

Document No: 315714**File No:** 350/001A**Report To: Council****Meeting Date:** 24 September 2013**Subject:** **Hearing of Submissions - Draft Local Alcohol Policy**

Purpose

- 1.1 The purpose of this business paper is to provide Council with a copy of the submissions made to Council's Draft Local Alcohol Policy (LAP) and for Council to hear Submitters speak in support of their written submissions.
- 1.2 Enclosed separately and forming part of this business paper is a Submission Booklet comprising copies of all submissions received to the Draft LAP.

Commentary

- 2.1 A total of 21 submissions have been received.
- 2.2 Of the 21 submissions received. Sixteen Submitters wish to be heard in support of their written submissions.
- 2.3 No late submissions have been received.
- 2.4 Deliberation of the submissions will be dealt with separately, as the last public item on the Agenda. The reason for this is to ensure clear delineation between hearing of the Submitters and the consideration of Officer advice on submissions received.

Suggested Resolution

- 1 The business paper on Hearing of Submissions to the Waitomo District Council Draft Local Alcohol Policy be received.
- 2 The written submissions to Council's Draft Local Alcohol Policy be received.
- 3 Deliberation of the submissions be deferred to later in this meeting.

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Enclosure: Submissions Booklet (Doc 315871)

WAITOMO DISTRICT COUNCIL

MINUTES OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 27 AUGUST 2013 AT 9.00AM

PRESENT: Mayor Brian Hanna, Council Members Phil Brodie, Charles Digby, Allan Goddard, Pat Hickey and Guy Whitaker

IN ATTENDANCE: Eddie Neha Coordinator, Sgt Andrew Connors Chairperson, Donna Hemara Committee Members of the Maniapoto Family Violence Intervention Network

Chris Ryan, Chief Executive; Michelle Higgle, Executive Assistant; Helen Beever, Group Manager – Customer Services (for part only); Donna Macdonald, Community Development Coordinator (for part only); John Moran, Manager – Regulatory Services (for part only); John De Luca, Group Manager – Community Services (for part only); Christiaan van Rooyen, Group Manager – Assets (for part only); Gerri Waterkamp, Manager – Roading (for part only); Andreas Senger, Manager – Water Services (for part only) and Vibhuti Chopra, Consultant Planner (for part only)

1. Council Prayer

2. Deputation: Maniapoto Family Violence Intervention Network	File 037/042
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Council received a Deputation from three representatives of the Maniapoto Family Violence Intervention Network on their proposal to hold a Community "Picnic in the Park" at Centennial Park on Saturday 8th March 2014 and seeking Council's support in allowing use of Centennial Park for the event and any other assistance required i.e. traffic management; hangi sites, etc.

Resolution

The Deputation from the Maniapoto Family Violence Intervention Network be received.

Moved/Seconded Whitaker/Digby Carried

Eddie Neha Coordinator, Sgt Andrew Connors Chairperson, Donna Hemara Committee Members of the Maniapoto Family Violence Intervention Network and the Group Manager – Customer Services and Community Development Coordinator left the meeting 9.25am.

3. Confirmation of Minutes – 30 July 2013**File 037/001****Resolution**

The Minutes of the Waitomo District Council meeting held on 30 July 2013, including the public excluded Minutes, be confirmed as a true and correct record.

Moved/Seconded Goddard/Te Kanawa Carried

4. Verbal Reports: Council Representation on External Organisations and Elected Member Portfolios **File 037/037/005B**

Individual Council Members provided verbal reports in respect to Council representation on External Organisations and issues arising from allocated Portfolios as follows:

Cr Brodie

- Piopio Fire Brigade – Station Opening
- West Coast Zone Meeting
- Piopio Tutsan Action Group Meeting
- Piopio Hall AGM
- Piopio WWTP Community Liaison Meeting

Cr Te Kanawa

- Waitomo Caves Museum Meeting
- Te Kuiti Development Incorporated
- Te Kuiti Community House
- Sport Waikato
- Waitomo Road Name Change
- Redwood Park – complaint re pruning of conifers

Cr Goddard

- Benneydale Residents and Ratepayers Assn
 - Issue with use of public toilets
 - Use of Council Section for Community Garden
- Future of Hall
- Benneydale Healthy Homes Meeting

Cr Digby

- Brook Park AGM
- Waipa Catchment Liaison Committee
- Waitomo's Got Talent

The Group Manager – Customer Services and Community Development Coordinator re-entered the meeting and the Manager – Regulatory Services; Group Manager – Community Services and Mr Martin Berryman entered the meeting at 9.42am.

Cr Whitaker

- Te Kuiti Development Inc
- Brook Park AGM
- D C Tynan Trust Funding Round

Cr Te Kanawa left the meeting at 9.45am.

Cr Hickey

- Brook Park AGM
- D C Tynan Trust Funding Round
- Te Kuiti Historical Society
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Mayor Hanna

- Piopio Fire Brigade
- Hillary – Youth Hub
- NZTA re State Highway 3/... Intersection
- Piopio Wastewater Treatment Plant Liaison Group

Cr Te Kanawa re-entered the meeting at 9.48am.

- Youth Council
 - Waitomo's Got Talent
- Farewell – Rob van Kalken

Resolution

The Verbal Reports from Elected Members relating to representation on external organisations and allocated portfolios be received.

Moved/Seconded Brodie/Goddard Carried

The meeting adjourned for morning tea at 9.50am.

The Mayor introduced Martin Berryman.

The meeting reconvened at 10.10am.

5.	Maraeroa C Incorporation – Sister Mountain Concept	File 037/042
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Council considered a business paper presenting a request from Maraeroa C Incorporating for Council's support in regard to a Sister Mountain concept.

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

Resolution

- 1 The business paper on Maraeroa C Incorporation – Sister Mountain Concept be received.
- 2 Council support Maraeroa C Incorporation in the establishment of a "Sister Mountain" relationship.
- 3 The Chief Executive be authorised to develop a Memorandum of Understanding between Waitomo District Council and Maraeroa C

Incorporation to document the level of support to the Sister Mountain relationship.

Moved/Seconded Whitaker/Digby Carried

6. Sport Waikato – Service Level Agreement	File 400/141
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Council considered a business paper presenting the Sport Waikato Schedule of Services for the 2013/2014 year.

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

Resolution

The report on the Sport Waikato Schedule of Services be received.

Moved/Seconded Te Kanawa/Brodie Carried

7. Build Waikato – Waikato Building Consent Group	File 305/015
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Council considered a business paper providing a brief on the Waikato Building Group (Cluster).

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

Resolution

The business paper on the Build Waikato – Waikato Building Consent Group be received.

Moved/Seconded Brodie/Whitaker Carried

8. Waipa Catchment Plan Project	File 507/010
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Council considered a business paper providing a brief on Waikato Regional Councils (WRC) Waipa Catchment Plan Project.

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

Resolution

The business paper on The Waipa Catchment Plan Project be received.

Moved/Seconded Digby/Goddard Carried

9. Delivery of Dog Control Services in Waitomo District	File 051/003A
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Council considered a business paper providing a brief on the approach to be taken in reviewing the delivery of dog control services in the Waitomo District.

The Manager – Regulatory Services and Chief Executive expanded verbally on the business paper and answered Members’ questions.

Resolution

The business paper on Delivery of Dog Control Services in Waitomo District be received.

Moved/Seconded Whitaker/Digby Carried

10. Progress Report: Resource Consent Applications	File 097/001B
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Council considered a progress report providing information on outstanding resource consent applications and details of those applications currently being processed.

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

Resolution

The Progress Report: Resource Consent Applications be received.

Moved/Seconded Te Kanawa/Whitaker Carried

The Group Manager – Customer Services and Manager – Regulatory Services left the meeting at 11.07am.

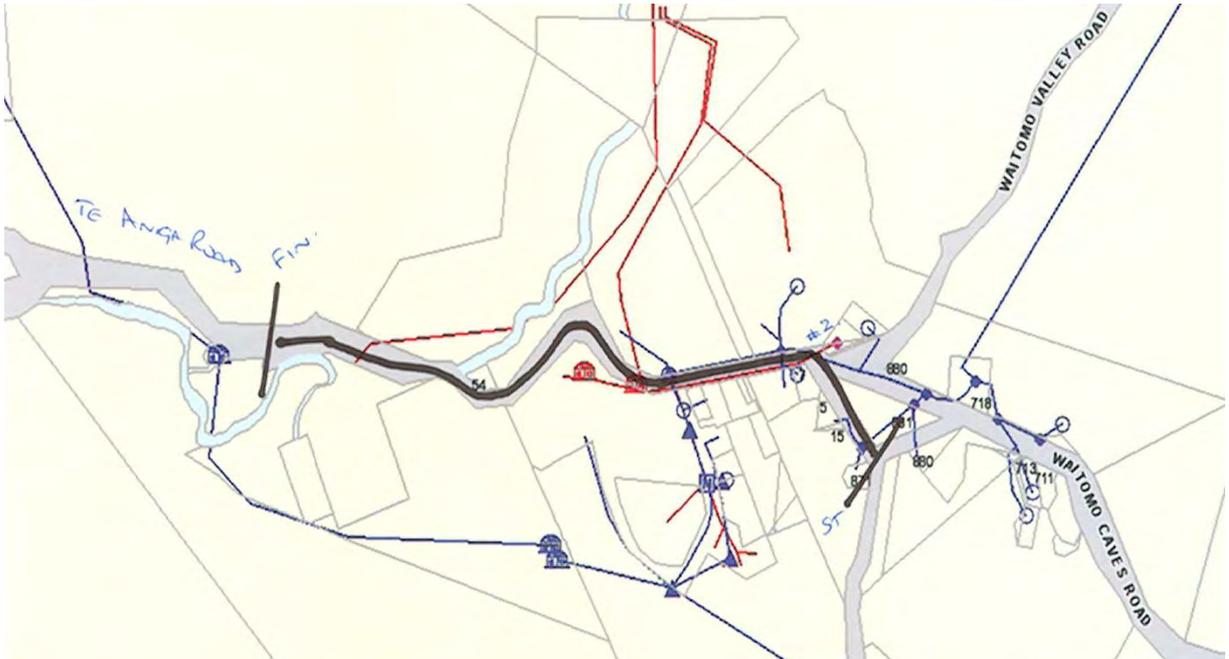
The Group Manager – Assets, Manager – Roading and Manager – Water Services entered the meeting at 11.09am.

11. Proposed Road Name Change – Waitomo Village	File 503/348
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Council considered a business paper providing a brief on progress in addressing the duplicate property numbering on Waitomo Caves Road and the ensuing confusion to tourists.

Resolution

- 1 The business paper on Proposed Road Name Change – Waitomo Village be received.
- 2 The section of Waitomo Caves Road running through Waitomo Village (as highlighted in the following GSI Map below) be renamed Waitomo Village Road.



- 3 Council authorise the due processes of survey and legal notification under section 319(1)(j) and sections 319A and 319B (3) of the Local Government Act 1974, to effect the change.

Moved/Seconded Te Kanawa/Whitaker Carried

12. 2013/14 Financial Year Pavement Reseal and Rehabilitation Programme

File 500/13/004

Council considered a business paper providing a brief on the proposed 2013/2014 Pavement Reseal and Rehabilitation Programme.

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

Resolution

The business paper on 2013/2014 Financial Year Pavement Reseal and Rehabilitation Programme be received.

Moved/Seconded Whitaker/Goddard Carried

The Group Manager – Community Services entered the meeting at 11.13am.

13. Esplanade North Road – One-Way Proposal

File 505/054

Council considered a business paper seeking to create a "One-Way" system along Esplanade North, from Route Position (RP) 834 to RP1019 and seek Councils position on such a change.

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

Resolution

- 1 The business paper on Esplanade North RP834 to RP1019 – One-Way Proposal be received.
- 2 Council approve converting that section of Esplanade North from the intersection with King Street East, to 80m south of the intersection with Jennings Street into a one-way system and the undertaking of associated impact works resulting from this change.
- 3 The Chief Executive be authorised to undertake the necessary signage, marking improvements and notifications to delineate and legalise the one-way section of Esplanade North Road.
- 4 Council approve the undertaking of the opportunity works associated with the King Street East and Esplanade North intersection as well as the King Street East entrance to the Cultural and Arts Centre.

Moved/Seconded Whitaker/Brodie Carried

The Group Manager – Community Services left the meeting at 11.21am.

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

The Roading Manager and Group Manager - Assets expanded verbally on the business paper and answered Members' questions and advised that a full report on recent flood damage will be presented to the July Council meeting.

Resolution

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

Moved/Seconded Goddard/Digby Carried

15. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – August 2013	File 037/005A
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Council considered a business paper providing a brief on progress for Operational and Maintenance performance by Council's contracted Services Provider for Water Services (Veolia Water).

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

Resolution

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

Moved/Seconded Brodie/Te Kanawa Carried

The Manager – Roading and Manager – Water Services left the meeting at 11.27am.

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

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

Resolution

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

Moved/Seconded Brodie/Te Kanawa Carried

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

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

Resolution

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

Moved/Seconded Goddard/Digby Carried

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

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

Resolution

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

The Stakeholder Site Visit to the Te Kuiti Wastewater Treatment Plant be convened on 26 September 2013.

Moved/Seconded Digby/Te Kanawa Carried

The Group Manager - Community Services re-entered the meeting at 11.36am.
The Group Manager - Assets left the meeting at 11.37am.

<p>19. Progress Report: Civil Defence Emergency Management Joint Committee Minutes File 400/010/2</p>
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Council considered a progress report presenting the Civil Defence Emergency Management Joint Committee meeting Minutes of 1 July 2013.

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

Resolution

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

Moved/Seconded Goddard/Whitaker Carried

<p>20. Progress Report: Civil Defence Emergency Management Executive Group Minutes File 400/010/3</p>
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Council considered a progress report presenting the Civil Defence Emergency Management Executive Group meeting Minutes of 31 May and 2 August 2013.

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

Resolution

The Progress Report: Civil Defence Emergency Management Executive Group Minutes be received.

Moved/Seconded Digby/Te Kanawa Carried

21. Progress Report: Waitomo Cultural and Arts Centre Upgrade	File 401/0588424200
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Council considered a business paper providing a progress report on the Stage 4 Upgrade of the Waitomo Cultural and Arts Centre.

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

The Consultant Planner entered the meeting at 11.44am.

Resolution

The Progress Report: Waitomo Cultural and Arts Centre – Stage 4 Upgrade be received.

Moved/Seconded Brodie/Whitaker Carried

22. Progress Report: Piopio Toilets Redevelopment	File 401/0588003200
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Council considered a business paper providing a brief on progress with the redevelopment of the Piopio Public Toilets.

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

Resolution

The Progress Report: Piopio Toilets Redevelopment be received.

Moved/Seconded Brodie/Te Kanawa Carried

23. Adoption of Road Map Work Programme	File 037/048A
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Council considered a business paper presenting an updated version of the Road Map Work Programme leading up to adoption of the 2015-2025 LTP in June 2015.

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

Resolution

The Road Map Work Programme as at 27 August 2013 be adopted.

Moved/Seconded Te Kanawa/Goddard Carried

The Consultant Planner left the meeting at 12.35am.

The meeting adjourned for lunch at 12.35pm and reconvened at

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

Resolution

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

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

Chris Ryan, Chief Executive
Michelle Higgle, Executive Assistant
Kit Jeffries, Group Manager – Corporate Services
Helen Beever, Group Manager – Customer Services
John Moran, Manager – Regulatory Services
Christiaan van Rooyen, Group Manager - Assets

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Residents Satisfaction Survey 2013	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Regulatory Enforcement Issues	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Progress Report: Wool Storage Facility	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Waipa River Joint Management Agreement	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Land Acquisition: Mokau Water Supply	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
6. Mangaotaki Road – Land Purchase	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Aquatic Facilities: Operational Matters	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Sale of Land – Takarei Terrace, Mokau	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: WVEOA Civil Defence Provision	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report: Parkside Subdivision	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
11. Progress Report: Te Kuiti Railway Building	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
12. Progress Report: Te Kuiti Community House	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
13. Progress Report: Te Kuiti Mainstreet Re-Design	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
14. Progress Report: Te Kuiti Cemetery	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
15. Progress Report: Mangarino Road, Te Kuiti	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
16. Progress Report: Marokopa Campground – Renewals Work	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
17. Progress Report: Marokopa Sea Wall	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
18. Progress Report: Mokau Toilet Effluent Disposal Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
19. Progress Report: School Road Properties, Benneydale	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
20. Progress Report: Benneydale Water Easements	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Moved/Seconded Brodie/Te Kanawa Carried

There being no further business the meeting closed at 2.40pm.

Dated this 24th day of September 2013

BRIAN HANNA
MAYOR

Confidential

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Confidential

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Confidential

Document No: 315278**File No:** 400/141**Report To: Council****Meeting Date:** 24 September 2013**Subject:** **Deputation: Sport Waikato – Presentation of Six Monthly Report (1 January – 30 June 2013)**

Purpose

- 1.1 The purpose of this business paper is to advise Council that representatives from Sport Waikato will be in attendance at 2.00pm to make a deputation, including presentation of Sport Waikato's Six Monthly Report (1 January – 30 June 2013).
- 1.2 A copy of Sport Waikato's Six Monthly Report (1 January – 30 June 2013) is attached to and forms part of this business paper.
- 1.3 Also attached for Council's information is a copy of the Schedule of Services between WDC and Sport Waikato for the 2013/2014 year showing progress to date.

Suggested Resolution

The Deputation from Sport Waikato presenting their Six Monthly Report (1 January – 30 June 2013) be received.

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

- Attachments:
- 1 Sport Waikato's Six Monthly Report (1 January – 30 June 2013) (*Doc 315877*)
 - 2 Schedule of Services 2013/2014 (*Doc 315832*)

Waitomo District Council Report

Building stronger, healthier, happier and safer communities through
Vision, mission and achieving Sport Waikato Strategic Outcomes:

sportwaikato strategic plan 2010-2013



Vision: Active for life

Mission: Making sport and physical activity happen in our region

Strategic Outcomes by 2013

More young people in sport, physical activity and recreation

- Increase in school-aged children participating in organised sport and physical recreation for at least three hours a week.
- More young people staying in physical activity, sport and physical recreation.
- Increase in school-aged children doing 60 minutes of moderate to vigorous physical activity all days of the week.

More people physically active

- Increase in people doing a minimum of 30 minutes moderate physical activity on most days of the week.
- Work with partners to improve community wellbeing.

More people involved in sport

- Increase in adults participating at least once a week in sport.
- Increase in people volunteering in sport.

and contributing to Council's Social Wellbeing Outcomes

On behalf of the Waitomo District we aim to achieve:

A liveable district

Strong Communities

The Strong Communities group of activities involves promoting the development of our communities to ensure they have a good quality of life. The Council's focus over the next ten years is ensuring that services and facilities are in place to enable communities to function. It will also consider the social issues facing the District and review its role in social development.

The group includes infrastructure to help people get around and community facilities where people can join together for sporting, social, cultural events or enjoy the outdoors.

1st January to 30th June 2013

Outcome – Participation and Equity:	Reducing barriers and increasing participation in recreation and Sport
KPI	Evidence / Measurement
<p>Coordinate local Kiwisport initiatives for primary and secondary aged children.</p> <p>Work with primary schools sport cluster. To increase sport opportunities and participation</p> <p>Work with Secondary Schools and support King Country Secondary School Sports Association to increase sport opportunities and participation.</p> <p>Involvement in or working with providers to increase participation in local events.</p>	<p>Have-a-go opportunities and after-school have been offered to a number of schools in the Waitomo district. This included introducing skills, drills, basic rules, competition and provision of resources for students (DC - District Coordinator hands on facilitation and or assistance)</p> <ul style="list-style-type: none"> • Golf modules, TKHS – 45 students (DC) • Badminton modules – 154 students (DC) • Badminton after school sessions – 40 students (DC) • Football modules, Sec School – 53 students • Football Sec School clinic – 12 students • Football / Futsal TKHS – 140 students • Hockey open day module NKC – 110 students (DC) • Cricket modules – 145 students • Cricket Festival, district wide – 90 students (DC) • Rugby league NKC Carnival – 68 students (DC) • Rugby league module – 12 sec school students (DC) • Netball, Aria School – 40 students • Leadership modules TKHS – 18 students • Leadership modules Piopio College – 12 students <p>For the period, 939 primary and secondary school students have participated in KiwiSport initiatives in the Waitomo district</p> <p>Energize highlights: <u>Te Kuiti/Rangitoto/Coast</u> Leadership training, Ki o Rahi Athletics Cricket festival Tennis – coast schools Bikewise initiatives – cycling to school and triathlons Cross country training Orienteering</p> <p><u>Piopio/Aria/Mokau/Whareorino</u> Fitness assessments/diaries, four food groups nutrition sessions Cross country event</p> <p><u>Supported the following events (Hands –on assistance)</u> KC Secondary Schools Swimming Champs - Taumarunui KC Secondary Schools Athletics Champs – Te Awa Waikato Secondary Schools Swimming Champs – KC schools competing - Te Rapa Waitomo Primary Schools Swimming championships – Te Kuiti</p> <p>Attended two King Country Secondary Schools Sport Coordinators meeting</p> <p>Bikewise – 2 events facilitated Te Kuiti BMX open day and obstacle course – 30 children, 10 youth, 20 adults. Mayoral Community Bike Ride – 35 children, 8 youth, 22 adults Supported Piopio Playcentre BikeWise event – 14 children, 10 adults.</p> <p>Piopio Hall to Hall Relay – Despite the District Coordinator providing extensive promotion, the event was cancelled (lack of pre registrations).</p> <p>Piopio Cycletime MTB Challenge – DC liaised with the organiser and provided extensive promotion of event.</p> <p>Waitomo Caves Sports Day – DC provided extensive promotion and organised two youth volunteers to assist with children’s activities.</p> <p>Great New Zealand Muster – DC supported the day with marshalling and pack-up duties</p>

Outcome – Participation and Equity:	Reducing barriers and increasing participation in recreation and Sport
KPI	Evidence / Measurement
	<p>NZ Shearing Championships – DC provided assistance to event organiser at two evening prizegiving functions.</p> <p>Parents Group Pool Party – DC promoted this family event and provided spot prizes/incentives.</p> <p>Timber Trail Opening – DC promoted the event and attended in support of Maniapoto DOC and guest Sarah Ulmer.</p> <p>The following are three cross-district projects that the District Coordinator has had input into - organising, coordinating, supporting – and will continue to do so until leaders are trained and sustainability is attained.</p> <p>North King Country Junior Rugby League – A new code offered in North King Country, at the request of local families. District Coordinator assisted NZRL with facilitation of the March Carnival day in Otorohanga (managed registrations and recruited parent volunteers) leading to 68 young players register and 15 adults attend the Mini-Mod coach course. Volunteers were provided follow-up support in the creation of the Te Kuiti Mustangs junior club, resulting in three age group teams forming. Ongoing coordination and liaison with Otorohanga and Te Kuiti parent administrators led to the establishment of a North King Country Junior Rugby League Competition (played on Sundays and not in competition with rugby). Training workshops for parent coaches were organised by the District Coordinator (facilitated by a KiwiSport Officer) and support continued throughout the six week module. Involvement will continue as the Mustangs, Otorohanga Tigers and North King Country Junior Rugby League develop their structure for 2014.</p> <p>King Country Junior Hockey – Re-structured administration following the stepping down of the long term president/competition organiser. The re-structuring project (started in 2012 by the DC) to redevelop and grow junior hockey in the North King Country has continued, with mentoring and guidance of committee and officials (umpires). A have a go day was held in May (coordinated by the District Coordinator and facilitated by SportsForce and KiwiSport Officers) prior to the start of the new season. Organised SportsForce coach workshops in schools and liaised with Waikato Hockey to introduce a new beginner programme – ‘Fun Sticks’, which attracted 50 new young players. Player numbers over all grades were up to 200, the highest ever. Ongoing support continues throughout the representative programme, looking ahead to 2014 and future succession planning.</p> <p>North King Country Junior Football – The sole competition organiser stepped aside at the 2013 AGM with the District Coordinator assisting NKCJF by organising group set-up, providing guidance to chairperson and liaising with the WaiBOP Football Development Officer, ensuring NKCJF were kept informed of training opportunities and new programmes on offer. Meetings and trainings were attended and new ‘Fun Football’ afterschool sessions were coordinated. The District Coordinator is currently working closely with NKCJF, developing constitution and rules documents, investigating the merits of affiliation to WaiBOP in 2014 and establishing NKCJF as an incorporated society.</p> <p>Te Kuiti Community Running Group Continued support was provided to this new club in the first eight months of training and competing. The inaugural group (started in late 2012 by the District Coordinator and the group leader) split into runners and walkers early this year. Five of the runners reached their goal of taking part in 5km/10km events and are pursuing further challenges.</p>

Outcome – Participation and Equity:	Reducing barriers and increasing participation in recreation and Sport
KPI	Evidence / Measurement
	<p>Te Kuiti Junior Badminton District Coordinator provided hands-on support to Te Kuiti Badminton Club's Junior Convenor throughout the term one weekly sessions. Term two after school weekly sessions were coordinated by the District Coordinator and delivered by the KiwiSport Development Officer with hands-on assistance from the DC and Te Kuiti Club Junior Convenor. As a result of the interest generated in the sport the Te Kuiti Badminton Club resumed their weekly club night sessions after an 18 month break. The DC has generated interest from Kiokio, Otorohanga and Benneydale players in the Te Kuiti run competitions and an inaugural North King Country inter-club evening.</p> <p>A Croquet Open have-a-go day was coordinated with eight attending. Three new members joined and continued to attend weekly club days.</p> <p>Waitomo Golf Club and Piopio Aria Golf promotions –</p> <ul style="list-style-type: none"> • The District Coordinator, whilst a member and volunteer at Waitomo, promoted both clubs' activities and provided support and assistance to the joint Waitomo/Piopio Aria Junior representative team which placed second in the Waikato Regional competition. <p>Holiday Programmes - April</p> <ul style="list-style-type: none"> • Pool fun at Te Kuiti Heated Pools (including flippaball facilitated by SportsForce Swimming Development Officer Chris Jolly) – 25 children, 10 youth and 15 adults. • Rugby skills, drills and fun facilitated by KCRFDO Kurt Strachan and Energizer Ben Draper – 33 children, 10 adults.





Outcome – Quality of life:	Increasing physical Activity and improving nutrition for health, fun and as a lifelong habit
KPI	Evidence / Measurement
<p>Deliver parent education sessions related to foundation and fundamental skills.</p>	<p>Workshops were held to give parents the opportunity to learn more about caring for their young children focusing on toddler movement.</p> <p>Te Kuiti Plunket -Two parent workshops held with 10 attendees</p> <ul style="list-style-type: none"> - Young parents who attended these sessions went on to form the ‘Mini-Movers’ under fives weekly sporty play sessions (with guidance and assistance from the DC)
<p>Raise awareness of the importance of fundamental skills through distribution of KiwiBaby, KiwiToddler and KiwiPreschooler manuals</p>	<p>Resource distribution has included:</p> <ul style="list-style-type: none"> • Active Movement resources • KiwiBaby resources • KiwiToddler resources • KiwiPreschooler resources <p>These resources continue to be free to all babies born in the Waikato region</p>
<p>Provide support for existing community activity options/groups</p>	<p>Regular visits were made to community exercise groups district wide, supporting leaders, providing training and resources where needed.</p> <p>Group numbers have remained static across the district.</p> <p>Waitomo Walkers have lost a few members due to decreased mobility but have gained two ‘serious’ walkers who stride out purposefully and will attract younger walkers.</p> <p>The weekly aquacise classes at Te Kuiti Pools started positively and were very successful. Unfortunately work commitments forced the leader to give up the classes. The District Coordinator is working towards identifying and training an Aqua-activities leader for the 2013-2014 summer.</p>
<p>Healthy lifestyle sessions/workshops/events</p>	<p>The Piopio Silverados exercise to music group were visited twice and given advice and new ideas to suit their diverse group.</p> <p>Te Kuiti Sit & Be Fit (based at Community House/St John rooms) numbers increased from 15 to 22 during the summer months. The District Coordinator led two sessions and introduced new fit-strip exercises, standing in for the group leader when required.</p> <p>22 Green Prescription referrals have been made through medical centres during the period. Clients are provided with regular support by phone and/or one on one meetings. These clients are encouraged to attend local Sport Waikato supported</p>

	<p>classes as part of their transition back into regular exercise.</p> <p>The District Coordinator supports the work of Sport Waikato's Healthy Lifestyle Coach – regular Green Prescription referrals have resulted from prospective client visits to the Te Kuiti office and/or presentations, community organisation visits and presence in the district communities.</p> <p>The District Coordinator introduced the new HLC to all community organisations, provided networking opportunities and sourced the venue for the 6-week circuit class.</p>
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Outcome – Community Development:	
Developing capability to ensure effective delivery of physical activity, recreation and sport	
KPI	Evidence / Measurement
<p>Ongoing training to primary school teachers, coaches in understanding and teaching fundamental skills</p> <p>Work with primary, intermediate and secondary schools to facilitate development and implementation</p> <p>Provide opportunities for secondary school leadership through local KiwiSport initiatives and other community sport events</p> <p>Provide development or training for officials' administrators and coaches and clubs. Work with agencies to improve provision for sport.</p>	<p>Professional development is provided to all Waitomo schools through Project Energize programmes. The District Coordinator provides ongoing support, assistance and sport development knowledge to the Sport Waikato Energizers.</p> <p>Team Energize works with local primary schools to develop individualised annual plans for activity and nutrition, which are implemented in each school with their support. Boards of Trustees for each school endorse the plans.</p> <p>Secondary school students received leadership training which enabled them to assist with local and KiwiSport projects e.g. Waitomo Primary Schools Touch Rugby module, King Country Hockey 'Fun Sticks' programme, Waitomo Primary Schools Swimming Championships.</p> <p>A beginner coaching course was held for rugby league parent coaches in conjunction with the North King Country Rugby League Carnival Day – 15 Otorohanga/Waitomo parents/caregivers trained A follow-up Mini / Mod workshop was held with six volunteers attending.</p> <p>Three sports strapping workshops were coordinated by the District Coordinator and facilitated by a local Physiotherapist –</p> <p>Te Kuiti – 13 trained, Benneydale – 6; Tahaaroa – 8. All attendees provided excellent feedback and were appreciative of the workshops being held out in their remote communities.</p> <p>Piopio sport – ongoing work with a group of proactive community members to improve the delivery of sport at Piopio College. A Sports Council is in the pipeline which, when formed, will call on the expertise of Sport Waikato personnel for assistance and guidance.</p> <p>The Piopio Domain Project – to unite the codes based at the Domain and bring sport together in Piopio at a central location, has been slow to progress. There has been regular communication with the Domain Board, Piopio Rugby Club administrators and community leaders. This project will be a focus over the next year to develop community sport partnerships. The rugby club has expressed an interest in Sport Waikato facilitating a club 'Warrant of Fitness' workshop which could be the first positive step towards addressing historical problems.</p> <p>Meetings were held with Stephen Cox of Dynamo Events, to begin organising two cycling events in early 2014. A mountain bike event on the Timber Trail in February and Caves to Coast Road Race in April.</p>

Outcome – Community Development:	Developing capability to ensure effective delivery of physical activity, recreation and sport
KPI	Evidence / Measurement
	<p>The District Coordinator is Stephen’s main contact in the North King Country and has provided local accommodation and transport information.</p> <p>The District Coordinator is a member of the Summer Nature programme organising group (led by DOC) – 14 programmed walk/activities were included in the 2013 event through January with 430 participants.</p> <p>LIMITLESS Youth Breakaway programme involving 80 young participants from Te Kuiti and Piopio (aged 11 to 15), youth leaders and adult team leaders – facilitated by Journey Church. The District Coordinator coordinates the sports day activities and assists with all other facets of the three day, twice yearly programme. The April 2013 programme involved everyone camping at the Mahoenui Hall for three days and two nights, taking part in various sporting and team building activities. Lions Pureora Youth Camp – January 2013. A six day camp for 35 young people who were 10 - 13 years of age and 12 camp leaders. The District Coordinator delivered sports equipment while spending a day at the camp, providing support to organised activities and leading an afternoon of team activities.</p> <p>Production has begun on a North King Country cycling information pamphlet, listing all cycling opportunities with a distribution date of 30th October 2013.</p>





Outcome – Information and promotion:	
Improve coordination and promotion of information of all physical activity recreation and sport opportunities in the district	
KPI	Evidence / Measurement
Providing community with information on events, development and funding opportunities Effective use of communication including information on website, window displays, local newspapers, information centres and other stakeholders	Monthly columns in the Waitomo News. Frequent promotions and articles published in the Waitomo News regarding sporting events, opportunities and results Regular radio promotions of district events, local sport and activities District webpage kept up to date with Sport Waikato and district events Monthly window displays in the Te Kuiti Sport Waikato office Flyers and information displayed on various public noticeboards around the district – Te Kuiti I-Site; Waitomo Caves Discovery Centre; Te Kuiti 100% shop window; NZ Post noticeboard; Taharoa village shop; sports club noticeboards. Open office policy – General information hub in central Te Kuiti township. A number of Sport Waikato Programme Managers continue to assist individual sporting organisations as needed.





Outcome – Creating pride in community:		Through supporting , encouraging and valuing volunteers
KPI		Evidence / Measurement
Hosting Waitomo District Sports Awards to recognise contribution to and excellence in sport	Five of the nine category winners from the Waitomo District Sports Awards were named as finalists at the Brian Perry Waikato Regional Sports Awards in January 2013 with. 24 Waitomo district supporters attended the evening awards celebration in Hamilton to cheer on the Waitomo contenders.	







Appendix 1

Schedule of Services

Outcomes	Activities	Evidence/Progress	By When	Status
Planning Projects Register	Compile a Projects Register for all initiatives under this Agreement. This Register will include details of the projects, objectives, key stakeholders, roles, responsibilities, monitoring tools and timelines.	Project Register emailed to WDC Representative.	1 August 2013	Completed and updated
Communications Contacts Register	Compile a Contacts Register containing contact details for all participating community organisations, groups and schools throughout the Waitomo district.	Contacts Register emailed to WDC Representative.	1 August 2013	Completed but will need ongoing updating
Participation Reduce barriers and increase participation in recreation and sport	1. Coordinate and support a minimum of 8 KiwiSport initiatives in the district.	KiwiSport plan for each term Reports provided post each initiative. <ul style="list-style-type: none"> • Number of attendees provided. • Key stakeholder contact details provided. 	12 July 2013 27 September 2013 20 December 2013 17 April 2014 14 October 2013 27 January 2014 5 May 2014 4 July 2014	Completed

Outcomes	Activities	Evidence/Progress	By When	Status
	<p>2. Support Energize in 15 primary schools in the Waitomo District to increase sport opportunities and participation.</p> <p>3. Support Te Kuiti High School (Sport Education Project) and Piopio College to add value to their projects to increase sport opportunities and increase participation.</p> <p>4. Support the delivery of 3 secondary school events. – Official duties and knowledge on the day to ensure smooth running of event.</p>	<p>Quarterly reports on projects and Projects supported and impact of support:</p> <p>Quarterly reports on projects and Projects supported and impact of support:</p> <p>King Country Sec School swimming sports King Country Athletics Waikato Sec School Swimming</p>	<p>September 2013, December 2013, March 2014, June 2014</p> <p>September 2013, December 2013, March 2014, June 2014</p> <p>February 2014</p> <p>March 2014 April 2014</p>	<p>Underway - Term ends 27 Sept</p> <p>Planning underway</p>

Outcomes	Activities	Evidence/Progress	By When	Status
	<p>5. Provide a minimum of nine sport specific holiday programmes and activity options that meet the needs of school children (primary school and youth) in the Waitomo District. Children are given opportunities to try different sports and are provided with club information.</p> <p>6. Work in partnership with LIMITLESS Youth Breakaway programme to facilitate sport days and activities.</p> <p>7. Facilitate sport day activities for Pureora Lions Youth Camp</p>	<p>Initiatives detailed in Projects Register.</p> <p>Evidence of programmes delivered throughout the Waitomo district provided.</p> <p>Reports provided post each initiative, including evidence of clubs supported. Number of attendees provided.</p> <p>Reports provided post each initiative, including evidence of clubs supported. Number of attendees provided.</p>	<p>Plans in place 8 weeks prior to school holidays: July 2013 October 2013 December 2013 January 2014 April 2014</p> <p>October 2013 & April 2014</p> <p>January 2014</p>	<p>Completed and 4 holiday opportunities run</p> <p>Planning in process for Oct.</p>

Outcomes	Activities	Evidence/Progress	By When	Status
	<p>8. Facilitate BikeWise events in the Waitomo district</p> <p>9. Support event organisers, including hands on involvement at the following local events:</p> <ul style="list-style-type: none"> ➤ Piopio Hall to Hall Relay ➤ Piopio Cycletime Challenge ➤ Waitomo Caves Sports Day ➤ Great New Zealand Muster ➤ New Zealand Shearing Championships ➤ Waitomo District Christmas Parade ➤ Pureora Timber trail MTB ➤ Waitomo Caves to Coast cycle race ➤ Kaumatua Games ➤ Te Kuiti Development Inc events <p>Work in partnership with Otorohanga DC to Lead the coordination of 2 bi- annual events calendar for the North King Country area</p>	<p>Initiatives detailed in Projects Register.</p> <p>Reports provided post initiative Numbers attending Success stories</p> <p>Numbers attending</p> <p>Evidence of support for each initiative</p> <p>Calendars completed, profile of events increased Calenders distributed</p>	<p>December 2013</p> <p>April 2014</p> <p>Dates - DEDE</p> <p>August 2013 December 2013</p>	<p>Planning underway for number of events</p> <p>Planning underway</p>

Outcomes	Activities	Evidence/Progress	By When	Status
	<p>10. Facilitate club development projects focussed on increasing participation and or membership in the following sports clubs/activities:</p> <ul style="list-style-type: none"> ➤ Work with North King Country Junior Hockey ➤ Work with Te Kuiti Amateur Athletics work on updating project plan with SportsForce Alan McDonald ➤ Work with Te Kuiti Tennis ➤ Work with Golf – Waitomo and Piopio Aria ➤ Work with North King Country Junior Rugby League (joint project with JRL) ➤ Work with NKCJ Football Association 	<p>Initiatives detailed in Projects Register.</p> <p>Reports on each project including impact of support</p> <p>Feedback from clubs</p>	<p>DEDE Starting dates for projects Or Projects underway Report against Milestones ; September 2013, December 2013, March 2014, June 2014</p>	<p>In progress</p> <p>Not started</p> <p>Not started Planning underway Start Dec 2013 In progress</p>
<p>Quality of Life</p> <p>Increasing physical activity and improve nutrition for health, fun and as a life long habit</p>	<p>1. Support the delivery of a minimum of 3 parent education sessions.</p> <p>2. Raise awareness of the importance of fundamental skills through KiwiBaby, KiwiToddler, KiwiPreschooler manual distribution throughout the district</p> <p>3. Support for the following community activity groups to ensure quality and increase numbers and develop new opportunities:</p> <ul style="list-style-type: none"> ➤ Sit and Be Fit ➤ Waitomo Walkers ➤ Piopio Silverados Easy Exercise to Music ➤ Piopio XCountry Walkers ➤ Upright and Active ➤ Piopio Mighty Music – Music and Movement ➤ Aquasize ➤ Te Kuiti Lifestyle Options – Fit Strips, Tai Chi, Kaumatua Zumba 	<p>Initiatives detailed in Projects Register Numbers of attendees provided</p> <p>Number of resources distributed</p> <p>Contact information provided</p> <p>Number of visits</p> <p>Evidence of training/support provided</p>	<p>Dates to be established</p> <p>Reported Quarterly :September 2013 , December2013 , March 2014, June 2014</p> <p>On-going and as needed</p> <p>Reported Quarterly : September 2013, December 2013, March 2013, June 2013</p>	<p>As requested</p> <p>On going</p> <p>On going as needed</p>

Outcomes	Activities	Evidence/Progress	By When	Status
	<ul style="list-style-type: none"> ➤ Kaumatua Games ➤ Te Kuiti Community Running Group ➤ Pre-Schoolers Sport & Games 			
	4. Support Healthy Lifestyle Coach to provide a minimum of 2 Healthy Lifestyle sessions and workshops, including goal setting workshops focussing on healthy eating and exercise.	<p>Initiatives detailed in Projects Register</p> <p>Reports provided post each initiative with numbers attending and feedback from stakeholders</p>	<p>Dates to be established based on need</p> <p>Reported December 2013 and June 2014</p>	<p>Planning of first session underway</p>
	5. Encourage and refer people from communities to Active & Well programme, with a minimum of 2 clients per month referred to Healthy Lifestyle Coach	<p>Total number of referrals provided as well as the number of referrals referred by District Coordinator</p> <p>Contact details for Healthy Lifestyle coach provided</p> <p>Success stories provided</p>	<p>Ongoing</p> <p>Reported Quarterly : September 2013 , December 2013, March 2014, June 2014</p>	<p>Ongoing</p>

Outcomes	Activities	Evidence/Progress	By When	Status
	6. Work with community coalition groups to encourage people to participate in physical activity, recreation and sport. A minimum of 2 projects/events provided through programmes such as: <ul style="list-style-type: none"> • Summer Nature Programme • Smokefree – T.T.O.A.S.T • Mental Health Awareness Forum • Grandparents as Caregivers group 	Reports provided post each initiative. Evidence of participation provided and/or numbers attending	January 2014 , May 2014	Planning underway Ongoing Planning underway ongoing
	7. Provide local community promotions to improve quality of life. <ul style="list-style-type: none"> ➤ Presentations to older adult networks – eg – Grey Power, Over 60's Group ➤ Presentations at Health Expos and Forums 	Numbers attending and feedback from participants	As requested by groups Reported December 2013 , June 2014 August 2013	Planning underway for Oct
	8. Project to assist Samoan residents to integrate into Te Kuiti communities through participation, recreation and sporting activities. 9. Collaborative approach to Youth Initiatives through working with MSD, WDC, and Sport Waikato	Initiatives detailed in Projects Register. Reports provided on progress and impact Reports provided on progress and impact Strategy developed More engaged youth and feedback	Project underway Quarterly : September 2013, December 2013, March 2014, June 2014 Quarterly: September 2013 , December 2013, March 2014, June 2014	In progress Not started

Outcomes	Activities	Evidence/Progress	By When	Status
Community Development Developing capability to ensure effective delivery of physical activity, recreation and sport.	1. Liaise with Energize to develop ongoing professional development to teachers and coaches for primary and intermediate schools.	Evidence that 15 district primary schools have been provided with professional development opportunities	On-going Reported Quarterly : September 2013, December 2013, March 2014, June 2014	As requested by schools
	2. Liaise with SportsForce Development Officers to provide professional development to secondary schools.	Evidence of the opportunity for coaches to be trained in Secondary Schools.	On-going	As requested by Schools
	3. Swimming – work with Sports Force to Support the newly appointed King Country coaching director to implement the Regional plan for King Country (including Piopio, Te Kuiti, Taumarunui and Otorohanga)	Plan developed Progress against plan Impact of support	October 2013 Progress Reports Quarterly : December 2013, March 2014, June 2014	Planning underway
	4. Support for Energize to implement school physical activity, nutrition and/or school sports plans at 15 primary schools.	BOT Reports produced Impact of support and feedback	Previous years report on March 2014	
	5. DC's support Secondary School Sport Coordinators to develop School Sport Plans	Plans developed Role and impact to the plan	2014 Plans developed December 2013 Report on previous years plan March 2014	

Outcomes	Activities	Evidence/Progress	By When	Status
	1. Support WILSS to provide opportunities for Secondary School leadership through local KiwiSport initiatives and other community sport opportunities. 12 Secondary School leaders identified.	Evidence of success of secondary school leadership development programme.	Ongoing Report Progress quarterly: September 2013, December 2013. March 2014, June 2014	Not started
	2. Coordinate club capability workshops. Identify opportunities for development or training for officials, administrators and coaches.	Initiatives detailed in Projects Register. Minimum of 2 workshops Reports provided post each initiative including numbers attending and feedback from participants.	May - June	1 planned for coast 1 planned for Piopio

Outcomes	Activities	Evidence/Progress	By When	Status
	<p>3. Support community projects to improve the delivery of local sport:</p> <ul style="list-style-type: none"> ➤ Coordinate North King Country Cycling opportunities information booklet. ➤ Work with Piopio Domain User Group and local schools to provide pathways and coordinated approach to delivery of sport to the community ➤ Work with Coast Rugby Football Sports Club to build sustainable club structures 	<p>Project detailed and register</p> <p>Report against progress</p> <p>Impact of individual project</p>	<p>December 2013</p> <p>Start September Progress report Quarterly: December 2013, March 2014, June 2014 Start October 2013 Progress report Quarterly : December 2013, March 2014, June 2014</p>	<p>Planning underway</p> <p>Initial discussions had to inform planning</p>
	<p>4. Local community recreation projects:</p> <ul style="list-style-type: none"> ➤ Following the Regional Facilities Strategy, work with Otorohanga and Waitomo District Councils around planning of facilities for Otorohanga and Waitomo ➤ Work with the Bennydale community to provide social family recreational opportunities. 	<p>Coordinated approach to facility planning</p> <p>Council feedback</p> <p>Initiatives detailed in Projects Register</p> <p>Report and progress of the initiative Impact of the project</p> <p>Evidence of support provided</p>	<p>April 2014</p> <p>Underway Progress report s Quarterly: December 2013, March 2014, June 2014</p>	<p>In Progress</p>

Outcomes	Activities	Evidence/Progress	By When	Status
<p>Improve Information and Promotion</p> <p>Improve coordination and promotion of information on all physical activity, recreation and sport opportunities in the District.</p>	<ol style="list-style-type: none"> 1. Provide the Waitomo community with information on programmes and events, development and funding opportunities. 2. Effective use of communication including: <ul style="list-style-type: none"> ➤ District information on website ➤ Window displays ➤ WDC i-SITE Display Board ➤ Use of local radio and newspapers ➤ Other Sport Waikato programme staff ➤ Email contacts ➤ School newsletters ➤ Verbal Promotion ➤ Attendance at Local Events ➤ Membership of service organisations ➤ Promotion through regional and national links when appropriate ➤ The Te Kuiti Sport Waikato Office is recognised as a central focus for all sport, recreation and physical activity for the Districts communities ➤ Link to Sport Waikato website on Waitomo District Council website and Facebook. 	<p>Evidence promotional material provided.</p> <p>Feedback from the community</p>	<p>Ongoing</p> <p>Quarterly reports : September 2013, December 2013, March 2014, June 2014.</p>	<p>Ongoing</p>
<p>Create pride in the Community</p> <p>Through supporting, encouraging and valuing our local volunteers and celebrating local sporting achievements.</p>	<ol style="list-style-type: none"> 1. Sport volunteers are recognised through nominations to Sport Maker project and SportNZ e card 2. Host Waitomo District Sports Awards to recognise contribution to and excellence in sport 	<p>Registers of nominations and club affiliations provided.</p> <p>Number of Nominees</p> <p>Number of attendees</p>	<p>Ongoing</p> <p>Quarterly reports: September 2013, December 2013, March 2014, June 2014</p> <p>25 November 2013</p>	<p>Underway</p> <p>Planning in progress</p>

Document No: 316091		File No: 037/002/1A	
Report To:		Council	
		Meeting Date:	24 September 2013
		Subject:	Review of Policy on Elected Members' Allowances and Recovery of Expenses

Purpose

- 1.1 The purpose of this business paper is for Council to review its Policy on Elected Member Remuneration in line with the recent review of Local Authority Remuneration completed by the Remuneration Authority.

Background

- 2.1 A full review of Local Authority Remuneration was launched in September 2011 with circulation of a Discussion Document and calling for responses and submissions.
- 2.2 A second document outlining the Remuneration Authority's preferred new approach was published in November 2012 with a final document outlining implementation published in April 2013.

2.3 OVERVIEW OF KEY CHANGES

- 2.4 The key changes resulting from the review are:
 1. A base salary for mayors/regional chairs, councillors, community board members and chairs.
 2. Councils may submit proposals for approval of additional remuneration for individual councillors undertaking extra duties, or for community boards with additional responsibilities.
 3. Some changes made to allowances for vehicle mileage, travel time and communications.
 4. Changes to resource consent payments.

2.5 Setting Base Salary for Mayor/Chair and Councillors

- 2.6 There are two key components for setting base salaries:
 1. Job Sizing , and
 2. Size Index (developed for each council)

2.7 Job Sizing

- Uses cross section of sample councils
- Includes survey of hours for governance and representation.

2.8 Size Index

2.9 Size Index is a measure of relative size and complexity of each council's business and is made up of statistics with weight assigned to each:

- a) population served by council; and
- b) the council's expenditure.

2.10 The Size Index will be recalculated every year using latest statistics on population and expenditure.

2.11 Extra Pay for Councillor Positions of Additional Responsibility

2.12 Councillors can receive extra pay for:

- a) positions of additional responsibility (including deputy mayor/chair)
- b) taking on significantly extra duties during District/Regional Plan process.

2.13 Extra pay is sourced from a pool of funds that is equivalent to 1.5 times of one base councillor salary for the council, e.g. if a base salary is \$20,000, the total pool that can be used for extra pay is capped at \$30,000.

2.14 Positions of additional responsibility may include deputy mayor/chair, committee chair, portfolio holder, member of specialist panels or external bodies.

2.15 Proposals for expenditure from the pool for extra pay must be submitted to Remuneration Authority (RA) for approval. The RA will be looking for evidence of significant extra workload and/or responsibility on an ongoing basis.

2.16 Some parameters around what extra pay can be received are:

- for a deputy mayor/chairperson, no more than 40% of the base councillor salary
- for other councillor positions, between 5% and 25% of the base councillor salary
- councillors who are members or chairs of a community board will not be able to receive any extra pay for that role.

2.17 A council is not required to distribute its entire pool for additional councillor responsibilities, however unspent funds from the pool cannot be carried over to following year, except for funds for additional duties to support the District/Regional Plan process and RA approval must be obtained to carried this forward.

2.18 Additional fees for councillors undertaking resource consent hearings under the RMA are funded by other council budgets, not the pool for additional responsibilities.

2.19 Arrangements for Mayor

2.20 The Mayor is not able to receive additional remuneration above their base salary.

2.21 Arrangements for Mayoral vehicles remain unchanged, i.e. deduction of base salary if vehicles are for private use. A mayor can only claim mileage if no vehicle is provided.

2.22 Changes to Mileage Allowance

2.23 The mileage allowance has increase to 77 cents per kilometre for first 5,000 kilometres travelled (up from 74 cents) and to 37 cents per kilometre for distances travelled beyond 5,000 kilometres per annum (up from 35 cents).

2.24 All other conditions remain unchanged, including threshold distances.

2.25 The RA has advised that the 5,000 kilometre distance will be prorated for part years.

2.26 Changes to Travel Time Allowance

2.27 The Travel Time Allowance has increased to \$35 per hour for the maximum hourly rate for travel time (up from \$15 per hour).

2.28 All other conditions unchanged.

2.29 Changes to Communications Allowance

2.30 Councils are to determine locally the required equipment for council business. Where a council does not provide some or all of the agreed equipment, an allowance can apply.

2.31 The maximum amount payable as an allowance is up to \$1,050 per annum (up from \$750).

2.32 There are maximum components within the allowance as follows:

- for use of a personal computer \$150.00 per annum
- for use of an electronic table \$150.00 per annum
- for use of a printer/scanner \$40.00 per annum
- for use of a mobile phone \$60.00 per annum
- for telephone/internet connection costs \$250.00 per annum
- for toll/mobile phone charges \$400.00 per annum

2.33 The RA has advised that all amounts above will be prorated for the approximate nine month period from the elections to 30 June 2014 and that annual amounts will apply in following years.

2.34 The total amount an elected member can be paid per annum will depend on the extent to which any or all of the equipment is provided directly by the council.

2.35 Resource Consent Hearings

2.36 Description of hearings is unchanged. The activity has been recognised as extending to include hearing preparation and site visits. However, a cap to

the equivalent of the actual hearing time will be applied to preparation/site visits.

2.37 A Note on Tax

2.38 Elected members are self-employed for tax purposes. This means that:

- allowances are taxed as earned income
- reimbursed costs/expenses (where a receipt or invoice accompanies the claim) are not taxed as income
- vehicle expenses (where not reimbursed) can be claimed as a tax deduction.

<h3>Commentary</h3>

- 3.1 The initial Local Government Determination for the period 13 October 2013 to 30 June 2013 will be gazetted within the next few weeks.
- 3.2 The rates outline in the determination are to be applied from the date the elected members are eligible after the local body elections. (i.e. from the date the members make their formal declarations).
- 3.3 The determination to be gazetted also includes provisions for the reimbursement of members' mileage and travel, and provisions for communications allowances and payment while sitting on resource consent hearings.
- 3.4 This will be the first determination set since the RA completed its review. The RA has previously advised councils of the salary rates for the period post the 2013 local authority elections. (Waitomo: Mayor \$67,550; Councillor Base Salary \$22,300).
- 3.5 In the two mid electoral term years (i.e. 2014 and 2015) the Authority will review amounts of remuneration, taking into consideration any changes in council size indices and any general remuneration increase. The RA has confirmed that no base councillors salary will decrease as a result of any recalculation. The RA will apply any changes automatically to the remuneration levels contained in the determination and will advise councils accordingly.
- 3.6 Now that the review is completed, the RA has requested that all local authorities update their policies on elected member allowances and recovery of expenses and provide them to the RA by 30 September 2013.
- 3.7 The RA has advised that the reviewed Policy must take into account the new provisions that will be set out in the determination, on vehicle mileage and travel time, communications and resource consent hearings.
- 3.8 The RA has provided an "example" Policy for Elected Members' Allowances and Recovery of Expenses and has stated that while adoption of this actual example Policy is not mandatory, it does provide guidance on what the RA will approve.

- 3.9 After reviewing the "example" Policy, it has been determined that it is in line with Council's current Policy other than it provide more detail in Table format. The example Policy has been reviewed to fit with Council's current Policy and a copy is attached to and forms part of this business paper for Council's consideration and adoption, for implementation post the Elections.
- 3.10 For comparison purposes, a copy of the current Policy on Elected Members' Remuneration is also attached to and forms part of this business paper.

Recommendation

- 4.1 It is recommended that Council adopt the "Policy on Elected Members' Allowances and Recovery of Expenses" (Doc 316085) for submitting to the RA before 30 September 2013.

Suggested Resolutions

- 1 The business paper on Review of Policy on Elected Members' Allowances and Recovery of Expenses be received.
- 2 The Policy on Elected Members' Allowances and Recovery of Expenses (Doc 316085) be adopted.
- 3 The Policy on Elected Members' Allowances and Recovery of Expenses be forwarded to the Remuneration Authority for approval.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

- Attachments:
- 1 Policy on Elected Members' Allowances and Recovery of Expenses (Doc 316085)
 - 2 Policy on Elected Members Remuneration (Doc 109403v4)



POLICY ON ELECTED MEMBERS' ALLOWANCES AND RECOVERY OF EXPENSES

INTRODUCTION

This policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

Contact person for queries: Michelle Higgie (Executive Assistant)
Email: michelleh@waitomo.govt.nz
Phone: 07 878 0800

POLICY STATEMENTS

This policy covers the Mayor and Elected Members of the Council and for the purpose of reimbursement of expenses and mileage, any Council appointed representative acting on behalf of the Council.

Expenses relating to electioneering purposes will **not** be reimbursed.

REMUNERATION

The Mayor and Elected Members shall receive remuneration as determined by the Remuneration Authority.

AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES

From time to time elected members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects. Transparency is achieved through the monthly publication on the Council's website of all expenses for elected members over the past month.

The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy
- expense claims are approved by the Mayor and Executive Assistant, and full original receipts are required
- cost reimbursements will be made via the payroll system.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's Determination.

The Council's internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.

No allowances are paid without deduction of withholding tax.

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

DEFINITIONS

"**Actual**" means as evidenced by the original receipt attached to the claim form.

"**Council**" shall mean the seven elected members that form the governing body (Council) of the Waitomo District Council.

"**Council business**" includes: formal council and community board meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, meetings with members of the public. It does not include events where the primary focus is on social activity.

"**Expenses**" means actual and reasonable expenses including but not limited to; accommodation, rental car, air travel, taxis, meals and refreshments, entertainment (hospitality), parking, sundry vehicle costs, alternative travel options and other such costs directly related to the business of WDC.

"**Reasonable**" means that it is within the amount specified by this policy or as deemed reasonable by the Mayor/Regional Chairperson and/or Chief Executive.

"**Remuneration Authority**" is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

"**Waitomo District Council**" (**WDC**) shall mean the organisation established to administer Council affairs, conduct operations and bring effect to Council policy and strategies.

ALLOWANCES AND EXPENSES BY GROUP OF MEMBERS

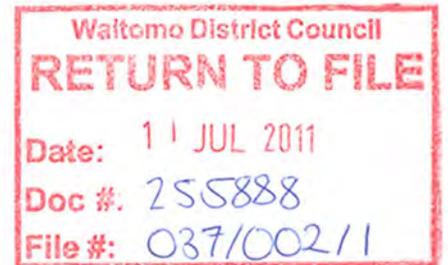
Position	Expense/Allowance	Description
All elected members	Taxis	<p>Taxis may be used for council business in circumstances where an individual is away from the Waitomo District and where it is deemed to be the most appropriate form of transport. i.e. transport to and from an airport, transport between venues at out of District appointments.</p> <p>Taxis may not be used if significant travel distances mean that use of a taxi is not the most cost effective option.</p> <p>Taxi costs paid for directly by the individual for travel within New Zealand or for international travel will be reimbursed on presentation of actual receipts.</p>
	Travel and attendance at conferences/seminars/training programmes	<p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at these events, held both within New Zealand and overseas, subject to:</p> <ul style="list-style-type: none"> a) related expenditure being accommodated within existing budgets, and b) the appropriate approvals as outlined in this policy <p>and excluding reimbursement for purchases from hotel mini-bars and charges for in-room video or cable movies.</p> <p>All travel and accommodation arrangements for elected members are to be made by WDC staff, at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.</p>

Position	Expense/Allowance	Description
	Exceptional circumstances for council related meetings	Staff may arrange overnight accommodation when travel or business requirements do not allow for the return on the same day, e.g. if it is unreasonable for an elected member to travel to their home after a late meeting.
	Domestic air travel	All elected members are entitled to utilise domestic air travel for council related travel, generally where travel by air is the most cost effective travel option.
	International air travel	As a general policy all elected member international air travel is by way of economy class, where all or part of the costs of the fares are to be met by the Council. The approval of the Council is required for exceptions, e.g. where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.
	Air points	No airpoints accumulated while on council business can be utilised for personal use.
	Private accommodation provided by friends/relatives	Payment of \$50 per night when staying in private accommodation, to cover accommodation, breakfast and dinner. It is intended that at least a portion of this allowance is paid to the accommodation provider.
	Parking expenses	Reimbursement of casual carparking costs related to council business held at any council premises. This will be on receipt of a signed claim accompanied by a receipt.
Mayor	Car	In the event the Mayor is provided with a WDC vehicle, that vehicle will also be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage.
	Travel and conferences, courses and seminars	<p>The prior approval of the Chief Executive is required for travel within New Zealand for: council business; attendance at conferences/courses/training events/seminars; other purposes associated with the position of mayor.</p> <p>The prior approval of the Council is required for all international travel, where costs or partial costs are paid for by council funds.</p> <p>Where the Mayor or the Mayor's authorised representative is accompanied by his/her partner on international travel, the Council will meet the cost of their travel, accommodation and incidental costs.</p> <p>The Council will only authorise such expenditure where the partner's involvement directly contributes to a clear business purpose.</p>
	Telephone costs	<p>Full payment by the WDC of:</p> <ul style="list-style-type: none"> a) home telephone line rental and associated toll charges, and b) cellphone based rental and all associated call charges.

Position	Expense/Allowance	Description
	Airline club	Given frequent travel requirements for the role, payment of an Air New Zealand Koru Club subscription.
	Entertainment and hospitality	<p>The Mayor holds a purchasing card to pay directly for any entertainment or hospitality expenses incurred while carrying out council business. Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.</p> <p>All expenditure on this card is approved by the Executive Assistant (in line with the WDC Auditor recommendation).</p>
Mayor and Councillors	Car parking	Use of an assigned carpark in Civic Offices for use on council business.
	Rental Cars	Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost-effective travel option.
Mayor and Councillors	Communications equipment	<p>The Mayor and Councillors will be provided with a tablet for the purpose of receiving electronic information from WDC, including Council Agendas.</p> <p>Elected members will be provided with an annual allowance (paid monthly via the Payroll System) for the following equipment provided by the elected member, as follows:</p> <ul style="list-style-type: none"> i) \$150 for a PC ii) \$40 for a printer iii) \$60 for a telephone (mobile or handset)
	Stationery and consumables	Supply of reasonable amounts of paper and printer consumables for council business.
Councillors	Conferences, courses, seminars and training	<p>The conference, course, seminar or training event must contribute to the Councillor's ability to carry out Council business.</p> <p>Attendance at these events when held in New Zealand must be approved by both the Mayor (or the Deputy Mayor) and the Chief Executive.</p> <p>Attendance at these events when held overseas must be approved by the Council.</p>
	Entertainment and hospitality	Reimbursement of costs incurred while hosting official visitors to the council, or while travelling on council business. These costs can cover a range of items including, but not limited to, tea/coffee and catering including alcohol with meals.
Councillors	General community related expenses	From time to time councillors may have unforeseen costs arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event. Reimbursement of such expenditure should be previously approved by the Mayor. The items should be appropriate to the occasion and expenditure should be moderate and conservative.

Position	Expense/Allowance	Description
Councillors	Vehicle mileage	<p>Vehicle mileage will be paid for all travel on council business that exceeds, in any one day, the relevant threshold distance.</p> <p>The threshold distance will be personal to each elected member. It will depend on the distance of a round commuting trip from the elected member's home to their nearest council office:</p> <ul style="list-style-type: none"> a) members living more than 15 kilometres away from their nearest office may claim the allowance for round trip distances travelled more than 30 kilometres in any one day b) members living less than 15 kilometres away from their nearest office may claim mileage for round trip distances travelled more than their round trip from home to their nearest council office, in any one day. <p>Mileage will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination.</p> <p>Mileage will be paid to eligible members on receipt of a completed and signed mileage claim, and approved by the Mayor and Executive Assistant.</p>
	Mobile phone expenses	An allowance towards council generated calls, text and data through mobile phones of \$400 per annum (paid monthly via the Payroll System)
	Landline and broadband connection	An allowance toward connection/usage costs of \$250 per annum (paid monthly via the Payroll System)

6 July 2011



Ms Michelle Higgle
Executive Assistant
Waitomo District Council
P O Box 404
TE KUITI 3941

Dear Ms Higgle

Policy on Elected Members Remuneration

The Authority has determined to accept your Council's amended Policy for Elected Members, and a signed copy of that document is attached.

Yours sincerely



Angela Foulkes
Deputy Chair

REMUNERATION AUTHORITY

Signed: 
Date: 5/7/2011



**Policy on
Elected Members
Remuneration**

31 May 2011

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1. Policy Summary

- 1.1 This policy provides the framework for the Mayor and Elected Members remuneration and expenditure reimbursement.

2. Policy Background

- 2.1 The Local Government Elected Members Determination, in line with Guidelines issued by the Remuneration Authority, requires Council to make recommendation to the authority regarding Elected Members remuneration and allowances and expenses.

3. Definitions

- 3.1 **Council** shall mean the seven elected members that form the governing body (Council) of the Waitomo District Council.
- 3.2 **Waitomo District Council (WDC)** shall mean the organisation established to administer Council affairs, conduct operations and bring effect to Council policy and strategies.
- 3.3 **Expenses** means actual and reasonable expenses including but not limited to; accommodation, rental car, air travel, taxis, meals and refreshments, entertainment (hospitality), parking, sundry vehicle costs, alternative travel options and other such costs directly related to the business of WDC.

4. Policy Statements

- 4.1 This policy covers the Mayor and Elected Members of the Council and for the purpose of reimbursement of expenses and mileage any Council appointed representative acting on behalf of the Council.
- 4.2 WDC will equip the Mayor with a cell phone and pay all expenditure related to the cell phone.
- 4.3 Expenses relating to electioneering purposes will **not** be reimbursed.

5. Remuneration

- 5.1 The Mayor shall receive the maximum salary as determined by the Remuneration Authority.
- 5.2 The total remuneration for Elected Members shall be the maximum Remuneration Pool set by the Remuneration Authority for WDC.
- 5.3 Elected Members shall each receive 16% of the total remuneration pool except that the Deputy Mayor shall receive 20% of the total pool.

6. Expenses

- 6.1 Actual and reasonable expenses, including toll calls, printer cartridges and paper, accommodation and other general expenses incurred on specific Council business, will be reimbursed to the Mayor and Elected Members and Council appointed members upon presentation of itemised telephone accounts and appropriate receipts.

7. Vehicle Mileage Allowance

- 7.1 A vehicle mileage allowance will be paid upon presentation and processing of an Expense Claim Form as follows:
- There shall be a threshold of distance travelled for any one event of 30 kilometres with only distance in excess of this threshold qualifying for payment.

- A vehicle mileage allowance up to a maximum of 5,000km per annum at \$0.74 per kilometre and \$0.35 per kilometre in excess of 5,000km subject to the following conditions:
 - Council appointed representatives (who are not elected members) can be paid for vehicle mileage expenses for attendance at meetings and conferences as a representative of Council, on the same basis as elected members.
 - Elected Council members can be paid for vehicle mileage expenses while travelling to and from Council meetings within the boundaries of the Waitomo District.
 - Elected Council members can be paid for vehicle mileage expenses for attendance at (outside) meetings and conferences as a representative of Council, or attendance at any course or training that Council considers will improve the members' capacity to carry out the functions of his/her office.
- Vehicle mileage expenses are payable for:
 - a) Visits to, and tours of, facilities, or sites of works for which the Council is responsible, or has involvement, or which will be the subject of business to come before the Council or any Committee; or
 - b) Visits to the Mayor by Councillors for formal discussions and formal briefings.
 - c) Attendance at approved seminars or training courses.

8. Travel Time Allowance

- 8.1 A travel time allowance will be paid upon presentation and processing of an Expense Claim Form as follows:
- There shall be a threshold of travel time for any one event of 2 hours with only time in excess of this threshold qualifying for payment.
 - The maximum payment to any one elected member in a year shall be a maximum of 100 hours.
 - The allowance per hour of travel time shall be the maximum amount payable under the Local Government Elected Members Determination.

9. Communications Allowance

- 9.1 A Communications Allowance will be paid to all Elected Members towards reimbursement of costs incurred in utilising private mobile telephones, computer or ancillary equipment and an Internet connection for official Council business as follows:
- This Communications Allowance will be fixed at the maximum amount payable under the Local Government Elected Members Determination.

10. Procedures

- 10.1 All payments to elected members for remuneration and reimbursement of expenditure shall be in accordance with this policy and made under the authority of the CEO or his/her delegate.
- 10.2 The Mayor shall approve all claims by Elected Members for expenditure reimbursement.
- 10.3 The CEO shall approve all claims by the Mayor for expenditure reimbursement.

10.4 PAYMENT PROCEDURES

- 10.5 Remuneration will be paid fortnightly through the Council payroll system unless agreed otherwise.
- 10.6 General expenses, vehicle mileage, travel time allowances and a communications allowance will be paid monthly upon presentation and processing of Expense Claim Forms and appropriate receipts.
- 10.7 Administration of Elected Members' Claims will be co-ordinated by the Executive Assistant.

10.8 TAXATION

- 10.9 Taxation on allowances shall be deducted at the prevailing taxation rates as determined by the Inland Revenue Department.
- 10.10 The Council shall furnish details of taxable payments and deductions made for every tax year.

Document No: 315572

File No: 054/001C

Report To: Council Meeting**Meeting Date:** 24 September 2013**Subject:** **Civic Assurance – Half-Annual Accounts to 30 June 2013****Purpose of Report**

- 1.1 The purpose of this paper is to inform Council about Civic Assurance's current financial position and to receive the half-annual accounts to 30 June 2013.

Local Government Act S.11A Considerations

- 2.1 This business paper does not have any considerations in relation to the Local Government Act S.11A.

Background

- 3.1 Civic Assurance is the trading name of the New Zealand Local Government Insurance Corporation Ltd (LGIC). It has been trading for 50 years.
- 3.2 It is owned by Local Government and is dedicated to servicing local government with a range of financial services.

Credit Rating

- 4.1 Up until 19 July 2011 Civic Assurance had a credit rating from AM Best of 'A' (excellent - under review with negative outlook).
- 4.2 Shown below are the top five categories of AM Best's Ratings table. AM Best is a rating agency approved by the Registrar of Companies.

Rating	Description
A++, A+	Superior
A, A-	Excellent
B++, B+	Very Good
B, B-	Fair
C++, C+	Marginal

- 4.3 **Civic's current credit rating is B++ (negative outlook).**
- 4.4 Civic's credit rating from AM Best has dropped two notches since July 2011 from A (Excellent) to B++ (Good). The rating fell because of Civic's weaker capital position and because Civic was unable to obtain catastrophe reinsurance cover from 1 July 2011. (Had this been obtained it would have allowed Civic to begin the process of re-building its balance sheet through normal operations).
- 4.5 The downgrade reflects the accumulated impact of the Christchurch earthquakes on Civic Assurance, whereby multiple event retentions stressed the company's risk-adjusted capitalisation, as measured by Best's Capital Adequacy Ratio. Additionally, while Civic Assurance's reinsurance programme has helped it withstand the calamities of those events, the credit risk associated with its reinsurance recoverables weighed significantly on A.M. Best's rating decision.

Shareholders

- 5.1 67 out of 78 New Zealand councils are shareholders of Civic. At 31 December 2012 Civic's 20 largest shareholders were:

Shareholder	% of Total Shares		
	31.12.12	31.12.11	Variance +/-
Auckland City Council	19.9%	21.1%	-6.0%
Christchurch City Council	12.9%	7.3%	43.4%
Wellington City Council	4.8%	8.2%	-70.8%
Hutt City Council	4.4%	3.7%	15.9%
Dunedin City Council	4.3%	7.4%	-72.1%
New Plymouth District Council	4.0%	3.4%	15.0%
Invercargill City Council	3.7%	2.4%	35.1%
Palmerston North City Council	3.7%	3.0%	18.9%
Napier City Council	2.6%	2.2%	15.4%
Wanganui District Council	2.6%	2.2%	15.4%
Timaru District Council	2.1%	1.7%	19.0%
Tauranga City Council	1.9%	1.1%	42.1%
Hamilton City Council	1.8%	3.2%	-77.8%
Rotorua District Council	1.6%	1.4%	12.5%
Waipa District Council	1.4%	1.1%	21.4%
Porirua City Council	1.3%	1.1%	15.4%
Hastings District Council	1.2%	0.9%	25.0%
Masterton District Council	1.2%	0.9%	25.0%
Nelson City Council	0.9%	1.5%	-66.7%
Upper Hutt City Council	0.5%	0.8%	-60.0%
Waitomo District Council	0.2%	0.0%	100.0%

It's interesting to note the change in percentage shareholding between the two financial years (2011 and 2012) brought about by the additional capital raising undertaken by Civic Assurance during the financial year ended 31 December

2012. Not all Council's took up the initial Share Purchase Plan and Rights Issue which raised \$4,175,616.60 for the Company. As a consequence, the individual percentage holdings of each Council varied between years. For example, Wellington, Dunedin and Hamilton City Councils' did not participate which reduced their respective shareholding percentages by 70%+. This had the effect of increasing shareholding percentages of other Councils, in particular those who did participate in the Share Purchase Plan and Rights Issue.

Services Provided

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

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

- 5.2 Civic is also the promoter and administrator of SuperEasy and SuperEasy KiwiSaver Superannuation Scheme (with 65 of 78 Councils nominating SuperEasy KiwiSaver as their preferred provider), the Administration Manager for LAPP, the Fund Manager for Riskpool, a 25% shareholder in Local Government Online Ltd, and the owner and property manager of Civic Assurance House (a nine-storey building on Lambton Quay in Wellington).

Financial Position

- 6.1 Attached to this business paper is a copy of Civic's unaudited financial statements for the six months ended 30 June 2013.
- 6.2 The Statement of Comprehensive Income highlights the continuing difficult insurance environment during the six months, with a trading loss of **\$122,000** for the Group. This is however a favourable result if compared against the **\$263,000** loss for the same period last year.
- 6.3 The loss of \$122,000 after tax was not unexpected: Civic's net operating revenue has fallen from \$370,000 in 2011 to \$172,000 for the first six months of 2013. There are significant costs being incurred in administering the Christchurch earthquake claims. Over the 12 months ended 30 June 2013 Civic's equity reduced by \$1.142M from \$13.995M to \$12.853M (or 8.2%).
- 6.4 Civic is expected to return to profitability once it is able to re-engage in the insurance market in a more significant way. For this to happen however it will

require at least an A- credit rating and that will not happen until all of Civic's reinsurers are paying what is owed. Nine out of ten of Civic's reinsurers are, but the other one (R+V Versicherung AG from Wiesbaden, Germany) has not. Disappointingly, Civic issued summary judgment proceedings against R+V in Christchurch's High Court to get the debt paid. The arbitrations for Civic's dispute are underway and may take up to six months to resolve. At that stage the loss adjusting process should be more or less complete and it may be possible for the Canterbury earthquake claims to be settled. With over a thousand damaged buildings and a claim in the order of \$800 million it was never going to be a quick settlement.

- 6.5 The Reserve Bank is responsible for the supervision of insurance companies operating in New Zealand. Civic expects to operate on a provisional licence from the Reserve Bank until the bulk of the Christchurch claims are settled.
- 6.6 Damage to Civic Assurance House from the Seddon earthquakes was just over \$25,000. Civic Property Pool was not affected by these earthquakes. Over the last 50 years, New Zealand has had a magnitude six or more earthquake on average every **four** months.
- 6.7 SuperEasy funds under management now top \$150 million. Investment income (including rental income) plus Civic's management fees from LAPP, Riskpool and SuperEasy for 2013 is projected at \$3.6 million.

<p>Suggested Resolution</p>

- 1. The business paper on the half-annual accounts of Civic Assurance be received.
- 2. That the unaudited half-yearly accounts from Civic Assurance covering the 6 months ended 30 June 2013 be received.



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

13 September 2013

Attachment: Unaudited Financial Statements of Civic Assurance covering the 6 month period ended 30 June 2013

Mr Chris Ryan
Chief Executive
Waitomo District Council
PO Box 404
TE KUITI 3941

6 September 2013

Dear Chris,

Half-Yearly Accounts to 30 June 2013

Please find enclosed your copy of Civic's accounts (unaudited) for the first six months of 2013. The loss of \$122,000 after tax was not unexpected; there are significant costs being incurred by Civic in the administration of its Canterbury earthquake claims.

SuperEasy funds under management now top \$150 million. Investment income (including rental income) plus Civic's management fees from LAPP, Riskpool and SuperEasy for 2013 is projected at \$3.6 million.

The arbitrations for Civic's disputes with R+V Versicherung AG and AIG are underway. They should not take longer than six months. At that stage the loss adjusting process should be more or less complete and it may be possible for the Canterbury earthquake claims to be settled. With over a thousand damaged buildings and a claim of the order of \$800 million it was never going to be a quick settlement.

The RBNZ (Reserve Bank) is responsible for the supervision of insurance companies operating in New Zealand. Civic expects to operate on a provisional licence from RBNZ until the bulk of the Christchurch claims are settled.

Damage to Civic Assurance House from the Seddon earthquakes was just over \$25,000. Civic Property Pool was not affected by these earthquakes. Over the last 50 years New Zealand has had a magnitude six or more earthquake on average every four months.

Yours sincerely



Tim Sole
Chief Executive
DDI: 04-978-1254
Email: tim.sole@civicassurance.co.nz

Civic Assurance,
114 Lambton Quay,
PO Box 5521, Wellington 6145,
<http://www.civicassurance.co.nz>
Tel: (04) 978 1250 Fax: (04) 978 1260

NZ Local Government Insurance Corporation Ltd (Trading as Civic Assurance)
**STATEMENT OF COMPREHENSIVE INCOME (Unaudited)
FOR THE SIX MONTHS ENDED 30 JUNE 2013**

	\$000's	Six Months				Full Year	
		2013 Group	2012 Group	2013 Parent	2012 Parent	2012 Group	2012 Parent
NET OPERATING REVENUE		(172)	(370)	(172)	(370)	(1,586)	(1,593)
Which includes:							
Income from interest	186	190	186	190	416	416	
Interest Expense	-	-	-	-	-	-	
Audit Fee Expense	(78)	(50)	(78)	(50)	(109)	(109)	
Directors' Fees Expense	(56)	(57)	(56)	(57)	(115)	(115)	
Net Surplus Before Taxation	(172)	(370)	(172)	(370)	(1,586)	(1,593)	
Plus Dividend from Associate	50	-	50	-	-	-	
Plus Share of Profit of Associate	-	-	-	-	29	-	
Less Subvention Payment	-	-	-	-	-	(7)	
Less Taxation Expense	0	(107)	0	(107)	(272)	(272)	
NET SURPLUS AFTER TAXATION	<u>(122)</u>	<u>(263)</u>	<u>(122)</u>	<u>(263)</u>	<u>(1,285)</u>	<u>(1,314)</u>	

**STATEMENT OF MOVEMENTS IN EQUITY (Unaudited)
FOR THE SIX MONTHS ENDED 30 JUNE 2013**

	Six Months				Full Year	
	2013 Group	2012 Group	2013 Parent	2012 Parent	2012 Group	2012 Parent
Equity as at 1 January	12,974	14,259	12,963	14,277	10,083	10,101
Net Surplus After Taxation	(122)	(263)	(122)	(263)	(1,285)	(1,314)
Ordinary Shares issued during the year	-	-	-	-	4,176	4,176
EQUITY AS AT 30 JUNE	<u>12,853</u>	<u>13,996</u>	<u>12,842</u>	<u>14,014</u>	<u>12,974</u>	<u>12,963</u>

**STATEMENT OF FINANCIAL POSITION (Unaudited)
AS AT 30 JUNE 2013**

	2013 Group	2012 Group	2013 Parent	2012 Parent	2012 Group	2012 Parent
EQUITY						
Capital	10,566	10,566	10,566	10,566	10,567	10,567
Retained Earnings	2,287	3,429	2,276	3,448	2,408	2,396
TOTAL EQUITY	<u>12,853</u>	<u>13,995</u>	<u>12,842</u>	<u>14,014</u>	<u>12,975</u>	<u>12,963</u>
Represented By:						
Current Assets						
Bank & Cash Equivalents	11,700	21,500	11,649	21,449	14,618	14,567
Receivables	764,158	840,239	764,159	840,239	820,905	820,905
Managed Funds & Local Authority Stock	-	-	-	-	-	-
TOTAL CURRENT ASSETS	<u>775,857</u>	<u>861,739</u>	<u>775,808</u>	<u>861,688</u>	<u>835,523</u>	<u>835,472</u>
Non-Current Assets						
Property, Plant & Equipment & Intangible Assets	347	400	347	400	396	396
Deferred Tax Asset	3,690	3,417	3,690	3,417	3,690	3,690
TOTAL NON CURRENT ASSETS	<u>4,037</u>	<u>3,817</u>	<u>4,037</u>	<u>3,817</u>	<u>4,086</u>	<u>4,086</u>
Investments						
NZ Government & Local Authority Stock, LG Online	219	192	138	142	219	138
Investment Property	6,775	7,054	6,775	7,054	6,775	6,775
TOTAL INVESTMENTS	<u>6,994</u>	<u>7,246</u>	<u>6,913</u>	<u>7,196</u>	<u>6,994</u>	<u>6,913</u>
TOTAL ASSETS	<u>786,889</u>	<u>872,802</u>	<u>786,757</u>	<u>872,701</u>	<u>846,603</u>	<u>846,471</u>
Current Liabilities						
Sundry Creditors & Accrued Charges	3,832	870	3,832	870	3,161	3,161
TOTAL CURRENT LIABILITIES	<u>3,832</u>	<u>870</u>	<u>3,832</u>	<u>870</u>	<u>3,161</u>	<u>3,161</u>
INSURANCE PROVISIONS	770,083	857,817	770,083	857,817	830,347	830,347
Non Current Liabilities	-	-	-	-	-	-
Subordinated Debt	120	120	-	-	120	-
TOTAL LIABILITIES	<u>774,036</u>	<u>858,807</u>	<u>773,916</u>	<u>858,687</u>	<u>833,628</u>	<u>833,508</u>
EXCESS OF ASSETS OVER LIABILITIES	<u>12,853</u>	<u>13,995</u>	<u>12,842</u>	<u>14,014</u>	<u>12,975</u>	<u>12,963</u>

The notes to the accounts on page 3 form part of and are to be read in conjunction with these Statements.

NZ Local Government Insurance Corporation Ltd (Trading as Civic Assurance)

**STATEMENT OF CASH FLOWS (Unaudited)
FOR THE SIX MONTHS ENDED 30 JUNE 2013**

	\$000	2013 Group	2012 Group	2013 Parent	2012 Parent	FULL YEAR	
						2012 Group	2012 Parent
Cash Flows from Operating Activities							
Cash from operating activities:		13,276	9,801	13,276	9,801	26,033	26,033
Cash applied to operating activities:		<u>16,225</u>	<u>16,446</u>	<u>16,225</u>	<u>16,446</u>	<u>39,256</u>	<u>39,256</u>
Net Cash Outflow from Operating Activities		(2,949)	(6,645)	(2,949)	(6,645)	(13,223)	(13,223)
Cash Flows from Investing Activities							
Cash provided from investing activities:		50	-	50	-	-	-
Cash applied to investing activities:		<u>19</u>	<u>129</u>	<u>19</u>	<u>129</u>	<u>434</u>	<u>434</u>
Net Cash (Outflow)/Inflow from Investing Activities		31	(129)	31	(129)	(434)	(434)
Cash Flows from Financing Activities							
Cash was provided from financing activities:		-	4,175	-	4,175	4,176	4,176
Cash applied to financing activities:		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Cash Inflow from Financing Activities		-	4,175	-	4,175	4,176	4,176
Net Decrease in Cash Held		(2,918)	(2,599)	(2,918)	(2,599)	(9,481)	(9,481)
Opening Cash Balance as at 1 January		<u>14,618</u>	<u>24,099</u>	<u>14,567</u>	<u>24,048</u>	<u>24,099</u>	<u>24,048</u>
Closing Cash Balance as at 30 June		<u>11,700</u>	<u>21,500</u>	<u>11,649</u>	<u>21,449</u>	<u>14,618</u>	<u>14,567</u>
Being:							
Bank & Cash Equivalents		<u>11,700</u>	<u>21,500</u>	<u>11,649</u>	<u>21,449</u>	<u>14,618</u>	<u>14,567</u>

The notes to the accounts on page 3 form part of and are to be read in conjunction with this statement.

NZ Local Government Insurance Corporation Ltd (Trading as Civic Assurance)

Notes to the Financial Statements

1 Accounting policies

The accounting policies applied in the preparation of the half year financial statements are consistent with those disclosed in the 2012 annual report except the investment property has not been revalued.

2 Basis of Preparation

These interim financial statements have been prepared in accordance with FRS-24 and should be read in conjunction with the Company's annual financial report for the year ended 31 December 2012. Disclosures in these interim financial statements are less extensive than those in the annual financial report.

3 Comparative figures.

The comparative figures are for the six months ended 30 June 2012 and the year ended 31 December 2012.

4 Reconciliation of net surplus after tax with cash flow from operating activity.

	Six Months				Full Year	
	2013	2012	2013	2012	2012	2012
\$000	Group	Group	Parent	Parent	Group	Parent
Reported Surplus After Taxation	(122)	(263)	(122)	(263)	(1,285)	(1,314)
Add/(less) non cash items						
Depreciation	68	52	68	52	118	118
Insurance Provisions	(60,264)	144,484	(60,264)	144,484	117,212	117,212
Deferred Tax Liability	-	-	-	-	(272)	(272)
Net change in fair value of property	-	-	-	-	323	323
Share of Profit of Associate	-	-	-	-	(29)	-
Unrealised net change in value of investments	-	-	-	-	3	3
	(60,196)	144,536	(60,196)	144,536	117,354	117,383
Add/(less) movements in other working capital items						
Accounts Receivable	56,706	(549,012)	56,706	(136,233)	(116,934)	(116,934)
Accounts Payable	671	1,445	671	290	(12,355)	(12,355)
Reinsurance Received in Advance	0	-	-	(14,936)	-	-
Maturing Local Authority Stock	-	-	-	-	-	-
Tax Refund Due	42	(2,131)	42	(39)	(3)	(3)
Maturing Civic Bonds	-	2	-	-	-	-
	57,419	(549,696)	57,419	(150,918)	(129,292)	(129,292)
Less Items Classified as investing activity	(50)	-	(50)	-	-	-
Less Items Classified as financing activity	-	-	-	-	(1)	(1)
Net Cash Outflow from Operating Activities	<u>(2,949)</u>	<u>(405,423)</u>	<u>(2,949)</u>	<u>(6,645)</u>	<u>(13,223)</u>	<u>(13,223)</u>

5 Contingent liabilities.

The contingent liabilities are:

- i) 100,000 uncalled shares in the wholly owned subsidiary, Local Government Superannuation Trustee Limited
- ii) 1,000 uncalled shares in the wholly owned subsidiary, Local Government Mutual Funds Trustee Limited
- iii) 1,000 uncalled shares in the wholly owned subsidiary, Civic Assurance Limited
- iv) A guarantee given by the Company to Local Government Mutual Funds Trustee Limited (LGMFTL) indemnifying (LGMFTL) for a period of 5 years from 30/6/97 for the total liability of the Riskpool scheme claims in that period was discharged in December 2012. No claims were received against the guarantee.
- v) 100,000 uncalled shares in the wholly owned subsidiary, NZ Local Government Finance Corporation Limited (LGFC).
- vi) 100 uncalled shares in the wholly owned subsidiary, SuperEasy Limited.
- vii) 100 uncalled shares in the wholly owned subsidiary, Local Government Finance Corporation Limited.

6 Events occurring after reporting date

There have been no significant events since the reporting date that affect the results disclosed in the half year financial statements.

7 Financial Strength Rating

The Company's current A. M. Best Financial Strength Rating, dated 17 July 2012, is B++u (negative outlook) and Issuer Credit Rating is bbb+u (negative outlook) AM Best is a rating agency approved by the Reserve Bank of New Zealand.

An explanation about AM Best's Credit Ratings is available on A. M. Best's website at www.ambest.com.

8 Solvency

The Company's current Solvency Margin as set out in our most recent solvency return as at 31 December 2012 filed with the Reserve Bank of New Zealand was \$582,000.

9 Insurance (Prudential Supervision) Act 2010 (as amended)

The Company holds a provisional licence under the above Act.

Document No: 315475

File No: 100/018A

Report To: Council**Meeting Date:** 24 September 2013**Subject:** **Interim Unaudited Financial Report for year ending 30 June 2013****Purpose of Report**

- 1.1 The purpose of this business paper is to present the Interim Unaudited Financial Report for the year ended 30 June 2013.

Local Government Act S.11A Considerations

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

Background

- 3.1 The period covered by this report is 1 July 2012 to 30 June 2013.
- 3.2 The order of the report is as follows:
- **Income Statement** with high level comments on Council's operating performance for the year to 30 June 2013.
 - **Balance Sheet** with high level comments on changes from 1 July 2012 to 30 June 2013.
 - **Capital Expenditure** summary with commentary on material variances of expected expenditure for the year compared with budget.
 - **Treasury Report** which reports on the Public Debt position, cash reserves and significant treasury transactions.
 - **Cost of Service** Statement Summary and Cost of Service Statements for Council's year significant activities are presented in **Appendix 1**.
 - **Balance Sheet** as at 30 June 2013 is presented in **Appendix 2**.
 - **Treasury Management Report** from Bancorp Treasury Services Limited, Council's treasury management advisors is presented in **Appendix 3**.
 - An explanation of the column content in the Financial Tables and Terminology is presented in **Appendix 4**.

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

Financial Report to 30 June 2013

4.1 INCOME STATEMENT HIGHLIGHTS

4.2 Set out below is the summary of financial information for the year to 30 June 2013. Detailed Summaries of Cost of Service Statements are attached as **Appendix 1**.

FINANCIAL HIGHLIGHTS (Amounts in \$1000's)	Actual 2011/12 <a>	EAP Budget 2012/13 	Actual 2012/13 <d>	Variance 2012/13 <e>	% Variance <f>
Total Revenue					
Operating Revenue	(10,526)	(10,176)	(12,031)	(1,855)	
Rates Revenue	(15,670)	(16,630)	(16,735)	(105)	
	(26,196)	(26,806)	(28,766)	(1,960)	7%
Direct Expenditure					
Operating Expenditure	23,555	23,367	23,168	(199)	
	23,555	23,367	23,168	(199)	-1%
Net Operating Cost/(Surplus)	(2,641)	(3,439)	(5,598)	(2,159)	

4.3 **Net Operating Cost/ (Surplus):** The surplus of \$5,598,000 is \$2,159,000 above YTD budget. Included in the Net Operating Surplus is \$4,428,000 of subsidy revenue to fund asset renewal and improvement expenditure. Renewal and improvement expenditure is capital in nature and as such is not included in the Operating Expenditure figure in the income statement.

4.3 **Total Revenue** is 7% (\$1,960,000) above forecast for the year to June 2013.

- The Railway buildings acquired during the year from Kiwi Rail for a nominal amount have been revalued and brought into the financial statements at the fair value of \$194,000.
- Due to reduced refuse being received at the Landfill, solid waste revenue received is less than budget.
- Subsidy revenue of \$2,250,000 has been recognised for the Te Kuiti Wastewater Upgrade project. The budget for this revenue was included in the 2011/12 financial year. Subsidy revenue of \$358,000 has been recognised for the Piopio Wastewater project. The budget for this revenue was included in prior financial years.
- Trade Waste revenue was \$477,000 more than forecast.
- The Mokau Raw Water Storage Dam project has been delayed in order to develop a new dam design at a new site. Consequently no work has been undertaken and no subsidy has been claimable. The forecast subsidy claimable was \$808,000 and is expected to be available in future years once the construction work has been completed.
- Upgrade work at the Piopio Water Treatment Plant was scheduled to be undertaken in the 2012/13 financial year. However the scope of the work changed and a significant part of the work was completed in the 2011/12 year - as such \$50,000 was claimed against a budget of \$314,000.

- Both maintenance and capital expenditure were less than budget for the year for Subsidised Roads, which means subsidies claimed will also be less than forecast for the year.

4.4 Operating Expenditure is 1% (\$199,000) less than budget for the year.

- Direct operating expenditure for the **Community Services** significant group of activities was more than budget due mainly to a reclassification of costs for the Swimming Pool. During the year an Internal Services Unit was established where staff and management of the pool was provided by the unit and internally purchased by the asset operator. The effect of this arrangement is that these staffing costs, previously shown as indirect expenditure, are now shown as direct operating expenditure.
- **Landfill** operational costs including the Waste Minimisation Levy were less than budget due to refuse volumes entering the landfill being less than expected.
- Direct operating costs for **Te Kuiti Sewerage** were less than budgeted due to savings achieved for insurances, electricity and maintenance costs.
- There were higher than budgeted operating costs for Piopio Water Supply due to the commissioning of the new water treatment plant and investigation works in the reticulation system to discover/remedy leaks.
- Fire hydrant replacement and repairs to a chlorine monitor have been carried out at the **Mokau Water Supply** resulting in an increase in maintenance expenditure.

4.5 Indirect Expenditure is \$297,000 less than budget. There are three components that make up indirect expenditure;

- **External Interest**: \$469,000 less than forecast, due to proactive management of Council's debt portfolio and interest rates achieved being less than interest rate assumptions made in the Long Term plan.
- **Allocated Costs**: \$488,000 less than forecast, due in part to the creation of the Internal Services Unit and Roading Business Unit and the transfer of costs from indirect to direct operating expenditure.
- **Depreciation**: \$660,000 was more than forecast, due primarily to an "uplift" of depreciation on very old assets. For budgetary purposes, these assets are depreciated to a 'zero' carrying value and thereafter have no depreciation charged. However for valuation purposes the remaining useful life of assets is reinstated to one year of the assets' expected base life and depreciation is recalculated on those reinstated amounts. Revaluations of Council's assets were carried out as at 30 June 2012 and the full effect of these additional charges felt for the first time during 2012/13.

In addition to that, depreciation on capital additions and capitalised work in progress can vary annually to the projected asset depreciation costs depending on timing of capital projects and asset renewals.

5.1 **BALANCE SHEET HIGHLIGHTS**

5.2 Balance Sheet highlights presented below show the movement in Council's financial position from 30 June 2012 to 30 June 2013. The complete Balance Sheet is attached as **Appendix 2**.

BALANCE SHEET HIGHLIGHTS (Amounts in \$1000's)	Actual Position 30 June 2012 <g>	Actual Position 30 Jun 2013 <g>	Movement from 30 June 2012 <h>
Current Assets	9,246	5,809	(3,437)
Non-current Assets	308,097	315,848	7,751
Total Assets	317,343	321,657	4,314
Current Liabilities	18,955	18,077	(878)
Non-current Liabilities	34,010	33,055	(955)
Total Liabilities	52,965	51,132	(1,833)
Public Equity	264,378	270,525	6,147
Total Liabilities & Public Equity	317,343	321,657	4,314

5.3 Current Assets have decreased from \$9,246,000 to \$5,809,000.

- Cash and cash equivalents have also decreased by \$2,540,000 during the year month year.
- Trade and other receivables have decreased by \$914,000 from 30 June 2012, due mainly to reduced subsidies from Ministry of Health. Offsetting that rates debtors and NZ Transport Authority roading subsidies due have increased.

5.4 Non-current Assets increased from \$308,097,000 to \$315,313,000.

- The increase of \$7,560,000 is due to asset additions of \$13,359,000 less depreciation of \$5,432,000, disposal losses of \$340,000 and a revaluation loss of \$27,000.

5.5 Current Liabilities have decreased by \$878,000 from \$18,955,000 to \$18,077,000.

- Trade and Other Payables decreased by \$425,000.
- Borrowings (both current and non-current) decreased by \$1,823,000 during the year to June 2013. However borrowings net of Cash and cash equivalents have increased by \$717,000 from \$44,294,000 to \$45,011,000.
- Current borrowings have reduced by \$329,000 for the year. This reduction was made up of repayment of the Call Advance facility of \$1,790,000 offset by an increase in Accrued Interest of \$23,000 and reclassification of loans from non-current to current of \$1,350,000
- During the year restructuring of \$11,350,000 of term loan debt was completed (consolidated into a Term Advance facility). This was recorded as current debt at 30 June but is now classified as non-current with a maturity date of 1 July 2014. This has had an immediate and positive effect on the working capital figure shown in the Balance Sheet.

- Floating Rates Notes totaling \$13,500,000 have now become current (i.e. maturity dates within 12 months of 30 June 2013 balance date), as follows:

-	\$3,500,000	30/08/13
-	\$5,000,000	10/12/13
-	\$5,000,000	21/01/14

- The Term Loan of \$750,000 (borrowed from the Bank and advanced to Inframax Construction Ltd) has had its maturity date extended to November 2015 and is now re-classified as non-current. (Note: This is the contra entry to the loan included in Non-Current Assets).
- Part of the Call Advance facility at 30 June contained \$800,000 of debt that was used to purchase shares in Inframax Construction Limited. This debt was consolidated with a \$2,000,000 Term Loan to make one tranche of \$2,800,000 within the Term Advance facility and as such was reclassified as non-current.

5.6 Non-current liabilities decreased by \$955,000 from \$34,010,000 to \$33,055,000.

- Non-current borrowings decreased by \$1,350,000 due to re-classification of debt between current and non-current classifications. This is a result of approaching maturity dates and restructuring of debt, as detailed above.
- Part of Trade and Other Payables (\$790,000) is classified as non-current due to payment being expected to be made later than one year from balance sheet date.

This liability is for Goods and Services Tax due as a result of transitioning the accounting basis for GST from a payments basis to an invoice basis. This liability is to be repaid monthly over six years from 1 July 2013.

5.7 Public Equity has increased by \$6,417,000 from \$264,378,000 to \$270,525,000 which is equal to the net surplus for the year of \$5,598,000 and revaluation gains and other reserve movements of \$819,000.

6.0 SUMMARY OF ADJUSTMENTS TO BE MADE FOR THE DRAFT ANNUAL REPORT

- 6.1 This interim unaudited report presents the financial performance and position at 30 June 2013 as a draft to both Council and its auditors.
- 6.2 **This draft does not include the revaluation of Council's stormwater, sewerage or water supply assets.** This work is underway and will be completed for incorporation into the final audited report.

7.0 CAPITAL EXPENDITURE

7.1 Set out below is the Capital Expenditure Budget and Expenditure for the year to 30 June 2013.

CAPITAL EXPENDITURE SUMMARY (Amounts in \$1000's)	EAP Budget 2012/13	Actual 2012/13	Variance 2012/13
Community Facilities			
Parks and Reserves	306	28	(278)
Housing and Other Property	69	308	239
Recreation and Culture	229	182	(47)
Public Amenities	205	132	(73)
Community Development			
Information Centre	1	0	(1)
Solid Waste Management			
Landfill and Transfer Stations	6	36	30
Stormwater			
Te Kuiti Stormwater	122	96	(26)
Rural Stormwater	5	0	(5)
Sewerage			
Te Kuiti Sewerage	5,442	6,870	1,428
Te Waitere Sewerage	8	0	(8)
Benneydale Sewerage	0	16	16
Piopio Sewerage	0	159	159
Water Supply			
Te Kuiti Water	487	84	(403)
Mokau Water	1,204	174	(1,030)
Piopio Water	443	688	245
Benneydale Water	72	34	(38)
Roads and Footpaths			
Subsidised Roads	4,642	4,030	(612)
Non subsidised Roads	213	81	(132)
Corporate Support			
Corporate Support	452	258	(194)
Internal Services Unit	0	183	183
	13,906	13,359	(547)

7.2 **Capital Expenditure** for all Council Activities was \$13,359,000 (**96%**) for the year to 30 June 2013. Of that, \$6,870,000 (**51%**) related to the upgrade of the Te Kuiti Wastewater Treatment Plant, \$4,030,000 (**30%**) for Subsidised Rooding and \$688,000 (**5%**) for the Piopio Water Supply.

7.3 Community Facilities

7.3.1 The purchase of equipment has been completed to resource the in-house Internal Services Unit. (For budgetary purposes, as part of the Long Term Plan 2012-22, these were included in the Parks and Reserves Activity).

7.3.2 Asset renewal budgets for Parks and Reserves, Esplanade Reserves and Playgrounds were not required during the year.

- 7.3.3 Capital expenditure for Housing and Other Property has mainly been for concept plans and consultation work undertaken for the Railway Building revitalisation and restoration projects. This expenditure is predominately covered by seed funding budget.
- 7.3.4 The Civic Centre upgrade project Stage Two (i.e. renewal of the ceiling in the supper room of the Arts and Culture building) has been completed. In addition to that, Stage Three being the installation of a public sound system, has been completed at a cost of \$43,000.
- 7.3.5 Library book purchases were slightly under budget for the year (\$61,000 actual: \$64,000 budget). In addition to that a roof renewal budget of \$25,000 has not been spent; this is being delayed pending investigation into use of the building by the Te Kuiti Community House.
- 7.3.6 The Mokau toilet upgrade has been completed as part of toilet renewals, as has the land purchase for Te Kuiti cemetery.
- 7.3.7 Renewal works currently being undertaken relate to the Rora Street garden upgrade plans and the Mokau public toilets effluent disposal. Work on the Rora Street upgrade is programmed to commence in 2013/14.

7.4 Solid Waste

- 7.4.1 The automated security gates at the entrance to the landfill were installed by Inframax shortly before the Waitomo District Landfill was returned to Council. The gates gave trouble opening and closing from an early stage mainly because the gates were constructed of light materials and deformed when opened and closed by the hydraulic rams. It came to a point that despite the gate's structure having been strengthened a number of times they no longer opened or closed properly and have been replaced with a sturdier and more effective automated sliding gate.

7.5 Stormwater

- 7.5.1 The St Andrews Court stormwater drainage project was successfully completed in May 2013. This work was mainly funded through a capital contribution from St Andrews Court Trust.
- 7.5.2 Work was to be carried out in Rora Street; however this is on hold and will be timed with development of the Railway Building complex. This work is scheduled to commence during September/October 2013.
- 7.5.3 Stormwater drain cleaning has been undertaken as required and is ongoing.

7.6 Sewerage

- 7.6.1 The Te Kuiti WWTP construction and commissioning has been completed.
- 7.6.2 Final costs have been received for the completion of the Benneydale Sewerage plant upgrade, which were budgeted for last year. This work was also completed.
- 7.6.3 The Piopio Sewerage Scheme was substantially completed in the 2011/12 year with only some minor remaining work completed during the first quarter of this financial year. The budget for this work was included in the 2011/12 year.
- 7.6.4 The programmed Te Waitere pipe replacement funding has been 'rolled over' to the 2013/14 financial year.

7.7 Water Supplies

- 7.7.1 **Te Kuiti Water Supply** - the intention was to prepare for the upgrade in 2014/15. However, in recognition of present workloads it has been decided to

advance this preparatory work into the 2013-14 financial year. The upgrade is currently underway with UV treatment equipment tendered and the design in final stages.

- 7.7.2 The **Mokau Dam** upgrade project has been delayed for various reasons, however land purchase is now in progress and tender documents are being completed.
- 7.7.3 The Piopio Water Treatment Plant upgrade is now completed and all pipe work has been installed.

7.8 Roads and Footpaths

- 7.8.1 One rehabilitation project budgeted for in the 2012/13 year has been put on hold and is being reassessed.
- 7.8.2 The Rora Street Project is now programmed to commence 30 September 2013.
- 7.8.3 Some of the funds set aside for the rehabilitation projects will be redirected to smaller projects to improve the current network.
- 7.8.4 Currently we have eight emergency work sites which require urgent attention and these sites have now been programmed through the maintenance contract for completion.

8.1 TREASURY REPORT

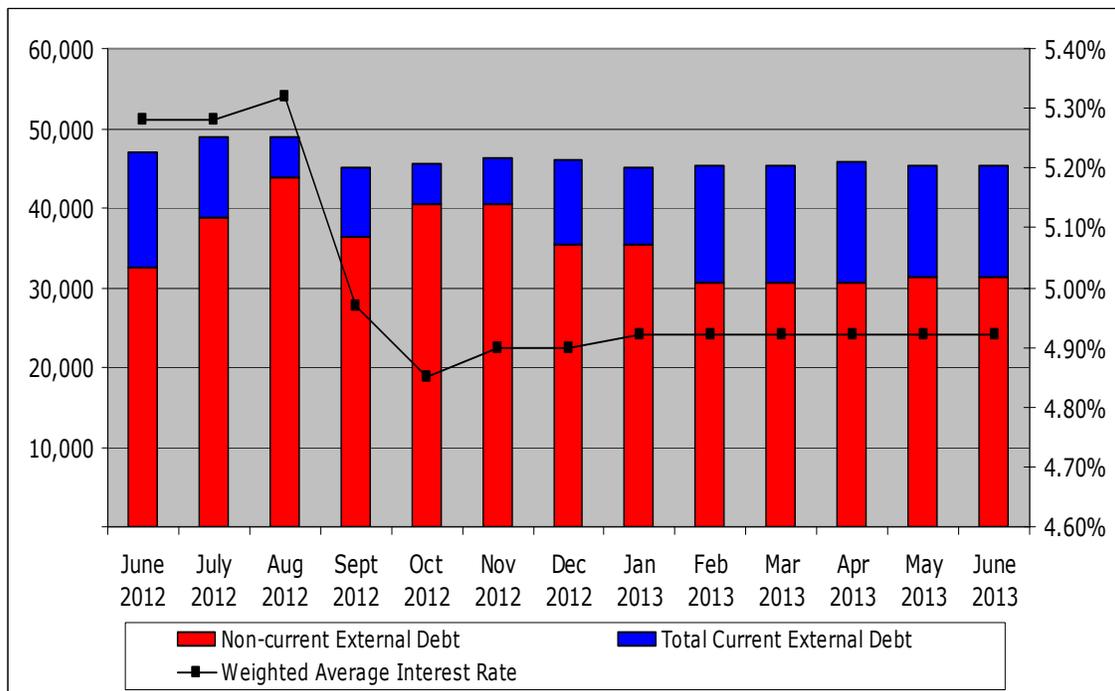
- 8.2 Set out below is the Treasury Report which provides more information on Council's public debt position and debt financing costs.

8.3 Cash Position

- 8.3.1 Council's cash position at 30 June 2013 was \$171,000 in funds. At the 30 June 2012 balance date the cash balance was \$2,711,000. Included in that 30 June cash balance was a term deposit of \$2,045,000 which has now been utilised.

8.4 Summary of Public Debt Position

- 8.4.1 Set out below is a chart recording trends in Council's current and non-current debt for the year to 30 June 2013. The trend line overlaid is the weighted average interest rate currently being paid on all loans.



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

8.5 Public Debt Position Comparison to Budgets

8.5.1 Forecasted public debt at 30 June 2013 (as per the Long Term Plan 2012-2022) is \$48,086,000.

8.5.2 Actual public debt at 30 June 2013 was \$45,182,000, \$2,904,000 less than the LTP forecast and \$530,000 more than the projected figure in the EAP 2011/12. Public debt net of cash was \$45,011,000.

8.6 Wholesale Advance Facilities (Term Advance and Call Advance Facilities)

8.6.1 The Term Advance and Call Advance Facilities is a Westpac credit facility (to the value of \$19,000,000) for refinancing maturing Westpac Term Loans and providing working capital requirements over the year. The limits on borrowing contained in the Council's Financial Strategy requires lines of credits of at least 105% of external debt outstanding to be maintained at all times.

8.6.2 A Line of Credit fee of 0.5% (\$95,000 p.a.) of the facility balance applies to this credit facility.

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

8.6.4 As at the 30 June 2013 this facility was drawn by \$15,547,000 leaving a balance of \$3,453,000 available.

8.6.5 The term advance of \$2,800,000 was used for the purchase of additional shares in Inframax Construction Limited and is to remain as a separate tranche within the Wholesale Advance facility for taxation reasons.

8.7 Details of Loan Portfolio

8.7.1 The following table records the public debt position and the key terms and conditions for each loan as at 30 June 2013. The classification of current and non-current loans is based on current loans (being loans that are due for refinancing or repayment within 12 months of the balance sheet date).

	Loan Start Date	Loan Maturity Date	Interest Reprice Date	Loan Balance	Interest Rate
Current Loans					
Finance Leases				59,657	0.00%
Accrued Interest				241,186	0.00%
Call Advance		1/07/2014		50,000	4.10%
Floating Rate Notes (Hedged)	31/08/2010	30/08/2013	30/08/2013	3,500,000	6.03%
Floating Rate Notes (Hedged)	10/12/2010	10/12/2013	11/09/2017	5,000,000	5.53%
Floating Rate Notes (Hedged)	21/01/2011	21/01/2014	21/01/2014	5,000,000	5.28%
Total Current Loans				13,850,843	
Non-current Loans					
Finance Leases				84,394	
Term Advance		1/07/2014	30/08/2013	12,697,000	4.05%
Term Advance (ICL)		1/07/2014	30/08/2013	2,800,000	4.05%
Westpac Term Loan (ICL)	24/11/2011	20/11/2015	19/08/2013	750,000	7.40%
Floating Rate Notes (Hedged)	31/08/2010	31/08/2015	31/08/2015	5,000,000	6.66%
Floating Rate Notes (Unhedged)	9/11/2012	9/11/2015	9/08/2013	5,000,000	3.74%
Floating Rate Notes (Hedged)	18/04/2012	18/04/2017	18/04/2017	5,000,000	4.99%
Total Non-current Loans				31,331,394	
Total Public Debt				45,182,237	4.92%
Cash & Liquid Investments					
Cash				171,139	
Total Cash & Liquid Investments				171,139	
Public Debt Net of Investments				45,011,098	

8.7.2 Total public debt was \$45,182,000 and cash assets were \$171,000 at 30 June 2013 giving a net debt position of **\$45,011,000**.

8.7.3 On 24 November 2011 an unsecured term loan of \$750,000 was drawn and advanced to Inframax Construction Limited. The term of the loan was for two years and interest resets quarterly. Interest paid monthly by the company to Council for the provision of this funding includes a small margin to cover administrative costs. The maturity of both the loan and the advance has been extended to November 2015.

8.8 Treasury Events since 30 June 2013

8.8.1 This treasury report portrays the debt position of Council at the 30 June 2013. Since that date a new Floating Rate Note was issued for \$6,000,000 on the 30 August 2013 with a maturity of three years. The proceeds from the issuance was used to repay \$3,500,000 FRN that matured on the same day and repay \$2,500,000 of the \$2,800,000 Term Advance used to finance the purchase of shares in Inframax Construction Limited. This consolidation of debt as part of the refinancing was necessary to aid the tracking of external debt used specifically for the purchase of shares in the subsidiary. The remaining \$300,000 of "ICL" debt will be accommodated within the current floating rate debt facility.

8.9 Interest Costs

- 8.9.1 Due to the current low interest rate environment (historically and forecast) and the Local Authority Funding Agency proposal, the proportion of debt held on a fixed interest rate profile has been kept at the lower limit of Council's Treasury Management policy limits. It is proposed that the proportion of debt (changing from fixed to floating) will reduce from 33% to 22% from May 2017 and then to 11% from September 2017 onwards. Council's Treasury Management Policy requires a minimum fixed amount of 30% during that time horizon, however because of the reasons given above this "technical" breach is considered acceptable by the Treasury Management Committee.
- 8.9.2 The total actual interest paid to lenders to 30 June 2013 was \$2,253,000 against the annual forecast budget of \$2,722,000; **\$469,000** (or **17%**) less. Interest paid constitutes 7.9% of total revenue; Council's Treasury Policy requires this amount does not exceed 40%.

8.10 Financial Derivatives and Hedge Accounting

- 8.10.1 Included in the balance sheet are valuation amounts for Derivative Financial Instruments. The valuation amount is componentised into assets, liabilities, current and non-current and was for interest rate swaps held in the balance sheet at 30 June 2012 for a total net liability of \$702,000.
- 8.10.2 Council uses interest rate swaps to manage its interest rate exposure in accordance with its Treasury Management policy. The use of interest rate swaps is an accepted treasury management tool to manage interest rate exposure and in particular since the Global Financial Crisis, managing interest rate fluctuations through traditional debt instruments, such as term loans, for extended years has become prohibitively expensive.
- 8.10.3 The contracts for interest rate swaps Council has entered into are "Receive Floating – Pay Fixed"; whereby in exchange for receiving an interest rate on a floating rate profile, Council has agreed to pay a fixed amount. By doing this there is certainty of the amount of interest payable over the life of the swap. These swaps are termed a 'Cash Flow Hedge'.
- 8.10.4 Council's accounting policy and IFRS require all financial instruments to be valued at balance date to reflect fair value. However if a set of agreed criteria are met then any change in fair value does not form part of the Net Surplus/(Deficit) figure and Hedge Accounting is applied. The change in value is then included in the Income Statement as part of Comprehensive Income alongside other items such as Property, Plant and Equipment revaluation Gains and Losses.
- 8.10.5 The reason for doing this is to remove volatility from the Income Statement that would otherwise be required is to reflect changes in the market place. During the life of the interest rate swap, certainty of interest cost is assured, however when the swap arrangement expires at maturity the arrangements have no value, as it had no value at its inception.
- 8.10.6 Set out in the table below is a summary of the valuation changes of all Interest Rate Swaps at 30 June 2013 from last year. Their fair value has decreased by \$551,000 from \$702,000 to \$551,000. The decrease in value is consistent with market expectations that future interest rates will increase and also attributable to the swap contracts aging by one year. The comparison can be made because no new swap contracts were entered into during the year and none expired.

Interest Rate Swaps Valuation (Amounts in \$000's)	Actual Position 30 June 2012	Actual Position 30 Jun 2013	Valuation Movement

Current Asset	0	0	0
Non-current Asset	46	239	193
Current Liability	(265)	(274)	(9)
Non-current Liability	(483)	(116)	367
Net Fair Value	(702)	(151)	551

8.11 TRADE AND OTHER RECEIVABLES

8.11.1 Set out below is summary of Trade and Other Receivables (i.e. unpaid rates and other debtor amounts owing) as at 30 June 2013 with comparatives from last year.

Trade & Other Receivables (Amounts in \$1000's)	As at 30 Jun 2012	As at 30 Jun 2013	Variance \$	Variance %
Rates Receivable	2,167	2,433	266	12%
Rates Penalties	860	1,022	162	19%
Rates and Penalties Receivable	3,027	3,455	428	14%
NZ Transport Agency	698	1,466	768	110%
Ministry of Health Subsidy	2,026	508	(1,518)	-75%
Other Trade Receivables	1,787	1,459	(328)	-18%
Prepaid Expenses	32	78	46	144%
Other Trade Receivables	4,543	3,511	(1,032)	-23%
Gross Receivables	7,570	6,966	(604)	-8%
Less Provision for Doubtful Debts	(1,063)	(1,373)	(310)	29%
Total Trade & Other Receivables	6,507	5,593	(914)	-14%

8.11.2 Included in the above rate and rate penalties receivables are rates and penalties outstanding on freehold Maori land which may be eligible for rates remission. For the year all remissions received or to be processed on behalf of owners of Maori Multiple Owned Freehold Land have been processed. A total of \$227,000 in rates remissions were granted against a full year budget of \$260,000. Last year the total remitted amounted to \$428,000.

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

8.11.4 At 30 June 2013 Other Trade Receivables totalled \$1,459,000 of which \$293,000 has been due and owing for more than three months. Of that \$263,000 was owed by a Trade Waste user, but this has been subsequently paid in the 2013/14 year.

Suggested Resolution

The business paper on Interim Unaudited Financial Report for the year ended 30 June 2013 be received.

CHRIS RYAN
CHIEF EXECUTIVE

Appendix 1: Cost of Service Statements

Summary Cost of Service Statement

Summary Cost of Service (Amounts in \$000's)	Actual 2011/12	EAP Budget 2012/13	Actual 2012/13	Variance 2012/13	% Variance
Operating Revenue					
Leadership	738	(149)	(124)	25	
Community Service	(368)	(390)	(590)	(200)	
Community Development	(222)	(227)	(255)	(28)	
Regulation	(306)	(402)	(342)	60	
Stormwater Drainage	0	0	(68)	(68)	
Resource Management	(91)	(73)	(73)	0	
Solid Waste Management	(859)	(1,070)	(885)	185	
Sewerage	(2,968)	(535)	(3,602)	(3,067)	
Water Supply	(776)	(1,686)	(801)	885	
Roads and Footpaths	(5,674)	(5,644)	(5,291)	353	
Total Operating Revenue	(10,526)	(10,176)	(12,031)	(1,855)	18%
Rates Revenue					
General Rate	(2,997)	(2,928)	(2,134)	794	
UAGC	(2,995)	(3,080)	(3,874)	(794)	
Targeted Rate	(9,506)	(10,312)	(10,327)	(15)	
Rates Penalties Revenue	(386)	(310)	(400)	(90)	
Less Council Rates	214	0	0	0	
Total Rates Revenue	(15,670)	(16,630)	(16,735)	(105)	1%
Direct Operating Expenditure					
Leadership	801	658	590	(68)	
Community Service	1,103	1,356	1,536	180	
Community Development	865	749	707	(42)	
Regulation	232	241	230	(11)	
Solid Waste Management	925	1,216	973	(243)	
Stormwater Drainage	90	137	185	48	
Resource Management	73	81	85	4	
Sewerage	1,048	1,231	1,089	(142)	
Water Supply	1,232	1,233	1,386	153	
Roads and Footpaths	5,472	4,387	4,606	219	
Total Direct Operating Expenditure	11,841	11,289	11,387	98	1%
Indirect Expenditure #	11,714	12,078	11,781	(297)	-2%
Total Expenditure	23,555	23,367	23,168	(199)	-1%
Net Operating Cost/(Surplus)	(2,641)	(3,439)	(5,598)	(2,159)	

Indirect expenditure is \$297,000 less than budget. There are three components that make up indirect expenditure;

- **External Interest:** \$469,000 less than budget, due to interest rates being less than interest rate assumptions made in the Long Term plan.
- **Allocated Costs:** \$488,000 less than budget, due primarily to internal structural changes through the creation of the Internal Services Unit and Roading Business Unit where the recovery of the overhead costs is shown as a credit in Indirect Expenditure but the costing of allocated costs is shown as Direct Operating Expenditure.
- **Depreciation:** \$660,000 was more than forecast, due primarily to an "uplift" of depreciation on very old assets. For budgetary purposes, these assets are depreciated to a 'zero' carrying value and thereafter have no depreciation charged. However for valuation purposes the remaining useful life of assets is reinstated to one year of the assets' expected base life and depreciation is recalculated on those reinstated amounts. Revaluations of Council's assets were carried out as at 30 June 2012 and the full effect of these additional charges felt for the first time during 2012/13. In addition to that, depreciation on capital additions and capitalised work in progress can vary annually to the projected asset depreciation costs depending on timing of capital projects and asset renewals.

Leadership

LEADERSHIP (Amounts in \$000's)	Actual 2011/12	EAP Budget 2012/13	Actual 2012/13	Variance 2012/13	% Variance
Operating Revenue					
Representation	(11)	(12)	(26)	(14)	
Investments	849	(132)	(98)	34	
Treasury Management & Overhead	(100)	(5)	0	5	
	738	(149)	(124)	25	-17%
Direct Expenditure					
Representation	291	286	282	(4)	
Strategic Planning & Policy Development	188	84	68	(16)	
Monitoring & Reporting	213	122	135	13	
Investments	109	166	105	(61)	
Treasury Management & Overhead	0	0	0	0	
Total Direct Expenditure	801	658	590	(68)	-10%
Indirect Expenditure	1,924	1,997	1,754	(243)	
Total Expenditure	2,725	2,655	2,344	(311)	-12%
Net Operating Cost/(Surplus)	3,463	2,506	2,220	(286)	-11%

Variance comments:

- Net Operating Cost** for the Leadership Activity is 11% (\$286,000) below the budget for the Year to June 2013.
- Operating Revenue** was 17% (\$25,000) less than budget for the year.
 - Investment revenue is less than forecast due to a change in how the sale of Parkside sections are accounted for; the budget assumed they would be accounted for on a gross basis because they were held as land inventories. Subsequent to that assumption being made they are now held as Assets Held for Sale and Discontinued Activities and any sales are to be accounted for on a net basis (i.e. after all sales related costs have been deducted). Gross sales forecast was \$100,000 assuming two sections would be sold during the year, however with the change in accounting treatment and one section actually being sold a gain on sale of \$4,000 has been recognised.
 - The reduced revenue received for the sale of Parkside sections against forecast was offset by more revenue received than forecast from Quarry revenue (\$13,000 more), interest revenue from Inframax Construction Ltd (\$57,000 more) and a gain on forestry revaluation (\$3,000 more than forecast).
 - Included in the Representation Operating revenue is \$15,000 of external revenue earned by the Internal Services Unit for work for other organizations. This revenue was not budgeted for.
- Total Direct Expenditure** is 10% (\$68,000) less than budget due to:
 - Direct expenditure was more than forecast for Strategic Planning and Policy Development due in part to costs incurred relating to the development of the Joint Management Agreement for the Waipa River. In addition there were costs for completion of the Long Term and Annual plans and communications (e.g. newsletters and publications) expenditure.
 - The budgets for direct expenditure for the Investment Activity included \$77,000 for the cost of sales of the Parkside section on a "gross basis" under the assumption the sections were accounted for as Land Inventories. Subsequent to that assumption being made these assets are now accounted for as Assets Held for Sale and Discontinued Activities and all gains and losses are accounted for on a net basis.

Community Service

COMMUNITY SERVICE (Amounts in \$000's)	Actual 2011/12	EAP Budget 2012/13	Actual 2012/13	Variance 2012/13	% Variance
Operating Revenue					
Parks and Reserves	(6)	(11)	(9)	2	
Housing and Other Property	(218)	(216)	(421)	(205)	
Recreation and Culture	(96)	(114)	(116)	(2)	
Public Amenities	(48)	(49)	(33)	16	
Safety	0	0	(11)	(11)	
	(368)	(390)	(590)	(200)	51%
Direct Expenditure					
Parks and Reserves	204	270	323	53	
Housing and Other Property	199	320	293	(27)	
Recreation and Culture	256	308	424	116	
Public Amenities	409	386	433	47	
Safety	35	72	63	(9)	
Total Direct Expenditure	1,103	1,356	1,536	180	13%
Indirect Expenditure	1,851	1,692	1,652	(40)	
Total Expenditure	2,954	3,048	3,188	140	5%
Net Operating Cost/(Surplus)	2,586	2,658	2,598	(60)	-2%

Variance comments:

- Net Operating Cost** for the Community Services Activity is 2% (\$60,000) less than budget for the year to June 2013.
- Operating Revenue** is 51% (\$200,000) more than budget.
 - Revenue for Housing and Other Property was more than forecast due to the recognition as revenue of the revalued acquisition of the Railway Buildings. These building assets have been included in Property, Plant and Equipment assets at a fair value of \$194,000. In addition to that land rental and lease revenue received is also more than forecast (+\$12,000) and a grant of \$18,000 has been received for the Community House. Offsetting these, the revaluation of Council's Investment Properties resulted in a \$14,000 loss against a forecast revaluation gain of \$8,000.
 - Total revenues for the Recreation and Culture group of activities were very close to forecast. Underlying that result were the following trends; revenue for both the Swimming Pool and Civic Centre were more than forecast - (\$11,000 and \$7,000 respectively); however this increase was offset by reduced revenue from the Library (-\$11,000) and the Aerodrome (-\$5,000).
 - Cemetery fees were \$18,000 less than forecast.
 - Revenue for the Safety group of activities was for reimbursement of fire control costs from exacerbators.
- Total Direct Expenditure** is 13% (\$180,000) more than the budget for the year.
 - Many of the direct costs associated with the **Community Services** activities are higher than budgeted for the year to 30 June 2013. Budgets shown for both direct and indirect expenditure are those approved for the 2012/13 financial year. In many cases those budgets don't reflect the changes introduced in October 2012 when the district mowing, garden maintenance and playground maintenance contract was transferred to the Internal Services Unit (ISU). The change in service delivery has impacted on how ISU costs are allocated in the cost of service statements - e.g. some direct costs are over, whilst some indirect costs are under. It makes no difference to Council's 'bottom line'.
 - This reallocation of costs filters across the majority of Community Services activities. It is a budgeting matter and will be addressed during the preparation of the 2013/14 accounts.

Community Development

COMMUNITY DEVELOPMENT (Amounts in \$000's)	Actual 2011/12	EAP Budget 2012/13	Actual 2012/13	Variance 2012/13	% Variance
Operating Revenue					
Community Support	(20)	0	(69)	(69)	
Economic Development	(22)	0	(4)	(4)	
Regional Tourism	(161)	(207)	(163)	44	
Agencies	(19)	(20)	(19)	1	
	(222)	(227)	(255)	(28)	12%
Direct Expenditure					
Community Support	631	452	475	23	
Economic Development	4	13	10	(3)	
Regional Tourism	230	282	222	(60)	
Agencies	0	2	0	(2)	
Total Direct Expenditure	865	749	707	(42)	-6%
Indirect Expenditure	346	476	481	5	
Total Expenditure	1,211	1,225	1,188	(37)	-3%
Net Operating Cost/(Surplus)	989	998	933	(65)	-7%

Variance comments:

1. **Net Operating Cost** for the Community Development Activity is 7% (\$65,000) less than budget for the Year to June 2013.
2. **Operating Revenue** is 12% (\$28,000) more than forecast for the year.

- Grants totaling \$74,000 was received from the Ministry of Social Development for three separate work streams dealing with employment and youth affairs. Of that amount \$9,000 remained unspent at balance date and has been held over to match expenditure in 2013/14.

This grant revenue was not budgeted for and has been recognised in the accounts to the extent it has been paid for;

- √ Job Feasibility Program
- √ Social Sector Trials
- √ Youth Services Contract

- In addition to that the Youth Council has raised approximately \$1,000 to partly fund some of their activities.
- Revenue for the Regional Tourism activity was below budget by \$44,000. Sales revenue received at the Visitor Information Centre was \$51,000 less than budget and is reflected in a similar reduced level of purchases in the expenditure section. Offsetting that, Sponsorship revenue for the Muster and Other Events was \$5,700 more than budget.
- Gross sales at the Visitor Information Centre have decreased by \$13,000 to \$141,000 when compared to the previous year. Gross margin on those sales has improved from 14% to 15%. This declining level of activity is being reflected nation wide. It should be noted that it is the commission earned on the gross sales that is effective income to Council and that commissions amounted to \$21,000 for the year. In future commissions earned will be accounted for as net income and not gross sales.

3. **Total Direct Expenditure** is 6% (\$42,000) less than forecast for the year.

- As discussed above costs of \$51,000 for the provision of the Youth Programme were incurred in the Community Support activity. These costs were unbudgeted and are funded by the Ministry of Social Development.
- Community Partnership Fund grant allocation expenditure in the Community Support activity was less than expected with only \$18,000 being allocated for the year.

- Total rates remissions of \$227,000 have been granted for the year compared with a budget of \$260,000.
- As discussed above costs in the Regional Tourism activity are less than budget due to less stock purchases at the Visitor Information Centre in line with reduced levels of sales.

Regulation

REGULATION (Amounts in \$000's)	Actual 2011/12	EAP Budget 2012/13	Actual 2012/13	Variance 2012/13	% Variance
Operating Revenue					
Regulation	(306)	(402)	(342)	60	
	(306)	(402)	(342)	60	-15%
Direct Expenditure					
Regulation	232	241	230	(11)	
Total Direct Expenditure	232	241	230	(11)	-5%
Indirect Expenditure	548	480	600	120	
Total Expenditure	780	721	830	109	15%
Net Operating Cost/(Surplus)	474	319	488	169	53%

Variance comments:

1. **Net Operating Cost** for the Regulation Activity is 53% (\$169,000) more than budget for the Year to June 2013.
2. **Operating Revenue** is 15% (\$60,000) below the budget for the year.
 - Building consent revenue was \$70,000 less than forecast. Building consent numbers are down with much of the construction activity focused on less expensive projects which in turn attract much lower application fees.
 - Approximately 173 applications have been received year to date, with a project value of \$12,036,533. For the same year last year, 178 applications had been received with a project value of \$10,043,832.
3. **Total Direct Expenditure** is 5% (\$11,000) below the budget for the year.
 - Direct expenditure for the Building Control Activity is \$9,000 less than budget due to reduced expenditure on external processing of applications. Additionally, building accreditation costs of \$10,000 were not spent as budgeted for.
 - At the time of preparing this report the reasons(s) for the variance in indirect expenditure was being investigated.

Solid Waste Management

SOLID WASTE MANAGEMENT (Amounts in \$000's)	Actual 2011/12	EAP Budget 2012/13	Actual 2012/13	Variance 2012/13	% Variance
Operating Revenue					
Collection	(109)	(95)	(115)	(20)	
Landfill Management	(750)	(975)	(770)	205	
	(859)	(1,070)	(885)	185	-17%
Direct Expenditure					
Collection	268	283	270	(13)	
Landfill Management	657	933	703	(230)	
Total Direct Expenditure	925	1,216	973	(243)	-20%
Indirect Expenditure	771	739	619	(120)	
Total Expenditure	1,696	1,955	1,592	(363)	-19%
Net Operating Cost/(Surplus)	837	885	707	(178)	-20%

Variance comments:

- Net Operating Cost** for the Solid Waste Activity is 20% (\$178,000) below the budget for the Year to June 2013.
- Operating Revenue** is 17% (\$185,000) below the forecast for the year.
 - Solid Waste Collection (i.e. rubbish bag sales) revenue was \$20,000 more than budget for the year with \$114,000 being received.
 - Generally, reduced volumes are entering the landfill resulting in reduced revenue for the year to June 2013 being received; however there were a number of underlying trends within different classes of refuse entering the landfill.
- Total Direct Expenditure** is 20% (\$243,000) below the budget for the year.
 - Landfill operational costs including the Waste Minimisation Levy were \$76,000 less than budgeted due to reduced refuse volumes entering the landfill.
 - In addition there were a number of costs being less than budget. These include items such as:
 - ✓ resource compliance costs (-\$24,000)
 - ✓ capping material (-\$30,000)
 - ✓ emissions trading scheme (-\$43,000)
 - ✓ transfer stations (-\$21,000)
 - ✓ kerbside refuse collection (-\$48,000)

Stormwater Drainage

STORMWATER DRAINAGE (Amounts in \$000's)	Actual 2011/12	EAP Budget 2012/13	Actual 2012/13	Variance 2012/13	% Variance
Operating Revenue					
Te Kuiti Stormwater	0	0	(68)	(68)	
	0	0	(68)	(68)	0%
Direct Expenditure					
Reticulation and Disposal - Urban	87	127	178	51	
Reticulation and Disposal - Rural	3	10	7	(3)	
Total Direct Expenditure	90	137	185	48	35%
Indirect Expenditure	265	243	308	65	
Total Expenditure	355	380	493	113	30%
Net Operating Cost/(Surplus)	355	380	425	45	12%

Variance comments:

1. **Net Operating Cost** for the Stormwater Activity is 12% (\$45,000) more than budget for the Year to June 2013.
2. **Operating Revenue** is \$68,000 more than budget.
 - A contribution of \$65,000 was received from St Andrew's Housing Trust towards the cost of piping and covering the open drains adjacent to St Andrews Retirement Village. We also received \$2,600 for connection fees. These revenues were not included in the budgets.
3. **Total Direct Expenditure** is 35% (\$48,000) more than budget for the year due mainly to a \$84,000 loss on disposal of assets offset by savings in insurance costs (-\$27,000), resource consent compliance costs (-\$11,000) and rates (-\$7,000).

Resource Management

RESOURCE MANAGEMENT (Amounts in \$000's)	Actual 2011/12	EAP Budget 2012/13	Actual 2012/13	Variance 2012/13	% Variance
Operating Revenue					
District Plan Administration	(91)	(73)	(73)	0	
	(91)	(73)	(73)	0	0%
Direct Expenditure					
District Plan Administration	73	81	85	4	
Total Direct Expenditure	73	81	85	4	5%
Indirect Expenditure	133	110	142	32	
Total Expenditure	206	191	227	36	19%
Net Operating Cost/(Surplus)	115	118	154	36	31%

Variance comments:

1. **Net Operating Cost** for the Resource Management Activity is 31% (\$36,000) more than budget for the Year to June 2013.
2. **Operating Revenue** was equal to the budget for the year.
3. **Total Direct Expenditure** is 5% (\$4,000) more than budget for the year due mainly to \$17,000 doubtful debt provision for Ventus offset by a saving in legal expenses (-\$4,500) and consultants fees (-\$7,000).

Sewerage

SEWERAGE (Amounts in \$000's)	Actual 2011/12	EAP Budget 2012/13	Actual 2012/13	Variance 2012/13	% Variance
Operating Revenue					
Te Kuiti	(714)	(534)	(992)	(458)	
Benneydale	(1)	(1)	(1)	0	
Piopio	(254)	0	0	0	
	(969)	(535)	(993)	(458)	
Subsidy Revenue					
Te Kuiti	(1,285)	0	(2,250)	(2,250)	
Benneydale	(104)	0	0	0	
Piopio	(610)	0	(359)	(359)	
	(1,999)	0	(2,609)	(2,609)	
	(2,968)	(535)	(3,602)	(3,067)	573%
Direct Expenditure					
Te Kuiti	942	1,110	922	(188)	
Te Waitere	17	16	16	0	
Benneydale	80	63	78	15	
Piopio	9	42	73	31	
Total Direct Expenditure	1,048	1,231	1,089	(142)	-12%
Indirect Expenditure	1,152	1,400	1,091	(309)	
Total Expenditure	2,200	2,631	2,180	(451)	-17%
Net Operating Cost/(Surplus)	(768)	2,096	(1,422)	(3,518)	-168%

Variance comments:

- Net Operating Surplus** for the Sewerage Activity is 168% (\$3,518,000) more than budget for the Year to June 2013.
- Operating Revenue** is 573% (\$3,067,000) above budget for the year.
 - Subsidy of \$359,000 has been claimed and paid for the Piopio Sewerage scheme; this represents the final amount of subsidy revenue for this scheme and was not included in the budgets for the current year but was included in prior budgets.
 - Subsidy of \$2,250,000 has been claimed for progress on the Te Kuiti Wastewater Treatment plant upgrade. This revenue was not included in the budgets for the year as there was uncertainty at the time the subsidy application was made about whether or not we were eligible to receive subsidy monies.
 - Other related revenues (including trade waste) received were \$458,000 more than forecast.
- Total Direct Expenditure** is 12% (\$142,000) below budget for the year.
 - Insurance costs (including those associated with the Local Authority Protection Programme (LAPP)) were \$40,000 less than budget
 - Electricity costs for the Te Kuiti WWTP were \$107,000 less than budgeted. The budgets were prepared on the assumption that the newly constructed WWTP assets would be using more electricity.
 - Variable costs and operational maintenance costs at the Te Kuiti WWTP were also \$107,000 less than budget. Chemicals were \$71,000 over budget.
 - Total direct costs for Piopio Sewerage came within budget but the over expenditure shown above is due mainly to a \$28,000 loss on disposal of redundant assets within the sewerage system.
 - The decrease in indirect costs is mainly attributable to depreciation charges being less than budgeted - \$191,000 less for Te Kuiti and \$88,000 for Piopio. The balance is made up of reduced interest charges.

Water Supply

WATER SUPPLY (Amounts in \$000's)	Actual 2011/12	EAP Budget 2012/13	Actual 2012/13	Variance 2012/13	% Variance
Operating Revenue					
Te Kuiti	(475)	(484)	(625)	(141)	
Mokau	(6)	(31)	(50)	(19)	
Piopio	(16)	(24)	(25)	(1)	
Benneydale	(13)	(23)	(22)	1	
	(510)	(562)	(722)	(160)	
Subsidy Revenue					
Mokau	0	(808)	0	808	
Piopio	(266)	(316)	(50)	266	
Benneydale	0	0	(29)	(29)	
	(266)	(1,124)	(79)	1,045	
	(776)	(1,686)	(801)	885	-52%
Direct Expenditure					
Te Kuiti	810	866	883	17	
Mokau	173	139	183	44	
Piopio	183	167	273	106	
Benneydale	66	61	47	(14)	
Total Direct Expenditure	1,232	1,233	1,386	153	12%
Indirect Expenditure	739	693	905	212	
Total Expenditure	1,971	1,926	2,291	365	19%
Net Operating Cost/(Surplus)	1,195	240	1,490	1,250	

Variance comments:

- Net Operating Cost** for the Water Supply Activity is \$1,250,000 more than budget for the Year to June 2013.
- Operating Revenue** is 52% (\$885,000) less than budget for the year.
 - The Mokau raw water storage dam project has been delayed in order to develop a new design of the dam at the new site. Consequently no subsidy has been claimable for the year. This project is ongoing.
 - Upgrade work at the Piopio Water Treatment Plant was scheduled to be undertaken in the 2012/13 financial year. However as subsidy was obtained unexpectedly and the scope of the work changed, a significant part of the work was completed in the 2011/12 year. This project is now completed and all funding has been claimed.
 - Metered water revenue for Te Kuiti was \$138,000 more than forecast due to greater consumption from mainly industrial users. Unbudgeted revenue of \$3,000 for water connections was also received.
- Total Direct Expenditure** is 12% (\$153,000) more than budget for the year.
 - The water contractor's variations and maintenance expenditure for June have still to be finalised and further to this an assessment as to the exact nature of this expenditure (capital or maintenance) is still to be completed. Offsetting part of this over expenditure are reductions in insurance (-\$33,000) and electricity (-\$33,000) costs.
 - Fire hydrant replacement and repairs to a chlorine monitor were carried out in Mokau causing an increase in maintenance expenditure. Trialing chemical dosing to improve water quality was undertaken by Veolia Water. The UV disinfection units have been installed in both Mokau and Benneydale treatment plants but are not yet operational.
 - Additional costs were incurred in the commissioning of the Piopio Water treatment plant and these have been expensed as maintenance items. Unbudgeted expenditure for loss on asset disposal (-\$21,000) and chemicals (-\$20,000) also affected this result. In addition to that, investigation work was carried out to track leaks in the reticulation system.

Roads and Footpaths

ROADS AND FOOTPATHS (Amounts in \$000's)	Actual 2011/12	EAP Budget 2012/13	Actual 2012/13	Variance 2012/13	% Variance
Operating Revenue					
Subsidised Roads	(5,599)	(5,584)	(5,217)	367	
Non Subsidised Roads	(75)	(60)	(74)	(14)	
	(5,674)	(5,644)	(5,291)	353	-6%
Direct Expenditure					
Subsidised Roads	5,287	4,241	4,427	186	
Non Subsidised Roads	185	146	179	33	
Total Direct Expenditure	5,472	4,387	4,606	219	5%
Indirect Expenditure	3,985	4,233	4,229	(4)	
Total Expenditure	9,457	8,620	8,835	215	2%
Net Operating Cost/(Surplus)	3,783	2,976	3,544	568	19%
Subsidised Roads Maintenance	5,287	4,241	4,427	186	
Subsidised Roads Capital	3,833	4,642	4,030	(612)	
Combined Maintenance and Capital	9,120	8,883	8,457	(426)	
Subsidy Revenue for Subsidised Roads	(5,460)	(5,443)	(5,085)	358	

Variance comments:

- Net Operating Cost** for the Roads and Footpaths Activity is 19% (\$568,000) more than budget for the Year to June 2013.
- Operating Revenue** is 6% (\$353,000) below the budget for the year.
 - Subsidy revenue is based on both maintenance and capital expenditure amounts and currently tracking at a combined subsidy rate of 58% which is slightly lower than the Financial Assistance Rates (FAR) granted to Council of 59% for most work categories. As combined expenditure is less than YTD budget, subsidy claimed will also be less.
 - In addition the rehabilitation project at Rora Street has been moved from current year to the 2013/14 financial year. The rescheduling of this project has reduced the level of NZTA subsidy revenue claimed to date.
 - Additional revenue in unsubsidised roading was received during the year - \$6,000 from McDonald's Lime and \$7,000 of sundry revenue.
- Total Direct Expenditure** is 5% (\$219,000) more than budget.
 - There was increased expenditure over budget required for environmental maintenance (+\$400,000) and for emergency reinstatement (+\$400,000) as a result of weather events in the year to June 2013. Savings were made elsewhere in the roading programme to offset this unbudgeted expenditure – e.g. traffic services (-\$198,000), street lights (-\$140,000) and sealed pavement maintenance (-\$158,000).

Appendix 2: Balance Sheet as at 30 June 2013

BALANCE SHEET (Amounts in \$000's)	Actual Position 30 June 2012	Actual Position 30 Jun 2013	Long Term Plan 30 Jun 2013	Variance from 30 June 2012	Variance from LTP
Public Equity					
Retained Earnings	192,232	197,494	199,518	5,262	2,024
Other Reserves	3,529	3,899	2,765	370	(1,134)
Revaluation Reserve	68,617	69,132	50,168	515	(18,964)
Total Public Equity	264,378	270,525	252,451	6,147	(18,074)
Current Assets					
Cash and Cash Equivalents	2,711	171	100	(2,540)	(71)
Inventories	26	43	36	17	(7)
Land Subdivision Inventories	0	0	1,146	0	1,146
Other Financial Assets	2	2	2	0	0
Trade and Other Receivables	6,507	5,593	4,630	(914)	(963)
Derivative Financial Instruments	0	0	0	0	0
Total Current Assets	9,246	5,809	5,914	(3,437)	105
Current Liabilities					
Trade and Other Payables	3,918	3,493	3,629	(425)	136
Current Portion of Borrowings	14,264	13,851	5,200	(413)	(8,651)
Provisions	52	14	51	(38)	37
Employee Entitlements	456	445	456	(11)	11
Derivative Financial Instruments	265	274	118	9	(156)
Total Current Liabilities	18,955	18,077	9,454	(878)	(8,623)
Net Working Capital	(9,709)	(12,268)	(3,540)	(2,559)	8,728
Non Current Assets					
Property Plant and Equipment	305,353	312,983	298,242	7,630	(14,741)
Intangible Assets	91	76	80	(15)	4
Forestry Assets	39	44	39	5	(5)
Investment Properties	663	652	648	(11)	(4)
Assets Held for Sale and Discontinued Operations	1,112	1,063	0	(49)	(1,063)
Other Financial Assets	793	791	841	(2)	50
Deferred Tax Asset	0	0	0	0	0
Derivative Financial Instruments	46	239	54	193	(185)
Total Non Current Assets	308,097	315,848	299,904	7,751	(15,944)
Non Current Liabilities					
Borrowings	32,741	31,331	42,886	(1,410)	11,555
Trade and Other Payables	0	790	0	790	(790)
Employee Entitlements	59	76	61	17	(15)
Provisions	727	742	928	15	186
Derivative Financial Instruments	483	116	38	(367)	(78)
Total Non Current Liabilities	34,010	33,055	43,913	(955)	10,858
Net Assets	264,378	270,525	252,451	6,147	(18,074)

Appendix 3: Key to columns in Financial Tables and Terminology

The Income Statement and Cost of Service Statements contain five columns of information:

- Column <a> shows the actuals for 2011/2012 year. The actuals for prior year exclude rates paid on council properties in both rates revenue and expenditure in the cost of service statements.
- Column shows the budget for the whole year as approved by Council in the Annual Plan 2012/13.
- Column <c> shows the budget for the part of the year that this Financial Report relates to. Normally the budget is spent (or income received) evenly throughout the year, however where it is forecast that expenditure might be incurred or income received in a particular month or season, the budget has been allocated accordingly. In other words the budget has not been allocated on a uniform basis.
- Column <d> shows actual expenditure incurred or income received to 30 June 2013.
- Column <e> shows the variance between actual expenditure/income to date (<d>) and the budget to date (<c>). Where the variance is positive more expenditure has been incurred or less income received than budgeted for the year to date. Where the variance is negative, as denoted by closed brackets "()", expenditure incurred is less or income received is more than year to date budget.
- Column <f> shows the percentage variance and is calculated by dividing Variance Year to Date (<e>) by Budget Year to Date (<c>). Variance figures are presented for the Net Operating Cost/Surplus, Operating Revenue and Operating Expenditure rows for each cost of service statement.

Terminology

- Current loans are those due to mature (and therefore repaid or refinanced) prior to 30 June 2013.
- Floating Rate Notes are a floating interest rate debt security instrument raised on the Wholesale Debt Market, which operates between commercial borrowers and lenders.
- Non-current loans are those that have a maturity date beyond 30 June 2013.
- Finance Leases are for the financing of the main telephone and photocopying equipment used. This finance lease figure is included in the Loan Portfolio table so as to reconcile the total public debt figure to the balance sheet. The reason for using finance leases for these types of assets is that as part of the asset, a maintenance service is provided, access is gained to the latest equipment available and the risk of major breakdown rests with the supplier.
- Interest rate swaps are a "receive floating – pay fixed" contract, where in exchange for paying a fixed amount of interest, Council will receive a floating amount of interest from the bank. The floating amount received will then offset the floating amount due to be paid on floating rate notes. To ensure the effectiveness of the hedge, matching of the swap terms to the underlying debt terms is required. To avoid any doubt the notional amount of the swap does not represent additional debt being raised.
- Loan Maturity Date is the date the loan has to be either repaid in cash or refinanced through a draw down of a new loan or by extension of the existing loan maturity date.
- Interest Re-price Date is the date that the interest rate and interest year can be reviewed.
- Weighted Average Interest Rate is calculated by dividing the total loan amount, excluding the Wholesale Advance facility and finance leases, by the total of the interest cost on each loan. The interest cost is calculated by multiplying the loan amount by the interest rate listed above. This calculation assumes that the rate listed above is applicable for the whole year. The actual interest cost to the council is different to this because different interest rates apply during the course of the year and life of the loan.

Document No: 315483**File No:** 504/014B**Report To: Council****Meeting Date:** 24 September 2013**Subject:** Beach Road, Mokau - Seawall

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on seawall work completed at the end of Beach Road, Mokau.
- 1.2 This work was carried out following recent storm damage events and subsequent erosion of the actual roadway to maintain access to affected properties so as to enable the removal of assets as the need arises.
- 1.3 This work is in line with Council's policy of a managed retreat from the erosion affected area.

Background

- 2.1 On 29 May 2013, a significant storm event dramatically eroded parts of the Mokau coastline, as reported in the Waitomo News. WDC's Roading Business Unit (RBU) along with some of the elected Council undertook a site visit to inspect the erosion. At that point in time, the erosion had not affected access to the coastal properties from Beach Road, nor was there any damage to the sea end of the Beach Road carriageway which required WDC's intervention.
- 2.2 As reported on in the Waitomo News on 13 June 2013, the RBU continued to monitor the erosion at the seaward end of Beach Road to ensure public safety continued to be met.
- 2.3 A further high tide and storm event occurred on 16 July 2013. The erosion rate between 29 May 2013 and 26 July 2013 averaged 300mm per week (a total of approximately 2.4 metres over an 8 week period). At this time, whilst access to the affected properties off Beach Road continued to be maintained, the structural integrity of the seaward end of Beach Road was now undermined by the erosion.
- 2.4 An RBU site review on 26 July 2013 identified that additional erosion necessitated an immediate emergency response. Response work was commenced on 5 August, after appropriate emergency works notifications had occurred and the required plant and machinery was established on site.
- 2.5 The emergency response work was undertaken to coincide with tidal movements and was completed on 23 August 2013.

Commentary

- 3.1 Following the storm event on 19 May 2013, the RBU obtained appropriate information to design a rock revetment (sea wall), at the least possible cost to WDC.

- 3.2 The erosion at the seaward end of Beach Road continued to be monitored by both Downer Construction and WDC staff to ensure access to the affected properties was maintained.
- 3.3 The RBU also reviewed drainage and existing revetment issues in order to develop the best option to control road water and additionally to source the correct materials for the revetment.
- 3.4 Few quarries within a reasonable distance of Mokau have the required materials in respect of size, weathering and quantities. The rock size required to be most effective was specified as being between 900mm and 1200mm average least diameter.
- 3.5 Rock for the revetment was sourced from Inframax Construction's Taharoa Quarry and from Whitakers' Quarry, after the Inframax supplies were exhausted.
- 3.6 The storm event on 16 July 2013, coupled with the high tide event, necessitated the formalising of Council's response. A further inspection showed that substantial erosion to the front of the property at 13 Beach Road had occurred and WDC's Building and Regulatory Departments were notified of the potential hazard to the occupiers that the building now posed. The erosion experienced by the property was not caused or affected by any WDC owned asset.
- 3.7 The further events of 26 July 2013 prompted the planning and commencement, after notification to Waikato Regional Council under Section 330, of emergency works.
- 3.8 The bach formally located at 13 Beach Road, has now been removed by the Owners due to the instability.
- 3.9 The revetment construction was commenced on 5 August 2013 and completed on 16 August 2013, with the remaining seven days to 23 August 2013 spent on remediation of the "parking area" which has now been closed to vehicle traffic and parking. The previous parking area is now pedestrian access only.
- 3.10 An Emergency Works Claim was lodged with NZTA for July 2013 to an estimated total of \$80,000. That claim has been accepted. A FAR of 61% is applicable to the works.
- 3.11 The retrospective Resource Consent application for the emergency works was lodged on the 17 September 2013.

Suggested Resolutions

The business paper on Beach Road, Mokau - Seawall be received.



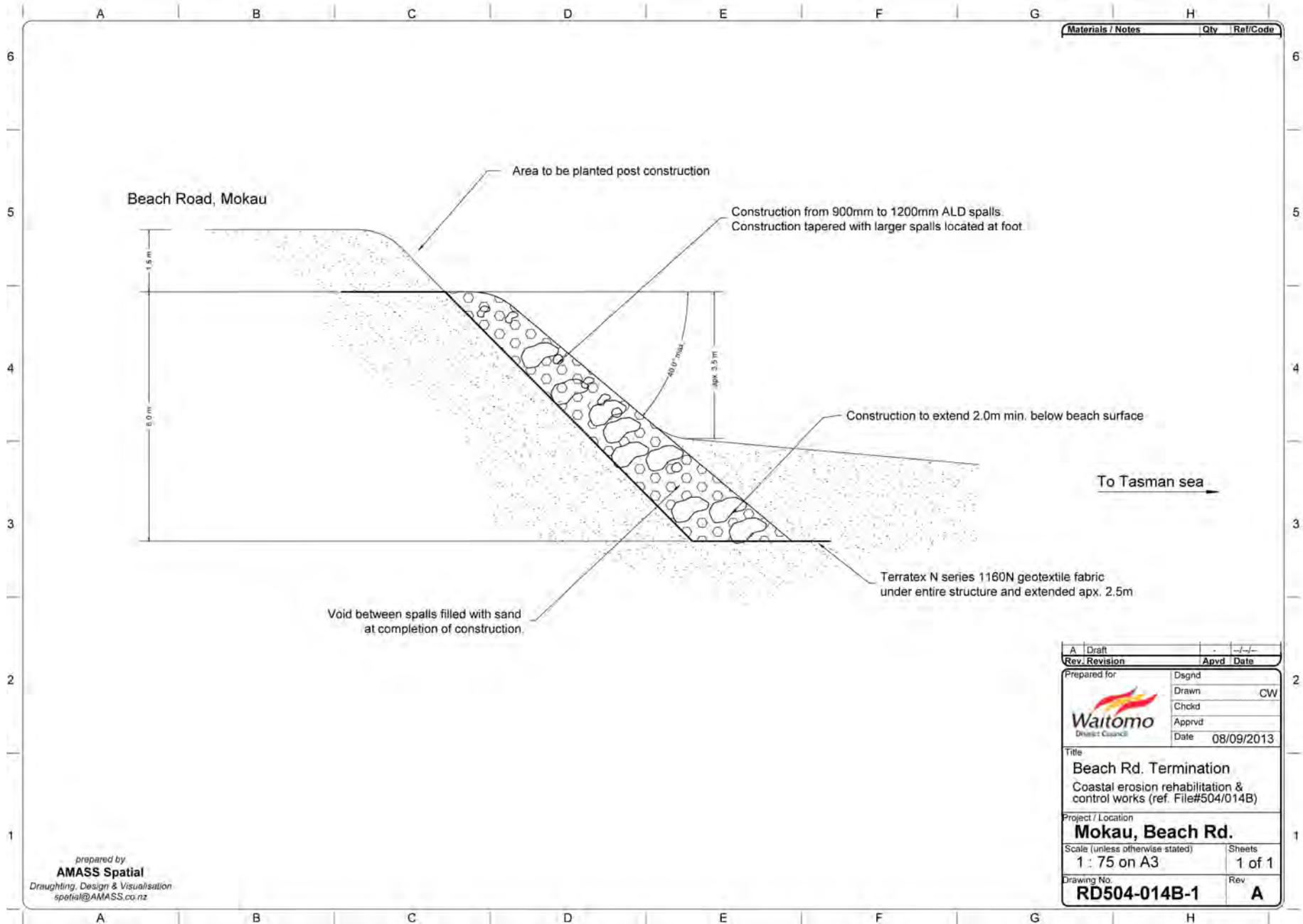
CHRISTIAAN VAN ROOYEN
GROUP MANAGER - ASSETS

12 September 2013

Attachment: Photos of the Sea Wall area







Materials / Notes	Qty	Ref/Code
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A	Draft	-	-	-
Rev	Revision	Apvd	Date	
Prepared for		Dsgnd		
 Waitomo District Council		Drawn	CW	
		Chckd		
		Apprvd		
		Date	08/09/2013	
Title				
Beach Rd. Termination Coastal erosion rehabilitation & control works (ref. File#504/014B)				
Project / Location				
Mokau, Beach Rd.				
Scale (unless otherwise stated)			Sheets	
1 : 75 on A3			1 of 1	
Drawing No.			Rev	
RD504-014B-1			A	

prepared by
AMASS Spatial
Drafting, Design & Visualisation
spatial@AMASS.co.nz

Document No: 315157	File No: 037/042
Report To: Council	
	Meeting Date: 24 September 2013
Subject:	Waitomo Caves Discovery Centre: Reporting against Service Level Agreement for 2012/2013

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Waitomo Caves Discovery Centre Report against the Service Level Agreement for 2012/2013.

Commentary

- 2.1 Attached to and forming part of this business paper is a copy of the Waitomo Caves Discovery Centre Report against the Service Level Agreement for 2012/2013.
- 2.2 Historically, Celina Yapp, Managing Director of the Waitomo Caves Discovery Centre & Waitomo i-SITE has personally presented the Annual Report to Council, however due to prior commitments Celina has tendered her apology at not being able to do so this year.
- 2.3 If there are any queries regarding the Report, these can be forwarded to Celina for answering and reported back to Council at a later date.

Suggested Resolution

- 1 The business paper on Waitomo Caves Discovery Centre: Reporting against Service Level Agreement for 2012/2013 be received.
- 2 The Waitomo Caves Discovery Centre Report against the Service Level Agreement for 2012/2013 be received.



DONNA MACDONALD
COMMUNITY DEVELOPMENT COORDINATOR

Attachment: Waitomo Caves Discovery Centre Report against the Service Level Agreement for 2012/2013 (Doc 315159)

ANNUAL REPORT – 2012 / 2013 YEAR

STRATEGIC OUTCOME & TASKS. 1. HIGH QUALITY DISTRICT INFORMATION AND BOOKING SERVICES			
Goals/Action	Key Performance Indicators	Report to Council	REPORT 1ST July 12 to 30TH June 13
i. Provide counter / telephone enquiry and booking services for visitors to the Waitomo village.	<p>Enquiry and booking services will be available a minimum of 8hrs a day, 364 days a year.</p> <p>Visitors will be provided accurate and objective information and services in a timely manner.</p> <p>Staff will be courteous and well presented when dealing with enquiries.</p>	<p>Approximate visitor enquiry numbers will be reported.</p> <p>(Enquiry numbers reported will be approximated only based on door counter numbers. Telephone enquiry numbers will be based on a random 2 day per month sample).</p> <p>Significant complaints (related to services in this agreement) will be reported to Council.</p>	<p>Approx Visitors to Centre: 168,000</p> <p>Approx telephone enquiries: 9,100</p> <p>No significant complaints received about services related to this agreement.</p>
ii. Provide a website, distribute brochures and undertake signage and advertising that promotes the Waitomo Caves Discovery Centre as a focal point for visitor information enquiries at Waitomo Caves.	<p>A website will be maintained advertising the visitor services provided</p> <p>Visitor services will be advertised as appropriate.</p> <p>Signage will be maintained outside the premises.</p>	<p>Confirmation that agreed service was provided, along with any statistics of usage and any key opportunities or developments.</p> <p>Confirmation that agreed service was provided, along with any key opportunities of developments.</p> <p>Confirmation that agreed service was provided, along with any key opportunities of developments.</p>	<p>New website launched September 2012. Key usage stats shown at end of annual report on page 6.</p> <p>Agreed service was provided.</p> <p>Agreed service was provided.</p>

STRATEGIC OUTCOME & TASKS 2. DISTRICT PROMOTION SERVICES			
Goals/Action	Key Performance Indicators	Report to Council	REPORT 1 st July 12 to 30 th June 13
i. Participate in regional and local tourism groups and advocate for Waitomo Caves and the Waitomo District	<p>Active participation in local and regional tourism groups such as marketing groups and RTOs.</p> <p>Advocate for integrated promotion of the key attractions of the Waitomo District</p>	Annually report groups participating in and any initiatives supported.	<ol style="list-style-type: none"> 1) Continue on Committee of Destination Waitomo (DW). 5 meetings attended in this period and the AGM. DW projects include working towards replacement image library and new DW website. 2) Australia and NZ magazine – special 7 page feature on Waitomo included direct email address for Waitomo i-SITE. Advertisement in the same. 3) Meetings with various operators throughout this period both within and external to Waitomo and the region. 4) i-SITE NZ 2013 Conference. Help prepare bid for Waikato region to host. Successful bid. Liaise with Waitomo operators in regard to famils they will offer staff through i-SITEs in NZ at Conference time. Put together famil offer for the same. 5) Attended opening of Waitomo walkway and mountain bike track at the end of Ngatapuwa Road. 6) Advertisements and editorial in Petone Herald & Northern Courier. Re: special feature on the Te Kuiti muster and encouraging people to spend time in Waitomo. 7) Liaison and various meetings held about Waitomo as destination as a whole, supplying images and activities for writers to experience and include in publications. E.g. the 'Ultimate Guide'. 8) Waitomo Trail Ride. 9) Attending Bill Millar's Wild West famil. 10) Hamilton & Waikato Regional Tourism. Liaison and catch ups with Kiri Goulter and other staff as and when opportunities arose include a number of feedback sessions at regional i-SITE meetings. 11) Hamilton & Waikato Regional Tourism Industry half day symposium attended. 12) Waikato Regional Information Centre Managers meetings attended x 4.

<p>ii. Provide lobby and website information promoting attractions of the Waitomo District</p>	<p>The website will include promotion or links to non-commercial attractions of the Waitomo District</p> <p>Lobby interpretation of local non-commercial attractions of the Waitomo District</p>	<p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p> <p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p>	<p>13) Waitomo successfully hosted 100 delegates staying between 5 and 9 days in duration for the ACKMA Conference.</p> <p>14) Meet with Museums Aotearoa with regard to Waikato hosting Museums Aotearoa Conference.</p> <p>15) Liaison and help provided to GEO Science visit to Waitomo prior to their Conference in Hamilton.</p> <p>16) Liaison with i-SITE NZ.</p> <p>17) Attending i-SITE Conference Sept 2012.</p> <p>18) Waitomo Caves Choir – Carols in the Caves. Several meets held with organiser regarding this annual event. Being the point of contact for tickets.</p> <p>19) Summer Nature Programme 2013. Full planning meetings x 9 over this period. Work on organising some of fourteen different trips offered; risk management; evaluation collation; thank you cards for trip leaders, and; debrief.</p> <p>20) Summer Nature Programme 2014. Full planning meetings x 2 over this period. Work re: organising different trips.</p> <p>21) AA Hot Deals. Putting forward deals for the site.</p> <p>22) Liaison regarding possible annual cycling event in Waitomo “Caves To Coast Cycle Challenge”.</p> <p>23) Country of origin statistics. Compilation of stats on visitors who spend with us!</p> <p>Agreed service was provided.</p> <p>Agreed service was provided in the front counter books.</p>
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STRATEGIC OUTCOME & TASKS 3. DISCOVERY CENTRE (MUSEUM SERVICES)																			
Goals/Action	Key Performance Indicators	Report to Council	REPORT 1ST July 12 to 30TH June 13																
i. Present a range of displays for public viewing that interpret the heritage of the Waitomo Caves region.	Displays to be accurate, well-maintained, clean and tidy at all times	Confirmation that agreed service was provided, along with any key opportunities or developments	Agreed service was provided.																
ii. Archive, document and store items of heritage value consistent with collection policy.	Collections items will be appropriately acquisitioned, curated and documented to Museums Aotearoa standards and updates from National Services.	Summary report of acquisitions to be provided in annual report	<p>Agreed service was provided.</p> <p>Items accessioned into Collection 1st July 12 to 30th June 13. Please note that these are numbers of accessions rather than number of images or items within each accession</p> <table> <tr> <td>Newspaper Articles / web</td> <td>301</td> </tr> <tr> <td>Palaeontological/Geo</td> <td>5</td> </tr> <tr> <td>Historical Documents</td> <td>33</td> </tr> <tr> <td>Photograph Albums / Print</td> <td></td> </tr> <tr> <td>Collection digital images</td> <td>43</td> </tr> <tr> <td>Objects</td> <td>85</td> </tr> <tr> <td>CD/DVD</td> <td>17</td> </tr> <tr> <td>Posters / Maps / Survey Data</td> <td>200</td> </tr> </table>	Newspaper Articles / web	301	Palaeontological/Geo	5	Historical Documents	33	Photograph Albums / Print		Collection digital images	43	Objects	85	CD/DVD	17	Posters / Maps / Survey Data	200
Newspaper Articles / web	301																		
Palaeontological/Geo	5																		
Historical Documents	33																		
Photograph Albums / Print																			
Collection digital images	43																		
Objects	85																		
CD/DVD	17																		
Posters / Maps / Survey Data	200																		

STRATEGIC OUTCOME & TASKS 4. PROVISION OF PUBLIC GOOD SERVICES			
Goals/Action	Key Performance Indicators	Report to Council	REPORT 1ST July 12 to 30TH June 13
i. Provide a minimum of 4 public toilets during opening hours, with one of those toilets available 24 hours.	<p>Four public toilets will be available during opening hours, with one of those also available 24/7.</p> <p>Toilets will be cleaned a minimum of daily and will be kept supplied with toilet rolls, soap and means of drying hands.</p> <p>The toilets will be kept in good repair.</p>	<p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p> <p>Council may inspect services at any time.</p>	Agreed service was provided, 5 public toilets were available throughout the year.
ii. Provide 3 rubbish receptacles for foot traffic passing through the grounds.	<p>Three rubbish receptacles to be available on the grounds for the use of foot traffic passing through the village.</p> <p>Receptacles to be emptied before full</p>	<p>Confirmation that agreed service was provided, along with any key opportunities or developments.</p> <p>Council may inspect services at any time.</p>	Agreed service was provided.

KEY WEBSITE VISIT STATS	Site Visits (number of visits to site)	Unique Visitors (Number of unduplicated (counted only once) visitors to website).	Pages Views (total number of pages viewed. Repeated views of a single page are counted).	Pages/Visit (Average Page Depth is the average number of pages viewed during a visit. Repeated views of a single page are counted).	Avg visit duration (The average time duration of a session).	% Bounce Rate (the percentage of single-page visits (i.e. visits in which the person left site from the entrance page without interacting with the page)).	% new visits (An estimate of the percentage of first time visits).	% of visits viewed whilst in NZ
Oct 2012	1,338	1,062	11,149	8.33	03:43	1.35	78.03	57.92
Nov 2012	1,470	1,192	11,914	8.10	03:13	0.54	77.69	56.12
Dec 2012	1,625	1,368	13,460	8.28	03:30	1.05	80.98	56.55
Jan 2013	1,913	1,599	14,484	7.57	03:30	1.15	80.71	47.05
Feb 2013	1,330	1,085	9,957	7.49	03:03	3.01	77.22	55.56
Mar 2013	1,622	1,293	11,761	7.25	03:10	3.70	75.77	58.88
Apr 2013	1,414	1,191	10,913	7.72	03:37	3.54	80.55	55.52
May 2013	1,289	1,007	8,988	6.97	03:13	3.80	74.09	51.20
Jun 2013	1,146	912	7,847	6.85	03:11	3.58	75.13	55.58
Monthly Average	1,460	1,190	11,164	7.62	03:22	2.41	78.00	54.93

Document No: 315568**File No:** 092/015A**Report To: Council****Meeting Date:** 24 September 2013**Subject: Otorohanga District Development Board Service Level Agreement**

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Otorohanga District Development Board Service Level Agreement (SLA).

Local Government Act S.11A Considerations

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

Background

- 3.1 The Otorohanga District Development Board (ODDB) Youth Support Program was established in 2005 to address issues of young people leaving the District to take up pre-employment qualifications and study elsewhere.
- 3.2 Via the Draft Exceptions Annual Plan 2013/2014 process, the ODDB lodged a submission requesting that Council reconsider funding \$15,000.00 per annum for three years for ODDB Youth Support Programs. ODDB stated the proposal had been developed to formalise what had been provided for the past eight years. Also, the proposed partnership would provide on-going sustainability for the programs to help protect the economic sustainability of the business.
- 3.3 Council reconsidered the funding request for ODDB for Youth Support Programs taking into account the matters raised in the submission and support for the program from local organisations.
- 3.4 Council confirmed agreement to include a funding capacity of \$15,000.00 in its Exception Annual Plan. The funding would be provided to ODDB subject to an appropriate Service Level Agreement being put in place with clear detail of the service deliverables and performance measures to be reported against.

Commentary

- 4.1 Forming part of the business paper is the SLA between WDC and ODDB.
- 4.2 The purpose of the SLA is to set the framework and working relationship between the parties and confirm service deliverables and performance measures to be reported against.
- 4.3 Through the SLA both parties agree to the provision of funding towards the delivery of Youth Support Programs provided by the ODDB.
- 4.4 ODDB's performance strategy for the agreement is attached to the SLA as Appendix 1. The strategy identifies how services will be delivered (goals and actions) and what outcomes will be achieved (key performance indicators) over the next three year period.
- 4.5 ODDB will report to Council twice per year in the months of January and July. The reporting will be based around the key performance indicators identified in Appendix 1 of the SLA.

Suggested Resolution

- 1 The business paper on the Otorohanga District Development Board Service Level Agreement be received.



HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

13 September 2013

Attachment: 1 Service Level Agreement between Waitomo District Council and Otorohanga District Development Board

**Otorohanga District
Development Board**



Service Level Agreement

Between

Waitomo District Council

And

Otorohanga District Development Board

Service Level Agreement

DATED the _____ **day of** _____ **2013**

1.0 PARTIES

Waitomo District Council (WDC)

and

Otorohanga District Development Board (ODDB)

2.0 TERM OF AGREEMENT

- 2.1 WDC and the ODDB agree to a relationship and funding for services for three years from 1 July 2013 to 30 June 2016.
- 2.2 Either party may terminate the agreement upon the expiration of three calendar months notice from one party to the other of that party's intentions in that behalf. In the event of notice being given within a financial year to 30th June, monies will only be repaid to WDC in the event that cancellation is by the ODDB.

3.0 OUTCOMES FOCUS OF WAITOMO DISTRICT COUNCIL

- 3.1 Through financial support and the establishment of a formal arrangement for the services that ODDB delivers, Council can contribute to the Community Outcomes from its Long Term Plan 2012-2022.

Community Outcomes (Long Term Plan 2012 – 2022)	
C03	Youth
C04	A Vibrant and Prosperous District

- 3.2 Council can influence and target the outcomes that it wishes to deliver to its community.

The aim is to provide:

- A place where young people have access to education, training and work opportunities.
- A place where young people feel valued and have opportunities for input into the District.
- A place that attracts more people who want to live, work and play, and raise a family.

- A place where wealth and employment are created through local businesses and development of tourism opportunities.

4.0 RELATIONSHIP BETWEEN ODDB AND WDC

- 4.1 The purpose of this Service Level Agreement is to set the framework and working relationship between the parties and confirm service deliverables and performance measures to be reported against.
- 4.2 The Otorohanga District Development Board Youth Support Program was established in 2005 to address issues of young people leaving the District to take up pre-employment qualifications and study elsewhere.
- 4.3 Specific courses were developed to train school leavers in skills that local employers needed.
- 4.4 Employment guarantees were negotiated with employers for some courses to provide jobs for graduates.
- 4.5 Via the Draft Exceptions Annual Plan 2013/2014 process, the ODDB lodged a submission requesting that Council reconsider funding \$15,000.00 per annum for three years for ODDB Youth Support Programs. ODDB stated the proposal had been developed to formalise what had been provided for the past eight years. Also, the proposed partnership would provide on-going sustainability for the programs, to help protect the economic sustainability of the businesses.
- 4.6 Council reconsidered the funding request for ODDB for Youth Support Programs taking into account the matters raised in the submission and support for the program from local organisations.
- 4.7 Council confirmed agreement to include a funding capacity of \$15,000.00 in its Exception Annual Plan. The funding would be provided to ODDB subject to an appropriate Service Level Agreement being put in place with clear detail of the service deliverables and Performance Measures to be reported against.

5.0 AGREEMENT

- 5.1 Through this Service Level Agreement both parties agree to the provision of funding towards the delivery of Youth Support Programs provided by the ODDB.
- 5.2 Both parties agree to:
 - Support each other in the delivery of the program.
 - Be open, frank, honest and constructive in all dealings with each other and to act in good faith at all times.
 - Act in good faith in meeting their responsibilities under this agreement and in resolving any differences away from public attention.

- Resolve issues as they arise in a manner that maintains the integrity, professionalism and statutory accountabilities of each party.
- Optimise the value and benefit delivered to the Waitomo District by the investment of ratepayer funds.

5.3 The ODDB will:

- Deliver a range of Youth Support Programs to train school leavers in skills that local employers need.
- Use the funding provided by WDC to support the delivery of the programs as requested.
- Ensure that WDC are kept informed of the programs progress by way of written and verbal reports to Council.

5.4 The WDC will:

- Provide ODDB with \$15,000.00 per annum to support the delivery of the Youth Support Program.

6.0 PERFORMANCE

- 6.1 ODDB's performance strategy for this agreement is attached as Appendix 1. This strategy identifies how services will be delivered (goals and actions) and what outcomes will be achieved (key performance indicators) over the next three year period.
- 6.2 This performance strategy shows clear goals and the outcomes to which the success of the service can be measured.

7.0 REPORTING

- 7.1 It is agreed that reporting to Council will be twice per year in the months of January and July. The reporting will be based around the key performance indicators identified in Appendix 1.
- 7.2 Reporting against services that ODDB provides is subject to the provision of funding from Council for those services. If Council does not fund services targeted at the Youth Support Program in any given year, the reporting requirement does not apply.

8.0 MONETARY VALUE OF CONTRACT 2013 / 2016

- 8.1 WDC agrees to pay the following amounts to ODDB for the period 1 July 2013 to 30 June 2016 on an annual basis.
- 8.2 This funding is for the prudent discretionary use of ODDB in the areas identified. It will contribute to the cost of delivering Youth Support Programs.

8.3 Total Funding:

1 July 2013 to 30 June 2014 : \$15,000.00 + GST
1 July 2014 to 30 June 2015 : \$15,000.00 + GST
1 July 2015 to 30 June 2016 : \$15,000.00 + GST

9.0 PAYMENT

9.1 Payment will be made annually against an invoice from ODDB issued on the first business day of the financial year.

10.0 COMMUNICATIONS

10.1 All communications between the two parties or requests for information by third parties should be made via the following representatives.

For WDC:

Name: Donna Macdonald
Position: Community Development Coordinator
Email: donnam@waitomo.govt.nz
Phone: 07 878 0800

For ODDB:

Name: Ray Haley
Position: Youth Coordinator (ODDB)
Email: ray@comettraining.co.nz
Phone: 027 272 3273

11.0 CONFLICT

11.1 Where a conflict arises between the parties, then the conflict will be referred immediately, for resolution, to the WDC Chief Executive and the ODDB Chairperson.

12.0 CONFIDENTIALITY

12.1 The parties agree that any discussions held in the context of this Service Level Agreement shall remain confidential between the representatives except as agreed for the purpose of communication as outlined in Clause 10.0 above, or for the purpose of reporting back to those they represent.

13.0 ENFORCABILITY

13.1 The parties do not intend for this Service Level Agreement to create a legally enforceable agreement.

14.0 SIGNING

<p>Signed for</p> <p>WAITOMO DISTRICT COUNCIL by:</p> <hr/> <p>Chris Ryan Chief Executive</p> <p>Date: _____</p> <p>in the presence of:</p> <hr/> <p>Name:</p> <p>Occupation:</p> <p>Address:</p>	<p>Signed for</p> <p>OTOROHANGA DISTRICT DEVELOPMENT BOARD By:</p> <hr/> <p>Carolyn Christian Chairperson (ODDB)</p> <p>Date: _____</p> <p>in the presence of:</p> <hr/> <p>Name:</p> <p>Occupation:</p> <p>Address:</p>
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APPENDIX 1**Key Performance Indicators**

Goals/Action	Why	Key Performance Indicator	Report to Council
1. Youth Support Programs	To provide youth with access to education, training and work opportunities.	A range of programs covering local industry is provided.	Detail regarding the range of programs delivered, along with supporting statistical information.
2. Enrolments	To provide youth with opportunities for input into the District.	Waitomo students are enrolled in Youth Support Programs.	Confirmation of enrolment statistics by program.
3. Achievements	To gauge success of program deliverables.	Student status – current, completed, referred on.	Confirmation of achievement levels by program.
4. Job placement opportunities	To retain youth within the District.	Waitomo students are supported with job placement opportunities.	Confirmation of apprenticeship and job placement statistics.
5. Economic benefit	To support the economic sustainability of local business.	Waitomo business benefits from Youth Support Programs.	Confirmation of business industry supported by program deliverables.
6. Funding	To support the ongoing delivery of the Youth Support Program.	Funding partners are retained to protect the economic sustainability of the business.	Confirmation of funding obtained.