

Document No: 315228		File No: 092/018	
Report To:		Council	
	Meeting Date:	10 October 2013	
	Subject:	Progress Report: Youth Engagement – April 2013 to August 2013	

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with an update on Youth Engagement activity for the period 1 April 2013 to 30 August 2013.

Local Government Act S.11A Considerations

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

Background

- 3.1 For the first time, through the LTP 2012-2022, Council identified Community Outcomes relating to youth as follows:

CO3 : A place where young people have access to education, training and work opportunities

A place where young people feel valued and have opportunities to input into the district.

- 3.2 Achieving these outcomes form an important part of fulfilling Council's vision of "Creating a better Future with Vibrant communities and thriving business".

Commentary

- 4.1 Since adoption of the 2012-2022 Long Term Plan a number of youth engagement initiatives have been supported by WDC. These include:

- Waitomo Youth Council
- The Social Sector Trials
- Managing the contract for the MSD Youth Mentoring Programme and Youth Events

- Participating in the Tuia Programme
- Participating in the Mayors Taskforce for Jobs

4.2 Over this time, it has become clear that these projects are interconnected and that the networks developed (between our youth, our community and government organizations) are heavily reliant on one another.

4.3 Each initiative or project works with different groups of youth and/or community groups; which in turn are connected to different people. Through this type of approach, these projects connect with more young people than Council could hope to connect with on its own.

4.4 Set out below is an update on the key projects or achievements for each area of Youth Engagement over the past 5 months.

4.5 The Waitomo Youth Council (YWC)

4.6 We currently have 18 active Youth Council members of which most attend the monthly meetings and all contribute to projects undertaken by the team. Along with monthly meetings, additional meetings are called to plan for events/projects and ensure attention to detail is maintained.

4.7 Seven of the Youth Council members applied for Regional Forum roles of which 2 were selected, Glen Maag-Strickland and Logan Anselmi.

4.8 The Youth Council provided support at this year's Muster, holding a stall as a fund raiser, assisting at the Rock Wall activity and providing general assistance where required.

4.9 A small group served guests at the Bolger Farewell held on 19 April at the Waitomo Cultural and Arts Centre.

4.10 Many of the team, along with other youth led by Hilary Karaitiana, catered for this year's Citizens Awards evening held on 9 June at the Waitomo Cultural and Arts Centre.

4.11 Youth Council members made a submission to Council on youth issues, including their wish to upgrade the Te Kuiti Skate Park. A successful funding application was also made to the Ministry of Social Development to assist with this project.

4.12 All 18 Youth Council members were involved in the organisation of the very successful Waitomo's Got Talent Show. 12 local artists performed in front of a 550 strong crowd. Judges for the night included Tawaroa Kawana (one of the finalists of the New Zealand's Got Talent series, Areka Turner (a local recording artist) and Julie Radiche (Principle of Piopio College). The evening far exceeded expectations and highlighted for all those involved the work that goes into producing a show such as this.

4.13 We were fortunate to secure a grant of \$3,000 towards a Youth Leadership Day from the MYD for the 2012/13 year. Due to unforeseen circumstances the planned event was cancelled and a request was made to defer the funds to the current year for use for the Tuia group visit which happened in early August.

4.14 Social Sector Trials

4.15 The Trial has four key desired outcomes:

- Reduce Truancy
- Reduce offending by young people

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- Reduce young peoples use of alcohol and drugs
 - Increase the number of young people engaged in training and education
- 4.16 WDC supports this initiative through the Mayors' involvement in the Pilot's Governance Group, through the Community Development Activity and being the contract/fund holder for Youth Mentoring Programme and Youth Events with MSD.
- 4.17 The Social Sector Trials have developed stronger and more productive relationships across the community. This has allowed the collective skills, knowledge and resources of community leaders, organisations and groups to reach young people in a coordinated way and vice versa the valuable participation, knowledge and skills of young people into programme delivery and greater community participation in general.
- 4.18 Some of the key achievements of this initiative over the last 5 months:
- A 16% increase in young people at Te Kuiti High School participating in sport. Research is underway to investigate if there is a link between the participation in sport and increased academic achievement.
 - 17 of 17 of the Regions schools have had Attendance Management Systems audited with recommendations for each school being provided.
 - Every school aged child in the Waitomo region received a magnet to promote attendance as part of a truancy campaign.
 - 52 Young People were assisted with learner driver licence training, 4 required optometrist intervention. \$2,904 was provided to fund the learner licence tests and a further 8 have passed their restricted drivers licence test.
 - The Social Sector Trials has secured the Waitomo Integrated Attendance Services contract (50% previously delivered from Hamilton) in comparison Otorohanga has all their service delivered by Hamilton.
 - Currently there are no un-enrolled truants in the region (from local schools).
 - A Whanau day was held at the Waitomo sports ground on mother's day in association with Youth Week approximately 100 people were in attendance.
 - A Matariki Junior Disco was held in conjunction with MFM radio and Te Kuiti Blue Light this was attended by 450 students.
 - Youth Week sponsored a table at the King Country Kick Boxing event held at the Waitomo Cultural and Arts Centre and promoted Youth Week while at the event.
 - An 8 week Awesome Parents Programme was held with 13 families taking part.
 - Established No 12 as the Youth Hub to use as a venue for Youth programmes and currently exploring avenues to provide more services to the young people in our community.
 - 3 young people remain employed to run a Rangatahi Radio Show at MFM Radio.

4.19 Ministry of Social Development Youth Mentoring Programme and Youth Events

4.20 WDC has been managed the contract for the above MSD programme for the past 12 months and have renewed the contract for a further period.

4.21 As the contract manager, WDC:

- Supports the delivery of activities included in the Te Kuiti Youth Action Plan
- Provides administration support for the delivery of a Youth Mentoring Programme to at risk young people; and
- Delivers and/or supports the delivery of youth events for a minimum of 300 young people aged 12-18.

4.22 The youth mentoring programme is centered on the needs of the young person. It is designed to provide one on one tailored support and guidance to at risk young people alongside their whanau to identify goals and to develop and implement a plan to achieve those goals. For some, it is about getting into training, for others it may be information on how to obtain identification and complete applications or reducing substance abuse. Many have a number of issues that they work through over time.

4.23 The Youth Events supported range from Holiday Programmes run by the Journey Church, Te Whananga O Aotearoa, Sporting and Cultural Events for young people and Youth Leadership related events. The target number of 300 young people was easily achieved.

4.24 Waitomo District Council has assisted the Social Sector Trials to lease a premises for use by youth workers from our community creating a space where young people can meet, do homework, receive tutoring and guidance in a safe secure environment.

4.25 Mayors Taskforce for Jobs

4.26 The Mayors Taskforce for Jobs (MTFJ) is a nationwide network of Mayors, which began in 2000 with 7 Mayors and now has a membership of 65 Mayors (97% of Mayors). Its focus is youth employment and engagement in local communities.

4.27 Waitomo District Council was instrumental in organizing the Combined Mayoral Graduation Ceremony. This ceremony is hosted in partnership with Otorohanga District Council and Wintec, and celebrates the achievement of individuals within our Districts, and highlights the important contribution and support made to each of the graduates by their employer. This ceremony was held 9 May 2013 at The Big Apple.

4.28 Tuia Programme

4.29 Through the Mayors Taskforce for Jobs WDC is also involved in the Tuia Programme, a development and mentoring programme for young Maori leaders. Each year participating Mayors select a Rangatahi from within their community to mentor. These Rangatahi also participate in a number of leadership whananga, with representatives from other districts, throughout the year.

4.30 Kauri and the young dancers he instructs performed at the Muster and Te Miri performed at this Year's Waitomo District Citizens Awards.

- 4.31 During the week beginning 12 August 2013 Waitomo hosted Marcus Akuhata Brown and a group of Tuia students who assisted with a mucking in day at the New Youth Hub in King Street East. The group of 2013 Tuia Rangatahi representatives split into 3 groups and spent the afternoon talking to students at Te Kuiti High School, Oparure School and Piopio College providing motivational and inspirational messages to our young people. They shared their experiences and knowledge to encourage the students to become engaged in the community and make the most of the opportunities they are given.
- 4.32 Both Te Miri and Kauri, the current Waitomo District Rangitahi Leaders, spent most of the 3 days with the group while they were in our Region sharing in their experiences.

Suggested Resolution

The Progress Report: Youth Engagement – April 2013 to August 2013 be received.



DONNA MACDONALD
COMMUNITY DEVELOPMENT COORDINATOR

September 2013

Document No: 314702

File No: 400/130H

Report To: Council**Meeting Date:** 10 October 2013**Subject: Progress Report: Waitomo District Council Grants 2012/2013**

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with details of grants made by the WDC for the 2012/2013 financial year.

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 WDC is committed to annually allocating funds and resources to support community initiatives through grants managed in accordance with Council's Community Development Fund Policy, via its Community Development Activity.
- 3.2 For clarification purposes, set out below is a description of each of the grants contained in Council's Community Development Funding Policy.

3.3 Discretionary Grants

- 3.4 The focus of the Discretionary Grants Fund is in providing community assistance for the 'not for profit' sector in order to create a strong social base and meet local needs. The dollar value of each grant is determined on a case by case basis during each funding round.
- 3.5 Discretionary grants are assessed by the Chief Executive, with advice from the Manager - Community Development.

3.6 Triennial Grants

- 3.7 The focus of the Triennial Grants Fund is in providing support to 'not for profit' organisations whose work can be shown to support the social and cultural well-being goals of the Waitomo District.
- 3.8 Council's commitment to providing a Triennial Grants Fund is for the duration of the Long Term Plan.
- 3.9 The Triennial Grants are allocated for a period of three years.

3.10 Services Grant

- 3.11 Provision of Services Grants are in place to provide funding to 'not for profit' organisations who undertake to provide services that compliment Council's Long Term Plan objectives.
- 3.12 These organisations offer services that make a significant contribution to the achievement of Waitomo District Council's Community Outcomes and improve well-being within in the District, but are outside the scope of services provided by Waitomo District Council.
- 3.13 The budget for the Provision of Service Grants funding round is established every three years as part of the Long Term Plan process. Grants are allocated to organisations for a period of three years.
- 3.14 The value of each of these grants are determined on a case by case basis and developed with the recipient as a Contract for Delivery of Services/Service Level Agreement.

3.15 Community Partnership Fund

- 3.16 The Community Partnership Fund is a contestable fund that focuses on projects and programmes that contribute to the well-being of our Districts communities.
- 3.17 The fund aims to ensure that residents of the Waitomo District have opportunities to feel part of the community they live work and play in, and to, help the community help itself, by offering access to funding and in kind support to groups working on community initiatives.
- 3.18 Consideration is given to community projects and community groups that demonstrate strong links to one or more of the outcomes identified by WDC as Community Outcomes and the funding priorities as outlined in the Community Partnership Fund Policy.

3.19 Community Halls Grants

- 3.20 Community Halls Grants provide funding to assist with the maintenance of Council owned Community Halls.
- 2.21 A budget is established for the Community Halls Grants every three years as part of the Long Term Plan process.

2.22 Special Grants (Creative Communities; Sport NZ, Rural Travel Fund and DC Tynan Trust Fund)

- 2.23 There are two special grants administered by Council on behalf of central government; Creative Communities New Zealand and the Sport NZ Rural Travel Fund. Funding for both of these grants is provided by central government and each is administered by WDC in alignment with their own specific criteria.
- 2.24 WDC also administers the DC Tynan Fund which is a generous bequest left by the late Daniel Circuit Tynan to the Borough of Te Kuiti for the purpose of supporting organisations within the Te Kuiti Urban Ward that are involved with social, cultural, educational or recreational activities.
- 2.25 Forgeson Law administers the funds of the Trust, Waitomo District Council provides the administrative support associated with the funding application process. Applications are invited annually to this fund.

Commentary

3.1 Attached to and forming part of this business paper are Schedules setting out details of grants made by the WDC for the 2012/2013 financial year under each of the Grant types, including:

- Discretionary Grants
- Triennial Grants
- Services Grant
- Community Partnership Fund
- Community Halls Grants
- Creative Communities
- Sport NZ Rural Travel Fund
- DC Tynan Trust Fund

Suggested Resolution

The Progress Report: Waitomo District Council Grants 2012/2013 be received.



DONNA MACDONALD
COORDINATOR COMMUNITY DEVELOPMENT

September 2013

SCHEDULE OF DISCRETIONARY GRANTS

The Discretionary Grant Fund focuses on providing assistance to the "not for profit" sector to support small-scale projects. The Discretionary Grant Fund offers support on a one off basis, the receipt of a Discretionary Grant does not form an ongoing relationship with Council.

2012/2013 Discretionary Grants

Organisation	Amount	Purpose of Grant
Friends of Hillview	\$500.00	Shade sales
Sport Waikato	\$160.00	Mens health evening
The Lions Club Charitable Trust	\$160.00	Hall hire
Club Targa	\$250.00	Venue hire
Te Kuiti White Ribbon	\$300.00	Plaque for commemorative garden
Te Wharekura O Maniapoto	\$1,000.00	Promoting healthy living
Te Kuiti Primary School	\$750.00	Hall hire fund raising event
Kaumai Holiday Programme	\$780.00	To run children's holiday programme
Girl Guiding NZ Waitomo District	\$870.00	Venue hire
Centennial Park School	\$700.00	Maniapoto primary schools maori culture group
St Josephs Primary School	\$435.00	Road closure school gala
Te Kuiti RNZSPCA	\$1,000.00	Microchips for adoptive pets
Waitomo Christian Fellowship	\$870.00	Movies for the young at heart
Combined Piopio Schools	\$380.00	Porta-loo hire
Counselling Services North King Country	\$500.00	Venue hire
Waitomo Search and rescue	\$310.00	Porta-loo hire
Waitanguru Hall Society	\$1,500.00	Trail bike ride hall fundraiser
St John Ambulance	\$1,500.00	Venue hire 80th Jubilee
Te Kuiti Primary School	\$700.00	Venue hire principles farewell
On Stage Te Kuiti	\$1,800.00	Venue hire for performances
Piopio Playcentre	\$300.00	Fundraising event
Royal NZ Plunket Society	\$1,500.00	Delivering growing baby courses in Te Kuiti
Piopio College	\$1,461.00	Preparation for the drama national competition
Mokau School	\$1,825.00	For community sandpit and garden project
Sport Waikato	\$600.00	Venue hire Sports Awards
Total	\$20,151.00	

2011/2012 Discretionary Grants

Organisation	Amount	Purpose of Grant
Te Kuiti Development Inc	\$4,636.00	Meadsville Project
Te Anga Hall Society	\$434.78	Hall preservation
Journey Church	\$690.00	Movies for the Young at Heart
Te Kuiti Kaumatua Games	\$500.00	Te Kuiti Kaumatua games hosting
Te Kuiti Mental Health Awareness Forum	\$140.00	Mental Health Week promotions
Te Kuiti Combined Schools Music Festival	\$652.00	Combined Schools Music Festival
Sport Waikato	\$500.00	Waitomo District Sports Awards
Te Kuiti Blue Light Inc	\$1,000.00	Setting up a website for youth and their families
Te Kura Kaupapa Maori O Oparure	\$652.17	Waiwaia Maniapoto Secondary School Kapahaka
Te Kuiti High School	\$100.00	Sponsorship of Civic Award
B/F Te Nehenehenui Incorporated	\$500.00	2012 Tainui Waka Kapa Haka Festival
Piopio Lions Club	\$130.43	Hall hire senior citizens lunch event
The Te Kuiti Branch of the Royal NZSPCA	\$217.39	Purchase kitten/cat litter for holiday period

2011/2012 Discretionary Grants continued

Organisation	Amount	Purpose of Grant
RNZPS Waikato Area	\$1,500.00	To run a parenting education programme
Friends of St Josephs Parents Support	\$415.00	Road closure for the school gala
Sport Waikato	\$300.00	Sports Awards- Services to Sports Award
The Rotary Club of New Zealand	\$350.00	Cancelled fundraiser - Civic cancellation fee
Tainui Historical Society Mokau	\$626.09	To preserve local history in photo's, maps etc
Friends of Hillview	\$300.00	Hireage of the Civic Centre Supper Room
Maraeroa C Incorporation	\$176.52	Promoting the Pureora Cycle Carnival
Waitomo District Youth Council	\$1,000.00	Event showcasing youth and local talent
Motito Marae	\$1,000.00	Marae DIY Project (DIY Television Series)
Creative Waitomo	\$90.00	Exhibition showcasing local artists (porta-loo hire)
Te Kuiti Community Childcare Centre Inc	\$608.70	Civic Centre hireage (KC Bride of the Year)
Te Kuiti Lyceum Club International Inc	\$700.00	Venue hire for annual Choral Festival
The Violet Ladies	\$1,147.00	Art & Garden Ramble fundraiser
Waitomo Society of Arts Inc	\$1,500.00	Annual exhibition
On-Stage Te Kuiti Inc	\$1,750.00	Regional Competition of NZ Community Theatre
Piopio Primary School	\$936.52	Whole of School Production
Centennial Park	\$1,900.00	Preparation for Kapahaka competition
Total	\$19,681.60	

SCHEDULE OF TRIENNIAL GRANTS

The focus of the Triennial Grants Fund is to provide support to 'not for profit' organisations whose work supports the social and cultural well-being goals of the Waitomo District. Triennial Grants are allocated for a period of three years (the first three years of each newly adopted Long Term Plan).

2012/2013

Te Kuiti Kaumatua Games.....	\$500.00
Mokau School	\$2,000.00
Te Kuiti Citizens Advice Bureau.....	\$2,500.00
Te Kuiti and District Highland Pipe Band.....	\$500.00
Project Piopio Trust.....	\$4,000.00
Te Kuiti Community House.....	\$3,500.00
Waitomo Support Centre	\$1,000.00
Te Kuiti RNZSPCA	\$500.00
NZ Shearing Championships Committee.....	\$4,900.00
Te Kuiti Marae Cemetery Committee	\$860.00
<u>Total</u>	<u>\$20,260.00</u>

2011/2012

Mokau School	\$2,000.00
Piopio College (Pool)	\$2,500.00
Piopio Community Library	\$1,000.00
Te Kuiti and District Highland Pipe Band.....	\$500.00
Te Kuiti Citizens Advice Bureau.....	\$2,500.00
Te Kuiti Community House.....	\$3,500.00
Te Kuiti Foodbank.....	\$1,169.00
Te Kuiti Pa Cemetery Committee	\$5,000.00
Te Kuiti RNZSPCA	\$500.00
Waipa/King Country LIFE Education Trust.....	\$1,000.00
NZ Shearing Championships Committee.....	\$5,000.00
Te Kuiti Historical Society	\$2,300.00
<u>Total</u>	<u>\$26,969.00</u>

SCHEDULE OF SERVICES GRANTS

Provision of Services Grants are in place to provide funding to 'not for profit' organisations who undertake to provide services that compliment Council's Long Term Plan objectives. These organisations offer services that make a significant contribution to the achievement of Waitomo District Council's Community Outcomes and improve well-being within in the District, but are outside the scope of services provided by Waitomo District Council.

The budget for the Provision of Service Grants funding round is established every three years as part of the Long Term Plan process. Grants are allocated to organisations for a period of 3 years. The value of each of these grants are determined on a case by case basis and developed with the recipient as a Contract for Delivery of Services/Service Level Agreement.

2012/2013

Sport Waikato	\$73,434.00
Waitomo Caves Discovery Centre.....	\$34,000.00

2011/2012

Sport Waikato	\$73,343.00
Waitomo Caves Discovery Centre.....	\$33,600.00

SCHEDULE OF COMMUNITY PARTNERSHIP FUND GRANTS

The Community Partnership Fund is a contestable fund that focuses on projects and programmes that contribute to the well-being of our Districts communities.

Consideration is given to community projects and community groups that demonstrate strong links to one or more of the outcomes identified by WDC as Community Outcomes and the funding priorities as outlined in the Community Partnership Fund Policy.

2012/2013

Applicant	Amount	Purpose of Grant
Project Piopio Trust	\$13,755.00	Tui Park Campervan Park Project
MFM Radio	\$4,482.00	Rangitahi Radio Show project
<u>Total</u>	<u>\$18,237.00</u>	

2011/2012

Applicant	Amount	Purpose of Grant
Project Piopio Trust	\$3,000.00	Completion of community projects to promote the Piopio area
Aria Primary School	\$1,739.13	Funding towards a solar heating system for the Aria School Community Swimming Pool
Benneydale & District Ratepayers Ass.	\$3,000.00	Beautify Benneydale project.
Te Kuiti Blue Light	\$3,000.00	Youth camps to improve outcomes for our young people
Te Kuiti Development Inc	\$8,000.00	Progression to the adoption stage of the new "Te Kuiti Brand"
Tere O Waitomo	\$6,000.00	Waitomo Village Urban Structure Plan
<u>Total</u>	<u>\$24,739.13</u>	

SCHEDULE OF COMMUNITY HALLS GRANTS

Community Hall Grants provide funding to assist with the maintenance of Council owned Community Halls.

A budget is established for the Community Halls Grants every three years as part of the Long Term Plan process.

2012/2013

Mahoenui Hall	\$1,000
Waitanguru Hall	\$1,000
Rangitoto Hall	\$1,000
Mokau Hall	\$1,000
Mairoa Hall	\$1,000
Kopaki Hall	\$1,000
Awakino Hall.....	\$1,000
Aria Hall	\$1,000
Mapiu Hall	\$1,000
Benneydale & District Ratepayers Association (Benneydale Hall)	\$1,000
Mokauiti Hall.....	\$1,000
Total	<u>\$11,000</u>

2011/2012

Mahoenui Hall	\$1,000
Waitanguru Hall	\$1,000
Rangitoto Hall	\$1,000
Mokau Hall	\$1,000
Mairoa Hall	\$1,000
Kopaki Hall	\$1,000
Awakino Hall.....	\$1,000
Aria Hall	\$1,000
Mapiu Hall	\$1,000
Benneydale & District Ratepayers Association (Benneydale Hall)	\$1,000
Mokauiti Hall.....	\$1,000
Total	<u>\$11,000</u>

CREATIVE COMMUNITIES

The Creative Communities Scheme (CCS) supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities within their specific geographical area as well as for defined communities of interest.

Funding for the CCS is provided by Creative New Zealand (CNZ) who administers the CCS via Agreements with Territorial Authorities (TAs).

Individual CCS funding rounds and decision making differ between areas as each TA is able to administer their local CCS scheme within guidelines:

The CCS within the Waitomo District is administered on behalf of CNZ by an Assessment Committee consisting of two elected members of Council and four members of the community. Present membership of the Committee is: Councillors Pat Hickey and Lorrene Te Kanawa, Lyn Stafford and Community Representatives Jane Gannaway, Meryl Lile and Colleen Coleman.

Waitomo District Council supports the administration of the CCS via the Executive Office and Community Development Activity.

2012/2013

Applicant	Amount
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May 2013

Aria Toy Library.....	\$631.38
On Stage Te Kuiti	\$1,850.00
Te Kuiti Combined Schools Music Festival	\$1,000.00
Te Kuiti & Districts Highland Pipe band.....	\$1,500.00
<u>Total</u>	<u>\$4,981.38</u>

30 November 2012

Aria Primary School	\$750.00
Waitomo Caves School	\$2,000.00
Waitomo Christian fellowship.....	\$1,000.00
Waitomo society of Arts.....	\$1,570.00
<u>Total</u>	<u>\$5,320.00</u>

2011/2012

Applicant	Amount
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20 June 2012

On-Stage Te Kuiti	\$1,300.00
Te Wharekura o Maniapoto.....	\$1,200.00
Te Whakaripuranga Hou o Piopio.....	\$1,000.00
Te Kura Rautau	\$960.00
Te Kuiti High School.....	\$1,500.00
<u>Total</u>	<u>\$5,960.00</u>

30 November 2011

Te Wananga o Aotearoa.....	\$1,000.00
Te Nehenehenui Incorporated.....	\$2,500.00
Tamaru Maori Cultural Group.....	\$800.00
Aria Primary School	\$750.00
<u>Total</u>	<u>\$5,050.00</u>

SPORT NZ RURAL TRAVEL FUND GRANTS

The SPORT NZ (previously SPARC) Rural Travel Fund was developed in response to concerns raised by Councils about the lack of participation in sport by young people living in rural communities.

Geographical isolation, urban drift, and lack of employment opportunities and access to mainstream funding were identified as barriers to sport participation. The fund is designed to help subsidise rural travel for junior teams and is targeted at young people aged between 5-19 years to assist school and club sports teams to participate in local sporting competitions.

Council administers one Sport NZ Rural Travel funding round in October each year by a Committee consisting of two Council staff, two Councillors, one NZ Police representative and a Sports Waikato representative.

2012/2013

Applicant	Amount Granted
Piopio College Sport Executive Committee	\$2,700.00 (plus GST)
Te Kuiti High School	\$2,000.00 (plus GST)
Aria Primary School	\$1,000.00 (plus GST)
Waitomo Caves School	\$700.00 (plus GST)
Rangitoto School	\$700.00 (plus GST)
Piopio Youth Sports Committee	\$2,000.00 (incl GST)
<u>Total</u>	<u>\$9,100.00</u>

2011/2012

Applicant	Amount Granted
Piopio College Sport Executive Committee	\$1,700.00 (plus GST)
Te Kuiti High School	\$1,130.00 (plus GST)
Aria Primary School	\$1,000.00 (plus GST)
Waitete Rugby Football Club	\$1,500.00 (plus GST)
Waitomo Caves School	\$970.00 (plus GST)
Rangitoto School	\$800.00 (plus GST)
Piopio Youth Sports Committee	\$2,000.00 (incl GST)
<u>Total</u>	<u>\$9,100.00</u>

Note: Those applicants who are registered for GST purposes are granted funding on the basis of GST being added to the amount granted, while those applicants who are not registered for GST purposes receive the allocation as being inclusive of GST.

D C TYNAN TRUST FUND

The DC Tynan Trust was established in 1982 by Daniel Tynan Estate. The late Daniel Circuit Tynan left a generous bequest to the Borough of Te Kuiti for the purpose of supporting organisations within the Te Kuiti Urban Ward involved in social, cultural, educational or recreational activities.

As part of the bequest, it was stipulated that priority of funding would be given to projects of a capital nature.

The funds of the Trust are administered by Forgeson Law and the Waitomo District Council provides the administrative support associated with the funding application process. The current Trustees are Diane Forgeson of Forgeson Law and the three Te Kuiti Urban Councillors (Pat Hickey, Lorrene Te Kanawa and Guy Whitaker).

The capital funds of the Trust are held in investment and the income from the investment is available for allocation to community organisations. The Trustees meet annually (usually in August each year) to review applications received and at their discretion, allocate funds to applicants.

Applicant	Amount	Purpose of Grant
2012/2013		
Te Kuiti Bowling Club	\$1,000.00	Replacement of worn AstroTurf
Social Sector Trial	\$1,000.00	Towards a heat pump for Youth Hub
Friends of Hillview Trust	\$538.65	To replace 3 TV Sets at Hillview Home & Hospital
Te Kuiti indoor Bowling Club	\$1,000.00	For repairs to Club kitchen roof and heating system
Brook Park Incorporated Society	\$1,000.00	To replace markers and signage
2013 Total:		
\$4,538.65		

2011/2012		
Te Branch of the SPCA	\$1,200.00	Purchase of a new computer
Te Kuiti & District Highland Pipe Band	\$2,000.00	Purchase equipment
Te Kuiti Genealogy Branch of NZSG	\$1,200.00	Purchase of a new computer
Te Kuiti Development Inc	\$8,000.00	Rebranded Te Kuiti Town signs
Yoga Classes- Te Kuiti	\$200.00	Purchase equipment
2012 Total:		
\$12,600.00		

Document No: 315643**File No:** 092/015**Report To: Council****Meeting Date:** 10 October 2013**Subject: Progress Report: Community Development**

Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of a range of activities carried out within the Community Development portfolio.

Background

- 2.1 Council has identified the importance of a proud and capable community being involved in Community Development and the significant contribution organisations like community groups, Maori, commercial operators and business owners make to the well-being of the District.
- 2.2 Community Development involves a group of activities where WDC, in a number of diverse roles, is actively involved in "helping the community to help itself". These activities represent a group of collaborative and partnership approaches and initiatives involving many agencies and organisations.
- 2.3 The Community Development Update will be prepared monthly to inform Council of activities undertaken throughout the month.

Commentary

- 3.1 August has proven to be another busy month in the Community Development arena - The Tuia Group visit, MFVIN meeting, Piopio Hall Committee Meeting, Maniapoto Maori Trust Board Representative Meeting, Mucking-In (Youth Hub makeover), DC Tynan Trust funding round, meeting with DOC to discuss the Pureora Timber Trail Cycleway, Waitomo's Got Talent Show, preliminary talks with the Shearing Committee regarding the 2014 Shearing Champs and Muster and a Public Meeting to inform and educate the public about the submission writing and receiving process.
- 3.2 The Youth Council meeting was held on 7 August 2013. Initial discussions centered on how best the Youth Council could work with the Tuia Group while they were in our community. The Mucking-In Project for the make over of Number 12, also known as the Youth Hub, located on the corner of King Street and taupiri Street was discussed. From this Office part of the Social Sector Trials work will take place with space for the Truancy Officer, Bill Wana, and Coordinator, Erin Pye, who both assist Hilary Karaitiana to deliver a range of programmes and projects to improve opportunities for our youth. The second part of the meeting related to the Waitomo's Got Talent heats to be held at Te Kuiti High School and Piopio College followed by the organisation of the final contest to be held at The Waitomo Cultural and Arts Centre on the 23 August 2013.

- 3.3 The Maniapoto Family Violence Intervention Network (MFVIN) meeting was held at Community Link on 9 August 2013. The group had a guest speaker, Rob Veale, a former Police Detective who now works directly with organisations to assist with reducing the effects of family violence in the community. He was impressed with the collaborative approach used by MFVIN and the work that is being undertaken to support members of the community including youth and those most at risk. Rob was very interested to meet with Hilary after the meeting to discuss the success of the Social Sector Trials project and its backing from the Ministry of Social Development.
- 3.4 The TKDI monthly meeting was held on 13 August 2013. Discussion included shop frontages in Rora Street and how best to facilitate improvements, signage and the need to look at ways to encourage people to keep the town clean and tidy. TKDI is keen to focus on a shop local campaign to help retain the businesses that are here and create opportunities for other businesses to move to and invest in our region.
- 3.5 A Mucking-In day was held on 14 August 2013 at the site to be known as Number 12 (Youth Hub). The site was blessed before the days work began. The visiting Tuia Group gathered the Youth Council members together and talked about working as a team with common goals, no short cuts and all hands on deck. Hilary had prepared lists of tasks for each area, to be undertaken in a structured controlled manner. Each task was to be completed before moving on to the next, ensuring the completion of each area. At times there were up to 20 people actively working to achieve their goal to make Number 12 a comfortable, inviting and safe environment for our youth. Number 12 will be fitted with computers for homework and studies, meeting rooms and offices to enable Hilary and her team to carry out their work on a day to day basis where our youth feel safe and at ease.
- 3.6 On the afternoon of the 14th August, I had the pleasure of taking 5 of the Tuia Group to Piopio College where they spoke to the year 9 and 10 students about what the Tuia Group have been doing during the last 8 months. They also talked about how they got involved in the Group and what it has meant for them. You could hear a pin drop; each and every one of the speakers had an amazing story to tell in language that the students related to. They spoke with passion, belief and positive affirmations about making the right choices, being the master of your own destiny and rising above temptation. They presented with the most amazing confidence. They sang, got the students involved, and challenged them along the way. It was truly amazing, youth talking to youth, relating situations to what they are going through, what and where they have come from, what you can do to help yourself, not waiting for someone else to do it for you, taking pride in who and what you are. The teachers were amazed at the students, their attention and their interaction with the Group. There was a real feel good factor and an air of disappointment from the staff that the whole school didn't get to experience this opportunity. It was a pleasure to have been associated with this Group and fantastic to have been instrumental in them delivering such powerful positive messages to such vulnerable members of our community. While we were at Piopio there was also Tuia Group members at Oparure and at Te Kuiti High School, all delivering the same powerful message of choices and opportunities that are right there at their fingertips for the taking.
- 3.7 The Piopio Hall Committee AGM was also held on 14 August 2013. Possible options regarding the upgrade to the entrance of the hall and toilet facilities were discussed. Initial drawings have been completed by DMC Consultants. The Committee was undecided on the proposed drawings at the conclusion of the meeting but is keen to get things moving and assist in any way possible to make it happen.

- 3.8 A meeting was held on 15 August with a representative from the Maniapoto Maori Trust Board to discuss Waitomo District Councils involvement in the River Restoration for the Waipa Catchment and possible funding applications to the Waikato River Cleanup Trust Fund. The fund has been established to carry out restoration and cleanup projects in our Region. A follow up meeting will be held pending further investigation.
- 3.9 Preparation for the Waitomo's Got Talent event took place on 19 August 2013. With the Youth Council, we set up an Event Plan which involved who/what/where and when. What an amazing group of young people, some with very good organisational and leadership skills, and all with a great ability to share ideas and work together.
- 3.10 The DC Tynan funding allocation meeting was held on 21 August in the Council Chambers. WDC provides administrative support for this fund. The full amount available for distribution of \$4,538.65 was allocated to 5 of the 8 applicants.
- 3.11 On 22 August 2013 a meeting was held with DOC representatives to discuss ways in which WDC can assist with the promotion of the Pureora Timber Trail Cycle Way. Further meetings have been held and the preparation of a scoping project is underway.
- 3.12 Preparation time for the Waitomo's Got Talent Show took place on 22 August 2013. A range of props were gathered/made in preparation for setup on the following day.
- 3.13 A meeting was held with the TKDI Entertainment Committee on 23 August 2013 to discuss upcoming events. The date for the Christmas Parade was confirmed, being the evening of 13 December 2013. Discussions regarding next years Muster also took place and will be continued leading up to the event. It was agreed that both parties will work together to ensure that all events are managed with ease.
- 3.14 Setup for Waitomo's Got Talent took place on 23 August 2013 - lighting, seating, decorations and sound checks. The event was a real tribute to the Youth Council team as they worked tirelessly to bring it all together (with a few of us adults supporting, tidying up the finer pieces of the puzzles in the wings). Everybody was there doing their bit and listening to those who were chosen to take the lead, making sure the event ran smoothly. By the time we were all packed up and walking out of the Cultural and Arts Centre it was 10.40pm. There were some very tired young people and even more tired older ones. The event provided a really good showcase of the capabilities of this young group of people who were very grateful for the work undertaken by Hilary Karaitiana and supporters.
- 3.15 A meeting was held on 26 August 2013 with the Shearing Committee to discuss the 2014 Shearing Champs and the Muster. Possible changes to the format of the Running of the Sheep are being discussed along with the opportunity of shared celebrities over the weekend and options of working together to maximize the benefits and best use of the funds.
- 3.16 A Public Meeting was held on 27 August at the Te Kuiti High School to inform the public of the process of completing a Submission Form and what happens once a Submission is received by Council. The meeting was organized by Population Health, the driver being the LAP which was open for public consultation at the time. The Mayor and Manager Regulatory Services informed the meeting of the process once a submission is received. The meeting was organised by Population Health to try and make people aware that they do have a voice and can make a difference in a range of areas.

Suggested Resolution

The Progress Report on the Community Development Update for August 2013 be received.

A handwritten signature in black ink, appearing to read 'D Macdonald', written in a cursive style.

DONNA MACDONALD
COMMUNITY DEVELOPMENT COORDINATOR

16 September 2013

Document No: 316109**File No:** 505/130**Report To: Council****Meeting Date:** 10 October 2013**Subject: Land Transport Bylaw 2010 – Variation of Schedule**

Purpose of Report

- 1.1 The purpose of this business paper is to propose an amendment of Schedule B1 to the WDC Land Transport Bylaw 2010.

Local Government Act S.11A Considerations

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

Background

- 3.1 The loading zone located at 6.6m west of the boundary of Taupiri Street and extending 6.2 metres westward, in front of 36 King Street East; the "Bargain Centre" was included in Schedule B.1 of the Land Transport Bylaw 2010.
- 3.2 Under section 4.12.1 of the Land Transport Bylaw 2010, Council may amend any of schedules A – G, by resolution publicly notified to change any area where any traffic restriction applies.
- 3.3 Copies of the relevant pages of the Land Transport Bylaw 2010 are attached to and form part of this business paper.
- 3.4 Establishment of the loading zone was made to assist traffic safety around trade and movement of materials/ goods from the Bargain Centre while that particular business was active.
- 3.5 The Bargain Centre ceased operation early 2012.
- 3.6 To date there has been no advice of a prospective tenant for site, nor any potential business activity.

4.9.2 The Council may amend Schedule F.2 of this Bylaw in accordance with the Local Government Act 2002 to regulate the weights of vehicles or loads that may pass over bridges or culverts or to provide that any such regulation be removed.

4.10 Use of Engine Brakes

4.10.1 For safety reasons, there is no restriction on the use of engine braking within the Waitomo District.

4.11 Footpaths and Other Public Places

4.11.1 Except with the prior permission of Council or an authorised officer a person shall not on any public place:

- (a) Drive any vehicle except on a formed road, or drive in a manner that is dangerous or inconsiderate to pedestrians or other vehicles in the public place;
- (b) Use any vehicle including skateboards, roller blades, roller skates, bicycles or motorised or human propelled scooters, recklessly or in a manner which may intimidate, be dangerous or injurious or cause a nuisance to persons in the public place, or damage the public place.

4.11.2 No person shall ride a skateboard in any area defined in Schedule G.

4.11.3 No person shall ride a skateboard on any footpath outside areas defined in Schedule G, without due care to ensure no damage is caused to any property or without reasonable consideration for other persons using the footpath.

4.12 Amendment of Schedules

4.12.1 Council may amend any of Schedules A to G of this Bylaw by resolution publicly notified to change any area where any traffic restriction or prohibition applies.

5.0 SPEED LIMITS

5.1 In this Part of the Bylaw, the following expressions have the same meaning as in the Land Transport Rule: Setting of Speed Limits 2003:

- Holiday Speed Limit;
- Minimum Speed Limit;
- Permanent Speed Limit;
- Road;
- Rural Area;
- Rural Speed Limit;
- Speed Limit;
- Urban Speed Limit;
- Urban Traffic Area;
- Variable Speed Limit.

5.2 All of the roads or areas specified in the maps in Schedule H.1 are designated as an urban traffic area.

5.3 Except where specified otherwise under this Bylaw or any other enactment, the speed limit on roads in an urban traffic area is 50 km/hr.

5.4 Except where specified otherwise under this Bylaw or any other enactment, the speed limit on roads in the rural area is 100 km/hr.

5.5 In the case of each Schedule:

- (a) any reference to a plan is a reference to the plan with that number which is attached to the Schedules;
- (b) where there is reference to a plan, the relevant areas or roads and any relevant speed limits for the purposes of the Schedule are as indicated by markings in accordance with the legend on that plan;
- (c) where there is a Gazette notice reference, the reference is to the Traffic (Waitomo County) Notice or the Traffic (Waitomo District) Notice, as the case may be, for the year and with the number (if any) indicated, as published in the New Zealand Gazette, or to the New Zealand Gazette of the date and at the page number indicated. These references are for information only.

7.3 Exempted Vehicles

- 7.3.1 This Bylaw shall not apply to emergency vehicles being used in an emergency.
- 7.3.2 Clause 4.1, 4.2, 4.3, and 4.6 of this Bylaw shall not apply to medical practitioners such as doctors, district nurses and midwives who are attending an emergency.

8.0 LIST OF SCHEDULES

Schedule A - One-Way Roads
 Schedule B.1 - Parking Restrictions: Loading Zones
 Schedule B.2 - Parking Restrictions: Rescue Boat
 Schedule B.3 - Parking Prohibition: Rugby Park
 Schedule B.4 - Parking Restrictions: Permanent Bus Parking
 Schedule B.5 - Parking Restrictions: Restricted Bus Parking
 Schedule B.6 - Parking Restrictions: Parking For Disabled Persons
 Schedule B.7 - Parking Restrictions: Reserved Parking
 Schedule C - Time Restricted Parking
 Schedule D - No Stopping Areas
 Schedule E - Turning Movements
 Schedule F.1 - Heavy Traffic Prohibitions
 Schedule F.2 - Weight Or Load Restrictions Over Bridges Or Culverts
 Schedule F.3- Stock Truck Restrictions
 Schedule G - Skateboards
 Schedule H1 - Urban Traffic Areas - Maps SL1 To SL8
 Schedule H2 - Designated Locations
 Schedule H3 - Roads with 50km/h speed limits
 Schedule H4 - Roads with 70km/h speed limits
 Schedule H5 - Roads with 80km/h speed limits
 Schedule I- Roads Requiring At Least Two Drivers Per Mob
 Schedule J -1 Roads With Average Annual Daily Traffic Of More Than 500 Vehicles Per Day
 Schedule J -2 Roads With Average Annual Daily Traffic Of More Than 100 Vehicles Per Day
 Schedule J -3 Roadmap Showing Classification In Terms Of Vehicles Per Day
 Schedule K - Stock Underpasses

Schedule A - One-Way Roads

Town	Street	Description
Te Kuiti	Sheridan Street	Between Rora Street and Taupiri Street with traffic entering only from Rora Street.

Schedule B.1 - Parking Restrictions: Loading Zones

Town	Street	Description
Te Kuiti	King Street East	On the south side commencing 6.6 metres west of the boundary of Taupiri Street and extending 6.2 metres westward.
Waitomo	Waitomo Caves Road	The area adjacent to the footpath on the south side commencing at a point 8 metres west of the Waitomo Caves Road/Te Anga Road junction and extending eastward for a distance of 60 metres.

Schedule B.2 - Parking Restrictions: Rescue Boat

Town	Street	Description
Mokau	Te Kauri Road	On the west side of the boat ramp a space is provided for the rescue boat.

From: Adam Van Niekerk
Sent: Thursday, 12 September 2013 8:27 a.m.
To: Gerri Waterkamp
Subject: FW: Parking in King Street
Attachments: KingStreetParkingBay.pdf

Hi Gerri

Attached a dwg to show the parking bays to replace the loading bay. All the businesses were in favour of the parking bays with no exception.

Regards

Adam Van Niekerk | Asset Engineer - Roading

Waitomo District Council

PO Box 404, Queen Street, Te Kuiti

Phone 07 878 0800 | Fax: 07 878 7771 | Mobile 029 878 7449 | DDI 07 878 0866

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Waitomo District

From: Adam Van Niekerk
Sent: 23 August 2013 1:06 p.m.
To: Gerri Waterkamp
Subject: Parking in King Street

Hi Gerri

I visited all the businesses in King Street to discuss their preference regarding the Loading Bays vs Parking Bays. All are in favour to have Parking Bays without any exceptions.

Regards

Adam Van Niekerk | Asset Engineer - Roading

Waitomo District Council

PO Box 404, Queen Street, Te Kuiti

Phone 07 878 0800 | Fax: 07 878 7771 | Mobile 029 878 7449 | DDI 07 878 0866

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Print Date: 12 September 2013
Print Time: 8:06 a.m.



PARKING BAYS TO REPLACE LOADING BAY



Scale: 1:150

Original Sheet Size A4

Projection: NZGD2000 / New Zealand Transverse Mercator 2000
Bounds: 5754982.67820824, 1789213.87738496
5754943.78164579, 1789292.42854275

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If the information is relied on in support of a resource consent it should be verified independently.

Document No: 316037v2**File No:** 502/12/017**Report To: Council****Meeting Date:** 10 October 2013**Subject: Te Kuiti Stock Effluent Facility – Funding Agreement with Waikato Regional Council**

Purpose of Report

- 1.1 The purpose of this business paper is present to Council for information the Funding Agreement between Waikato Regional Council and Waitomo District Council for the construction, maintenance and operation of the Te Kuiti Stock Effluent Disposal Facility.

Background

- 2.1 The Te Kuiti Stock effluent disposal facility was proposed for a number of years prior to the agreement of funding by NZ Transport Agency (NZTA) in 2010 as part of the Regional Land Transport Plan (RLTP) 2012-2015.
- 2.2 Also in 2010, the Waikato Regional Council (WRC) developed the Regional Stock Truck Effluent Strategy 2010-2016 (the Strategy), which determined and supported the need for a facility in Te Kuiti.
- 2.3 The Strategy aims to provide facilities to handle the growing issue of stock effluent discharge onto the regions roads. Eight key policies were identified in the strategy to address the issue as follows:
1. To minimise the amount of effluent deposited by stock in-transit by having stock stood off green feed prior to transportation
 2. To establish a series of in-transit stock effluent disposal facilities
 3. To require the provision of stock truck effluent disposal facilities at all meat processing plants and all sale yards in the Waikato
 4. To require the provision and effective use of stock effluent holding tanks by all stock truck and trailer units
 5. To encourage farmers to receive and dispose of stock truck effluent from stock being delivered to their property
 6. That the construction, operation and maintenance of in-transit stock truck effluent facilities be regionally coordinated and that NZ Transport Agency and councils contribute funds on a fair and equitable basis
 7. That related regional and district strategies and plans of the Waikato region implement this strategy
 8. Regional stakeholders will continue to collaborate on all issues related to stock truck effluent.
- 2.4 In 2012, WRC approved 50% of the funding for construction of the facility. Discussions have been around the form of the funding agreement. It was also agreed to fund 50% of the ongoing maintenance and operation of the facility.

- 2.5 NZTA approved 50% FAR for the construction of the facility in the 2012-2015 RLTP. A FAR of 50% is also applicable to the maintenance and operation of the facility.

Commentary

- 3.1 The site nominated for the Te Kuiti Stock Truck Effluent Disposal Facility is on road reserve in Cotter Street, Te Kuiti.
- 3.2 This locality was chosen for its proximity to the sale yards and that is it also off the state highway, to allow relatively easy stock truck access to utilise the facilities by through trucks on our district roads.
- 3.3 Initial plans were developed by Spiire, and on the basis of those plans, funding agreement was sought and agreed with both NZTA and WRC.
- 3.4 NZTA fund the construction and ongoing maintenance of the facility through the RLTP process, and it is administered by WDC's Roding Business Unit. NZTA committed a 50% FAR to the construction and ongoing maintenance costs. These maintenance costs are projected to be \$15,000 per annum (50% FAR).
- 3.5 WRC agreed to fund the construction and ongoing maintenance costs at the same funding rates.
- 3.6 The discussions around the form of agreement commenced in late 2012, with final agreement reached in April 2013. A copy of the Funding Agreement between WRC and WDC is attached to and forms part of this business paper.
- 3.7 To summarise, the Funding Agreement covers the initial construction funding contribution of 50% (\$75,000 maximum) and the ongoing yearly maintenance and operation to a maximum of \$15,000 (50% funding).
- 3.8 The Funding Agreement formalises the terms and conditions of funding for the construction and maintenance of the facility, including reporting requirements and ongoing maintenance funding associated with the running of the facility.
- 3.9 The Funding Agreement with WRC is for an initial term of 10 years, after which time an extension of the contract will be required. The Agreement commenced on 17 January 2013.

Suggested Resolution

The business paper on Te Kuiti Stock Effluent Facility – Funding Agreement with Waikato Regional Council be received.



CHRISTIAAN VAN ROOYEN
GROUP MANAGER - ASSETS

STOCK TRUCK EFFLUENT FACILITY FUNDING AGREEMENT

between

WAIKATO REGIONAL COUNCIL

and

WAITOMO DISTRICT COUNCIL

IN RESPECT OF THE CONSTRUCTION AND MAINTENANCE OF A STOCK TRUCK
EFFLUENT FACILITY LOCATED AT COTTER STREET, TE KUITI

Version 2 - 17 January 2013

Doc#2318538

Waitomo District Council
RETURN TO FILE
Date: - 4 JUN 2013
Doc #: 308228
File #: 500/12/017 -

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AGREEMENT dated

2013

PARTIES

- (1) WAIKATO REGIONAL COUNCIL ("~~Council~~")
 (2) WAITOMO DISTRICT COUNCIL ("WDC")

(^WRC") 

BACKGROUND

- A. WDC is undertaking a project to construct a Facility.
 B. The Facility will be owned and maintained by WDC.
 C. WRC has agreed to fund 50% of the cost of the construction and maintenance of the Facility on the terms and conditions of this Agreement
 D. New Zealand Transport Agency ("NZTA") and WDC have entered into a separate agreement for funding of the remaining 50% cost of the construction and maintenance of the Facility.

AGREEMENT:

1. INTERPRETATION

1.1 Definitions.

"Agreement" means this agreement and its schedules;

"Business Day" means a day (other than Saturday or Sunday) on which registered banks are customarily open for business in Hamilton, New Zealand;

"Confidential Information" means any confidential information reports, methods of working, assessment, methodology, assessment reports from plans, know how or trade secrets whether of a technical or business nature and whether written or oral;

"Construction Contract" means the contract for the construction of the Facility which is pursuant to NZS 3910:1998, Conditions of Contract for Building and Civil Engineering Construction;

"Construction Funding Amount" means the capped amount of funding to construct the Facility, being \$75,000.00;

"Contribution Percentage" means the following percentage of the Construction Funding Amount and Maintenance Funding Amount that WRC will pay to WDC:

- (a) 50% of construction costs (excluding roading) of the Facility;
 (b) 50% of maintenance costs of the Facility;



“Deliverables” means the Project deliverables as outlined in Schedule One, and Deliverable means any one of them;

“Engineer” means the professional engineer or other natural person named and identified as the engineer in the special conditions of the Construction Contract or such other person as subsequently appointed by WDC as the engineer for the Project;

“Engineer’s Certificate” means a certificate issued by the Engineer that a Deliverable or the Project as the case may be, has been completed in accordance with the Construction Contract;

“Facility” means the stock truck effluent facility, excluding the roading, located at the address and constructed in accordance with the specifications set out in Schedule Three;

“Facility Owner” means Waitomo District Council

“Maintenance Funding Amount” means the capped annual amount of WRC funding to maintain the Facility, being \$15,000.00 per annum;

“Milestone Payment Form” means the form to be submitted by WDC in relation to payment upon the completion of the relevant Deliverable;

“Project” means the construction and ongoing maintenance of the Facility;

“Project Management Plan” means the plan prepared by WDC outlining how it will manage the Project, including its project management structure and the best practice methodologies, systems and tools it will use. The plan should include the following information, where applicable:

- (a) background, including identifying the benefits of undertaking the Project;
- (b) purpose and objectives;
- (c) general overview of the stages of work, and scope;
- (d) personnel;
- (e) subcontractors and restrictions on their use;
- (f) timescales;
- (g) communications plan;
- (h) quality control procedures (including the appointment of a project auditor);
- (i) risk register;
- (j) issue register; and
- (k) project evaluation.
- (l) Health and Safety Procedures

"Term" means a term of 10 years;

1.2 In this Agreement, unless the context otherwise requires:

- (a) a **party** to this Agreement or another agreement includes its successors and its permitted assignees and transferees;
- (b) a reference to a **clause** or **schedule** is a reference to a clause in, or schedule to, this Agreement;
- (c) the **singular** includes the plural and vice versa, and a gender includes each other gender;
- (d) the words **including**, **includes** or **for example** when introducing an example do not limit the meaning of the words to which the example relates;
- (e) **headings** are to be ignored in construing this Agreement; and
- (f) references to **currency** are to New Zealand currency.

2. AGREEMENT TO PROVIDE FUNDING

2.1 In consideration of WDC managing the Project and maintaining the Facility for its reasonable life WRC agrees to provide funding to WDC to fund the Project and to maintain the Facility, on and subject to the terms and conditions of this Agreement.

3. TERM

3.1 This Agreement is for an initial term of 10 years. Following expiry of the Initial Term, the term of the Agreement shall be renewed for a renewal period of 10 years subject to:

- (a) Funding availability; and
- (b) WRC's satisfaction that the Facility is being appropriately maintained.

4. CAPITAL FUNDING AND COSTS

4.1 WRC agrees to pay to WDC its Contribution Percentage of the Construction Funding Amount and Maintenance Funding Amount on the terms set out in this Agreement.

4.2 WDC acknowledges that WRC is providing a maximum amount of funding for the Facility and if costs in respect of constructing or maintaining the Facility exceed the Construction Funding Amount or Maintenance Funding Amount, WDC will be required to fund those costs and will be obligated to continue to meet its obligations under this Agreement.

4.3 Any variation in WRC's proportion of contributions to the Construction Funding Amount or Maintenance Funding Amount, shall require the prior written agreement of WRC before being implemented.



- 4.4 Each party shall bear its own administration costs incurred in relation to the Project and those costs shall not form part of the Construction Funding Amount or Maintenance Funding Amount.
- 4.5 The parties understand that the nature of the funding is a grant (on conditions) paid for a recipient's taxable activity and in the absence of an exemption is subject to the payment of GST under the Goods and Services Tax Act 1985. Despite this understanding GST is only payable to the extent that it is actually applicable. If GST is payable, WDC will provide a GST invoice to WRC in accordance with clause 7.2.

5. WDC OBLIGATIONS

5.1 WDC will:

- (a) complete the Project and related roading access works in accordance with the requirements and specifications set out in Schedule Three;
- (b) manage and supervise the Project in accordance with the Project Management Plan and be responsible for procurement and the overall day-to-day management of the Project including the appointment and supervision of any sub-contractors;
- (c) obtain any resource consents or building permits as required under the Resource Management Act 1991 or Building Act 2004;
- (d) complete the Deliverables within the timeframes specified in Schedule One;
- (e) only using funding for the Project and within the scope of the Project;
- (f) appoint an appropriately trained, qualified, and experienced project manager, given the size and risk of the Project, to manage and supervise the Project and completion of the Deliverables. The project manager will:
 - (i) have the authority (including appropriate financial delegations) to run the Project on a day to day basis on behalf of WDC but within the constraints set out in the Project Management Plan; and
 - (ii) ensure that the project management practices set out in the Project Management Plan are followed.
- (g) keep WRC properly informed about progress and important issues in relation to the Project and provide WRC with the following information and reports:
 - (i) Milestone Payment Form, to be completed and given to WRC at the time, and with the information, required by WRC so that funding payments can be properly processed;
 - (ii) Project status reports at the frequency specified in the Project Management Plan and, if no period is specified, within 5 Business Days of the end of each month, that include:
 - A. a description of the Deliverables carried out since the previous report;



- B. the names of the contractors or subcontractors who carried out the Deliverables;
 - C. an assessment as to progress against the Project Management Plan;
 - D. a review of the Project risk register and issues register, including amendments to risk identification, assessment, treatment and status;
 - E. an outline of any issue arising during the month, the impact (if any) of that issue on the timing of the completion of each phase, an explanation of significant variances, and any proposed corrective actions required;
- (iii) Expenditure report that includes:
- A. the amount spent on each Deliverable and a reasonable breakdown of the expenditure; and
 - B. any other information reasonably requested by WRC;
- (h) maintain financial records which are complete, accurate and up to date (to generally accepted accounting practice standards), and provide to WRC a full account of all costs incurred at the conclusion of each Deliverable.
- (i) from the date the construction of the Facility is completed in accordance with the Construction Contract, operate and maintain the Facility to ensure the Facility remains in proper working condition. The detail of the maintenance and the operation of the Facility and the tasks to be completed as part of it are specified in NZTA's Planning, Programming and Funding Manual and include:
- (i) emptying and disposing of effluent from underground tank as required; and
 - (ii) cleaning of pipe and tanks associated with the Facility as required.

5.2 The payment of the Construction Funding Amount or Maintenance Funding Amount by WRC in accordance with this Agreement is conditional on WDC complying with all its obligations in clause 5.1.

6. PROJECT MANAGEMENT

6.1 The Project shall be managed by a Project Control Group ("PCG") which shall be established by the parties to this Agreement as soon as practicable after the date of this Agreement as follows:

- (a) each party shall have at least one representative on the PCG;
- (b) each party shall be entitled to nominate one representative on the PCG and replace one representative from time to time;
- (c) Additional members of the PCG shall be appointed only by unanimous agreement of the parties;

6.2 The function of the PCG will be to oversee the Project and to provide instructions to the Project Manager.

7. PAYMENT

7.1 WRC will pay the amount set forth under Schedule Two in respect of each Deliverable on completion of the relevant Deliverable, but subject to:

- (a) receipt by WRC of a signed Milestone Payment Form in accordance with clause 5.1(g)(i);
- (b) receipt by WRC of a signed Engineer's Certificate certifying that the Deliverable for which payment is claimed has been completed;
- (c) NZTA's ongoing funding of the Project; and
- (d) compliance by WDC with this Agreement.

7.2 Upon the completion of the relevant Deliverable, WDC will invoice (including a GST invoice if applicable) WRC for the amount set forth under WRC's name in Schedule Two in respect of each Deliverable, provided that the aggregate cost invoiced by WDC shall not exceed the Construction Funding Amount or Maintenance Funding Amount applicable.

7.3 On the date the construction of the Facility is completed in accordance with the Construction Contract, and on every anniversary of that date for the Term, WDC will invoice (including a GST invoice if applicable) WRC for an amount equal to its Contribution Percentage of the Maintenance Funding Amount.

7.4 WRC shall pay WDC the amount stated in the relevant invoice by the 20th day of the month following the month in which the invoice is received provided that clause 7.1(a) to (d) have been complied with.

7.5 WRC shall only be liable to WDC for its respective Contribution Percentage. In no circumstance shall WRC be liable for NZTA's funding contribution.

7.6 By signing the Milestone Payment Form, WDC warrants that the Deliverable has been completed using all due care, skill and diligence and to a standard considered reasonable in the circumstances.

8. AUDIT

8.1 WRC may, from time to time, appoint an independent assessor (after consultation with WDC) to assess and/or audit the Deliverables, any reports prepared by the WDC and the WDC's performance of its obligations under this Agreement. The following provisions apply in respect of the assessor:

- (a) WDC must cooperate with the assessor in all respects, including by providing access to the Facility, personnel (including, to avoid doubt, the Project Manager) and all relevant information and documentation as soon as it is created (to avoid doubt, the assessor may take copies of such information and documentation); and



- (b) WRC must pay the costs of the assessor except where the result of the assessment and/or audit shows material non-compliance with this Agreement, in which case, WDC must pay those costs.

9. OWNERSHIP

- 9.1 WRC shall have no property rights or obligations in relation to the Facility.
- 9.2 Ownership of the Facility lies with WDC and the Facility must be included in WDC's Asset Management Register.

10. CONFIDENTIALITY

- 10.1 Any Confidential Information supplied by one party ("Grantor") to the other ("Recipient") for the purpose of carrying out the terms of this Agreement shall remain the property of the Grantor.
- 10.2 The Recipient(s) acknowledges and agrees that it shall continue (even after the termination of this Agreement) to treat as confidential all Confidential Information belonging to the Grantor (or information belonging to third parties which the Grantor shall be under obligation to keep secret) or which the Recipient may have acquired or developed in the course of this Agreement, and it shall not disclose, publish, or otherwise use, either during or after the termination of this Agreement, Confidential Information without the prior written consent of the Grantor.
- 10.3 Upon the expiry or termination of this Agreement, the Recipient(s) shall promptly deliver to the Grantor all Confidential Information that is in the possession of the Recipient.

11. RELATIONSHIP OF THE PARTIES

- 11.1 Nothing in this Agreement is intended to, or shall operate to, create a partnership, joint venture or any form of fiduciary relationship between the parties, or to authorise either party to act as agent for the other, and neither party shall have authority to act in the name of or on behalf of the other or otherwise to bind the other in any way (including the making of any obligation or liability and the exercise of any right or power).

12. OFFICIAL INFORMATION

- 12.1 If a party receives a request for information under the Official Information Act 1982 or the Local Government Official Information & Meetings Act 1987, as the case may, it will notify the other parties, and the parties agree to cooperate with each other in respect of any such request.

13. TERMINATION

- 13.1 This Agreement will terminate:
- (a) When the Project is completed and all payments due from WRC to WDC in accordance with the terms of this Agreement have been made; or
- (b) the Project Cost has been incurred and invoiced by WDC and WRC has paid its respective Contribution Percentages in respect of the Project Cost.

- 13.2 Any party may terminate this Agreement upon written notice to the other parties if another party has breached this Agreement in any material respect, and has not remedied such breach (if capable of remedy) within 10 Business Days of being notified of the breach.
- 13.3 WRC may terminate this Agreement immediately by notice in writing if it is unable to secure sufficient funding for the Project, or where that funding is revoked or reallocated for any reason.
- 13.4 Upon termination of this Agreement, this Agreement will become void and of no effect. Termination of this Agreement will not affect any accrued rights or obligations of a party arising prior to termination

14. LIABILITY AND INDEMNITY

- 14.1 WDC acknowledges and agrees that WRC will not be liable under any circumstances for any loss or damage that arises as a result of the Deliverables being performed in connection with this Agreement as WRC is merely facilitating funding to allow WDC to undertake the Project.
- 14.2 WDC agrees to indemnify WRC, and its employees, officers and contractors (each an "Indemnified Party") from and against all claims or proceedings brought or threatened against, or losses incurred by an Indemnified Party, arising directly or indirectly from any negligent act, error or omission of WDC, its employees, agents or contractors in respect of its obligations under this Agreement. Notwithstanding the foregoing, WDC's indemnity shall in no circumstances exceed the amount of funding received under this Agreement.

15. DISPUTE RESOLUTION

- 15.1 If a party believes that there is a dispute in relation to this Agreement, it will first notify the other party in writing giving details of the dispute. The dispute will then be promptly referred to a senior representative of each party for resolution (who may use mediation to assist). Pending resolution of the dispute, the parties shall continue to perform all their respective obligations under this Agreement.
- 15.2 If the discussions referred to in clause 15.1 fail to resolve the relevant dispute, any party may (by written notice to the other party) require that the dispute be submitted for mediation by a single mediator nominated by the president for the time being of the New Zealand Law Society. In the event of any such submission to mediation:
- (a) The mediator shall be deemed to be not acting as an expert or an arbitrator;
 - (b) The mediator shall determine the procedure and timetable for the mediation;
 - (c) The cost of the mediation shall be shared equally between the parties.
- 15.3 Neither party may issue any legal proceedings (other than for urgent interlocutory relief) in respect of any such dispute, unless that party has first taken all reasonable steps to comply with clause 15.1 and 15.2.

16. GENERAL CONDITIONS

- 16.1 Notices



- (a) Any notice given pursuant to this Agreement will be deemed to be validly given if personally delivered, posted, or forwarded by facsimile transmission to the address of the party to be notified set out in this Agreement or to such other address as the party to be notified may designate by written notice given to all other parties.
- (b) Any notice given pursuant to this Agreement will be deemed to be validly given:
- (i) in the case of delivery, when received;
 - (ii) in the case of facsimile transmission, when sent (which must be evidenced by production of a facsimile transmission slip showing successful transmission);
 - (iii) in the case of posting, on the second day following the date of posting;
- provided that any notice personally delivered or sent by facsimile either after 5.00pm on a Business Day or on any day that is not a Business Day will be deemed to have been received on the next Business Day.
- 16.2 This Agreement contains all of the terms, representations and warranties made between the parties and supersedes all prior discussions and agreements covering the subject matter of this Agreement.
- 16.3 No amendment to this Agreement will be effective unless it is in writing and signed by all of the parties.
- 16.4 No party may assign its rights under this Agreement without the prior consent in writing of the other parties.
- 16.5 No exercise or failure to exercise or delay in exercising any right or remedy by a party will constitute a waiver by that party of that or any other right or remedy available to it.
- 16.6 The agreements, obligations and warranties contained in this Agreement will not merge on completion of the transactions contemplated by it, but will remain in full force until satisfied.
- 16.7 If any provision of this Agreement or its application to any party or circumstance is or becomes invalid or unenforceable to any extent, the remainder of this Agreement and its application will not be affected and will remain enforceable to the greatest extent permitted by law.
- 16.8 Time will be of the essence in the performance by either party of its obligations under this Agreement.
- 16.9 The rights of the parties under this Agreement are cumulative and are not exclusive of any other rights and remedies available to either party.



16.10

SIGNED on behalf of
WAIKATO REGIONAL COUNCIL
by
an authorised signatory

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SIGNED on behalf of
WAITOMO DISTRICT COUNCIL
by
an authorised signatory

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Group Manager Assets



Document No: 315845**File No:** 037/020/12A**Report To: Council****Meeting Date:** 10 October 2013**Subject: Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport**

Purpose of Report

- 1.1 The purpose of this business paper is firstly, to brief Council on implementation of the Work Plan for the Land Transport activity as contained in year two (2013/2014) of the 2012-2022 Long Term Plan (LTP) and secondly, to establish a framework for monitoring the ongoing implementation of the 2012-22 LTP as part of the Road Map Work Programme.

Local Government Act S.11A Considerations

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

Introduction

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

Background

- 4.1 The scope of Land Transport activities in the Waitomo District is almost entirely related to the roading assets. This includes:
- Roads (excluding state highways),
 - Footpaths, bridges,
 - Traffic services,
- 3.1 There are no passenger transport services available other than the inter-regional bus connections operating on the state highway network.

4.2 The nature of Council's roading activity is:

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

Subsidised Roding

5.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy for works that meet agreed criteria via the Land Transport Programme.

5.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2013/2014 year of the LTP are provided below.

5.3 2012/2013 CAPITAL EXPENDITURE BUDGET

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

5.4 STOCK EFFLUENT DISPOSAL FACILITY

5.4.1 Introduction

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

5.4.2 Design/Scope

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

Final Design has been received.

5.4.3 Consent Issues/Progress

Water and Waste Water Connections have been applied for.

5.4.4 Budget, Funding Sources and Expenditure to Date

NZTA has approved CAT 1 funding for this site. The approved FAR is 100% for the roading works and 50% for the construction of the facility. This equates to an average of 68% over the entire construction. \$160,000 has been set aside for this work in the 2013/2014 financial year. The local share for this activity will be paid by Waikato Regional Council. This will be claimed for under the Minor Improvements for Renewal Budget. **Expenditure to date is \$22,400.** This relates to the design and contract works to date.

The Waikato Regional Council has included a proposal for a rate component, collected on behalf of the local authorities, in its LTP for the funding of Stock Truck Effluent (STE) facilities within the Waikato Region. This rate is collected to cover the development of STE facilities for both construction and the ongoing

maintenance of the facilities. Each Local Authority will manage the construction of the disposal facility within their network and take ownership of the asset. The Local Authority will then invoice WRC to recover the local share. Note that this is contingent on the matched share being provided by NZTA. WRC Have committed to cover the local share for the construction of the Te Kuiti Facility.

The funding agreement has been signed and returned.

5.4.5 Procurement

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

5.4.6 Construction Issues/Progress

Construction of the water/ and sewerage components has commenced.

Due to the enabling infrastructure works, construction of the facility will commence on the 30th September.

5.1 WALKING AND CYCLING STRATEGY IMPLEMENTATION

5.1.1 Introduction

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

5.2 WALKING AND CYCLING REVIEW

5.2.1 Introduction

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

5.3 DRAINAGE RENEWALS

5.3.1 Introduction

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

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

5.3.2 Design/Scope

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

5.3.3 Consent Issues/Progress

Nil to report

5.3.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$400,000 at a 59% FAR. To date WDC has spent \$104,561.

5.3.5 Procurement

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

5.3.6 Construction Issues/Progress

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

5.4 PAVEMENT REHABILITATION

5.4.1 Introduction

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

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

5.4.2 Design/Scope

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

5.4.3 Consent Issues/Progress

Nil consent required.

5.4.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$930,000 with a FAR of 59%. The expenditure to date is \$967.00

5.4.5 Procurement

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

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

5.4.6 Construction Issues/Progress

Nil to report.

5.5 SEALED ROAD SURFACING

5.5.1 Introduction

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

5.5.2 Design/Scope

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

5.5.3 Consent Issues/Progress

Nil.

5.5.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$1.280M with a FAR of 59%. The expenditure to date is \$149,578 (through the Maintenance Contract)

5.5.5 Procurement

This category will be procured through open tender. It is expected the tender will occur in September.

5.5.6 Construction Issues/Progress

No issues to report.

5.6 STRUCTURES COMPONENTS REPLACEMENTS

5.6.1 Introduction

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

5.6.2 Design/Scope

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

5.6.3 Consent Issues/Progress

Nil to report

5.6.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$350,000 with a FAR of 59%. The expenditure to date is \$11,372

5.6.5 Procurement

This contract will be procured through open tender.

5.6.6 Construction Issues/Progress

No issues to report.

5.7 TRAFFIC SERVICES RENEWALS**5.7.1 Introduction**

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

5.7.2 Design/Scope

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

5.7.3 Consent Issues/Progress

Nil consents required.

5.7.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$115,600 at a 59% FAR. To date we have spent \$ 16,494 through the Rooding Maintenance and/or Street Light Maintenance Contract.

5.7.5 Procurement

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

5.7.6 Construction Issues/Progress

No issues to report

5.8 UNSEALED ROAD METALLING**5.8.1 Introduction**

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

5.8.2 Design/Scope

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

5.8.3 Consent Issues/Progress

Nil required.

5.8.4 Budget, Funding Sources and Expenditure to Date

The LTP budget is \$502,900 at a 59% FAR. Expenditure to date is \$286,920

5.8.5 Procurement

This category is procured through the Roothing Maintenance Contract.

5.8.6 Construction Issues/Progress

The drought delayed the start of our grading and metalling programme. This is now 70% complete, with the balance of roads targeted for completion during September 2013.

5.9 EMERGENCY RE-INSTATEMENT, MINOR IMPROVEMENTS AND ASSOCIATED IMPROVEMENTS

5.9.1 Introduction

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

5.9.2 Budget, Funding Sources and Expenditure to Date

The LTP budgets for these categories total \$909,900 at varied FAR rates. To date we have spent \$374,220 through the Road Maintenance Contract, Pavement Rehabilitation and Emergency Works contracts.

5.9.3 Procurement

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

Construction Issues/Progress

The major works completed to date this financial year are:

- RP 8410 Gribbon Road Slip.
- RP 1152 Taharoa Road Emergency Reinstatement.
- Beach Road Mokau, Road Termination Protection Works

Unsubsidised Roothing

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

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

6.3 2013/14 CAPITAL EXPENDITURE BUDGET

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

6.5 ROAD IMPROVEMENTS

6.5.1 Introduction

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

6.5.2 Design/Scope

Nil to date.

6.5.3 Consent Issues/Progress

Nil to date

6.5.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$50,000. To date we have spent \$2,366.

6.5.5 Procurement

Nil to report

6.5.6 Construction Issues/Progress

Nil to report

6.6 FOOTPATH RENEWALS

6.6.1 Introduction

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

6.6.2 Design/Scope

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

6.6.3 Consent Issues/Progress

Nil required.

6.6.4 Budget, Funding Sources and Expenditure to Date

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

6.6.5 Procurement

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

6.6.6 Construction Issues/Progress

No issues to report

6.7 RETAINING WALL REPLACEMENT**6.7.1 Introduction**

WDC has identified several retaining walls that need replacing.

6.7.2 Design/Scope

Designs for 2 retaining walls have been completed. .

6.7.3 Consent Issues/Progress

Building consents for both sites have been obtained.

6.7.4 Budget, Funding Sources and Expenditure to Date

The LTP budget for this category is \$55,159, with a carryover from 2012/2013 of \$40,000. To date we have spent \$1,427.

6.7.5 Procurement

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

6.7.6 Construction Issues/Progress

Construction will commence in September 2013

Suggested Resolution

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



CHRISTIAAN VAN ROOYEN
GROUP MANAGER – ASSETS

September 2013

Document No: 315844	File No: 037/005A
Report To: Council	
	Meeting Date: 10 October 2013
Subject:	Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – September 2013

Purpose of Report

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

Local Government Act S.11A Considerations

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

Introduction

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

Background

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

4.3 Planned Maintenance

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

4.5 Service Requests / Complaints

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

4.7 Emergency Repairs

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

Te Kuiti

5.1 Water Supply

5.2 The plant is producing good quality water within Drinking Water Standards 2005 specifications. The design for the upgrading of the plant is progressing well and the tenders for the supply only for the Ultra-Violet Disinfection units are being evaluated. **The design of the plant upgrade is at an advanced stage. The upgrade will streamline the treatment process. The new design will allow construction to progress with very little interruption to the production of treated water.**

5.3 Only minor leaks and bursts have been reported and attended to since the previous report. No major pipe replacements have been planned. Routine flushing of the pipes through hydrants is done to minimize odour and taste complaints.

5.4 **Several hydrants have been raised, notably two in Awakino Road. There are also two new hydrant installed in Cotter Street. This industrial area lacked adequate fire fighting capability and the installation of these two hydrants will provide added fire fighting capacity.**

5.5 Wastewater

5.6 The WWTP is working very well with all components now operational. Some teething problems are still occurring, but safe-guards in the system have prevented any spills and everything is coping well with no unresolved issues. Although chemical dosing is still employed at this stage, it has been reduced to a negligible amount and the reactor and clarifier is performing as expected. **The chemical flocculation dosing has now been halted completely (at the time of writing) and is being monitored closely for effect. Only pH correction is being done and is part of sustaining the biological treatment process. The plant is performing well overall with good quality effluent being produced.**

5.7 **The site clearing and reinstatement is progressing well and the landscaping will improve the overall visual appearance of the plant as well as aid in the maintenance with grass mowing.**

5.8 There is 150 mm gravity main in Hill Street that is giving trouble lately. An inspection was done and CCTV work showed that the pipe has slumped and is not free flowing, causing blockages and fat build-up. The best way to solve this is being investigated and the pipe will be repaired once prices have been obtained.

5.9 Storm Water

5.10 The Roding Division is constructing a stock effluent discharge facility and some storm water augmentation was required. Once the pipe work was uncovered and surveyed it was found that insufficient gradient was available and the pipe requires to be rerouted to another discharge point. This is in progress and will be done as a variation to the original contract.

5.11 The access track for the hospital reservoir is being reshaped and metalled and in the process the storm water discharge, currently directly onto the hospital parking area, will be rerouted to the storm water pipe a short distance away. This will improve the situation with the storm water nuisance that the hospital is contending with.

5.12 The Awakino reservoir access track was also re-metalled and reshaped to improve the drainage to the access road that the adjacent residents are using.

Mokau

6.1 Water Supply

6.2 No major issues were reported during this period. A complaint for bad taste was received and it was found that the Free Available Chlorine was slightly higher than normal. The pipes in the vicinity were flushed and the FAC was checked twice a week since then. No further issues were reported.

6.3 It is anticipated that the new UV disinfection unit will be connected up electrically in during the beginning of October. This will also involve the SCADA connection and control. As reported previously, the mechanical installation is complete.

6.4 Storm Water

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

Piopio

7.1 Water Supply

7.2 A leak was found on a lateral under SH3 supplying the stock yards and this was repaired. No further issues were reported during this period.

7.3 Wastewater

7.4 No issues were reported during this period and the system worked well.

7.5 Storm Water

7.6 No problems were reported during this period.

Benneydale

8.1 Water Supply

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

8.3 The electrical and control components for the UV unit will be completed shortly by the electrical Contractor. This work is scheduled to be done during the first part of October when the electrical and SCADA contractor is available. As reported earlier, the mechanical installation is complete.

8.4 Wastewater

8.5 No issues were reported and the quality of effluent is good and within specifications. Some minor issues have been reported with one of the pumps and this was repaired in-house. Seals and bearings were replaced and serviced.

8.6 Storm Water

8.7 Nothing to report.

Waitomo Village

9.1 Background

9.2 Nothing to report.

Te Waitere Sewer System

10.1 Background

10.2 The Te Waitere Sewer System consists of a small pump station that accepts sewer from the Boat Club and pumps to the main pump station. From there a pipe conveys the effluent to an outfall soakage field over the hill. An Easement is available, but the pipe does not follow this, but is laid on a different route to the soakage field, sometimes above ground along a route on Council land and private property.

10.3 Council has approved the staged replacement of this pipe and this work is now being undertaken. The pipe will be horizontally drilled and will follow the most appropriate route along an Easement and on Council land.

10.4 This work will commence within approximately 4 weeks. It will require some clearing of vegetation for the safe establishment for the machinery and operators, but will have much less impact on the environment than conventional open trench methods.

10.5 This project has been delayed slightly, but should have started by the time this report is tabled.

Suggested Resolution

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

A handwritten signature in black ink, consisting of a stylized, cursive 'S' followed by a horizontal line extending to the right.

ANDREAS SENGER
MANAGER – WATER SERVICES

Document No: 315696**File No:** 037/048A**Report To: Council****Meeting Date:** 10 October 2013**Subject: Progress Report: Road Map Work Programme Monthly Monitoring Schedule**

Purpose

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 27 August 2013.
- 1.2 Enclosed separately and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at 10 October 2013.

Background

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

Commentary

- 3.1 The current Road Map (as at 27 August 2013) includes work programmes required by legislation and projects identified in the 2012-2022 LTP.
- 3.2 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.

3.3 In the interim period a Monthly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones for the current year (2013/2014) and includes the indicative timeframe and a commentary on progress for each project of work.

3.4 Amendments to Timelines and Projects of Work

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

New Projects

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

Suggested Resolution

The Road Map Monitoring Schedule as at 10 October 2013 be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Enclosure: Road Map Monitoring Schedule as at 10 October 2013 (Doc 316097)



Road Map

Monitoring

Schedule

Monitoring against
Road Map adopted on 27 August 2013

as at 24 September 2013

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Development of 2015-2025 LTP

Review of Development/Financial Contributions

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

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

Leadership

Local Government Funding Agency (Debenture Trust Deed)

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

Local Government Act 2002 – Amendment Act 2012

Key Milestone	Indicative Timeframe	Commentary
Council Workshop #1: Review Revenue & Financing Policy	19 November 2013	
Council Workshop #2: Review Revenue & Financing Policy	3 December 2013	

Waikato Mayoral Forum Workstreams

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

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

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

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

Local Government Reform - Positioning of WDC

Reorganisation Proposal		
Key Milestone	Indicative Timeframe	Commentary
Council Workshop – briefing on: <ul style="list-style-type: none"> Political landscape post 2012 WDC positioning with ODC Update "<i>Better local government</i>" programme including impact of imminent legislative changes ex Phase 2 Outline the reorganisation legislative process 2014 general election issues Report impacts of WMF findings Timing issues – immediate, short term, long term 	12 November 2013	Initial briefing post-election. Other briefings as new developments occur – standing item
Identify the options, e.g. <ul style="list-style-type: none"> Enhanced status quo (based on the WMF findings). Note that retention of local control over infrastructure and services needs to be weighed against any financial advantages of shared services for the waters etc. under some regionally based and sized CCO or similar structure, as noted in the discussion under the WMF Workstreams item. Note also that the status quo does not require an application or alternative application for reorganisation Amalgamation with 1 or more neighbouring districts (all or part) into a single district Amalgamation with 1 or more neighbouring districts (all or part) into a single unitary authority Become a local board under a larger reorganisation proposal Identify sub-catchments/communities of interest/points in common to help identify boundaries of a potential new district (e.g. alignment with the boundaries of the recent Waipa JMA) Other 	December 2013 – February 2014	
Identify the potential improvements that would result	March 2014	

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

Development of a WDC Stakeholder Engagement Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of draft Stakeholder Engagement Strategy (SES)	September – October	
Council Workshop – presentation of draft SES	12 November 2013	
Council Meeting – presentation of draft SES for adoption	26 November 2013	

Review of Representation Arrangements (including Maori Representation)

Maori Wards and Constituencies

Key Milestone	Indicative Timeframe	Commentary
Council Workshop: Consideration of briefing paper on Maori Wards and Constituencies	17 September 2014	
Council Meeting: Resolution to be taken in respect to Council's consideration of Maori Wards and Constituencies	10 October 2014 Statutory Deadline 23 November 2014	

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

Representation Arrangement

Key Milestone	Indicative Timeframe	Commentary
Council Workshop to consider options for representation arrangements	Pre-August 2014	
Council Meeting – Resolution of proposed representation arrangements for consultation	26 August 2014	

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

Community Satisfaction Survey (for 2012/2013 Annual Report)

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

2012/2013 Annual Report

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

2013 Triennial Elections

Key Milestone	Indicative Timeframe	Commentary
Nominations and Electoral Roll close	16 August 2013	Completed
Mail out of Voting Papers	20-25 September 2013	Progressing
Voting	20 Sept – 12 October 2013	
Provisional Result available	12 October 2013	
Official Declaration	12-23 October 2013	
Inaugural Council Meeting	22 October 2013	

2013 Elected Member Induction Process

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

2013 Code of Conduct Review

Key Milestone	Indicative Timeframe	Commentary
Review of current Code of Conduct (Doc No. 161530)	October/November 2013	
Council Meeting to consider and adopt reviewed Code of Conduct	26 November 2013	

2013 Governance Statement Review

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

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

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

2014/2015 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Initial planning meetings to finalise high-level dates for EAP 2014/15 development	August 2013	Delayed pending return of Senior Accountant

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

Review Memorandum of Understanding between WDC and ICL

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

Strategic Plan - Procurement Alignment between WDC and ICL

Key Milestone	Indicative Timeframe	Commentary
Preliminary meeting between WDC and ICL to identify needs and opportunities	October-November 2013	
Draft Strategic Plan document to be developed between WDC & ICL	February-March 2014	
Joint Procurement Strategic Plan to be adopted by ICL and Council	31 March 2014	

Communications Strategy – Progress Report

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

Community Development

Community Development Partnership Fund

Key Milestone	Indicative Timeframe	Commentary
Accountability Statements Due	August 2013	Accountability Reports are due 12 months after receiving a grant. There were 2 recipients in the December 2012 round. Accountability Statements will be due by January 2014.
Funding Round advertised	October/November 2013	
Assessment/Reporting documentation developed	November 2013	
Council Meeting: Consideration of Funding Applications	10 December 2013	

Sport Waikato Services – Development of Performance Based Contract

Key Milestone	Indicative Timeframe	Commentary
Finalisation of Sport Waikato Schedule of Services detailing required outcomes, activities and evidence of progress for the 2013/2014 year.	August 2013	Completed
In conjunction with Sport Waikato, develop a Contacts Register, identifying key Stakeholders.	August 2013	Completed
In conjunction with Sport Waikato develop a Projects Register for the 2013/2014 year as a supplement to the Schedule of Services.	August 2013	Completed
Council Meeting – Sport Waikato Contract for Services, Schedule of Services, Contacts Register and Projects Register presented to Council.	27 August 2013	Completed
Council Meeting Deputation – Sport Waikato Reporting on delivery of services against Schedule of Services and Projects Register.	24 September 2013	Representatives from Sport Waikato will make a Deputation to Council at 2.00pm on Tuesday 24 September 2013.
Council Meeting Deputation – Sport Waikato Reporting on delivery of services against Schedule of Services and Projects Register.	25 March 2014	

Otorohanga District Development Board – Service Level Agreement

Key Milestone	Indicative Timeframe	Commentary
Finalisation of ODDB Service Level Agreement detailing service deliverables and performance measures for the 2013/2014 year.	August 2013	Completed
Council Meeting – ODDB Service Level Agreement presented to Council.	24 September 2013	A business paper is contained elsewhere in this Agenda.

Economic Development Plan

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

Development of Customer Services Strategy

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

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

Youth Liaison/Youth Council

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

Community Events

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

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

Review of Waitomo District Council Citizens Awards Policy
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Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Presentation of existing Policy for review and confirmation/amendment	26 November 2013	

Waitomo District Citizens Awards

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

Regulation Services

District Plan Review

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

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

Urban Structure Plans

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

Jurisdictional Issues

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

Alcohol Reform Legislation

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

Key Milestone	Indicative Timeframe	Commentary
operational		

Waikato River Catchment Economic Studies

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

Te Maika Zone

Key Milestone	Indicative Timeframe	Commentary
Confidential Progress Reports to Council	Monthly	

2013/2014 Review of Dog Control Policy and Practices

Key Milestone	Date	Commentary
Prepare Report	September 2013	Completed
Council Meeting - considered	24 September 2013	A business paper is contained elsewhere in this Agenda.
Public notification	October 2013	

Dog Control Review

Key Milestone	Indicative Timeframe	Commentary
Clearly scope the proposed review detailing deliverables and timelines	August – September 2013	Completed
Council Meeting Progress Report	27 August 2013	Completed
Council Meeting Report detailing confirmed project and timelines	24 September 2013	A business paper is contained elsewhere in this Agenda.
Review of Dog Control Service Delivery	October – November 2013	
Council Meeting Findings of Audit presented to Council with recommendations in terms of enforcement options.	26 November 2013	

Gambling Policy Review

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

Bylaws Review

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

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

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

District Plan Rules – Audit of Signs/Hoardings

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

Establishment of a Rural Fire Authority for Waikato Valley Operational Area

Key Milestone	Indicative Timeframe	Commentary
Complete draft proposal	31 October 2011	Council was briefed on this proposal as part of the Public Amenities AMP on 8 November 2011.
Council Meeting – consideration of draft Proposal	29 November 2011	As of 29 November 2011, no further information had been received on the proposal for reporting to Council. The next meeting to discuss the proposals is now scheduled for mid March.
Inclusion of proposal in Public Amenities AMP	6 December 2011	The finances and details associated with the enlarged Rural Fire district have been included in the Public Amenities Activity Plan as a proposal, which as yet is not finalised.
Consulted on as part of 2012-22 LTP process	April/May 2012	Information was still not available at the time of consulting on WDC's 2012-22 LTP.
Council Meeting – progress report	28 August 2012	<p>A progress report was presented to Council at its 28 August 2012 meeting.</p> <p>At that time the Department of Conservation (DoC) indicated that although it was yet to have talks with Thames-Coromandel on the proposed amalgamation, DoC's stance was that both current proposals were not in their interest and therefore DoC did not support the consultation document for the proposal to establish the Waikato Valley Rural Fire District, as the proposal will effectively split the DoC Conservancy into three.</p> <p>All four Councils agreed it would be a waste of time to formally consider any consultation document for the proposal in the absence of DoC support.</p> <p>The National Rural Fire Authority has indicated that they would have further meetings with DoC and Thames-Coromandel District Council to try and resolve the deadlock.</p> <p>A progress report on this matter was presented to Council at its 30 July 2013 meeting.</p> <p>Council will be kept informed of progress by way of reports to Council on an as required basis.</p>

Community Services

Te Kuiti Railway Building

Key Milestone	Indicative Timeframe	Commentary
Development of Conservation Plan, Maintenance Plan and preliminary budget estimates for the restoration of the buildings	July 2012	Completed
Ownership / lease of the building and land to be secured from New Zealand Rail	July 2012	Completed by MOU only. Finalised lease to be submitted
Council Meeting Business/Positioning paper to Council for consideration and approval of the establishment of a working group to prepare a site and building development proposal	28 August 2012	Completed Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Preparation of site and building development proposal	September – December 2012	Ongoing with Reference Group. Initial proposal included as part of the November Agenda.
Council Workshop # 5 Consideration the preliminary draft site and building development proposal	19 February 2013	Completed Council work shopped scenarios for the development including cost implications.
Council Meeting Business Paper to Council for financial programme and costings for approval and inclusion in dEAP	20 March 2013	Completed Business Paper adopted by Council for inclusion in dEAP documentation.
Council Meeting Adoption of EAP	25 June 2013	Completed Programme of restoration condensed to match proposal for funding from Lotteries Commission.
Council Meeting	Monthly	Ongoing A Monthly Progress report will be made to Council for the entire project i.e. Restoration, Roading and Revitalisation.

RAILWAY BUILDING: PROJECT 1 - RESTORATION

Key Milestone	Indicative Timeframe	Commentary
Engineering structural assessment of building 1,2 and 3	August 2013	Commenced. Engineers have advised this will be available to WDC 23 September 2013
Preparation of working drawings and contract documents for restoration of exterior, buildings 1,2 and 3	July – August 2013	Commenced Architect has advised these will be available to WDC in draft form 20 September 2012
Historic Places Trust Approval	September 2013	
KiwiRail Approval	September 2013	
Tender for works	November - December 2013 (subject to approval of alternative funding services)	
Construction works	January 2013 – September 2014	

RAILWAY BUILDING: PROJECT 3 – ROADING RENEWAL

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

RAILWAY BUILDING: PROJECT 4 – COMMUNITY SPACE REVITALISATION

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Commenced
Minor construction to allow temporary use of building	January 2014	
Building useage by tenants	February 2014	

RAILWAY BUILDING: PROJECT 5– COMMERCIAL SPACE REVITALISATION

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

Centennial Park Drainage

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

Te Kuiti Library Roof Renewal

Key Milestone	Indicative Timeframe	Commentary
Obtain quotations for the roof renewal	October 2012	This project has been delayed pending outcomes of shifting Te Kuiti Community House to the building and the earthquake assessment outcomes.
Earthquake Assessment	May 2013	Completed
Roof Renewal Works	February – March 2014 (awaiting outcomes of TK Community House funding to combine works)	

Civic Centre Upgrade : Stage 4 – Main Hall Ceiling

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

Sale of 6 Te Kumi Road

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

Sale of 6 Jennings Street – Community House

Key Milestone	Indicative Timeframe	Commentary
Preparation of services provision study undertaken by the Community House	May – June 2012	Completed
Council Meeting Business paper to present study findings to Council	May 2012	Completed Council has requested the study be expanded to include alternative locations and to confirm requirements
Council Meeting Business paper to seek funding to assist with the additional study	28 August 2012	Completed
Undertake the additional study by the community house	28 August 2012 – October 2012	Council resolved not to assist in the undertaking of the additional study but to support the Trust's endeavours to raise funding for the

Key Milestone	Indicative Timeframe	Commentary
		use of the upstairs floor of the Library. Changes to the report are being worked through with a Consultant.
Council Meeting Report findings to Council		Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. A draft floor layout has been agreed with TK Community House Trust.
Preparation of advanced sketch drawings and Quantity Surveyor costs	August – September 2013	Completed along with revised budget. Separately reported to Council
Application to Lotteries Community Facilities Fund for funding	February 2014	

Benneydale Hall Replacement / Disposal

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report on discussion within the community on alternatives for use as a community hall	Monthly	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Community Consultation regarding establishment of community society and leasing of building.	August – September 2013	Completed with results separately reported to Council

Parkside Subdivision Disposal

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports	Monthly	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Initial open day	30 June 2012	Completed
Finalisation of promotional material including bank display	August 2012	Completed
Open day	25 August	Completed
Open day	1 September 2012	Completed
Open day	8 September 2012	Completed
Establish Real Estate Agreement for sales	September – October 2012	Completed
Provide Real Estate board onsite	September – October 2012	Completed Agreement has been reached with Real Estate Agents. Real Estate boards will be installed by end of November.
Section Sales		Ongoing One section sold in the 2013 calendar year (8 February 2013). Negotiations for the sale of Lot 36 completed with the sale going unconditional 20 September 2013

Mokauiti Hall Disposal

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

Key Milestone	Indicative Timeframe	Commentary
Establish a committee to look at options for disposal.	October 2012	Hall Committee asked to nominate three working group members. Completed at hall meeting December 2012.
Meeting to discuss options for the hall	May 2013	Meeting scheduled for 12 June 2013 (telephone discussion)
Proposal developed and provided to committee for discussion	September 2013	
Finalised proposal	October 2013	
Council Meeting Sign-off of proposal by Council	26 November 2013	
Implementation	December 2013 – January 2014	

Oparure Hall Disposal

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

Mokau Effluent Disposal Upgrade

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

Key Milestone	Indicative Timeframe	Commentary
for sale		
Negotiations for purchase of land with government disposal team	August – October 2013	Commenced, proceeding through the sale process, with the process being undertaken by Darrochs
Subdivision resource consent to be obtained		
Detailed design of effluent field		
Tendering of work		
Implementation of works		

Quarry Resources Review

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

Review Lease/Licences

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

Old Ministry of Works Building, Queen Street, Te Kuiti

Key Milestone	Indicative Timeframe	Commentary
Council Workshop 15 – presentation of background information to Council to enable informed decision on future of the building	15 November 2011	Following this Workshop a detailed timeline of Key Milestones will be developed for inclusion in the next version of the Road Map. Council agreed that it does not

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

Land Purchase – Te Kuiti Cemetery

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

Riverview Heights Land Disposal

1.0 DESCRIPTION

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

2.0 DISCUSSION / ISSUES

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

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

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

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

Cemetery Maps and Records

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

Te Kuiti Mainstreet Garden Re-design

Key Milestone	Indicative Timeframe	Commentary
Review of existing data relating to existing Main Street gardens	December 2011	
Establish design team of Councillor, Community Services, TK Business Association and Roading.	January – February 2012	A business paper was presented to Council at the 4 April 2012 Council meeting.
Develop design proposals in conjunction with Consultant	March – April 2012	A Design Team has been established and an initial draft sketch proposal for a typical area is to be available for discussion mid June.
Finalised sketch plans to be completed for Stage 1 – the ANZ intersection and roundabout	August - September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings. Detail drawings and costings received by WDC. Needs to be discussed by the working group prior to presentation to Council.
Council Meeting: Presentation of Design	30 October 2012	As reported previously to Council, revised plans to be sought.
Revised plans for Stage 1 preparation	August 2013	Commenced Mansergh Graham Landscape Architects Completed Working group yet to meet to sign off plans
Implement Stage 1	September – October 2013	

Walking Track Strategy

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

Te Kuiti Aerodrome Reserve Management Plan

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

Cultural and Arts Centre - Shared Parking Investigation

Key Milestone	Indicative Timeframe	Commentary
Site topographical survey undertaken	June – July 2013	Completed
Development of concept design	July – August 2013	On hold pending report to Council relating to making that section of road one way as this impacts on design . Report presented to Council 23 August 2013. Council resolved to make the road one way. Affected parties are currently being consulted as to this proposed change.
Approval of design by "The Cottage"	September 2013	Instructions have been issued for the design layout to be developed
Council Meeting: Seeking Council's approval of the Concept Design	24 September 2013	
Detailed tender documentation prepared	October – November 2013	
Tender process	December 2013	
Construction	January – February 2014	

Investigation into Provision of Joint Services Facility

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

Library Building Renewal and Entrance

1.0 DESCRIPTION

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

Parks and Reserves AMP – Plan Improvement and Monitoring

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvement		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
2. Review Levels of Service.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
3. Confirm corporate AM objectives.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
4. Define current Levels of Service/performance measures.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
5. Conduct external audit of AMP.	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-22 LTP planning cycle.
6. Identify and include any assets that are not included in this AMP.	Ongoing process to improve the integrity of asset base.	If and when assets are identified which are not already included in the AMP they will be added accordingly. Formation of Asset Appendix for AMP.
7. Identify, development, renewal and maintenance strategies where required.	Ongoing process	As maintenance contracts are reviewed and tendered the package of delivery of the maintenance strategy will be reviewed.
8. Link financial forecasts to the lifecycle management strategies.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results.	December 2014	To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
Data Improvements		
10. Continue to collect asset attribute information.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
11. Collect maintenance data against significant assets or asset groups.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect lifecycle costs for significant assets or asset groups.	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Future prediction data.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
14. Monitor actual versus predicted growth.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
15. Measure performance in Levels of Service against targets.	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
AM Process Improvements		
16. Ensure operations and maintenance are competitively	Ongoing process	Where contracts are of a significant value they are competitively

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

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
37. Financial system available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
38. Use AMS to store asset condition, performance and utilisation data where appropriate.	2020/2021	AMS to be developed in long term to cover community facilities assets.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with Item 21.
41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
43. Underground services investigations.	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
44. Including building data in a "designed" Asset Management Programme such as SPM.	2013-2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
45. Adoption and funding for three year improvement plan.	Annually	Completed - included in Annual Plan budgets.
46. Asset Management planning miscellaneous.	2013; 2014; 2015- 20122	An allowance of funding for ongoing asset investigation.
47. Review of Leases and Licenses.	Register developed in NCS by 2013.	Leases/Licences Register to be developed and renewals as appropriate on an ongoing basis.

Recreation and Culture AMP – Plan Improvement and Monitoring

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

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

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
utilisation of significant assets		
29. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
30. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
31. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
32. FRS-3 compliant valuation complete for parks and reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of levels of service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
34. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
AM System Improvements		
35. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
36. System available to allocate maintenance costs against individual assets. Use AM System to generate valuation	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
37. Link maintenance history to significant assets or asset groups Criticality of assets identified in AM System	2020/2021	Outside 2012-2015 planning period.
38. Use AM System to store asset condition, performance and utilisation data where appropriate	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with 37.
41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
43. Underground services investigations	2013; 2014;	As built drawings to be compiled for key assets to improve asset base information.
44. Undertake DRC valuation	2011	Review of valuation for Parks and Reserves assets in preparation for next asset valuation.
45. Include Building data in a "designed" asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
46. Expand recovery plans to sit with risk Analysis	2014 - 2015	Develop Recovery Plans in conjunction with Item 21.
47. Adoption of funding for three year improvement plan	Annually	Completed - included in Annual Plan budgets.
48. Operation manual established	2012 - 2013	Finalised Cultural and Arts Centre

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
for Library and Cultural and Arts Centre		Manual on completing of Stage 1 renewal.
49. Asset Management planning	2016; 2022	Miscellaneous works.

Public Amenities AMP – Plan Improvement and Monitoring

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

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
minimise lifecycle costs and Documentation of operations and maintenance activities		procedures/operations are continually reviewed to minimise costs.
17. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
18. Predict failure works and identify treatment options for risks	2013-2018	Predictive failure to be part of the Advanced AMP.
19. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
20. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created during review for the 2012-2022 LTP.
21. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
22. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
23. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
24. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
25. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
26. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
27. Process in place for collecting costs against assets where appropriate	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
28. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
29. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
AM System Improvements		
30. Develop database for all community services	December 2014	Development of Asset Appendix for AMP.
31. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
32. Use "System" to generate valuation	2020/2021	Outside 2012-2015 planning period.
33. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
34. Criticality of assets identified in "System"	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
35. Use "System" to store asset condition, performance and utilisation data where appropriate	2020/2021	AMS to be developed in long term to cover community facilities assets.
36. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
37. Investigate the integration of "system" with GIS and the financial system, integrate if appropriate.	2013-2018	assets. Development as part of Advanced AMP.
38. Link electronic plans and records to GIS database	Ongoing	Developed in conjunction with Item 31.
Specific Improvement Projects 2009-2012		
39. Underground services investigations	2014; 2015; 2016	As built drawings to be compiled for key assets to improve asset base information.
40. Include Building data in a "designed" Asset management Programme such as SPM	2014-2015	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
41. Review AMP	December 2014	To be conducted during the review of AMP in anticipation of the 2015
42. Asset Management Planning miscellaneous	2015-2016 onwards	Completed - included in Annual Plan budgets.

Housing and Other Property AMP – Plan Improvement and Monitoring

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

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

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
costs against assets where appropriate		process and property AM System.
32. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
AM System Improvements		
34. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
35. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
36. Use AM System to generate valuation	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
37. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
38. Criticality of assets identified in AM System	2013-2018	Information available for inclusion in AM System chosen 2012-2022 LTP.
39. Use AM System to store asset condition, performance and utilisation data where appropriate	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
40. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
41. Develop a risk register	December 2014	Developed in conjunction with Item 36.
42. Investigate the integration of AM System with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
43. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
44. Underground services investigations	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
45. Independent review AMP	2014	To be conducted during the review of AMP in anticipation of the 2015
46. Include Building data in a "designed" Asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
47. Adoption and funding for three year improvement plan	Annually	Completed – included in Annual Plan budgets.
48. Miscellaneous Asset Management	2016-2017	Miscellaneous Works.
49. Input leases and licences into NCS System	2012-2013	Record data into NCS

Asset Management

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

Te Kuiti Wastewater Treatment Plant Upgrade

Key Milestone	Indicative Timeframe	Commentary
Inlet control and bypass line,	March 2008	Completed
Process supernatant return to front of Plant	April 2013	Complete
Aeration	April 2013	Complete
Tertiary filter and UV disinfection	May 2013	Complete
New inlet works and screen and Temporary treatment	April 2013	Completed
Activated sludge reactor upgrade and modification	May 2013	Complete
Final Full Commissioning	June 2013	In progress – will continue until November 2013
Sludge thickening, dewatering and handling.	Ongoing	Target commissioning date 29 October 2013 Note: This process will be ongoing after 30 June 2013 and will result in the removal of the sludge build up from the previous 30 years over the following 15 years.

Te Waitere Water and Wastewater Strategic Review

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

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

Benneydale Sewerage

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

Waitomo Water and Wastewater – Feasibility Studies

Key Milestone	Indicative Timeframe	Commentary
1. Development of detailed scoping and associated project plan for inclusion in Road Map.	Preliminary scope with indicative cost by end October 2013.	This project of work is to be reconsidered by the Council. Community and THL consultation initiated. THL would like WDC condition assessment and

Key Milestone	Indicative Timeframe	Commentary
		valuation.
2. Define proposed planning map and develop development scenarios which will indicate demand		Progressing this project will be dependant upon the outcome of Council considerations as above and availability of resources. Awaiting structure plan by Beca Consultants.
3. Investigate high technology solutions with cost and establish economic feasibility		Progressing this project will be dependant upon the outcome of the Council considerations as above and availability of resources. High level assessment and guesstimate of cost done. High technology solutions result in very high unit cost. Experimenting with lower technology solution should be less costly but will take time and there is no up front guarantee of final quality.
4. Report to Council on conclusions	On completion of each section	Target report date October 2013 Council meeting

Te Kuiti Water Supply

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

Mokau Water Supply

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

Benneydale Water Supply

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

Cross Boundary Collaboration (WDC/RDC)

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

Para Kore "Marae Working Toward Zero Waste"

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

Waitomo District Landfill

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study	December 2015	<p>A 'whole of life' study needs to be completed to determine:-</p> <ul style="list-style-type: none"> • Where refuse will come from for the balance of the resource consent. • The effects the statutory cost increases from the ETS will have on the landfill. • The costs of further developing the landfill; and • The financial viability of the landfill due to increased costs to the user following ETS legislation • Purchase of NZU units (Carbon Credits) has reduced the impact of the cost of the ETS legislation for the next 3 years buying time to find a feasible way forward

Water Supply AMP – Plan Improvement and Monitoring

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

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
MoH gradings.		
8. Develop accurate and complete asset inventory registers for each scheme.	On-going process	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. To progress will require additional resource.
9. Develop a greater focus on risk identification and management for critical assets.	On-going process	To progress will require additional resource.
10. Prioritise the works developed from the risk assessment exercise.	Following 8 and 9 above	To meet this will require additional resource.
11. Construct additional treated storage at Te Kuiti to meet 24 hours demand.	2020-21	No subsidy - considering the affordability/sustainability the District finds itself in, Asset Service potential will continue to be monitored and just enough done to maintain the status quo. Structural assessment of existing reservoirs in conjunction with earthquake compliance / risk is needed and is now first priority
12. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply.	After 2022 if ever	Not regarded as a feasible option at this stage
13. Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management.	July 2014	CAPS subsidy funding from MoH approved work has been put on hold for affordability reasons until 2013-14. Asset Service potential is monitored and just enough done to maintain the status quo. 1 st phase tender documentation in process
14. Develop informal strategies for meeting more stringent water quality standards and consent requirements.	On-going	Benneydale and Mokau will comply from end October 2013 Piopio is fully compliant
15. Install coagulation to improve filtration, install UV and upgrade telemetry and SCADA at Mokau.	2013 Calendar year	Part of 14 above.
16. Arrange a routine forum of adjacent councils' water supply officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking and structured training already occurs.
Unachievable due to Budget Restrictions		
17. Upgrade supply main from Mokau to Awakino.	2013-16	MoH criteria have changed – No funding for renewals.

Wastewater AMP – Plan Improvement and Monitoring

Wastewater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	December 2014	The LOS survey is completed at about 2 year intervals
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Review frequency consistent with annual and long term planning cycle.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Monitored	True modelling for waste water systems is not economically feasible. Sound engineering judgement is used to formulate solutions.
4. Initiate a long term infiltration and inflow investigation and reduction programme, initially for Te Kuiti.	On-going	Start date August 2009. Eight catchments identified. Actual remedial work of one catchment is complete. Investigation to assess remedial work required in next two catchments has been done. Contracts for identified remedial work in the next catchments will commence in 2013-14. Work delayed due to workload around capital upgrades at water and wastewater treatment plants
5. Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino.	Beyond 2022	Not economically feasible.
6. Investigate extension of the Te Waitere scheme to service a two stage development of the area with the 2nd stage encompassing the area not currently reticulated.	Beyond 2022	Discussed in more detail on page 6. Two main streams of thought in community that will require considerable consultation and mediation to reconcile.
7. Develop accurate and complete asset inventory registers for each scheme.	On-going	Needs specific resource to improve asset data, that resources not available at this stage
8. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. To progress will require additional resource.
9. Prioritise the works developed from risk assessment exercises.	On-going	Needs specific resource to improve asset data, that resource is not available at this stage to utilise the improved asset data that support such an exercise.
10. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified.
11. Arrange a routine forum of adjacent councils wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking already occurs.

Stormwater AMP – Plan Improvement and Monitoring

Stormwater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	December 2014	The LOS survey is completed at about 2 year intervals.
2. Ensure the right level of funding is allocated to maintain the asset service potential.	Monitored	Monitor – To refine requires detailed Catchment Assessments to be completed, which requires specific additional resources
3. Develop accurate and complete asset inventory registers for each urban drainage area.	On-going	Needs specific resource that is not available at this stage to improve asset data
4. Initiate a long term condition and performance assessment programme, initially for Te Kuiti.		Needs specific resource that is not available
5. Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere during the planning period	Beyond 2022	Need structure plan
6. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. To progress will require additional resource.
7. Cost and prioritise the works developed from the risk assessment exercise.	On-going	Needs specific resource that is not available at this stage to utilise the improved asset data that support such an exercise
8. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified
9. Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency		Basic design has been completed to assist decisions on renewal. Greater detail needs specific resource that is not available at this stage.
10. Review design capacity of existing SW pipes and prepare plan for extension of network to areas currently not serviced using augmentation strategy		Follows item # 9 Completed
11. Arrange regular forum of adjacent councils stormwater officers to discuss trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others).	On-going	Monitor
12. Minor stormwater issues will be addressed as they become repaired.	June 2015	Each year new areas are raised by residents.
Unachievable due to Budget Restrictions		
13. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Follow on from Catchment Management Plans beyond 2022	True modelling is not economically feasible. Sound engineering judgement will be used to formulate solutions. To progress will need additional resource
14. Prepare SW catchment assessments for each urban area beginning with Te Kuiti		Very basic work was done in 2011 Greater detail needs specific resource that is not available
15. Complete environmental impact studies for each stormwater drain and receiving water		Follows item # 16

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

Land Transport AMP – Plan Improvement and Monitoring

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Complete rating survey of footpaths and input to RAMM	July 2015	Should be done but period had to be extended due to cuts in Network and Asset Management budget. NZTA has not approved funds for this type of work in GPS 2 so it is likely that this work will be extended out further.
2. Populate RAMM with retaining wall data.	December 2013	NZTA have changed the inspection policy. It is expected that inspections will take three years for completion. This process is underway, however a number of "unknown" retaining structures are being identified.
3. Future use data and information obtained regarding future road requirements, especially for forestry/quarries.	December 2013	Additional resources required not available at this time. Included in 2012-2022 LTP.
4. Estimate impact of expected tourism numbers on existing road capacity	To be confirmed	
5. Complete traffic management plans for Waitomo Village and Te Kuiti	To be confirmed	This follows item 4 – Fullerton Road carpark was sealed as part of the 2010/11 pavement rehabilitation package.
6. Review of Roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans	December 2014	This will be completed once the structure plans are in place. 2012-22 LTP item
7. Development of detailed plans and schedules for maintenance activities such as road marking and car parking within the network	December 2014	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling. Additional resources required not available at this time.
8. Training in the use of relevant asset management programmes such as Bizze@sset at WDC	December 2014	Extended due to appointment of new staff to critical asset roles.
9. Upgrade of all cross road culverts to a minimum size of 375mm dia in high rainfall areas, taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
		Council. Next review December 2014.
10. Review progress with implementation of improvement plan.	Review whole of AMP on 3 yearly cycle	
11. 2012/13 Financial Year budget is targeted at maintenance work with minimal capital work.	June 2013	Reported monthly to Council. Refer to the LT monitoring paper.
Unachievable due to Budget Restrictions		
1. Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA removing funding for Walking and Cycling activities.
2. Investigate all roads to obtain metal depths and pavement CBR's	December 2013	Important for affective asset management but require resources not available . Period extended due to cuts in the Network and asset Management budget. NZTA has not approved any money for this type of work in GPS 1 so it is likely that this work will be extended out further. Money has been found to assess an initial 74 kms of unsealed collector roads. The assessment planned if successful will be rolled out for the 13/14 Fin year to complete RAMM records
3. Install correct RP pegs on all roads.	July 2014	As above.
4. Install correct CMP's on all roads.	June 2014	Has now been included as part of the inspection regime of the Maintenance Contract
5. Install correct RAPID numbers on all roads.		As above.

SWaMMP – Plan Improvement and Monitoring

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

SWaMMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
development in growth areas (Waitomo village, Mokau etc) following completion of structure plans		
7. Review progress with implementation of improvement plan		To be reviewed as part of the 2012-15 AMP period.
8. Undertake waste audit on two yearly cycle	June 2012 two yearly from there on	An audit will be done in 2014.
9. Investigate ETS Liability (Start June 2013)	On-going	In progress.

Document No: 317101

File No: 401/0581128300

Report To: Council**Meeting Date:** 10 October 2013**Subject:** Management Plan – Te Kuiti Aerodrome

Purpose of Report

- 1.1 The purpose of this business paper is to start the process of preparing a management planning document for the administration and future development of the Te Kuiti Aerodrome.

Local Government Act S.11A Considerations

- 2.1 Waitomo District Council, in performing its role as a local authority, must have particular regard to the contribution that reserves, recreational facilities, and other community infrastructure makes to the community.
- 2.2 The provision, efficient administration and planning associated with the Te Kuiti Aerodrome is consistent the Section 11A Local Government Act 2002 (including amendments).

Background

- 3.1 The 2012 LTP included a monetary allowance of \$12,500 in each of the 2013/2014 and 2014/2015 years for the development of a management plan for the Te Kuiti Aerodrome.
- 3.2 Councils adopted 2013/2015 Road Map outlines a timeline for the development of the management plan for the Te Kuiti Aerodrome, with the establishment of a working group scheduled for Council's meeting of 10 October 2013.
- 3.3 The Te Kuiti Aerodrome consists of an area of approximately 35ha to the north of Te Kuiti, immediately adjacent to State Highway 3.
- 3.4 The total area consists of four parcels of land that were vested in the Waitomo District Council in 1961 for aerodrome purposes, at the time being subject to the Reserves and Domains Act 1953.
- 3.5 Reserves and Domains Act 1953 was recreated as the Reserves Act 1977. This Act requires that Local Purpose Reserves - such as the Te Kuiti Aerodrome - which are vested in the local authority, to have a management plan for the reserve.
- 3.6 The management plan definition in the Reserves Act 1977 states:

"the management plan shall provide for and ensure the use, enjoyment, maintenance, protection, and preservation, as the case may require, and to the extent that the administering body's resources permit, the development, as appropriate, of the reserve for the purpose for which it is classified...."

Commentary

- 4.1 While this project is scheduled to occur over a two year period, to kick start the process a working group needs to be established to work through proposals and issues as they arise during the process, as well as to guide the establishment of the overall management plan direction and content.
- 4.2 It is proposed that this working group include representatives of Council, Group Manager - Community Services, and user representatives.
- 4.3 The proposed makeup being:
- Councillor (Urban Ward)
 - Councillor (Rural Ward)
 - Group Manager Community Services
 - Waitomo Aero Club Representative – main aerodrome user
 - Wanganui Aero Work Representative – main aerodrome user
 - Super Air Representative – main aerodrome user
 - Te Kuiti Horse and Sports Club

Suggested Resolutions

- 1 The business paper on Management Plan – Te Kuiti Aerodrome be received.
2. That a working Group be established for the development of a Management Plan for the Te Kuiti aerodrome, made up of the following representatives:
- Councillor (Urban Ward)
 - Councillor (Rural Ward)
 - Group Manager Community Services
 - Waitomo Aero Club Representative – main aerodrome user
 - Wanganui Aero Work Representative – main aerodrome user
 - Super Air Representative – main aerodrome user
 - Te Kuiti Horse and Sports Club
3. That the Councillor Representatives on the working group be established at the first meeting of Council after the completion of the election process.

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

October 2013

Document No: 317144**File No: 400/010/7****Report To: Council****Meeting Date:** 10 October 2013**Subject:** Shared Service Agreement - CDEM

Purpose of Report

- 1.1 The purpose of this business paper is to confirm Waitomo District Council's staff representative on the CDEM Management Committee for the Shared Services Agreement with Waipa and Otorohanga District Councils.

Local Government Act S.11A Considerations

- 2.1 Waitomo District Council, in performing its role as a local authority, must have particular regard to the avoidance or mitigation of natural hazards and is required by Section 64 of the Civil Defence Emergency Management Act 2002 to provide for Civil Defence Emergency Management Services
- 2.2 The provision, efficient administration and planning associated with Emergency Management is consistent the Section 11A Local Government Act 2002 (including amendments)

Background

- 3.1 At its meeting of 6 June 2013 Council resolved to adopt the proposed Shared Services arrangement for the provision of civil defence emergency management services with Otorohanga and Waipa District Councils.
- 3.2 Clause 10 of the agreement states:
"A Council's management committee will be established and each of the Council's will be represented by one staff member nominated by each Council..."
- 3.3 Waitomo District Council's Emergency Management provision sits within the overall portfolio of the Group Manager – Community Services.
- 3.4 During the development phase of the shared services agreement and subsequent establishment of the emergency management position, the Group Manager – Community Services has represented Waitomo District Council.
- 3.5 It is recommended that this representation continues.

Commentary

- 4.1 In accordance with the Shared Services Agreement, Council is required to formally nominate and adopt its representative to the management committee.

Suggested Resolutions

- 1 The business paper on Shared Service Agreement –CDEM be received.
- 2 Council resolves to appoint the Group Manager – Community Services as the staff member to represent Waitomo District Council on the CDEM Shared Services Management Committee.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

October 2013

Document No: 315430**File No: 401/0588424200****Report To: Council****Meeting Date:** 10 October 2013**Subject: Progress Report - Waitomo Cultural and Arts Centre – Stage 4 Upgrade**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress for the Stage 4 upgrade of the Waitomo Cultural and Arts Centre.

Local Government Act S.11A Considerations

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

Background

- 3.1 Council in its 2012-2022 LTP continued the funding of the staged upgrade of the Waitomo Cultural and Arts Centre. The upgrade to date has been well received by the users and public.
- 3.2 The funding of the 2012-2013 financial year was \$130,000 of which a minimal amount was used to complete the Supper Room upgrade, leaving approximately \$114,000 for Stage 3.
- 3.3 It is to be noted that budgeting is not tagged to any specific project within the upgrade proposal due to the required funding being spread over six years as compared to the initial upgrade programme of 3 years. The change was promoted for affordability reasons.
- 3.4 Council, at its meeting on 25 September 2012 reviewed several options for the next stages of the Arts & Cultural Centre upgrade and resolved to proceed with the renewal of the ceiling, lighting and aircon outlets in the main hall as stage four at the end of the financial year, combining the remaining budget with the 2013/2014 allocation.

Commentary

4.1 25 June 2013**4.2 Ceiling to Main Hall**

4.3 Renewal of the ceiling in the main hall involves several items of work:

- Battening and gibbing a new ceiling as per the foyer redevelopment. The original estimate for replacing the ceiling in the main hall was \$48,000 with the quote from the stage 2 builder being \$93,000.
- Removal of the texture coating from side walls (this could be done at a later date).
- Upgrading lighting, power points/emergency lights, which is estimated at \$65,000.
- Upgrading air conditioning outlets as well as fire and alarm requirements, estimated at \$10,000.

4.4 A meeting was held on site with the architect on the 17 October 2012 to discuss options for progressing this work, and the extent of specification required. The opportunity was taken at this early stage to coincide with the final inspections for stage two.

4.5 The contract documentation for Stage 4 is well advanced and the architects have indicated these will be completed by 21 June 2013.

4.6 Regarding the queries from the Shearing Committee, the following treatments have been undertaken:

- a) A limited amount of ceiling can be raised on front of the stage due to the steel truss construction. The raising of the first bay has been included in the documents.
- b) All existing fixing points are retained.
- c) The modification to the exit door to the right of the stage has been included as a separate item in the documentation. Changes to this door could be expensive due to the exterior cladding and the progress of this item of work can be assessed at the time of tender assessment.
- d) Banner fixing wires are included in these documents.
- e) The stage height will be investigated and included in separate documentation in the future.
- f) Provision for LED lighting is still being investigated (since deleted by the Shearing Committee)

4.7 A tentative construction period for this contract is 22 July – 13 August 2013, although finalising construction times would be negotiated with the successful tenderer and potential users of the hall.

4.8 It is anticipated that the project will be tendered on either 27 or 28 June, with tender closing 10 July 2013.

4.9 27 August 2013

- 4.10 Unfortunately, the above timeline could not be met, however the project has now been tendered for two weeks, closing 23 August 2013 with construction during September.
- 4.11 The construction period will be completed depending on the time to remove the ceiling coating and availability of materials. Initial indication is that this will be considerably longer than allowed for in the timeline. If this is the case, the next window of opportunity is in December 2013.

4.12 24 September 2013

- 4.13 The tenders subcommittee is scheduled to receive a business paper on Wednesday 17 September 2013 to review two tenders received for this project.
- 4.14 Considerable discussion has been had with the contractors around the time and works required to remove the ceiling coating which contains asbestos. It became apparent during these discussions that the work could not be programmed around the existing bookings.
- 4.15 Further discussions will be held with the successful tenderer around establishing a window for the works over the December/January period when traditionally the centre has little use.

Suggested Resolution

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



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

September 2013

Document No: 317175**File No: 350/001A****Report To: Council****Meeting Date:** 10 October 2013**Subject:** **Provisional Local Alcohol Policy**

Purpose of Report

- 1.1 The purpose of this business paper is to seek Councils approval of WDCs Provisional Local Alcohol Policy (LAP)

Local Government Act S.11A Considerations

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

Background

- 3.1 In February 2013 Council agreed to work collaboratively with Waipa and Otorohanga District Councils in the development of a draft LAP.
- 3.2 A draft LAP was developed which seeks to balance the reasonable expectations and requirements of the residents of the Waitomo District while at the same time aiming to reduce alcohol related harm.
- 3.3 Council approved the draft LAP for public consultation on 30 July 2013. Public consultation took place during the period 13 August 2013 to 13 September 2013.
- 3.4 21 submissions were received with 12 submitters speaking in support of their submissions at the September Council meeting.

Commentary

- 4.1 Attached to and forming part of this business paper is a marked up version of the LAP which identifies changes that have been made to the draft policy following deliberations on submissions.
- 4.2 Staff have reviewed both the Otorohanga and Waipa LAPs and can confirm that there are very few material differences between the policies.
- 4.3 Tabled below are the variations between the policies.

LAP Variations

Waitomo	Otorohanga	Waipa
<p>3(f) No on-licence shall be issued or renewed in respect of any restaurant or café premises with hours that exceed the following Monday to Sunday 7.00am to 12.00 midnight</p> <p>Any outdoor dining area will not have hours that exceed 9.00am to 11.00pm.</p> <p>Any function centre or other premises not defined above will be subject to hours at the District Licensing Committees discretion but shall not exceed Monday to Sunday 9.00am to 2.00am the following day.</p>	<p>No on-licence shall be issued or renewed in respect of any restaurant or café premises with hours that exceed the following Monday to Sunday 9.00am to 12.00 midnight</p> <p>Any outdoor dining area will not have hours that exceed 9.00am to 10.00pm.</p> <p>Any function centre or other premises not defined above will be subject to hours at the District Licensing Committees discretion but shall not exceed Monday to Sunday 9.00am to 2.00am the following day.</p>	<p>No on-licence shall be issued or renewed in respect of any restaurant or café premises with hours that exceed the following Monday to Sunday 9.00am to 1.00am the following day.</p> <p>Any outdoor dining area will not have hours that exceed 9.00am to 11.00pm.</p> <p>Any function centre or other premises not defined above will be subject to hours at the District Licensing Committees discretion but shall not exceed Monday to Sunday 9.00am to 1.00am the following day.</p>
<p>3(h) A one way door restriction of one hour prior to maximum closing time may be applied on Thursday, Friday and Saturday nights to any hotel or tavern premises with a midnight or later closing time.</p>	<p>A one way door restriction of one hour prior to maximum closing time shall be applied on Thursday, Friday and Saturday nights to any hotel or tavern premises with a midnight or later closing time.</p>	<p>A one way door restriction of one hour prior to maximum closing time may be applied on Thursday, Friday and Saturday nights to any hotel or tavern premises with a midnight or later closing time.</p>
<p>4(f) No off-licence shall be issued or renewed in respect to a supermarket premise with trading hours that exceed the following: Monday to Sunday 7.00am to 10.00pm.</p> <p>No off-licence will be issued or renewed in respect to any other premises excluding supermarkets with trading hours that exceed the following: Monday to Sunday 9.00am to 10.00pm</p>	<p>No off-licence will be issued or renewed in respect to a supermarket premise with trading hours that exceed the following: Monday to Sunday 7.00am to 10.00pm.</p>	<p>No off-licence shall be issued or renewed in respect to a supermarket premise with trading hours that exceed the following: Monday to Sunday 7.00am to 10.00pm.</p> <p>No off-licence will be issued or renewed in respect to any other premises excluding supermarkets with trading hours that exceed the following: Monday to Sunday 9.00am to 10.00pm</p>
<p>6(e) No more than 24 events or series of events will be authorised by special licence(s) to a single licensee or applicant in one calendar year.</p>	<p>No more than 24 events or series of events will be authorised by special licence(s) to a single licensee or applicant in one calendar year.</p>	<p>No such corresponding clause.</p>

- 4.4 If the LAP as it is currently worded is acceptable to Council it can be approved as WDCs Provisional Lap.
- 4.5 The provisional LAP must be publicly notified prior to adoption so as to allow submitters the right to appeal to the Alcohol Regulatory and Licensing Authority. The process however cannot as yet commence because the public notice requirements and details of the appeal process must be set out in regulations. Those regulations are no expected to come into force until 18 December 2013.
- 4.6 Should the provisional LAP be approved by Council the document will be placed on hold with the public notice process commencing early in 2014 with a view to adopting the provisional policy in February 2014.

Suggested Resolutions

- 1 The business paper on Provisional Local Alcohol Policy be received.
- 2 The Provisional Waitomo District Local Alcohol Policy (subject to any amendments) be approved.



JOHN MORAN
MANAGER – REGULATORY SERVICES

October 2013

Attachment: 1 draft Provisional Local Alcohol Policy 2013 (doc 307913v2)



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

DRAFT

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Waitomo District Local Alcohol Policy 2013

1. INTRODUCTION AND OVERVIEW

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

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

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

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

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

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

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

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

The Waitomo District is that area illustrated in figure two.

1.2 Authority Statements and Case Law

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

2.0 Objective of the Local Alcohol Policy

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

2.1 DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

"**The Act**" means the Sale and Supply of Alcohol Act 2012

3.0 SPECIFIC POLICIES - ON-LICENCES

(a) Introduction

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

Section 14 of the Act states:

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

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

Polices relating to on-licences also apply to:

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

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

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

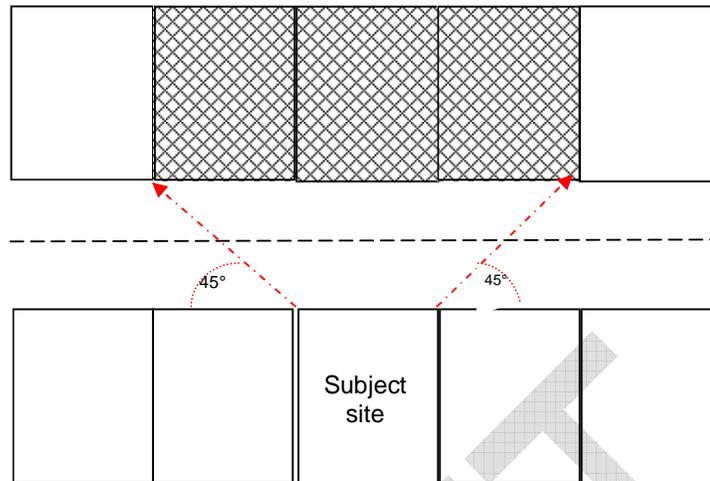
(c) Location of premises holding on-licences by reference to proximity to premises of a particular kind or kinds

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

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

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

Figure One:



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

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

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

- No on-licence shall be issued or renewed for any hotel or tavern premises with hours that exceed the following (subject to sections 46 and 47 of the Act):
 - Monday to Sunday 9:00am to 2:00am the following day.
 - In the case of hotels, alcohol may be sold or supplied at anytime to any guest residing on the premises.
- Where a new hotel, tavern or other premises where the principle activity is the consumption of alcohol is proposed within 100 meters of any area zoned residential in the Waitomo District Plan, hours will not exceed the following:
 - Sunday to Thursday 9:00am to 10.30pm,
 - Friday and Saturday 9.00am to 12.00 midnight,
 - In the case of hotels, alcohol may be sold or supplied at anytime to any guest residing on the premises.
- No on-licence shall be issued or renewed in respect of any restaurant or café premises with hours that exceed the following (subject to sections 46 and 47 of the Act):
 - ~~Monday to Sunday 9.00am to 12.00 midnight.~~
 - **Monday to Sunday 7.00am to 12.00 midnight.**
- Any outdoor dining area will not have hours that exceed **9.00am to 11.00pm.** ~~9.00am to 10.00pm.~~ Outside of these hours the Public Places Liquor Control Bylaw restrictions shall apply to any premise within a liquor ban area.
- Any function centre or other premises not defined above will be subject to hours at the District Licensing Committee discretion but shall not exceed:
 - Monday to Sunday 9:00am to 2:00am the following day.

(g) Discretionary conditions of on-licences

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

(h) One-way door restrictions

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

4.0 SPECIFIC POLICIES - OFF-LICENCE

a) Introduction

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

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

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

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

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

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

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

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

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

e) Further issuing of off-licences in the District

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

f) Maximum trading hours for premises holding off-licences

- ~~No off-licence shall be issued or renewed with hours that exceed the following:~~
- No off-licence shall be issued or renewed in respect to a supermarket premise with trading hours that exceed the following (subject to section 48)
 - Monday to Sunday 7.00am to 10.00pm
- No off-licence shall be issued or renewed in respect to any other premise excluding supermarkets with trading hours that exceed the following (subject to section 48):
 - Monday to Sunday 9.00am to 10.00pm

g) Discretionary conditions of off-licences

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

5.0 SPECIFIC POLICIES – CLUB-LICENCE

(a) Introduction

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

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

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

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

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

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

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

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

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

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

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

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

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

- The District Licensing Committee will have regard to the days and hours of operation and the type of activities undertaken by the club in setting club hours.
- No club-licence shall be issued or renewed with hours that exceed the following:

- Monday to Sunday 9.00am to 1.00am the following day (Subject to section 46 of the Act)

(g) Discretionary conditions of club-licences

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

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

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

6.0 SPECIFIC POLICIES - SPECIAL LICENCES

(a) Introduction

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

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

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

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

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

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

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

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

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

(f) Maximum trading hours for premises holding special licenses

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

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

(g) Discretionary conditions of special licences

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

(h) One-way door restrictions

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

7.0 Temporary Authorities

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

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Figure Two: Waitomo District



Policy Guidance Document

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Policy Guidance Document – Introduction

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

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

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

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

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

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

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

Part 1 – On, Off and Club Licences

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

(a) Standard of application

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

(b) Timeframes

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

(c) Object of the Act

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

(d) The suitability of the applicant

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

(e) Local Alcohol Policies

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

(f) Days and hours

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

(g) Design and layout

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

(h) Sale of goods other than alcohol

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

(i) Provision of other services

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

(j) Reduction of good amenity

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

(k) Systems staff and training

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

(l) Other issues raised by reporting agencies

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

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

(m) Provisions of the District Plan

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

(n) One-way door policies

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

(o) Other considerations on renewal (section 131)

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

(p) Compulsory Conditions

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

(q) Discretionary conditions:

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

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

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

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

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

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Part Two: Special licences

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

a) Standard of application

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

b) Timeframes

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

c) Object of the Act

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

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

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

e) The suitability of the applicant

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

f) Local Alcohol Policy

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

g) Reduction of good amenity

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

h) Days and hours

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

i) Design and layout

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

j) Systems staff and training

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

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

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

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

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

m) The applicants proposals relating to:

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

n) Other issues raised by reporting agencies

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

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

o) Provisions of the District Plan

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

p) Large Scale Events

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

q) Management of Special Licences

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

r) Display of licence

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

s) Compulsory Conditions

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

t) Discretionary conditions:

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

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

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

Part Three: Managers Certificates

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

(A) The applicants suitability to be a manager

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

(B) Any convictions recorded against the applicant

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

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

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

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

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

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

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

Document No: 315609	File No: 057/002A
Report To: Council	
	Meeting Date: 10 October 2013 Subject: Application for Exemption – Council’s Policy on Gambling Venues

Purpose

- 1.1 The purpose of this business paper is to allow Council to consider an application by the Lion Foundation for an exemption from Councils Gambling Policy in order to allow the operation of nine gaming machines at The Riverside, Te Kuiti.

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 Gambling Act 2003 required Council to develop a Gaming Venue Policy to cover Class 4 gaming venues (premises which have non-casino gaming machines).
- 3.2 In 2004 Council developed a Policy on Gambling Venues. Following on from that the Policy was reviewed in 2008 and again in 2011 and council confirmed on both occasions that no change to the Policy was required. Attached to and forming part of this business paper is a copy of Council’s current policy on Gambling Venues.
- 3.3 The Policy as it is currently worded acknowledges that gambling may create social problems in the community and for that reason limits new Class 4 venues to a maximum of five gaming machines.
- 3.4 In October 2011 the Lion Foundation first applied to operate 9 gaming machines from the Riverside Lodge. A copy of the business paper considered at that time together with the subsequent Council resolution is attached and forms part of this business paper. In its submission to Council in 2011 the Lion Foundation conceded that the proposal did not comply with WDC’s Gambling Policy, however an exemption should be made for The Riverside on the basis that:
- Operating a five machine gaming venue would not be financially viable.
 - With the expected closure of the Te Kuiti Hotel (currently licensed for 18 machines) there would eventually be an overall reduction in machines locally.
 - There would be a significant reduction in funds available to community groups if machine numbers were reduced in the area.

- 3.5 In considering the issues involved elected members noted that gambling may create social problems in the community and WDC's Policy on Gambling Venues was developed in order to control the growth of Class 4 gaming machine numbers in the Waitomo District.
- 3.6 Council at that time approved the operation of 5 gaming machines at the venue in line with Council's Policy, however Council indicated that it would give further consideration to an exemption from its policy when the gaming machines in the Te Kuiti Hotel were no longer in use.

Commentary

- 4.1 Ms Emma Lamont-Messer, Compliance and Operations Support Manager for the Lion Foundation has recently reapplied for an exemption from the limits set in Council's Policy on Gambling to enable the installation and operation of 4 additional gaming machines at The Riverside, Te Kuiti. A copy of the Lion Foundation's submission is attached and forms part of this business paper.
- 4.2 The Lion Foundation once again contends that the operating a five machine gaming venue is not viable and with the closure of Te Kuiti Hotel in 2014 machine numbers in the district will drop. The Foundation also notes that reducing machine numbers would lead to a reduction in funds available to local community groups.
- 4.3 If Council is of a mind to grant the Lion Foundation request for an exemption for nine gaming machines at The Riverside, then Section 80 of the Local Government Act 2002 (LGA) must be given due consideration.
- 4.4 Section 80(1) of the LGA states:

"If a decision of a local authority is significantly inconsistent with, or is anticipated to have consequences that will be significantly inconsistent with any policy adopted by the local authority or any plan required by this Act or any other enactment, the local authority must when making the decision, clearly identify -

- (a) the inconsistency; and*
- (b) the reasons for the inconsistency; and*
- (c) any intention of the local authority to amend the policy or plan to accommodate the decision*

Conclusion

- 5.1 Council has acknowledged in its policy that gambling can be harmful for some people and for that reason has adopted a policy of controlling the growth of Class 4 gaming machines within the District.
- 5.2 The Gambling Act requires Council to review its Policy on Gambling Venues every three years. As a consequence the Policy has now been reviewed twice and on both occasions Council confirmed that the Policy did not require amendment.
- 5.3 If Council decides to approve the Lion Foundation application, then there would be an obvious need to again review and where necessary amend the Gambling Policy to align the document with Council's new position.

Recommendations

- 6.1 It is recommended that Council not vary the Gambling Venue Policy and at this time decline the request made by the Lion Foundation for an exemption from that Policy.

Suggested Resolutions

- 1 The business paper on Application for Exemption – Policy on Gambling Venues be received.
- 2 Council at this time declines the request by the Lion Foundation for an exemption from the Policy on Gambling Venues so as to allow the operation of nine gaming machines at the Riverside Lodge, Te Kuiti.



JOHN MORAN
MANAGER – REGULATORY SERVICES

October 2013

- Attachments: 1. Lion Foundation Application
2. Business Paper – 25 October 2011 and Resolution (Doc 316942)



Private Bag 102 920,
NSMC, Auckland,
New Zealand

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FACSIMILE. +64 9 488 7747

www.lionfoundation2008.org.nz

30 August 2013

Brian Hanna
Mayor, Waitomo District Council
Queen Street
PO Box 404
TE KUITI 3941

BY EMAIL: brian.hanna@waitomo.govt.nz

Dear Mr Hanna

Re: Application for 4 machines at The Riverside

In September 2011 The Lion Foundation applied to the Waitomo District Council for an exemption from the Council's Class 4 Gambling Policy, to allow for the operation of 9 gaming machines at The Riverside, 1 Riverside Lane, Te Kuiti.

By letter dated 27 October 2011, the Council declined the application. The Council noted that its policy sought to control the growth of Class 4 gaming machines within the District by providing that a maximum of 5 machines could be operated at a new venue. However, the letter also indicated that the Council would give further consideration to an application from The Lion Foundation once the 18 gaming machines in the Te Kuiti Hotel were decommissioned.

The Te Kuiti Hotel is due to be demolished the site is scheduled for redevelopment. I have been advised by the Lion Foundation's Central North Regional Manager that the machines there will no longer be operating from March 2014. Accordingly, I wish to make a new application for an exemption from the Council's policy to allow the Riverside to operate a further 4 machines (bringing the total number of machines there to 9 machines). There does not appear to be a specific application on the Waitomo District Council's website, so please advise if the application needs to be made in another form.

Section 100 (1) of the Gambling Act 2003 requires territorial authorities to determine consent applications in accordance with their Gambling Venue policy. However, it is possible for a consent to be granted that is contrary to the requirements of a policy under s 80 of the Local Government Act 2002. Section 80 requires the local authority issuing the consent contrary to a policy to identify the inconsistency and the reasons for it.

The reasons we think Council should issue a consent to The Lion Foundation contrary to current policy are as follows:



- It will increase the financial viability of the venue and enhance an existing, successful business within the TLA;
- It will allow The Lion Foundation to reimburse the venue operator for his labour costs on a more appropriate basis;
- It will ensure that the local community continues to benefit through the grants for sporting and community groups;
- Following the closure of 18 machines at the Te Kuiti Hotel, consent for a further 4 machines will not disturb the overall objective of the Council's policy of reducing the total number of machines operating in the District.

In support of the application, I enclose the following:

1. A signed copy of the floor plan;
2. A copy of the current consent for 5 machines;
3. A copy of the liquor licence.

Please let me know if you require any more information, and the appropriate fee.

I look forward to your reply.

Yours faithfully

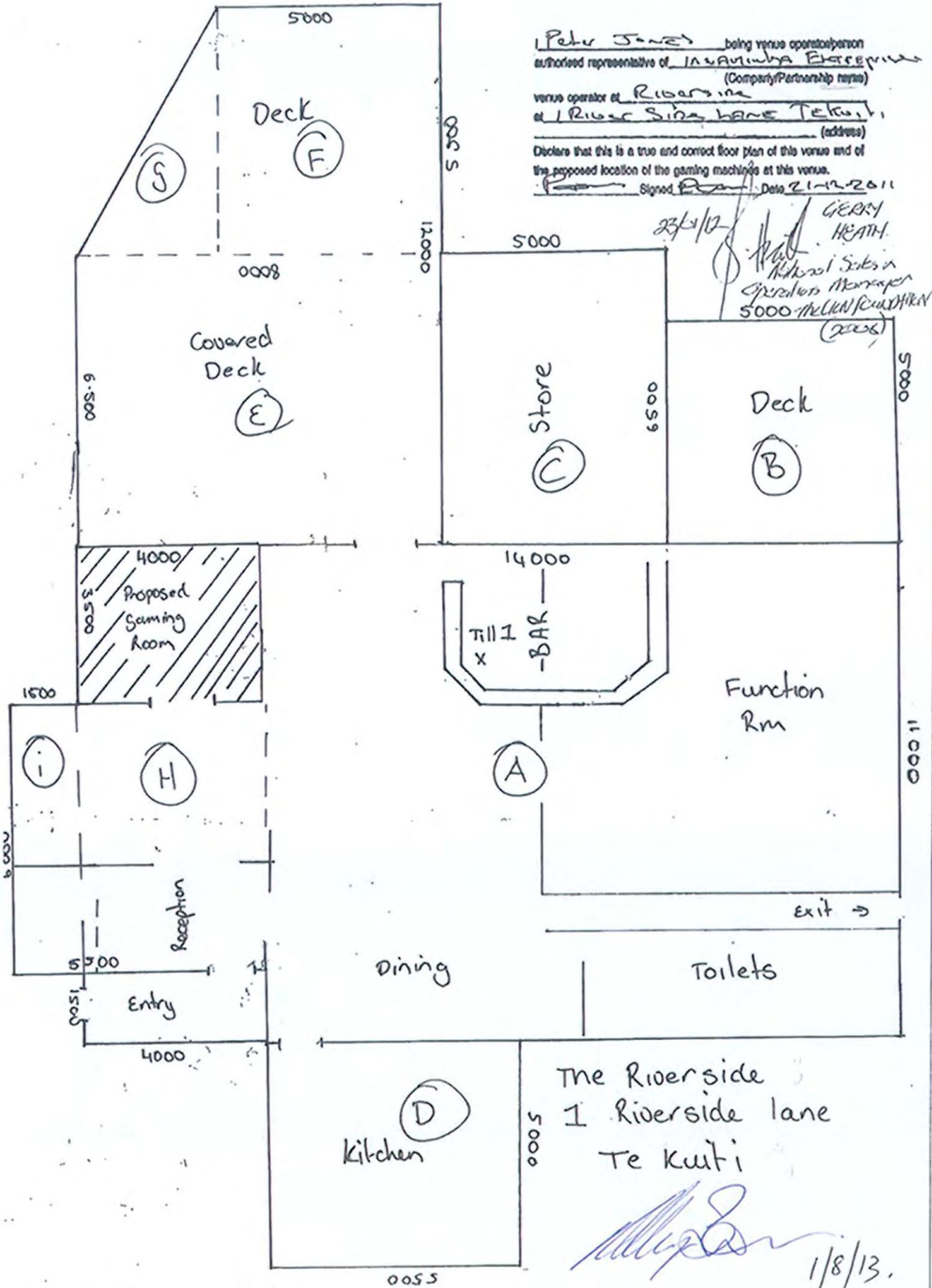
Emma Lamont-Messer
Compliance and Operations Support Manager

emma.lamont-messer@lionfoundation.org.nz

Copy by email: Chris Ryan: chris.ryan@waitomo.govt.nz

I Peter Jones being venue operator/person
 authorized representative of IAVAIWA EREPERU
 (Company/Partnership name)
 venue operator of Riverside
 at 1 Riverside Lane Te Kuiti
 (address)
 Declare that this is a true and correct floor plan of this venue and of
 the proposed location of the gaming machines at this venue.
 Signed Peter Jones Date 21/12/2011

23/1/12
 GERRY HEATH
 National Skills &
 Operation Manager
 5000 McKinnon Street
 (2008)



The Riverside
 1 Riverside lane
 Te Kuiti

[Signature]
 1/8/13.



Waitomo District Council

Gambling (Class 4) Consent

Pursuant to the provisions of Section 100 of the Gambling Act, Waitomo District Council grants consent to **The Lion Foundation** to operate up to five (5) gaming machines at the venue detailed below:

The Riverside
1 Riverside Lane
TE KUITI

CONDITIONS

Gaming machines and or signage relating to or promoting gambling must not be visible from any public place outside the venue.

A handwritten signature in black ink, appearing to read "John Moran", with a checkmark to its right.

JOHN MORAN
MANAGER – REGULATORY SERVICES

14 September 2011

On-Licence

FOR PREMISES

Sections 7 and 114, Sale of Liquor Act 1989

DLA Ref: 019/ON/5/2010

PURSUANT to the Sale of Liquor Act 1989, Innaminka Enterprises Limited is authorised to sell and supply liquor on the premises situated at 1 Riverside Lane Te Kuiti and known as "The Riverside", for consumption on the premises to any person is present on the premises and to allow the consumption of liquor on the premises by any such person. The authority conferred by this licence must be exercised through a manager or managers appointed by the licensee in accordance with Part 6 of the Act.

Conditions

This licence is subject to the following conditions:

- The licensee must have available for consumption on the premises, at all times when the premises are open for the sale of liquor, a reasonable range of non-alcoholic refreshments and low-alcohol beverages.
- No liquor is to be sold or supplied on Good Friday, Easter Sunday, Christmas Day or before 1.00 pm on Anzac Day to any person other than any person who is present on the premises for the purpose of dining.
- Liquor may be sold only on the following days and during the following hours:
Monday to Sunday 7.00 am to 1.00 am the following day; EXCEPT THAT on the Thursday before Good Friday; and on Easter Saturday; and on Christmas Eve; and on the day before Anzac Day, liquor may only be sold between 7.00 am and 12.00 midnight.
- Food must be available for consumption on the premises as follows:
At all times when the premises are authorised to be open for the sale of liquor, food of a range and style similar to that shown on any menu submitted or a range of snack foods in the nature of pies, sandwiches, filled rolls, pizzas and the like, must be conveniently available for all patrons and the availability of those foodstuffs must be notified to them by appropriate notices throughout the premises.
- Each of the following parts of the premises is designated as a supervised area:
Every Bar
- The licensee must ensure that signs are prominently displayed within the licensed premises detailing information regarding alternative forms of transport from the premises.
- The licensee must implement and maintain the steps proposed in the application for the licence aimed at promoting the responsible consumption of liquor.
- The licensee must ensure that the provisions of the Act relating to the sale and supply of liquor to prohibited persons are observed and must display appropriate signs adjacent to every point of sale detailing the statutory restrictions on the supply of liquor to minors and the complete prohibition on sales to intoxicated persons.

The Licensed Premises

In terms of Regulation 7 of the Sale of Liquor Regulations 1990 the sale, supply or consumption of liquor is authorised in the premises generally. The premises situated at 1 Riverside Lane, Te Kuiti are more precisely identified as outlined in the plan date stamped as received by the Waitomo District Licensing Agency on 13 October 2006.

Display of Licence and Principal Entrance/s

A copy of this licence must be displayed at the principal entrance to the premises. The entrance from Riverside Lane is designated as the principal entrance.

Duration

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence continues in force:

- Until the close of the period of 1 year commencing with the date of its issue; or
- If an application for the renewal of the licence is duly made, until the application is determined; or
- If the licence is renewed, until the close of the period for which it is renewed.

Originally Dated at Te Kuiti this 3rd day of March 2006

J A Moran
Secretary

Note: Following approval on 06 May 2010, this licence is issued in place of licence no: 019/ON/1/2006 issued by the Waitomo District Licensing Agency. This licence expires on the same expiry date (or anniversary) as that of the licence it replaces or, if renewed, of the most recent notice of renewal being 3 March 2013



Waitomo
District Council

Document No: 265164	File No: 057/002
Report To: Council	
	Meeting Date: 25 October 2011 Subject: Application for Exemption - Council's Policy on Gambling Venues

Purpose

- 1.1 The purpose of this business paper is to allow Council to consider an application by the Lion Foundation for an exemption to the operation of nine new gaming machines at The Riverside, Te Kuiti.

Background

- 2.1 The Gambling Act 2003 required Council to develop a Gaming Venue Policy to cover Class 4 gaming venues (premises which have non-casino gaming machines).
- 2.2 In 2004 Council developed a Policy on Gambling Venues. Following on from that the Policy was reviewed in 2008 and again in 2011 and council confirmed on both occasions that no change to the Policy was required. Attached to and forming part of this business paper is a copy of Council's current policy on Gambling Venues.
- 2.3 The Policy as it is currently worded acknowledges that gambling may create social problems in the community and for that reason limits new Class 4 venues to a maximum of five gaming machines.

Commentary

- 3.1 Ms Vanessa Shirlow, Compliance Manager for the Lion Foundation has recently applied for an exemption from the limits set in Council's Policy on Gambling to enable installation and operation of nine gaming machines at The Riverside, Te Kuiti. A copy of the Lion Foundation's submission is attached and forms part of this business paper.
- 3.2 Although the Lion Foundation acknowledges that the proposal does not comply with all the provisions of Council's Gambling Policy, the Foundation contends that an exception should be made in this case because:
 - Operating a five machine gaming venue is not financially viable
 - With the expected closure of the Te Kuiti Hotel in 2012 (currently licensed for 18 machines) there will eventually be an overall reduction in machines locally
 - There will be a significant reduction in funds available to community groups if machine numbers are reduced in the area

- 3.3 If Council is of a mind to grant the Lion Foundation request for an exemption for nine gaming machines at The Riverside, then Section 80 of the Local Government Act 2002 (LGA) must be given due consideration.
- 3.4 Section 80(1) of the LGA states:

"If a decision of a local authority is significantly inconsistent with, or is anticipated to have consequences that will be significantly inconsistent with any policy adopted by the local authority or any plan required by this Act or any other enactment, the local authority must when making the decision, clearly identify -

- (a) the inconsistency; and*
- (b) the reasons for the inconsistency; and*
- (c) any intention of the local authority to amend the policy or plan to accommodate the decision*

Conclusion

- 4.1 Council has acknowledged in its policy that gambling can be harmful for some people and for that reason has adopted a policy of controlling the growth of Class 4 gaming machines within the District.
- 4.2 The Gambling Act requires Council to review its Policy on Gambling Venues every three years. As a consequence the Policy has now been reviewed twice and on both occasions (as recently as May 2011) Council confirmed that the Policy did not require amendment.
- 4.3 If Council decides to approve the Lion foundation application, then there would be an obvious need to again review and where necessary amend the Gambling Policy to align the document with Council's new position.

Recommendations

- 5.1 It is recommended that Council not vary the Gambling Venue Policy and decline the request made by the Lion Foundation for an exemption from that Policy.

Suggested Resolutions

- 1 The business paper on Application for Exemption – Policy on Gambling Venues be received.
- 2 Council decline the request by the Lion Foundation to vary the Policy on Gambling Venues so as to increase the number of gaming machines in operation in Waitomo District.

pp 

JOHN MORAN
MANAGER – REGULATORY SERVICES

Attachment: WDC Policy on Gambling Venues
Lion Foundation Application



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www.lionfoundation2008.org.nz

Mr. B. Hanna
Mayor
Waitomo District Council
Queen Street
PO Box 404
Te Kuiti 3941

22 September 2011

262719
0571002

Dear Sir

We have recently applied for Territorial Authority Gambling (Class 4) Consent to operate 9 Gaming Machines at The Riverside in Te Kuiti.

After a conversation with John Moran, the application was amended by email to 5 machines to meet the limits set in your Gambling Policy.

However, since then we have re-considered our position and we would like to request Council approve the original consent application for The Lion Foundation to operate 9 gaming machines at The Riverside.

Section 100(1) of the Gambling Act 2003 requires territorial authorities to determine consent applications in accordance with their Gambling Venue Policy. However, it is possible for a consent to be granted that is contrary to the requirements of a policy, under section 80 of the Local Government Act 2002. Section 80 requires the local authority issuing the consent contrary to a policy to identify the inconsistency and the reasons for it.

The reasons we think Council should issue a consent to The Lion Foundation contrary to current policy are:

- Setting up a gaming operation with 5 machines is not financially viable for a venue operator or for a Society.
- The labour cost incurred alone by a venue operator to operate 5 gaming machines is the same as what it would be to operate 9 gaming machines. However, the Society's ability to reimburse this cost appropriately is limited by only having 5 machines in operation.
- We have been advised the Te Kuiti Hotel is closing soon, potentially as early as March 2012. This existing Lion Foundation venue provides significant grants to the local community which will be lost when the venue closes. A new 5 machine venue will not come close to replacing this loss to the local community.
- The venue operator at The Riverside has indicated to The Lion Foundation that due to the cost implications stated above, they will only consider operating gaming machines at their venue if a nine machine territorial authority consent is granted.

Given these factors we urge Council to consider our original application for Gambling (Class 4) Consent to operate 9 gaming machines at The Riverside.



Kind regards

A handwritten signature in black ink, appearing to read "V Shirlow".

Vanessa Shirlow
Compliance Manager
The Lion Foundation

Enclosed: Copy of Consent application and subsequent email

cc: John Moran, Waitomo District Council



Policy
on
Gambling
Venues

Contents

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1.0 Policy Summary

- 1.1 This policy details the approach taken by Waitomo District Council (WDC) to controlling the number, nature and location of gambling venues within the District as required by the Gambling Act 2003.

2.0 Policy Background

- 2.1 The Gambling Act 2003 (the Act) came into force in September 2003.
- 2.2 The Act has four key objectives:
1. To control the growth of gambling.
 2. To prevent and minimise the harm caused by gambling.
 3. To ensure that money from gambling benefits the community.
 4. To ensure community involvement in decisions about the provision of gambling.
- 2.3 The Act requires WDC to have regard to the social impact of gambling within the District.
- 2.4 The Act allows WDC to control the number, nature and location of Class 4 gaming and Totalisator Agency Board (TAB) venues within the District.
- 2.5 WDC is required to develop a Class 4 and TAB venue policy.
- 2.6 The Act requires new Class 4 gambling venues within the District to obtain a venue consent from WDC as a prerequisite for obtaining a Class 4 venue licence from the Department of Internal Affairs.
- 2.7 WDC acknowledges that gambling may create social problems in the community.

3.0 Definitions

- 3.1 **The Act** shall mean the Gambling Act 2003.
- 3.2 **Council** shall mean the elected members that form the governing body (Council) of the District Council.
- 3.3 **Waitomo District Council (WDC)** shall mean the organisation established to administer Council affairs, conduct operations and bring effect to Council policy and strategies.
- 3.4 **Plans** shall mean Council's Annual Plan, District Plan and Long Term Council Community Plan (LTCCP) or Strategic Plan.
- 3.5 **Class 4 Gambling** shall have the meaning contained in Section 30 of the Act.
- 3.6 **Class 4 Venue** shall mean a place used to conduct Class 4 gambling as outlined in the Gambling Act 2003.
- 3.7 **Gaming Machine** shall mean a device, whether totally or partly mechanically or electronically operated, that is adapted or designed and constructed for use in gambling.
- 3.8 **Harm** means harm or distress of any kind arising from, or caused or exacerbated by, a persons gambling.
- 3.9 **Venue Consent** shall mean approval from the WDC to establish a Class 4 gaming venue within the District.
- 3.10 **Venue Licence** means a Class 4 venue licence.

- 3.11 **District** shall mean the Waitomo District as constituted under Schedule 2 of the Local Government Act 2003.

4.0 Policy Statements

- 4.1 WDC will allow those who are legally entitled to participate in Class 4 gambling to do so within the District.
- 4.2 WDC will control the growth of Class 4 gaming machine numbers within the Waitomo District.
- 4.3 WDC will prohibit the establishment of Class 4 gaming venues adjacent to or directly opposite any kindergarten, early childhood centre, school or place of public worship.
- 4.4 WDC will not consent to any gaming venue increasing the number of gaming machines it is currently operating.
- 4.5 WDC will allow new Class 4 venues to operate a maximum of 5 gaming machines.
- 4.6 The primary activity of any Class 4 gaming venue shall be:
- Clubs for sporting activities or
 - Chartered Clubs or
 - Businesses engaged in the sale of liquor or businesses engaged in the sale of liquor and food for consumption on the premises or
 - TAB agency outlets
- 4.7 In the event of two or more Class 4 gaming venues merging premises, a new venue consent shall be required. Notwithstanding other Council requirements for a venue consent, the venue shall be limited to a total number of gaming machines not exceeding the maximum number allowable for either of the former venues.
- 4.8 Gaming machines must not be the primary activity of any venue used for gaming.
- 4.9 Gaming machines and or signage relating to or promoting gambling must not be visible from any public place outside the venue.
- 4.10 WDC will consider its position in regard to the social impact of gambling within the District at all reviews of this policy.

5.0 Procedures

- 5.1 Applications for a venue consent must be made on the approved form and must be accompanied by the information required by WDC to enable it to consider the application in detail.
- 5.2 WDC will set a venue consent application fee that shall include consideration of:
- the cost of processing the application
 - the cost of triennially reviewing the Class 4 gambling venue
 - a contribution towards the cost of triennial assessments of the economic and social impact of gambling in the District
- 5.3 WDC shall review this policy at least every three years.

EXTRACT FORM

WAITOMO DISTRICT COUNCIL MEETING
DATED: 25 OCTOBER 2011

22.	Application for Exemption – Policy on Gambling Venues	File 057/002
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Council considered a business paper seeking Council’s consideration of an application by the Lion Foundation for an exemption to Council’s Policy on Gambling Venues in regard to the operation of nine new gaming machines at The Riverside, Te Kuiti.

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

Resolution

- 1 The business paper on Application for Exemption – Policy on Gambling Venues be received.

- 2 Council decline the request by the Lion Foundation to vary the Policy on Gambling Venues so as to increase the number of gaming machines in operation in Waitomo District.

- 3 The Lion Foundation be advised that Council will, upon further application by The Lion Foundation, give further consideration to an exemption of its Policy on Gambling Venues at such time as the gaming machines at the Te Kuiti Hotel are no longer in use.

Moved/Seconded Whitaker/Digby Carried

REFERRED TO: Manager – Regulatory Services

ACTIONED AS FOLLOWS:

.....

.....

Executive Office Sign Off

Document No: 315376**File No: 097/001B****Report To: Council****Meeting Date:** 10 October 2013**Subject: Progress Report: Resource Consent Applications**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

Commentary

- 4.1 Commentary on outstanding resource consents is provided below:

4.2 Mokau Sands Limited

- 4.3 In May 2012 Council received a resource consent application from Mokau Sands Limited seeking Councils approval to redevelop the Seaview Motor Camp at Mokau.
- 4.4 The applicant is proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 4.5 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 4.6 A total of 39 submissions were received, some supporting the proposal while others opposed the development.
- 4.7 The applicant subsequently asked for the application to be placed on hold so as to allow ongoing discussions with the Department of Conservation and the NZ Transport Agency. Both organisations lodged submissions on the application and the applicant believed that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 4.8 Recently the applicant met with WDC staff where a revised proposal was outlined. The new proposal will involve the same no of units, however the buildings will be one level, capable of relocation in the event of further erosion and will be designed to blend into the coastal environment rather than intrude upon it.
- 4.9 When the amended application is received by Council the proposal will be reviewed and at that time a decision will be made in terms of the most appropriate way to process the revised proposal.
- 4.10 All submitters have been updated in terms of the delays presently encountered with the application and they have been advised that at this time it is not possible to schedule a hearing.

4.11 Troll Cave Limited

- 4.12 In June 2013 Council received a resource consent application from Troll Cave Limited seeking approval to establish and operate a Troll Cave tourist activity on a site in Waitomo Valley Road, Waitomo.
- 4.13 The Troll Cave will be a family tourist attraction (connected to Waitomo Rock) with a target range of 4 to 10 year old children. It is expected that a significant proportion of the clientele will be persons already visiting Waitomo Rock.
- 4.14 The activity will comprise a new building with a gross floor area of 65m. The building will include a walk through experience with various activities and props.
- 4.15 A key feature of the proposal is the siting of the building in a location which will have limited views from surrounding residential properties and public viewpoints. In particular, the siting of the building will ensure that the building will not be visible from Waitomo Caves Road following the establishment of mitigation planting.
- 4.16 The applicant subsequently submitted a revised application which would give flexibility to allow the Troll Cave to be constructed and operated prior to the construction of Waitomo Rock.

- 4.17 The revised application has been assessed by Councils planning consultants and a conditional consent has been granted which will, if necessary, allow the Troll Cave to be constructed and commence operations before Waitomo Rock is completed.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



JOHN MORAN
MANAGER – REGULATORY SERVICES

September 2013

Attachment: Resource Consent Schedule (Doc 315377)

RESOURCE CONSENTS PROGRESSING AS AT 24 SEPTEMBER 2013

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
090022	Mr E Manawaiti	Three Lot Rural Subdivision, Walker Road	9/6/09	Yes	Property in hazard zone – Geotech report required.	22/6/09						
090026	Greenplan Holdings Ltd	Two Lot Rural Subdivision SH 3, Mahoenui	26/6/09	Yes	Comment required from NZ Transport Agency.	26/6/09						
090037	R & K Pethybridge	Two Lot Residential Subdivision, Ailsa Street, Te Kuiti	31/8/09	Yes	Geotech report required. Applicant is considering other options.							
110019	Mokau Sands Limited	Development of 31 holiday apartments and 50 seat café, Seaview Motor Camp site, Mokau	2/5/12	Yes	Applicant has requested that the application be placed on hold to allow further consideration to take place.	17/5/12						
110024	Waitomo District Council	Earthworks in excess of 2,000m ³	8/9/11	Yes	Affected parties approval required.	19/9/11						
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
130016	MJ & CM Coleman	Proposed retail outlet, Te Kumi Road, Te Kuiti	27/06/13	Yes	Full assessment of environmental effects from the proposal required.							

RESOURCE CONSENTS GRANTED (FOR 2013/14) AS AT 24 SEPTEMBER 2013

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
130013	Rusling Family Trust	2 Lot Residential Subdivision, Hill Street, Te Kuiti	28/05/13	No						No	24/06/13	Conditional Consent Granted 31/05/13
130015	Barnett Farm Limited	Front Yard Dispensation, Ohura Road, Aria	4/06/13	No						No	26/6/13	Conditional Consent Granted 5/6/13
130017	Telecom Mobile Limited	Upgrade of Piopio Mobile Phone Site, SH 3, Piopio	26/7/13	No						No	23/8/13	Conditional Consent Granted 2/8/13
130014	Troll Caves Limited	Establish and operate a Troll Cave Tourist Activity, Waitomo Valley Road, Waitomo	1/5/13		Applicant has asked that the application be placed on hold pending a review of the proposal.		9/8/13			No	24/8/13	Conditional Consent Granted 29/8/13
130020	Pengxin NZ Farm Group Limited	2 Lot Rural Subdivision, Barryville Road, Barryville	5/9/13	No						No	2/10/13	Conditional Consent Granted 11/9/13

Document No: 317341

File No: 037/043

Report To: Council**Meeting Date:** 10 October 2013**Subject: Motion to Exclude the Public for the Consideration of Council Business**

Purpose of Report

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

Commentary

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

Suggested Resolutions

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. 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)
2. Progress Report: Waipa River JMA	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
3. Progress Report: Te Maika Zone – Te Maika Trust Proposal	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. 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)
5. 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)
6. Progress Report: Brook Park Entrance	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. 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)
8. 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)
9. 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)
10. 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)
11. Progress Report: Mangarino Road Property	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
12. Progress Report: Mokau Toilet Effluent Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
13. 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)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
14. Progress Report: School Road Property, Benneydale	7(2)(a) To protect the privacy of natural persons	48(1)(a)
15. 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)
16. Contractual Issues	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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



MICHELLE HIGGIE
EXECUTIVE ASSISTANT