) Location of premises holding special licences by reference to proximity to facilities of a particular kind or kinds

- The District Licensing Committee will consider the appropriateness of issuing a special licence where the proposed premises includes, borders or is in close proximity to, any school, early childcare facility, place of worship or residential area.

(e) Further issuing of special-licences in the District

- The District Licensing Committee, subject to section 41 of the Act may refuse a special licence or licences where it would be more appropriate for the applicant to apply for an on, off or club licence, or for the variation of an existing licence.
- No more than twenty four (24) events or series of events will be authorised by special licence(s) to a single licensee or applicant in one calendar year.
- A single special licence will not authorise the sale, supply or consumption of alcohol at more than six (6) events or series of events.

(f) Maximum trading hours for premises holding special licenses

- Special licences for premises that are not otherwise licensed will not be issued beyond 1.00am except in exceptional circumstances as determined by the District Licensing Committee.

- Where the applicant for a special licence already holds an on, off or club licence with the maximum hours permitted for that type of licence under this policy, a special licence with greater hours will only be issued in exceptional circumstances as determined by the District Licensing Committee.

(g) Discretionary conditions of special licences

- In accordance with sections 146 and 147(1) the District Licensing Committee may impose discretionary conditions regarding the following matters, in addition to those required by section 147(3):
 - Sale and supply to prohibited persons
 - People or kinds of people to be served
 - The kind or kinds of alcohol that may be sold or delivered
 - The provision of food for consumption on the premises
 - The provision of low and non-alcoholic beverages
 - The provision of information relating to transport options
 - Exclusion of the public
 - Restricting the types of containers used for sale or supply
 - The filing of returns
 - Conditions of a kind subject to which a licence may be issued under section 110 (on or club licence) or 116 (off licence)
 - Any reasonable condition not inconsistent with the Act.
- Example conditions that the District Licensing Committee may impose are given in the *Policy Guidance Document*

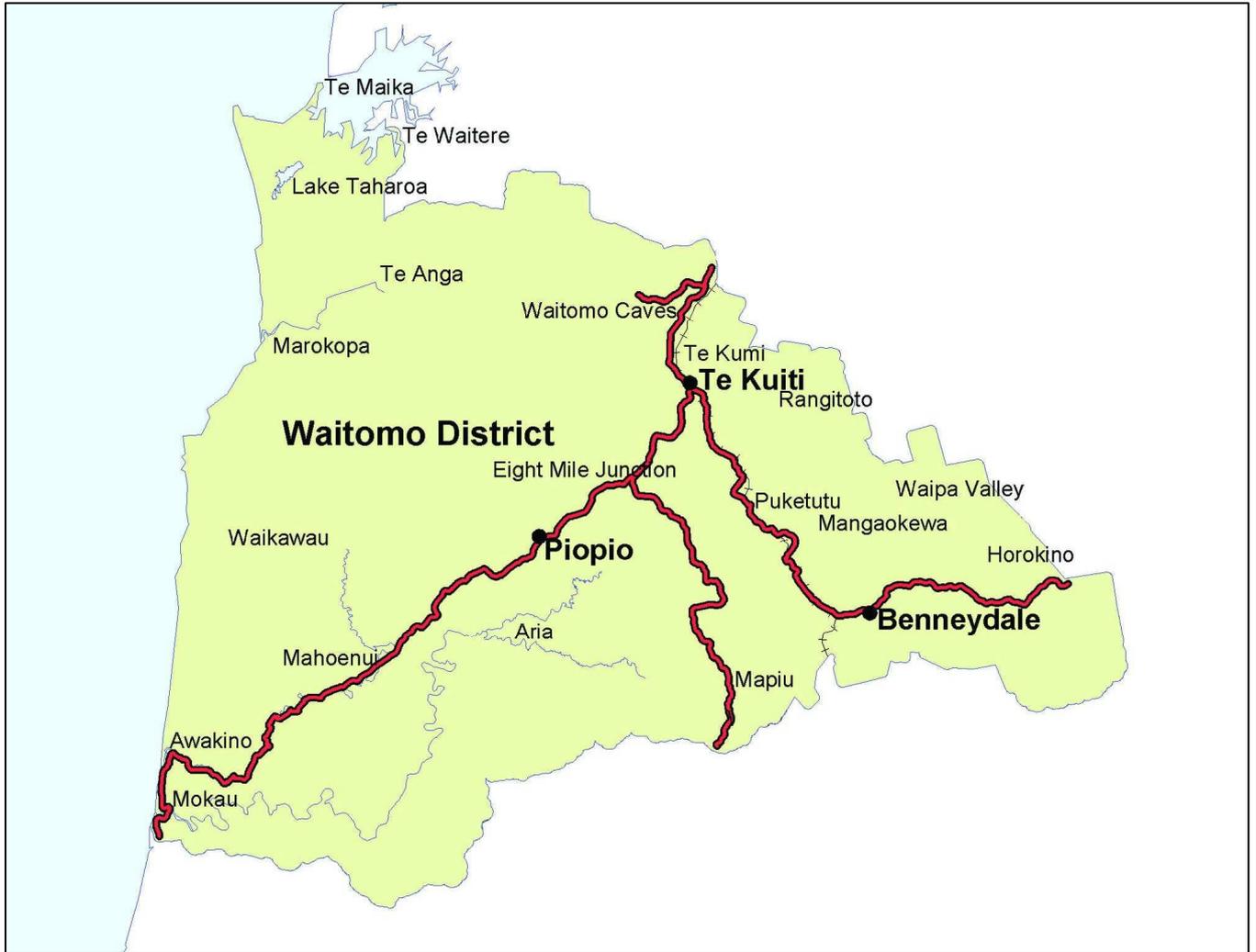
(h) One-way door restrictions

- The licensing committee may impose a one-way door condition on any licence where it believes this is warranted. The one-way door restriction shall not apply any earlier than two hours before the normal closing time of the premises, or in the case of a special licence no earlier than two hours prior to the conclusion of the event.

7.0 Temporary Authorities

- All temporary authority applications will be passed to the Police to give them an opportunity to inquire into the application.
- Pursuant to section 136(4)(c) every temporary authority will be subject to a condition that no second or subsequent temporary authorities will be issued in respect to the same premises and licensee unless a full licence application has already been filed, or, in exceptional circumstances, with the prior approval of the Secretary of the Licensing Committee.

Figure Two: Waitomo District



Policy Guidance Document

Policy Guidance Document – Introduction

The following pages are designed to assist the District Licensing Committee in determining the different licence and certificate applications that may come before them.

It can be expected that applications will be vetted by Territorial Authority staff when filed to ensure they contain all relevant documents and information as required by the Act.

Every application will be enquired into by the Police and Licensing Inspector, and also the Medical Officer of Health for on, club and special licence applications.

Once complete with all necessary reports and information, applications will be reviewed by the Secretary of the District Licensing Committee who will then determine whether there are valid objections requiring a hearing before the full committee, or whether the applications are unopposed and can be approved by the Chairperson of the Committee alone.

It is expected that unopposed applications will be presented to the Chairperson on a regularly basis, perhaps in a schedule containing all relevant information, recommendations and proposed conditions for approval.

Its is expected that the reporting Licensing Inspector will comment on all the criteria that the Committee will need to have regard to, and may make recommendations on discretionary conditions. These will be reviewed by the Secretary of the Committee, and licences and decisions drafted accordingly.

Once applications have been approved by either the full committee or the Chairperson as relevant, the licences and decisions will be amended, and signed and sealed by the Secretary of the Committee before being issued.

Part 1 – On, Off and Club Licences

The District Licensing Committee must have regard to the following criteria when considering an application for an on, off, or club licence and may prescribe reasonable conditions on any licence relating to these and other matters as they consider appropriate.

(a) Standard of application

- The licensing Committee will only accept those applications that have been properly completed by the applicant or their agent, and include all supporting documentation to the satisfaction of the Committee Secretary.

(b) Timeframes

- Applications must be filed within the statutory timeframes dictated by the Act unless authorised otherwise by the District Licensing Committee.

(c) Object of the Act

- The District Licensing Committee shall have regard to whether the issue or renewal of a licence in any case is likely to result in an increase in alcohol related harm.

(d) The suitability of the applicant

- The District Licensing Committee must have regard to an applicant's suitability when considering an application. This may include (but is not limited to):
 - An applicant demonstrating that they have sufficient industry and business knowledge so as to operate any premises appropriately and in accordance with the Act.
 - The amount of experience and in particular recent experience an applicant may have.
 - Consideration of the number, nature, severity, pertinence or relativity of an applicants convictions, if any.

(e) Local Alcohol Policies

- The District Licensing Committee shall have regard to the Waitomo District Local Alcohol Policy 2013 when considering any application.

(f) Days and hours

- The District Licensing Committee shall have regard to the proposed trading hours when considering the issue or renewal of a licence, and any hours prescribed in the Waitomo District Local Alcohol Policy 2013.

(g) Design and layout

- The District Licensing Committee must have regard to the design and layout of any proposed premise(s). This may include (but is not limited to):
 - Whether premises are designed with reference to the "*Guidelines for Crime Prevention through Environmental Design (CPTED) for licensed premises*" (ALAC 2012).
 - Where any applicant proposes to include any public place (e.g. out door dining area, pavement chairs and tables) as part of a licensed premise, the application shall be accompanied by written approval from Waitomo District Council authorising the use of that public area.
 - Conditions relating to an outdoor dining area being used only by person(s) on the premises for the purposes of dining.

(h) Sale of goods other than alcohol

- The District Licensing Committee shall have regard to goods sold by the premises other than alcohol, low alcohol refreshments, non-alcohol refreshments and food when considering a licence application, and may set reasonable conditions.

(i) Provision of other services

- The District Licensing Committee shall have regard to any services provided by the premises other than those directly related to the sale of alcohol, low alcohol refreshments, non-alcohol refreshments and food when considering a licence application.

(j) Reduction of good amenity

- When considering a licence application the District Licensing Committee shall have regard to whether, in its opinion, the amenity and good order of the locality is likely to be reduced, to more than a minor extent by the issue of the licence, or whether the amenity and good order of the locality are already so badly affected that they would be unaffected by grant of the licence, but nevertheless it is not desirable to issue any further licences.
- In forming a view as to the amenity and good order of the locality the Committee must have regard to noise levels, nuisance, vandalism, the number of existing licences, and nearby land uses, and may set reasonable conditions.
- In the case of renewals the District Licensing Committee shall have regard to whether, in its opinion, the amenity and good order of the locality would increase if the licence was not renewed.

(k) Systems staff and training

- When considering a licence application or renewal the District Licensing Committee must give regard to, and be satisfied that, the applicant has appropriate systems, staff and training in order to comply with the law.
- This may include (but is not limited to) consideration of:
 - The number and experience of appointed managers.
 - The number and experience of staff, including Crowd Controllers.
 - Systems the applicant has in place to ensure compliance with the Act.
 - What on-going training staff and managers receive.

(l) Other issues raised by reporting agencies

- When considering a licence or renewal application the District Licensing Committee must have regard to any matter raised by the Police, Medical Officer of Health or a Licensing Inspector in a report made under section 103 of the Act.
- Where the District Licensing Committee, or its Secretary, has cause to believe an application may be of interest to another government agency, or it needs to confirm information contained within that application, it may forward a copy of that application to the other agency. Examples may include (but are not limited to) forwarding a copy of an application to the Department of Internal Affairs in relation to gaming, or to the New Zealand Fire Service for confirmation of fire safety or evacuation scheme status.

- The District Licensing Committee should consider any public objection that meets the requirements of the Act.

(m) Provisions of the District Plan

- No licence, including a special licence, will be issued where the associated activity is in breach of the Resource Management Act 1991, the Waitomo District Plan or a resource consent.

(n) One-way door policies

- Subject to section 111 The District Licensing Committee can issue or renew a licence with a condition that it is subject to a one-way door restriction and the day or days and periods when the restriction applies.

(o) Other considerations on renewal (section 131)

- In the case of licence renewal applications, the manner in which the applicant has sold, (or as the case may be sold and supplied) displayed, advertised or promoted alcohol.

(p) Compulsory Conditions

- Section 51 of the Act requires the holders of on and club-licences to have a reasonable range of **non-alcoholic** drinks available at reasonable prices at all times when the premises are open for the sale of alcohol.
- Section 52 of the Act requires the holders of on and club-licences to have a reasonable range of **low-alcoholic** drinks available at reasonable prices at all times when the premises are open for the sale of alcohol.
- Section 53 of the Act requires the holders of on and club-licences to have a reasonable range of **food** available at reasonable prices, within a reasonable time of being ordered, and in portions suitable for a single customer, at all times when the premises are open for the sale of alcohol.
- The District Licensing Committee **must** impose conditions pursuant to the following sections and issues:
 - **Section 110(2)** – every **club-licence** or **on-licence** must have conditions relating to:
 - Days and hours during which alcohol can be sold or supplied
 - The fees payable for the licence concerned
 - Detailing the places on the premises where drinking water is to be freely available to customers.
 - **Section 112** – every **supermarket** or **grocery store** licence shall have a condition:
 - Describing one area within the premises as a permitted area for the display and promotion of alcohol;
 - **Section 116(2)** – every **off-licence** must have conditions relating to:
 - Days and hours during which alcohol may be sold or delivered;
 - The required licensing fees;
 - Places where drinking water is to be freely available to customers when alcohol is being supplied as a free sample.

(q) Discretionary conditions:

A District Licensing Committee may attach **any reasonable condition** to any licence or renewal. The following do not restrict the Committee's ability to attach any other condition not here stated.

- The following are discretionary conditions that the District Licensing Committee may impose on an **on-licence**:
 - The premises are designated as [supervised or restricted] pursuant to section 119(2) of the Act
 - That noise from the premises must comply with the relevant District Plan rule, or resource consent condition.
 - The maximum occupancy for the premises must be calculated, and displayed alongside the copy of the licence.
 - The calculated maximum occupancy shall not be exceeded.
 - An Alcohol Management Plan shall be developed within two months of the issue of this licence and be reviewed annually.
 - The licensee shall maintain an incident book to allow staff to record incidents or issues of concern. The book shall be available to Police or Licensing Inspectors on request.
 - A licensed Crowd Controller or Controllers, or certificated employee or employees of a Crowd Controller pursuant to the Private Security Personnel and Private Investigators Act 2010, shall be engaged [at specified times e.g. when one-way door restriction is in place]
 - Only a person on the premises for the purposes of dining is permitted to consume alcohol in an outdoor dining area. The definition in section 47(3)(b) shall be applied to determine if a person is on premises to dine.

- The following are discretionary conditions that the District Licensing Committee may impose on an **off-licence**:
 - The premises are designated as [supervised or restricted] pursuant to section 119(2) of the Act
 - An Alcohol Management Plan shall be developed within two months of the issue of this licence and be reviewed annually.
 - The licensee shall maintain an incident book to allow staff to record incidents or issues of concern. The book shall be available to Police or Licensing Inspectors on request.
 - Alcohol related signage or advertising shall not cover an area of more than 50% of the external area of any side of the premises.
 - The licensee shall not sell any 'herbal cannabis' or similar product.
 - There shall be no "single serve" off-sales e.g. individual "stubbies" or "RTD" products in one or less than one standard drink portions.

- The following are discretionary conditions that the District Licensing Committee may impose on an **Club-licence**:
 - The premises are designated as [supervised or restricted] pursuant to section 119(2) of the Act
 - That noise from the premises must comply with the relevant District Plan rule, or resource consent condition.
 - The maximum occupancy for the premises must be calculated, and displayed alongside the copy of the licence.
 - The calculated maximum occupancy shall not be exceeded.
 - An Alcohol Management Plan shall be developed within two months of the issue of this licence and be reviewed annually.

- The licensee shall maintain an incident book to allow staff to record incidents or issues of concern. The book shall be available to Police or Licensing Inspectors on request.
- A licensed Crowd Controller or Controllers, or certificated employee or employees of a Crowd Controller pursuant to the Private Security Personnel and Private Investigators Act 2010, shall be engaged [at specified times e.g. when one-way door restriction is in place]
- Only a person on the premises for the purposes of dining is permitted to consume alcohol in an outdoor dining area. The definition in section 47(3)(b) shall be applied to determine if a person is on premises to dine.

Part Two: Special licences

The District Licensing Committee must have regard to the following criteria when considering an application for a special licence and may prescribe reasonable conditions on any licence relating to these and other matters as they consider appropriate.

a) Standard of application

- The licensing Committee will only accept those applications that have been properly completed by the applicant or their agent, and include all supporting documentation to the satisfaction of the Committee Secretary.

b) Timeframes

- Applications must be filed within the statutory timeframes dictated by the Act unless authorised otherwise by the District Licensing Committee.

c) Object of the Act

- The District Licensing Committee shall have regard to whether the issue or renewal of a licence in any case is likely to result in an increase in alcohol related harm.

d) The nature of the event for which the licence is sought and in particular:

- Whether the applicant proposes to sell goods other than alcohol, low alcoholic refreshments, non-alcohol refreshments and food;
- Whether the applicant proposes to engage in services other than those directly related to the sale of alcohol, low alcoholic refreshments, non-alcohol refreshments and food;

e) The suitability of the applicant

- The District Licensing Committee must have regard to an applicant's suitability when considering an application. This may include (but is not limited to):
 - An applicant demonstrating that they have sufficient industry and business knowledge so as to operate any premises appropriately and in accordance with the Act.
 - The amount of experience and in particular recent experience an applicant may have.
 - Consideration of the number, nature, severity, pertinence or relativity of an applicants convictions, if any.

f) Local Alcohol Policy

- The District Licensing Committee shall have regard to the Waitomo District Local Alcohol Policy 2013 when considering any application.

g) Reduction of good amenity

- When considering a licence application the District Licensing Committee shall have regard to whether, in its opinion, the amenity and good order of the locality is likely to be reduced, to more than a minor extent by the issue of the licence.
- In forming a view as to the amenity and good order of the locality the Committee must have regard to noise levels, nuisance, vandalism, the number of existing licences, and nearby land uses, and may set reasonable conditions.

h) Days and hours

- The District Licensing Committee shall have regard to the proposed trading hours when considering the issue of a licence, and any hours prescribed in the Waitomo District Local Alcohol Policy 2013.

i) Design and layout

- The District Licensing Committee must have regard to the design and layout of any proposed premise(s). This may include (but is not limited to):
 - Whether premises are designed with reference to the "*Guidelines for Crime Prevention through Environmental Design (CPTED) for licensed premises*"(ALAC 2012).
 - Where any applicant proposes to include any public place (e.g. out door dining area, pavement chairs and tables) as part of a licenced premise, the application shall be accompanied by a Public Places Bylaw permit or any other requirement to authorise use of that public area.
 - Conditions relating to only a person on the premises for the purposes of dining being permitted to consume alcohol in an outdoor dining area.

j) Systems staff and training

- When considering a licence application the District Licensing Committee must give regard to, and be satisfied that, the applicant has appropriate systems, staff and training in order to comply with the law.
- This may include (but is not limited to) consideration of:
 - The number and experience of appointed managers.
 - The number and experience of staff, including Crowd Controllers.
 - Systems the applicant has in place to ensure compliance with the Act.

k) Any areas of the premises the applicant proposes to be designated as restricted or supervised.

- Supervised areas – minors can be on the premises only if accompanied by their parent or legal guardian.
- Restricted areas – no minors permitted.

l) Any steps the applicant proposes to take to ensure that requirements not to serve prohibited persons are observed.

- Prohibited persons include minors and intoxicated persons.
- Steps could include signage, use of security, certificated managers etc.

m) The applicants proposals relating to:

- Sale and supply of non-alcoholic drinks and food;
- The sale and supply of low-alcoholic drinks;
- The provision of help or information about alternative forms of transport from the premises.

n) Other issues raised by reporting agencies

- When considering a licence application the District Licensing Committee must have regard to any matter raised by the Police, Medical Officer of Health or a Licensing Inspector in a report made under section 141 of the Act.

- Where the District Licensing Committee, or its Secretary, has cause to believe an application may be of interest to another government agency, or it needs to confirm information contained within that application, it may forward a copy of that application to the other agency. Examples may include (but are not limited to) forwarding a copy of an application to the Department of Internal Affairs in relation to gaming, or to the New Zealand Fire Service for confirmation of fire safety or evacuation scheme status.

o) Provisions of the District Plan

- No licence, including a special licence, will be issued where the associated activity is in breach of the Resource Management Act 1991, the Waitomo District Plan or a resource consent.

p) Large Scale Events

- The District Licensing Committee will have regard to the size (in terms of area) of a site or premises, the expected patronage and any other matter it considers relevant in determining what is a "large scale event" pursuant to section 143 of the Act.
- Applicants for special licences for large scale events may be required to submit with their application an alcohol management plan with reference to the *Guidelines for Managing of Alcohol at Large Events* (ALAC 2010).
- This should cover event management, security, public health and monitoring of the event.

q) Management of Special Licences

- The District Licensing Committee may require the appointment of a certificated manager as a condition of any special licence, particularly where the event is open to the general public.
- The District Licensing Committee should require the appointment of at least one certificated manager as a condition for any special licence issued in respect to a large scale event.

r) Display of licence

- A special licence and its conditions should be on display in a prominent position within the site or premises at all times during an event to which it relates.

s) Compulsory Conditions

- Pursuant to section 147(3) the District Licensing Committee must ensure a special licence is issued subject to conditions relating to:
 - The days and hours during which alcohol may be sold or delivered;
 - Stating the place or places water must be available on the premises

t) Discretionary conditions:

A District Licensing Committee may attach **any reasonable condition** to any special licence pursuant to sections 146 and 147 of the Act. The following examples do not restrict the Committee's ability to attach any other condition not here stated.

- The premises are designated as [supervised or restricted] pursuant to section 119(2) of the Act

- Alcohol is to be sold only to invited guests
- Alcohol is only to be sold to ticket holders
- A certificated manager must be on duty at all times
- There is to be no sale of alcohol to the general public
- Only [specified types] of alcohol are to be sold or supplied
- Substantial food must be available at all times alcohol is sold or supplied.
- Low and non-alcoholic beverages must be available at all times alcohol is being sold or supplied.
- That noise from the premises must comply with the relevant District Plan rule, or resource consent condition.
- The maximum occupancy for the premises must be calculated, and displayed alongside the copy of the licence.
- The calculated maximum occupancy shall not be exceeded.
- A one-way door restriction shall apply during specified hours.
- An Alcohol Management Plan shall be developed for the event or series of events concerned.
- The licensee shall maintain an incident book to allow staff to record incidents or issues of concern. The book shall be available to Police or Licensing Inspectors on request.
- A licensed Crowd Controller or Controllers, or certificated employee or employees of a Crowd Controller pursuant to the Private Security Personnel and Private Investigators Act 2010, shall be engaged [at specified times e.g. when one-way door restriction is in place]
- Only a person on the premises for the purposes of dining is permitted to consume alcohol in an outdoor dining area. The definition in section 47(3)(b) shall be applied to determine if a person is on premises to dine.
- Alcohol related signage or advertising shall not cover an area of more than 50% of the external area of any side of the premises.
- The licensee shall not sell any 'herbal cannabis' or similar product.
- There shall be no "single serve" off-sales e.g. individual "stubbies" or "RTD" products in one or less than one standard drink portions.
- information relating to transport options must be available and displayed at all times
- Alcohol will not be supplied in glass bottles
- A return must be provided to the District Licensing Committee within one month of the event, declaring the proceeds made from the sale of alcohol
- Conditions of a kind subject to which a licence may be issued under section 110 (on or club licence) or 116 (off licence)

Part Three: Managers Certificates

The District Licensing Committee must have regard to the following criteria when considering an application for a manager's certificate:

(A) The applicants suitability to be a manager

- This may include an applicant demonstrating that they have sufficient industry and business knowledge so as to operate any premises appropriately and in accordance with the Act.

(B) Any convictions recorded against the applicant

- Consideration of the number, nature, severity, pertinence or relativity of an applicants convictions, if any, and whether the applicant was honest in declaring them.

(C) Any experience and in particular recent experience the applicant has controlling licensed premises

- The amount of experience, and in particular recent experience an applicant may have, particularly on the premises they propose to manage.
- In the past the general expectation has been a minimum of six (6) months experience on licensed premises.

D) Relevant training undertaken by the applicant and evidence that they hold the prescribed qualification

- A prescribed qualification will be detailed under regulations pursuant to the parent Act.

(E) Any matters dealt with in a report made under section 220

- Any matters raised by the Police or a Licensing Inspection following their enquiring into an application.

Document No: 320467

File No: 350/001A

Report To: Council**Meeting Date:** 26 November 2013**Subject:** **Appointment of District Licensing Deputy Chairperson and Members****Purpose of Report**

- 1.1 The purpose of this business paper is for Council to consider appointment of a District Licensing Committee (Chairperson, Deputy Chairperson and members) pursuant to Section 186 of the Sale and Supply of Liquor Act 2012 so as to allow the Committee to begin hearing and determining liquor licences and managers certificates when the Act comes into force on 18 December 2013.

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 On 18 December 2013 the Sale and Supply of Alcohol Act (The Act) will replace the current Sale of Liquor Act 1989.
- 3.2 One of the most significant changes is that the District Licensing Agency (currently the elected Council would convene to consider a matter under the Sale of Liquor Act 1989). However that arrangement will cease to exist and will be replaced by a District Licensing Committee effective 18 December 2013.
- 3.3 Council has previously considered, at its meeting on 26 February 2013, the issue of forming a District Licensing Committee (DLC) and it was resolved to work collaboratively with Waipa and Otorohanga District Councils to develop a list of approved persons to sit on the DLC. A copy of the 26 February 2013 business paper is attached to and forms part of this business paper as further background information.
- 3.4 A DLC is formed of three members. The Chairperson can either be a Councillor appointed by Council or Council can recommend to the Chief Executive that a Commissioner be appointed as Deputy Chairman.
- 3.5 A Councillor can also be appointed as Deputy Chairman who sits as the second member of the DLC and relieves for the Chairperson/Commissioner when required and in all other instances acts as a member only.
- 3.6 The third member is appointed to the DLC from a list of approved members who meet the criteria set in Section 192 of the Act. Section 192 requires those appointed to have experience in licensing matters however appointees should not be involved directly in the alcohol industry, or be employed as a Police Constable, Licensing Inspector, Medical Officer of Health or be an employee of the territorial authority establishing the DLC.

- 3.7 A list of suitable members to serve on the DLC must be approved by WDC and can be appointed to the DLC as and when required.
- 3.8 All applications must be heard by the DLC and cannot be determined by staff delegation, as is currently the case.
- 3.9 The DLC has a quorum of three for all hearings and meetings except in cases when there are no objections to an application. In these cases the Chair can sit alone.

Commentary

4.1 **Role of the District Licensing Committee**

- 4.2 The objectives of the new Act focus on the reduction of alcohol related harm and by allowing the development of Local Alcohol Policies and by requiring the formation of DLCs the Government has clearly signaled a desire for local communities to be more directly involved in the decisions around alcohol sale and supply in their Districts.
- 4.3 DLCs will hear and determine all applications including those with opposition, with only enforcement applications (applications by Police and Inspectors to suspend or cancel licences) and appeals of DLC decisions going to the Alcohol Regulatory and Licensing Authority.
- 4.4 DLCs effectively act as a Commissioner of Enquiry, able to require attendance of witnesses and the presentation of documents as required and will hear all applications and reports from reporting agencies.
- 4.5 The Act is clear that members of DLCs must have experience in matters related to alcohol licensing and that Chairpersons or Commissioners must have good standing in the community and sufficient skills and knowledge to manage hearings.

4.6 **Identification of Potential DLC Members**

- 4.6 The process of identifying persons who meet the Act's criteria of having experience related to licensing, but who were not in the industry or subject to any other type of bias, is not a straight forward process and each of the three councils are in a position of having to go through the exercise on a similar timeframe.
- 4.7 The joint advertisement calling for expressions of interest in DLC membership for Waikato Councils appeared in the Waikato Times, Te Awamutu Courier and the Waitomo News as well as other papers across the Waikato. It was advertised on Council websites and other on-line sources. As a result 26 expressions of interest were received from persons interested in either the position of Commissioner of the DLC or as a member of the committee.
- 4.8 Staff representatives from Waipa, Otorohanga and Waitomo District Councils met on 15 October 2013 to review the expressions of interest. Those applicants that all three Councils agreed did not meet the criteria or would not be likely to be considered for other reasons (such as distance) were jointly notified their expressions were not proceeding on 17 October 2013.
- 4.9 Those identified as meeting the criteria were jointly interviewed on 7 November 2013 by a panel comprising the existing delegated District Licensing Agency Secretaries from Waitomo, Waipa and Otorohanga and an independent HR Advisor. (It is noted that the role of DLA Secretary also ceases to exist under the new legislation.)

- 4.10 As a result, the three Districts have opted to recommend the appointment of a common Commissioner and the same list of approved members with the exception that an elected member from each member Council be appointed as Deputy Chairperson.
- 4.11 While the Council is entitled to resolve to appoint a Chairperson from its members, the view is that while technically a Committee of Council, the DLC is a specialist committee which will operate as a Commission of Enquiry. The appointment of a Commissioner allows it some independence.
- 4.12 The final list of proposed members is a mix of persons from regulatory, academic or professional backgrounds who all have strengths in some areas of licensing matters. It is hoped they will compliment each other when the Committee meets.
- 4.13 While Council has incurred some cost through this process, this has been largely shared by the joint approach to advertising and other processes with the other participating Councils.
- 4.14 It is the Government's intention that the full cost of running DLCs, including payment to members and administrative support, will be covered by new risk-based fees which have been set by regulation. These are also designed to cover the monitoring and enforcement functions undertaken by the Licensing Inspector role.

Suggested Resolutions

- 1 The business paper on Appointment of District Licensing Committee Chairperson, Deputy Chairperson and Members be received.
- 2 Council resolve that the following persons be approved as members to be included on the Waitomo District Licensing Committee Members List for a period of three years pursuant to Section 192 of the Sale and Supply of Alcohol Act 2012:
 - Roy Johnson
 - Patsi Davies
 - Brett McEwan
 - Ross Murphy
 - Michael Cameron
- 3 Council resolve that Councillor _____ be appointed as the Deputy Chairman of the Waitomo District Licensing Committee for a period of three years pursuant to Section 189(3) of the Sale and Supply of Alcohol Act 2012.
- 4 Council recommend to the Chief Executive that Diane Sharpe be appointed as a Commissioner to Chair the Waitomo District Licensing Committee for a period of three years pursuant to Section 193 of the Sale and Supply of Alcohol Act 2012.


 JOHN MORAN
MANAGER – REGULATORY SERVICES

November 2013

Attachment: Council Business Paper – 26 February 2013

Document No: 299052

File No: 350/001A

Report To: Council**Meeting Date:** 26 February 2013**Subject:** Sale and Supply of Alcohol Act 2012

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on licensing issues which will need consideration following the enactment of the Sale and Supply of Alcohol Act 2012 (The Act).

Background

- 2.1 Legislation reforming New Zealand's alcohol laws received royal assent in December 2012 and is now law.
- 2.2 At the initial stages of the parliamentary process the legislation was known as the Alcohol Reform Bill, but it was split into three bills at the committee stage.
- 2.3 The alcohol reform legislation now comprises three Acts:
1. Sale and Supply of Alcohol Act 2012
 2. Local Government (Alcohol Reform) Amendment Act 2012
 3. Summary Offences (Alcohol Reform) Amendment Act 2012
- 2.4 The new laws replace the Sale of Liquor Act 1989 in stages over the next 12 months. Although many elements of the old legislation are retained, the changes will have a significant impact on the way local authorities administer their licensing functions.
- 2.5 This business paper will focus on the critical changes associated with the Sale and Supply of Alcohol Act 2012.
- 2.6 The Act puts in place a system of control over the sale and supply of alcohol to achieve the following purposes:
- The sale, supply and consumption of alcohol should be undertaken safely and responsibly; and
 - The harm caused by excessive or inappropriate consumption of alcohol should be minimised. Harm includes crime, damage, death, disease, disorderly behaviour, illness, injury caused or contributed to directly by the excessive or inappropriate consumption of alcohol and the harm to society generally.
- 2.7 The inclusion of harm caused "indirectly" in the Acts objectives is a much lower threshold than the standards established under the former Sale of Liquor Act.

Key Changes

3.1 Alcohol Licensing and Regulatory Authority

3.2 The current Liquor Licensing Authority has been replaced as at 18 December 2012 by The Alcohol Regulatory and Licensing Authority (ARLA).

3.3 The ARLA will have the same structure as the former Liquor Licensing Authority made up of three District Court Judges and other members as deemed necessary who will consider and determine appeals and any licence applications referred to it from District Licensing Committees.

3.4 District Licensing Committees

3.5 From 18 December 2013 District Licensing Agencies will cease to exist and will be replaced by new District Licensing Committees (DLCs).

3.6 Each committee must have three members, one elected Councillor as chairperson and two "approved persons". Approved persons must have experience in liquor licensing but not be actively involved in the industry. The Act requires Council either alone or together with other Councils to establish and maintain a list of approved persons to be members of the committee.

3.7 The committee, once established, will consider and determine:

- Applications for licences and managers certificates
- Applications for temporary authorities
- Variations and renewals of licences

3.8 The committee must hear all applications however the chairman will be able to deal with unopposed applications for licences and managers certificates alone. However all applications for temporary authorities must be considered by the full DLC. This means that the DLC is expected to have to meet approximately 6 times a year.

3.9 Local Alcohol Policies

3.10 Local authorities may adopt a Local Alcohol Policy (LAP). The Act provides a broad discretion in terms of the form and content of a LAP. However a LAP may control:

- The location of licensed premises
- The number of premises in the District or in a certain locality
- Maximum trading hours
- The issue of licences of a particular kind
- One way door restrictions (where people can only exit a premise, not enter after a particular time)

3.11 Local authorities wanting to develop a LAP must first develop a draft having regard to the following:

- The objectives and policies of the District Plan
- The number of licences in the District and current opening hours
- Areas where alcohol is prohibited under bylaws
- District demography
- Health indicators for the district residents
- The nature and severity of alcohol related problems in the District.

- 3.12 Once a draft is completed the document must then be dealt with in accordance with the special consultative procedure under the Local Government Act 2002.
- 3.13 Following that process those who make submissions on a LAP will also have the right of appeal to the Alcohol Regulatory and Licensing Authority.
- 3.14 In terms of the new Act LAPs can be individual or territorial authorities can develop a joint policy. LAPs can be developed at any time however a LAP developed in terms of the new Act cannot be formally adopted by Council until 19 December 2013.
- 3.15 All Councillors should note that if a LAP is not adopted the national default trading hours would apply. This would mean that those holding On, or Club Licences could apply to trade from 8.00am to 4.00am the following day.

3.16 Licensing Applications

- 3.17 Four types of licences are provided for which are broadly the same as those under the former legislation. These are On Licences, Off Licences, Club Licences and Special Licences. However the Act amends the law on the type of stores eligible for an off licence to strengthen the current approach that dairies and convenience stores are not eligible.
- 3.18 The Act restricts the issue of off licences to licensees of hotels and taverns, specialist sellers of alcohol, alcohol manufacturers, owners of grocery stores and super markets.
- 3.19 In deciding whether a premise falls into the category of "grocery store" the District Licensing Committee must have regard to a statement of the annual sales revenue of the premises, the number and range of items on sale in the shop and its size layout and appearance.
- 3.20 The Act introduces new matters that must be considered in licensing decisions. In particular the Act provides that District Licensing Committees must have regard to whether the amenity and good order of a locality are likely to be reduced by more than a minor extent by the effects of issuing a licence.
- 3.21 The Act includes a number of criteria that must be considered in determining whether amenity and good order might be reduced such as current and future noise levels, nuisance and vandalism.
- 3.22 These new criteria come into force on 19 June 2013.

Implementation

- 4.1 From 19 December 2012:
- The Alcohol Regulatory and Licensing Authority replaces the Liquor Licensing Authority. During the first 12 months ARLA will consider all contested licence applications and managers certificates. District Licensing Agencies will continue to consider all uncontested applications.
 - LAPs can be prepared but cannot be adopted until after 18 December 2013.
 - Before 18 June 2013 applications for new licences or licence renewals will be considered under the Sale of Liquor Act 1989.

- For new licence applications filed before 18 June 2013 only interim licences will be issued. An interim licence will last for no more than one year, the holder will then need to reapply for a new licence under the new Act.
- Before June 2013 new applications or renewals filed for managers certificates will be considered under the old Act.

4.2 From 18 June 2013:

- The criteria for licences in the new Act come into effect.
- New applications or renewal applications between 18 June 2013 and 18 December 2013 will be considered under the old Act but using the broader criteria in the new Act.
- New or renewal applications filed for managers certificates (between 18 June 2013 and 18 December 2013) will be considered using the criteria in the old Act.

4.3 From 19 December 2013:

- National default trading hours will be applicable:
 - 8.00am – 4.00am On Licences
 - 7.00am – 11.00pm Off Licences
- Local Alcohol Policies can be adopted.
- Existing Liquor Licensing Agencies will be replaced by District Licensing Committees.
- All licence applications will be subject to the new Act.
- All applications for manager's certificates will be subject to the new Act.
- Under the new Act a person must be 20 years or older to be a manager and there will no longer be separate club manager's certificates. All managers will have the same certificate.

Critical Issues

5.1 Local Alcohol Policy

- 5.2 Should Council decide to develop a LAP consideration should be given to developing a joint LAP (with Otorohanga and Waipa District Councils) or alternatively working collaboratively to develop separate but aligned policies.
- 5.3 A joint LAP would have some advantages including consistency across districts, collaborative research work and possible cost savings.
- 5.4 There are also some disadvantages to the joint approach. The districts involved are quite diverse, the "local" element could be lost and there would be a greater chance of appeals, with appeals in one district hindering the development of the policy for the other parties.

- 5.5 At this stage the preferred option amongst staff from the three Councils involved is for collaborative work between Councils to identify a number of consistent principles and the formation of a combined draft policy.
- 5.6 Each Council would then need to consult extensively with their respective communities in order to ensure that localised alcohol related issues are well understood and that appropriate proactive responses are incorporated into individual policies.
- 5.7 Key stakeholders such as licence holders, Police and health providers will also have to be actively involved in the development of a LAP.
- 5.8 Hopefully when the LAPs have completed the extensive consultation process and are finally adopted the Councils involved in the project will have similar LAPs but amended to reflect the needs and aspirations of the different districts.
- 5.9 District Licensing Committee**
- 5.10 As mentioned earlier in this business paper, the Act requires Council to establish a DLC to commence operations on 18 December 2013. The DLC is formed of one elected Councillor as chairperson and two "approved persons".
- 5.11 Approved persons must have experience in liquor licensing but not be involved in the industry. This criteria may well create difficulties at a local level finding people with the appropriate experience to serve on the DLC.
- 5.12 The Act however does allow the list or pool of approved persons to be developed jointly with other Councils.
- 5.13 Once again this is an area where a collaborative approach with Waipa and Otorohanga could allow for the development of a pool of approved persons available for all three Councils.

Funding Implications

- 6.1 The introduction of the new Act is not expected to impose significant additional costs on Council.
- 6.2 Under the old Act very few applications were contested and for that reason the DLC is not expected to meet frequently. Uncontested licence applications can be dealt with "on the papers" by the chairperson becoming nothing more than a routine administrative process.
- 6.3 However as mentioned earlier in this business paper, applications for temporary authorities must be considered by the full DLC. It is estimated that the complete DLC may have to meet up to 6 times a year bringing about additional administrative costs of approximately \$10,000pa.
- 6.4 The Ministry of Justice has already signalled that regulations will be developed to put in place a risk based cost recovery system to cover the sale and supply of alcohol so that Councils administrative costs can be adequately recovered. The new fee structure is expected to take effect in mid 2014.

Conclusion

7.1 In order to ensure that this work stream proceeds smoothly, staff would appreciate some guidance on the following:

- Does Council want to develop a Local Alcohol Policy?
- If "Yes", does Council wish to work collaboratively with Waipa and Otorohanga District Councils in the development of a combined draft policy?
- Does Council wish to work collaboratively with Waipa and Otorohanga District Councils to develop a list of "approved persons" to sit on the District Licensing Committee?

Suggested Resolutions

1. The business paper Sale and Supply of Alcohol 2012 be received.
2. Council agrees to work collaboratively with Waipa and Otorohanga District Councils in the development of a draft Local Alcohol Policy.
3. Council agrees to work collaboratively with Waipa and Otorohanga District Councils to develop a list of approved persons to sit on the District Licensing Committee.



JOHN MORAN
MANAGER – REGULATORY SERVICES

February 2013

Copy

Document No: 318293**File No: 097/001B****Report To: Council****Meeting Date:** 26 November 2013**Subject: Progress Report: Resource Consent Applications**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

Commentary

- 4.1 Commentary on outstanding resource consents is provided below:

4.2 Mokau Sands Limited

- 4.3 In May 2012 Council received a resource consent application from Mokau Sands Limited seeking Councils approval to redevelop the Seaview Motor Camp at Mokau.
- 4.4 The applicant is proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 4.5 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 4.6 A total of 39 submissions 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 and they have been advised that at this time it is not possible to schedule a hearing.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



JOHN MORAN
MANAGER – REGULATORY SERVICES

November 2013

Attachment: Resource Consent Schedule (Doc 318294)

RESOURCE CONSENTS PROGRESSING AS AT 26 NOVEMBER 2013

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
090022	Mr E Manawaiti	Three Lot Rural Subdivision, Walker Road	9/6/09	Yes	Property in hazard zone – Geotech report required.	22/6/09						
090026	Greenplan Holdings Ltd	Two Lot Rural Subdivision SH 3, Mahoenui	26/6/09	Yes	Comment required from NZ Transport Agency.	26/6/09						
090037	R & K Pethybridge	Two Lot Residential Subdivision, Ailsa Street, Te Kuiti	31/8/09	Yes	Geotech report required. Applicant is considering other options.							
110019	Mokau Sands Limited	Development of 31 holiday apartments and 50 seat café, Seaview Motor Camp site, Mokau	2/5/12	Yes	Applicant has requested that the application be placed on hold to allow further consideration to take place.	17/5/12						
110024	Waitomo District Council	Earthworks in excess of 2,000m ³	8/9/11	Yes	Affected parties approval required.	19/9/11	Application Withdrawn					
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
130026	Mokau Sands Limited	Proposed Dune Restoration, Seaview Motor Camp, Mokau	23/10/13									
130029	Te Waitere Boating Club	Club Extensions in Conservation Zone	11/11/13									

RESOURCE CONSENTS GRANTED (FOR 2013/14) AS AT 26 NOVEMBER 2013

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

Document No: 320438**File No:** 037/048A**Report To: Council****Meeting Date:** 26 November 2013**Subject: Progress Report: Road Map Work Programme Monthly Monitoring Schedule**

Purpose

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 27 August 2013.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at 26 November 2013.

Background

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

Commentary

- 3.1 The current Road Map (as at 27 August 2013) includes work programmes required by legislation and projects identified in the 2012-2022 LTP.
- 3.2 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.
- 3.3 In the interim period a Monthly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones

for the current year (2013/2014) and includes the indicative timeframe and a commentary on progress for each project of work.

3.4 Amendments to Timelines and Projects of Work

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

New Projects

4.1 As new projects are identified, they will be detailed in future versions of this business paper and will be included in the next edition of the full Road Map Work Programme document.

Suggested Resolution

The Road Map Monitoring Schedule as at 26 November 2013 be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachments:	1	Road Map Monitoring Schedule as at 26 November 2013 (Doc 320375)
	2	Waikato Economic Development Strategy - Discussion Paper



Road Map

Monitoring

Schedule

Monitoring against
Road Map adopted on 27 August 2013

as at 26 November 2013

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Development of 2015-2025 LTP

Review of Development/Financial Contributions

This work stream has been deferred with the intention of developing a Development Contributions Policy as part of the District Plan review which may not occur now until the 2014/15 year at the earliest.

Key Milestone	Date	Commentary
Scope and Needs Analysis for District Plan Review	30 June 2014	<p>Since a SNA has been agreed to as part of the 2013/14 Annual Plan it is assumed that it will be completed in the 2013/14 financial year.</p> <p><u>Note:</u> The following milestones are indicative only and dependent on the Council's decision to undertake a comprehensive or rolling review. Timelines will be agreed at that time</p>
Expected Future Demand and Expected Future Capital expenditure on Infrastructural Assets developed.	August-September 2014	
Assessment for need to develop a DC Policy and a timeline for the development	October 2014	The timing for development of this policy will depend on the planned timing of the District Plan review

Leadership

Local Government Funding Agency (Debenture Trust Deed)

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – report on the LGFA and amendments required to the Debenture Trust deed.	25 September 2012	Completed.
Council Meeting – SoP adopted for public consultation	26 March 2013	Included in the dEAP adopted for public consultation.
Public Notification of SoP	April 2013	Completed.
Consultation period	9 April – 7 May 2013	Completed.
Council Meeting – to adopt EAP	25 June 2013	Completed.
Council Meeting – to adopt amended Debenture Trust Deed	24 September 2013	<p>Mr Phil Coombes (LGFA) contacted re WDC's eligibility – proposal to go from WDC to LGFA (incl updated financial forecasts, confirmation of WDC's Debt Repayment Strategy, update on financial position of ICL). The Debenture Trust Deed will be amended once outcome of WDC's proposal is known.</p> <p>Senior Accountant away for 6 weeks following hip operation – unable to progress this matter until he returns and financial forecasts updated following adoption of 2012/13 Annual Report.</p> <p>Forecasts and change to Debenture Trust Deed being finalised – approach to LGFA unlikely to occur until early New Year – intention is to have everything in place in order to take advantage of LGFA's March issues.</p>

Local Government Act 2002 – Amendment Act 2012

Key Milestone	Indicative Timeframe	Commentary
Council Workshop #1: Review Revenue & Financing Policy	19 November 2013	Workshop #1 scheduled for 19 November 2013.
Council Workshop #2: Review Revenue & Financing Policy	3 December 2013	Only if required.

Waikato Mayoral Forum Workstreams

Governance and Planning		
Key Milestone	Indicative Timeframe	Commentary
Council Meeting – progress report on Governance and Planning work stream	As required	Council will be presented with progress reports on the Governance and Planning work stream as required.

Waters (Water Supply and Waste Water Activities)		
Key Milestone	Indicative Timeframe	Commentary
Impact Analysis Water and Waste Water activities.	September-October 2013	
Council Workshop – presentation of findings to Council	As required	
Council Meeting – progress report on Waters work stream	As required	Council will be presented with progress reports on the Waters work stream as required.

Roading		
Key Milestone	Indicative Timeframe	Commentary
Council Meeting – progress report on Roading work stream	As required	Council will be presented with progress reports on the Roading work stream as required.

Economic Development		
Key Milestone	Indicative Timeframe	Commentary
Council Meeting – progress report on Economic Development work stream	As required	Council will be presented with progress reports on the Economic Development work stream as required.

Local Government Reform - Positioning of WDC

Reorganisation Proposal		
Key Milestone	Indicative Timeframe	Commentary
Council Workshop – briefing on: <ul style="list-style-type: none"> Political landscape post 2012 WDC positioning with ODC Update “<i>Better local government</i>” programme including impact of imminent legislative changes ex Phase 2 Outline the reorganisation legislative process 2014 general election issues Report impacts of WMF findings Timing issues – immediate, short term, long term 	12 November 2013	Initial briefing post-election. Other briefings as new developments occur – standing item The Workshop scheduled for 12 November 2013 was cancelled and this matter will be referred to the Workshop scheduled for 19 November 2013. No longer required - remove
Identify the options, e.g. <ul style="list-style-type: none"> Enhanced status quo (based on the WMF findings). Note that retention of local control over infrastructure and services needs to be weighed against any financial advantages of shared services for the waters etc. under some regionally based and sized CCO or similar structure, as noted in the discussion under the WMF Workstreams item. Note also that the status quo does not require an application or alternative application for reorganisation Amalgamation with 1 or more neighbouring districts (all or part) into a single district Amalgamation with 1 or more neighbouring districts (all or part) into a single unitary authority Become a local board under a larger reorganisation proposal Identify sub-catchments/communities of interest/points in common to help identify boundaries of a potential new district (e.g. alignment with the boundaries of the recent Waipa JMA) Other 	December 2013 – February 2014	

Reorganisation Proposal		
Key Milestone	Indicative Timeframe	Commentary
Identify the potential improvements that would result from each scenario and how they would promote good local government	March 2014	
Consult with TAs affected by the scenarios	April – May 2014	
Measure community support for the options	June – July 2014	Optional for an alternative application but recommended
Prepare a preferred option including governance arrangements	August 2014	Need census data for this step.
Consult with public on preferred option optional	September 2014	Optional for an alternative application but recommended
Consult with stakeholders – Iwi, WRC, Federated Farmers, sector interest groups (optional but recommended)	September 2014	Optional for an alternative application but recommended
Assess economic, strategic and financial impacts of preferred option	September 2014	
Obtain formal support for proposal from each affected TA	October 2014	
Communicate with affected community throughout process	February 20014 - end	
Prepare/finalise application	November 2014	
Review lead application, refine and submit as alternative, OR;	December 2014	
Submit as lead application	December 2014	

Development of a WDC Stakeholder Engagement Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of draft Stakeholder Engagement Strategy (SES)	September – October	Completed.
Council Workshop – presentation of draft SES	12 November 2013	The draft SES was presented to Council at its meeting on 10 October 2013 for feedback.
Council Meeting – presentation of draft SES for adoption	26 November 2013	A business paper will be made to the 10 December Council meeting.

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	17 September 2014	Timeline amended by way of business paper to Council on 10 October 2013.
Council Meeting: Resolution to be taken in respect to Council's consideration of Maori Wards and Constituencies	10 October 2014 Statutory Deadline 23 November 2014	

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

Representation Arrangement

Key Milestone	Indicative Timeframe	Commentary
Council Workshop to consider options for representation arrangements	Pre-August 2014	

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Resolution of proposed representation arrangements for consultation	26 August 2014	
Public notice of proposal and invites submissions	September 2014	
Submissions close	October 2014	
If no submissions then proposal becomes final		
Council Meeting – consideration of submissions and possible amendment of proposal	28 October 2014	
Public notice of Council's "final" proposal	November 2014	
Appeals and objections close	December 2014	
If no appeals or objections then proposal becomes final		
If appeals/objections received, Council forwards appeals, objections and other relevant information to the Commission	December 2014	
Commission considers resolutions, submissions, appeals and objections and makes determination	April 2014	
Determination subject to appeal to High Court on a point of law		

2012/2013 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Brief Council on timeframe and present the audit service plan	28 May 2013	Completed
Interim audit to test systems and control	June 2013	Completed
Completing year end adjustments and preparing draft Annual Report	July-September 2013	In progress
Final Audit visit to test balances and disclosures	9-20 September 2013	
Council Meeting – Interim Report and progress report to Council on annual report preparation.	24 September 2013	Completed.
Deloitte technical and final review	Late September 2013	
Council Meeting – signed audit opinion available and adoption of Annual Report	10 October 2013	Annual report must be signed by Council prior to election day. Completed

2013 Code of Conduct Review

Key Milestone	Indicative Timeframe	Commentary
Review of current Code of Conduct (Doc No. 161530)	October/November 2013	Completed.
Council Meeting to consider and adopt reviewed Code of Conduct	26 November 2013	A business paper is contained elsewhere in this Agenda,

2013 Governance Statement Review

Key Milestone	Indicative Timeframe	Commentary
Review current Governance Statements (Doc No. 244068)	December 2013/January 2014	
Council Meeting to consider and review Governance Statement	25 February 2014	

2013-2016 Triennial Agreements – Waikato and Manawatu-Wanganui Regions

Key Milestone	Indicative Timeframe	Commentary
Co-ordinate with other Councils on the state of the agreement	November 2013 – February 2014	This project will be led by the Regional Councils as it involves all of the councils located within each of the Waikato and Manawatu-Wanganui regions.
Council Meeting – Statement must be adopted by Council by 1 March 2014	25 February 2014	

2014/2015 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Initial planning meetings to finalise high-level dates for EAP 2014/15 development.	August 2013	Delayed pending return of Senior Accountant
Identification of amendments to LTP for 2014/15 year	August - October 2013	Delayed pending return of Senior Accountant
Review of 2014/15 budgets for year 2 of LTP and Managers complete 2014/15 budgets.	October 2013	In progress
Modelling of budgets and finances from Affordability Review for 2014/15 including information.	November 2013	In progress
Management Review of 2013/14 budgets and rating predictions	November 2013	In progress
Council Workshop #1 of 3: Strategic Issues and Policy Considerations for dEAP	10 December 2013	
Council Workshop #2 of 3: Presentation of Rating Indications	11 February 2014	
Council Workshop #3 of 3: Presentation of dEAP complete with proposed rating depictions	20 February 2014	
Council Meeting: Adopt dEAP for Audit	6 March 2014	
Audit of dEAP	10 – 14 March 2014	
Council Meeting: Adopt SoP for public consultation	25 March 2014	
Public Notification of SoP	April 2014	
Consultation Period	8 April – 8 May 2014	
Hearing: Hearing of Submitters to dEAP	22 May 2014	
Council Meeting: Deliberation of Submissions	5 June 2014	
Council Meeting: Adopt EAP	24 June 2014	

Review Memorandum of Understanding between WDC and ICL

Key Milestone	Indicative Timeframe	Commentary
Review of existing MoU by WDC Relationship Committee	February 2014	
Relationship Committee to meet with ICL and discuss any findings from review	March 2014	
Amended MoU adopted	31 March 2014	

Strategic Plan – Procurement Alignment between WDC and ICL

Key Milestone	Indicative Timeframe	Commentary
Preliminary meeting between WDC and ICL to identify needs and opportunities	October-November 2013	Draft MoU and Job Descriptions provided to ICL for Shared Information Technology (IT) Services (including procurement). Meeting held between WDC and ICL. WDC's IT Strategic Plan to be amended to include ICL's requirements
Draft Strategic Plan document to be developed between WDC & ICL	February-March 2014	Draft IT Strategic Plan in progress
Joint Procurement Strategic Plan to be adopted by ICL and Council	31 March 2014	

Communications Strategy – Progress Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Council receives and adopts the Communications Strategy Progress Report	10 December 2013	In progress
Council Meeting - Six monthly progress report	24 June 2014	

Community Development

Community Development Partnership Fund

Key Milestone	Indicative Timeframe	Commentary
Accountability Statements Due	August 2013	Accountability Reports are due 12 months after receiving a grant. There were 2 recipients in the December 2012 round. Accountability Statements will be due by January 2014.
Funding Round advertised	October/November 2013	The Community Partnership Fund was advertised in the Waitomo News and on the WDC website. Applications close 22 November 2013.
Assessment/Reporting documentation developed	November 2013	Assessment documentation will be prepared following closure of applications.
Council Meeting: Consideration of Funding Applications	10 December 2013	

Sport Waikato Services – Development of Performance Based Contract

Key Milestone	Indicative Timeframe	Commentary
Finalisation of Sport Waikato Schedule of Services detailing required outcomes, activities and evidence of progress for the 2013/2014 year.	August 2013	Completed
In conjunction with Sport Waikato, develop a Contacts Register, identifying key Stakeholders.	August 2013	Completed
In conjunction with Sport Waikato develop a Projects Register for the 2013/2014 year as a supplement to the Schedule of Services.	August 2013	Completed
Council Meeting – Sport Waikato Contract for Services, Schedule of Services, Contacts Register and Projects Register presented to Council.	27 August 2013	Completed
Council Meeting Deputation – Sport Waikato Reporting on delivery of services against Schedule of Services and Projects Register.	24 September 2013	Completed - Representatives from Sport Waikato made a Deputation to Council at is September Council meeting.
Council Meeting Deputation – Sport Waikato Reporting on delivery of services against Schedule of Services and Projects Register.	25 March 2014	

Economic Development Plan

Key Milestone	Indicative Timeframe	Commentary
Waitomo District Economic Development Plan scoping project completed.	October 2013	In Progress.
Research and Assessment: 1. Socio Demographic Profile for the Waitomo District. 2. Economic and Industry Profile for the Waitomo District. 3. Public and Social Service Sectors Profile for the Waitomo District.	February 2014	In Progress.
Council Meeting – Regional Economic Development Strategy presented to Council.	March 2014	Advice received is that development of the Regional Strategy is running behind schedule. As WDC's Economic Development Plan will be informed by the Regional Strategy, the key milestones for beyond February 2014 will be reviewed in early 2014. A progress report will be presented to Council at the February 2014 meeting.
Survey local community to establish "needs and wants".		
Form a Reference Group to inform the development of an Economic Development Plan for the Waitomo District.		
Council Workshop – Consideration of the preliminary draft Waitomo District Economic Development Plan.		
Draft Plan released for public consultation.		
Finalise Waitomo District Economic Development Plan.		
Council Meeting – Draft Waitomo District Economic Development Plan presented for adoption by Council.		
Assess the need and scope of a Board/Trust to deliver on the Waitomo District Economic Development Action Plan outcomes.		
Waitomo District Economic Development Action Plan implemented.		

Development of Customer Services Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of preliminary draft Customer Services Charter.	November 2013	In Progress.
Council Meeting – Draft Customer Services Charter presented for adoption by Council.	10 December 2013	
Development of a preliminary draft Customer Services Strategy	March 2014	
Council Workshop – Consideration of the preliminary draft Customer Services Strategy	11 March 2014	

Key Milestone	Indicative Timeframe	Commentary
Finalise Draft Customer Services Strategy	April 2014	
Council Meeting – Draft Customer Services Strategy presented for adoption by Council	29 April 2014	

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Youth Event held	August 2013	Completed. Refer to the Progress Report contained elsewhere in this Agenda for details.
Advertise for replacement Youth Council Members	September – October 2013	Advertising for replacement Youth Council Members will be undertaken in November 2013.
New Youth Council members appointed	November 2013	New Youth Council Members will be appointed in December 2013.
Youth Leadership Camp convened	January 2014	
Meetings scheduled throughout year.	Monthly	
Youth Event held	February – May 2014	
Submission to Exceptions Annual Plan by Youth Council	April/May 2014	
Council Meeting Progress Reports on Youth Activities will be presented to Council quarterly.	24 September 2013 10 December 2013 25 March 2014 24 June 2014	

Community Events

Key Milestone	Indicative Timeframe	Commentary
2013 Christmas Parade		
Consultation with Key Stakeholders.	September 2013	Completed
Development and implementation of a Project Plan and Safety Plan.	October 2013	Completed.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November/December 2013	Advertising will be on-going up to the date of the parade.
Execution of event	6 December 2013 (tentative)	The Christmas Parade will be held Friday 13 December 2013.
Council Meeting: Management Report on the event identifying success and the budget.	25 February 2014	

Key Milestone	Indicative Timeframe	Commentary
2014 Great New Zealand Muster		
Identify and consult with key stakeholders.	September 2013	Completed. Preliminary event meetings have been held with the Shearing Committee, TKDI and entertainment/activity providers.
Development and implementation of a Project Plan and Safety Plan.	October/November 2013	In Progress.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November 2013 to March 2014	In Progress.
Execution of event	29 March 2014	
Council Meeting: Management Report on the main event (The Muster) identifying success and the budget.	27 May 2014	

Review of Waitomo District Council Citizens Awards Policy
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Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Presentation of existing Policy for review and confirmation/amendment	26 November 2013	A business paper is contained elsewhere in this Agenda.

Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2014	
Consideration of Nominations by Working Party	March/April 2014	
Awards Ceremony	May 2014	

Regulation Services

District Plan Review

Key Milestone	Indicative Timeframe	Commentary
Issues and Options paper for coastal subdivision and development prepared.	May 2011	Completed
Open days at Mokau and Te Waitere convened	5 and 12 November 2011	Completed
Council Meeting – reporting on feedback received	13 December 2011	Completed. Council considered a business paper advising of the work done since June 2011 on the District Plan review.
Review setup involving - identification of key milestones, important stakeholders, communication to be undertaken and assessment of resources required.	September-November 2012	This work is currently ongoing.
Assessment of “current state” of the District Plan rules and policies e.g.- what’s working and what isn’t, which rules have been challenged, how are the linkages with neighbouring local authorities in terms of resource use policies, alignment with RPS.	November/December 2012	
RPS becomes operative	December 2012	Given the changes occurring in the external policy and regulatory environment (RMA changes and Waikato Mayoral Forum workstreams) Council in developing its 2013/14 Annual Plan resolved to postpone this project by one year. (Refer page 8 of 2013/14 EAP).
Completion of a Scope and Needs Analysis (as per 2013/14 EAP)	1 September 2013 - 25 February 2014	In postponing this project as above, Council agreed that a Scope and Needs Analysis be completed in the interim. One of the main outcomes of this work will be Council’s decision on whether to undertake a comprehensive review or a rolling review of its District Plan. <u>Note:</u> The outcome of this Scope and Needs Analysis together with the WMF work on Integrated Planning will provide guidance for setting the work plan forward in the 2014/15 EAP.
Council Meeting – Outcome of Scope and Needs Analysis to Council for consideration	25 February 2014	
Council assimilates a team to scope the development of a new District Plan (using information gathered earlier).		Timelines for the project from this point forward will be revisited subject to Council’s decision following consideration of the Scope and Needs Analysis.
Consultation with stakeholders		
New District Plan drafted		
Further consultation with stakeholders		
Public notification of proposed District Plan		
Submissions received and analysed		
Public notification of submission		
Further cross submissions		

Key Milestone	Indicative Timeframe	Commentary
Hearing of submissions		
Decisions on District Plan notified		
Subsequent appeal process to Environment Court		

Urban Structure Plans

Key Milestone	Date	Commentary
Completion of a Scope and needs Analysis	1 September 2013 - 25 February 2014	

Jurisdictional Issues

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

Alcohol Reform Legislation

Key Milestone	Indicative Timeframe	Commentary
Council confirms it will work collaboratively with Waipa and Otorohanga District Councils to develop a Local Alcohol Policy (LAP) and a list of approved persons to sit on District Licensing Committees.	26 February 2013	Council agreed to a collaborative approach at February 2013 Council meeting.
Draft LAP developed in consultation with Police and Area Health Board.	June 2013	Completed
Council approves draft LAP for public consultation	30 July 2013	Completed
Consultation period	13 August – 13 September 2013	Completed
Council meeting – hear submissions and deliberation	24 September 2013	Completed
Council meeting to adopt provisional LAP	10 October 2013	Completed
Council meeting to confirm approved persons to sit on District Licensing Committee	26 November 2013	A business paper is contained elsewhere in this agenda.
District Licensing Committee	18 December 2013	

Key Milestone	Indicative Timeframe	Commentary
operational		

Waikato River Catchment Economic Studies

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

Te Maika Zone

Key Milestone	Indicative Timeframe	Commentary
Confidential Progress Reports to Council	Monthly	

2013/2014 Review of Dog Control Policy and Practices

Key Milestone	Date	Commentary
Prepare Report	September 2013	Completed
Council Meeting - considered	24 September 2013	Completed
Public notification	October 2013	Completed

Dog Control Review

Key Milestone	Indicative Timeframe	Commentary
Clearly scope the proposed review detailing deliverables and timelines	August – September 2013	Completed
Council Meeting Progress Report	27 August 2013	Completed
Council Meeting Report detailing confirmed project and timelines	24 September 2013	Completed
Review of Dog Control Service Delivery	October – November 2013	The review of WDC's Dog Control Service delivery is currently ongoing.
Council Meeting Findings of Audit presented to Council with recommendations in terms of enforcement options.	26 November 2013	

Gambling Policy Review

Key Milestone	Date	Commentary
Identification of Issues – review of Policy	March 2014	
Council Meeting – Review and adoption of Policy by Council.	27 May 2014	

Bylaws Review

This review process will run concurrent with the dEAP public consultation process.

Key Milestone	Indicative Timeframe	Commentary
Council Workshop: Review of Bylaws	18 March 2014	
Council Meeting: Adoption for public consultation	25 March 2014	
Public Consultation	8 April – 8 May 2014	

Key Milestone	Indicative Timeframe	Commentary
Hearing of Submissions	22 May 2014	
Council Meeting: Deliberation of Submissions	5 June 2014	
Council Meeting: Adoption of Bylaws	24 June 2014	
Public Notification of Bylaw Review	July 2014	

District Plan Rules – Audit of Signs/Hoardings

Key Milestone	Indicative Timeframe	Commentary
Audit completed of District advertising hoardings.	28 February 2014	
Council Meeting Elected Members to provide guidance to staff in terms of enforcement options.	25 March 2014	

Establishment of a Rural Fire Authority for Waikato Valley Operational Area

Key Milestone	Indicative Timeframe	Commentary
Complete draft proposal	31 October 2011	Council was briefed on this proposal as part of the Public Amenities AMP on 8 November 2011.
Council Meeting – consideration of draft Proposal	29 November 2011	As of 29 November 2011, no further information had been received on the proposal for reporting to Council. The next meeting to discuss the proposals is now scheduled for mid March.
Inclusion of proposal in Public Amenities AMP	6 December 2011	The finances and details associated with the enlarged Rural Fire district have been included in the Public Amenities Activity Plan as a proposal, which as yet is not finalised.
Consulted on as part of 2012-22 LTP process	April/May 2012	Information was still not available at the time of consulting on WDC's 2012-22 LTP.
Council Meeting – progress report	28 August 2012	<p>A progress report was presented to Council at its 28 August 2012 meeting.</p> <p>At that time the Department of Conservation (DoC) indicated that although it was yet to have talks with Thames-Coromandel on the proposed amalgamation, DoC's stance was that both current proposals were not in their interest and therefore DoC did not support the consultation document for the proposal to establish the Waikato Valley Rural Fire District, as the proposal will effectively split the DoC Conservancy into three.</p> <p>All four Councils agreed it would be a waste of time to formally consider any consultation document for the proposal in the absence of DoC support.</p> <p>The National Rural Fire Authority has indicated that they would have further meetings with DoC and Thames-Coromandel District Council to try and resolve the deadlock.</p>

Key Milestone	Indicative Timeframe	Commentary
		<p>A progress report on this matter was presented to Council at its 30 July 2013 meeting.</p> <p>Council will be kept informed of progress by way of reports to Council on an as required basis.</p>

Community Services

Te Kuiti Railway Building

Key Milestone	Indicative Timeframe	Commentary
Development of Conservation Plan, Maintenance Plan and preliminary budget estimates for the restoration of the buildings	July 2012	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 Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Preparation of site and building development proposal	September – December 2012	Ongoing with Reference Group. Initial proposal included as part of the November Agenda.
Council Workshop # 5 Consideration the preliminary draft site and building development proposal	19 February 2013	Completed Council work shopped scenarios for the development including cost implications.
Council Meeting Business Paper to Council for financial programme and costings for approval and inclusion in dEAP	20 March 2013	Completed Business Paper adopted by Council for inclusion in dEAP documentation.
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.

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. Awaiting response
KiwiRail Approval	September 2013	Draft documents sent to HPT 10 October 2013. Awaiting response
Tender for works	November - December 2013 (subject to approval of alternative funding services)	Funding approval granted, documents due for completion last week in November
Construction works	January 2013 – September 2014	

RAILWAY BUILDING: PROJECT 3 – ROADING RENEWAL

Key Milestone	Indicative Timeframe	Commentary
Redesign of carriageway to align with Railway development proposals	August 2013	Commenced
Retendering negotiations	August – September 2013	
Roading construction	October – November 2013	

RAILWAY BUILDING: PROJECT 4 – COMMUNITY SPACE REVITALISATION

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	EOI document publicised October / November, closing 28 November 2013
Minor construction to allow temporary use of building	January 2014	
Building useage by tenants	February 2014	

RAILWAY BUILDING: PROJECT 5– COMMERCIAL SPACE REVITALISATION

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	October – November 2013	EOI document completed and will be available 22 November, closing 23 December 2013
Lease agreement negotiations	November 2013 – January 2014	
Application to NKCDT for funding to assist with document preparation and development associated with Cornerstone tenant.	November – December 2013	
Preparation of working drawings and contract documentation of areas associated with Cornerstone tenant	December 2013 – February 2014 (subject to funding availability)	
Tender process for works	March – April 2014 (subject to funding)	
Construction of internal work and site services associated with Cornerstone tenant	May 2014 – September 2014 (subject to funding)	
Cornerstone tenant operational	October 2014	

Centennial Park Drainage

Key Milestone	Indicative Timeframe	Commentary
Confirm / finalisation of the design by the NZ Turf Institute	January – February 2013	Instructions given to NZTI August 2012 to complete design. Survey and design to be undertaken end of October 2012. Design completed.
Contractor pricing	February 2013	
Tender Committee approval		
Implementation of the drainage network	February – March 2013	This project was deferred during the drought period due to the implications on mole drainage of very dry crumbly soils. Now that the soils are moister, discussions on timing of implementation are being held with the Te Kuiti Soccer Club.' This has now been rescheduled January – March 2014.
Rescheduled implementation of drainage networks	January – March 2014	

Te Kuiti Library Roof Renewal

Key Milestone	Indicative Timeframe	Commentary
Obtain quotations for the roof renewal	October 2012	This project has been delayed pending outcomes of shifting Te Kuiti Community House to the building and the earthquake assessment outcomes.
Earthquake Assessment	May 2013	Completed

Key Milestone	Indicative Timeframe	Commentary
Roof Renewal Works	February – March 2014 (awaiting outcomes of TK Community House funding to combine works)	

Civic Centre Upgrade : Stage 4 – Main Hall Ceiling

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Business paper to review upgrade options / proposals for Stage 4 with Council	25 September 2012	Completed A business paper was presented to Council at the October 2012 Council Meeting.
Preparation of upgrade documentation	March - April 2013	Preliminary meeting held with Architects. Documents on hold until March 2013. A second meeting with the architect was held 12 April to discuss the three options for the ceiling. These are currently being assessed by AECOM's quantity surveyor to provide information relating to the most cost effective option before proceeding with working drawings. The QS confirmed that approval of the texture on the surface will be the most cost effective solution. Draft working drawings and tender documentation will be available 18 June.
Building Consent – Stage 4 as required	August 2013	Completed
Tenders	August – September 2013	Completed
Construction – Stage 4	To be fitted to hireage timeframes	Discussions are underway with successful tender to identify a window to complete the works Construction period agreed – 9 December 2013 to 30 January 2014

Sale of 6 Te Kumi Road

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

Sale of 6 Jennings Street – Community House

Key Milestone	Indicative Timeframe	Commentary
Preparation of services provision study undertaken by the Community House	May – June 2012	Completed

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Business paper to present study findings to Council	May 2012	Completed Council has requested the study be expanded to include alternative locations and to confirm requirements
Council Meeting Business paper to seek funding to assist with the additional study	28 August 2012	Completed
Undertake the additional study by the community house	28 August 2012 – October 2012	Council resolved not to assist in the undertaking of the additional study but to support the Trust's endeavours to raise funding for the use of the upstairs floor of the Library. Changes to the report are being worked through with a Consultant.
Council Meeting Report findings to Council		Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. A draft floor layout has been agreed with TK Community House Trust.
Preparation of advanced sketch drawings and Quantity Surveyor costs	August – September 2013	Completed along with revised budget. Separately reported to Council
Application to Lotteries Community Facilities Fund for funding	February 2014	

Benneydale Hall Replacement / Disposal

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report on discussion within the community on alternatives for use as a community hall	Monthly	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Community Consultation regarding establishment of community society and leasing of building.	August – September 2013	Completed with results separately reported to Council
Formation of Incorporated Society for the administration of Benneydale Hall as per Council resolution	October - November 2013	Draft document completed and will be discussed at Hall committee meeting 26 November 2013
Registration of Benneydale Hall Incorporated Society	December 2013 – January 2014	
Asset Transfer document to for the transfer of Benneydale Hall assets to new Society	January – February 2014	

Parkside Subdivision Disposal

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports	Monthly	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Initial open day	30 June 2012	Completed
Finalisation of promotional material including bank display	August 2012	Completed
Open day	25 August	Completed
Open day	1 September 2012	Completed
Open day	8 September 2012	Completed
Establish Real Estate Agreement for sales	September – October 2012	Completed

Key Milestone	Indicative Timeframe	Commentary
Provide Real Estate board onsite	September – October 2012	Completed Agreement has been reached with Real Estate Agents. Real Estate boards will be installed by end of November.
Section Sales		Ongoing One section sold in the 2013 calendar year (8 February 2013). Negotiations for the sale of Lot 36 completed with the sale going unconditional 20 September 2013. Lot 36 sale completed. Refer separate business paper for the sale of Lot 16

Mokauiti Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress report on discussion within the community on alternatives for use as a community hall	Monthly	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Establish a committee to look at options for disposal.	October 2012	Hall Committee asked to nominate three working group members. Completed at hall meeting December 2012.
Meeting to discuss options for the hall	May 2013	Meeting scheduled for 12 June 2013 (telephone discussion)
Proposal developed and provided to committee for discussion	September 2013	
Finalised proposal	October 2013	
Council Meeting Sign-off of proposal by Council	26 November 2013	
Implementation	December 2013 – January 2014	

Oparure Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
Letter to be sent to Department of conservation advising of WDC decision during the LTP process	September 2012	Council will be kept updated through the presentation of progress reports to the monthly Council meetings.
Adjust Councils records to remove WDC as the owner / ratepayer of the facility	September 2012	Completed A second letter forwarded to Department of Conservation 30 May 2013. As no response has been forthcoming from Dept. of Conservation it is assumed there is acceptance of the letter. This project is completed

Kopaki Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
Consultation letter /survey distributed to local residents	august 2012	Completed
Council Meeting Resolution of council requesting the Minister of Conservation to revoke WDC control and manage status for this hall / Reserve	September 2012	Completed
Letter to Department of Conversation requesting revocation to be gazetted	October – November 2013	Completed Letter sent 20 November 2013

Mokau Effluent Disposal Upgrade

Key Milestone	Indicative Timeframe	Commentary
As-built preparation of existing system	August/September 2010	Completed McDonald Plumbing completed initial "As Built" sketches and DM Engineering completed detailed "As Built" Plans.
Review of system and identification of suitable upgrade treatments	April 2011	On site meeting scheduled for 27 th June 2011. Completed
Letters to MOE and School BOT investigating potential land purchase	June – July 2011	Completed Mokau effluent disposal was work-shopped 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
Valuation to be obtained for the land to be purchased	October – November 2013	Completed
Subdivision resource consent to be obtained		
Detailed design of effluent field		
Tendering of work		
Implementation of works		

Quarry Resources Review

Key Milestone	Indicative Timeframe	Commentary
Land status investigation for Quarries	September 2010/December 2011	Completed Including surveys for key leased quarries.
Desktop assessment of Quarries	October 2010/March 2011	Progressing. Legal implications relating to lease renewals were identified and a legal opinion was obtained. Leases have not been renewed and are operating on a monthly system.
Council Workshop 15 – consideration of investigation and assessment outcomes	15 November 2011	Preliminary outcomes of site investigations will be presented as part of the new Investments AMP. Following this Workshop a detailed timeline of Key Milestones will be developed. The newly developed working draft Investments AMP was presented to Council in December 2011.

Key Milestone	Indicative Timeframe	Commentary
Prepare a review of all land ownership/survey information and leases collated to date into a review document, identifying future discussion points and options	January 2013	Discussions have been held with a quarry consultant in relation to providing a desktop review of the quarry site information for Councils key quarries.
Council Workshop 5 - consideration of review document	19 February 2013	Completed A quarry resources review was presented to Council along with recommendations for inclusion in the dEAP. Council asked for the work to be reviewed with ICL in an endeavour for the work to be completed over time with a zero budget to WDC.

Review Lease/Licences

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

Old Ministry of Works Building, Queen Street, Te Kuiti

Key Milestone	Indicative Timeframe	Commentary
Council Workshop 15 - presentation of background information to Council to enable informed decision on future of the building	15 November 2011	Following this Workshop a detailed timeline of Key Milestones will be developed for inclusion in the next version of the Road Map. Council agreed that it does not wish to expend any further funds on this building and proposes to consult with the community on the basis that Council will advise the Crown that the property is no longer of use to the Council and that Council wishes to relinquish its holding of the property.
Letter to Crown advising outcomes of the LTP consultation process and seeking approval to relinquish Councils involvement in the property	September 2012	Writing to the Crown was put on hold as an offer of finance with conditions was made through the LTP process. The conditions included WDC as well as the community matching the funding proposal. Council advised the submitter that it would not contribute to funding the renewals works but delayed contacting the Ministry to allow the community to match the proposal. As no correspondence has been received to date, it is proposed to write to the Ministry seeking approval to be released from Councils commitment.

Land Purchase – Te Kuiti Cemetery

Key Milestone	Indicative Timeframe	Commentary
Review of requirements and identification of suitable land	January 2012	Completed
Negotiation with Landholder	February 2012	Completed

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Report to Council seeking resolution to purchase	24 April 2012	A business paper detailing options was presented to Council at the 24 April 2012 meeting.
Purchase/Settlement	July – August 2012	Discussions have been held with an independent Purchaser with an approach to the land owner being made. Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. Completed.
Discussions with adjacent land owner in an endeavour to improve the site	September – October 2013	First meeting held and topographical plan prepared for discussion purposes. Ongoing discussion

Riverview Heights Land Disposal

1.0 DESCRIPTION

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

2.0 DISCUSSION / ISSUES

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

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

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

As part of the draft 2010/11 EAP development, Council considered a preliminary estimate to form the entrance road into the proposed subdivision including the financial aspects of the subdivision proposal and resolved not to proceed with the proposal at that time. Ongoing assessment of economic conditions will be taken into consideration before reconsidering this project further.

Cemetery Maps and Records

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

Te Kuiti Mainstreet Garden Re-design

Key Milestone	Indicative Timeframe	Commentary
Review of existing data relating to existing Main Street gardens	December 2011	

Key Milestone	Indicative Timeframe	Commentary
Establish design team of Councillor, Community Services, TK Business Association and Roading.	January – February 2012	A business paper was presented to Council at the 4 April 2012 Council meeting.
Develop design proposals in conjunction with Consultant	March – April 2012	A Design Team has been established and an initial draft sketch proposal for a typical area is to be available for discussion mid June.
Finalised sketch plans to be completed for Stage 1 – the ANZ intersection and roundabout	August - September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. Detail drawings and costings received by WDC. Needs to be discussed by the working group prior to presentation to Council.
Council Meeting: Presentation of Design	30 October 2012	As reported previously to Council, revised plans to be sought.
Revised plans for Stage 1 preparation	August 2013	Commenced Mansergh Graham Landscape Architects Completed Working group yet to meet to sign off plans
Implement Stage 1	September – October 2013	

Walking Track Strategy

Key Milestone	Indicative Timeframe	Commentary
Base information gathering	November 2013 – April 2014	
Council Meeting: Initial progress report on extent of asset and its condition to council including timeline for completion	27 May 2014	

Te Kuiti Aerodrome Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Business paper for the establishment of Working Group for the development of the Aerodrome Reserve Management Plan	10 October 2013	Completed
Advertise intention to prepare Plan and calling for initial submissions	November – December 2013	
Consultation Meeting 1 with aerodrome users	December 2013	
Consultation Meeting 2 with aerodrome users	February 2014	
Consultation Meeting 3 with aerodrome users	July 2014	
Preparation of Management Plan	January – June 2014	
Council Meeting Adoption of Draft Aerodrome Plan by Council	August 2014	
Public consultation	September – October 2014	
Hearing of submissions and consideration	November 2014	
Council Meeting Deliberation of Submissions	November 2014	
Council Meeting Adoption of Finalised Plan	December 2014	

Cultural and Arts Centre - Shared Parking Investigation

Key Milestone	Indicative Timeframe	Commentary
Site topographical survey undertaken	June – July 2013	Completed
Development of concept design	July – August 2013	On hold pending report to Council relating to making that section of road one way as this impacts on design . Report presented to Council 23 August 2013. Council resolved to make the road one way. Affected parties are currently being consulted as to this proposed change. Letter 4 November 2013 sent to major users of Civic centre and other property owners – no response has been received to date
Approval of design by "The Cottage"	September 2013	Instructions have been issued for the design layout to be developed Draft layout completed and forwarded to The Cottage. Site Geotech scheduled for completed by 28 November 2013
Council Meeting: Seeking Council's approval of the Concept Design	24 September 2013	
Detailed tender documentation prepared	October – November 2013	
Tender process	December 2013	
Construction	January – February 2014	

Investigation into Provision of Joint Services Facility

Key Milestone	Indicative Timeframe	Commentary
Scope of project to determine parameters and outcomes	January – March 2014 (to align with Customer Services Strategy 2014)	
Council Workshop Project scope and outcomes in conjunction with Customer Services Strategy	11 March 2014	
Future timelines dependant on outcomes of workshop		

Library Building Renewal and Entrance

1.0 DESCRIPTION

This project is dependent on the future tenanting and use of the building.

Parks and Reserves AMP – Plan Improvement and Monitoring

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

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
4. Define current Levels of Service/performance measures.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
5. Conduct external audit of AMP.	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-22 LTP planning cycle.
6. Identify and include any assets that are not included in this AMP.	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify, development, renewal and maintenance strategies where required.	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
Data Improvements		
10. Continue to collect asset attribute information.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
11. Collect maintenance data against significant assets or asset groups.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect lifecycle costs for significant assets or asset groups.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Future prediction data.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
14. Monitor actual versus predicted growth.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
15. Measure performance in Levels of Service against targets.	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
AM Process Improvements		
16. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
17. Optimise operations to minimise lifecycle costs	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.
19. Process in place for monitoring, analysing and reporting of performance against levels of service and 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.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
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 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		

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

Recreation and Culture AMP – Plan Improvement and Monitoring

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

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

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

Public Amenities AMP – Plan Improvement and Monitoring

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review LOS	December 2014	To be conducted during the review of AMP in anticipation of the 2015

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

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

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

Housing and Other Property AMP – Plan Improvement and Monitoring

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

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

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
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 Wastewater Treatment Plant Upgrade

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

Te Waitere Water and Wastewater Strategic Review

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

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

Benneydale Sewerage

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

Waitomo Water and Wastewater – Feasibility Studies

Key Milestone	Indicative Timeframe	Commentary
1. Development of detailed scoping and associated project plan for inclusion in Road Map.	Preliminary scope with indicative cost by end October 2013.	WDC condition assessment and valuation complete. Preliminary design and cost estimate complete Workshop on financial implications targeted 3 December 2013

Key Milestone	Indicative Timeframe	Commentary
2. Define proposed planning map and develop development scenarios which will indicate demand		Structure plan by Beca Consultants considered in identifying area to be serviced.
3. Investigate high technology solutions with cost and establish economic feasibility		Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement
4. Report to Council on conclusions	On completion of each section	Target report date February 2014 Council meeting

Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Funding Outcome	October 2011	On 19 September 2011 WDC received written confirmation from the Minister of Health that the application for Drinking-Water Subsidy for Te Kuiti has been approved to the value of \$780,820.56 excluding GST. Council will be kept updated on progress through the presentation of quarterly progress reports.
Broad Upgrade Plan	June 2014	Preliminary design revisited 2013. Documentation is in progress for completion of 1 st of 4 phases by end December 2014
Filter & UV	December 2014	Targeted completion date 30 June 2014
Identified Retic Renewals	July 2012 – June 2015	

Mokau Water Supply

Key Milestone	Indicative Timeframe	Commentary
Dam Tender	End December 2013	Delayed by land procurement and consents
Dam Construction	2013/14 Summer	Actual completion in that period very much weather dependent. Council will be kept updated on progress through the presentation of quarterly progress reports. Land purchase underway Tender documentation complete.
Treatment plant upgrade	2012/13 financial year	Commissioned during October 2013

Benneydale Water Supply

Key Milestone	Indicative Timeframe	Commentary
Treatment plant upgrade	2012/13 financial year	Commissioned during October 2013

Cross Boundary Collaboration (WDC/RDC)

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

Para Kore "Marae Working Toward Zero Waste"

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

Waitomo District Landfill

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study	December 2015	<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; and • 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

Water Supply AMP – Plan Improvement and Monitoring

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain needs and preferences of the communities with regard to water supply services and to ensure their views are considered when selecting the best level of service scenario.	Next review due December 2014	Driven by raw water source, the DWS and risks as identified in PHRMP's. Requires incremental improvement and updating of current knowledge.
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	On-going	Some work had been done and much catch-up work has been identified before further analysis will be of use. Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
4. Initiate a long term zonal metering and leak detection programme, initially for Te Kuiti.	On-going process	Monitor
5. Initiate a scheme proposal for Marokopa.	2015-25 LTP	Unless legislative requirements force such a step.
6. Construct a new, larger raw water storage dam for Mokau.	2012-13 financial year	Land purchase underway Tender documentation complete
7. Install automated monitoring equipment at the Piopio water treatment plant to provide evidence for compliance with MoH gradings.	2012 Calendar year	Completed.
8. Develop accurate and complete asset inventory registers for each scheme.	On-going process	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. To progress will require additional resource.
9. Develop a greater focus on risk identification and management for critical assets.	On-going process	To progress will require additional resource.

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
10. Prioritise the works developed from the risk assessment exercise.	Following 8 and 9 above	To meet this will require additional resource.
11. Construct additional treated storage at Te Kuiti to meet 24 hours demand.	2020-21	No subsidy - considering the affordability/sustainability the District finds itself in, Asset Service potential will continue to be monitored and just enough done to maintain the status quo. Structural assessment of existing reservoirs in conjunction with earthquake compliance / risk is needed and is now first priority
12. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply.	After 2022 if ever	Not regarded as a feasible option at this stage
13. Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management.	July 2014	CAPS subsidy funding from MoH approved work has been put on hold for affordability reasons until 2013-14. Asset Service potential is monitored and just enough done to maintain the status quo. 1 st phase tender documentation in process
14. Develop informal strategies for meeting more stringent water quality standards and consent requirements.	On-going	Benneydale and Mokau will comply from end October 2013 Piopio is fully compliant
15. Install coagulation to improve filtration, install UV and upgrade telemetry and SCADA at Mokau.	2013 Calendar year	Part of 14 above.
16. Arrange a routine forum of adjacent councils' water supply officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist 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.

Wastewater AMP – Plan Improvement and Monitoring

Wastewater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	December 2014	The LOS survey is completed at about 2 year intervals
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Review frequency consistent with annual and long term planning cycle.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Monitored	True modelling for waste water systems is not economically feasible. Sound engineering judgement is used to formulate solutions.

Wastewater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
4. Initiate a long term infiltration and inflow investigation and reduction programme, initially for Te Kuiti.	On-going	Start date August 2009. Eight catchments identified. Actual remedial work of one catchment is complete. Investigation to assess remedial work required in next two catchments has been done. Contracts for identified remedial work in the next catchments will commence in 2013-14. Work delayed due to workload around capital upgrades at water and wastewater treatment plants
5. Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino.	Beyond 2022	Not economically feasible.
6. Investigate extension of the Te Waitere scheme to service a two stage development of the area with the 2nd stage encompassing the area not currently reticulated.	Beyond 2022	Discussed in more detail on page 6. Two main streams of thought in community that will require considerable consultation and mediation to reconcile.
7. Develop accurate and complete asset inventory registers for each scheme.	On-going	Needs specific resource to improve asset data, that resource is now available and progress is being made. Expect will take at least two years to make significant advance
8. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Will follow as data improves.
9. Prioritise the works developed from risk assessment exercises.	On-going	Will follow as data improves.
10. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified.
11. Arrange a routine forum of adjacent councils wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking already occurs.

Stormwater AMP – Plan Improvement and Monitoring

Stormwater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	December 2014	The LOS survey is completed at about 2 year intervals.
2. Ensure the right level of funding is allocated to maintain the asset service potential.	Monitored	Monitor – To refine requires detailed Catchment Assessments to be completed, which requires specific additional resources
3. Develop accurate and complete asset inventory registers for each urban drainage area.	On-going	Needs specific resource that is not available at this stage to improve asset data

Stormwater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
4. Initiate a long term condition and performance assessment programme, initially for Te Kuiti.		Needs specific resource that is not available
5. Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere during the planning period	Beyond 2022	Need structure plan
6. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Resource is now available and progress is being made. Expect will take at least two years to make significant advance
7. Cost and prioritise the works developed from the risk assessment exercise.	On-going	Needs specific resource that is not available at this stage to utilise the improved asset data that support such an exercise
8. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified
9. Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency		Basic design has been completed to assist decisions on renewal. Greater detail needs specific resource that is not available at this stage.
10. Review design capacity of existing SW pipes and prepare plan for extension of network to areas currently not serviced using augmentation strategy		Follows item # 9 Completed
11. Arrange regular forum of adjacent councils stormwater officers to discuss trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others).	On-going	Monitor
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
16. Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identify gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.		Follows item # 14 This is a much more detailed version of the proposed Catchment Assessments

Land Transport AMP – Plan Improvement and Monitoring

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Complete rating survey of footpaths and input to RAMM	July 2015	Should be done but period had to be extended due to cuts in Network and Asset Management budget. NZTA has not approved funds for this type of work in GPS 2 so it is likely that this work will be extended out further.
2. Populate RAMM with retaining wall data.	December 2013	NZTA have changed the inspection policy. It is expected that inspections will take three years for completion. This process is underway, however a number of "unknown" retaining structures are being identified.
3. Future use data and information obtained regarding future road requirements, especially for forestry/quarries.	December 2013	Additional resources required not available at this time. Included in 2012-2022 LTP.
4. Estimate impact of expected tourism numbers on existing road capacity	To be confirmed	
5. Complete traffic management plans for Waitomo Village and Te Kuiti	To be confirmed	This follows item 4 – Fullerton Road carpark was sealed as part of the 2010/11 pavement rehabilitation package.
6. Review of Roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans	December 2014	This will be completed once the structure plans are in place. 2012-22 LTP item
7. Development of detailed plans and schedules for maintenance activities such as road marking and car parking within the network	December 2014	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 Bizze@sset at WDC	December 2014	Extended due to appointment of new staff to critical asset roles.
9. Upgrade of all cross road culverts to a minimum size of 375mm dia in high rainfall areas, taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
10. Review progress with implementation of improvement plan.	Review whole of AMP on 3 yearly cycle	Next review December 2014.
11. 2012/13 Financial Year budget is targeted at maintenance work with minimal capital work.	June 2013	Reported monthly to Council. Refer to the LT monitoring paper.
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	December 2013	Important for affective asset management but require resources

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
CBR's		not available . Period extended due to cuts in the Network and asset Management budget. NZTA has not approved any money for this type of work in GPS 1 so it is likely that this work will be extended out further. Money has been found to assess an initial 74 kms of unsealed collector roads. The assessment planned if successful will be rolled out for the 13/14 Fin year to complete RAMM records
3. Install correct RP pegs on all roads.	July 2014	As above.
4. Install correct CMP's on all roads.	June 2014	Has now been included as part of the inspection regime of the Maintenance Contract
5. Install correct RAPID numbers on all roads.		As above.

SWaMMP – Plan Improvement and Monitoring

SWaMMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Undertake a two – yearly topographical survey of the landfill to determine compaction and filling rate	2012 then every two years thereafter	A full topographical survey of the Landfill will be done in 2014.
2. Improve monitoring of contractor performance	On-going	Monitor
3. Investigate all waste management facilities to identify hazards and safety improvements	Quarterly	On going.
4. Explore interest in development of landfill as a sub-regional or regional waste disposal asset	On-going	Monitor
5. Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	On-going	Complete – This has been monitored and the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.
6. Review solid waste management activities required to support development in growth areas (Waitomo village, Mokau etc) following completion of structure plans	On-going	
7. Review progress with implementation of improvement plan		To be reviewed as part of the 2012-15 AMP period.
8. Undertake waste audit on two yearly cycle	June 2012 two yearly from there on	An audit will be done in 2014.
9. Investigate ETS Liability (Start June 2013)	On-going	In progress.

Completed Items

Leadership

Community Satisfaction Survey (for 2012/2013 Annual Report)

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Customer Satisfaction (Levels of Service) Survey	May 2013	Completed
Survey to test: 1. Importance of Service 2. Satisfaction with Service 3. Provide for commentary/ suggestions	May 2013	Completed
Undertake Survey	June - July 2013	Completed
Analyse / Report Survey Results	August 2013	Completed
Council Meeting - Customer Satisfaction Survey Results to Council	27 August 2013	Completed
Customer Satisfaction Results ready for inclusion in Annual Report	August 2013	Completed

2013 Triennial Elections

Key Milestone	Indicative Timeframe	Commentary
Nominations and Electoral Roll close	16 August 2013	Completed
Mail out of Voting Papers	20-25 September 2013	Completed.
Voting	20 Sept – 12 October 2013	Completed.
Provisional Result available	12 October 2013	Completed.
Official Declaration	12-23 October 2013	Completed.
Inaugural Council Meeting	24 October 2013	Completed.

2013 Elected Member Induction Process

Key Milestone	Indicative Timeframe	Commentary
Provisional Result available	12 October 2013	Completed.
Official Declaration	12-23 October 2013	Completed.
Distribution of Induction Package	17 October 2013	Completed.
Inaugural Council Meeting	22 October 2013	Completed.
Elected Member Training (LGNZ)	TBA by LGNZ	Completed.
Council Workshop: Induction Issues	12 November 2013	This date is tentative only. The number of new Elected Council Members will determine whether or not this Workshop will be required.

Community Development

Otorohanga District Development Board – Service Level Agreement

Key Milestone	Indicative Timeframe	Commentary
Finalisation of ODDB Service Level Agreement detailing service deliverables and performance measures for the 2013/2014 year.	August 2013	Completed
Council Meeting – ODDB Service Level Agreement presented to Council.	24 September 2013	Completed,

DRAFT FOR DISCUSSION

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**WAIKATO MEANS BUSINESS:
AN ECONOMIC DEVELOPMENT STRATEGY FOR THE WAIKATO REGION**

A discussion paper to help shape the next phase of the region's economic development and prosperity

Foreword

It is a pleasure to present this discussion paper on behalf of the Waikato Economic Strategy Governance Group.

While the Waikato region has a range of strengths, it needs a collaborative and integrated approach to further stimulate regional economic growth. This will be vitally important if the region is to meet the challenges posed in coming decades. Developing an economic strategy will help move the Waikato economy forward and facilitate more effective partnerships between business and industry, iwi, local government and central government.

The Governance Group recognises that a number of groups, including business and sector groups, Māori business and others have already contributed to some of the ideas, opportunities and challenges outlined in this document. But we also recognise that there is significantly more work to do.

This discussion paper is deliberately high level because we do not want to predetermine what should be in the economic development strategy. The purpose of this paper is to elicit detailed feedback and suggestions from you.

We look forward to your input and thank you for taking the time to help us shape the next phase of the region's economic development and prosperity.



Hon John Luxton

Chair

The Waikato regional economic development strategy is overseen by the Waikato economic strategy governance group:

- Hon John Luxton (Chair)
- Peter Buckley
- John Cook
- Julie Hardaker
- Traci Houopapa
- Alan Livingston
- Parekawhia McLean
- Graeme Milne
- Professor Frank Scrimgeour
- John Tregidga

Introduction

The Waikato region's economic performance has been solid in recent years and on most measures we perform close to the New Zealand average.

However, when we consider our advantageous location, the quality of our businesses, people and our natural assets, we should not be content with this performance. Our residents and our businesses deserve better. We should not be following other regions, but leading the way.

Looking 20 years out, it is also apparent that we are facing natural resource and labour supply constraints. These will challenge our ability to maintain current levels of performance, and to grow. We need to add more value to our primary resources and improve labour productivity.

In order for the region to realise its potential, concerted effort is required from businesses, education and research organisations, iwi, local and government agencies and the community. We are seeking your views as to what is required to embark on this change.

This document sets out the issues, challenges and opportunities that face the Waikato region. We identify potential strategic priorities and areas of focus to transform the region. These are proposals at this stage. This is an

opportunity for you to shape regional economic development policy, investment and activities.

This document has 6 sections

Section 1: The economic context

Section 2: Proposed goals and objectives

Section 3: Opportunities and challenges

Section 4: Potential strategic priorities and areas of focus

Section 5: Potential flagship initiatives

Section 6: Have your say

A supporting background report is available on www.mpdc.govt.nz/waikatomayoralforum which provides in more detail the economic and regional analysis on which this document is based. The background report brings together economic data, and outlines how the region fares on determinants of regional economic growth and prosperity, forming the evidence base for this discussion paper. The report includes sections on the region's industrial economy, innovation, the region's pull-factors, infrastructure, skills, and the business and built environment.

Economic growth and development

Higher standards of living and incomes result from improvements in labour productivity and the use of resources. Businesses (entrepreneurs, employers, workers) are the engines of this growth as they make productive investments, create jobs and new and better ways of doing things.

Businesses need adequate and quality supplies of natural resources, labour, capital, infrastructure, and the know-how about how to combine these together in pursuit of economic opportunities. They are also influenced by the business environment, which includes the quality of institutions, policy settings and regulation.

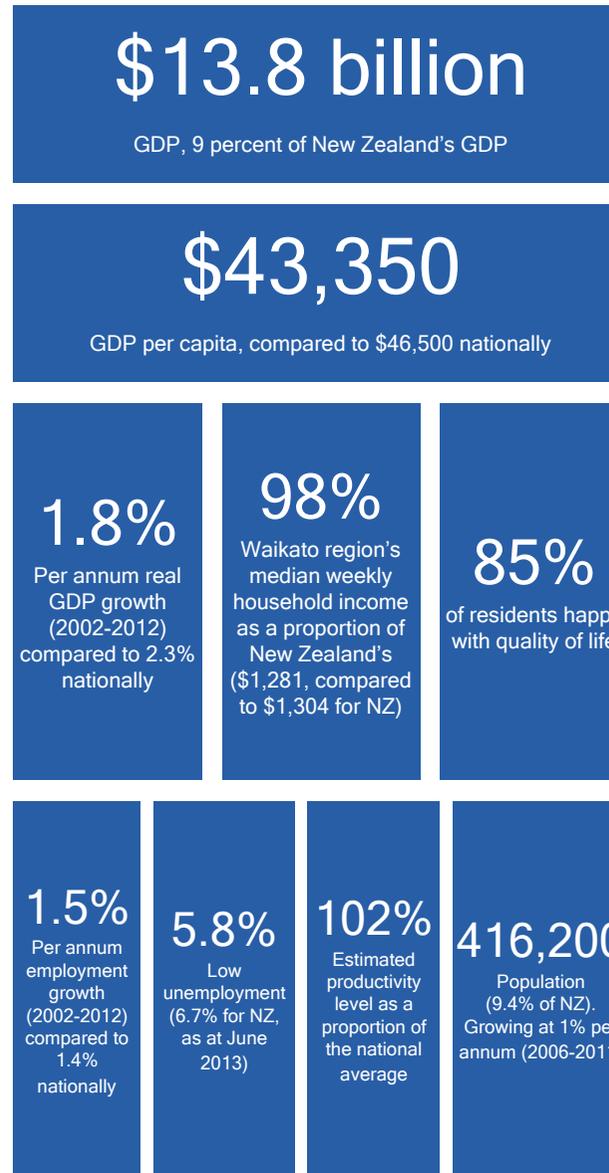
Regional economic development is the combination of policies, investments and actions that are designed to improve the ability of people and businesses to more productively and effectively use the resources available in our region and to respond to opportunities.

Section 1: The economic context

The region's economic story is one of unrealised potential.

Of New Zealand's regions, Waikato makes the fourth largest contribution to the New Zealand economy, behind Auckland, Canterbury and Wellington and represents around 9 percent of the population. However, our economic performance has been mixed over the last 5-10 years:

- GDP growth has been lower than national levels over the last ten years, but slightly faster over the last five. Likely due to being not as hard hit by the global financial crisis than other regions, with its strengths in primary and food production.
- Our GDP per capita is slightly lower than the national average and has been growing slowly over the last decade.
- Employment has grown slightly faster than the national average over the last ten years. Our labour force participation and employment rates are around the national average, although our unemployment rate is better than the national average.
- The region's median weekly household income is close to the national level.
- Our estimated productivity is slightly higher than the New Zealand average but has also only grown slowly over the last decade.



Economic growth has been uneven across territorial authorities in the region. There are areas of high performance, but also areas of underperformance. The region's major urban areas, in particular, are driving growth but several rural areas are not performing as well.

On key economic indicators and measures of prosperity, Hamilton, Waipa and Waikato often perform better than other areas, due in part to industrial structure and population growth. In contrast, Hauraki, Thames-Coromandel and South Waikato have not performed well on several measures and the latter two areas have experienced a decline in real GDP per capita over the last decade.

We want economic growth in the region to raise the living standards and well-being of all residents and economies, not just a select few.

Having higher standards of living in our region is not just about economic growth. We want our residents to be happy with the quality of life and the environment in the region. Our region derives a lot of economic advantage from our land and water assets. The ability of our region to manage these resource demands, understanding how environmental constraints may limit growth, and the environmental impacts from growth in our land-based industries will be critical to our overall success.

Section 2: Proposed goals and objectives¹

We want to improve standards of living in the Waikato region through quality employment, where all communities and businesses reach their potential.

In 20 years:

Focus goal

Value added per capita will grow by 2.8% per annum so that the Waikato region will be in the upper third of regions in New Zealand for economic performance

Potential subsidiary goals

Productivity growth is 1% pa

Proportion of residents with tertiary education increases from 12% to 20%

Lift value added in key sectors by 80%

Lift the value of international exports by 1.5% pa

Major objectives

Leverage value from our location and connections to the upper north

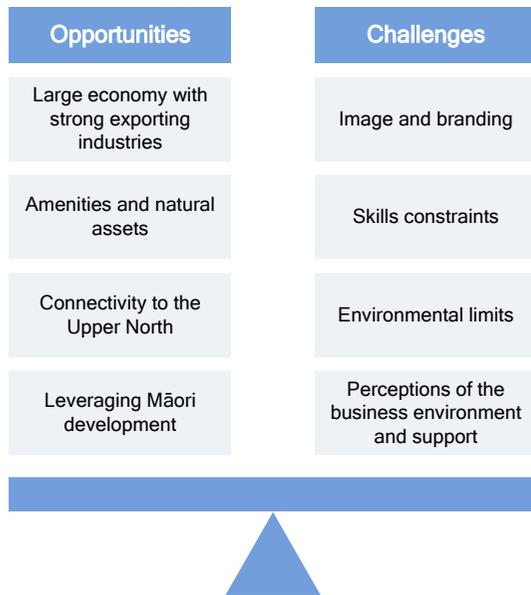
Be New Zealand's premier engineering and manufacturing hub

Be known for excellence in sustainable food production and agri-business



¹ These goals do not capture the potential growth limits that environmental and ecological resources may impose. These goals should be read in conjunction with the *Growth Goals Assessment* report (www.mpdc.govt.nz/waikatomayoralforum).

Section 3: Opportunities and challenges



Opportunity: Large economy with strengths in nationally significant and exporting industries

The region has a significant proportion of New Zealand’s export-facing industries. Dairy, meat, forestry, aquaculture, agri-business, tourism, education, energy and mining/quarrying are already the largest contributors to economic growth, but further value could be extracted by adding value through manufacturing and provision of services.

Although key sectors are concentrated in certain areas, broader value chains operate across the region. For example, while major logging and sawmilling operations are in Rotorua, Taupo and South Waikato, further processing occurs mainly in the South Waikato

and related service businesses tend to be based in Hamilton.

Primary and related processing	Infrastructure-related
<p>Highest milk production and largest dairy processor in New Zealand. Significant Fonterra presence</p> <p>Largest processing region for cattle meat exports</p> <p>Largest proportion of plantation forests and significant proportion of major wood processors</p> <p>Second only to Marlborough Sounds for number of aquaculture farms and farmed area</p>	<p>Largest generator of electricity</p> <p>Largest producer of bituminous coal</p> <p>Multiple energy sources- Waikato River (hydro), geothermal, biofuels, coal</p> <p>Long history of gold and silver mining, and aggregate quarries and sand mines</p>
Advanced manufacturing	Internationally-oriented services
<p>Wide range of materials, machinery and equipment manufacturing businesses built off the back of strengths in dairy, forestry and food production</p>	<p>University of Waikato and Wintec offer degree-conferring joint programmes with partner institutions in China</p> <p>Nationally significant attractions including Waitomo Caves, Cathedral Cove and Lake Taupo</p>

Opportunity: High quality amenities and natural assets

The region has a range of amenities which make it attractive for visitors (the region is a strong domestic visitor location), businesses, and current and potential residents. These include the longest river in New Zealand (Waikato River) which is a major source of energy generation, water supply and tourism activity; the largest lake (Lake Taupo); internationally significant wetlands; most of the

country’s geothermal resource, including spectacular surface features and rare habitats; extensive native and exotic forests and part of the Tongariro National Park, which is a World Heritage site; and 1,150 kilometres of open coast and estuarine shoreline.

We also have a range of parks and recreational facilities, excellent health services and schools, and a variety of affordable residential options from high density apartments and townhouses to lifestyle farm blocks.

Opportunity: Connectivity to the upper North and gateway to the South

Location is at the heart of the Waikato’s advantage. The region is a nationally significant juncture for freight and transport, and has good connections to large and growing populations in Auckland and Tauranga.

The region works with and complements activity in the Upper North. Freight between Waikato, Auckland and the Bay of Plenty represents over half of New Zealand’s freight movements. Our region has excellent transport links to Auckland International Airport and the Ports of Auckland and Tauranga for imports and exports.

Waikato has the highest per capita central government capital investment in transport and communications, a good quality road transport network, two of the busiest rail lines in New Zealand, Hamilton airport and many smaller airports in the region.

Opportunity: Leveraging Māori development

The region has a higher proportion of residents who identify themselves as Māori (20%, NZ 14%). The principle iwi groups in the region are Waikato/Tainui, Maniapoto, Raukawa, Hauraki, Tūwharetoa and Te Arawa.

Waikato iwi are active investors in the region, including in property and finance, geothermal energy, aquaculture, dairy and tourism, which offers significant potential for our region. Tūwharetoa have investments in horticulture, geothermal power generation, sustainable farming and broadband internet (Tuaropaki), forestry (Lake Taupo Forest Trust) and fisheries. Waikato-Tainui has a major share of investment in Hamilton's commercial and retail space, including the Airport Hotel, Ruakura estate, Novotel and the Base in Te Rapa.

Challenge: Image and branding

While local businesses and residents on the whole have a positive image of our region, we have not yet been able to project this nationally and internationally.

Our region is well known as a centre for dairy and beef, but less well for other key sectors such as advanced manufacturing and services. Our competitive advantage is not well known, agreed or consistently articulated.

Although our region is estimated to secure 10 percent of national visitor expenditure (a similar proportion to comparable regions), we have low average visitor nights across all regional tourism organisation areas. We have also only

been slowly growing the number of international students.

Challenge: Skills constraints

We need to improve the levels of education achievement and skills in our region if we are to improve standards of living:

- Waikato region has a relatively low proportion of the population with tertiary qualifications (12%, NZ 16%), and a high proportion of school leavers without a formal qualification (almost 29%, NZ 25%)
- We have lower proportions of the adult population with higher literacy or numeracy (around 6% lower than the national level and lower than most New Zealand regions)
- We have a high proportion of youth not in employment, education or training (around 18%, NZ 12%)
- Higher proportions of Māori than non-Māori leave school with lower levels of qualifications. This is of particular concern given our relatively large Māori population, which is projected to continue to grow at a faster rate than other ethnic groups.

Several Waikato employers have told us that they have difficulty attracting, developing and retaining people across the skill/occupation spectrum.

Challenge: Environmental limits

Water, and the marine environment and coastline, are critical to our economic base.

Nitrogen in waterways, increased demand for freshwater for irrigation and to meet population growth, and the potential for increased droughts, means that water quality and quantity are significant issues for the region. Soil quality is also under threat due to sub-division and intensification of land use, which could impact on the potential of our agricultural industries.

Any industry growth must consider environmental impacts and constraints. Growth in existing primary industries needs to come from increasing the value of processed products (manufacturing) and services.

Challenge: Perceptions of the business environment and support for innovation

Businesses in the Waikato have identified areas where the regulatory environment could be improved, including improving council engagement with industry when developing or applying regulation (for example, through 'key account' services), improving consistency in consent processing across councils, and pooling of capability when significant developments are being assessed. Several councils have already identified and are working on such improvements.

Our region has a wide range of organisations that aim to support business development and innovation. But in some industries, such as agri-technology and manufacturing, it is perceived that research, education and support organisations could do more to work with business to help solve their technical and innovation problems.

Section 4: Potential strategic priorities and areas of focus

Strategic priorities are the key areas our region needs to address or leverage to achieve our goals

Maintaining and building our location advantage

This priority is about:

- continuing to maintain good international connections through Auckland and Tauranga
- continuing to improve the quality of our local transport network
- building links between industries across the region, traversing territorial boundaries

Potential areas of focus:

- Ruakura Hub (see Potential flagship initiatives)
- Continued investment in infrastructure
- Upper North Island Strategic Alliance
- Waikato region spatial plan

Building, attracting and retaining skills and talent

This priority is about:

- increasing levels of literacy and numeracy and educational attainment in our youth and workforce
- ensuring businesses can attract, develop and retain the skills they need to grow

Potential areas of focus:

- Better coordination of skills initiatives through a regional labour market strategy (see Potential flagship initiatives)
- Scaling up local skills initiatives

Growing global industries

This priority about:

- encouraging greater value added from our natural resource-based and related industries
- encouraging improved linkages between business and innovation support

Potential areas of focus:

- Maximising value from primary production (see Potential flagship initiatives)
- Building linkages between and within research and industry, including through the proposed Waikato Agricultural Research Hub and Callaghan Innovation
- Joint Waikato-Bay of Connections aquaculture strategy
- Māori co-investment and economic development
- Leveraging our energy resources

Making business easier

This priority is about:

- ensuring business support is well targeted and value for money
- providing a consistent approach to local government regulation and relationship management with businesses across the region

Potential areas of focus:

- Regional coordination of business support
- Key account management within each council, consistency in planning and regulatory processes across the region, and better council and industry engagement.

Telling the Waikato story

This priority is about:

- articulating the Waikato region's value proposition as a place to live, work, study in, visit and invest
- promoting our region's spectacular natural assets, business successes, strong events calendar and good infrastructure

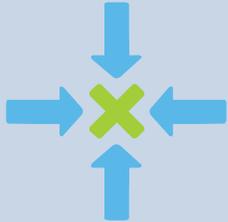
Potential areas of focus:

- Developing a credible visitor and investment offer (see Potential flagship initiatives)
- Regional tourism strategy
- A regional approach to business and investment attraction and retention



Section 5: Potential flagship initiatives

Support the development of the Ruakura hub



The proposed inland port at Ruakura, which utilises the East Coast Main Trunk line and the proposed Waikato Expressway, will complement the Fonterra hub, and generate further business investment activity by leveraging Waikato's central location. The Ruakura area covers over 800 hectares. Tainui Group Holdings (TGH) owns almost 500 hectares of the land to be developed and Chedworth-Park Limited (CPL) owns 116 hectares, which will be developed specifically for residential use. Some of the land included in the project is already in use by AgResearch and Waikato Innovation Park. The initial stages - the inland port and freight logistics hub will cover 80 hectares. It has been estimated that the proposed hub could create an additional 11,000 jobs for the region, contribute an additional \$1 billion in GDP by 2061, and increase exports by 2 percent, with other assessments suggesting the benefits could be even higher. TGH and CPL have sought a private plan change to the Hamilton District Plan. The Environmental Protection Authority has determined the development and plan change is part of a proposal of national significance. The plan change has been referred to an independent Board of Inquiry for a decision.

Tests for flagship initiatives

- Potential impact**
is likely to have sizable impact on the economy and achieving the economic goals
- Practical and manageable**
is realistically able to be implemented
- International orientation**
has the potential to increase export earnings, overseas investment and/or attract skills
- Collaborative**
involves a number of partners
- Leverages existing investment**
builds on current work and investments
- Consistency with national priorities**

Establishing and implementing a regional labour market strategy



The region has workforce gaps, and skills issues. Despite a strong research and education sector (primary through to tertiary, including University of Waikato and Wintec) our businesses struggle to attract, develop and retain the right people. The main challenges identified include: weak linkages between industry and secondary education (so that good and relevant careers information is provided and that literacy, language and numeracy issues are addressed), the lack of regionally consistent labour and skills data and knowledge, monitoring and evaluation of the success of career pathway initiatives and coordination of current initiatives to ensure limited resources are targeted at priority areas. Support is required to develop a regional skills/labour market strategy and forum to address these issues.

Develop a clear visitor and investment offer to accelerate export earnings



The Waikato is in a prime position to attract visitors, international students, workers, businesses and investment. The region forms two points of the international tourism triangle of Auckland, Waitomo and Rotorua; we have good infrastructure, relatively affordable housing and plentiful land supply. Thames-Coromandel and Taupo are strong domestic visitor locations; we have nationally significant attractions such as the Waitomo Caves, Cathedral Cove and Lake Taupo. The region has significant events (including sporting and equine-related events) and good quality event infrastructure. The region would benefit from a clear, co-ordinated business and talent attraction strategy and offer that clearly articulates these points of difference and which is tailored to key target markets.

Maximise value from primary production



The Waikato advantage includes natural resources, major businesses involved in primary production and related processing and a strong base of science and research in the primary sectors. However, more value could be extracted from our forestry, meat, dairy, aquaculture and materials sectors through further processing and innovation. Waikato Innovation Park, Crown research institutes, private researchers, tertiary education and a vibrant manufacturing sector all reside in the region, but the connections are not as strong as they could be. Bringing these strengths together could secure the region's reputation as New Zealand's centre of production, engineering and manufacturing.

Section 6: Have your say

Proposed goals and objectives

Are the draft goals the right ones? What goals should be added or deleted?
Do the broad objectives appropriately describe what the Waikato region should be known for in 20 years?
What does the region mean to you and what would you like the region to be known for?

Opportunities and challenges

Are the opportunities listed the most significant the Waikato region faces? What other opportunities are there?
Are the challenges identified the significant ones the Waikato region faces? What other challenges are there?

Potential strategic priorities

Are "maintaining and building our location advantage", "telling the Waikato story", "building, attracting and retaining skills and talent", "making business easier" and "growing global industries" the right strategic priorities for the region?
What are your suggested changes to the strategic priorities and why?

Potential areas of focus

Are the current and potential areas of focus the key areas we need to work on as a region to improve economic growth and standards of living?
What current and potential areas of focus are you aware of that should be added to the strategy, and why?
What (new) project or activity would make the biggest difference to innovation, productivity, exporting and incomes in the region?

Flagship initiatives

Are these initiatives the most likely to generate significant economic growth in the region? Why? If not, why not?
What other suggestions do you have for flagship initiatives?

Overall

What are your views on the proposed strategy as a whole?
Do you think it is important that we have a strategy and some common priorities for economic development across the region as a whole? Why or why not?

Document No: 320393**File No:** 037/020/12A**Report To: Council****Meeting Date:** 26 November 2013**Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport****Purpose of Report**

- 1.1 The purpose of this business paper is firstly, to brief Council on implementation of the Work Plan for the Land Transport activity as contained in year two (2013/2014) 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.

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).

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.

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

4.2 The nature of Council's roading activity is:

- Managing and maintaining the District's road network.
- Undertaking road rehabilitation and upgrading of the roading structure and ancillary systems such as signs and road markings.

Subsidised 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 2013/2014 year of the LTP are provided below.

5.3 2013/2014 CAPITAL EXPENDITURE BUDGET

The total budget for subsidised capital works for the 2013/2014 year as contained in the 2012/22 LTP is \$4,572,000.

5.4 STOCK EFFLUENT DISPOSAL FACILITY

5.4.1 Introduction

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

5.4.2 Design/Scope

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

Final Design has been received.

5.4.3 Consent Issues/Progress

Water and Waste Water Connections have been applied for and granted.

5.4.4 Budget, Funding Sources and Expenditure to Date

NZTA has approved CAT 1 funding for this site. The approved FAR is 100% for the roading works and 50% for the construction of the facility. **WRC will fund the 'local share' portion of the construction costs at 50% FAR. \$160,000 has been set aside for this work in the 2012/2013 financial year, with a carryover of funding of \$130,000 into the 2013/14 financial year to complete construction.** Expenditure for the 2012/13 financial year is \$22,400. This relates to the design and contract works to date. **Expenditure to date in the 2013/14 financial year is \$31,530. This relates to the physical construction and enabling works.**

The Waikato Regional Council provides a rate funding component, collected on behalf of the local authorities, in its LTP for the funding of Stock Truck Effluent (STE) facilities within the Waikato Region. This rate is collected to cover the development of STE facilities for both construction and the ongoing maintenance of the facilities. Each Local Authority will manage the construction of the disposal facility within their network and take ownership of the asset. The Local

Authority will then invoice WRC to recover the local share. Note that this is contingent on the matched share being provided by NZTA.

The funding agreement has been signed and returned.

5.4.5 Procurement

This contract was tendered on the open market, four bidders were received. Whitaker Civil Construction was the successful tenderer.

5.4.6 Construction Issues/Progress

Construction of the water/ and sewerage components has been completed.

Construction has commenced with 90% of the facility completed.

5.1 WALKING AND CYCLING STRATEGY IMPLEMENTATION

5.1.1 Introduction

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

5.2 WALKING AND CYCLING REVIEW

5.2.1 Introduction

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

5.3 DRAINAGE RENEWALS

5.3.1 Introduction

Drainage Renewals work covers the replacement of all culverts of up to 1800mm in diameter. Currently WDC is focusing on assessing our high risk roads, in addition to the assessment of existing 225mm dia culverts.

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

5.3.2 Design/Scope

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

5.3.3 Consent Issues/Progress

Nil to report

5.3.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$400,000 at a 59% FAR. To date WDC has spent \$161,460

5.3.5 Procurement

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

5.3.6 Construction Issues/Progress

We are currently underway with our busy programme of drainage renewals and upgrades across the network.

5.4 PAVEMENT REHABILITATION

5.4.1 Introduction

Three Pavement Rehabilitation Packages are to be let, these are Rora Street (let 2012), Aria Road (3 sites) and Rangitoto Road.

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

5.4.2 Design/Scope

Spiire Consultants from New Plymouth were successful with their price for the design and procurement of the Rora Street package. The balance of Packages once approved will be priced by invited tender. WDC will act as the Engineers Representative on these sites and manage the day to day operations.

5.4.3 Consent Issues/Progress

Nil consent required.

5.4.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$930,000 with a FAR of 59%. The expenditure to date is \$15,849

5.4.5 Procurement

All work under this category is purchased by way of open tender. This process ensures WDC compliance with the requirements of the NZTA procurement rules. It is intended to procure the work by way of four separate packages through this process by the end of the 2012 year.

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

5.4.6 Construction Issues/Progress

Nil to report.

5.5 SEALED ROAD SURFACING

5.5.1 Introduction

The 2013/2014 Reseal Programme comprises approximately 43km of reseal including rural and urban sites.

5.5.2 Design/Scope

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

5.5.3 Consent Issues/Progress

Nil.

5.5.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$1.280M with a FAR of 59%. The expenditure to date is **\$192,390 (through the Maintenance Contract)**

5.5.5 Procurement

This category has been procured through open tender. The tender was advertised on Tenderlink, 5 tenders were received for the contract. Higgins Construction Waikato were the successful tenderer.

5.5.6 Construction Issues/Progress

No issues to report.

5.6 STRUCTURES COMPONENTS REPLACEMENTS**5.6.1 Introduction**

The 2013/2014 work plan provides for structural maintenance bridges in the Waitomo District.

5.6.2 Design/Scope

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

5.6.3 Consent Issues/Progress

Nil to report

5.6.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$350,000 with a FAR of 59%. The expenditure to date is **\$14,403**

5.6.5 Procurement

This contract will be procured through open tender.

5.6.6 Construction Issues/Progress

No issues to report.

5.7 TRAFFIC SERVICES RENEWALS

5.7.1 Introduction

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

5.7.2 Design/Scope

Compliance with NZTA and Austroads standards is required. Waitomo District is working towards full compliance. Progress against this target is continually disrupted by vandalism, motor accidents and theft.

5.7.3 Consent Issues/Progress

Nil consents required.

5.7.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$115,600 at a 59% FAR. To date we have spent \$ 24,922 through the Roding Maintenance and/or Street Light Maintenance Contract.

5.7.5 Procurement

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

5.7.6 Construction Issues/Progress

No issues to report

5.8 UNSEALED ROAD METALLING

5.8.1 Introduction

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

5.8.2 Design/Scope

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

5.8.3 Consent Issues/Progress

Nil required.

5.8.4 Budget, Funding Sources and Expenditure to Date

The LTP budget is \$502,900 at a 59% FAR. Expenditure to date is \$373,824

5.8.5 Procurement

This category is procured through the Roding Maintenance Contract.

5.8.6 Construction Issues/Progress

The drought delayed the start of our grading and metalling programme. This is now 90% complete, with the balance of roads targeted for completion during October 2013.

5.9 EMERGENCY RE-INSTATEMENT, MINOR IMPROVEMENTS AND ASSOCIATED IMPROVEMENTS

5.9.1 Introduction

These are categories that have been approved by NZTA and the NLTP but are on a capped charge up basis i.e. as work is identified or carried out it can be approved and claimed. NZTA have advised that they have blown their budget for the 13/14 financial year, and are seeking additional funding.

5.9.2 Budget, Funding Sources and Expenditure to Date

The LTP budgets for these categories total \$909,900 at varied FAR rates. To date we have spent \$461,431 through the Road Maintenance Contract, Pavement Rehabilitation and Emergency Works contracts.

5.9.3 Procurement

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

Construction Issues/Progress

The major works completed to date this financial year are:

- RP 8410 Gribbon Road Slip.
- RP 1152 Taharoa Road Emergency Reinstatement.
- Te Anga Road – RP 25 kms
- Kumara Road – RP 3050-3800
- Beach Road Mokau, Road Termination Protection Works

Unsubsidised Roading

6.1 Work is carried out to ensure safe and efficient travel within and through the District as necessary for road or pedestrian safety and convenience, but are not subsidised by NZTA. The Council has sole financial responsibility for this activity.

6.2 Commentaries detailing progress on unsubsidised roading activities contained in the 2013/14 year of the LTP are provided below.

6.3 2013/14 CAPITAL EXPENDITURE BUDGET

6.4 The total budget for unsubsidised capital works for the 2013/2014 year as contained in the 2012-2022 LTP is \$265,476. This figure includes an allowance of \$25,000 for property purchase if required.

6.5 ROAD IMPROVEMENTS

6.5.1 Introduction

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

6.5.2 Design/Scope

Nil to date.

6.5.3 Consent Issues/Progress

Nil to date

6.5.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$50,000. To date we have spent \$2,591

6.5.5 Procurement

Nil to report

6.5.6 Construction Issues/Progress

Nil to report

6.6 FOOTPATH RENEWALS

6.6.1 Introduction

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

6.6.2 Design/Scope

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

6.6.3 Consent Issues/Progress

Nil required.

6.6.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$110,317. To date we have spent \$82,805 This budget is being subsidised by the Unsubsidised Roothing Improvement budget. **Expenditure to date is \$ 83,661**

6.6.5 Procurement

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

6.6.6 Construction Issues/Progress

No issues to report

6.7 RETAINING WALL REPLACEMENT

6.7.1 Introduction

WDC has identified several retaining walls that need replacing.

6.7.2 Design/Scope

Designs for 2 retaining walls have been completed. .

6.7.3 Consent Issues/Progress

Building consents for both sites have been obtained.

6.7.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$55,159, with a carryover from 2012/2013 of \$40,000. To date we have spent \$684.00

6.7.5 Procurement

The current project was tendered by invited tender. Two tenders were received. The successful bidder was Inframax Construction Limited.

6.7.6 Construction Issues/Progress

Construction is now complete.

Suggested Resolution

The November 2013 Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport be received.



CHRISTIAAN VAN ROOYEN
GROUP MANAGER – ASSETS

November 2013

Document No: 320401**File No:** 037/005A**Report To: Council****Meeting Date:** 26 November 2013**Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – November 2013**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Introduction

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

Background

- 4.1 The Water Supply activity provides for the environmentally safe collection, treatment and reticulation of WDC's public water supplies. Water supply schemes are provided by Council at:
- Te Kuiti
 - Benneydale
 - Piopio
 - Mokau
- 4.2 There are three activities under the Water Supply activity:
- Planned Maintenance
 - Service Requests / Complaints
 - Emergency Repairs

4.3 Planned Maintenance

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

4.5 Service Requests / Complaints

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

4.7 Emergency Repairs

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

Te Kuiti

5.1 Water Supply

- 5.2 There have been no problems with the Water Treatment Plant (WTP) and the plant consistently produced water to the New Zealand Drinking Water Standards 2005. We have seen an increase in water consumption since the last report to Council and this can be attributed to the warmer weather and lower precipitation.
- 5.3 Only minor leaks and bursts have been reported and attended to since the previous report. No major pipe replacements have been planned. Routine flushing of the pipes through hydrants is done to minimize odour and taste complaints.
- 5.4 The Rora Street water augmentation to the Railway Building progressed smoothly. Once the existing pipe work had been exposed, a large leak was found due to a failed gland packing on one of the valves. The valve was replaced as part of the contract. Additional pipe work was done to serve all three Railway Buildings.
- 5.5 The design, planning and programming of the WTP upgrade is progressing.

5.6 Wastewater

- 5.7 All the individual components have now been commissioned are operational. The sludge dewatering facility was the last to be completed. The quality of the dewatered sludge is of good quality. It is proposed that expressions of interest be called for to interested parties to take the sludge away. Once this process is completed the dewatering can begin.
- 5.8 All the landscaping has now been completed and the embankments have been hydro-seeded or grass seeded as required.
- 5.9 A section of between 12 and 15 meters of sewer pipe in South Street has been identified as having reoccurring blockages due to damage by the roots from a tree that was cut down some time ago. Prices are being obtained to replace this section of pipe. This section of sewer has been placed on higher alert and inspections are being done regularly.

- 5.10 A visual inspection for storm water ingress was completed in the Anzac Street area and several houses had roof downpipes directed into the gulleys. Also noticeable were several gulleys that are too low and overland storm water flow can easily flow into them, adding to the waste water volume during heavy down pours.

5.11 Storm Water

- 5.12 The contractor had to move off the Cotter Street site for a while to attend to other work. The work to extend the storm water pipe will resume once his other commitments are completed.
- 5.13 A Service Request was received for from a resident of Colin Brooks place for storm water run-off from the park area. The drains have been enhanced and an additional catchpit is planned to lead storm water away from the road.
- 5.14 A resident from Butler Street sent in a Service Request for storm water to his property. This problem was traced back to Gladstone Street and additional catchpits are planned to take excess storm water away from spilling over the kerbs in the road.

Mokau

6.1 Water Supply

- 6.2 A faulty pressure reducing valve was replaced. During the replacement period, high pressure water from the dam caused the flow control valve to fail as well. To prevent further damage from uncontrolled overflow of the clarifier the contractor rigged up a temporary by-pass that discharged excess water back into the stream. The incident was reported to the Waikato Regional Council.
- 6.3 The design, planning and programming of the new supply dam is progressing well.

6.4 Storm Water

- 6.5 No issues were reported for storm water during this period.

Piopio

7.1 Water Supply

- 7.2 A higher than usual flow was noticed from the reservoir and an alert was issued for a possible leak. Both WDC staff and the contractor looked for the leak, but could not find it. During this period the WTP required maintenance to the clarifier and the subsequent loss of water production resulted in a very low level of water in the reservoir. The investigation showed several areas of high consumption from the school swimming pool to contractors drawing water from hydrants without notifying WDC. Unknown connections have also been found that may contribute to the high consumptions and possible leaks. These are being attended to.

7.3 Wastewater

- 7.4 An investigation into possible storm water ingress was conducted and a few areas were identified that require further corrective action. Notably several tank lids have been damaged by mowers and cars driving over them. These areas are being addressed with the contractor.

7.5 Storm Water

7.6 The Roading Division is replacing the storm water pipe in Kaka Street from the Retirement Village to the open field where the pipe has collapsed under the road.

Benneydale**8.1 Water Supply**

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

8.3 Wastewater

8.4 A sewer overflow near the WWTP occurred recently. A detailed investigation into that overflow is currently being completed and a detailed business paper on this matter will be presented to Council at the 10 December Council meeting.

8.5 Storm Water

8.6 Nothing to report.

Waitomo Village**9.1 Background**

9.2 Nothing to report.

Te Waitere Sewer System**10.1 Background**

10.2 The Te Waitere effluent discharge pipe replacement was started and the contractor established on site. The residents voiced their concerns and the work was halted. A letter, informing the residents of what work is being done, was sent to them as a result. Unfortunately the wet weather set in and rendered any subsequent work dangerous and unproductive and the contractor moved off site. It is anticipated that the work will commence in early January 2014 again. Due to the work being stopped and that it could not be completed while the contractor was on site, it may be that a re-establishment cost will be claimed.

Suggested Resolution

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



ANDREAS SENGER
MANAGER – WATER SERVICES