



Agenda Council Meeting

**Tuesday 23 February 2016
9.00am**

**Council Chambers
Queen Street
TE KUITI**



NOTICE OF MEETING

A MEETING OF THE WAITOMO DISTRICT COUNCIL IS TO BE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 23 FEBRUARY 2016 COMMENCING AT 9.00AM

COUNCIL MEMBERS

Mayor Brian Hanna
Cr Terry Davey
Cr Lorrene Te Kanawa

Deputy Mayor Guy Whitaker
Cr Allan Goddard

Cr Phil Brodie
Cr Sue Smith

CHRIS RYAN
CHIEF EXECUTIVE

ORDER PAPER

	Page No.
Items of Business	
1. Council Prayer <i>God Grant us the serenity to accept the things we cannot change The courage to change the things we can And the wisdom to know the difference These things we ask in the name of Our Lord Jesus Christ Amen</i>	
2. Apologies	
3. 9.00am Deputation: Waikato Regional Council – Rising Sea Levels	4
4. Declarations of Member Conflicts of Interest	
5. Verbal Reports: Individual Councillor Roles and Responsibilities	
6. Confirmation of Minutes – 15 December 2015	5 – 14
7. 2015 Triennial General Revaluation – Rating Impact	15 – 25
8. Financial and Non Financial Report for the period ended 31 December 2015	26 – 86
9. Progress Report – Communications Strategy	87 – 94

	Page No.
Items of Business	
10. Waitomo District Christmas Parade 2015	95 – 96
11. Citizens Awards Timeline 2016	97 – 104
12. Adopted Local Alcohol Policy	105 - 124
13. Progress Report: Resource Consent Applications	125 – 130
14. Brook Park Incorporated Society Minutes	131 – 134
15. Progress Report: Les Munro Centre – Staged Upgrade (Courtyard and Kitchen)	135 – 138
16. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – February 2016	139 – 147
17. Progress Report: Solid Waste Activity – February 2016	148 – 152
18. Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (February 2016)	153 – 162
19. Review of Trade Waste Bylaw 2006 – Section 155 LGA Determination Report	163 – 164
20. Progress Report: Road Map Work Programme	165 – 217
21. Motion to Exclude the Public	218 – 219
1. Progress Report: Regulatory Update	220 – 223
2. Progress Report: Investment Property Divestment (Retirement Housing Proposal – Te Kuiti)	224 – 231
3. Progress Report: Waitomo Village Water and Wastewater Services - Current Position and Process Forward	232 – 235
4. Progress Report: Te Kuiti Meat Processors Ltd - Trade Waste Charges & Compliance	236 – 247

PLEASE NOTE

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

Document No: 386184**File No:** 037/042**Report To: Council****Meeting Date:** 23 February 2016**Subject:** **Deputation: Waikato Regional Council – Sea Level Change****Purpose of Report**

- 1.1 The purpose of this business paper is to advise Council that Waikato Regional Council Chair Paula Southgate and Director Tracey May will be in attendance at the meeting at 9.00am to make a presentation on Sea Level Change.

Suggested Resolution

The Deputation: Waikato Regional Council – Sea Level Change be received.

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

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

WAITOMO DISTRICT COUNCIL

MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 15 DECEMBER 2015 AT 9.00AM

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

IN ATTENDANCE: Mike Bain (Waitomo News)

Chief Executive; Executive Assistant; Group Manager – Community Services (for part only); Group Manager – Customer Services (for part only); Environmental & Regulatory Services Leader (for part only); Corporate Planner (for part only); Group Manager – Corporate Services (for part only); Communications Officer (for part only); Community Development Coordinator (for part only); Economic Development Officer (for part only)

1. Council Prayer

2. Apology

File 037/042

Resolution

The apology from Deputy Mayor Whitaker be received and leave of absence granted.

Smith/Davey Carried

3. Declarations of Member Conflicts of Interest
--

File 037/051A

Mayor Hanna indicated a possible conflict of interest in that he is listed as Referee in the Piopio College Trust Inc's Community Partnership Fund Application, however noted that this was due to providing a "Letter of Support" to the Piopio College Trust Inc for use in other Funding Applications.

Councillor Brodie also indicated a possible conflict of interest in that he has made a small donation to the Piopio Community Trust toward the project for which funds are being applied for under Council's Community Partnership Fund Application.

Councillor Te Kanawa indicated a possible conflict of interest in that she is Chairperson for Te Kuiti Community House.

Council agreed that none of the above declarations are an actual conflict of interest for the purpose of this meeting.

4. Confirmation of Minutes – 10 November 2015	File 037/040B
--	----------------------

Resolution

The Minutes of the Waitomo District Council meeting of 10 November 2015 be confirmed as a true and correct record.

Goddard/Davey Carried

5. Confirmation of Minutes – 24 November 2015	File 037/040B
--	----------------------

Resolution

The Minutes of the Waitomo District Council meeting of 24 November 2015, including the public excluded minutes, be confirmed as a true and correct record.

Goddard/Davey Carried

6. Verbal Reports: Individual Councillor Roles and Responsibilities	File 037/040B
--	----------------------

Cr Brodie

- Speed Governance
- Food Premises Stakeholder Workshop
- Piopio College Prizegiving
- Piopio Primary Principal Farewell

Cr Te Kanawa

- Creative Communities
- SportNZ Rural Travel Fund
- Te Kuiti Community House

Cr Goddard

- Benneydale Residents and Ratepayers Assn AGM
- Benneydale Hall Society (and Museum)
- Inframax Construction Ltd

Cr Davey

- Creative Communities
- SportNZ Rural Travel Fund
- Maniapoto Maori Trust Board Symposium
- Food Premises Stakeholder Workshop
- Te Kuiti High School Junior Prizegiving

Cr Smith

- Tere Waitomo
- Sports Awards
- Maniapoto Maori Trust Board Symposium
- Waitomo Caves Museum
- School Prizegiving

Mayor

- CEOs and Mayors – Waipa, Otorohanga and Waitomo
- Friends of Waipa – Christmas Function
- Citizenship Ceremony
- Sports Waikato Board Meeting and AGM
- Piopio College Prizegiving
- Gribbons Road – River Access
- Meeting with Attorney General
- Benneydale School Prizegiving

Resolution

The verbal reports be received.

Brodie/Te Kuiti

Carried

7.	2016 Meeting Schedule	File 037/001B
-----------	------------------------------	----------------------

Council considered a business paper presenting for adoption a Meeting Schedule for the 2016 calendar year.

Resolution

1 The business paper on Council Meeting Schedule for 2016 be received.

2 Council adopt the following Meeting Schedule for 2016:

Tuesday	23 February 2016	February Monthly Meeting
Tuesday	5 April 2016	March Monthly Meeting (deferred by 1 week due to Easter)
Wednesday	27 April 2016	April Monthly Meeting (deferred to Wednesday because of ANZAC Day)
Thursday	19 May 2016	Hearing of Submissions to draft Exceptions Annual Plan
Tuesday	31 May 2016	May Monthly Meeting
Wednesday	8 June 2016	Deliberation of Submissions to draft Exceptions Annual Plan
Tuesday	28 June 2016	June Monthly Meeting (including adoption of Exceptions Annual Plan)
Thursday	28 July 2016	July Monthly Meeting (deferred to Thursday to prevent clash with LGNZ AGM and Conference)
Tuesday	30 August 2016	August Monthly Meeting
Thursday	6 October 2016	September Monthly Meeting (deferred to enable adoption of Annual Report prior to Triennial Elections)
Wednesday	26 October 2016	October Monthly Meeting (deferred to Wednesday because of Labour Day)
Tuesday	29 November 2016	November Monthly Meeting

Tuesday 13 December 2016

December Monthly Meeting (last meeting of the calendar year)

Smith/Brodie Carried

The Group Manager – Corporate Services and Communications Officer entered the meeting at 9.19am

8. Adoption of the Communications Strategy	File 004/004A
---	----------------------

Council considered a business paper presenting the Draft Communications Strategy for Council's consideration and adoption.

Resolution

- 1 The business paper on Adoption of the Communications Strategy be received.
- 2 The Waitomo District Council Communications Strategy 2015 be adopted subject to correction on page 5

Te Kanawa/Goddard Carried

The Environmental & Regulatory Services Leader left the meeting at 9.24am.

9. 2015 Community Partnership Fund – Consideration of Funding Applications	File 400/130M
---	----------------------

Council considered a business paper seeking resolution as to allocation of the 2015 Community Partnership Fund, as workshopped by Council prior to this meeting.

Resolution

- 1 The business paper on 2015 Community Partnership Fund – Consideration of Funding Applications be received.
- 2 Council approve Community Partnership Fund Grants as follows:

Applicant	Grant Amount
Citizens Advice Bureau Te Kuiti Inc	\$1,925.00
Te Kuiti Lyceum Club Inc	\$1,705.00
Tainui Historical Society	\$5,000.00
Piopio College Trust	\$10,000.00
Total	<u>\$18,630.00</u>
Balance	<u>\$6,370.00</u>

- 3 Council not approve a second funding round in February/March 2016 as per the Community Development Fund Policy, and the unexpended balance remaining in the Community Partnership Fund to be held over to the November/December 2016 funding round.
- 4 The Community Development Fund – Community Partnership Fund Application Form be updated to include in the Checklist on page 6: “Attached Information relating to other Funding?”

Te Kanawa/Davey Carried

Desiree Brown, Te Kuiti Community House Coordinator entered the meeting at 9.26am.

The Group Manager – Customer Services and Community Development Officer entered the meeting at 9.28am

The Environmental & Regulatory Services Leader entered the meeting at 9.30am.

10. Deputation: Te Kuiti Community House	File 037/042
---	---------------------

Council received a Deputation from Councillor Te Kanawa (as Te Kuiti Community House Chairperson) and Desiree Brown, Te Kuiti Community House Coordinator providing an update on 2015 achievements and goals set for 2016.

Resolution

The Deputation from Te Kuiti Community House be received.

Davey/Smith Carried

The meeting adjourned for morning tea at 9.41am and reconvened at 10.02am.

Desiree Brown left the meeting at 10.02am.

The Corporate Planner entered the meeting at 10.02am.

11. Adoption of Fees for Functions under the Food Act 2014	File 335/004
---	---------------------

Council considered a business paper present for consideration and adoption proposed fees for functions under the Food Act 2014.

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

Resolution

- 1 The business paper on Adoption of fees for functions under the Food Act 2014 be received.
- 2 The following fees for functions under the Food Act 2014 be adopted.

All administration and verification activities including annual verification, reporting, non conformance visits and any activity not specified in the schedule below.	\$130 per hour
Application for new registration of Template Food Control Plan	\$180
Application for renewal of registration of Template Food Control Plan	\$160
Application for amendment of registration of Template Food Control Plan	\$150
Voluntary suspension of Template Food Control Plan	\$85
Application for new registration of premises under a National Programme	\$120
Application for renewal of registration of premises under a National Programme	\$100
Voluntary suspension of National Programme	\$85
Issue of improvement notice, or review of an improvement notice	\$150 plus hourly rate after the first hour.
Application for statement of compliance.	\$150 plus hourly rate after the first hour.

Brodie/Davey Carried

12. Adoption of Dog Control Policy and Bylaw	File 037/054A
---	----------------------

Council considered a business paper presenting the 2015 version of the Dog Control Policy and Bylaw to Council for consideration and adoption.

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

Resolution

- 1 The business paper on Adoption of Dog Control Policy and Bylaw be received.
- 2 The Waitomo District Dog Control Policy 2015 be adopted as amended pursuant to the Dog Control Act 1996.
- 3 The Waitomo District Dog Control Bylaw 2015 be adopted pursuant to the Dog Control Act 1996 as the most appropriate form of Bylaw that does not

give rise to any implications under the New Zealand Bill of Rights Act 1990, all pursuant to sections 145, 146, 155 and 156 of the Local Government Act 2002 and the Dog Control Act 1996.

- 4 The Waitomo District Dog Control Policy 2015 and the Waitomo District Dog Control Bylaw 2015 become operative on 21 December 2015 and the Waitomo District Dog Control Bylaw 2009 be revoked as at that date.

Te Kanawa/Goddard Carried

13. Motion to Exclude the Public for the consideration of:	File 037/043
---	---------------------

Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

Resolution

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree that the following staff, having relevant knowledge, remain in attendance:

Chris Ryan, Chief Executive
Michelle Higgie, Executive Assistant
John De Luca, Group Manager – Community Services
Helen Beever, Group Manager – Customer Services
Elsa du Toit, Environmental & Regulatory Services Leader,
Rachel Laver, Economic Development Officer
Jo Gread, Corporate Planner
Christiaan van Rooyen, Group Manager – Assets
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

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

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: Health Rivers Wai Ora	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: WMF Work Streams – Waikato Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Smith/Davey Carried

There being no further business the meeting closed at 10.37am

Dated this 15th day of December 2015.

BRIAN HANNA
MAYOR

Confidential

Confidential

Document No: 385154**File No:** 130/008C**Report To: Council****Date:** 23 February 2016**Subject:** 2015 Triennial General Revaluation – Rating Impact

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the rating impact of the district revaluation process carried out in September 2015. The report provides a high level summary on the changes to rateable capital values and provides examples of the impact to individual properties by area across the district.

Background

- 2.1 The Rating Valuations Act 1998 requires that every property in New Zealand must be revalued for rating purposes at least once every three years.
- 2.2 The last revaluation for the Waitomo District occurred in September 2002 and therefore the revaluation was due to be undertaken again in September 2015.
- 2.3 As Council's appointed Valuation Service Provider, Quotable Value New Zealand (QV) undertook the revaluation on behalf of Council.
- 2.4 The 2015 General revaluation was carried out under the Rating Valuations Act 1998 and the Rating Valuations Rules (LINZS30300) which were effective from 1 October 2010.
- 2.5 The Office of the Valuer General (OVG) reviewed the district revaluation and approved the 2015 Waitomo District General Valuation for implementation.
- 2.6 QV presented the key highlights of the 2015 General Valuation to Council at the October 2015 Council meeting.
- 2.7 The objection close off date for the General Revaluation was 4 December 2015. Council received 42 objections, which have all been processed by Quotable Value to date except for one. The remaining objection is expected to be processed within the next month. With the exception of the one outstanding objection, all property owners have been notified of the outcome of their objection.
- 2.8 One objector has lodged his objection with the Land Valuation Tribunal as he is not satisfied with the outcome of his original objection. This process will now be progressed between the objector and QV via the Land Valuation Tribunal.
- 2.9 As a result of their objection, 37 rating units have had a value change. 17 rating units had a capital value decrease and 20 had a capital value increase.
- 2.10 The overall change in value as a result of the objections was a capital value decrease of \$350,400. The overall change from objections has not materially impacted on the overall valuation basis that was presented at the October 2015 meeting.

2.11 The values from the 2015 district revaluation will be used for rating purposes from 1 July 2016.

Summary of Valuation

- 3.1 The overall value of the Waitomo District is **\$3.045 billion** (including non-rateable properties), which is **2.0 %** higher than the 2012 values.
- 3.2 The key highlights from the 2015 Revaluation are summarised in the following tables taken from the original basis presented to Council by QV in October 2015.
- 3.3 The figures given in the basis documents provided by QV and the tables and commentary in this section, detail the changes to all assessments in the district. This includes both **rateable** and **non-rateable properties**.

3.4 Capital and Land Value Changes by Category (from the Basis document)

Category	Capital Value Change (%)	Land Value Change (%)
Commercial	1.4	1.8
Industrial	4.7	-0.5
Residential	-1.2	-3.0
Dairy	1.8	2.2
Pastoral	1.3	1.2
Lifestyle	0.0	-0.4
Forestry	0.0	0.0
Horticulture	0.0	0.0
Minerals	0.3	2.1
Specialist	0.0	0.0
Other	6.3	1.8
Utilities	18.4	-84.3
Total	2.0	0.7

3.5 Average Residential Movement by Location (from the Basis document)

Roll	Location	No. of Properties	Average 2015 CV	Average 2015 LV	% Change CV	% Change LV
5791	Marokopa	197	165,920	92,730	-0.4	0.0
5811	Waitomo Caves	63	91,980	39,230	0.8	0.4
5821	Piopio Surrounds	16	74,060	15,120	0.0	0.0
5831	Awakino	218	228,410	134,760	0.4	-8.0
5851	Te Anga	66	13,410	1,460	0.1	0.0
5862	Kopaki, SHWay 30	16	22,970	3,960	0.0	0.0
5865	Bennydale	127	34,450	5,090	-11.6	0.0
5880	Piopio	161	111,000	13,520	-11.5	-0.5
5884-87	Te Kuiti	1577	130,650	37,170	-0.2	-0.3

- 3.6 The Waitomo District comprises 5,861 rateable assessments. The majority of properties in the District are Residential (42%), followed by Lifestyle (23%), Pastoral (14%) and Other and Utilities (9%).

(Other Properties are defined as generally non-economic in use, being of a government, civic, or recreational nature including reserves, churches, halls, sports grounds, utilities, schools and hospitals. These properties are spread throughout the District and have a wide range of uses and values.)

- 3.7 Pastoral properties make up the majority of value in the District (50% based on **capital** value), followed by Dairy (12%), Residential (10%) and Lifestyle (10%).

Impact of Changes in Rateable Capital Values

- 4.1 Overall the effect of the revaluation has resulted in small changes in capital values/rates for residential, lifestyle, dairy and commercial/industrial properties. There were slightly bigger increases in capital values for pastoral, but some of this has been offset by the significant increase in the value of the utility classified properties.
- 4.2 The significant increase in capital value of the utilities owned by Maui Developments (Gas Transmission) and Waitomo District Council (Te Kuiti Wastewater network) has meant that their liability for rates charged on the basis of capital value has increased significantly also. This impacts the rest of the rateable properties in the district by reducing their liability.
- 4.3 From Council's perspective, the critical issue is what effect the valuation has on **rateable values and the rates liability that results** on an individual property basis.
- 4.4 The table below shows the rateable capital value for each of the 5 rates that we assess on the basis of capital value. The first column shows the capital value prior to the district revaluation (from the rates model used to calculate the 2015/2016 rates) and the second column the capital value after the implementation of the district revaluation and objection period.
- 4.5 The new values were taken from the Rating Information Database on 4 February 2016. It is important to note that the values include the changes resulting from any building consents and subdivisions processed during the 2015/2016 rating year and not the effect of the valuation alone.

Rate Description	Capital Value used for calculating 2015/2016 rates (\$)	Rateable Capital Value following the District Revaluation (\$)	Change in total Capital Value %	Rate per \$100 of Capital Value 2015/2016	Rate per \$100 of Capital Value following the District Revaluation
General Rate	2,862,690,750	2,920,634,801	2.0%	0.13793	0.13519
Roads & Footpaths Rate	2,862,690,750	2,920,634,801	2.0%	0.22285	0.21843
District Development Rate – Rural Business	1,925,313,000	1,956,783,550	1.63%	0.00570	0.00561
District Development Rate – Commercial Business	297,001,550	327,553,501	10.29%	0.03699	0.03354
Urban Stormwater – Capital Value	296,445,800	296,564,750	0.04%	0.04965	0.04963

4.6 From a **rating** perspective, had the revaluation figures been used to calculate the 2015/16 rates based on property values as at 1 July 2015:

- 737 properties would have had an increase in rates
- 4,634 properties would have had a decrease in rates (of which 1,792 would have less than \$10 change)
- 169 properties would have had no change
- The highest rates increases would have related to the utility properties (as detailed in the examples attached) followed by \$6,857 relating to a pastoral property in Te Anga. The maximum decrease would have been \$9,447, which relates to a utility property owned by Trans Power NZ.
- There would have been 100 properties with a rates increase over \$500 and 97 properties with a decrease over \$500.

4.7 As a result of the utility properties picking up 'a bigger share of the pie', even properties that had no change in capital value or a small increase during the revaluation received a rates decrease on the rates charged on the basis of value.

Individual Property Examples

5.1 The average capital value (CV) change for **rateable properties** by property category is given in the following table.

Category	Average CV change for rateable properties %
Residential	0.54% decrease
Commercial	0.65% increase
Lifestyle <i>(NB: Of the 1,289 rateable properties, 1,159 of these received no change in CV)</i>	1.39% increase
Pastoral	4.01% increase
Dairy	1.59% increase
Utilities	6.61% increase

5.2 Individual property examples have been produced to give an indication of the effect of the revaluation on properties if the updated values had been used for the current year. The examples are given in Appendix 1.

5.3 The examples have been calculated using the new capital values resulting from the district revaluation and the current year budget (2015/2016). The values were taken from the Rating Information Database on 4 February 2016.

5.4 It should be noted that the values also include the changes resulting from the revaluation objections and building consents processed during the 2015/2016 rating year. Properties that have been subdivided during the 2015/2016 rating year have not been included in the analysis as the true change in value is not clear and would distort the averages.

- 5.5 The sample properties were selected to represent the properties that are as close to the average change in capital value as possible. For some areas, it was difficult to identify a property close to the average for some property categories due to the low number of the properties in the category in a particular area (ie, dairy properties in the Benneydale and Mokau areas).

Suggested Resolution

The business paper on the 2015 Triennial General Revaluation – Rating Impact be received.



VIBHUTI CHOPRA
GROUP MANAGER CORPORATE SERVICES

16 February 2016

Attachment 1: Rates Examples by area and Utilities (385177)

Te Kuiti Rates Examples

Te Kuiti Residential

39 Rata Street, Te Kuiti	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG OBS OI	132,000	132,000	0.00%				
General Rate				182.05	178.45	- 3.60	-2.0%
Roads and Footpaths Rate				294.15	288.35	- 5.80	-2.0%
Stormwater Rate				65.55	65.50	- 0.05	-0.1%
Total Annual Rates				3,261.75	3,252.30	- 9.45	-0.3%

Te Kuiti Commercial

63 Te Kumi Road, Te Kuiti	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
BLDG OI	205,000	215,000	4.88%				
General Rate				282.75	290.65	7.90	2.8%
Roads and Footpaths Rate				456.85	469.60	12.75	2.8%
Stormwater Rate				101.80	106.70	4.90	4.8%
Dist Development Commercial				75.85	72.10	- 3.75	-4.9%
Total Annual Rates				5,182.25	5,204.05	21.80	0.4%

Te Kuiti Lifestyle

193 Tate Road, Te Kuiti	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG FG OBS OI	380,000	380,000	0.00%				
General Rate				524.15	513.70	- 10.45	-2.0%
Roads and Footpaths Rate				846.85	830.05	- 16.80	-2.0%
Total Annual Rates				2,426.00	2,398.75	- 27.25	-1.1%

Te Kuiti Pastoral

953 State Highway 3, Te Kuiti	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG OB OI FG	2,705,000	2,770,000	2.40%				
General Rate				3,731.00	3,744.75	13.75	0.4%
Roads and Footpaths Rate				6,028.10	6,050.50	22.40	0.4%
Dist Development Rural Business				154.20	155.40	1.20	0.8%
Total Annual Rates				10,880.30	10,917.65	37.35	0.3%

Te Kuiti Dairy

1254 State Highway 3, Te Kuiti	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG FG OBS OI	1,383,000	1,401,000	1.30%				
General Rate				1,907.55	1,894.00	- 13.55	-0.7%
Roads and Footpaths Rate				3,082.00	3,060.20	- 21.80	-0.7%
Dist Development Rural Business				78.85	78.60	- 0.25	-0.3%
Total Annual Rates				6,035.40	5,999.80	- 35.60	-0.6%

Piopio Rates Examples

Piopio Residential

64 Moa Street, Piopio	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG OI	100,000	90,000	-10.00%				
General Rate				137.95	121.65	- 16.30	-11.8%
Roads and Footpaths Rate				222.85	196.60	- 26.25	-11.8%
Total Annual Rates				3,782.80	3,740.25	- 42.55	-1.1%

Piopio Commercial

12 Ruru Street, Piopio	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
BLDG OBS OI	410,000	420,000	2.44%				
General Rate				565.50	567.80	2.30	0.4%
Roads and Footpaths Rate				913.70	917.40	3.70	0.4%
Dist Development Commercial				151.65	140.85	- 10.80	-7.1%
Total Annual Rates				8,382.85	8,378.05	- 4.80	-0.1%

Piopio Lifestyle

25 Kea Street, Piopio	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG OBS OI	175,000	175,000	0.00%				
General Rate				241.40	236.60	- 4.80	-2.0%
Roads and Footpaths Rate				390.00	382.25	- 7.75	-2.0%
Total Annual Rates				4,053.40	4,040.85	- 12.55	-0.3%

Piopio Pastoral

Mangaotaki Road, Piopio	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
FG OI	600,000	620,000	3.33%				
General Rate				827.60	838.20	10.60	1.3%
Roads and Footpaths Rate				1,337.10	1,354.25	17.15	1.3%
Dist Development Rural Business				34.20	34.80	0.60	1.8%
Total Annual Rates				3,147.90	3,176.25	28.35	0.9%

Piopio Dairy

State Highway 3, Piopio	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG OB OI FG	3,100,000	3,110,000	0.32%				
General Rate				4,275.85	4,204.40	- 71.45	-1.7%
Roads and Footpaths Rate				6,908.35	6,793.15	- 115.20	-1.7%
Dist Development Rural Business				176.70	174.45	- 2.25	-1.3%
Total Annual Rates				12,309.90	12,121.00	- 188.90	-1.5%

Benneydale Rates Examples

Benneydale Residential

22 Georgetti Street, Benneydale	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG OBS OI	44,000	40,000	-9.09%				
General Rate				60.70	54.10	- 6.60	-10.9%
Roads and Footpaths Rate				98.05	87.35	- 10.70	-10.9%
Total Annual Rates				3,550.75	3,533.45	- 17.30	-0.5%

Benneydale Commercial

Maraeroa Road, Pureora	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
BLDG OB OI 2 CHALET	440,000	445,000	1.14%				
General Rate				606.90	601.60	- 5.30	-0.9%
Roads and Footpaths Rate				980.55	972.00	- 8.55	-0.9%
Dist Development Commercial				162.75	149.25	- 13.50	-8.3%
Total Annual Rates				3,465.20	3,437.85	- 27.35	-0.8%

Benneydale Lifestyle

488 Tapuwae Road, Benneydale	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG FG OB OI	228,000	228,000	0.00%				
General Rate				314.50	308.25	- 6.25	-2.0%
Roads and Footpaths Rate				508.10	498.00	- 10.10	-2.0%
Total Annual Rates				1,714.60	1,698.25	- 16.35	-1.0%

Benneydale Pastoral

State Highway 30, Benneydale	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
FG OBS OI	710,000	744,000	4.79%				
General Rate				979.30	1,005.80	26.50	2.7%
Roads and Footpaths Rate				1,582.25	1,625.10	42.85	2.7%
Dist Development Rural Business				40.45	41.75	1.30	3.2%
Total Annual Rates				3,494.00	3,564.65	70.65	2.0%

Benneydale Dairy

537 Tapuwae Road, Benneydale	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
3 DWG OBS OI FG	5,430,000	6,000,000	10.50%				
General Rate				7,489.60	8,111.40	621.80	8.3%
Roads and Footpaths Rate				12,100.75	13,105.80	1,005.05	8.3%
Dist Development Rural Business				309.50	336.60	27.10	8.8%
Total Annual Rates				22,437.85	24,091.80	1,653.95	7.4%

Mokau Rates Examples

Mokau Residential

43A Aria Terrace, Mokau	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG OBS OI	340,000	350,000	2.94%				
General Rate				469.00	473.20	4.20	0.9%
Roads and Footpaths Rate				757.70	764.50	6.80	0.9%
Total Annual Rates				3,677.65	3,688.65	11.00	0.3%

Mokau Commercial

55 North Street, Mokau	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
BLDG OBS OI	485,000	485,000	0.00%				
General Rate				668.95	655.65	- 13.30	-2.0%
Roads and Footpaths Rate				1,080.80	1,059.40	- 21.40	-2.0%
Dist Development Commercial				179.40	162.65	- 16.75	-9.3%
Total Annual Rates				3,893.15	3,841.70	- 51.45	-1.3%

Mokau Lifestyle

5453 State Highway 3, Mokau	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG FG OBS OI	337,000	337,000	0.00%				
General Rate				464.80	455.60	- 9.20	-2.0%
Roads and Footpaths Rate				751.00	736.10	- 14.90	-2.0%
Total Annual Rates				3,666.80	3,642.70	- 24.10	-0.7%

Mokau Pastoral

1535 Taumatamaire Road, Awakino	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
2 DWG FG OBS OI	2,330,000	2,390,000	2.58%				
General Rate				3,213.75	3,231.05	17.30	0.5%
Roads and Footpaths Rate				5,192.40	5,220.50	28.10	0.5%
Dist Development Rural Business				132.80	134.10	1.30	1.0%
Total Annual Rates				10,253.95	10,300.65	46.70	0.5%

Mokau Dairy

344 Awakau Road, Awakino	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG OB OI FG	1,690,000	1,880,000	11.24%				
General Rate				2,331.00	2,541.55	210.55	9.0%
Roads and Footpaths Rate				3,766.15	4,106.50	340.35	9.0%
Dist Development Rural Business				96.35	105.45	9.10	9.4%
Total Annual Rates				7,085.50	7,645.50	560.00	7.9%

Waitomo Rates Examples

Waitomo Residential

301 Te Anga Road, Waitomo	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG OI	244,000	245,000	0.41%				
General Rate				336.55	331.20	- 5.35	-1.6%
Roads and Footpaths Rate				543.75	535.15	- 8.60	-1.6%
Total Annual Rates				1,847.30	1,833.35	- 13.95	-0.8%

Waitomo Commercial

2 Waitomo Village Road, Waitomo	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
LODGE OBS OI	305,000	300,000	-1.64%				
General Rate				420.70	405.55	- 15.15	-3.6%
Roads and Footpaths Rate				679.70	655.30	- 24.40	-3.6%
Dist Development Commercial				112.80	100.60	- 12.20	-10.8%
Total Annual Rates				2,180.20	2,128.45	- 51.75	-2.4%

Waitomo Lifestyle

346 Te Anga Road, Waitomo	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG OBS OI	427,000	427,000	0.00%				
General Rate				588.95	577.25	- 11.70	-2.0%
Roads and Footpaths Rate				951.55	932.70	- 18.85	-2.0%
Total Annual Rates				2,507.50	2,476.95	- 30.55	-1.2%

Waitomo Pastoral

185 Waipapa Road, Oparure	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG FG OBS OI QUARRY	1,260,000	1,325,000	5.16%				
General Rate				1,737.90	1,791.25	53.35	3.1%
Roads and Footpaths Rate				2,807.90	2,894.20	86.30	3.1%
Dist Development Rural Business				71.80	74.35	2.55	3.6%
Total Annual Rates				5,584.60	5,726.80	142.20	2.5%

Waitomo Dairy

507 Waitomo Caves Road, Waitomo	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
DWG FG OBS OI	965,000	980,000	1.55%				
General Rate				1,331.00	1,324.85	- 6.15	-0.5%
Roads and Footpaths Rate				2,150.50	2,140.60	- 9.90	-0.5%
Dist Development Rural Business				55.00	55.00	-	0.0%
Total Annual Rates				4,503.50	4,487.45	- 16.05	-0.4%

Utility Rates Examples

Utility (Te Kuiti Wastewater)

Te Kuiti	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
OI PIPES	7,994,000	10,967,000	37.19%				
General Rate				11,026.12	14,826.29	3,800.16	34.5%
Roads and Footpaths Rate				17,814.63	23,955.22	6,140.59	34.5%
Dist Development Commercial				2,956.98	3,678.33	721.35	24.4%
Total Annual Rates				31,797.75	42,459.85	10,662.10	33.5%

Utility (Maui Developments Gas Transmission)

District	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
OI PIPES	48,550,000	78,500,000	61.69%				
General Rate				66,965.02	106,124.13	39,159.11	58.5%
Roads and Footpaths Rate				108,193.68	171,467.55	63,273.88	58.5%
Dist Development Commercial				17,958.65	26,328.90	8,370.26	46.6%
Total Annual Rates				193,117.30	303,920.55	110,803.25	57.4%

Utility (The Lines Company)

District	Capital Value Sep 12	Capital Value Sep 15	Capital Value % Change	Actual Rates 2015/2016	Estimated Rates using new Capital Value (2015/16 budget)	Change \$	Change %
CABLE OI	4,587,000	5,234,000	14.11%				
General Rate				6,326.85	7,075.85	749.00	11.8%
Roads and Footpaths Rate				10,222.13	11,432.63	1,210.50	11.8%
Dist Development Commercial				1,696.73	1,755.48	58.75	3.5%
Total Annual Rates				18,245.75	20,264.00	2,018.25	11.1%

Document No: 384047

File No: 100/018B

Report To: Council**Meeting Date:** 23 February 2016**Subject:** **Financial and Non Financial Report for the period ended 31 December 2015****Purpose of Report**

- 1.1 The purpose of this business paper is to present the Financial and Non Financial Report for the period ended 31 December 2015.

Local Government Act S.11A Considerations

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

Risk Considerations

- 3.1 There is potential risk that the year to date expenditure presented in this report is understated due to all costs incurred during the period not being included. This could be caused by an invoice not being received or an accrual not being included in the accounts. Processes and checking procedures are in place to mitigate this risk as much as possible.
- 3.2 There is potential risk that some revenue included in the financial statements is subsequently not converted to cash or cash equivalents due to dispute by the customer or ratepayer. The raising of invoices and recognition of income is carried out with management review and approval to minimise this risk and trade debtors and other receivables are actively monitored and reviewed.
- 3.3 Depreciation could be materially different in this report compared with the year end result due to asset additions and disposals in the process of being completed. The depreciation on additions is estimated for the purpose of this report.

Background

- 4.1 The period covered by this report is 1 July 2015 to 31 December 2015.
- 4.2 The order of the report is as follows:
- **Summary Income Statement** with comments detailing significant variances to the year to date budget on Council's operating performance for the period ended 31 December 2015.
 - **Summary Balance Sheet** with comments detailing significant balance sheet movements from 1 July 2015 to 31 December 2015.
 - **Capital Expenditure** summary with commentary on material variances of expenditure for the period compared with the LTP 2015/16.

- **Summary Treasury Management** which reports on the Public Debt position, cash reserves and significant treasury transactions.
- **Cost of Service Statement** Summary and Cost of Service Statements for Council's ten significant activities are presented in **Appendix 1**.
- **Balance Sheet** as at 31 December 2015 is presented in **Appendix 2**.
- **Treasury Management Report** from Bancorp Treasury Services Limited (BTSL), Council's treasury management advisors is presented in **Appendix 3**.
- **Performance Management Report** on Levels of Service and Key Performance Indicators **Appendix 4**.

4.3 All figures in the tables, except percentages, are expressed in thousands of dollars (\$000s).

Financial Report to 31 December 2015

5.1 INCOME STATEMENT HIGHLIGHTS

5.2 Set out below is the summary of financial information for the period to 31 December 2015. Detailed Cost of Service Statements are attached as **Appendix 1**.

FINANCIAL HIGHLIGHTS (Amounts in \$1000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Dec 2015	YTD Actual Dec 2015	Variance Dec 2015	% Variance
Total Expenditure						
- Direct Operating	12,187	13,926	7,305	7,244	(61)	
- Indirect Operating	12,341	12,868	6,326	5,706	(620)	
Total Expenditure	24,528	26,794	13,631	12,950	(681)	-5%
Total Revenue						
- Operating Revenue	(11,444)	(10,757)	(4,020)	(4,158)	(138)	
- Rates Revenue	(18,263)	(18,939)	(9,675)	(9,659)	16	
Total Revenue	(29,707)	(29,696)	(13,695)	(13,817)	(122)	1%
Net Operating Cost/(Surplus)	(5,179)	(2,902)	(64)	(867)	(803)	1255%
Other Comprehensive Revenue and Expense						
- Revaluation of Property, plant and equipment	(6,108)	0	0	0	0	
- Gains/Losses from Cash Flow Hedges	1,089	0	0	0	0	
Total Other Comprehensive Revenue and Expense	(5,019)	0	0	0	0	
Total Comprehensive Income for the Year	(10,198)	(2,902)	(64)	(867)	(803)	1255%

5.3 **Net Operating Surplus:** The net operating surplus of \$867,000 was \$803,000 more than budget for the quarter ended 31 December 2015.

5.4 **Operating Expenditure** was 5% (\$681,000) less than budget forecast for the period ended 31 December 2015.

- **Direct Operational expenditure** was \$61,000 less than budget. The main contributors to this variance in order of magnitude are:
 - **Roads and Footpaths:** \$207,000 less than budget due mainly to the change of the road maintenance contractor to a new supplier and weather in the

early part of the financial year also delayed some programmed works. In particular network and asset management, professional and administration services, community safety, unsealed pavement maintenance are less than year to date forecast, however first response emergency reinstatement and expenditure on traffic services (lighting and signage) is more than budget.

- Community Service: \$139,000 less than budget due to seasonal works not yet being carried out and repairs and maintenance budgets not being spent as yet. These are carried out on an as required basis through the year.

These have been offset by:

- Water Supply: \$247,000 more than budget due to additional contractor costs required for health and safety reasons, supervision and safety inspections. There have also been additional costs for Te Kuiti for mechanical, electrical and SCADA operational aspects associated with the treatment plant upgrade and reservoir rehabilitation.
- Sewerage: \$124,000 more than budget mainly due to additional operational costs at the waste water treatment plant; including mechanical and electrical maintenance, trade waste sampling and chemicals to treat high nutrient loads being received.

- **Indirect expenditure** was \$620,000 less than budget for the following reasons:

- Allocated Costs: \$120,000 less than budget due to Staff costs, Human Resources costs and Information Services were tracking less than budget at half year time.
- External Interest: \$390,000 less than budget due to the weighted average interest rate applicable being lower than budgeted during the period (4.57%). The other reason was that the budgeted interest cost was based on 1 July 2015 projected public debt of \$47.7 million while the actual public debt at that date was \$46.1 million.
- Depreciation: \$110,000 less than forecast due to a variance in capital works in 2014/15 (on which depreciation was based) from budget mainly for roads.

5.5 **Total Revenue** was \$122,000 more than budget for the period ended 31 December 2015.

- **Operating Revenue** was \$138,000 more than budget. The main contributors to this variance are:

- Sewerage: \$199,000 more than budget due to additional Trade Waste revenue.
- Roads and Footpaths: \$126,000 less than budget due to less works being completed than expected and therefore lesser subsidy being received. It is expected that this will be made up as the year progresses.
- Community Development: \$57,000 more than budget due to grant revenue of \$36,000 received from Ministry of Social Development and \$17,000 carried over from the previous year for the Reducing Risk Project, Social Sector Trials and Youth Programmes. These grants are expected to be fully spent on these initiatives in the course of the year.

- **Rates Revenue** was \$16,000 less than budget due mainly to less metered water rates revenue being received.

6.1 **BALANCE SHEET HIGHLIGHTS**

- 6.2 Balance Sheet highlights presented below show the movement in Council's financial position from 30 June 2015 to 31 December 2015. The complete Balance Sheet is attached as **Appendix 2**.

BALANCE SHEET HIGHLIGHTS (Amounts in \$1000's)	Actual Position 30 Jun 2015	Actual Position 31 Dec 2015	Movement from 30 Jun 2015
Assets			
- Cash and cash equivalents	2,457	312	(2,145)
- Receivables	5,561	5,178	(383)
- Other current assets	138	138	0
- Other financial assets	3,388	3,388	0
- Non-current assets	328,884	329,687	803
- Derivative financial instruments	153	153	0
TOTAL ASSETS	340,581	338,856	(1,725)
Liabilities			
- Other Liabilities	5,819	3,672	(2,147)
- Total Borrowings	46,139	45,694	(445)
- Derivative financial instruments	1,013	1,013	0
Total Liabilities	52,971	50,379	(2,592)
Equity			
- Equity	287,610	288,477	867
TOTAL LIABILITIES AND EQUITY	340,581	338,856	(1,725)

- 6.3 **Total Assets** have decreased from \$340.6 million to \$338.9 million.

- Cash and cash equivalents have decreased by \$2,145,000 from \$2,457,000 to \$312,000.
- Receivables decreased by \$383,000 from \$5.56 million to \$5.18 million.
- Non-current assets have increased by \$803,000. The increase is due to the net effect of asset additions of \$3,515,000, less depreciation of \$2,709,000 and loss on disposals of \$3,000.

- 6.4 **Total Liabilities** have decreased from \$52.97 million to \$50.38 million.

- Other Liabilities decreased by \$2.15 million due to a general decrease in Payables at 31 December 2015.
- Total Borrowings decreased by \$445,000 mainly through repayment of a fixed tranche of debt, being a \$5m FRN and the application of cash assets at the start of the year and part use of the wholesale advance facility (the balance of which fluctuates daily according to cash requirements).

- 6.5 **Equity** increased from \$287,610,000 by \$867,000 which equals the total comprehensive revenue and expense for the period.

7.1 **CAPITAL EXPENDITURE**

- 7.2 Set out below is the Capital Expenditure budget for the period compared to actual expenditure for the period ended 31 December 2015.

CAPITAL EXPENDITURE SUMMARY (Amounts in \$1000's)	LTP Budget 2015/16	Actual YTD Dec 2015	Variance 2015/16
Community Service			
- Parks and Reserves	207	22	(185)
- Housing and Other Property	237	1,122	885
- Recreation and Culture	295	209	(86)
- Public Amenities	445	192	(253)
Community Development			
- District Development	47	0	(47)
Regulation			
- Animal Control	0	1	1
Solid Waste Management			
- Landfill Management	0	79	79
Stormwater			
- Te Kuiti Stormwater	345	102	(243)
- Rural Stormwater	5	0	(5)
Sewerage			
- Te Kuiti Sewerage	428	25	(403)
- Te Waitere Sewerage	14	0	(14)
- Benneydale Sewerage	35	0	(35)
- Piopio Sewerage	53	16	(37)
Water Supply			
- Te Kuiti Water	5,306	980	(4,326)
- Mokau Water	171	85	(86)
- Piopio Water	34	45	11
- Benneydale Water	3	0	(3)
Roads and Footpaths			
- Subsidised Roads	5,500	455	(5,045)
- Unsubsidised Roads	315	20	(295)
Corporate Support			
- Corporate Support	446	162	(283)
- Internal Services Unit	15	0	(15)
TOTAL CAPITAL EXPENDITURE	13,900	3,515	(10,385)

7.3 **Capital Expenditure** was \$3,515,000 for the period ended 31 December 2015, of which \$1,545,000 (44%) related to Community Service, \$475,000 (14%) related to Roads and \$1,110,000 (32%) related to Water Supply.

7.4 **Community Service**

Parks and Reserves:

- The pedestrian bridge at Benneydale has been completed. This renewal was required for safety reasons, which became apparent after the budgets were approved.
- Renovations of the ex-Albion Soccer club rooms are yet to be started, as are other minor renewal and upgrade works.

Housing and Other Property:

- \$65,000 Piopio Hall Roof renewal was completed with funding allocated in previous year.
- \$138,000 for the completion of redevelopment of the upstairs floor of 28 Taupiri Street building to be used by the Te Kuiti Community House Trust as tenants. This redevelopment was officially opened on 9 October 2015.

- \$677,000 for the Railway Stations Buildings Projects; development of the Commercial space.
- Purchase of 47 Te Kumi Road property for future development for \$116,000.

Recreation and Culture:

- Kitchen and bar facilities at the Les Munro Centre have been completed for \$144,000.

Public Amenities:

- The upgrade to Piopio public toilets on State Highway 3 is completed. This was budgeted last financial year.
- The soakage field for Mokau public toilets has been completed.
- \$220,000 for new Benneydale toilets has been budgeted for this financial year. A site survey for this development has been undertaken.

7.5 Community Development

- Capacity for a \$40,000 Motor Home Friendly District Initiative. This project is still to be progressed and is dependent upon the first evaluation of the findings of the monitoring currently being undertaken on freedom camping.

7.6 Solid Waste Management

- The Recycling shelter at the Te Kuiti landfill has now been completed. This work was budgeted for in the 2014/15 financial year.

7.7 Stormwater

- Included in the capital expenditure budget is relaying of stormwater pipe in King Street, Te Kuiti. Contract documents are currently being prepared for this work.
- Minor renewal work in Te Kuiti totaling \$100,000 has been completed during the period.

7.8 Sewerage

- Te Kuiti: Included in the reticulation renewals budget is investigation and rehabilitation for inflow and ingress into the network for parts of the network. Contract documents for this work stream are currently being developed.
- Benneydale: Further investigation to accurately identify reticulation parts is being carried out with the aim of optimizing and prioritizing the amount of replacement required.
- Piopio: The budgeted works is for SCADA improvements at the treatment plant, however this project has not started. Expenditure to date has been for retrofitting a few separator tanks as required, including installing a bigger tank for a commercial operator.

7.9 Water Supply

- Te Kuiti: \$941,000 expended to date for upgrade of the Te Kuiti Water Treatment Plant. The total budget for this financial year is \$5,030,000 and the total project budget from the LTP 2015-25 is \$6,682,000.
- Mokau: Expenditure to date has been for finalising of land easements and remedial works for the upper dam. Draft tenders have been received for upgrades to the dams to meet health and safety requirements.
- Piopio: Expenditure to date has been for reservoir remedial works for earthquake proofing and installation of a water main between Moa and Tui Streets. The budget for the water main was in last financial year.

7.10 Roads and Footpaths

- Subsidised Roads: Expenditure to date across all capital work categories is \$455,000, whereas the annual capital budget is \$5,500,000. Generally the capital expenditure programme is managed in conjunction with the maintenance programme so as to bring the total spend within budget for the year.
- Unsubsidised Roads: Expenditure to date has been for minor footpath renewals.

8.0 TREASURY REPORT

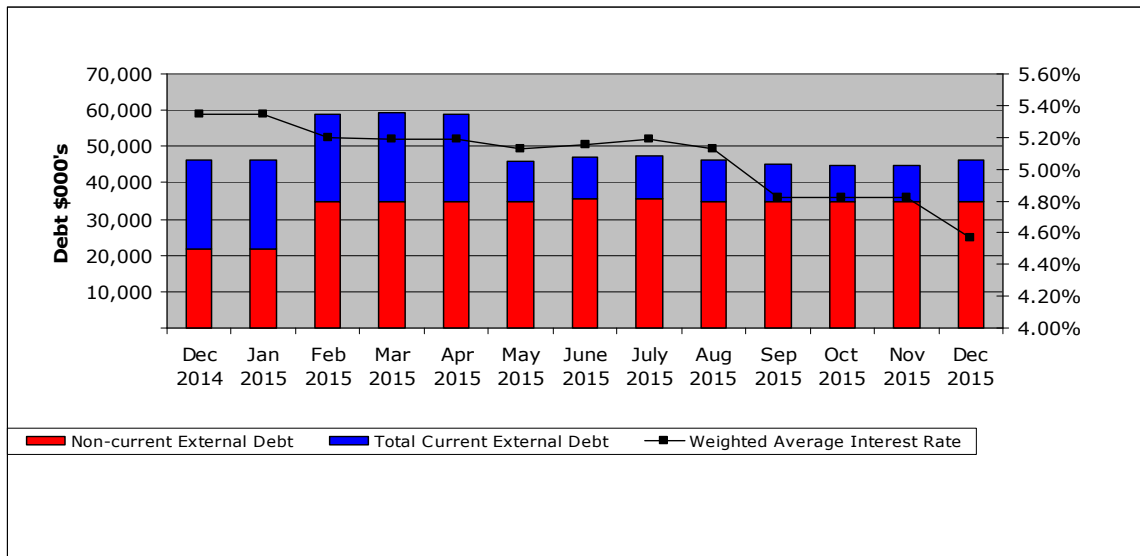
8.1 Set out below is the Treasury Report which provides more information on Council’s public debt position and debt financing costs.

8.2 Cash Position

8.3 Council’s cash position at 31 December 2015 was \$312,000 in funds. At 30 June 2015 balance date the cash balance was \$2,457,000.

8.4 Summary of Public Debt Position

8.5 Set out below is a chart recording trends in Council’s current and non-current debt for the period ended December 2015. The trend line overlaid is the effective weighted average interest rate currently being paid on all loans.



8.6 At 31 December 2015 the effective weighted average interest rate for all loans excluding finance leases and accrued interest was 4.57%. At 30 June 2015 it was 5.15%.

8.7 The reason for the decrease in weighted average interest rate between June and December was the refinancing of a Floating Rate Note that came up for renewal, where the credit margin reduced from 2.30% to 0.52% and the associated interest rate swap with a fixed rate of 4.36% expired, leaving the new FRN on a floating interest rate of 2.92% (giving total interest of 3.52%); a decline in the 90 day bank bill rate which resulted in the floating portion of WDC's debt being rolled over at lower rates; a decline in the interest rate negotiated for the Inframax loan and through financing the maturing \$5 million FRN in November from the Call Advance facility gave a further interest saving of 0.60% on this debt .

8.8 Public Debt Position Comparison to Budgets

8.9 Forecasted public debt at 30 June 2016 as per the Long Term Plan 2015-25 is expected to be \$52,834,000. Actual Public debt was \$45,694,000 at 31 December 2015.

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

8.11 The Term Advance and Call Advance Facilities are credit facilities held with Westpac (to the value of \$30,000,000) which forms part of Council's debt funding mix and providing working capital requirements over the period. A total of \$23,620,000 was drawn against this facility at 31 December 2015, leaving available lines of credit of \$6,380,000.

8.12 The facility limit was increased to \$30,000,000 on the 19 November 2015 to provide funding for the Floating Rate Note that was maturing and required repayment during November, whilst maintaining appropriate credit headroom.

8.13 A Line of Credit fee of 0.30% (\$90,000 p.a.) of the facility balance applies to this credit facility.

8.14 This facility is used to finance capital expenditure prior to a loan draw down, (such as a Floating Rate Note or Term Advance) or to meet Council's working capital requirements between each of the quarterly rates instalments.

8.15 Details of Loan Portfolio

8.16 The following table records the public debt position and the key terms and conditions for each loan as at 31 December 2015. The classification of current and non-current loans is based on current loans being those that are due for refinancing or repayment within 12 months of the balance sheet date.

	Loan Start Date	Loan Maturity Date	Effective Interest Reprice Date	Loan Balance	Effective Interest Rate
Current Loans					
Finance Leases				35,263	0.00%
Accrued Interest				260,366	0.00%
Call Advance		1/07/2017		4,620,000	3.50%
Floating Rate Notes (\$5M Hedged \$1M Floating, ICL)	30/08/2013	30/08/2016	29/02/2016	6,000,000	4.52%
Total Current Loans				10,915,629	

	Loan Start Date	Loan Maturity Date	Effective Interest Reprice Date	Loan Balance	Effective Interest Rate
Non-current Loans					
Finance Leases				28,382	0.00%
Westpac Term Loan (ICL)	24/11/2011	24/11/2017	15/02/2016	750,000	6.00%
Floating Rate Notes (Hedged)	18/04/2012	18/04/2017	20/04/2020	5,000,000	5.82%
Floating Rate Notes	6/08/2014	6/08/2017	9/02/2016	5,000,000	3.41%
Floating Rate Notes	24/08/2015	31/08/2018	24/02/2016	5,000,000	3.37%
Term Advance (Hedged)		1/07/2017	17/05/2021	6,000,000	5.70%
Term Advance (Hedged)		1/07/2017	20/04/2020	3,000,000	5.12%
Term Advance (Hedged)		1/07/2017	11/09/2017	5,000,000	4.68%
Term Advance (Hedged)	21/01/2014	1/07/2017	24/01/2017	5,000,000	4.75%
Total Non-current Loans				34,778,382	
Total Public Debt				45,694,011	4.57%
Cash & Liquid Investments					
Term Deposits				0	
Cash				312,105	
Total Cash & Liquid Investments				312,105	
Public Debt Net of Investments				45,381,906	

8.17 Total public debt was \$45,694,011 and cash assets were \$312,105 at 31 December 2015 giving a net debt position of \$45,381,906.

8.18 On the 24 August 2015 a Floating Rate Note was issued for three periods with an interest rate margin of 0.52% over the BKBM (inter bank market float) floating rate. The initial rate set was 3.44%. This note refinances a matured Floating Rate Note which had an interest rate margin of 2.30%. This refinanced debt was previously hedged at an effective interest rate of 6.66%, however the new debt is on floating interest.

8.19 Two forward starting swaps with a notional amounts totaling \$5,000,000 and \$3,000,000; fixed interest rates of 3.78% and 3.95%; terms of three years and six years and start dates of September 2017 and April 2017, respectively were executed. These were to bring interest rate cover within treasury policy limits, with the timing to take advantage of low long term interest rates.

8.20 On the 9 November a \$5 million Floating Rate Note was repaid, which was funded through \$3,960,000 draw down from the Wholesale Advance facility and the balance from the available cash balance.

8.21 Treasury Events since 31 December 2015

8.22 This treasury report portrays the debt position of Council at the 31 December 2015. Since that date there have been no significant treasury management events taking place.

8.23 Interest Costs

8.24 The total actual interest paid to lenders for the six months was \$1,114,000 against the budget for the period of \$1,504,000; \$390,000 (or 26%) less. Interest paid as a portion of total revenue is 8.1%; Council's Treasury Policy requires this amount does not exceed 15%.

8.25 Financial Derivatives and Hedge Accounting

8.26 Included in the balance sheet are valuation amounts for Derivative Financial Instruments (interest rate swaps). The valuation amount is componentised into current and non-current assets and liabilities held at balance date. At 30 June 2015 the value of swaps was a total net liability of \$860,000. At 31 December 2015 their net value was a liability of \$1,163,000. The decrease in value is due mainly to floating interest rates decreasing from June and to an additional forward starting swap being executed.

9.0 RECEIVABLES

9.1 Set out below is summary of Receivables (i.e. unpaid rates and other debtor amounts owing) as at 31 December 2015 with comparatives from last year. Rates receivables exclude rates paid in advance which give a more accurate picture of the receivables owing.

Receivables (Amounts in \$1000's)	As at 31.12.14	As at 31.12.15	(Inc)/Dec \$	(Inc)/Dec %
Rates Receivable	2,848	2,810	38	1%
Rates Penalties	1,494	1,593	(99)	-7%
Rates and Penalties Receivable	4,342	4,403	(61)	-1%
Metered Water Rates Receivable	120	126	(6)	-5%
Total Rates Receivable	4,462	4,528	-66	-1%
NZ Transport Agency Subsidy	338	1,163	(825)	-244%
Other Receivables	1,357	1,094	263	19%
Other Receivables	1,695	2,258	(563)	-33%
Gross Receivables	6,157	6,786	-629	-10%
Less Provision for Doubtful Debts	(1,636)	(1,608)	(28)	2%
Total Receivables	4,521	5,178	(657)	-15%

9.2 Rates and Penalties Receivable (excluding metered water rates receivable)

9.3 Current year rates

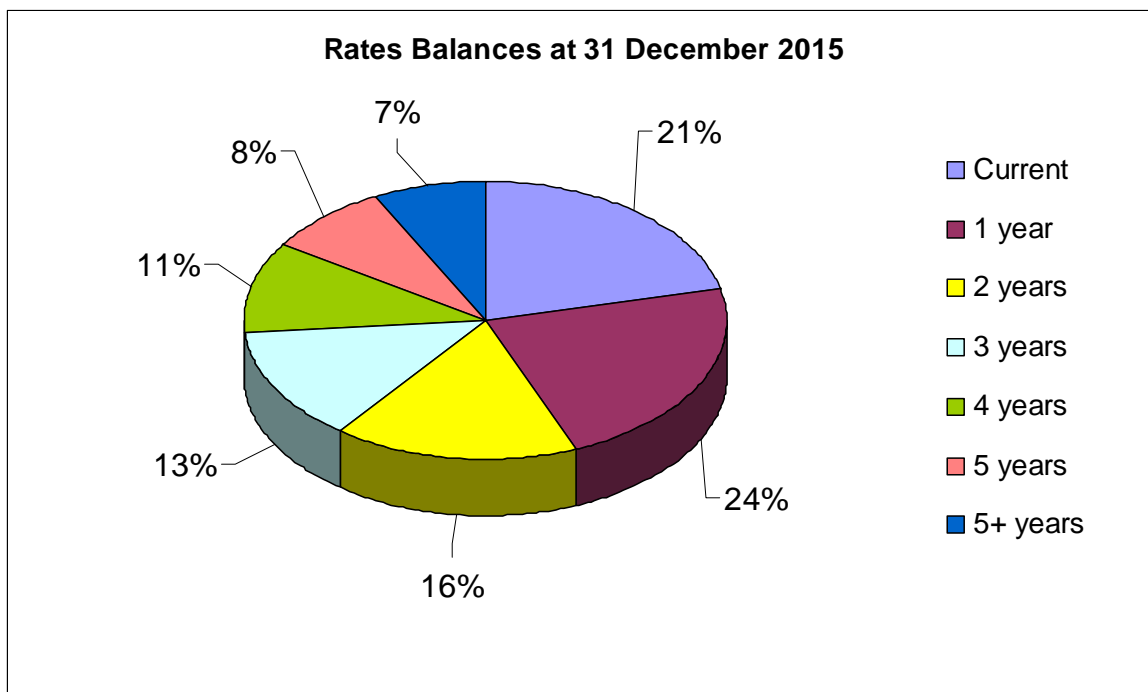
9.4 At 31 December 2015, the first and second rates instalments were issued and were due and payable by August and November. The collection percentage on these instalments was 95% (2014: 94%).

9.5 Overall Rates Receivables

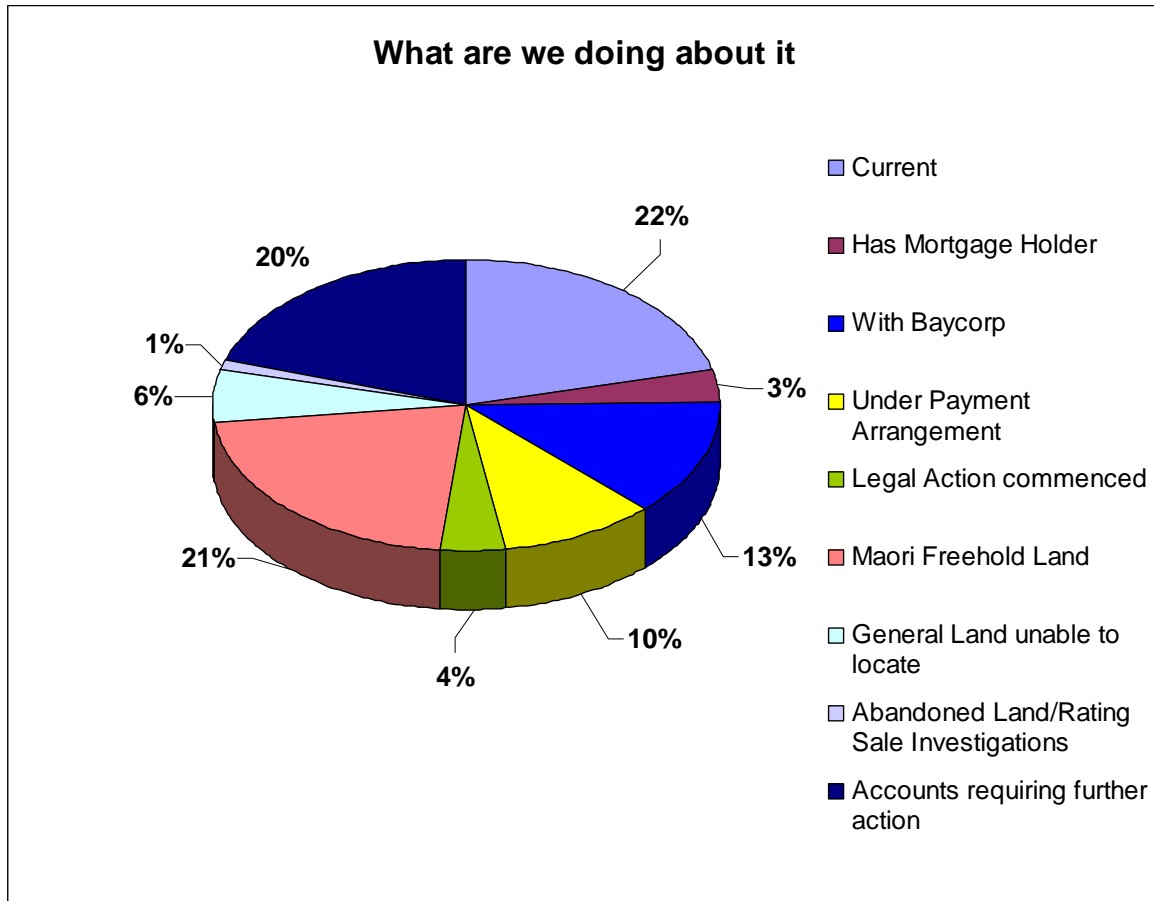
9.6 There was \$4,403,205 of rates outstanding at 31 December 2015 (2014: \$4,341,500). This amount excludes rates paid in advance on future instalments.

9.7 Rates and penalties receivable have increased by \$61,705 from 31 December 2014. Of this \$99,536 related to an increase of total penalties owing and there was a reduction of \$37,832 for rates arrears.

- 9.8 Included in the above are rates and rate penalties receivables outstanding on Maori freehold land which may be eligible for rates remission. A total of \$144,199 in rates and penalty remissions were granted against a full year budget of \$255,000.
- 9.9 The majority of the rates remissions outstanding relate to Maori freehold land. Some of these applications are processed on behalf of the owners by Council staff and the remaining rate remissions will be processed prior to June 2016.
- 9.10 The rates arrears and penalties, including those owing on Maori freehold land, are substantially recognised in the Provision for Doubtful Debts figure.
- 9.11 Of the outstanding balance of \$4,403,205, \$937,486 (21%) relates to current year, \$998,628 (23%) relates to 2014/2015 year rates and the balance spread across the remaining years in a diminishing fashion. The following graph illustrates the makeup of the rates receivable balance:



- 9.12 Included in the balance in the 5+ years category are arrears and penalties relating between 2006 and 2010 years. These balances have been retained in the rates ledger due to legal action having commenced on these properties via our external debt collection agency.
- 9.13 The outstanding balance of rates is being actively managed through a variety of collection methods including lump sum payment arrangements, approved payment arrangements and through an external debt collection agency. In the three months ended 31 December 2015 Council has reduced its arrears by \$507,686 (13%) of the \$3,973,404 that was outstanding at 30 June 2015.
- 9.14 The action being taken on outstanding balances is shown in the following graph:



- 9.15 Of the total arrears as at 31 December 2015, \$3,465,718 of rates arrears are non current, \$570,064. have been placed with an external debt agency, \$436,204 are under some form of repayment arrangement and \$942,154 relates to Maori freehold land (including some properties that will be eligible for rates remission).
- 9.16 Work has commenced on properties that have mortgage holders where the recovery of rates arrears will be pursued with the bank or financial institution that holds the mortgage over the property. This recovery option is available for General Land properties.
- 9.17 The actions undertaken on this category of arrears have resulted in 16 new formal payment arrangements being entered into by these customers and 6 lump sum payments being received that cleared the arrears. As at 31 December there are rates arrears totaling \$152,306 (including penalties) that are being pursued via the bank. Formal notifications of the demand were sent out to the banks in October. The final demands have been made to the mortgage holders for 10 of these properties with the remaining demands pending in February. It is expected that these accounts will be cleared by June 2016.
- 9.18 **Other Debtors Receivables**
- 9.19 At 31 December 2015 Other Receivables totaled \$2,258,000 of which \$406,000 was due and owing for more than three months. The three month and over receivables includes trade waste debtors, dog infringements, and other sundry debtors.

Suggested Resolution

The business paper on Financial and Non Financial Report for the period ended 31 December 2015 be received.



VIBHUTI CHOPRA

GROUP MANAGER – CORPORATE SERVICES

- | | |
|------------|---|
| Appendix 1 | Cost of Service Statements for each significant group of activities |
| Appendix 2 | Balance Sheet as at 31 December 2015 |
| Appendix 3 | Treasury Report for Waitomo District Council For the quarter ended 31 December 2015 (Bancorp Treasury Services Limited) |
| Appendix 4 | Performance Management Report on Levels of Service and Key Performance Indicators (380753) |

Appendix 1: Combined Cost of Service Statements

Summary Cost of Service (Amounts in \$1000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Dec 2015	YTD Actual Dec 2015	Variance Dec 2015	% Variance
Direct Operating Expenditure						
- Leadership	759	764	309	279	(30)	
- Community Service	1,649	2,193	1,088	949	(139)	
- Community Development	837	692	337	343	6	
- Regulation	104	182	62	45	(17)	
- Solid Waste Management	1,035	1,170	520	500	(20)	
- Stormwater Drainage	58	158	93	77	(16)	
- Resource Management	76	116	22	13	(9)	
- Sewerage	1,381	1,634	809	933	124	
- Water Supply	1,331	1,455	747	994	247	
- Roads and Footpaths	4,957	5,562	3,318	3,111	(207)	
Total Direct Operating Expenditure	12,187	13,926	7,305	7,244	(61)	-1%
Indirect Expenditure						
- Allocated Costs	4,361	4,218	2,003	1,883	(120)	
- Interest	2,471	3,009	1,504	1,114	(390)	
- Depreciation	5,509	5,641	2,819	2,709	(110)	
Total Indirect Expenditure	12,341	12,868	6,326	5,706	(620)	-10%
TOTAL EXPENDITURE	24,528	26,794	13,631	12,950	(681)	-5%
Operating Revenue						
- Leadership	(339)	(160)	(83)	(60)	23	
- Community Service	(1,610)	(509)	(211)	(263)	(52)	
- Community Development	(120)	(57)	(22)	(79)	(57)	
- Regulation	(430)	(431)	(305)	(287)	18	
- Stormwater Drainage	(1)	0	0	0	0	
- Resource Management	(120)	(80)	(40)	(35)	5	
- Solid Waste Management	(1,001)	(995)	(498)	(501)	(3)	
- Sewerage	(1,817)	(828)	(412)	(611)	(199)	
- Water Supply	(4)	(784)	(2)	(1)	1	
- Roads and Footpaths	(6,002)	(6,913)	(2,447)	(2,321)	126	
Total Operating Revenue	(11,444)	(10,757)	(4,020)	(4,158)	(138)	3%
Rates Revenue						
- General Rate	(3,276)	(3,434)	(1,717)	(1,721)	(4)	
- UAGC	(3,007)	(3,158)	(1,579)	(1,577)	2	
- Targeted Rate	(10,730)	(11,303)	(5,651)	(5,649)	2	
- Rates Penalties	(471)	(410)	(410)	(415)	(5)	
- Metered Water Rates	(779)	(634)	(318)	(297)	21	
Total Rates Revenue	(18,263)	(18,939)	(9,675)	(9,659)	16	0%
TOTAL REVENUE	(29,707)	(29,696)	(13,695)	(13,817)	(122)	1%
Net Operating Cost/(Surplus)	(5,179)	(2,902)	(64)	(867)	(803)	1255%

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

Governance: Leadership and Investments

GOVERNANCE: LEADERSHIP AND INVESTMENTS	Actual	LTP Yr 1 Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$1000's)	2014/15	2015/16	Dec 2015	Dec 2015	Dec 2015	Variance
Direct Expenditure						
- Representation	362	312	156	131	(25)	
- Planning & Policy & Monitoring	304	180	25	34	9	
- District and Urban Development	13	135	15	12	(3)	
- Investments	29	137	113	102	(11)	
- Treasury Management and Overhead Accounts	51	0	0	0	0	
Total Direct Expenditure	759	764	309	279	(30)	-10%
- Allocated Costs	990	1,200	494	442	(52)	
- Interest	419	454	227	165	(62)	
- Depreciation	356	388	194	199	5	
Total Operating Expenditure	2,524	2,806	1,224	1,085	(139)	-11%
Operating Revenue						
- Representation	(20)	(68)	(38)	(21)	17	
- Investments	(203)	(92)	(45)	(39)	6	
- Treasury Management and Overhead Accounts	(116)	0	0	0	0	
Total Operating Revenue	(339)	(160)	(83)	(60)	23	-28%
Net Operating Cost/(Surplus)	2,185	2,646	1,141	1,025	(116)	-10%

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

Net Operating Cost for the Governance Activity was 10% (\$116,000) less than budget for the period ended 31 December 2015.

Total Direct Expenditure was 10% (\$30,000) less than budget for the period, however is expected to be incurred by the end of the year.

Operating Revenue was 28% (\$23,000) less than budget for the period.

- Included within the Representation activity was budgeted revenue for the provision of external information services support provided to ICL; however the scope of the service required has changed resulting in revenue being less than forecast.

Community Service

COMMUNITY SERVICE (Amounts in \$1000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Dec 2015	YTD Actual Dec 2015	Variance Dec 2015	% Variance
Direct Expenditure						
- Parks and Reserves	392	554	263	205	(58)	
- Housing and Other Property	190	446	274	203	(71)	
- Recreation and Culture	436	494	219	204	(15)	
- Public Amenities	534	564	285	298	13	
- Safety	97	135	47	39	(8)	
Total Direct Expenditure	1,649	2,193	1,088	949	(139)	-13%
- Allocated Costs	734	861	430	360	(70)	
- Interest	83	176	88	51	(37)	
- Depreciation	673	759	379	382	3	
Total Operating Expenditure	3,139	3,989	1,985	1,742	(243)	-12%
Operating Revenue						
- Parks and Reserves	(53)	(27)	(1)	(7)	(6)	
- Housing and Other Property	(1,290)	(288)	(120)	(166)	(46)	
- Recreation and Culture	(119)	(112)	(65)	(63)	2	
- Public Amenities	(139)	(82)	(25)	(27)	(2)	
- Safety	(9)	0	0	0	0	
Total Operating Revenue	(1,610)	(509)	(211)	(263)	(52)	25%
Net Operating Cost/(Surplus)	1,529	3,480	1,774	1,479	(295)	-17%

Net Operating Cost for the Community Service Activity was 17% (\$295,000) below budget for the period ended 31 December 2015.

Direct Expenditure was 13% (\$139,000) less than budget for the period.

- Parks & Reserves: Direct expenditure varies across all accounts, with the under expenditure predominantly associated with seasonal works such as access maintenance, Redwood park tree maintenance and playground materials.
- Housing and Other Property: Direct expenditure is under spent due to repairs and maintenance only being undertaken when required and other committed works yet to be charged.

Operating Revenue was 25% (\$52,000) more than budget for the period.

- Housing and Other Property revenue is more than year to date budget due to additional lease revenue being received (including a one off capital contribution) for the commercial operation at the railway building complex.

Community Development

COMMUNITY DEVELOPMENT (Amounts in \$1000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Dec 2015	YTD Actual Dec 2015	Variance Dec 2015	% Variance
Direct Expenditure						
- Community Support	700	478	273	292	19	
- District Development	137	214	64	51	(13)	
- Agencies	0	1	0	0	0	
Total Direct Expenditure	837	692	337	343	6	2%
- Allocated Costs	517	548	274	288	14	
- Interest	1	1	1	0	(1)	
- Depreciation	5	5	2	3	1	
Total Expenditure	1,360	1,246	614	634	20	3%
Operating Revenue						
- Community Support	(55)	(4)	(1)	(53)	(52)	
- District Development	(43)	(34)	(12)	(17)	(5)	
- Agencies	(22)	(19)	(9)	(9)	0	
Total Operating Revenue	(120)	(57)	(22)	(79)	(57)	259%
Net Operating Cost/(Surplus)	1,240	1,189	592	555	(37)	-6%

Net Operating Cost for the Community Development Activity was 6% (\$37,000) less than budget for the period ended 31 December 2015.

Direct Expenditure was 2% (\$6,000) more than budget for the period.

- Community Support: expenditure on Youth engagement projects of Reducing Risk Project and Social Sector Trials are fully funded by other agencies and both revenue and associated expenditure was not budgeted for, since Council is a facilitator for these projects and its financial interest is limited to being a holder of funds.
- District Development: Expenditure on external expertise for Economic Development initiatives is less than budget, but is expected to be spent.

Operating Revenue was \$57,000 more than budget for the period.

- Youth Engagement budget, which is included in the Community Support activity was more than budget due to grant revenue of \$36,000 received from Ministry of Social Development and \$17,000 carried over from the previous year for the Reducing Risk Project, Social Sector Trials and Youth Programmes. These grants are expected to be fully spent on these initiatives in the course of the year.

Regulation

REGULATION (Amounts in \$1000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Dec 2015	YTD Actual Dec 2015	Variance Dec 2015	% Variance
Direct Expenditure						
- Regulation	104	182	62	45	(17)	
Total Direct Expenditure	104	182	62	45	(17)	-27%
- Allocated Costs	576	682	341	343	2	
- Interest	2	1	1	1	0	
- Depreciation	2	2	1	2	1	
Total Expenditure	684	867	405	391	(14)	-3%
Operating Revenue						
- Regulation	(430)	(431)	(305)	(287)	18	
Total Operating Revenue	(430)	(431)	(305)	(287)	18	-6%
Net Operating Cost/(Surplus)	254	436	100	104	4	4%

Net Operating Cost for the Regulation Activity was 4% (\$4,000) more than budget for the period ended 31 December 2015.

Direct Expenditure was 27% (\$17,000) less than budget for the period.

- After hours animal control services provided by external contractors is tracking less than budget. This may well change by year end, depending on the demand for service.

Operating Revenue was 6% (\$18,000) less than budget for the period.

- Building Control revenue was tracking less than budget. This revenue is dependent on the number of and value of the building consents being received and processed. Revenue received for the six months to December was \$78,000 from 91 processed consents, which was the same amount received for the same period last year from 71 processed consents.

Resource Management

RESOURCE MANAGEMENT (Amounts in \$1000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Dec 2015	YTD Actual Dec 2015	Variance Dec 2015	% Variance
Direct Expenditure						
- District Plan Administration	76	116	22	13	(9)	
Total Direct Expenditure	76	116	22	13	(9)	-41%
- Allocated Costs	92	123	61	63	2	
Total Expenditure	168	239	83	76	(7)	-8%
Operating Revenue						
- District Plan Administration	(120)	(80)	(40)	(35)	5	
Total Operating Revenue	(120)	(80)	(40)	(35)	5	-13%
Net Operating Cost/(Surplus)	48	159	43	41	(2)	-5%

Net Operating Cost for the Resource Management Activity 5% (\$2,000) less than budget for the period ended 31 December 2015.

Direct Expenditure was 41% (\$9,000) less than budget for the period.

Operating Revenue was 13% (\$5,000) less than budget for the period.

Solid Waste Management

SOLID WASTE MANAGEMENT (Amounts in \$1000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Dec 2015	YTD Actual Dec 2015	Variance Dec 2015	% Variance
Direct Expenditure						
- Collection	282	279	140	134	(6)	
- Landfill Management	753	891	380	366	(14)	
Total Direct Expenditure	1,035	1,170	520	500	(20)	-4%
- Allocated Costs	296	340	170	139	(31)	
- Interest	267	332	166	115	(51)	
- Depreciation	91	114	57	33	(24)	
Total Expenditure	1,689	1,956	913	787	(126)	-14%
Operating Revenue						
- Collection	(136)	(126)	(63)	(64)	(1)	
- Landfill Management	(865)	(869)	(435)	(437)	(2)	
Total Operating Revenue	(1,001)	(995)	(498)	(501)	(3)	1%
Net Operating Cost/(Surplus)	688	961	415	286	(129)	-31%

Net Operating Cost for the Solid Waste Management Activity was 31% (\$129,000) less than budget for the period ended 31 December 2015.

Direct Expenditure was 4% (\$20,000) less than budget for the period.

Operating Revenue was 1% (\$3,000) more than budget for the period.

- Landfill revenue is currently tracking to budget for the first six months of this financial year. Revenue received during the six months to December is \$66,000 more than for the same period last year. It is hoped this trend will continue for the rest of the financial year.

Stormwater Drainage

STORMWATER DRAINAGE (Amounts in \$1000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Dec 2015	YTD Actual Dec 2015	Variance Dec 2015	% Variance
Direct Expenditure						
- Te Kuiti Stormwater	53	133	79	65	(14)	
- Rural Stormwater	5	25	14	12	(2)	
Total Direct Expenditure	58	158	93	77	(16)	-17%
- Allocated Costs	86	77	39	31	(8)	
- Interest	6	6	3	2	(1)	
- Depreciation	174	181	90	89	(1)	
Total Expenditure	324	422	225	199	(26)	-12%
Operating Revenue						
- Te Kuiti Stormwater	(1)	0	0	0	0	
Total Operating Revenue	(1)	0	0	0	0	0%
Net Operating Cost/(Surplus)	323	422	225	199	(26)	-12%

Net Operating Cost for the Stormwater Drainage Activity was 12% (\$26,000) less than budget for the period ended 31 December 2015.

Direct Expenditure was 17% (\$16,000) less than budget for the period.

- Operation and maintenance and resource consent compliance expenditure is currently less than budget; however, non budgeted expenditure has been incurred for stormwater safety assessment in response to implementing new Health and Safety Act requirements.

Sewerage and Treatment and Disposal of Sewage

SEWERAGE AND TREATMENT AND DISPOSAL OF SEWAGE (Amounts in \$1000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Dec 2015	YTD Actual Dec 2015	Variance Dec 2015	% Variance
Direct Expenditure						
- Te Kuiti	1,261	1,400	688	775	87	
- Te Waitere	17	30	15	18	3	
- Benneydale	43	96	50	79	29	
- Piopio	60	108	56	61	5	
Total Direct Expenditure	1,381	1,634	809	933	124	15%
- Allocated Costs	480	184	92	64	(28)	
- Interest	547	661	330	242	(88)	
- Depreciation	734	764	382	375	(7)	
Total Expenditure	3,142	3,243	1,613	1,614	1	0%
Operating Revenue						
- Te Kuiti	(1,812)	(826)	(412)	(606)	(194)	
- Benneydale	(1)	(1)	0	(1)	(1)	
- Piopio	(4)	(1)	0	(4)	(4)	
Total Operating Revenue	(1,817)	(828)	(412)	(611)	(199)	48%
Net Operating Cost/(Surplus)	1,325	2,415	1,201	1,003	(198)	-16%

Net Operating Cost for the Sewerage Activity was 16% (\$198,000) below budget for the period ended 31 December 2015.

Direct Expenditure was 15% (\$124,000) more than budget for the period.

- Te Kuiti sewerage direct costs are more than budget due mainly to additional operational costs for the waste water treatment plant. Mechanical and electrical maintenance has been spent as has additional expenditure to improve the operation of the plant. Expenditure is also more than budget for trade waste sampling and chemicals purchased to adequately treat high nutrient loads being received. Expenditure has also been incurred for the review of the trade waste bylaw.
- Expenditure at Benneydale is more than budget due to expenditure being required to desludge the Imhoff tank and wetland at the waste water treatment plant.
- Piopio sewer tank maintenance is more than budget however is currently offset by savings in other operational costs.

Operating Revenue was 48% (\$199,000) more than budget for the period.

- Trade waste revenue continues to track more than budget due to higher volumes and nutrient content of discharge and the levying of exceedance charges on one trade waste user.

Water Supply

WATER SUPPLY (Amounts in \$1000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Dec 2015	YTD Actual Dec 2015	Variance Dec 2015	% Variance
Direct Expenditure						
- Te Kuiti	853	977	513	660	147	
- Mokau	152	177	85	126	41	
- Piopio	268	200	94	154	60	
- Benneydale	58	101	55	54	(1)	
Total Direct Expenditure	1,331	1,455	747	994	247	33%
- Allocated Costs	590	200	100	76	(24)	
- Interest	217	291	145	133	(12)	
- Depreciation	426	477	239	203	(36)	
Total Expenditure	2,564	2,423	1,231	1,406	175	14%
Operating Revenue						
- Te Kuiti	(5)	(4)	(2)	0	2	
- Mokau	0	0	0	(1)	(1)	
- Piopio	(1)	0	0	0	0	
- Benneydale	2	0	0	0	0	
Total Operating Revenue	(4)	(4)	(2)	(1)	1	-50%
Subsidy Revenue						
- Te Kuiti	0	(780)	0	0	0	
Total Subsidy Revenue	0	(780)	0	0	0	
Total Revenue	(4)	(784)	(2)	(1)	1	-50%
Net Operating Cost/(Surplus)	2,560	1,639	1,229	1,405	176	14%

Net Operating Cost for the Water Supply Activity was 14% (\$176,000) more than budget for the period ended 31 December 2015.

Direct Expenditure was 33% (\$247,000) more than budget for the period.

- Costs have increased due to additional health and safety requirements, supervision and safety inspections across all water supply systems.
- There have been additional costs for Te Kuiti for mechanical, electrical and SCADA operational costs associated with the treatment plant upgrade and reservoir rehabilitation.
- Chemical costs for Piopio have been more than budget to treat raw water drawn for this system.
- Access road maintenance has been carried out for Piopio and Blackmans reservoirs.
- A number of connections have been identified that connects more than one consumer to a water connection, contrary to Bylaw provision and individual connection had to be installed in compliance with the Bylaw

Total Revenue was \$1,000 less than forecast for the period.

- Metered water revenue is now included in the Summary Cost of Service Statement as Rates Revenue, rather than being included as Operating Revenue within the Water Supply activity.

Roads and Footpaths

ROADS AND FOOTPATHS (Amounts in \$1000's)	Actual 2014/15	LTP Yr 1 Budget 2015/16	YTD Budget Dec 2015	YTD Actual Dec 2015	Variance Dec 2015	% Variance
Direct Expenditure						
- Subsidised Roads	4,757	5,370	3,221	3,049	(172)	
- Unsubsidised Roads	200	192	97	62	(35)	
Total Direct Expenditure	4,957	5,562	3,318	3,111	(207)	-6%
- Allocated Costs	0	3	2	77	75	
- Interest	929	1,087	543	405	(138)	
- Depreciation	3,048	2,951	1,475	1,423	(52)	
Total Expenditure	8,934	9,603	5,338	5,016	(322)	-6%
Operating Revenue						
- Subsidised Roads	(5,911)	(6,839)	(2,410)	(2,275)	135	
- Unsubsidised Roads	(91)	(74)	(37)	(46)	(9)	
Total Operating Revenue	(6,002)	(6,913)	(2,447)	(2,321)	126	-5%
Net Operating Cost/(Surplus)	2,932	2,690	2,891	2,695	(196)	-7%
Subsidised Roads Maintenance	4,787	5,370	3,221	3,049	(172)	
Subsidised Roads Capital	4,612	5,500	545	455	(90)	
Combined Maintenance and Capital	9,399	10,870	3,766	3,504	(262)	-7%
Subsidy Revenue for Subsidised Roads	(5,763)	(6,677)	(2,335)	(2,201)	134	-6%

Net Operating Cost for the Roads and Footpaths Activity was 7% (\$196,000) less than budget for the period ended 31 December 2015.

Direct Expenditure was 6% (\$207,000) less than budget for the period.

- Maintenance expenditure is less than forecast for the first six months of this financial year primarily due to the change of the road maintenance contractor to a new supplier. Weather in the early part of the financial year also delayed some programmed works. In particular network and asset management, professional and administration services, community safety, unsealed pavement maintenance are less than year to date budget, however first response emergency reinstatement and expenditure on traffic services (lighting and signage) is more than budget.
- There was a significant rain event during September, which required more than expected first response emergency reinstatement expenditure.

Operating Revenue was 5% (\$126,000) less than budget for the period.

- Due to both maintenance and capital expenditure for subsidised roads being less than year to date budget, subsidy revenue is also less.
- Revenue for subsidised roads is mainly NZTA subsidy, but includes council's share petroleum tax and contribution revenue from Waikato Regional Council for operation of the stock effluent site in Cotter Street, Te Kuiti.
- The subsidy rate for substantially all work categories is 62% but 58.5% for the community road safety programme.

Appendix 2: Balance Sheet as at 31 December 2015

STATEMENT OF FINANCIAL POSITION (Amounts in \$1000's)	Actual Position 30 Jun 2015	Actual Position 31 Dec 2015	Movement from 30 Jun 2015	Long Term Plan 30 Jun 2016	Variance from LTP
Equity					
- Accumulated Funds	203,593	204,460	867	207,531	3,071
- Other Reserves	9,850	9,850	0	7,127	(2,723)
- Revaluation Reserve	74,167	74,167	0	70,465	(3,702)
TOTAL EQUITY	287,610	288,477	867	285,123	(3,354)
Current Assets					
- Cash and Cash Equivalents	2,457	312	(2,145)	100	(212)
- Inventory	71	71	0	34	(37)
- Other Financial Assets	2	2	0	2	0
- Receivables (Non-exchange)	5,189	4,772	(417)	280	(4,492)
- Receivables (Exchange)	372	406	34	4,978	4,572
- Assets Held for Sale	67	67	0	67	0
- Derivative Financial Instruments	0	0	0	0	0
Total Current Assets	8,158	5,630	(2,528)	5,461	(169)
Current Liabilities					
- Payables and Deferred Revenue (Exchange)	3,340	1,194	(2,146)	3,490	2,296
- Payables and Deferred Revenue (Non-exchange)	702	702	0	0	(702)
- Current Portion of Borrowings	10,345	10,916	571	5,200	(5,716)
- Provisions	17	17	0	17	0
- Employee Entitlements	422	421	(1)	505	84
- Derivative Financial Instruments	317	317	0	171	(146)
Total Current Liabilities	15,143	13,567	(1,576)	9,383	(4,184)
NET WORKING CAPITAL	(6,985)	(7,937)	(952)	(3,922)	4,015
Non Current Assets					
- Property Plant and Equipment	327,056	327,859	803	332,628	4,769
- Intangible Assets	99	99	0	88	(11)
- Forestry Assets	0	0	0	44	44
- Investment Property	1,295	1,295	0	635	(660)
- Assets Held for Sale	434	434	0	753	319
- Other Financial Assets	786	786	0	785	(1)
- Investment in CCO	2,600	2,600	0	2,600	0
- Derivative Financial Instruments	153	153	0	409	256
Total Non Current Assets	332,423	333,226	803	337,942	4,716
Non Current Liabilities					
- Payables and Deferred Revenue (Non-exchange)	459	459	0	371	(88)
- Borrowings	35,794	34,778	(1,016)	47,634	12,856
- Employee Entitlements	0	0	0	61	61
- Provisions	879	879	0	831	(48)
- Derivative Financial Instruments	696	696	0	0	(696)
Total Non Current Liabilities	37,828	36,812	(1,016)	48,897	12,085
NET ASSETS	287,610	288,477	867	285,123	(3,354)

TREASURY REPORT

FOR



FOR THE QUARTER ENDED 31 DECEMBER 2015



BANCORP

BANCORP TREASURY SERVICES LIMITED

AUCKLAND • WELLINGTON • CHRISTCHURCH

CONTENTS

1.	MARKET ENVIRONMENT.....	1
1.1	GLOBAL MARKETS OVERVIEW (AS AT 31 DECEMBER 2015)	1
1.2	NEW ZEALAND MARKET OVERVIEW (AS AT 31 DECEMBER 2015)	2
1.3	LOCAL AUTHORITY SECTOR	3
1.4	CREDIT SPREADS	4
2.	DEBT AND HEDGING.....	5
2.1	DEBT.....	5
2.2	HEDGING	6
2.3	DEBT AND HEDGING PROFILE	7
2.4	POLICY COMPLIANCE (AS AT 31 DECEMBER 2015)	8

This document has been prepared by Bancorp Treasury Services Limited ("BTSL"). Whilst all reasonable care has been taken to ensure the facts stated are accurate and the opinions given are fair and reasonable, neither BTSL nor any of its directors, officers or employees shall in any way be responsible for the contents. No liability is assumed by BTSL, its directors, officers or employees for action taken or not taken on the basis of this document.

1. MARKET ENVIRONMENT

1.1 GLOBAL MARKETS OVERVIEW (AS AT 31 DECEMBER 2015)

During the latter part of the quarter, especially December, the predominant market focus was on the actions of various central banks, specifically those of the major global economies - Federal Reserve ("Fed"), European Central Bank ("ECB"), People's Bank of China and Bank of Japan. Also in the spotlight during the quarter were oil prices, which by the end of December had fallen around 28% from the early October highs, as well as concerns about global growth and worries about China's economic health.

After months of hints and speculation, the Fed delivered a rise of the benchmark Federal Funds rate in December. The Federal Funds target rate range was raised by 25 basis points from a target range between 0.00% and 0.25% to a target range between 0.25% and 0.50%. Significantly, the decision by the Fed's Open Market Committee ("FOMC"), was unanimous and consistent with market expectations.

Coming into the FOMC meeting, there was a virtual unanimity of opinion within the financial markets that the Fed would raise the Fed Funds rate, and markets had positioned themselves appropriately for the actual Fed decision and the accompanying forward guidance. Consequently, US bond yields were little changed after the announcement. However intra quarter volatility in the US bond market was high as the markets grappled with the opposing influences of an impending US rate hike against a slowing Chinese economy and the consequent effect on global growth. The benchmark US 10 year Treasury bond fell to a low of 1.91% in early October, climbed to 2.37% by mid November and closed the quarter at 2.27%.

The ECB delivered a further easing in monetary policy in December, lowering its deposit rate to minus 0.30% and both extending its asset purchase programme by six months and expanding it to include municipal debt. The ECB also lowered its inflation forecasts for 2016 to 1.0% (from 1.1%) and for 2017 to 1.6% (from 1.7%), while growth forecasts were slightly stronger.

In China weak offshore demand is stymying manufacturing activity, on the other hand the services sector will be encouraging Chinese officials who have conducted a series of stimulus measures, including six interest rate cuts since November 2014, to transition to a more consumption led growth model, away from the traditional exports and investment sectors. In the background though, the cooling Chinese property market has weighed on Chinese growth prospects because the large oversupply needs to be absorbed to reduce broader downside risks to the economy.



1.2 NEW ZEALAND MARKET OVERVIEW (AS AT 31 DECEMBER 2015)

	OCR	90 day	2 year swap	3 year swap	5 year swap	7 year swap	10 year swap
30 Sep 15	2.75%	2.84%	2.71%	2.78%	3.04%	3.26%	3.50%
31 Dec 15	2.50%	2.75%	2.84%	2.98%	3.28%	3.51%	3.75%
Change	-0.25%	-0.09%	+0.13%	+0.20%	+0.24%	+0.25%	+0.25%

After leaving the Official Cash Rate ("OCR") unchanged at 2.75% in October the Reserve Bank of New Zealand ("RBNZ") delivered another 25 basis point cut in December taking the total number of cuts in 2015 to four and the OCR from 3.50% at the start of the year to 2.50% by the end of December. In the lead up to the announcement markets were reasonably evenly divided as to whether a cut would occur, with pricing indicating a 60% chance of a 25 basis point cut.

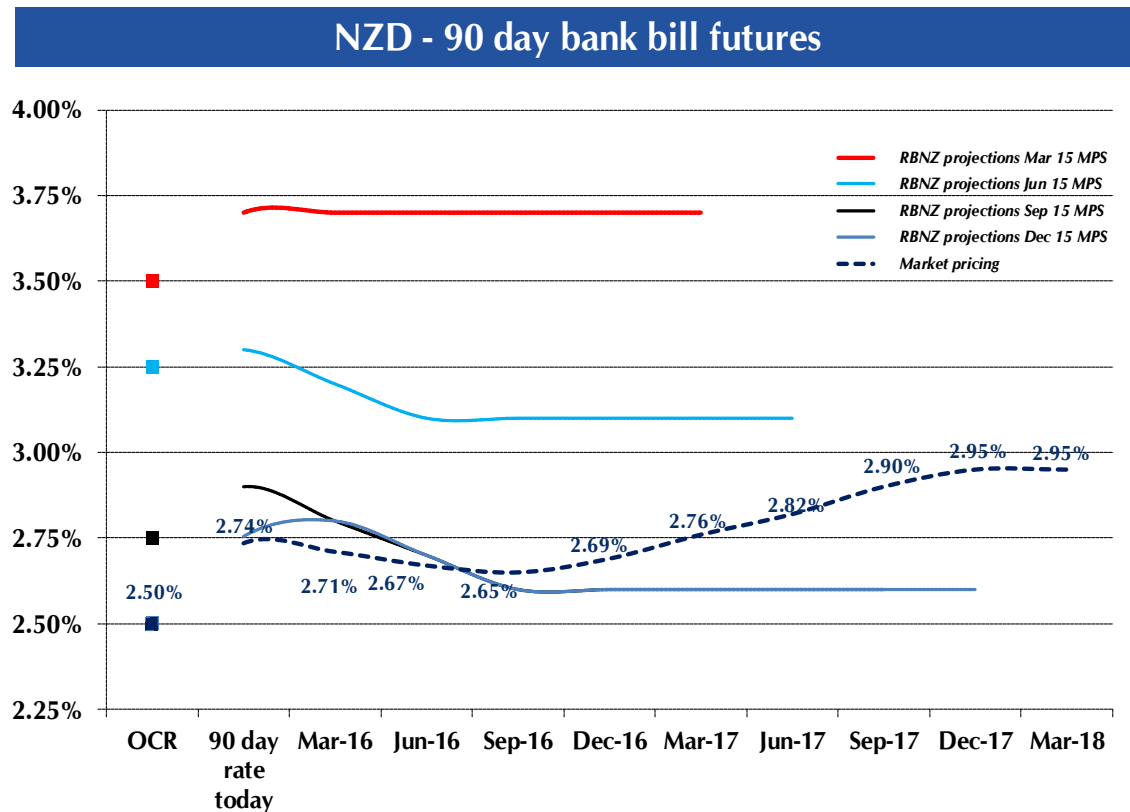
The driver for the RBNZ cutting the OCR was, as it should be, inflationary expectations. The RBNZ also noted that uncertainties facing the economy are more numerous than they have been in years, namely dairy price declines, the extent of the forecast El Niño weather cycle, net migration remaining high and household spending picking up. Even though the RBNZ's core scenario is for the OCR to remain at 2.50% through to 2017, it has room for further policy easing in the event of an unexpected major global ruction.

Market reaction to the OCR announcement would have come as a frustration to the RBNZ, with the NZD/USD and longer term swap rates rising immediately after the RBNZ announced the OCR cut. The reaction makes sense when taking into account the outlook, with the RBNZ appearing very reluctant to cut the OCR again this cycle and still expecting inflation to move back into the 1.0% to 3.0% target band early in 2016. The RBNZ have been overestimating the extent of future inflation for some time now, and with oil prices continuing to fall, those who remain sceptical about the RBNZ's projections may well be proven to be right again.

In the six GlobalDairyTrade ("GDT") auctions held during the quarter, three recorded rises in price and three recorded falls, but overall prices fell during the quarter. The GDT index reached a high of 837 on 6 October but following the last auction in December the index had fallen to 730, a decline of 13%. However Whole Milk Powder prices, which make up the bulk of New Zealand's dairy exports, fell by 18%. If the downward trend continues Fonterra may be forced to lower its projected payout for the 2015/2016 season which currently sits at \$4.60 per kgMS.



The chart below depicts the RBNZ's projections for the 90 day bank bill rate from the last four *Monetary Policy Statements*, together with pricing from the 90 day bank bill futures market (the dotted blue line).



1.3 LOCAL AUTHORITY SECTOR

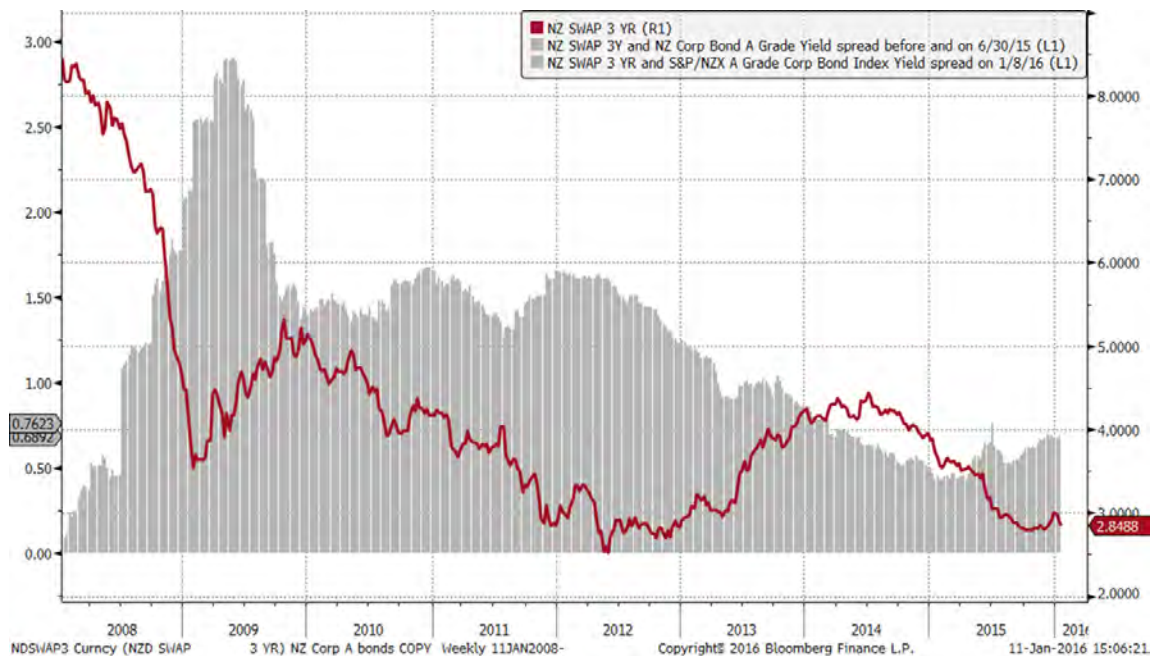
The Local Government Funding Agency ("LGFA") held its last tender for the quarter on 9 December. In total, \$105 million of bonds and Floating Rate Notes ("FRN") were issued, with \$461 million of bids received. Details of the tender were as follows:

- 15 April 2020 maturity - \$15 million issued at a margin of 66 basis points over swap for an unrated rated borrower, compared to 49 basis points in the tender held in late September.
- 15 May 2021 maturity - \$50 million issued at a margin of 74 basis points over swap for an unrated rated borrower (not issued in the September quarter).
- 15 April 2023 maturity - \$15 million issued at a margin of 87 basis points over swap for an unrated rated borrower, compared to 62 basis points in the tender held in late September.
- 15 April 2027 maturity - \$25 million issued at a margin of 102 basis points over swap for an unrated rated borrower, compared to 75 basis points in the tender held in late September.

There was an overall decline in credit market sentiment during the quarter; however the increase in LGFA spreads was greater than spreads in the broader market. The increase in LGFA spreads was replicated in local authority standalone bond issuance spreads, although the total amount issued by this method was relatively minor.

1.4 CREDIT SPREADS

The increase in credit spreads mentioned above is depicted in the following chart which shows credit spreads for the S&P/NZX Corporate 'A' Grade Bond index (the grey shaded area) and the three year swap rate (red line) dating back to the start of 2008.



2. DEBT AND HEDGING

2.1 DEBT

As at 31 December 2015, Waitomo District Council ("WDC") had \$45,370,000 of external debt. Of this, \$23,620,000 was provided by Westpac Bank, drawn on the Wholesale Advance Facility ("WAF") and the balance of \$750,000 was a Term Loan. In addition, WDC had issued \$21,000,000 of FRNs. A breakdown of the funding profile is contained in the table below:

Loans			
Value Date	Reprice/Maturity	Base Rate	Amount
Advance Facility			
21-Oct-2015	21-Jan-2016	2.8950%	5,000,000
10-Dec-2015	10-Mar-2016	2.8000%	5,000,000
21-Oct-2015	21-Jan-2016	2.8950%	3,000,000
16-Nov-2015	16-Feb-2016	2.9200%	6,000,000
05-Nov-2015	31-Dec-2015	2.7000%	4,620,000
Term Loan			
16-Nov-2015	15-Feb-2016	6.0000%	750,000
FRNs			
28-Aug-2015	28-Aug-2018	2.8500%	5,000,000
18-Apr-2012	18-Apr-2017	2.8500%	5,000,000
30-Aug-2013	30-Aug-2016	2.8313%	5,000,000
30-Aug-2013	30-Aug-2016	2.8313%	1,000,000
06-Aug-2014	06-Aug-2017	2.9100%	5,000,000
TOTAL			45,370,000

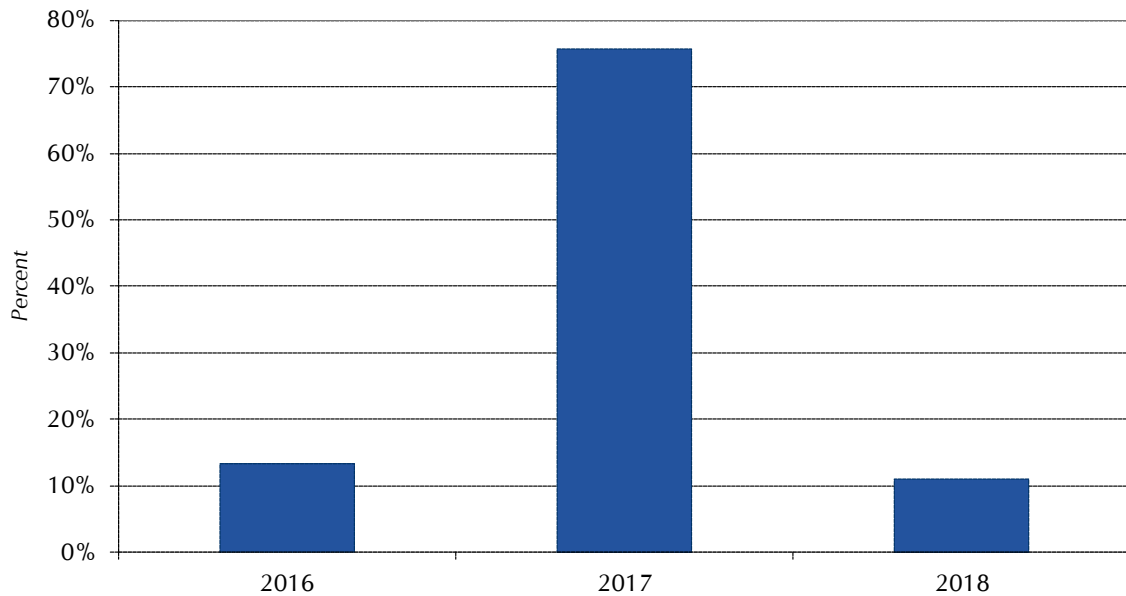
The term loan of \$750,000 has been on-lent to Inframax with interest rate resets every three months. The current rate is 6.00%, with the next reset due on 15 February 2016.

The maturity profile of WDC's debt is depicted in the graph on the following page. It includes the \$21,000,000 of FRNs on issue and the \$24,370,000 million of bank debt (including the Inframax loan). It shows that there is 75.0% of debt maturing in 2017, along with the bank debt there are \$10,000,000 of FRNs maturing in that year.

Section 7.2 of the Liability Management Policy states "To avoid a concentration of debt maturity dates Council will, where practicable, aim to have no more than 50% of debt subject to refinancing in any 12 month period." This is an objective, not an actual requirement, so the 65.0% of debt maturing in 2017 does not constitute a breach of the Treasury Policy.



Waitomo DC Debt Maturity Profile



In November an FRN for \$5,000,000 matured. The intention was to refinance this with another FRN, however, there was no investor appetite for this so the debt was refinanced by utilising the Westpac facility which was increased from \$25.0 million to \$30.0 million. For future funding requirements WDC is intending to apply to join the LGFA as this offers the cheapest and most assured form of funding. Prior to the application being made WDC intends to update its forecast debt requirements.

It is recognised that there is a funding concentration risk in 2017 when 75% of the debt matures. This will be alleviated if WDC joins the LGFA, while we will also look to roll the bank facility over well in advance of its maturity, most likely prior to it becoming a current liability. Also there is the possibility of issuing additional FRN's to replace some of the existing bank debt if investor appetite for the WDC 'name' reappears.

2.2 HEDGING

As at 31 December 2015, WDC had ten interest rate swaps to convert a portion of the floating rate exposures associated with the FRNs and bank debt into a fixed rate. Six of the swaps are current and four are forward starting. Details of the swaps are contained in the table on the following page.

Start Date	Maturity Date	Swaps Rate	Amount	Market Value
21-Jan-2014	21-Jan-2017	3.950%	5,000,000	(\$73,260)
10-Sep-2012	10-Sep-2017	3.880%	5,000,000	(\$91,177)
30-Aug-2013	30-Aug-2019	3.900%	3,500,000	(\$102,343)
30-Aug-2013	30-Aug-2019	3.900%	1,500,000	(\$43,861)
18-Oct-2013	18-Apr-2020	4.315%	8,000,000	(\$313,116)
31-Mar-2014	17-May-2021	4.900%	6,000,000	(\$484,588)
Total current hedging			29,000,000	
Forward starting swaps				
24-Jan-2017	24-Jan-2024	3.840%	5,000,000	(\$30,700)
11-Sep-2017	11-Sep-2020	3.780%	5,000,000	(\$41,904)
18-Apr-2017	18-Apr-2023	3.950%	3,000,000	(\$37,821)
20-Apr-2020	20-Apr-2025	3.930%	5,000,000	\$55,967
				(\$1,162,802)

There were no new swaps entered into during the quarter, as none were required for policy compliance purposes. Also it was perceived that interest rates had the potential to fall, which indeed they did, thus justifying the 'holding off' approach.

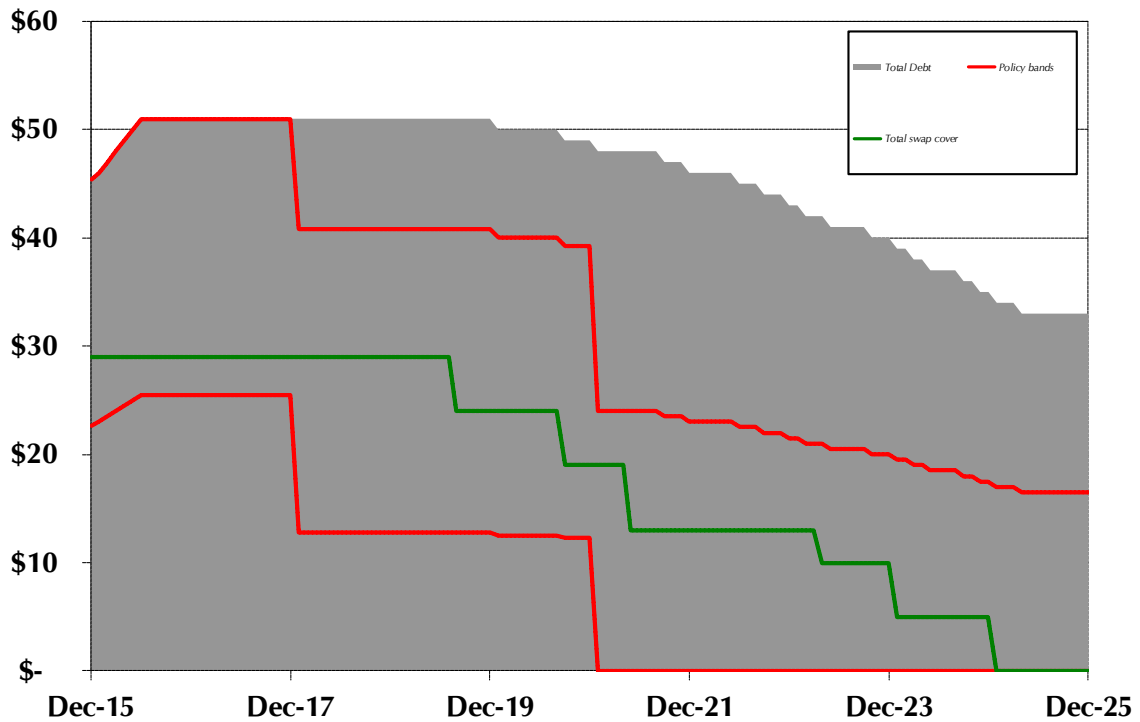
2.3 DEBT AND HEDGING PROFILE

WDC manages its debt under the fixed rate hedging parameters detailed in the table below:

Fixed Rate Hedging Percentages		
	Minimum Fixed Rate	Maximum Fixed Rate
0 – 2 years	50%	100%
2 – 5 years	30%	80%
5 – 10 years	0%	50%

The debt profile incorporating these parameters, and the fixed rate swaps and using projected debt figures supplied by WDC is depicted in the graph on the following page. This indicates that as at 31 December 2015 WDC was policy compliant.

Waitomo DC - Debt and cover



WDC's weighted average cost of funds as at 31 December 2015, including the bank line fee and margin, was 4.77% inclusive of the Inframax loan or 4.75% exclusive of this loan.

WDC's cost of funds continues to be lower than most other local authorities, almost all of whom would have a lower credit margin component in their overall cost of debt. With all other things being equal they should have a lower cost of funds than WDC, the fact that they haven't demonstrates the success of WDC's funding and interest rate risk management activities carried out over the past few years.

2.4 POLICY COMPLIANCE (AS AT 31 DECEMBER 2015)

	Yes/No
<i>Have all transactions been entered into compliance with policy?</i>	√
<i>Are the fixed rate hedging percentages within policy control limits?</i>	√
<i>Is WDC maintaining liquidity within policy control limits?</i>	√
<i>Are all counterparty exposures within policy control limits?</i>	√
<i>Is WDC compliant with the financial covenants contained in the LMP</i>	√

This document has been prepared by Bancorp Treasury Services Limited ("BTSL"). Whilst all reasonable care has been taken to ensure the facts stated are accurate and the opinions given are fair and reasonable, neither BTSL nor any of its directors, officers or employees shall in any way be responsible for the contents. No liability is assumed by BTSL, its directors, officers or employees for action taken or not taken on the basis of this document.

Appendix 4 – Statements of Service Performance Report on Levels of Service and Key Performance Indicators.



Statements of Service Performance Report On
Levels of Service and Key Performance Indicators

2015/16

(For the Period Ending 31 December 2015)

Introduction

- 1.1 The purpose of this report is to record the detail of non financial performance or service performance for the 2015/16 financial year. These service performance measures were adopted as part of the Long Term Plan 2015-25. Council uses service performance measures to measure performance in providing services to its Community.
- 1.2 The format of the report is in tabular form and the results are grouped under each major activity;
- Description of the **level of service**, which translates the high level strategic goal into measurable levels of service.
 - The **key performance indicator**, which is a description of the measure that will be monitored throughout the financial year and the life of the Long Term Plan 2015-25.
 - The **performance target**, which is the quantitative target Council will strive to achieve.
 - **Performance achieved** to 31 December 2015. The result is recorded, whether the target has been achieved and comments to further explain actual results to target result.

Commentary

2.1 Structure of Groups of Activities

Council carries out a number of activities or functions in order to meet its statutory responsibilities and in response to the aspirations of its District community. Council's functions are arranged under ten Groups of Activities. These ten Groups of Activities are further organised under three main 'Sustainability Groups'.

Sustainability Groups			
Groups of Activities	Community and Cultural Sustainability	Environmental Sustainability	Economic Sustainability
	Governance: Leadership and Investments	Resource Management	Water Supply
	Community Service	Solid Waste Management	Roads and Footpaths
	Community Development	Stormwater	
	Regulation	Sewerage and the Treatment and Disposal of Sewage	

2.2 Performance Framework

Purpose

In order to manage and monitor the performance of its activities and the work programmes undertaken by Council and to ensure that its efforts contribute to Council's purpose and Community Outcomes we have developed a Performance Framework. The two key functions of this framework are:

1. To guide Council's efforts and work streams such that the focus is on achievement Council's Purpose and Community Outcomes.
2. To demonstrate to the community what we are trying to achieve, and how our performance will be measured.

PURPOSE OF LOCAL GOVERNMENT
<i>'To meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost effective for households and businesses'</i>
Waitomo District Community Outcomes
Council's Vision: 'Creating a better future with vibrant communities and thriving business'
Council's Focus Areas: Facilitate economic development, encourage community connectivity and development, good stewardship of assets, and financial prudence and sustainability
Council's Business – Groups of Activities
Council's Policy and Planning Framework Council Policies, Bylaws, Activity Management Plans, Financial Strategy, Long Term Plan and Annual Plan.
Levels of Service and Work Programmes Monitoring and Reporting of achievement against Performance Targets

2.3 Elements of the Framework

As shown in the table above, at the highest level of the Performance Framework is Council's Purpose, followed by Community Outcomes.

The Vision statement describes Council's focus and the Guiding Principles aim to set the parameters under which planning will be carried out.

Council's Groups of Activities is the grouping of the various functions and activities that are carried out by Council. All activities need to demonstrate their contribution to the Community Outcomes.

The 'coal-face' of the Performance Framework are the –

Levels of Service: what can the community expect Council to provide.

Performance Measures: how will success or progress be measured.

Performance Targets: what is the level of performance that Council is aiming for.

2.4 Monitoring and Reporting

2.5 Progress against agreed performance targets is monitored monthly at a management level and reported quarterly at governance level. The annual achievement against performance targets is audited and communicated to the community and stakeholders in Council's Annual Report.

2.6 There have been a range of new measures introduced as per the LTP that was adopted by Council in June 2015.

2.7 For the quarter ending 31 December 2015, the performance results for all ten activities are as follows:

Activity	Total number of targets	Achieved or On Track	Not Achieved	No data available
Governance: Leadership and Investments	4	2		2
Community Service	11	4		7
Community Development	7	2		5
Regulation	8	5	0	3
Solid Waste Management	8	2		6
Resource Management	3	3		
Stormwater Drainage	8	8		
Sewerage and Treatment Disposal of Sewerage	8	6	2	
Water Supply	17	13	4	
Roads and Footpaths	6	1	1	4

Performance Measures Key

	Achieved or on Track
	Not Achieved
	No Data Available

2.8 Year to date, the performance results for all ten activities are as follows:

Activity	Total number of targets	Quarter Ending	Achieved or On Track	Not Achieved	No data available
Governance: Leadership and Investments	4	September	2		2
		December	2		2
Community Service	11	September	4		7
		December	4		7
Community Development	7	September	2		5
		December	2		5
Regulation	8	September	5		3
		December	5		3
Solid Waste Management	8	September	2		6
		December	2		6
Resource Management	3	September	3		
		December	3		
Stormwater Drainage	8	September	8		
		December	8		
Sewerage and Treatment Disposal of Sewerage	8	September	4		4
		December	6	2	
Water Supply	17	September	12	5	
		December	13	4	
Roads and Footpaths	6	September	1	1	4
		December	1	1	4

Community and Cultural Sustainability Group

Governance: Leadership and Investments

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress to 31 December 2015	Explanation
Decision making in compliance with provisions of the Local Government Act 2002.	Number of successful challenges to the decision making process.	0	Nil challenges received.	On track for achievement
Consultation is in accordance with the procedures outlined in LGA 2002. Depending on the nature of the consultation, the procedure will either be the Special Consultative Procedure or a process that gives effect to the requirements of section 82 of the LGA 2002.	Number of successful challenges to the decision making process.	0	Nil challenges received	On track for achievement
Effective communication with the community.	Customer satisfaction rating of effectiveness and usefulness of Council communications "good or better".	≥ 50%		Will be reported Annually once RSS is completed by June 2016.
Investments				
Investments are managed prudently and in a manner that promotes the current and future interests of the community.	Analysis of investment financials and activity including investment company reporting statements are reported to Council and made available to the public as applicable.	2 reports per year		Will be reported when completed within the year.

 Achieved or On Track	 Not Achieved	 No data available
--	--	---

Community Service

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress to 31 December 2015	Explanation
High quality Parks and Reserves will be provided.	Percentage of community satisfied with the quality of Parks and Reserves in annual and research surveys.	≥ 80%		Will be reported Annually once RSS is completed by June 2016.
Provision and maintenance of Elderly Persons Housing that meets the needs of the tenants.	Percentage of tenants satisfied with the provision and maintenance of Elderly Persons Housing.	> 65%		Will be reported Annually once RSS is completed by June 2016.
Quality public amenities will be provided.	Percentage of community satisfied with the quality of public amenities (Public Toilets and Cemeteries).	≥ 81%		Will be reported Annually once RSS is completed by June 2016.
Provision of effective pool facilities for the community.	Percentage of community satisfied with the quality of the pool facilities and service in the annual satisfaction survey and research survey results.	≥ 70%		Will be reported Annually once RSS is completed by June 2016.
Provision of effective Arts and Culture facilities for the community.	Percentage of community satisfied with the quality of the Arts and Culture facilities and service in the annual satisfaction survey and research survey results.	≥ 75%		Will be reported Annually once RSS is completed by June 2016.
Council's public facilities are provided to standards of fitness for use.	Current Building Warrant Of Fitness (BWOFF) for facilities with compliance schedules.	100%	100%	Achieved All building Warrant of Fitness for Council facilities are current.

What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress to 31 December 2015	Explanation
Pool is safe for use of pool patrons at all times.	Pool accreditation in place.	100%	100%	Achieved Pool accreditation in place until 30 April 2016.
	Number of pool non complying water quality readings per year.	< 5	0	On track for achievement Nil non complying water quality readings received.
Community education and information provided to build community awareness and preparedness.	The number of residents who understand the need to plan for the ability to survive on their own for 3 days if there was an emergency event, as measured by the Resident Satisfaction Survey.	42%		Will be reported Annually once RSS is completed by June 2016.
WDC is resourced and staff trained to a level sufficient to efficiently operate the Civil Defence Headquarters during an emergency	One major training exercise involving Civil Defence HQ staff will be held per year	One exercise per year		Will be reported when completed within the year.
Playground equipment is safe to use for parks and reserves playground users	Number of accidents directly attributable to playground equipment failure	Nil accidents	0	On track for achievement Nil accidents reported for the quarter.

Community Development

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress to 31 Dec 2015	Explanation
Provide assistance for community support activities.	Advertisement and administration of all WDC Funding Rounds as per the Community Development Fund Policy.	100% Compliance	100% Compliance The following funding rounds have been completed: September and December 2015 Community Partnership Fund Sport NZ Travel Fund	On track for achievement
Support the positive development of youth within the District.	Youth Council makes one submission to Council per year.	1 per annum		Will be reported when completed within the year.
	Youth Council undertakes two youth related projects per year.	2 per annum		Will be reported when completed within the year.
Council will support major District events that build community pride and raise the District's profile.	Number of major District events held on time and to budget.	One Major event (the Muster) and one minor event (the Christmas Parade)	The Waitomo District Christmas Parade was successfully held on Friday 11 December 2015. The Great NZ Muster is scheduled to take place on Saturday 2 April 2016. Balloons over Waikato is scheduled to take place on Friday 18 March 2016 in Te Kuiti.	On track for achievement

Achieved or On Track	Not Achieved	No data available
----------------------	--------------	-------------------

What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress to 31 Dec 2015	Explanation
Provision of comprehensive library facilities for the community.	Percentage of community satisfied with the quality of the library facilities and service in the annual satisfaction survey and research survey results.	≥ 85%		Will be reported Annually once RSS is completed by June 2016.
Council through its membership of the Hamilton and Waikato Regional Tourism Organisation will ensure enhanced presence in national and international markets for the District.	Number of District Promotion opportunities taken in key publications and industry events.	> 4		Will be reported 6 monthly by HWT.
Council will encourage and support business expansion and sustainable economic development opportunities within the District.	Economic Development Action Plan developed and implemented.	Economic Development Action Plan implemented by July 2015 and actions advanced as per plan.	The action Plan has commenced as adopted by Council on 23 June 2015 and actions will be advanced as per plan.	Will be reported through the year as actions are completed.

Regulation

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress to 31 December 2015	Explanation
All food and alcohol retail premises will be inspected and appropriately registered and licensed.	Percentage of registration or licensing of food and alcohol retail premises	100%	Food Premises inspected to date – 71% Alcohol Retail Premises inspected to date – 41%	On track for achievement.
Provision of an effective environmental health service for the community.	Customer Satisfaction Survey Rating on Environmental Health Service.	> 50%		Will be reported Annually once RSS is completed by June 2016.
Building consents and project information memoranda issued within 15 working days.	Percentage of building consents and project information memoranda issued within 15 working days.	90%	98% of consents issued within 15 working days.	On track for achievement.
Council will process, inspect and certify buildings work in the Waitomo District.	WDC maintains building control systems and process to meet IANZ Audit requirements.	BCA Accreditation achieved every 2 years.	Accreditation Maintained	Achieved Accreditation was achieved in 2014. The next assessment is due June 2016.

 Achieved or On Track	 Not Achieved	 No data available
--	--	---

What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress to 31 December 2015	Explanation
Provision of an effective building control service to the community.	Customer Satisfaction Survey rating on Building Control.	> 50%		Will be reported Annually once RSS is completed by June 2016.
Dog owners' properties will be inspected to ensure compliance with the Dog Control Act 1996 and Council's bylaws.	Percentage of dog owners' properties inspected per year.	Urban 100% Rural 10%	Urban Properties Inspected to date – 76% Rural Properties Inspected to date – 3%	On track for achievement.
High level of customer satisfaction with animal control service.	Customer Satisfaction survey rating on Animal Control.	≥ 50%		Will be reported Annually once RSS is completed by June 2016.
Dog Owners are well informed of their responsibilities and WDC Support.	Number of Dog/Owner Education initiatives.	≥ 2	Advert placed in Child Safety Awareness Programme 2015 – Academy Books – Rural Waitomo Schools. ‘Take care of your dog this Guy Fawkes’ advert placed in Waitomo News, Facebook and Website.	On track for achievement.

Achieved or On Track	Not Achieved	No data available
----------------------	--------------	-------------------

Environmental Sustainability Group

Solid Waste Management

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress to 31 December 2015	Explanation
Users find the recycling facilities safe to use.	Percentage of users rate the safety of Council's recycling facilities as satisfactory or better.	75%		Will be reported Annually once RSS is completed by June 2016.
Provision of effective waste service for the community.	Customer satisfaction survey rating on waste transfer stations.	60%		Will be reported Annually once RSS is completed by June 2016.
The solid waste management facilities feel safe to the user.	Percentage of users rate the District's waste transfer stations safe to use.	70%		Will be reported Annually once RSS is completed by June 2016.
Users find the landfill facility safe to use.	Percentage of users rate the safety of Council's landfill facility as satisfactory or better.	75%		Will be reported Annually once RSS is completed by June 2016.
The solid waste management facilities are open and accessible to users at advertised times.	Number of complaints per month due to facilities not being open at advertised times.	≥1	No complaints received for the quarter.	On track for achievement. No complaints received for the quarter.
Reduce quantity of recyclables like paper and plastics in bag collection that goes to landfill.	Percentage of reduction per annum leading to 10% reduction by 2016 and 15% by 2025 achieved through continual education (both measured against the 2014 Biennial Waste Audit).	2.0%		Data will be reported after the 2016 Biennial Waste Audit which is scheduled for July/August 2016

	Achieved or On Track		Not Achieved		No data available
--	----------------------	--	--------------	--	-------------------

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress to 31 December 2015	Explanation
Reduce the quantity of organic waste like food scraps etc in bag collection that goes to landfill.	Percentage of reduction per annum achieved through continual education leading to 10% reduction by 2025 (measured against the 2014 Biennial Waste Audit).	1.5%		Data will be reported after the 2016 Biennial Waste Audit which is scheduled for July/August 2016
Provision of an effective solid waste service for the community.	Average number of complaints received per month regarding solid waste activities.	≤ 10	Eleven complaints received for quarter – four for October, four for November and three for December. General reasons for complaints were due to rubbish or recycling not being collected by contractor.	On track for achievement.

 Achieved or On Track	 Not Achieved	 No data available
--	--	---

Resource Management

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:'

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress at 31 December 2015	Explanation
Council will ensure that resource consents are processed in a timely and customer friendly manner so as to facilitate district wide development.	Percentage of notified consents processed within 80 working days of receipt.	90%	One notified Resource Consent as been processed within the required timeframe 100%	On track for acheivement
	Percentage of non-notified consents processed within 20 working days.	90%	Non-Notified Consents Processed – 100%	On track for acheivement
All premises where resource consents have been issued will be monitored at least biennially to ensure compliance.	Percentage of consented premises visited each year.	50%	Monitoring inspections undertaken to date – 75%	On track for acheivement

 Achieved or On Track	 Not Achieved	 No data available
--	--	---

Stormwater Drainage

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress at 31 December 2015	Explanation
Stormwater drainage system is adequate and is sufficiently maintained.	The number of flooding events that occur in the district in a financial year.	Nil (for less than 1 in 2 year event)	No complaints received for quarter.	On track for achievement.
	For each flooding event the number of habitable floors affected in a financial year.	≤ 1 per 1000 properties	No complaints received for quarter.	On track for achievement.
Compliance with resource consent conditions for discharge from the Councils urban stormwater system that relate to environmental effects	Compliance with resource consents for discharge from its Stormwater system, measured by the number of:	0	Nil received for quarter.	On track for achievement.
	abatement notices			
	Infringement notices	≤2	Nil received for quarter.	On track for achievement.
	enforcement orders	Nil	Nil received for quarter.	On track for achievement.
	successful prosecutions received by Council within a financial year.	Nil	Nil received for quarter.	On track for achievement.

Achieved or On Track	Not Achieved	No data available
----------------------	--------------	-------------------

The Council responds to failures and request for service in a prompt and efficient way	The median response time to attend a flooding event, (measured from the time that the notification is received to the time that service personnel reach the site)	≤ 180 minutes (3hrs)	No complaints, no median response time to report.	On track for achievement.
The Council provides a reliable stormwater collection service	The number of complaints received about the performance of the Council's urban stormwater system per 1,000 properties connected.	≤4 complaints per 1000 properties	No complaints received for the quarter. Three complaints received year to date. Median response time 1.5 hrs.	On track for achievement.

Sewerage and Treatment and Disposal of Sewage

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What we do (level of service)	How we measure success (performance measure)	Performance Target	Progress at 31 December		Explanation
Sewerage System is adequate and is sufficiently maintained.	Number of complaints received in a financial year about ; sewage odour, sewage system faults, sewage system blockages, and Council's response to issues with the sewage system.	Total complaints per 1000 connections ≤20	Total of 20 complaints for quarter exceeding the 20 maximum per annum.	a	Not achieved
Environmental impacts of Sewerage systems will be managed effectively.	Compliance with the Council's resource consents for discharge from its sewerage system, measured by the number of:		Nil received for first quarter	b	On track for achievement
	abatement notices	Nil			On track for achievement
	infringement notices	Nil	Nil received for first quarter		On track for achievement
	enforcement orders	Nil	Nil received for first quarter		On track for achievement
	convictions received received by Council in a financial year.	Nil	Nil received for first quarter		On track for achievement

Timely response and resolution for sewage overflows.	The median response times for attendance, in a year, measured from the time that the Council receives notification to the time that service personnel reach the site	≤180 minutes (3hrs)		c On track for achievement.
	The median response times for resolution, in a year, measured from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault	≤ 540 minutes (9hrs)		d On Track for achievement
Provision of effective and reliable sewerage systems and service to the community.	Number of dry weather sewage overflows from the Council's sewerage system in a financial year.	≤ 5 per 1000 connections		e Not Achieved

a	<p>The target for "Number of complaints received in a financial year about ;</p> <ul style="list-style-type: none"> • sewage odour, • sewage system faults, • sewage system blockages, and • Council's response to issues with the sewage system <p>being ≤2 for the year was not achieved. A total of 51 services request complaints have been received year to date, with 20 of those complaints being received in this quarter. A large number of these complaints are from Piopio residents with complaints regarding their Wastewater Treatment Systems – with complaints ranging from high level alarms to sewerage overflows.</p>
e	<p>The target for "Number of dry weather sewage overflows from the Council's sewerage system in a financial year being ≤5 per 1,000 connections (Total number of connections 2,221)" was not achieved. A total of 12 were received for the quarter, and a total of 39 year to date. These also consist of a large number of Piopio Wastewater Treatment System complaints. These issues are currently being dealt with.</p>

Economic Sustainability Group

Water Supply

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress at 31 December 2015	Explanation
Water supply system is adequate and sufficiently maintained for public health purposes.	The extent to which WDC's drinking water supplies comply with Part 4 of NZ Drinking-water Standards 2005 (revised 2008) (bacteria compliance criteria)	100%		a Not Achieved
	The extent to which WDC's drinking water supplies comply with Part 5 of NZ Drinking-water Standards 2005 (revised 2008) (protozoal compliance criteria)	100%*	* Achievement will be based on timing of completion of the Te Kuiti Water Treatment Plant upgrade which is being carried out primarily to ensure compliance with New Zealand Drinking Water Standards requirements.	b Not Achieved

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress at 31 December 2015	Explanation
Water Supply networks are being maintained adequately.	Percentage of real water loss from the Council's networked reticulation system in a financial year in: Te Kuiti	≤ 25%		c On Track for achievement
	Mokau	≤ 25%		d On Track for achievement
	Piopio	≤ 25%		e On Track for achievement
	Benneydale (‘Water Losses’ includes real losses through leaks in the network and apparent losses through metering inaccuracies or water theft. This does not include unauthorised consumption)	≤ 15%		f On Track for achievement
Timely response and resolution of service requests.	The median response times for attendance for urgent call-outs in a financial year*	≤ 180 minutes (3 hrs)		g On track for achievement.

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress at 31 December 2015	Explanation
	The median resolution time of urgent call-outs in a financial year**	≤ 540 minutes (9hrs)		h On track for achievement.
	The median response times for attendance for non-urgent call outs in a financial year*	≤ 660 Minutes (11hrs)		i On track for achievement.
	The median resolution time of non-urgent call-outs in a financial year** * from the time that the Council receives notification to the time that the service personnel reach the site. ** from the time that the Council receives notification to the time that service personnel confirm resolution of the fault or interruption	≤ 850 minutes (14.1hrs)		j On track for achievement.

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress at 31 December 2015		Explanation
Provision of effective and reliable water supply system to the community.	The total number of complaints received for: drinking water clarity	≤ 5 per 1000 connections	10 YTD	k	On Track for achievement
	drinking water taste	≤ 5 per 1000 connections	6 YTD	l	Achieved.
	drinking water odour	≤ 5 per 1000 connections	7 YTD	m	Achieved.
	drinking water pressure flow	≤ 5 per 1000 connections	91 YTD	n	Not achieved.
	continuity of supply received by council in a year. (2,558 Connections)	≤ 5 per 1000 connections	40 YTD	o	Not achieved.
	Median response time to any of these issues within a year.	≤ 180 minutes		p	On track for achievement.

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress at 31 December 2015		Explanation
Efficient management of demand for water for the community.	Average consumption of drinking water per day per resident within the district.	≤ 400 litres per person per day	90 Litres per person per day	q	On track for achievement.

a	<p>The target for "The extent to which WDC's drinking water supplies comply with Part 4 of NZ Drinking-Water Standards 2005 (bacteria compliance criteria)" was not achieved.</p> <p>Te Kuiti Water Treatment Plant is currently undergoing a major upgrade. Mokau requires upgrading to meet requirements. Benneydale requires some minor work to be carried out which will assist in bringing the plant up to NZDWS. Piopio meets the requirements for NZDWS.</p>
b	<p>The target for "The extent to which WDC's drinking water supplies comply with Part 5 of NZ Drinking-Water Standards 2005 (protozoal compliance criteria)" was not achieved.</p> <p>Te Kuiti Water Treatment Plant is currently undergoing a major upgrade. Mokau requires upgrading to meet requirements. Benneydale requires some minor work to be carried out which will assist in bringing the plant up to NZDWS. Piopio meets the requirements for NZDWS.</p>
n	<p>The target "Total number of complaints received for (below listed, received by Council in a year)" for drinking water pressure was not achieved. A total of 25 complaints were received for the quarter due to leaks causing PSI to drop. These issues were resolved within the required timeframes.</p>
o	<p>The target "Total number of complaints received for (below listed, received by Council in a year)" for continuity of supply was not achieved. A total of 6 complaints were received for the quarter due to leaks and broken council tobies or water pipes.</p>

Roads and Footpaths

Statement of Service Performance

The Levels of Service and Key Performance Indicators for this Group of Activities are:

What We Do (Level Of Service)	How We Measure Success (Performance Measure)	Performance Target	Progress at 31 December 2015	Explanation
Monitor safety of local roads to assist in planning and prioritising works required to upgrade, maintain or change the condition of the roading environment in order to reach and maintain a specified level of safety.	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network.	1 (or maintain at 0)	1	a On track for achievement.
Maintain the overall condition of local roads to a specified adequate standard	The average quality of ride on a sealed local road network, measured by smooth travel exposure, in a financial year. (Percentage of measured sealed road lane kilometres not exceeding a NAASRA* roughness count rating of 150 to be at least 90%.)	90%		b This is measured biennially and will be reported annually once the data is available.
Maintain the overall condition of the unsealed roads to a specified adequate standard.	Percentage of unsealed road metalled each year.	15% (of total)		c Seasonal work done in a quarter (generally Spring and Autumn) – Measured at end of financial year 30 June.

Maintain the overall condition of sealed roads to a specified adequate standard	Percentage of the sealed local road network that is resurfaced each year.	7% (of total)		d Seasonal work done in a quarter (generally Spring and Autumn) – Measured at end of financial year 30 June.
Maintain the overall condition of footpaths to a specified adequate standard	The percentage of footpath network that falls within a condition rating of 3	90%		e Not measureable until end of contractual year (end of September – when annual footpath report is due from contractor).
Manage the timeliness and appropriateness of responses to problems and service requests.	The percentage of customer service requests relating to roads and foot paths responded to within 10 working days.	95%	Not Achieved	f Total of 100 service requests were received for quarter, of which 72 were achieved and 28 were not achieved. Resulting in 72% average over quarter. All months for the quarter, October, November and December were not achieved.

* NAASRA is a generally acceptable measure of road roughness. A NAASRA count of less than 150 indicates an acceptable level of ride comfort.

f	<p>The target for “The percentage of customer service requests relating to roads and foot paths responded to within 10 working days” was not achieved. There was an increased number of requests for overgrown vegetation causing restricted driver vision at various locations within the district. This was caused due to the time of year when vegetation growth is at its peak and current climatic conditions are leading to a vigorous growth season.</p> <p>There was also a number of requests for potholes and corrugations on rural roads where grading of these roads are carried out when rain has occurred to get optimal results for the road surface. Due to extreme fine periods, this has the effect of causing corrugations.</p> <p>Weekly meetings are held between WDC Roding Team and the Road Maintenance Contractor to go over any service requests and other issues that may have arisen over the week. For the quarter ended 31 December 2016 this was a transitional period for the changeover of contractor for the Road Maintenance Contract. All efforts are made to ensure that requests are responded to within the required timeframes, or any required work programmed.</p>
----------	--

Document No: 384979

File No: 004/004

Report To: Council**Meeting Date:** 23 February 2016**Subject:** **Progress Report – Communications Strategy****Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on progress made with various Communications projects identified within the Communications Strategy as well as those that have arisen in the past six months.

Local Government Act S.11A Considerations

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

Risk Considerations

- 3.1 No risks have been identified in regards to matters contained in this business paper.

Background

- 4.1 The Communications Strategy 2015 was adopted by Council in December last year.
- 4.2 The focus of the strategy is to guide Council's day-to-day communications activities, set Council's expectations for media and allow better and more genuine engagement between Council and the community.

Commentary

- 5.1 The following update provides a summary of corporate communications recently completed in support of achieving the seven key objectives of the Strategy.
- 5.2 **Promote the value of Council's role in the community**
- 5.3 Media releases, updates and other service information were communicated via Facebook, website and printed media. Examples include:

- 5.4 Promotion of the opportunity for residents to recycle cell phones (and accessories) using the **Swapkit mobile phone recycling scheme**. Collection bins were made available to the public in the reception areas of the Library, iSITE, Landfill and Queen Street office. The methods used to engage the public included an article in the Waitomo News (7 July 2015), Council's website, Facebook and poster displays at above mentioned locations.
- 5.5 A project to erect a new perimeter barrier fence around the Te Kuiti Skate Park was completed last year. This was communicated using various methods such website updates and the Waitomo Way. Council promoted the use of the designated crossings and pedestrian over bridge in the communication.
- 5.6 During mid-2015, issues arose in regards to the Kerbside Refuse and Recycling Collection Service. In an effort to clarify the level of service provided, communications were published in the Waitomo News, on Council's website and Facebook page. This included reminders of the use of blue refuse bags, advice on how to prepare recycling for collection and the types of waste items that will be accepted through the service. September's issue of the Community Update also featured an article promoting the correct use of the Kerbside Services and District Transfer Stations.
- 5.7 Funding and grants recipients' information was published on Council's website and in the Waitomo Way. The promotion of funding and grant opportunities for the community is undertaken on the radio station Cruise FM and in the Waitomo News, guided by the funding calendar.
- 5.8 **Encourage involvement in local decision-making**
- 5.9 The consultation on the draft Dog Control Policy and Bylaw and the Fees for functions under the Food Act 2014, were publicly notified in the Waitomo News.
- 5.10 The opportunity to have a say on the review of Dog Control Policy and Bylaw was promoted in the October issue of the Waitomo Way and Community Update.
- 5.11 Regular snippets of information about the Policy and Bylaw proposals were published on Facebook. People were encouraged to come along to the discussion sessions and have their say during the month-long consultation period.
- 5.12 Opportunities to engage with the Elected Members are communicated in the Waitomo Way. The February 2016 issue features an article highlighting the role that WDC's Elected Representatives play in the community. Councillors Roles and Responsibilities and contact information was also included.
- 5.13 Use of the Mayor's Facebook page to share the monthly column, local news items and other posts of interest has supported an increase in likes (194) and the average post reach has grown from 30 Facebook users (June 2014) to 150.
- 5.14 A link to the Mayor's Facebook page was made available in the online edition of the December 2015 and February 2016 Waitomo Way.
- 5.15 **Ensure communities are well informed on Council's activities/operations**
- 5.16 Roading updates were published on Facebook including the Tawa Street and Mangarino Road retaining wall projects and various footpath repairs.
- 5.17 In October, a new webpage and a feature in the Waitomo Way communicated WDC's new approach to the operational maintenance programme of the Roads and Footpaths Activity.

- 5.18 The completion of Council's project to restore the 1st floor entrance and lobby at 28 Taupiri Street and the official opening to the public was communicated on Facebook, the Website and in the Waitomo News.
- 5.19 Significant promotion of Council's restoration and strengthening project for the historic Te Kuiti Railway Station Buildings (2 and 3) was undertaken over a period of time. Poster displays in the Te Kuiti Community notice board, website updates, media releases, radio notices, Facebook posts and photo albums all support Council's goal of ensuring that the community were well informed on the progress and completion.
- 5.20 The project to inspect Te Kuiti's urban stormwater network was communicated in a planned manner with media releases and Facebook updates (September/October).
- 5.21 Negative issues that impact on the delivery of Council services, the environment and/or community well-being are addressed with a planned response in a timely manner online and in the Waitomo News. Anti-graffiti and litter adverts were published in the Waitomo News in December and January.
- 5.22 The Regulatory project to review the advertising hoarding/signs and the implementation of improved Bylaw signage across the district was well communicated in print media.
- 5.23 The advancements in the stages of the Te Kuiti Water Treatment Plant upgrade continue to be communicated in the Waitomo Way (August), on Facebook and Councils website (November). A further media release was prepared this month for publication online and in print media.
- 5.24 WDC maintains engagement with the Waikato Civil Defence Emergency Management Group, with a delegated Public Information Management (PIM) contact/staff member. The PIM Plan 2013 guides the PIM protocols and plans that are required locally, and to look for opportunities to promote the 'Get Ready, Get Thru' message.
- 5.25 WDC continues to maintain support for the Love Food Hate Waste NZ campaign using social media and where appropriate in printed media.
- 5.26 **Support Council's reputation in the District**
- 5.27 'Letters to the Editor' were published in the Waitomo News in September/October last year, which included comments on WDC rates and public debt. A media release was prepared and published on Councils website in an effort to clarify the true position of WDC's borrowings, reflecting on the significant capital project investment made during the 2014/15 financial year. The article also highlighted the actual debt position of Council.
- 5.28 Council's excellent results achieved in the 2015 Resident Satisfaction Survey were highlighted in the Waitomo News (September). A Summary of Survey results was published on Council's website in August.
- 5.29 In October, a Summary of the Annual Report 2014/15 was prepared and published on Councils website. This included a summary of financial highlights.
- 5.30 The full three-page Summary Report was published in the December issue of the Waitomo Way. This included graphs explaining how rates are spent, major projects completed during the financial year and financial and performance statements. This publication was also made publicly available.

- 5.31 In an effort to raise community awareness of the high level of water consumption across WDC's four water supplies, a media release was published last year in the Waitomo News. The promotion of water conservation is ongoing with tips published in the Waitomo Way, on the radio, website and in advertisements in the Waitomo News. Earlier this month, a follow-up media release was published to provide an update for the community on the current water conservation/restrictions and consumption for levels for Te Kuiti, Benneydale, Piopio and Mokau.
- 5.32 **Support Council's reputation within the Local Government (LG) sector**
- 5.33 Media Releases communicating updates on the Waikato Mayoral Forum are published on Council's website, highlighting the collective savings and achievements of the collaborative arrangement between the 12 Councils in the Waikato region.
- 5.34 Local Government New Zealand media releases and social media posts are shared on WDC's website and Facebook pages to demonstrate the value of local government not only locally, but nationally as well. This is an ongoing effort.
- 5.35 WDC has registered an interest in maintaining a presence in the LGNZ sector-wide Communications Programme in support of the LGNZ 'Performance Uplift Programme'. The development of a briefing template for WDC's campaign is currently underway and will outline the proposed campaign needs and timeframe.
- 5.36 **Attract people to live or work in and visit the Waitomo District**
- 5.37 The promotion of the Waitomo District as a whole, but also the individual towns, areas and environment is carried out online using Facebook.
- 5.38 Hamilton and Waikato Tourism's Facebook posts promoting local scenic walks are shared with the WDC and Visitor Information Centre's Facebook page.
- 5.39 Scenic photos taken by various staff members show the unique beauty and diverse environment of the Waitomo district.
- 5.40 The objective '*attract people to live or work in and visit the Waitomo District*' is considered by Council to be the most important communication objective. The District and Economic Development functions of the Community Development activity form the foundation for engagement and the focus of work to achieve this objective.
- 5.41 In conjunction with the Group Manager – Customer Services and the Economic Development Officer, a communications plan will be developed and implemented to guide effective engagement with internal and external stakeholders as provided for in the Economic Development Action Plan.
- 5.42 To date the following projects have been initiated as outlined in the Digital Enablement Plan:
- A new section has been developed on the WDC website – "Waitomo's Digital Journey" and dedicated web pages provide a wide range of information on digital services and a copy of WDC's Digital Enablement Plan.
 - Information regarding the new telecommunication towers in Benneydale and Aria was included in the Community Update advert in the Waitomo News.

- The first of a regular feature called 'Digi Talk' was published in the Waitomo News in November. This initiative was undertaken in collaboration with Otorohanga District Council.
- 5.43 A selection of WDC's scenic photo stock was provided to the Waitomo News for use in the marketing brochure 'Top 40 spots to visit in the King Country'.
- 5.44 The development of a 'Tourism Talk' template was established this month to support the sharing of information with WDC's key tourism stakeholders.
- 5.45 New resident welcome packs are prepared and provided to local Real Estate Agents. A new stock of the packs is currently being prepared for WDC staff to utilise via other avenues of customer engagement.
- 5.46 **Promote a sense of community and pride of place**
- 5.47 This objective is achieved through various communications that highlight improvements to the town centres, quality services and facilities, renewed infrastructure assets to support public health outcomes and community events like the Christmas Parade.
- 5.48 Another key to achieving this objective is a sustained approach to communicating the need for compliance with Council's regulations, bylaws, and policies in order for Council to ensure that an acceptable standard of convenience, safety, visual amenity and civic values are maintained for the well-being and enjoyment of residents, visitors and businesses within the district.
- 5.49 A media release was published in December highlighting the dangers of riding horses in town, particularly in Bylaw prohibited areas (i.e. on reserve land).
- 5.50 A section on Council's website was developed to educate the community on '*Horses and Public Safety*'. The information includes the rules in regards to Council Bylaws and the road rules for horse riders.
- 5.51 As stated in point 5.25, small anti-litter/graffiti adverts were published in the Waitomo News over the holiday period under the banner 'Keep our District Vibrant and Thriving'. The adverts encourage a joint community approach to creating a place where people will enjoy living, working and visiting. The adverts also communicate the offence (under the relevant Act or Bylaw) and maximum fine.
- 5.52 During November and December, a collaborative project with undertaken with the Raising Potential through Reducing Risk team (RPtRR) and Youth Action Plan group, to renew the outdated 'Alcohol Ban area' signs in Te Kuiti. All outdated and faded signs were removed from the CBD with the support of the ISU team. New signs were designed in alignment with Council's Public Places Bylaw. Communication was maintained with the stakeholders – WDC's Environmental and Regulatory Services Leader and the RPtRR team leader throughout the process. A Waitomo News special feature was published in December to communicate the partnership and educate the public on the alcohol ban.
- 5.53 **Communication Statistics**
- 5.54 The following section provides an overview of the statistics recorded for the four Facebook pages and Council's website.
- 5.55 Facebook
- 5.56 Waitomo District Council's Facebook page likes have increased to 901.

- 5.57 A variety of posts are made to the page about Council services, photos of the District and shared posts from the likes of 'Love Food Hate Waste New Zealand', 'Waikato Road Policing Team' and 'Civil Defence Waikato'.
- 5.58 The people who like the page are predominantly in the age group 18-24 years and 41% are male and 59% are female.
- 5.59 The location of WDC's fans is included in the following table:

City	Your Fans
Auckland,	100
Hamilton, Waikato,	92
Waitomo, Waikato	86
Hangatiki, Waikato	56
Christchurch, Canterbury,	25
Te Awamutu, Waikato,	25
Otorohanga, Waikato,	21
Wellington,	20
Invercargill, Southland	18
New Plymouth, Taranaki	18

- 5.60 Waitomo District Animal Control Officer page likes have increased to 509.
- 5.61 This page is predominantly used to notify the public of dog that are currently been held in the District Pound. Other posts made to the page promote good animal control and responsible dog ownership.
- 5.62 The people who like the page are predominantly in the age group 25-34 years and 19% are male and 79% are female.
- 5.63 The location of fans is included in the following table:

City	Your Fans
Hamilton, Waikato,	87
Waitomo, Waikato,	76
Auckland,	66
Hangatiki, Waikato	57
Otorohanga, Waikato,	35
Te Awamutu, Waikato,	18
Tauranga, Bay of Plenty Region,	10
Piopio, Waikato,	9
Taupo, Waikato,	9
Metadata, Waikato,	6

- 5.64 Te Kuiti Visitor Information (TeKuitiNZ) page likes have increased to 235.
- 5.65 This page is used by the Customer Service Officers to share events, posters of local activities/ meetings and promote things to see and do in the Waitomo district.
- 5.66 The page is also used to communicate and share information on local tourism opportunities and Council events.
- 5.67 The people who like the page are predominantly in the age group 25-34 years and 28% are male and 72% are female.

5.68 The location of fans is included in the following table:

City	Your Fans
Hamilton, Waikato,	30
Auckland,	30
Waitomo, Waikato,	30
Hangatiki, Waikato,	21
Otorohanga, Waikato,	10
Te Awamutu, Waikato,	6
Tauranga, Bay of Plenty Region,	5
Palmerston North, Manawatu-Wanganui,	5
Wellington, Wellington Region,	5
Parnell, Auckland Region,	5

5.69 Mayor Brian Hanna's Facebook page now has 194 likes.

5.70 The Mayors monthly column is shared on the page along with a variety of other local interest stories in the media and WDC Citizenship ceremonies.

5.71 The people categorised as fans of the page are in the younger age groups of 13-17 (19%) and 18-24 (12%) years. In comparison the people reached by the average post made on the Mayor's page were aged 35-44 and 45-54 years (16%). Fans are 52% male and 48% female.

5.72 The location of fans is included in the following table:

City	Your Fans
Auckland,	25
Hamilton, Waikato,	21
Waitomo, Waikato,	10
Tauranga, Bay of Plenty Region,	8
Kamiina-gun, Nagano,	8
Brisbane, QLD, Australia	8
Nagano-shi, Nagano, Japan	6
Taupo, Waikato,	6
Hangatiki, Waikato,	5
Otorohanga, Waikato,	5

5.73 WDC Website

5.74 The website is maintained and updated on a regular basis. Public notices, media releases, community newsletters, publications and other important information from Waikato Council's are uploaded to the site. A development plan is currently being prepared to guide future upgrades of the site. This is being planned in conjunction with the Information Services Strategy.

5.75 Google Analytics for waitomo.govt.nz

5.76 Council accesses information about the website's visitor statistics, reporting and user testing from Google Analytics.

5.77 For the period 1 July 2015 to 5 February 2016, WDC's website had:

- A total of 2,019 sessions or visits of which 1,917 were new visitors
- A total of 2,120 page views
- On average 3 pages were viewed during each session.

5.78 **Waitomo Way newsletter**

- 5.79 The newsletter is currently being published every two months and delivered to letterboxes across the Waitomo district. The newsletter is also available online via the 'buzzit' website.
- 5.80 There are currently **81 people** subscribed to the online newsletter. Resident's can subscribe to the email alerts for each newsletter via WDC's website, or by contacting us.
- 5.81 WDC has been trialling an additional distribution of 235 newsletters to Mokau ratepayers who live outside of the District. This was undertaken in response to feedback received from local residents, on the number of holiday/bach owners who could potentially not be receiving the community newsletter.
- 5.82 For the December issue, a small flyer was included with the newsletter, inviting ratepayers to subscribe to the email alerts and if preferred, be removed from the additional print mailing list. Feedback will be monitored over the coming months.
- 5.83 Further promotion of the opportunity to subscribe to the newsletter, will be made in general using the various communication methods available to WDC.


Suggested Resolution

The business paper Progress Report Communications Strategy be received.



KELLY MARRIOTT
COMMUNICATIONS OFFICER

4 February 2016

Document No: 385806		File No: 400/103/2015	
Report To:		Council	
	Meeting Date:	23 February 2016	
	Subject:	Waitomo District Christmas Parade 2015	

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with a briefing on the outcome of the Waitomo District Christmas Parade 2015.

Background

- 2.1 The Waitomo District Christmas Parade is held annually in Te Kuiti.
- 2.2 The 2015 Christmas Parade was held on Friday 11 December 2015.

Commentary

- 3.1 The theme for the 2015 Waitomo District Christmas Parade was "A Classic Kiwi Christmas".
- 3.2 The 2015 event had 32 floats taking part in the parade with one of the best crowds seen for some time.
- 3.3 Celebrations commenced at 6:00pm with the Te Kuiti Highland Pipe Band leading the parade.
- 3.4 First, second and third placeholders were:
- 1st Place: Te Kuiti Primary School – Santa’s Sleigh
- 2nd Place: Creative Kids – A Classic Kiwi Christmas
- 3rd Place: Youth Council Number Twelve Combined– The 12 Days of Christmas
- 3.5 The Ultimate Shield was presented to Te Kuiti Primary School. The Shield will be engraved and held by Te Kuiti Primary School for the duration of the year.
- 3.6 Forming part of the event was the inaugural launching of the King Country Energy Tree of Light. The Norfolk Pine located at the southern end of Rora Street has been adorned with colourful lights. The lights will change colour throughout the year, recognizing special occasions and awareness events that have relevance to the community.

- 3.7 The Tree of Light added to the atmosphere of Christmas cheer and charity with parade participants encouraged to leave donations of non-perishable goods at the base of the Tree for the Te Kuiti Foodbank.
- 3.8 To further add to the festivities there was an Ice Cream Van, Lil Orbits Donuts and a free Sausage Sizzle.
- 3.9 TKDI supported the event once again by providing Santa and his Sleigh while also passing out small goodie bags amongst the crowd.
- 3.10 The theme for the 2016 Christmas parade is "All I Want for Christmas Is".


Suggested Resolutions

The business paper on the 2015 Christmas Parade Report be received.



DONNA MACDONALD
COMMUNITY DEVELOPMENT COORDINATOR

15 February 2016

Document No 385765		File No: 400/120
Report To:	Council Meeting	
	Meeting Date:	23 February 2016
	Subject:	Citizens Awards Timeline 2016

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with a proposed timeline for the 2016 Waitomo District Citizens Awards.

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 In 2011, Council agreed that it wished to recognise the contribution that both individuals and community organisations make in the achievement of improved community well-being and positive community outcomes.
- 3.2 The Citizens Awards concept was identified as a way to recognise the significant contribution made to the Waitomo District by individuals within the community.
- 3.3 Council, at its meeting on 13 December 2011, adopted a Waitomo District Council Citizens Awards Policy. The policy was reviewed and updated in November 2015. The Policy identified two award types as follows:
1. **Lifetime Achievement:** it is envisioned that Recipients of the Lifetime Achievement Award would have, over a number of years, demonstrated an outstanding community spirit and through their involvement in community projects and initiatives, made a significant difference to the Waitomo District.
 2. **Citizen of the Year:** it is envisioned that Recipients of Citizen of the Year Award would have, over the relevant year, demonstrated an outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.
- 3.4 Annual award ceremonies have been held since 2012 and the achievements of numerous District residents have been recognised.

Commentary

- 4.1 The Citizen Awards Policy was reviewed by Council at a workshop held on the 10 November 2015. A number of items were discussed including the nomination process, timing of awards, Policy review and promotion of the awards.
- 4.2 Minor Policy amendments were made and Council adopted the amended Policy at its 24 November 2015 meeting. A copy of the Policy is attached to this business paper for Councils reference.
- 4.3 The proposed timeline for the 2016 Waitomo District Citizens Awards is as follows:
- Nominations Open – Tuesday 1 March 2016
 - Nominations Close – Friday 1 April 2016
 - Citizens Awards Working Party assess nominations by 29 April 2016
 - Citizens Awards celebration held on Sunday 29 May 2016 at the Les Munro Centre, Te Kuiti.
- 4.4 In accordance with the Policy, nominations will be called via the following methods:
- WDC website and Facebook
 - Local radio
 - Waitomo News
 - Liaison with community groups/ organisations

Suggested Resolutions

- 1 The business paper on the timeline for the Waitomo District Council Citizens Awards be received.
- 2 Council approve / not approve the proposed timeline for the 2016 Waitomo District Citizens Awards.

DONNA MACDONALD
COMMUNITY DEVELOPMENT COORDINATOR

15 February 2016

Attachment: 1 Waitomo District Council Citizens Awards Policy (Doc 267639)



Waitomo District Council

Citizens Awards Policy

November 2012

Policy Created	November 2011
Last Reviewed	November 2012
Review Date	November 2015
Review Date	In the month of November following each Triennial Elections or earlier if required

Table of Contents

1.0 Background 1

2.0 Introduction 1

3.0 Policy Objective 1

4.0 Commencement of Policy 1

5.0 Scope 1

6.0 Citizens Awards Working Party..... 2

7.0 Nominee Categorisation 2

8.0 Communication 2

9.0 Eligibility 2

10.0 Assessment of Nominations..... 3

1.0 Background

- 1.1 Waitomo District Council recognises the contribution that both individuals and community organisations make in the achievement of improved community well-being and positive community outcomes.
- 1.2 To recognise the significant contribution made to the Waitomo District by individuals within the community, Waitomo District Council has created the Waitomo District Council Citizens Awards.
- 1.3 These awards will be held annually in May.

2.0 Introduction

- 2.1 The purpose of this policy is to establish and document the principles, that form the basis for the Waitomo District Council Citizens Awards, which celebrate the extraordinary contribution that Waitomo residents make to their community.
- 2.2 The policy outlines the parameters by which Waitomo District Council makes the presentation of awards to members of the community who have made a significant contribution to the achievement of positive community outcomes.
- 2.3 This policy will identify all areas of the Waitomo District Council Citizens Awards.
- 2.4 The area served by this policy is the Waitomo District.

3.0 Policy Objective

- 3.1 The objective of the Waitomo District Council Citizens Awards Policy is to ensure it is aligned to Waitomo District Councils Awards Criteria.

4.0 Commencement and Review of Policy

- 4.1 This policy comes into effect from 27 November 2012 and will be reviewed in the month of November following each Triennial Election or earlier if required.

5.0 Scope

- 5.1 The Waitomo District Council Citizens Awards include the presentation of two types of awards; The Life-Time Achievement Award and Waitomo Citizen of the Year Award.
- 5.2 Waitomo residents are nominated for these awards via a formal nomination process.
- 5.3 Consideration is given to all nominees who demonstrate a clear contribution to the achievement of positive community outcomes and who have displayed exemplary community service within a specified timeframe.
- 5.4 All nominations for the awards are assessed by the Citizens Awards working party (CAwp).
- 5.5 If the CAwp does not consider nominations received within any year to be suitable, awards may not be allocated in that year.
- 5.6 All decisions made by the CAwp are final and no correspondence will be entered into once a decision has been made.

6.0 Citizens Awards Working Party (CAwp)

- 6.1 The CAwp is appointed by Council and is made up of community members who have a strong knowledge of the district. The working party can have up to 4 community members plus one Council representative.
- 6.2 The CAwp will serve a term of 3 years.

7.0 Nominee Categorisation

- 7.1 Each year nominations will be called for two types of awards.
1. **Lifetime Achievement:** Recipients of the Lifetime Achievement Award will, over a number of years, have demonstrated an outstanding community spirit and through their involvement in community projects and initiatives, made a significant difference to the Waitomo District.
 2. **Citizen of the Year:** Recipients of Citizen of the Year Award have, over the relevant year, demonstrated an outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.
- 7.2 In order to assist the CAwp when assessing nominations, specific information is collected about the nominee.
- 7.3 This information includes:
- Service History - associations/organisations involved with and roles held
 - Key Projects
 - Key Achievements
 - Examples/Stories
 - Letters of Support for Nomination

8.0 Communication

- 8.1 Nominations are called via the following methods:
- WDC Website and Facebook
 - Local Media : Radio
 - Waitomo News
 - Liaison with community groups/ organisations

9.0 Eligibility

9.1 Life Time Achievement Award

- 9.2 To be eligible the Life Time Achievement Award nominees should live within the Waitomo District and have displayed a strong community spirit and made significant community contributions over an extended period.

9.3 Exceptions

- 9.4 In exceptional circumstances, and on a case-by-case basis, nominees may be considered if they have moved away from the Waitomo district, but prior to that had lived within the district for a significant time and there is evidence of significant community contribution.

9.5 Waitomo District Citizen of the Year Award

- 9.6 To be eligible for the Waitomo District Citizen of the Year Award nominees must live within the Waitomo District and have displayed a strong community spirit and made significant community contributions over the last year.

10.0 Assessment of Nominations

- 10.1 The following information is required to enable the CAwp to adequately assess and evaluate the merits of the individual nomination.

- 10.2 Nominations are not considered for **Lifetime Achievement Award** unless the following information is provided:

- A completed Nomination Form
- Details of the nominees service history - associations/organisations involved with and roles held
- Details of key projects the nominee has been involved in
- Details of the nominees key achievements
- Further information to support the nomination i.e. any examples/stories/anecdotes that are applicable
- Referee/ reference details
- 2 Letters of support for the nomination

- 10.3 Nominations are not considered for the **Waitomo Citizen of the Year Award** unless the following information is provided:

- A completed Nomination Form
- Details of key projects the nominee has been involved over the last year
- The nominees key achievements over the last year
- Further information to support the nomination i.e. service history details/stories/ anecdotes that are applicable
- Referee/ reference details
- 2 Letters of support for the nomination

- 10.4 Nominators and authors of support letters will be invited to speak to the CAwp in support of their nomination.

10.5 Incomplete Nominations

- 10.6 All incomplete nominations will be returned to the nominator for completion before consideration by the CAwp.

10.7 Accountability

- 10.8 Waitomo District Council and the CAwp expect all information contained within a nomination to be true and correct. The Nominator is expected to have made all reasonable investigations and enquires into the validity of information before it is submitted.

Waitomo District Council and the CAwp will undertake reasonable enquiry into the validity of the information submitted before presenting the awards.

10.9 Conflicts of Interest

- 10.10 CAwp members are required to declare any direct or indirect conflict of interest in relation to any Nomination being considered.

Document No: 385915**File No: 350/001A****Report To: Council****Meeting Date:** 23 February 2016**Subject:** **Adopted Local Alcohol Policy**

Purpose of Report

- 1.1 The purpose of this business paper is to present the adopted Waitomo District Council Local Alcohol Policy to Council and confirm a date to bring the Policy into force.

Local Government Act S.11A Considerations

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

Background

- 3.1 The Waitomo District Council Provisional Local Alcohol Policy (PLAP) was adopted by Council on 10 October 2013.
- 3.2 Three appeals to the PLAP were received. Key points raised in the appeals were:
- Location of premises holding off-licences by reference to proximity to premises/facilities of a particular kind,
 - Maximum trading hours for premises holding off-licences,
 - Discretionary conditions of off-licences,
 - Location of the premises holding special licences by reference to broad areas and proximity to facilities of a particular kind,
 - Further issuing of special licences in the District,
 - The definition of "new premises", and
 - Policy Guidance Document
- 3.3 The appeal points were further considered by the parties and were addressed by the issuing of a Consent Order by Alcohol Regulatory and Licensing Authority (ARLA) on 9 July 2015. This Consent Order required elements of the PLAP which were the subject of the appeals to be reconsidered.
- 3.4 An amended PLAP was produced as a result of this process which was adopted by Council on 28 July 2015. The amended PLAP was resubmitted to ARLA in accordance with section 84(1)(b) of the Sale and Supply of Alcohol Act 2012 (the Act).

- 3.5 The reconsidered PLAP was also shared with all submitters to the Local Alcohol Policy, as required by ARLA.

Commentary

- 4.1 On 21 December 2015 ARLA issued its final decision pursuant to section 87(3) of the Act reporting that the elements it asked the Council to reconsider had been deleted or replaced by amended elements that are not unreasonable in light of the object of the Act. This decision disposed of the appeals in their entirety.
- 4.2 In accordance with section 87(3) of the Act the policy was adopted and ceased to be provisional when ARLA made its final decision on 21 December 2015.
- 4.1 Under section 90(1) of the Act Council must give public notice of the Local Alcohol Policy's (LAP) adoption and may then bring it into force on a day stated by resolution.
- 4.2 The maximum trading hours or one-way door restrictions cannot come into effect until at least 3 months after the day public notice of the LAP's adoption date is given. This is to allow time for the parliamentary process to take place as these elements of the LAP are classified as disallowable instruments (effectively a regulation).
- 4.3 As part of the parliamentary process the maximum trading hours and one-way door restriction elements of the LAP are required to be presented to the House of Representatives by the Minister of Justice not later than the 16th sitting day of the House of Representatives after the date on which the LAP was adopted. In order to meet this time frame, the documents were submitted to the Minister of Justice on 5 February 2016.
- 4.4 All other elements of the LAP can be brought into force at any time.
- 4.5 The Council could decide to bring into force different elements of the LAP at different times, however for the most effective implementation it is recommended that the LAP is brought into force in its entirety on 1 June 2016. This date allows for the three month notification period required for the maximum trading hours and one-way door restrictions.
- 4.6 The adoption of the LAP is required to be publicly notified, including the date it will come into force. The public notice will be placed in the Waitomo News.
- 4.7 In accordance with s90(5) of the Act all current licensees will be given written notice of the adoption of the policy, the date the policy comes into force and a brief description of the elements of the policy relating to maximum trading hours and the new one way door policy.
- 4.8 The adopted LAP will also be displayed on WDC's website and will be available for public inspection at our Customer Services Centres.
- 4.9 After the LAP has been brought into force in accordance with section 91(1) Council will give ARLA a copy.

Suggested Resolutions

- 1 The business paper on the adopted Local Alcohol Policy be received.
- 2 The Waitomo District Council Local Alcohol Policy be brought into force on 1 June 2016.



ELSA DU TOIT

ENVIRONMENTAL AND REGULATORY SERVICES LEADER

February 2016

Attachment: 1 Adopted Local Alcohol Policy (386199)



Waitomo District Council Local Alcohol Policy

1 June 2016¹

¹ Adopted by ARLA on 21 December 2015
To be reviewed within 6 years of it coming into force.

Contents

Local Alcohol Policy

1.0	Introduction and overview	1
(a)	Background and Objectives of the Sale and Supply of Alcohol Act 2012	1
(b)	Authority Statements and Case Law	1
2.0	Objective of the Local Alcohol Policy	2
(a)	Definitions	2
3.0	Specific Policies - On-Licences.....	3
(a)	Introduction	3
(b)	Location of premises holding on-licences by reference to broad areas	3
(c)	Location of premises holding on-licences by reference to proximity to premises of a particular kind or kinds	3
(d)	Location of premises holding on-licences by reference to proximity to facilities of a particular kind or kinds	3
(e)	Further issuing of on-licences in the District	4
(f)	Maximum trading hours for premises holding on-licences	4
(g)	Discretionary conditions of on-licences	5
(h)	One-way door restrictions	5
4.0	Specific Policies - Off-Licence.....	6
(a)	Introduction	6
(b)	Location of premises holding off-licences by reference to broad areas	6
(c)	Location of premises holding off-licences by reference to proximity to Premises of a particular kind or kinds	6
(d)	Location of premises holding off-licences by reference to proximity to facilities of a particular kind or kinds	6
(e)	Further issuing of off-licences in the District	7
(f)	Maximum trading hours for premises holding off-licences	7
(g)	Discretionary conditions of off-licences	7
5.0	Specific Policies – Club-Licence	9
(a)	Introduction	9
(b)	Location of premises holding club-licences by reference to broad areas	9
(c)	Location of premises holding club-licences by reference to proximity to premises of a particular kind or kinds	9
(d)	Location of premises holding club-licences by reference to proximity to facilities of a particular kind or kinds	9
(e)	Further issuing of club-licences in the District	9
(f)	Maximum trading hours for premises holding club-licences	9
(g)	Discretionary conditions of club-licences	10
(h)	One-way door restrictions relating to club-licences	10

6.0	Specific Policies - Special Licences	11
(a)	Introduction	11
(b)	Maximum trading hours for premises holding special licences	11
(c)	Discretionary conditions of special licences	11
(d)	One-way door restrictions	11
7.0	Temporary Authorities.....	12

Waitomo District Local Alcohol Policy

1.0 Introduction and overview

(a) Background and Objectives of the Sale and Supply of Alcohol Act 2012

- (i) The Sale and Supply of Alcohol Act was enacted by Parliament in December 2012.
- (ii) 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.'
- (iii) 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.
- (iv) The Sale and Supply of Alcohol Act (the Act) outlines what content a territorial authority may include in their LAP.
 - a. 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.
 - b. Section 78 of the Act lists the matters a local authority must have regard to when producing a draft policy.
 - c. In addition a territorial authority must not produce a draft policy without having consulted the Police, licensing inspectors, and Medical Officers of Health.
 - d. 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.
- (v) 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.
- (vi) The Waitomo District is that area illustrated in figure two.

(b) Authority Statements and Case Law

- (i) 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.

(a) 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 (applying to on-licence, off-licence and/or club-licence)" means—any premises which has not been subject to a liquor licence of the same kind in the 12 months immediately prior to the application.

"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.

"Outdoor 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

(i) 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.

(ii) 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
Can let people consume alcohol".*

(iii) Policies relating to on-licences also apply to:

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

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

(i) On-licences for new 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

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

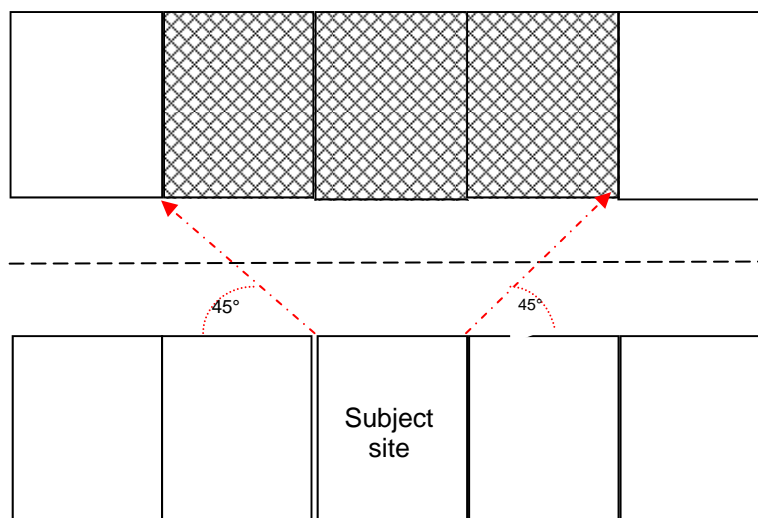
(d) Location of premises holding on-licences by reference to proximity to facilities of a particular kind or kinds

(i) In addition to (b) above, an on-licence will not be issued in respect of 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.

(ii) 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.

(iii) 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

- (i) 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

- (i) 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):
- a. Monday to Sunday 9:00am to 2:00am the following day.
 - b. In the case of hotels, alcohol may be sold or supplied at any time to any guest residing on the premises.
- (ii) Where a new hotel, tavern or other premises where the principal activity is the consumption of alcohol is proposed within 100 metres of any area zoned residential in the Waitomo District Plan, hours will not exceed the following:
- a. Sunday to Thursday 9:00am to 10.30pm,
 - b. Friday and Saturday 9.00am to 12.00 midnight,
 - c. In the case of hotels, alcohol may be sold or supplied at anytime to any guest residing on the premises.
- (iii) 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):
- a. Monday to Sunday 9.00am to 12.00 midnight.
- (iv) Any outdoor dining area will not have hours that exceed 9.00am to 11.00pm. Outside of these hours the Public Places Liquor Control Bylaw restrictions shall apply to any premise within a liquor ban area.
- (v) Any function centre or other premises not defined above will be subject to hours at the District Licensing Committee discretion but shall not exceed:
- a. Monday to Sunday 9:00am to 2:00am the following day.

(g) Discretionary conditions of on-licences

- (i) 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:
 - a. Prohibited persons
 - b. Management of premises
 - c. People or kinds of people to be served
 - d. Low and non-alcoholic beverages
 - e. Transport options
 - f. Exclusion of the public

(h) One-way door restrictions

- (i) 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.
- (ii) This condition may be applied to licences as they are issued or renewed.

4.0 Specific Policies - Off-Licence

(a) Introduction

- (i) 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.
- (ii) 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

- (i) Off-licences for new premises (excluding remote sellers endorsed pursuant to section 40 of the Act) shall be limited to areas zoned Business under 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

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

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

- (i) Within the Business zone, 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, alcohol related signage or operation of the premises as they relate to alcohol sales will not have a significant impact on those facilities. “Directly borders” includes across any road from such facility as shown in figure one.
- (ii) Provided the Applicant demonstrates how the outcomes listed in 4.0(g) will be achieved the following shall be considered to have no significant impact:
- The hours of an off-licence where there is no external display of alcohol advertising; and
 - The operation of an off-licence where the licensee implements an ID 25 policy.
- (iii) Renewal of a licence shall be unaffected simply on the grounds that:
- a. such a facility later moves to a site which borders an existing licensed premises; or

b. the facility already bordered the existing licensed premises.

- (iv) When forming an opinion on amenity and good order, in relation to a new off-licence premises being licensed for the first time, the District Licensing Committee shall have regard to the proximity to a public park or reserve particularly where that park or reserve is within a liquor ban area prescribed by a bylaw and, if necessary, impose conditions set out in element 4.0(g).

Advice Note:

For the purposes of 4.0(d)(i) "business zone" means business land zoned in the Waitomo District Plan (or subsequent District Plan) at the time of the relevant off-licence application is determined.

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

- (i) 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

- (i) No off-licence shall be issued or renewed with trading hours that exceed Monday to Sunday 7.00am to 10.00pm (subject to section 48).

(g) Discretionary conditions of off-licences

- (i) 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:
- a. Prohibited persons
 - b. People or kinds of people to be served
 - c. Kinds of alcohol to be sold
 - d. Display of nationally consistent safe drinking messages and material
 - e. Application of Crime Prevention Through Environmental Design (CPTED) principles to achieve the following outcomes:

Closed-circuit television (CCTV)

- CCTV being installed in suitable locations to monitor vulnerable areas (areas which are not easily or not continuously monitored by staff).
- Customers being made aware of the CCTV systems.

Lighting

- Internal lighting inside the premises to enable passive surveillance by staff and active surveillance by CCTV.
- Lighting to allow customers to be seen as they enter the premises.
- Lighting to allow staff to check identification.
- External areas such as car parks and loading bays being well lit, subject to the requirements of any resource consent or a district plan rule.

Internal Layout

- General points of sale to be positioned near the main entrance.

Staff

- Relevant staff understanding how to operate the CCTV system.
- There being sufficient numbers of staff to ensure control of the premises during trading hours.

- f. At least 50% of any store front glazing shall be transparent, consistent with CPTED guidelines and no more than 30% of the external area of any side of

the premises may contain alcohol related signage or advertising, excluding the company name.

- g. External signage must comply with the signage requirements outlined in the Waitomo District Council District Plan.

5.0 Specific Policies – Club-Licence

(a) Introduction

(i) 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.

(ii) 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

(i) 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

(i) When considering an application for a club licence for new premises, the District Licensing Committee will have regard to the proximity of the proposed new premises to any other licensed premises.

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

(i) When considering an application for a club licence for new premises, the District Licensing Committee will have regard to the proximity of the proposed new premises to any school, early childcare facility, place of worship or residential area.

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

(i) 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

(i) 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.

(ii) No club-licence shall be issued or renewed with hours that exceed the following:

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

(g) Discretionary conditions of club-licences

- (i) 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):
 - a. Prohibited persons
 - b. Management of premises
 - c. People or kinds of people to be served
 - d. Low and none alcoholic beverages
 - e. Transport options
 - f. Exclusion of the public

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

- (i) 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.
- (ii) This condition may be added to a licence at the time of issue or renewal.

6.0 Specific Policies - Special Licences

(a) Introduction

- (i) 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.
- (ii) "Event includes an occasion and a gathering, and any of a series of events".

(b) Maximum trading hours for premises holding special licences

- (i) 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.
- (ii) Where the applicant for a special licence already holds an on-licence, off-licence 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.

(c) Discretionary conditions of special licences

- (i) 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):
 - a. Sale and supply to prohibited persons
 - b. People or kinds of people to be served
 - c. The kind or kinds of alcohol that may be sold or delivered
 - d. The provision of food for consumption on the premises
 - e. The provision of low and non-alcoholic beverages
 - f. The provision of information relating to transport options
 - g. Exclusion of the public
 - h. Restricting the types of containers used for sale or supply
 - i. The filing of returns
 - j. Conditions of a kind subject to which a licence may be issued under section 110 (on or club licence) or 116 (off licence)
 - k. Any reasonable condition not inconsistent with the Act.

(d) One-way door restrictions

- (i) 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

- (i) All temporary authority applications will be passed to the Police to give them an opportunity to inquire into the application.
- (ii) 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 of the same premises and licensee unless a full licence application has already been filed, or, in exceptional circumstances, with the prior approval of the Secretary of the Licensing Committee.

Figure Two: Waitomo District



Document No: 380872

File No: 097/001E

Report To: Council**Meeting Date:** 23 February 2016**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.

Risk Considerations

- 3.1 Risks assessed and their mitigation in regards to matters contained in this business paper are as follows:
 - 3.1.1 Legislative – the District Plan and Resource Management Act has very clear requirements and timelines.
 - 3.1.2 Monitoring and enforcement – there is a risk that monitoring and enforcement could result in unintended consequences.

Background

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 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**5.1 Mokau Sands Appeal Process update.**

- 5.2 In May 2012 WDC received a resource consent application from Mokau Sands Limited seeking approval to redevelop the Seaview Motor Camp at Mokau and undertake a consequential subdivision.
- 5.3 The applicant was proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 5.4 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 5.5 A total of 39 submissions were received, some supporting the proposal while others opposed the development.
- 5.6 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.
- 5.7 The proposal was revised, with the key change being a reduction in the number of units to 24 and the retention of a number of the camping ground cabins as traveler's accommodation linking with the café. Other revisions were a commitment that the units would be relocatable, in the event of further coastal erosion, and that they will be designed to blend into the coastal environment rather than intrude upon it.
- 5.8 All submitters were updated in terms of the delays encountered with the application.
- 5.9 The revised application was again placed on hold pending the outcome of another resource consent lodged by the applicant for the site. The site was subject to severe coastal erosion and the applicant sought consent to rebuild and plant the fore dune. This consent was subsequently approved.
- 5.10 The joint hearing was held on Wednesday 20 to Thursday 21 May 2015 with the Mayor as Chair and Councilor Brodie as a committee member. A site visit formed part of the hearing process.
- 5.11 The key issues for which evidence was presented concerned the traffic effects of the proposal on SH3, landscape and visual impacts, the trigger point when units and infrastructure would need to be relocated, cultural concerns, the vesting of a new road to provide access to the coast and the loss of a camping ground to private development.
- 5.12 The Hearings Committee adjourned the hearing for the applicant and Council staff to prepare a revised set of recommended conditions that was generally agreed to by the parties at the hearing. The revised conditions presented to the Hearings Committee were largely agreed. The one exception was in regard to the vesting of the new road to provide access to the coast. The applicant wanted the road to vest only at the time a café was constructed, whilst the Council staff wanted the road to vest immediately, although not be formed until the café was constructed.
- 5.13 The final Right of Reply from the applicant was received on 21 July 2015. The Committee subsequently formally closed the hearing and made a decision on the proposal on 13 August 2015.
- 5.14 The decision was to grant consent to the application. The Hearings Committee largely adopted the revised set of recommended conditions.

The conditions cover building location, size and design, coastal erosion and managed retreat, tangata whenua/archaeology, earthworks, services and utilities, landscape and mitigation planting, urban design, and roading and carparking. On the one issue in contention, the vesting of the road, the decision has required that the road be vested immediately thus ensuring access to the coast for the public.

- 5.15 Whilst the road is required to be vested, it does not have to be formed. For all intents and purposes it will remain as it currently is, but in Council ownership. Council could decide to form it as a rest area and carpark at a future date, otherwise the applicant is required to form it as road and carpark when and if a café is constructed.
- 5.16 One of the main reasons why the applicant did not wish to vest the road immediately is because he considers there is a public benefit that accrues from the rest area and carpark that Council should contribute towards. Council was approached by the applicant to contribute towards the formation of the road and carpark.
- 5.17 As expected the decision of the Hearings Committee was appealed by the applicant, Mokau Sands Limited. The appeal was lodged with the Environment Court on 9 September 2015.
- 5.18 New Zealand Transport Agency joined the Appeal on 5 October 2015 as an interested party.
- 5.19 WDC's lawyers, Le Pine & Co, were engaged to respond to the appeal. The Environment Court generally expected parties, particularly local authorities, to take part in alternative dispute resolution (such as mediation) in advance of a hearing, if not to resolve the appeal, then as a means to narrow and settle issues. All parties at mediation were to be represented throughout by a person or persons holding full delegated authority to settle the dispute. Direct negotiation was also to be considered by the parties at all times.
- 5.20 At its meeting on 28 October 2015 Council considered a Memorandum which outlined the list of issues unresolved between the parties as well as a report prepared and presented at the meeting by Nigel McAdie from LePine & Co.
- 5.21 Council subsequently delegated authority to the Chief Executive to settle the appeal by Mokau Sands Limited, by way of negotiation and / or Court assisted mediation with assistance from Council's legal and planning advisers on the basis any settlement:
- Is consistent with the District Plan policy;
 - Conforms to the relevant requirements and objectives of the RMA including in particular the maintenance and enhancement of public access to and along the coastal marine area;
 - Balances public and private interests / benefits; and
 - Is fair and equitable to the District's rate payers.
- 5.22 Court-assisted mediation was scheduled by the Environment Court for 19 November 2015.
- 5.23 In advance of Court-assisted mediation, representatives for Mokau Sands Limited and Council met in Hamilton on 5 November 2015 to engage in direct negotiations on a without prejudice basis to see if matters could be settled between them.
- 5.24 As expected, Mokau Sands Limited sought a financial contribution from the Council to reflect the extent to which it considered a public benefit to accrue from the road to vest in the Council.
- 5.25 The Council's position was that it was not inclined to make a significant contribution to the appellant in circumstances there may be better locations to spend money securing formal public access to the Coast than the appellant's site.

- 5.26 Accordingly, the parties agreed to resolve the appeal by the Council deleting the requirement that Mokau Sands Limited vest land in the Council for road.
- 5.27 The parties were satisfied that the proposed development still conforms with Part 2 of the RMA by continuing to preserve and enhance the natural character of the coastal environment through dune restoration, planting and building form (s 6(a) RMA) and maintaining public use, enjoyment and access along the coastal marine area adjoining the land (s 6(d) RMA).
- 5.28 A joint memorandum and draft Consent Order recording the agreement was lodged with the Environment Court. The appeal will be resolved by the Court issuing a final Consent Order.
- 5.29 The Environment Court's Minute dated 1 December 2015 questioned whether there is any potential conflict between the conditions of consent and the supporting documents required (as listed under Condition 1 of the land use consent and the subdivision consent).
- 5.30 Having considered the Court's question, the parties, have agreed the following:
- All documents supporting the application should be listed under Condition 1 of the land use subdivision consent, as those documents incorporate changes to the application as originally lodged.
 - Where the conditions of consent refer to a specific supporting document or plan, this document or plan should be expressly referred to under that condition and annexed to the conditions of consent.
 - To avoid any potential conflict between the conditions of consent and the supporting documents Condition 1 of the land use and subdivision consent should be amended to include the following clause:
 - "In the event that there is any conflict between the Conditions of consent and the supporting application documents under Condition 1, the conditions of consent shall prevail."
- 5.31 An amended set of conditions to address the agreed response to the Court's Minute was submitted to the Environment Court on 15 January 2016.
- 5.32 The parties are now waiting for the Court to issue a final Consent Order which will resolve the appeal.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

February 2016

Attachment: Resource Consent Schedule (Doc 380874)

RESOURCE CONSENTS PROGRESSING AS AT 16 FEBRUARY 2016

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
150004	L & M Reed	Operation of Eatery from Caravan, North Street, Mokau	18/02/15	Yes	Letter of approval from NZTA	6/03/15						Withdrawn 29/01/16
150005	KEA Exploration Limited	To undertake a seismic survey in a conservation area in the Waitomo District	8/02/15	Yes	Consultation with land owners and title deeds required	20/02/15						
160001	NJ and A Kelland	Redevelopment of existing BP2Go Service, Station Carroll Street, Te Kuiti	27/01/16	Yes	Comments from NZTA	09/02/16						

RESOURCE CONSENTS GRANTED (FOR 2015/16) AS AT 16 February 2016

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
150020	RE Buckley	Subdivision of Part Rangitoto Tuhua 35H2 Block	8/07/15	Yes	Application incomplete as per section 88 RMA 1991. Returned to applicant.	7/07/15	7/10/15	Yes		No	05/11/15	Conditional Consent Granted 30/10/15
150021	R Gorrie	Subdivision of Lot 1 DP 478662. Te Mahoe Road Mokau.	16/07/15	Yes	Application incomplete as per section 88 RMA 1991. Returned to applicant.		25/08/15			No	1/10/15	Conditional Consent Granted 10/09/15
150022	DJ and SL Knight	Construction of Farm Shed within 10m of boundary, Walker Road, Te Kuiti	21/07/15	No						No	25/08/15	Conditional Consent Granted 30/07/15
150023	Spark New Zealand	Outline Plan Waiver request – upgrade of Te Kuiti Telecommunications Facility, Awakino Road, Te Kuiti	27/07/15	No						No	24/08/15	Outline Plan waiver request approved. 28/07/15
150025	Z Energy Limited	Redevelopment of Z Service Station, Te Kumi Road, Te Kuiti	11/08/15	Yes	Application Amended by Applicant. NZTA approval no longer required.	19/08/15	17/09/15	Yes		No	10/11/15	Conditional Consent Granted 19/10/15
150026	Trevor Neal	Build onto existing dwelling a 23m2 living room with attached covered deck area. New garage with attached sleep-out.	5/08/15	No						No	22/09/15	Conditional Consent Granted 7/9/15
150027	R Green	Subdivision 70 Mairoa Road, Piopio	3/11/15	Yes	LINZ approval	04/11/15	11/11/15			No	02/12/15	Certificate of Compliance Issued 25/11/15
150028	John Pitcorn	Subdivision 20 Rimu Street Te Kuiti	19/11/15	Yes	LINZ approval	19/11/15	3/12/15			No		Conditional Consent Granted 17/12/15
150029	Spark New Zealand	Upgrade of existing telecommunications facility, 8 Mile Junction	16/12/15	No							9/02/15	Conditional Consent Granted 14/01/16
150030	J and R Davis	Subdivision Fullerton Road	18/12/15	Yes	Letter from the Lines Company	11/01/16	11/01/16				5/02/15	Conditional Consent Granted 14/01/16

Document No: 385841**File No:** 401/0581153000**Report To: Council****Meeting Date:** 23 February 2016**Subject:** Brook Park Incorporated Society Minutes**Purpose of Report**

- 1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society Meeting convened on 2 February 2016.

Local Government Act S.11A Considerations

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

Commentary

- 3.1 Attached to and forming part of this business paper is a copy of the minutes of the Brook Park Incorporated Society meetings of 2 February 2016.

Suggested Resolution

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

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

HELEN BEEVER

GROUP MANAGER – CUSTOMER SERVICES

Attachment: Brook Park Incorporated Society Minutes – Doc 385838

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,
TE KUITI ON 2nd February 2016, at 5.30pm**
PRESENT:

Guy Whitaker, , Elly Kroef, Gerald Kay, Jane Murray, Bruce Maunsell, Sheralee Buchanan, Andrea Hanna, Phillip Houghton, Graeme Churstain, Sheralee Buchanan, Sue Wagstaff,

1. Apologies

Apologies were received from Robin Charteris, Karen Houghton
Graeme/Phillip

2. Confirmation of Minutes – for meeting 5th October 2015

There were no matters arising from the previous minutes and they were passed as a true and correct record.
Bruce/Andrea

3. Correspondence In/Out

Inwards

DM Jewellery. Damian keen to help with MTB track

Loreene Te Kanawa. Suggesting sponsors are asked if they would like to make long term commitment to supporting Guy Fawkes event.

Sue Sarich, Waitomo New – Note of thanks to Committee for organising GF event. Promised to support next event.

Outwards

Thank you emails sent to all sponsors of GF event. (Guy)

Alan Livingston, Environment Waikato – re eligibility for funding from EW for weed control. It is likely that there will be funding available, thru a range of potential channels.

Elly/Sue

BM to send letter of thanks for donation of 30t lime by Greymont.

4. Financial Report

Guy Fawkes event profit approx. \$2,800

Balance as at 31 January 2016 \$28,881.63

Paid

\$22.31 Waitomo News

\$3,456.38 Macindoe (MTB trail)

\$539.30 Placemakers

221.10_Bruce Maunsell (recomp MTB trail costs at Farmlands)

Received

\$70.00 Subs

\$500 Donations

\$32.63 Interest

Balance as at 31st January \$25,245.10

Pending

\$379.50 Kelvin Hayes

\$100.00 Guy recompense

\$76.67 Charities annual fee

\$957.38 Lupton Engineering - galvanising

That the financial report be received .

Phillip/Bruce

Resolutions

Confirming that the office holders as at Nov 7th 2015 meeting, following the 2015 AGM, are Chairman Guy Whitaker, Secretary Bruce Maunsell, Treasurer Phillip Houghton. This was omitted from the minutes of the meeting of that date.

Confirming that the annual accounts for 2014/5 year were approved and signed on Nov 7 2015

That the resolutions be accepted

Phillip/Bruce

Guy to check with Donna MacDonald re reporting requirements for Community Partnership Grant

Reporting to Waitomo Club re \$500 grant to be completed after next meeting once spend complete (Sue)

6. Maintenance & Fencing

Ed happy that fencing has improved.

Graeme & Gerald will drop two dead standing trees that may be a hazard.

Gerald has volunteered to

7. Weed Control

Elly & Andrea reported they have had contact with EW re weed issues. Chris Hale visited and discussed situation and options.

Elly has been talking to Moira (Percy?) EW Biosecurity Coordinator re funding. BP can apply to EW Community Small Scale Initiative fund for up to \$5000.

Need to start with poisoning mother trees at top of park. Then move to smaller ones.

Need to consider if we do it ourselves or employ a contractor.

Sue to present plan for funding applications at next meeting. Need to begin applications now for spring program.

Agreed to employ contractor to do work next spring.

Elly & Andrea to work with EW to develop plan, and that to be included in funding applications.

8. Memorial Grove

Debbie Kyle has asked about 3 trees close to rotunda that have died, possibly affected by spray around base.

Sue feels deaths could be due to planting during summer. Roundup had been sprayed around bases but wouldn't have affected trees.

Sue & Elly to write letter saying that it is unlikely spray would have been cause but offering option of BP replacing tree with another placed alongside, and that care will be taken not to disturb ashes.

Guidelines for Memorial Grove are not yet finalised, and need to be.

9. MTB Trail

First 3 crossings are in place, with 2 more ready to be installed. *(1 more subsequently done)*

5 more crossings to be welded and galvanised. Committee concerned about quality of welding done by school on first 5 crossings.

Guy to check with John Pitcon re completing 5 remaining crossings. When and cost?

Agreed to spend money on getting work completed.

Gerald has volunteered to do fencing work on crossings, and to call on Todd (fencer) and volunteers if help needed.

10. General Business

Bruce Williams requested that large plane tree adjacent to his boundary be pruned (not removed).

Supplied 2 quotes \$3339 incl gst and \$2277 incl gst – both from Kelvin Hayes for different alternatives. Offered to contribute towards cost.

Guy to approach WDC re contributing 50% of cost, with BW and possibly other neighbours paying balance

Graeme to investigate removal of pine trees at top of park

Working Bee 10 April – weed control and track clearance

Next meeting Tuesday March 7th .

Meeting closed 6.45pm

Document No: 385860

File No: 401/0588424200

Report To: Council**Meeting Date:** 23 February 2016**Subject:** **Progress Report: Les Munro Centre – Staged Upgrade (Courtyard and Kitchen)**

Purpose of Report

- 1.1 The purpose of this progress report is to update Council on progress with the Les Munro Centre (LMC) Staged Upgrade for 2015/2016 being upgrades of the Courtyard and Kitchen.

Local Government Act S.11A Considerations

- 2.1 The provision of community infrastructure, such as the LMC, 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 WDC has progressively, over the last five years, undertaken staged upgrade works at the LMC to modernise it, so as to promote its use as a premier venue for functions within the District.
- 3.2 An integral part of the refurbishment process is the revitalising of the Courtyard in an endeavor to recapture the "Wedding Venue" market. This has, to a degree, been achieved through the building upgrade works already completed, however revitalisation work now needs to extend into the Courtyard.
- 3.3 The 2009-2019 LTP included, in the 2014/15 financial year, a preliminary budget of \$52,900 for the revitalisation of the Courtyard, subject to an agreed design.
- 3.4 The 2015-25 LTP also continued the funding for the progressive upgrade of the LMC. Council previously prioritised building works with the next project to be a kitchen upgrade.

Courtyard

- 4.1 **23 June 2015**
- 4.2 Mansergh Graham, Landscape Architects were commissioned to provide a draft sketch promoting ideas for the upgrade of the Courtyard.
- 4.3 At Mansergh Graham's initial site visit with Council's Group Manager – Community Services, the following issues were identified as requiring to be addressed in any concept sketches:

- the level difference at the sliding doors that create a trip hazard (one major accident resulting in the glass door being broken)
- the need to make the outside area more user friendly (accessible)
- ensure the open area is maintained so that marquee space is available
- reinvigorate the plantings
- replacement of broken fences
- keep feature tree and as much of existing plantings as possible to reduce the impact of the revitalisation project
- create a useable area that can double as a photo area (weddings)
- remove dated crazy paving
- retaining wall to remain
- incorporate lighting in conjunction with the existing tree lighting

4.4 Attached to and forming part of this agenda item is a copy of the initial pencil ideas sketch promoting ideas for the upgrade. This has been transformed into the computer plan which is also attached for Councillors information and comment.

4.5 Progress as at 25 August 2015

4.6 Developed designs have now been received for the courtyard and these will be worked into tender documentation along with the development of a tender estimate.

4.7 The developed designs take account of queries raised since presenting the initial concept to Council e.g. ramp access. A copy of plans L3, L4 and P1 are attached to and form part of this business paper. (Note A3 copies will be printed for the Council meeting)

4.8 It is anticipated that these documents will be completed early September to allow tendering of the works, taking account of existing bookings.

4.9 Progress as at 29 September 2015

4.10 Contract documentation has been completed for this project which clearly defines three distinct sections of work, including

- The decking area at the same level as the Civic Centre (which will eliminate the current series of trip hazards) and will also create a focal point area for ceremonies.
- The redeveloped fencing at both ends off the courtyard
- Replanting / grassed area development

4.11 The decking (and associated hard surfacing) has been included in the initial contract documentation which is currently out to tender. A copy of the final decking / hard surface plan is attached to and forms part of this business paper.

4.12 Tenders for this work close mid October and depending on agreed construction timeframes, will be completed by the end of November 2015. Other works will follow on from this point.

4.13 24 November 2015

4.14 The tender documents for this project are being held pending establishment of the kitchen contract and rebranding and will now be tendered for early in the New Year for construction.

5.0 Kitchen

5.1 25 August 2015

5.2 Upgrade documentation for the kitchen upgrade is also well advanced and key draft drawings AR-003 and AR-005 are attached to and form part of this business paper.

5.3 The primary focus of this upgrade includes:

- Removal of the under bench cupboards
- Inclusion of new stainless legs to benches
- Inclusion of some stainless shelving under benches
- New hardiglaze wall linings
- New vinyl flooring
- Bar upgrade
- Toilet upgrade
- Central cooking hub upgrade

5.4 The central cooking hub upgrade will create a central island utilizing commercial equipment. A recommendation for the equipment to be included in the hub has been sort from Wildfire Kitchens – commercial designers. A plan of a proposed hub will be available for circulation at the council meeting.

5.5 Progress as at 29 September 2015

5.6 Contract documentation for the kitchen, bar to the main hall and associated toilets has been completed. As this block of work is unaffected by the “cooking hub”, it is being progressed to completion.

5.7 The works have been tendered with tenders closing late October. The documentation recommends that the successful contractor make use of the long lead in time before construction, to be well advanced in fabrication and material supplies, as the window of opportunity to undertake this work is limited to the month of December 2015 up until Christmas.

5.8 24 November 2015

5.9 This project has been tendered and a tender let to P J McCarthy Construction Ltd from Hamilton. Minor works are currently underway at times when the Les Munro Centre is not booked, with the main tender period being the month of December 2015.

5.10 The works involve new finishings to the walls, ceilings and floor of the kitchen, upgrade of the kitchen benches, new linings to cleaning room, replacement cabinetry in the bar area, kitchen toilets upgrade, replacement lighting and the installation of alarms. Minor work to the kitchen hood will also be undertaken to allow additional equipment to be added at a later date.

5.11 23 February 2016

5.12 Construction was completed on time prior to the Christmas period. Construction included the provision of a lockable cabinet and this has now been stocked with crockery and cutlery for 150 settings. The use of the crockery/ cutlery has been included in WDC’s Fees and Charges.

5.13 This project is now in the defects period which will run for a period of 3 months for architectural works and 12 months building services, allowing sufficient time for any defects to be identified and addressed.

6.0 Rebranding to Les Munro Centre

- 6.1 Council at its meeting of 28 October 2015 approved the lettering and style to be used for the rebranding of the centre's name to "Les Munro Centre"
- 6.2 The stainless steel lettering for the brick wall is currently being manufactured and a mockup of the front entrance sign is being prepared for approval. It is anticipated that the rebranding will be undertaken before mid December 2015.
- 6.3 This project has been completed. Stainless steel lettering has been fixed to the exterior of the building.

Suggested Resolution

The Progress Report: Les Munro Centre – Staged Upgrade (Courtyard and Kitchen) and rebranding be received.



HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

February 2016

Attachments:

Document No: 385842**File No:** 037/005B**Report To: Council****Meeting Date:** 23 February 2016**Subject:** Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – February 2016

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on progress of the three waters Operational, Maintenance and Capital Works including contracted out services.
- 1.2 This business paper is set out under the following headings:
 - 1.0 Purpose of Report
 - 2.0 Local Government Act S.11A Considerations
 - 3.0 Risk Considerations
 - 4.0 Background
 - 5.0 Service Requests/Complaints
 - 6.0 Treatment Plant Statistics
 - 7.0 Commentary
 - 8.0 Capital Projects

2.0 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 three waters 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).

3.0 Risk Considerations

- 3.1 This is a progress report only, and as such no risks have been identified in regards to the information contained in this business paper.

4.0 Background

- 4.1 The three Waters activities (Water Supply, Wastewater and Stormwater) provide for the environmentally safe extraction, treatment and distribution of water. Collection, treatment and disposal of wastewater and the collection and disposal of rainwater within Council's stated parameters.

4.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

4.3 Wastewater networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

4.4 WDC's only reticulated Stormwater network is in Te Kuiti and any exceptions will be reported on for the other areas as these arise.

4.5 There are three activities under each of the three Waters activities:

- 1 **Planned Maintenance:** Operation and maintenance involves the planned servicing of the three waters infrastructure – reticulation, pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves.

These activities are predominantly contracted out and at present are performed by Veolia Water by means of Schedule which is worked out in accordance with the operating instructions from the manufacturer or best practices.

- 2 **Emergency Repairs:** Emergency Repairs are dealt with as they occur. They are usually dealt with immediately, and at times this impacts on the delivery of Planned Maintenance and Service Requests, which is postponed to a later time.
- 3 **Service Requests / Complaints:** Service Requests are initiated by Ratepayers or Businesses across the District and are phoned in, emailed or they could be provided to the Customer Services by means of walk-in. Service Requests are logged and forwarded to the Water Services Unit to resolve with the Contractor as a resource as needed.

4.6 Capital Works

4.7 Progress reporting on Capital Works will predominantly focus on Renewals and Upgrades.

4.8 Water Rates and Charges

4.9 Residential and small business water rates are charged quarterly. Extraordinary water user meters are read half yearly. The two major Trade Wastewater user meters are read monthly and charged monthly.

5.0 Service Requests/Complaints

5.1 Historically there has been no separation (by individual network) of Service Requests and/or complaints relating to Water and Wastewater i.e. Service Requests/complaints have been logged on a District wide basis and not by individual network.

5.2 The service request system does not allow recording of statistics for each individual network according to geographic location. Service requests are assessed manually to enable reporting on each of the individual networks.

5.3 Water

5.4 24 Water related Service Requests/Complaints received in **November - January** as follows:

Description	Cumulative from 1 July 2015				August 2015				September 2015				October 2015			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Water Pressure	17	2			2				1	1				1		
Water Quality (Taste / Odour)	8			2	1				5			1				
Water Supply	37	1		10	12				6			9	5	1		1
Miscellaneous	8			2					4							2
Sub Totals	70	3		14	15				16	1		10	5	2		3
Totals	87				15				27				10			

Description	November 2015				December 2015				January 2016			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Water Pressure	2				5				5			
Water Quality (Taste / Odour)									2			
Water Supply	1				3				4			
Miscellaneous												
Sub Totals	5				8				11			
Totals	5				8				11			

5.5 Water supply issues include lack of water, leaks and bursts. All of the 9 complaints received for the Mokau Water Supply in September relate to a major water burst on the primary main along State Highway 3.

5.6 Wastewater

5.7 22 Wastewater related Service Requests/Complaints were received November - January as follows:

Description	Cumulative from 1 July 2015				August 2015				September 2015				October 2015			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Manhole overflows	7															
Pump Station overflows	3								1							
Smells / Odours / Miscellaneous	3								1				1			
Blockages	9		2				1		3		1					
Piopia Sewer		24				2				4				5		
Sub Totals	22	24	2			2	1		5	4	1		1	5		
Totals	48				3				10				6			

Description	November 2015				December 2015				January 2016			
	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok	TK	Pio	Ben	Mok
Manhole overflows	7											
Pump Station overflows									2			
Smells / Odours / Miscellaneous									1			
Blockages									3			
Piopia Sewer		1				4				4		
Sub Totals	7	1				4			6	4		
Totals	8				4				10			

5.8 The Benneydale sewer issue was a private matter that WDC assisted the home owner with while investigating the issue and the complaint was about the lime disinfection left on site that the resident was unhappy about. The Piopia sewer issues relate to a tank overflowing due to a blocked filter (fats) and a float that got stuck and the alarm came on.

5.9 Stormwater

5.10 One Stormwater related Service Requests/Complaints were received in **September and October** as follows:

Description	Cumulative from 1 July 2015			August 2015			September 2015			October 2015		
	TK	Pio	Ben	TK	Pio	Ben	TK	Pio	Ben	TK	Pio	Ben
Manhole overflows	1						1					
Flooding properties												
Open Drains												
Blockages	3			1								
Overland flow												
Sub Totals	4			1								
Totals	4			1			1			0		

Description	November 2015			December 2015			January 2016		
	TK	Pio	Ben	TK	Pio	Ben	TK	Pio	Ben
Manhole overflows									
Flooding properties									
Open Drains									
Blockages							1		
Overland flow									
Sub Totals							1		
Totals							1		

5.11 The storm water blockage during September was in Te Kumi Side Road and is identified as a private area although it forms part of the overall storm water reticulation.

6.0 Treatment Plant Statistics

Water Produced (m³)

Water Treatment Plants	Estimated Average Annual Water Production m ³	Cumulative from 1 July 2015	August 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016
Te Kuiti	1,100,000	673,634	83,964	96,150	88,529	92,876	104,626	119,516					
Piopio	63,000	51,250	6,544	6,193	6,360	7,497	8,538	9,362					
Benneydale	26,000	13,122	1,611	1,493	1,636	2,354	1,948	2,196					
Mokau	33,000	24,535	2,549	3,072	3,987	3,603	4,334	4,590					

Average Residential Water Usage (Litres Per Person / Per Day)

Water Treatment Plants	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016
Te Kuiti	464	592	531	518	608	724					
Piopio	505	494	507	598	681	747					
Benneydale	260	249	273	392	325	366					
Mokau	206	256	332	300	361	383					

Note: The accepted industry average residential water usage is 200 litres per person per day.

Waste Water Discharged (m³)

Wastewater Treatment Plants	Estimated Average Annual Wastewater Treatment (discharged) m ³	Cumulative from 1 July 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016
Te Kuiti	1,250,000	781,174	149,459	144,782	109,483	64,248	76,676	101,191
Piopio	36,000	19,124	2,937	2,797	2,533	2,465	2,378	3,108
Benneydale	6,900	8,310	993	1,248	1,491	1,655	1,003	1,323

7.0 Commentary

7.1 Te Kuiti Water Supply

7.2 The majority of the pipe work is completed, pumps and electrical equipment installed. The SCADA controls are being programmed and part of the completed works can be commissioned for use.

7.3 Te Kuiti Wastewater

7.4 The Tawhana pump station suffered catastrophic failure when the electricity supply blew the electrical components, including pumps. Repairs were made and a rebuild is being planned. WRC were informed of this incident.

7.5 Te Kumi Pump Station over flowed briefly when rags clogged the pumps. WRC were informed of this incident.

7.6 Te Kuiti Stormwater

7.7 The Stormwater reticulation network is designed for 1 in 2 year rainfall events.

7.8 One property flooded when a severe rain event blocked up a small diameter pipe in Edward Street. Temporary repairs were made. This section of pipe in Edward Street is due for replacement.

7.9 Piopio Water Supply

7.10 No exceptional incidents occurred during this period.

7.11 Piopio Wastewater

7.12 It was established that the tanks to two commercial properties are too small. They were designed with available information at the time. A larger tank is planned for installation at one property with the removed tank planned to be reused at the other property.

7.13 Benneydale Water Supply

7.14 No exceptional incidents have occurred this period.

7.15 Benneydale Wastewater

7.16 No exceptional incidents have occurred this month.

7.17 Mokau Water Supply

7.18 The low level in the upper dams is causing water quality issues that are being dealt with. Samples are taken daily to ensure safe water supply is maintained, although the aesthetic quality is affected.

7.19 Te Waitere Wastewater

7.20 Te Waitere Wastewater pump stations operated without any faults.

8.0 Capital Projects

1. Water

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade – Building	\$116,870	April 2015	99% complete	\$119,641
Water Treatment Plant Upgrade – Pipe Work Installation	\$850,000 (Engineer Estimate - \$737,311 original estimate) plus variations to date \$775,784	August 2015	Progress is good however about 4 weeks delay due to reservoir roof that had to be completely rebuilt	\$526,519
Water Treatment Plant Upgrade Electrical, SCADA & Telemetry	Tender plus variations \$1,324,379	April 2015	Progress is maintained as civil works progress	\$838,047

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Tui Street Augmentation (Piopio)	\$30,000	May 2015	100% Completed	\$17090.99
Mokau Valves	\$13,000	July 2015	100% Completed	\$21,398
Piopio Valve	\$8,000	July 2015	100% Completed	\$0
Edward Street Pipe Replacement	\$85,000	November 2015	Design	\$0

- Mokau dams upgrade to meet building regulations design has been completed, draft tender documents have been approved and the contract will shortly be advertised for tendering purposes.

2. Wastewater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Te Kuiti River Crossing	\$95,000	April 2016	Design	\$0
Carroll Street Pipe Insertion	\$45,000	March 2016	Tender Documents approved for tendering	\$0

3. Stormwater


Description of Project	Estimate	Project Start	Progress	Current Expenditure
Cotter Street Completion	\$85,000	July 2015	100% Completed	\$95,743
Edwards Street 450 mm	\$80,000	March 2016	Design	\$0
King Street East Pipe insertion	\$130,000	March 2016	Tender Documents approved for tendering	\$0

Suggested Resolution

The Progress Report: Monthly Assets Group Report for Water, Sewerage and Stormwater – February 2016 be received.



ANDREAS SENGER
MANAGER – WATER SERVICES

Document No: 385854	File No: 037/005B
Report To: Council	
	Meeting Date: 23 February 2016
Subject:	Progress Report: Solid Waste Activity – February 2016

1.0 Purpose of Report

1.1 The purpose of this business paper is to brief Council on Solid Waste operations, maintenance and capital development activities. This business paper is set out under the following headings:

- 1.0 Purpose of Report
- 2.0 Local Government Responsibilities
- 3.0 Risk Considerations
- 4.0 Introduction
- 5.0 Background
- 6.0 Te Kuiti
- 7.0 Mokau
- 8.0 Piopio
- 9.0 Benneydale
- 10.0 Waitomo Village
- 11.0 Kinohaku
- 12.0 Marokopa

2.0 Local Government Responsibilities

- 2.1 The Waste Minimisation Act encourages a reduction in the quantity of waste generated and disposed of in landfills, with the aim of reducing the environmental harm of waste while providing economic, social and cultural benefits.
- 2.2 WDC is meeting its obligations under the 2008 Waste Minimisation Act and the Solid Waste (asset) Management and Minimisation Plan (SWaMMP), by providing a weekly Kerbside Refuse and Recyclables Collection Service and disposal thereof in parts of the district and Transfer station for the remainder of the district.

3.0 Risk Considerations

- 3.1 This is a progress report only, and as such no risks have been identified in regards to the information contained in this business paper.

4.0 Introduction

- 4.1 This business paper focuses on the operations of the Solid Waste activity, refuse and recyclable collection and disposal, and the promotion of recycling.

5.0 Background

- 5.1 Solid Waste Management is the combination of asset management, financial, engineering and technical practices to reduce and dispose of general refuse and the promotion of waste minimisation.
- 5.2 The Solid Waste Activity provides for education on waste minimisation, collection and separation of recyclables, and the disposal of residual waste to landfill.

5.3 Solid Waste Services

- 5.4 WDC is meeting its obligation under the 2008 Waste Minimisation Act and SWaMMP by providing:
- 1 **Weekly Kerbside Refuse and Kerbside Recyclables Collection Services** for the communities of –
 - Te Kuiti
 - Piopio
 - Mokau
 - Waitomo Village
 - that part of the Rural Ward between Te Kuiti and Waitomo Village
 - 2 **Waste Transfer Stations** in the communities of –
 - Benneydale
 - Piopio
 - Marokopa
 - Kinohaku
 - Mokau/ Awakino
 - 3 **Street Side Recycling Stations** at –
 - Waitomo Village
 - Piopio
 - Mokau
 - Marokopa

5.5 Management of Solid Waste Services

- 5.6 Collection Services (both Refuse and Recyclables) are carried out under contract. The present Contractor is Envirowaste.
- 5.7 Management of the refuse at **Te Kuiti Landfill** is carried out under contract. Envirowaste also holds this contract.
- 5.8 **Piopio Litter Bins** are serviced by WDC's Internal Services Unit on Mondays and Fridays.
- 5.9 **Te Kuiti and Waitomo Village Litter Bins** are serviced through WDC's Road Maintenance Contract.
- 5.10 **Mokau Litter Bins** are serviced under contract with a private person.
- 5.11 **Marokopa Litter Bins** are serviced by the Marokopa Community Trust under a long standing agreement with WDC.

5.12 **Benneydale Litter Bins** are serviced by the Council Transfer station operator.

5.13 Service Requests / Complaints

5.14 Service requests are initiated by ratepayers or businesses across the District. The Service Requests are then followed up by WDC staff.

5.15 Almost all of the Service Request complaints received for kerbside refuse or recyclables not being collected, were due to the person placing the bag or recycle bin out too late.

5.16 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2015/2016 include:

Description	15/16	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015
Kerbside Refuse not collected	7	2	1	1	4	1
Landfill Complaint	0	0	0	0	0	0
Transfer Station Complaint	3	1	1	0	0	0
Litter Bins not being emptied	4	1	1	1	0	0

Description	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016
Kerbside Refuse not collected	2					
Landfill Complaint	0					
Transfer Station Complaint	0					
Litter Bins not being emptied	0					

6.0 Te Kuiti

6.1 The Te Kuiti Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.

6.2 Revenue for the Landfill is trending downward as a direct result of reduced levels of waste being deposited.

6.3 Emissions Trading Scheme

6.4 The Government has started on a review of New Zealand's carbon footprint and this may have a more significant impact on the cost of disposing rubbish in the future.

6.5 Consideration should be given to forward purchasing NZU's for all of remaining consented volume.

6.6 The impact of this review will be taken into account during the assessment of the future of the Landfill in preparation of the next LTP.

6.7 The Solid Waste Beautification Project has kicked off and work is completed on the Te Kuiti Landfill and Piopio Transfer Station. Other Transfer Stations in the District will be done during the next financial year.

6.8 Landfill Volumes

6.9 Landfill Consented Volume: 232,000 Tonnes

Description	Tonnes Deposited July 2015	Tonnes Deposited Aug 2015	Tonnes Deposited Sept 2015	Tonnes Deposited Oct 2015	Tonnes Deposited Nov 2015	Tonnage Space Available
Deposited to Date	162,589.81	163,378.82	164,437.24	165,215.73	165,964.42	66,035.58
WDC Bags Collected		1.25	1.74	1.71	2.17	
Total over Weighbridge		834.51	1086.00	838.44	832.83	
Less Diverted Recycle		- 33.46	-16.13	-28.25	-74.35	
Less Stock out Gate		- 13.29	-13.19	-29.70	-9.79	
Total To Landfill		789.01	1058.42	778.49	748.69	

Description	Tonnes Deposited Dec 2015	Tonnes Deposited Jan 2016	Tonnes Deposited Feb 2016	Tonnes Deposited Mar 2016	Tonnes Deposited Apr 2016	Tonnage Space Available
Deposited to Date	166,793.23	167,533.67				64,466.33
WDC Bags Collected	2.31	2.35				
Total over Weighbridge	869.41	785.30				
Less Diverted Recycle	-30.48	-24.60				
Less Stock out Gate	-10.12	-20.26				
Total To Landfill	828.81	740.44				

6.10 Recyclables

6.11 Diverted recyclables = 24.60 tonnes

6.12 Capital Projects

Description	Estimate / Budget	Actual July 2015	Actual August 2015	Actual September 2015	Actual October 2015
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	\$641,686.20
High Wall Safety Work	\$51,600.00	\$49,643.64	\$49,643.64	\$49,643.64	\$49,643.64
Recycling Shed	\$50,000.00	\$2,348.70	\$27,778.70	\$27,778.70	\$ 104,681.31

Description	Estimate / Budget	Actual Nov 2015	Actual Dec 2015	Actual Jan 2016	Actual Feb 2016
Development Cell 3	\$774,000.00	\$641,686.20	\$641,686.20	\$641,686.20	
High Wall Safety Work	\$51,600.00	\$49,643.64	\$49,643.64	\$49,643.64	
Recycling Shed	\$50,000.00	\$ 104,681.31	\$ 104,681.31	\$ 104,681.31	

6.13 There have been no changes in capital expenditure since October 2015.

6.14 Development of the Cell 3

6.15 Development of Cell 3 is largely complete with only some remedial work outstanding. A total of \$41,580.00 excl. GST has been retained for repairs. This was included as an addendum to the practical completion certificate. The contract is now in the retention period. The retention amount is \$37,704.97 excl. GST.

6.16 The final contract value for this project was \$720,971.17 excl. GST.

6.17 High Wall Shaping

6.18 High wall shaping involves the removal and shaping of earth above the landfill space and is carried out for safety purposes to prevent landslides. Whilst this work has been completed and the desired outcomes have been achieved for now, the area remains unstable and future works are likely to be required to ensure ongoing safety.

6.19 Recycling Shed

6.20 In order to promote recycling and provide a customer friendly, all weather recycling service, it was decided to pursue the construction of a roof over the recycling area.

6.21 The project has been completed and has been well received by the public utilizing the facility.

Suggested Resolution

The Progress Report: Solid Waste Activity – February 2016 be received.



VIKUS JOUBERT
MANAGER – OPERATIONAL SERVICES

Document No: 385840**File No:** 037/020/12B**Report To: Council****Meeting Date:** 23 February 2016**Subject:** **Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (February 2016)****1 Purpose of Report**

1.1 The purpose of this business paper is –

- to brief Council on the implementation of the Work Plan for the Land Transport activity as contained in Year Three (2015/2016) of the 2012-2022 Long Term Plan (LTP)
- To establish a framework for monitoring the ongoing implementation of the 2012-22 LTP as part of the Road Map Work Programme.

1.2 This business paper is set out under the following headings:

- 1 Purpose of Report
- 2 Local Government Act S.11a Considerations
- 3 Risk Considerations
- 4 Introduction
- 5 Background
- 6 Roading Subsidies
- 7 2015/2016 Maintenance Expenditures Budget
- 8 Safer Journeys 2013 to 2015 (Road Safety Promotion 431-433)
- 9 2015/2016 Operating Expenditure
- 10 2015/2016 Capital Expenditure
- 11 Summary of Network Issues recently inspected
- 12 One Network Road Classification (ONRC)
- 13 RATA (Road Asset Technical Accord)
- 14 Streetlighting (LED)
- 15 Road Maintenance - Procurement
- 16 Road Maintenance – Progression report

2 Local Government Act S.11a Considerations

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

3 Risk Considerations

- 3.1 This is a progress report only, and as such no risks have been identified in regards to the information contained in this business paper.

4 Introduction

- 4.1 This business paper focuses on informing the Council on the operational and maintenance activities of the Roothing division and on the Roothing capital works programme.

5 Background

- 5.1 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,
 - Street lights
- 5.2 There are no passenger transport services available other than the inter-regional bus connections operating on the state highway network.
- 5.3 The nature of Council's roading activity is:
- Managing and maintaining the District's road network.
 - Undertaking road rehabilitation and upgrading of the roading structure and ancillary systems such as street lights, signs and road markings.

6 Roothing Subsidies

- 6.1 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.
- 6.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 2015/2016 year of the LTP are provided below. (Please note that these budgets are current and differs from the budgets in the original 2012-22 LTP due to transfers from one budget to another as required.)

7 2015/2016 Maintenance Expenditures Budget

- 7.1 The LTP-budget for 2015/16 is \$5,030,528 and the total current budget for subsidised maintenance works for the 2014/15 year is \$4,908,888.00.

8 Safer Journeys 2013 to 2015 (Road Safety Promotion 431–433)

8.1 Introduction

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

- 8.4 At present there is no Road Safety coordinator. The Road Safety Action Plan for the current year is **on hold** until a replacement or other option is agreed. The intended work will be based on the following typical examples of the different actions successfully completed in the past:

PROJECT	DESCRIPTION	DATE
Motor cycle safety course	Road Safety Initiative advertisement	
Lowered Legal Alcohol Limits	Information card produced and distributed by the local police to hand out to drivers. Also handed out to local liquor outlets Bars, taverns and restaurants.	
Plan B4U party campaign	To encourage locals to think before they party. A pamphlet, wristbands, chocolates and tee shirts were printed with the Plan B4U Party Message and distributed at the Te Kuiti Pool Party (28/11/2014), at the Te Kuiti Christmas Parade, local businesses, and SADD students at our four local high schools.	
Fatigue Stop	Raising awareness campaign in collaboration with Transfield and Police. On the 4th over 38 cars stop with 38 people interviewed, 91 people enjoyed the sausages and rest. More than 100 other cars were stop on the road and handed fatigue bags and given messages about driving safe.	
BTS Campaign	Check points to see how safe local children are traveling to and from Te Kuiti and Otorohanga area primary schools. A coloring competition was held with over 200 hundred entrees received. The winners received new booster seats. Target area WDC	
Bikewise	Two training days were held at centennial park to try and encourage people back on their bikes, bike safety and maintenance was covered at the training session. Target area WDC	
Club champs	Player of the day caps and bags have been purchased and kits are being put together for when the local rugby competition starts. A training evening was held at the Waitete Rugby club rooms to discussion the rules and regulations of running a clubroom and Bar. Target areas WDC and ODC	
Seniors Drivers	A questionnaire is being sent out to all seniors in regards to driving and road safety issues. A training discussion morning is being planned to help answer questions. Target areas WDC and ODC	
SADD	A group of local children are being taken to attend a training session in Morrinsville on the 20 th March. This will be the first introduction to how SADD works and is a very important learning step for our new SADD students. Target areas WDC and ODC	
Rural Roads	500 SafeT'Shells are being purchased to help keep our rural kids safe while walking to catch buses. This will be the starting point for my Rural Road campaign. All Rural schools are being contacted to see how many bus children and children are involved. Target areas WDC and ODC	On going

8.5 **Road Safety Funding**

- 8.6 The Road Safety Promotion activity started out at a higher FAR-rate funding than the rest of the NZTA funding. It started at 100% and was reduced each year until the current 2014/15 level of 65.5%. From 1 July 2015 it will be at the WDC standard FAR rate of 61% for 2015-16.

8.7 **Future Situation**

- 8.8 The FAR funding rate is reduced to the standard FAR rate from 2015/16 requiring a higher local share, it is therefore opportune to review the future delivery model options in order to fit a delivery solution to best match the needs of the communities in the two councils.

8.9 WDC is committed to local promotion of Safer Journeys and to the continuation of the joint ODC/WDC community delivery.

8.10 The following considerations forms part of this review:

- To bring all the stakeholders, both agencies and our local community together in developing a delivery plan.
- To establish stronger governance arrangements in developing programmes and in overseeing delivery.
- Assess opportunities to deliver part of the promotion effort through local providers and to target our local youth in particular.
- Assess opportunities to use a grants funding arrangement to encourage both local community engagement and targeted grass roots delivery.

9 2015/2016 Operating Expenditure

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Maintenance Expenditures (excluding Loss on Asset Disposal)	\$5,000,528	\$3,538,878	Expenditure to date = 70.8%
Road Safety Promotion 431 – 433	\$120,000	\$24,640	Currently on hold and under re-evaluation.
Emergency First Response 106 (GL = 730 31 715)	\$180,000	\$155,772	Works done under this category include trees blown down over roads and slips.
Environmental Maintenance 121	\$370,000	\$338,539	The NZTA has changed their criteria on what they allow under Emergency Works and the result of that is that some work we previously could do under Emergency Work, now has to be funded under this Environmental Category. Other work includes Hazardous Trees, Pest Plant Control, Mowing, etc.
Environmental Maintenance 121 For Stock Effluent Facility	\$30,000	\$27,886	Ongoing Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Level Crossings	\$15,000	\$4,059	As required by Kiwi rail
RBU Unit Costs	\$1,051,528	\$577,226	Salaries, overheads and some consultant fees
Routine Drainage Maintenance 113	\$380,000	\$243,975	The bulk of these costs were from Water table maintenance and Culvert maintenance.
Sealed Pavement Maintenance 111	\$1,400,000	\$1,294,603	Pre-reseal works and general sealed pavement maintenance.
Structures Maintenance 114	\$175,000	\$74,600	Routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	\$100,000	\$27,862	District wide maintenance of Signs and road furniture.
Street Lights Maintenance 122	\$179,000	\$140,344	Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the amount of lights that has to be replaced.
Unsealed Pavement Maintenance 112	\$1,000,000	\$629,373	Re-metalling of unsealed roads.
Asset Management Plans	\$	\$0-	As required every 3 rd year.

- 9.1 Current budget for environmental maintenance is \$400 000 for the 2015/2016 financial year: \$370,000 for Environmental Maintenance and \$30,000 for maintenance at the stock effluent facility.
- 9.2 Forecast expenditure for the 15/16 year is \$414,835.00. This is made up of:
- Environmental maintenance - \$343,335.00 which includes maintenance aspects such as roadside mowing, spraying and removal of exotic trees and weeds
 - Pest Plant Contract - \$71,500.00 which is allocated for the spraying of noxious / pest plants / weeds
- 9.3 The district now has numerous trees that have reached maturity and require removing due to the hazards they pose. This activity is funded from the Environmental Maintenance Budget.
- 9.4 Estimated spend on hazardous trees removal for the 15/16 financial year is expected to be in the region of around \$65,000.00. This will be financed from the sealed pavement maintenance budget, the largest of the operational budgets (\$1.4 Million)
- 9.5 It is proposed that future environmental maintenance budgets be increase from \$400,000 to \$480,000 to take into account the costs of pest plant control and hazardous trees removal.

10	2015/2016 Capital Expenditure
-----------	--------------------------------------

- 10.1 The total LTP-budget for 2015/16 is \$5,500,000 and is fully subsidised.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures (excluding Capitalisable Overheads)	\$5,500,000	\$1,508,043	Expenditure to date = 27.4%
Minor Safety Improvements	\$230,000	\$2,748	For identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings, etc. Currently in planning phase.
Preventative Maintenance 241	\$250,000	\$50,000	Oparure Retaining Walls: only the investigation and design work was completed during this financial year and the construction work is planned to be phased over two years.
Associated Improvements for Renewals 231	\$80,000	\$60,718	In association with Rehabs or other projects.
Drainage Renewals 213	\$400,000	\$119,212	Upgrading of Network wide drainage issues.
Minor Improvements 341	\$100,000	\$20,156	In association with other projects.
Pavement Rehabilitation 214	\$1,400,000	\$186,259	The annual Pavement Rehabilitation Contract is in the process of tender award, valued around \$860,000
Sealed Road Surfacing 212	\$1,300,000	\$847,045	The annual Reseals Contract is now part of the new Maintenance Contract and is almost completed.
Structures Components Replacement 215	\$200,000	\$41,794	Annual replacing of structural bridge components on various bridges.
Traffic Services Renewals 222	\$120,000	\$71,471	Annual Traffic Signs replacement and the District wide Line.
Unsealed Road Metalling 211	\$600,000	\$54,778	Unsealed Road Metalling is done under the Maintenance Contract and

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
			is underway.
Emergency Reinstatements Projects 141	\$820,000	\$53,863	To be prioritised as they may happen.

11 Summary of Network Issues

- 11.1 Harbour Road Slip Sites: - Thirteen Slip sites have been identified along this section of road. All but two of them consist of both Underslips/Washouts on the lagoon side and Fretting/Over slips on the opposite side. These sites have been inspected and measured up and prioritised. We have installed mass concrete blocks along some of the over slip sites in order to reduce the effects of continuing fretting from the cutting side. This method is proving to be effective in reducing the problem of small rocks and stones landing on the road with risk to the traffic. A work programme has been compiled, subject to Iwi consultation the start of construction is targeted for early January 2016.
- 11.2 Extreme weather over the last few summers resulted in an increase of expenditure on our unsealed roading network due to more frequent pavement repairs, lost aggregate and dust.
- 11.3 Hazardous trees are becoming a regular issue on Te Anga, Boddies, Fullerton and Lees Block Roads. These are dealt with under the emergency reaction budget. Inframax has priced it as reactive works and it is currently estimated that the removal of these trees would cost approximately \$18,000.00

12 One Network Road Classification (ONRC)

- 12.1 The Road Efficiency Group (REG) is a collaborative initiative by the road controlling authorities of New Zealand. Its goals are to drive value for money and improve performance in maintenance, operations and renewals throughout the country.
- 12.2 REG focuses on three key areas:
- A One Network Road Classification (ONRC) to standardize data and create a classification system which identifies the level of service, function and use of road networks and state highways
 - Best Practice Asset Management to share best practice planning and advice with road controlling authorities
 - Collaboration with the industry and between road controlling authorities to share information, staff and management practices.
- 12.3 This report focuses on the work completed to date on the ONRC. The ONRC has three elements.
- The first element is classifying roads into categories based on their function in the national network. This was completed in December 2014.
 - The second element is the Customer Levels of Service (CLoS), defining the "fit for purpose outcomes" for each category in terms of mobility, safety, accessibility and amenity.
 - The third element is the development of the performance measures and targets, which effectively determine how the categories and customer

levels of service translate into specific maintenance, operational and investment decisions.

- 12.4 The process of applying performance measures to our network, meanwhile, is underway. WDC will need to consider the ONRC CLoS and performance measures when applied in the local context to the network, and assess current performance in relation to the REG provisional targets.
- 12.5 Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.
- 12.6 A number of required actions have been identified over the coming three year period to ensure that the ONRC is embedded fully by 2018. This is in line with the expectation from REG that all funding applications for the 2018-2021 National Land Transport Plan will be based on a fully implemented ONRC - enabling investment in outcomes that are consistent and affordable throughout the country. The actions identified to be relevant for WDC have been documented into a preliminary "Transition Plan"

Financial Status

- 12.7 As evaluated there are no specific financial implications on the current budget other than an administrative cost for managing this transition process. We are in the process to measure this additional time requirement.
- 12.8 The regional roading collaboration for strategic asset management (RATA Road Asset Technical Accord) is supporting the work being undertaken to implement the ONRC within the Waikato. Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience, Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance measure outcomes, are anticipated as being completed by RATA with support from each participating Council.

Assessment of Significance and Engagement

- 12.9 The issues discussed in this report have a medium degree of significance because this work will affect the delivery of future levels of service on the roading network. Community feedback will be gauged as a part of embedding the ONRC into the strategic and tactical asset management planning and delivery. The purpose of the ONRC is to develop consistent levels of service across the country. This will have to be communicated with the public in order to manage expectations. The final LoS may or may not be affordable or appropriate when applied in the local context.

Maintenance and renewing sealed pavements under ONRC

- 12.10 The customer focused service levels of the ONRC require a modified approach to traditional asset management if they are to be delivered effectively and efficiently. This is because they focus effort on customers and outcomes and not on outputs, requiring outputs to be sufficient to minimise long term life cycle costs and meet service level targets.
- 12.11 The One Network Road Classification framework has customer levels of service related to:
- Effective access
 - Pavement safety

- Ride comfort, and
 - Cost effective provision.
- 12.12 The level of service targets and performance measures essentially require that there should be no pavement defects that, at the operating speed :
- Impede access
 - Are unsafe
 - Are uncomfortable
 - and that Maintenance and renewal of the surface and pavement should be cost effective and efficient.

13 RATA (Road Asset Technical Accord)
--

- 13.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over roading expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.
- 13.2 WDC is participating in the RATA Multi-Party Data Collection contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as with the one additional Service of Footpath Condition Rating.
- 13.3 WDC had at the time, opted out of the RATA arranged Traffic Counts collections, because it was deemed cheaper by about \$6,000.00 per annum. This option has now been reviewed, as there are benefits to be gained by being part of the RATA data collection process. It is of benefit to be part of the collective RATA Contract because the data is used for comparative benchmarking and if WDC collect data differently, it could affect the usefulness of that effort.
- 13.4 RATA has an Offer of Service form BECA consultants to carry out traffic volume counts and vehicle classification counts on behalf of RATA. The intention of engaging BECA is to review and improve participating councils RAMM data quality. The benefits in engaging the services of one service provider is:
- Consistent confirmation of data health
 - Identified numerous deficiencies and improvement requirements
 - Saving \$17,000 vs engaging consultants separately
- 13.5 The RAPT report (report on road maintenance and renewal practices across the region) was made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation. A new RAPT Tour is scheduled for 1 October 2015 at which time the intention is to inspect our selection of roads identified for the upcoming Reseals programme and for the Pavement Rehabilitation programme. The discussions will include a review of the business case approach for the selected treatments. We shall also visit some recent projects to "showcase" good examples of how we dealt with specific challenges.
- 13.6 In February 2015 a Road Asset manager's forum was formed under the auspices of RATA. The group is meeting once month to discuss RAMM, ONRC Transition Planning, ONRC Performance Measures (the Customer Outcome Measures, Technical Outcome Measures and Cost Efficiency Measures) and the Transition Plan. Monthly meetings are scheduled to share developments and learning about

a range of topic including Seal age, ONRC, Forward Works Programmes, treatment selection decision making, Data use in asset management and RAMM.

- 13.7 RATA has recently done a seal age assessment, but the draft report had an error in that it only referred to a very small sample, which skewed the seal lives to some very short outcomes and we have asked for a revision.
- 13.8 RATA has previously released a draft customer satisfaction report detailing the customer satisfaction survey results and a benchmarking report. This report was shared by RATA with the CE forum in August 2015. This draft benchmarking report has now been finalised. As previously reported, Waitomo has achieved relatively good outcomes in terms of levels of service. However the result also shows that the Waitomo customers are relatively less satisfied with the levels of service than those of some other Districts, in spite of the actual levels of service being better than the average. The report also indicates that the WDC financial investments on the various categories compare well within the norm (example \$ per kilometre) with most other District Councils. The report further indicates that the WDC financial investments on the various categories compare relatively high (example \$ per vehicle kilometres travelled) with most other District Councils. This is to be expected due to WDC having relatively lower traffic volumes than other Districts.

14 Streetlighting (LED)

- 14.1 NZTA see LED lighting as a major potential cost saver. Indications gleaned from industry information are that the expected savings are being realized more and more as technology rapidly advances and more experience with LED Streetlighting are being recorded. The whole argument is based on energy saving and lower maintenance costs for installations. Feedback from contractors indicates promising performance levels with 5 year maintenance free operations from LED installations already recorded
- 14.2 LED lights now have similar light intensity levels as the existing equipment and when correctly installed the electrical controls have shown to be quite robust and maintenance free for extended periods.
- 14.3 Most of the existing street light equipment in Waitomo is mounted on aging power poles, but the latest LED streetlight options could possibly utilize spacing and light fittings from existing lighting installations. Changing over to LED streetlights will not alter the requirements for pole renewal.
- 14.4 WDC will be well served by making use of NZTA available subsidies to start converting to LED street lighting, even if at a slow pace initially. Technology has now reached the point where LED street lighting could be the better choice when taking reduced energy consumption and proven maintenance savings into account and subsidies from NZTA would only improve the business case. The Roading Division is preparing a business case in line with requirements by NZTA to qualify for the conversion subsidy offered. A further report will follow as soon as this is completed.

15 Road Maintenance - Procurement

- 15.1 Five tenders were received (Downer, Fulton Hogan, HEB, Inframax and Schick) ranging from \$17 million to \$28 million for the three year contract period. Evaluation of the attributes and prices have been completed and reported to the Tenders Sub-committee.

- 15.2 This tender has been awarded to Inframax. The Start Date is 1 October 2015 and the contract is awarded for three years with provision for an additional two years if performance levels are met.

16 Road Maintenance – Progression Report

- 16.1 The new maintenance contract started on the 1st of October 2015 with the entered agreement between Inframax Contractors Limited and Waitomo District Council.
- 16.2 The maintenance contract has been divided into 24 maintenance zones. The zonal maintenance work to give an equal distribution of ratepayer funding to the entire roading network. This ensures that there is a measure of attention given to general maintenance of the entire network
- 16.3 An annual routine (zonal) road maintenance programme is based on two complete maintenance cycles of the entire network per year.
- 16.4 Monthly routine maintenance programmes will be drawn from 24 roading zones of approximately 40km each (sealed and unsealed) based on geographical sequence and asset planning data.
- 16.5 Full compliance with zonal requirements was not met as ICL has missed their target threshold performance scores for October and November by about 10%. The main issues relate however to administrative shortfalls and the new zonal requirements for full compliance rather than general physical works outcomes. The indication so far is that the new zonal format is resulting in an improving outcome on the whole.
- 16.6 An enhanced drive to improve reporting and follow through on non zonal works and on Service Requests are now being engaged with the contractor to work together and reach set goals as soon as possible. WDC has also identified in-house problems with meeting the time constraints of the administrative requirements of Service Requests. Additional resourcing arrangements and procedural improvements are now being introduced.

Suggested Resolution

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (February 2016) be received.



JOHAN ROSSOUW
MANAGER – LOCAL ROADS

February 2016

Document No: 385851

File No: 505/504/3B

Report To: Council**Meeting Date:** 23 February 2016**Subject:** **Review of Trade Waste Bylaw 2006 – Section 155 LGA Determination Report**

Purpose

- 1.1 Prior to undertaking a review of a bylaw, section 155 of the Local Government Act 2002 requires Council to determine whether a bylaw is the most appropriate way of addressing the perceived problem.
- 1.2 The purpose of this report is to present to Council the problems associated with the discharge of trade waste into Council's sewerage system and why a trade waste bylaw is the most appropriate way of addressing this problem.

Background

- 2.1 The current Trade Waste Bylaw (TWB) was first adopted by Council with effect from 1 July 2006.
- 2.2 The purpose of the TWB is to regulate the discharge of Trade Waste to sewerage systems operated by Council. While the TWB has District wide application, its main focus is in relation to trade waste discharges to the Te Kuiti sewerage system, principally from the two local abattoirs - Universal Beef Packers Ltd (UBP) and Te Kuiti Meat Processors Ltd (TKM). Other, smaller, trade waste dischargers include Te Kuiti Stock Yards and the Lime Haulage truck-washing facility at Te Kuiti.
- 2.3 In accordance with the Local Government Act 2002 (LGA), the first review of the Bylaw became due and was completed after five years, with effect from 1 July 2011. Subsequent mandatory reviews become due at no later than 10-year intervals.
- 2.4 Council at its meeting of 24 November 2015 considered the potential for an earlier review of the current TWB to address/facilitate renewal of the trade waste discharge consent with the two Te Kuiti based abattoirs (due 30 June 2016).
- 2.5 Prior to undertaking a review, Council must determine whether a bylaw is the most appropriate way of addressing the perceived problem.

Perceived Problem

- 3.1 Local authorities have a statutory duty to undertake certain functions relating to the disposal of wastewater that have a direct influence on public and environmental health.
- 3.2 Section 146 of the Health Act 1956 makes specific provision for local authorities to make bylaws for managing, regulating against or protecting from damage, misuse or loss or for preventing the use of structures or infrastructure associated with wastewater, drainage and sanitation.

- 3.3 There are two options for managing issues associated with trade waste disposal. The first is to rely on the general law and have no bylaw in place. The second is to adopt a bylaw that regulates the discharge of trade waste to Council's wastewater infrastructure.
- 3.4 The TWB enables Council to establish clear rules for the discharge of trade waste to Council's sewerage system. In doing so, Council protects the integrity and capacity of the sewerage system and ensures that the discharge from the system will meet appropriate environmental standards.
- 3.5 If Council did not have the TWB it would be required to rely on the general provisions in the Local Government Act 1974 and Local Government Act 2002 which are not specific enough to provide a speedy resolution to problems encountered locally. The result is that situations that could pose a threat to Council infrastructure, public health and the environment cannot be responded to expediently. The TWB addresses these perceived problems because it:
- a) Regulates trade waste discharges,
 - b) Lays down rules for the use and protection of Council infrastructure related to wastewater services,
 - c) Provides mechanisms to minimise potential for disruption to the sewerage system, and
 - d) Protects against pollution of the environment from uncontrolled sewage disposal.
- 3.6 It is considered that a TWB is the most appropriate way of addressing the perceived problems associated with the discharge of trade waste into Council's sewerage system.

Next Steps

- 4.1 If Council determines that a TWB is the most appropriate way of addressing the perceived problem the results of a review of the TWB will be presented to Council for consideration.

Suggested Resolutions

- 1 The business paper on Review of Trade Waste Bylaw 2006 section 155 LGA Determination Report be received.
- 2 That Council determines that a bylaw is the most appropriate way of addressing the perceived problems associated with the discharge of trade waste into Council's sewerage system.
- 3 The Trade Waste Bylaw be reviewed and recommendations reported to Council.



CHRISTIAAN VAN ROOYEN
GROUP MANAGER - ASSET

Document No: 380929**File No:** 037/048B**Report To: Council****Meeting Date:** 23 February 2016**Subject:** Progress Report: Road Map Work Programme

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 25 August 2015.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at 23 February 2016.

Background

- 2.1 This Road Map sets out the identified work programme leading up to adoption of the 2018-2028 LTP in June 2018. In addition to projects relating to the LTP, there are a number of other important projects that must also occur over this period and it is important that Council does not focus on the LTP process to the detriment of other important commitments.
- 2.2 It should also be noted that many of the projects of work contained in the Road Map are legislative requirements with statutory timelines which Council has no influence over. The majority of the non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.
- 2.3 The Road Map details identified projects of work, including a brief commentary for each project. Other issues will come up over time that will need to be tested against the Road Map work programme and organisational capacity to identify priority ranking against the established work programme.
- 2.4 The Road Map is a 'living document' subject to change, both through further planning required for certain work streams and also by way of Council review as other issues arise over time which affect priorities.

Commentary

- 3.1 The current edition of the Road Map was adopted by Council on 25 August 2015.
- 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 (2015/2016) 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.

3.6 Road Map Work Programme Review

3.7 As a result of resourcing changes, which the Chief Executive briefed Council on following the Workshop on Wednesday 10 February 2016, a complete review of the Road Map Work Programme is required.

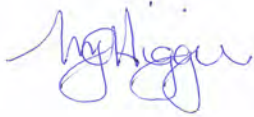
3.8 It is intended to present a new Road Map Work Programme to the Council at its meeting on 5 April 2016.

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 Progress Report: Road Map Work Programme as at 23 February 2016 be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Road Map Monitoring Schedule as at 23 February 2016 (Doc 380930)



Road Map

Monitoring Schedule

2015/2016 Work Programme (Year 1 of 2015-2025 Long Term Plan)

as at 23 February 2016

CONTENTS

Development of 2018-2028 LTP	4
Council Controlled Organisations.....	4
Leadership	5
2015 General Revaluation for Rating Purposes	5
2016/2017 Exceptions Annual Plan	5
District Plan – Review	6
Urban Structure Plans.....	6
Review of Development/Financial Contributions.....	6
Enhanced Iwi Engagement.....	7
Section 17A Delivery of Services Reviews.....	7
Risk Management: Oversight and Governance.....	7
Communications Strategy Review	7
Information Services Strategic Plan: Review	7
Information Services Strategic Plan: Key Projects Implementation	8
Resident Satisfaction Survey (for 2015/16 Annual Report)	8
Pre-Election Report	9
2015/16 Annual Report.....	9
Community Development	10
Community Development Fund.....	10
Youth Liaison/Youth Council.....	11
Youth Citizenship Achievement Awards	12
Community Events	12
Waitomo District Citizens Awards.....	12
Combined Mayoral ITO Graduation Ceremony	13
Sister City Relationship	13
Service Level Agreement - Sport Waikato.....	13
Service Level Agreement - Otorohanga District Development Board.....	13
Service Level Agreement – Waitomo Caves Discovery Centre	13
Service Level Agreement – Hamilton Waikato Tourism.....	14
Motor Home Friendly District.....	14
Customer Services – Monitoring against Strategy	14
Waitomo’s Digital Journey	14
Economic Development.....	15
Regulation Services	16
Local Alcohol Policy	16
Food Act 2014.....	16
Resource Consent – Compliance Monitoring.....	16
Dangerous and Insanitary Buildings Policy – Review	16
Earthquake Prone Buildings Policy – Review.....	17
Freedom Camping.....	17
Psychoactive Substances.....	17
Bylaws: General	17
Bylaws: Trade Waste Bylaw 2006 – Review	18
Bylaws: Land Transport Bylaw – Review	18
Waikato River Catchment Economic Studies.....	19
Mokau Erosion: Managed Retreat Strategy	19
Te Maika Zone.....	19
Community Services	20
Property: Te Kuiti Railway Building.....	20

Property: Parkside Subdivision	20
Property: 2 Jennings Street, Te Kuiti	21
Property: Land Disposal – Old Ministry of Works Building	21
Property: Mokauiti Hall Disposal	21
Property: Joint Services Facility - Investigation	22
Property: Te Kuiti Campground – Investigations	22
Property: District Campgrounds – Essential Upgrades.....	22
Parks & Reserves: Brook Park Development.....	23
Parks & Reserves: Redwood Park Maintenance Plan	23
Parks & Reserves: Walking Track Strategy & Maintenance Contract	23
Parks & Reserves: Passive Reserves Management Plan (2014-16)	23
Parks & Reserves: Remotely Piloted Aircraft Systems	24
Public Amenities: Benneydale Public Toilet Replacement	24
Public Amenities: Benneydale Caravan Dump Station	24
Public Amenities: Mokau Effluent Disposal Upgrade.....	25
Public Amenities: Te Kuiti Rail Overbridge Renewals.....	26
Public Amenities: Te Kuiti Cemetery Development Plan.....	26
Recreation and Culture: Cultural and Arts Centre – Renewal Works: Court Yard	26
Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan	26
Recreation and Culture: Te Kuiti High School Community Sports & Recreation Facility.....	27
AMP Improvement and Monitoring: Housing and Other Property.....	27
AMP Improvement and Monitoring: Parks and Reserves.....	30
AMP Improvement and Monitoring: Public Amenities	32
AMP Improvement and Monitoring: Recreation and Culture	34
Asset Management	38
Land Transport: Rooding Activity Influences	38
Solid Waste: Cross Boundary Collaboration (WDC/RDC).....	38
Solid Waste: Para Kore "Marae Working Toward Zero Waste"	38
Solid Waste: District Transfer Station Improvements.....	38
Solid Waste: Waitomo District Landfill.....	38
Solid Waste: Waitomo Landfill Operations and Kerbside Collection Contract Renewal	39
Solid Waste: SWaMMP Improvement and Monitoring	39
Stormwater: Health and Safety Issues.....	40
Wastewater: Benneydale Sewerage.....	40
Water: Te Kuiti Water Supply	40
Strategic: Te Waitere Water and Wastewater	41
Strategic: Waitomo Village Water and Wastewater.....	41
Capital Renewal Programme – Year 1 (2015/2016).....	42
AMP Improvement and Monitoring: Land Transport.....	43
AMP Improvement and Monitoring: Stormwater	44
AMP Improvement and Monitoring: Solid Waste	45
AMP Improvement and Monitoring: Wastewater	46
AMP Improvement and Monitoring: Water Supply	46
Completed Projects	48
Resident Satisfaction Survey (for 2014/15 Annual Report)	48
Property: Te Kuiti Railway Building.....	48
Dog Control Policy and Practices Report 2014/2015	50
District Plan: Administration – Hoarding Signs.....	50
2014/15 Annual Report.....	50
Bylaws: Dog Control Bylaw and Policy – Review	50
Recreation and Culture: Les Munro Centre – Renewal Works: Kitchen Upgrade	51
Property: Piopio Hall Roof Replacement.....	51

Development of 2018-2028 LTP

Council Controlled Organisations

Key Milestone	Indicative Timeframe	Commentary
Council Meeting: Consideration of DC Tynan Trust's exemption from CCO status.	27 April 2016	
Desktop Review of CCO wording in 2015-2025 LTP	October 2017	
Prepare recommended disclosure for inclusion in 2015-2025 LTP	November 2017	
Council Meeting – Adopt CCO disclosure for inclusion in draft LTP	27 February 2018	

Leadership

2015 General Revaluation for Rating Purposes

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Brief Council on timeframe and process for revaluation	29 April 2015	Complete
Data Integrity checks	April to September 2015	Complete
Market Surveys sent to random sample of property owners in district	May 2015	Complete
Farm amalgamations	April/May 2015	Complete
Communication to ratepayers via rates newsletter and Waitomo Way	July and August	Complete
Revaluation of Utilities	September 2015	Underway
Final District Valuation Roll sent to OVG for audit	25 September 2015	Complete
Communication to public that roll is open for inspection and notification of objection timeframes	21 October 2015	Complete
Notice of general revaluation sent out to all owners and ratepayers detailing new values	28 October 2015	Complete
Council Meeting – Quotable Value will present key highlights of revaluation to elected members	28 October 2015	Complete
Objections close	4 December 2015	Complete
Ratepayers notified of result of objection process	<i>As each objection is reviewed</i>	

2016/2017 Exceptions Annual Plan

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2016/17 development	August 2015	Complete
Identification of any "strategic" amendments to LTP for 2016/17 year.	August - November 2015	In progress
Managers complete 2016/17 budgets in consideration of 2016/17 Budgets contained in LTP.	October 2015	Complete
Modelling of budgets and finances for 2016/17	November 2015	Complete
Management Review of 2016/17 budgets	November 2015	Complete
Council Workshop #1 of 3: Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	9 December 2015	Complete
Council Workshop #2 of 3: <ul style="list-style-type: none"> Preliminary draft financial forecasts including Rating Implications Assessment of dEAP against consultation threshold (significant or material differences from content of LTP) 	10 February 2016	Complete
Council Workshop <ul style="list-style-type: none"> Financial implications arising as a result of workshopping "Strategic Issues" 	1 March 2016	This is an additional Workshop added to the process.

Key Milestone	Indicative Timeframe	Commentary
Council Workshop #3 of 3: <ul style="list-style-type: none"> Draft financial forecasts Working draft CD (if required) Council endorse EAP and CD for Audit 	8 March 2016	If there are no material changes in the EAP compared with the LTP for 2016/17, then the rest of this process will not be required. If this is the case, an alternative method for communicating with the Community on the EAP will be considered. The EAP may also be adopted sooner should consultation as per s.82 not be required.
Audit of dEAP	14- 23 March 2016	
Council Meeting: Adopt CD and Supporting Information for public consultation (if required)	5 April 2016	
Consultation Period	13 April – 13 May 2016	
Hearing: Hearing of Submitters to dEAP (if required)	19 May 2016	
Council Meeting: Deliberation of Submissions (if required)	8 June 2016	
Council Meeting: Adopt EAP	28 June 2016	

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Waitomo District Plan Gaps and Needs Assessment (GNA)	July/August 2015	Complete
Council Workshop Feedback into the Gaps and Needs Assessment	11 August 2015	Complete
Council Meeting Discuss GNA outcome and agree on Review Option and timeline	29 September 2015	Complete
Commence planning for full DP Review including resourcing and Professional Services Engagement	March 2016	New milestones added based on Council Resolution at 29 Sep 2015 meeting
Council Workshop Discuss process and detailed project plan and Commence review	November 2016	Further milestones will be added once the detailed planning is complete

Urban Structure Plans

It would be advisable to run this work stream in conjunction with the District Plan review. Further details on the need and scope of this work stream will be developed as part of the Scoping for the District Plan Review process.

Review of Development/Financial Contributions

It is suggested that a contributions regime (whether financial contributions or development contributions) be assessed and developed as part of the District Plan review work stream.

Enhanced Iwi Engagement

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consider options for enhancement in Iwi engagement.	22 March 2016	

Section 17A Delivery of Services Reviews

Key Milestone	Indicative Timeframe	Commentary
Outcome of regional discussions on a collaborative approach to s17A Reviews.	29 September 2015	At the WMF meeting on 7 September 2015, it was agreed to set up a regional collaborative project to be led by Cindy Kent from Waipa DC.
Council Meeting: Update on result of regional discussions and a forward programme for s17A reviews cognisant of regional programme.	24 November 2015	A business paper was considered by Council at the 24 November 2015 meeting. The detail will be developed once the outcomes of the Regional Collaboration are clearer.

Risk Management: Oversight and Governance

Key Milestone	Indicative Timeframe	Commentary
Review of risk identification, management and mitigation options	September-October 2015	
Council LTP Workshop Initial workshop to consider core concepts, basic ideas and options	22 March 2016	Future timelines might need to change depending on the outcome of this workshop
Council Meeting Endorse outcomes of Workshop	27 April 2016	
Implementation of risk management and audit processes	May 2016	

Communications Strategy Review

Key Milestone	Indicative Timeframe	Commentary
Council Workshop - Key communication outcomes to be achieved	10 November 2015	Complete
Council Meeting - Adoption of Communications Strategy 2015	15 December 2015	Council adopts Communications Strategy
Council Meeting - Six monthly progress report to end of December	23 February 2016	A business paper is contained elsewhere in this Agenda.
Council Meeting - Six monthly progress report to end of June	26 July 2016	Report provided at next meeting following end of six monthly period

Information Services Strategic Plan: Review

Key Milestone	Indicative Timeframe	Commentary
Review of IS Strategic Plan	Jan - March 2016	
Council Workshop IS Strategic direction for 3 years	22 March 2016	

Information Services Strategic Plan: Key Projects Implementation

Key Milestone	Indicative Timeframe	Commentary
Objective Implementation		
Objective Implementation Start	August 2015	Complete
Definition Stage	August – September 2015	Complete
Analysis and Design Stage	October – December 2015	Underway
Build Stage	December 2015 – January 2016	Progressing
Implementation Stage	February – April 2016	

Key Milestone	Indicative Timeframe	Commentary
MS Office Migration		
Project Planning	March 2016	
Procurement	April 2016	
Migration	May 2016	
User Training	May 2016 onwards	

Key Milestone	Indicative Timeframe	Commentary
MagiQ Performance		
Analysis and Testing	April 2015	Complete
Software setup	May 2015	Complete
Business Process Mapping	June – August 2015	Complete
Training	September 2015	Complete
Go Live	September – October 2015	Complete
Assessment of information output	November – December 2015	Underway
Reporting Setup	February – April 2016	

Key Milestone	Indicative Timeframe	Commentary
Service Provision to ICL		
Agreement to proceed	September 2015	Timeline subject to this Agreement This has not been agreed yet. Discussions had in early November and ICL has been asked to confirm by end of month
Planning		New milestones to be advised once agreement has been reached.
ICL migration		

Resident Satisfaction Survey (for 2015/16 Annual Report)

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Customer Satisfaction (Levels of Service) Survey	May 2016	
Survey to test: <ul style="list-style-type: none"> Importance of Service Satisfaction with Service Provide for commentary/ suggestions 	May 2016	
Undertake Survey	June - July 2016	
Analyse / Report Survey Results	August 2016	
Council Meeting - Customer Satisfaction Survey Results to Council	30 August 2016	
Customer Satisfaction Results ready for inclusion in Annual Report	1 September 2016	

Pre-Election Report

Key Milestone	Indicative Timeframe	Commentary
Pre-election report prepared	June 2016	
Pre-election report advertised	28 July 2016	

2015/16 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Brief Council on timeframe.	31 May 2016	
WDC Audit. Deloitte will be onsite for 2 weeks.	September 2016	
Deloitte technical/final review. Once the audit field work is complete the final document is sent to Deloitte technical team for final review.	September 2016	
Signed Audit Opinion available	4 October 2016	
Council Meeting - Adopt Annual Report.	6 October 2016	<i>Note early Council meeting required as annual report must be adopted prior to Election</i>
Audit of Summary Annual Report.	10-14 October 2016	The summary Annual Report is also audited by Deloitte and must be made available to the public within one month of the Annual Report adoption.
Audit Opinion received on Summary	17 October 2016	
Summary Annual Report published	2 November 2016	

Community Development

Community Development Fund

Key Milestone	Indicative Timeframe	Commentary
Discretionary Grants - Round 1	Quarterly	
Advertising (x2)	August	
Applications close and are considered	1 September	
Announcements & Funding Allocation	September	
Discretionary Grants - Round 2	Quarterly	
Advertising (x2)	November	
Applications close and are considered	1 December	
Announcements & Funding Allocation	December	
Discretionary Grants - Round 3	Quarterly	
Advertising (x2)	February	
Applications close and are considered	1 March	
Announcements & Funding Allocation	March	
Discretionary Grants - Round 4	Quarterly	
Advertising (x2)	May	
Applications close and are considered	1 June	
Announcements & Funding Allocation	June	
Triennial Grants	3 Yearly (as part of LTP)	
Applications invited and advertised	1 October 2017 – 31 January 2018	
Applications close	31 January 2018	
Applications assessed for LTP	February 2018	
Final adoption of the LTP	June 2018	
Services Grants	3 Yearly (as part of LTP)	
POS Grant applications invited	November 2017 – January 2018	
Applications assessed for LTP	February 2018	
Final adoption of the LTP	June 2018	
Announcement to recipients	July 2018	
Payment of annual allocations	As per agreed Terms and Conditions	
POS Grant applications invited	November 2017 – January 2018	
Community Partnership Fund	Annually (2nd Round if required)	
Advertising	October – November	
Applications close	November	
Council Workshop and Meeting		
Consideration of Applications	December	
Announcements & Funding Allocation	December	
Advertising	February (if required)	
Applications close	March (if required)	
Council Workshop and Meeting		
Consideration of Applications	March (if required)	
Announcements & Funding Allocation	March (if required)	
Community Halls Grants	3 Yearly (as part of LTP)	
Budget consideration for LTP	September 2017 – March 2018	
Final adoption of the LTP	June 2018	
Announcement to recipients	July 2018	
Funding allocation	Annually in September	
Creative Communities	6 Monthly	
Applications invited and advertised	April/May October/November	
Applications close	May November	

Key Milestone	Indicative Timeframe	Commentary
Committee Meeting Consideration of Applications	June December	
Announcements & Funding Allocation	June December	
Sport NZ Rural Travel Fund	Annually	
Applications invited and advertised	September/October	
Applications close	October	
Committee Meeting Consideration of Applications	November	
Announcements & Funding Allocation	November	
DC Tynan Trust Fund	Annually	
Applications invited and advertised	June/July	
Applications close	July	
Committee Meeting Consideration of Applications	August	
Announcements & Funding Allocation	August	

Key Milestone	Indicative Timeframe	Commentary
Review of Application Process		
Council Workshop Consideration and agreement on process for future Triennial Grant and Community Partnership Fund applications	10 November 2015	Complete
Council Workshop Consideration of Community Development Fund Applications	15 December 2015	Complete
Council Meeting Allocation of Community Development Funds	15 December 2015	Complete

Key Milestone	Indicative Timeframe	Commentary
Summary of Grants Made		
Council Meeting Summary of Grants paid out in 2014/2015 financial year	25 August 2015	Complete

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Review of Youth Council Portfolio (including Terms of Reference, work program, meeting schedule and best practice methods)	September 2015	
Advertise for new Youth Council Member(s) to fill vacancies (<i>only if required</i>)	October/November 2015	
New Youth Council Member(s) appointed (<i>only if required</i>)	November 2015	
A Youth Council submission is to be made annually to either an EAP or LTP	This submission will be made during WDC's EAP consultation period	

Youth Citizenship Achievement Awards

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on completion of the project and development of the Youth Citizenship Achievement Awards ceremony.	28 June 2016	

Community Events

Key Milestone	Indicative Timeframe	Commentary
2015 Christmas Parade		
Consultation: Identify and consult with key stakeholders.	September/October 2015	Complete
Review and implement Project Plan	October 2015	Complete
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November/December 2015	Complete
Execution of event	12 December 2015	Complete
Council Meeting: Management Report on the event identifying success and the budget.	23 February 2016	A business paper is contained elsewhere in this Agenda

Key Milestone	Indicative Timeframe	Commentary
2016 Great NZ Muster		
Council Workshop Review scope of Great NZ Muster including Health and Safety requirements	9 December 2015	Complete
Identify and consult with key stakeholders.	September/October 2015	Complete
Development and implementation of a Project Plan	October 2015	Complete
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	January to March 2016	Progressing
Execution of event	2 April 2016	
Council Meeting: Management Report on the main event (The Muster) identifying success and the budget.	28 June 2016	

Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Policy Review	10 November 2015	Complete
Council Meeting Adoption of Policy	24 November 2015	Complete
Calling of Nominations	February/March 2016	Progressing
Council Meeting Presentation of Timeline and promotion of Nominations	23 February 2016	A business paper is contained elsewhere in this Agenda
Consideration of Nominations by Working Party	March/April 2016	
Citizens Awards Ceremony	May 2016	

Combined Mayoral ITO Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	October 2015	Complete
Graduate names received from Industry Training Organisations	December 2015/January 2016	WDC has received advice from the ITOs Liaison Representative that the Mayoral ITO Graduations are under review. No further planning can be done until the outcome of this review is known.
Invitation to Graduates and Families/Supporters	March 2016	
Graduation Ceremony	April 2016	

Sister City Relationship

Key Milestone	Indicative Timeframe	Commentary
Review of Sister City portfolio	December 2016	
Council Workshop Findings of review. Consideration of policies and guidelines to support the relationship between WDC and the Sister City Committee.	10 February 2016	Timeline to be Reviewed in new Road Map Work Programme

Service Level Agreement - Sport Waikato

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: Sport Waikato – Six Monthly Report (including Schedule of Services for 15/16 year).	29 September 2015	Complete
Council Meeting Deputation: Sport Waikato – Six Monthly Report.	5 April 2016	

Service Level Agreement - Otorohanga District Development Board

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: ODDDB – Reporting on delivery of services against Schedule of Services	29 September 2015	Complete
Council Meeting Deputation: ODDDB – Reporting on delivery of services against Schedule of Services	5 April 2016	

Service Level Agreement – Waitomo Caves Discovery Centre

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement (including presentation of annual report).	29 September 2015	Complete

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: WCDC – Reporting against Service Level Agreement.	5 April 2016	

Service Level Agreement – Hamilton Waikato Tourism

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation: HWT – End of Year Report	28 October 2015	Complete
Council Meeting Deputation: HWT – Six Monthly Report	27 April 2016	

Motor Home Friendly District

Key Milestone	Indicative Timeframe	Commentary
Confirm criteria to achieve motor home friendly status.	September 2015	Completed
Identify and confirm current popular freedom camping sites in the Waitomo District.	November 2015	Completed
Review findings from freedom camping monitoring programme.	November 2015	Completed
Council Meeting Progress Report in conjunction with Freedom Camping report.	24 November 2015	Completed
Determine potential camp site locations.	December 2015	Completed
Feasibility of dump stations and location thereof.	December 2015	Progressing
Determine WDC criteria – location/duration of stay/vehicle type, etc.	February 2016	
Communication strategy implemented.	February 2016	
Council Meeting Progress Report to Council	5 April 2016	
Motor home friendly status achieved.	June 2016	

Customer Services – Monitoring against Strategy

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports will be presented to Council annually	28 June 2016	

Waitomo's Digital Journey

Key Milestone	Indicative Timeframe	Commentary
Submission of Registration of Interest to broadband and mobile fund initiatives.	10 July 2015	Completed
Council Meeting Progress Report to Council.	28 July 2015	Completed

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Discussion on Development of Digital Enablement Plan	11 August 2015	Completed
Community Workshops Feedback on proposed Digital Enablement Plan	28 August 2015	Completed
Development of Digital Enablement Plan	July to September 2015	Completed
Lodgement of Digital Enablement Plan	18 September 2015	Completed
Council Meeting Progress Report to Council	29 September 2015	Completed
Roll-out of Year One projects as per Digital Enablement Plan	September 2015 – June 2016	
Council Meeting Progress Report to Council	13 December 2015	
Council Meeting Progress Report to Council	5 April 2016	
Council Meeting Progress Report to Council	28 June 2016	
Targets for the 2016/2017 Year will be determined and the Roadmap updated accordingly		

Economic Development

Key Milestone	Indicative Timeframe	Commentary
Gaps and needs analysis, includes collection of a complete set of baseline data.	November 2015	Progressing
Data analysis and development of the Waitomo District Economic Profile	January 2016	Progressing
Council Meeting Presentation of Draft Waitomo District Economic Profile, Draft Communications Plan and Draft Discussion Paper.	23 February 2016	Timeline to be Reviewed in new Road Map Work Programme
Council Meeting Presentation of stakeholder feedback.	27 April 2016	
Council Workshop Draft Waitomo District Economic Development Strategy.	8 June 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy.	28 June 2016	
Council Meeting Adoption of Draft Waitomo District Economic Development Strategy Implementation Plan.	26 July 2016	

Regulation Services

Local Alcohol Policy

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Adoption of reconsidered Provisional Local Alcohol Policy	28 July 2015	Complete
Appeal Period Closed	31 August 2015	
Council Meeting Adoption of Approved Local Alcohol Policy and Effective Date	Date to be confirmed 23 February 2015	A business paper is contained elsewhere in this Agenda
Policy Effective Date	Date to be confirmed	
Public Notification	Date to be confirmed	

Food Act 2014

Key Milestone	Indicative Timeframe	Commentary
Desktop review of fee structure – Food Act 2014	August/September 2015	Complete
Prepare recommendations	September 2015	Complete
Council Workshop Proposed fee structure	22 September 2015	Complete
Council Meeting: Adopt fee structure for consultation	29 September 2015	Complete
Public Notification	1 October 2015	Complete
Consultation Period	2 October to 2 November 2015	Complete
Council Hearing	10 November 2015	Complete
Council Deliberations Meeting	24 November 2015	Complete
Council Meeting Adoption of Fee Structure, Food Act 2014	15 December 2015	Complete
Statutory Deadline for implementation of fees	1 March 2016	

Resource Consent – Compliance Monitoring

Key Milestone	Indicative Timeframe	Commentary
Commencement of Monitoring Programme	October 2015	Monitoring commenced in October 2015
Council Meeting: Public Excluded Progress Report on Monitoring Results	Monthly (post September 2015)	Complete Further monitoring has been cancelled.

Dangerous and Insanitary Buildings Policy – Review

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	February 2016	Progressing
Prepare recommendations	February 2016	Progressing
Council Workshop Policy Review	22 March 2016	
Council Meeting: Adopt draft policy for consultation	27 April 2016	
Finalise draft Policy for consultation	April 2016	
Public Notification	May 2016	

Key Milestone	Indicative Timeframe	Commentary
Consultation Period	2 May to 2 June 2016	
Council Hearing	June 2016 – date to be confirmed	
Council Deliberations Meeting	28 June 2016	
Policy changes after deliberations	June/July 2016	
Council Meeting Adoption of Policy	26 July 2016	

Earthquake Prone Buildings Policy – Review

The Earthquake Prone Building Policy sets out the Council's policy for the management of earthquake prone buildings. This policy was last reviewed in 2011 and is due for review in 2016.

However, as this policy will be heavily influenced by (and is likely to be redundant as a result of) the Building (Earthquake-prone Buildings) Amendment Bill no further action is recommended at this time. The Bill has been reported to the Local Government and Environment Committee and they have issued an interim report and called for further submissions on the revised Bill. This submission period for the revised Bill closed on 16 July 2015.

Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council – findings from monitoring programme	24 November 2015	Complete. Monitoring of freedom camping activity in the District is continuing over the summer period. Data collected will inform the need for development of a Freedom Camping Bylaw.
Council Meeting Presentation of Summer Monitoring Programme findings	To be confirmed	

Psychoactive Substances

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council	5 April 2016	

Bylaws: General

Bylaw	"New" Bylaw Adoption Date	5 Year Review Adoption Date	Other Review Date	10 Year Cycle Review Due
Trade Waste Bylaw	1 July 2006	26 July 2011	March 2016 ①	July 2021
Dog Control Bylaw	16 December 2008 15 December 2015	25 June 2014	2015 ②	June 2024 December 2025
Public Places Bylaw	24 March 2009	25 June 2014		June 2024
Public Health and Safety	3 November 2009	25 June 2014		June 2024
Solid Waste	3 November 2009	25 June 2014		June 2024
Public Amenities	10 February 2010	10 February 2015		February 2025
Water Services	10 February 2010	10 February 2015		February 2025
Land Transport	25 May 2010	29 April 2015	2015 ③	April 2025

① Trade Waste Bylaw review initialised to address/facilitate renewal of Discharge Agreements with Meat Work Companies. (This Review is programmed elsewhere in Year 1 of this Road Map).

- ② Since adoption of the Dog Control Bylaw in June 2014, Council has made changes to the way in which Animal Control Services are provided and as a result both the Dog Control Policy and Bylaw require updating. (This Review is programmed elsewhere in Year 1 of this Road Map). It should be noted that once this Bylaw is adopted following review, the 10 Year Cycle date will move out accordingly.
- ③ In August 2015, the Department of Internal Affairs requested all Councils to review their Land Transport Bylaws following the Government's enactment of legislation to validate speed limits set by road controlling authorities with retrospective effect. (This Review is programmed elsewhere in Year 1 of this Road Map).

Bylaws: Trade Waste Bylaw 2006 – Review

Key Milestone	Indicative Timeframe	
Complete an internal review of the current Bylaw	November/December 2015	Complete
Council Meeting Determine: <ul style="list-style-type: none"> Is Bylaw the most appropriate way of addressing the perceived problem (s.155) 	24 November 2015	Complete
Complete a review of the Revenue and Financing Policy for the Sewerage Activity	December 2015	Timeline to be Reviewed in new Road Map Work Programme
Determine: <ul style="list-style-type: none"> Should the Bylaw be amended, revoked, or revoked and replaced, or continue without amendment (s.160) Most appropriate method of consultation as guided by WDC's Significance and Engagement Policy (s.156 or 160). 	December 2015	
Prepare a Draft Bylaw	December 2015	
Obtain a Legal review of the Draft Bylaw	January 2016	
Give Public Notice of intention to amend Bylaw (s.148) and combine with SCP???	January 2016	
Copy of Draft Bylaw to Minister of Health for comment - <i>no sooner than 2 months after giving notice??</i> (s.148)	March 2016	
Draft changes proposed (if any) to Revenue and Financing Policy for Draft 2016/17 EAP	February 2016	
Council Meeting Adopt Draft Bylaw for Public Consultation	5 April 2015	
Consultation period (4 weeks)	13 April – 13 May 2016	
Submissions close	13 May 2016	
Council Hearing Hearing of Submissions	19 May 2016	
Council Meeting Deliberation of Submissions	8 June 2016	
Council Meeting Adoption of new Bylaw	28 June 2016	

Bylaws: Land Transport Bylaw – Review

Key Milestone	Indicative Timeframe	Commentary
Desktop review of Bylaw to identify any issues		If issues are identified in this desktop review a full review will be programmed.
Council Workshop Review of Land Transport Bylaw		

Key Milestone	Indicative Timeframe	Commentary
Council Workshop If further workshopping required		
Council Meeting Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
Council Hearing		
Council Deliberations Meeting		
Council Meeting Adopt Land Transport Bylaw		

Waikato River Catchment Economic Studies

Key Milestone	Indicative Timeframe	Commentary
Strategy Finalised	June 2017	

Mokau Erosion: Managed Retreat Strategy

Key Milestone	Indicative Timeframe	Commentary
Development of draft Action Plan		
Council Meeting Consideration and adoption of Action Plan for Managed Retreat of erosion affected properties	5 April 2016	Note: Once an Action Plan has been adopted by the Council, further Key Milestones will be added to this activity subject to the content of that Action Plan.
Council Meeting Progress Report	As required	

Te Maika Zone

Council staff will continue to pro-actively engage with the Trust in an effort to at least be able to review the draft provisions that have apparently been prepared by the Trust and Council will be advised of any progress made.

Community Services

Property: Te Kuiti Railway Building

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council	Monthly	Ongoing

Key Milestone	Indicative Timeframe	Commentary
Railway Building: Project 2– Plaza Renewal		
Development of Conceptual designs	September 2015 – November 2015	Timeline to be Reviewed in new Road Map Work Programme
Workshop with Council representative and TKDI	October 2015	
Council Meeting Presentation of Concept Designs	December 2015	

Key Milestone	Indicative Timeframe	Commentary
Railway Building: Project 4– Community Space Revitalisation (Building 1)		
Expressions of Interest process	August – November 2013	Complete
Building 1: Preparation of Tender Documentation to completely refurbish the existing building layout	May – June 2014	Complete
Building 1: Refurbishment construction to allow use of building	September 2015 - December 2015	Documentation completed and Building Consent applied for.
Building 1: Building use by tenants		
Building 1 and i-Site: Redevelopment Building Consent approval	July 2015 - August 2015	Consent lodged July 2015
Building 1 and i-Site: Redevelopment Tender process	August 2015 – September 2015	This project has been tendered on 30 October 2015 along with the linkage to the i-Site, with tenders closing 1 December 2015. Considerable changes to the documents had to be undertaken and this has necessitated amended consent plans to be submitted
Construction	September 2015 – January 2016 Commencement 11 January 2016	Timeline to be Reviewed in new Road Map Work Programme

Property: Parkside Subdivision

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Notification of Section Sales	As required	Ongoing. Council will be kept informed of Section sales by way of Progress Reports to monthly Council meetings.
Investigations into alternative land usage	July 2014 – October 2014	Progressing. Refer to paper presented as part of the Agenda 24 March 2015. Sketches of a potential layout for the alternative use will be available for Council in mid May 2015. Refer to separate business paper submitted to Council as part of the 26 May 2015 Agenda

Key Milestone	Indicative Timeframe	Commentary
Preparation of discussion material for use in discussions with other land owners and interested parties	May 2105- June 2015	Material completed
Discussions with other land owners	July 2015 - August 2015	Progressing. So far all of those land owners approached are in support of the proposal.
The progress of this project and timelines to be determined by the outcomes of the above discussions		Timeline to be Reviewed in new Road Map Work Programme

Property: 2 Jennings Street, Te Kuiti

Key Milestone	Indicative Timeframe	Commentary
Relocate TKCH to 28 Taupiri Street	August 2015 – October 2015	Completed October 2015
Prepare tender documentation for demolition/removal of 6 Jennings Street	November 2015	Timeline to be Reviewed in new Road Map Work Programme

Property: Land Disposal – Old Ministry of Works Building

Key Milestone	Indicative Timeframe	Commentary
Council Workshop 15 – presentation of background information to Council to enable informed decision on future of the building	15 November 2011	Council agreed not to spend further funds on this building and consulted with the community on the basis that Council will advise the Crown that it 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 - ongoing	Writing to the Crown was put on hold as an offer of finance with conditions was made through the 2012-2022 LTP process. The conditions included WDC and the community matching the funding proposal. The Submitter was advised Council would not contribute to funding the renewal works but delayed contacting the Ministry to allow the community to match the proposal. No correspondence has been received to date. It is proposed to write to the Ministry seeking approval to be released from Councils commitment. Te Kuiti Historical Society has been asked to investigate alternative accommodation to allow the approach to the Ministry to be made. Timeline to be Reviewed in new Road Map Work Programme

Property: Mokauti Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	Monthly	Progress updates reported to Council monthly as part of the "Progress Report: Rural Halls".
Establish a Committee to look at options for disposal.	October 2012	Hall Committee asked to nominate three working group members.

Key Milestone	Indicative Timeframe	Commentary
		Completed - December 2012.
Meeting to discuss options for the hall	May 2013	Meeting scheduled for 12 June 2013 (telephone discussion)
Proposal developed and provided to committee for discussion	October 2015 – November 2015	
Finalised proposal	December 2015	
Council Meeting Sign-off proposal	23 February 2016	Timeline to be Reviewed in new Road Map Work Programme
Implementation including legal documentation associated with proposal	March 2016 – June 2016	

Property: Joint Services Facility - Investigation

Key Milestone	Indicative Timeframe	Commentary
Scope of project to determine parameters and outcomes	January–March 2014 (to align with Customer Services Strategy 2014)	Refer business paper to Council Workshop on 1 May 2013.
Council Workshop Project scope and outcomes in conjunction with Customer Services Strategy	13 May 2014	Completed
Establishment of Project Team	30 June 2014	Completed
Investigate options for future delivery of services from a defined central location	31 October 2014	
Report findings of Investigation to Council	25 November 2014	The outcome of the investigation is heavily influenced by the inclusion of the i-SITE into the Railway Building complex. The requirement for this project needs to be reassessed in the second half of the 2015/2016 year. Timeline to be Reviewed in new Road Map Work Programme

Property: Te Kuiti Campground – Investigations

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and development of draft layout plan for discussion		Complete. A Concept Plan was considered by Council at the 26 May 2015 meeting.
Concept design forwarded to motor Caravan Association for comment	June 2015 – July 2015	Completed.
Investigations into consenting requirements, development of initial staging and preparation of draft costings	September 2015 – November 2015	Concept design forwarded to Quantity survey to prepare preliminary costings. Due date end of November 2015
Council Meeting Reporting on the outcomes of the above investigations and seeking direction for further development of the proposal	December 2015	Timeline to be Reviewed in new Road Map Work Programme
Further outcomes and timelines for this project considered as part of WDC EAP development for the 20116/2017 Financial year		

Property: District Campgrounds – Essential Upgrades

Key Milestone	Indicative Timeframe	Commentary
Finalise building requirement with	September 2015	Completed – Essential works to

Key Milestone	Indicative Timeframe	Commentary
Operator and document		leaking upper windows to building at Marokopa investigated and extent of works required
Obtain quotations	October 2015	Completed
Construction	November 2015	Completed

Parks & Reserves: Brook Park Development

Key Milestone	Indicative Timeframe	Commentary
Base Topographical survey of entrance	May 2015	Completed
Entrance design and preparation of contract documentation for the entrance along with pretender estimate	September 2015 – October 2015	Instruction issued to engineering consultant Awaiting design completion
Tender to Tenders Subcommittee	November 2015	Timeline to be Reviewed in new Road Map Work Programme
Construction	December 2015 – February 2016	

Parks & Reserves: Redwood Park Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on condition assessment of Redwood tree stand	October 2015	Site visit organised for Treescape to undertake assessment in December 2015 Timeline to be Reviewed in new Road Map Work Programme

Parks & Reserves: Walking Track Strategy & Maintenance Contract

Key Milestone	Indicative Timeframe	Commentary
Base information gathering	March 2015 – June 2015	Completed
Council Meeting: Initial progress report on extent of asset and its initial visual condition grade to Council including timeline for completion	September 2015	Timeline to be Reviewed in new Road Map Work Programme
Survey of track locations and gradients and engineering assessment on all track structures	October 2015 – February 2016	
Council Meeting: Preparation of draft outcomes of survey and recommendation for the grading of tracks	March 2016 – April 2016	

Parks & Reserves: Passive Reserves Management Plan (2014-16)

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Passive Reserves Management Plan Process/ Timeline Review	22 September 2015	Complete.
Notification of the intention to prepare a management plan and the call for community input into ideas for the plan	November 2015	Timeline to be Reviewed in new Road Map Work Programme

Key Milestone	Indicative Timeframe	Commentary
Quotations from Consultants to prepare plan	November 2015	
Preparation of Draft Passive Reserves Management Plan	December 2015 – March 2016	
Review of Parks and Reserves General Policies 2008	December 2015 – March 2016	
Council Workshop Draft Passive Reserves Management Plan and General Policies	22 March 2016	
Council Meeting: Adoption of Draft Passive Reserves Management Plan for Consultation	27 April 2016	
Community Consultation	June 2016 – July 2016	
Hearing of submissions and consideration	If required	
Council Meeting: Adoption of Passive Reserves Management Plan and General Policies	Dependent on need for Hearing	

Parks & Reserves: Remotely Piloted Aircraft Systems

Key Milestone	Indicative Timeframe	Commentary
Development of draft Policy	September – October 2015	Timeline to be Reviewed in new Road Map Work Programme
Council Meeting Adoption of draft Policy	November 2015	
Public Consultation	December 2015 – February 2016	

Public Amenities: Benneydale Public Toilet Replacement

Key Milestone	Indicative Timeframe	Commentary
Confirm user numbers to identify requirements/size of toilet structure	September 2015 – January 2016	Completed. Counters have been established on site periodically over last three months
Site survey	October 2015	Completed
Investigate suitability of adapting new Piopio toilet design for use in Benneydale and confirm location	January 2016 – February 2016	
NZTA Signoff of location	February 2016	
Finalise design and tender documentation	February 2016 – March 2016	
Tender	March 2016 – April 2016	
Construction	April 2016 – June 2016	

Public Amenities: Benneydale Caravan Dump Station

Key Milestone	Indicative Timeframe	Commentary
Identification and agreement with the Benneydale community group and council as to most suitable location for the dump station	November 2015	
Prepare sketches and details of construction and seek assistance for funding from Motor Caravan Association	December 2015 – March 2016	
Tender construction	March 2016	
Construction	April 2016	

Public Amenities: 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
Council Meeting: Draft proposals prepared and presented to the Mokau School board of Trustees for signoff	August – September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Formal application to the Ministry of Education for land purchase	January – February 2013	Completed
Declaration of land as surplus to MOE requirements and available for sale	August 2013	Completed
Negotiations for purchase of land with Government Disposal Team	August – October 2013	Commenced, proceeding through the sale process, with the process being undertaken by Darrochs. Negotiations ongoing with price only outstanding issue and this is currently being addressed by Darrochs. Related to interpretation of valuation Sale and purchase documentation completed and ready for WDC signing. Refer to Monthly Progress report contained elsewhere in this Agenda.
Valuation to be obtained for the land to be purchased	October – November 2013	Completed.
Subdivision resource consent to be obtained		Not required as done under Public Works Act.
Sale & Purchase agreed with the Crown	June 2014	Completed.
Detailed subdivision survey for submission to LIN (requires signoff by the Crown)	July 2014 – August 2014	Completed
Detailed design of effluent field	September 2015 – October 2015	Completed
Tendering of work	October 2015 – November 2015	Complete
Implementation of works	December 2015	On Target

Public Amenities: Te Kuiti Rail Overbridge Renewals

Key Milestone	Indicative Timeframe	Commentary
Instructions for the investigation into options for improvement to the safety railing associated with the overbridge given to consultant	August 2015	Completed
Report from engineer into options and costing	September 2015 – October 2015	Awaiting finalized Engineering options , costings and phasing of works
Development of construction drawing and tender documentation	December 2015 – February 2016	Timeline to be Reviewed in new Road Map Work Programme
Tender for works	March 2016	
Construction	April 2016 – June 2106	

Public Amenities: Te Kuiti Cemetery Development Plan

Key Milestone	Indicative Timeframe	Commentary
Development of concept design for the future expansion of the cemetery	January 2016 – March 2016	On hold pending final decisions on land acquisition. Timeline to be Reviewed in new Road Map Work Programme
Council Meeting Presentation of Concept Plan	27 April 2016	

Recreation and Culture: Cultural and Arts Centre – Renewal Works: Court Yard

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports	Ongoing as required	
Development of a new concept plan for the Courtyard		This project was rescheduled due to other work priorities.
Council Meeting Concept proposals	June 2015 – July 2015	Complete. Draft sketches were prepared and presented to Council. Council will be kept briefed by way of Progress Reports.
Draft Detailed working drawings	August 2015	Completed
Completion of tender documents	September 2015	Draft tender documents complete
Tender for works	November 2015 – December 2015	
Implementation (dependent on timing of Shears)	January 2016 – February 2016	

Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Establishment Working Group for Development of the Aerodrome Reserve Management Plan	10 October 2013	Completed.
Advertise intention to prepare Plan and calling for initial submissions	May 2015	This project has been rescheduled due to other work priorities. Council resolved on 29 April 2015 not to partake in this step of the management planning process.
Initial internal working group meeting	May 2015	Completed
Consultation Meeting 1 with aerodrome users	August 2015 – September 2015	Timeline to be Reviewed in new Road Map Work Programme
Undertake trial utilizing technology	September 2015 – December 2015	

Key Milestone	Indicative Timeframe	Commentary
to identify user / frequency of use to be used as basis for lease preparation and charging		
Consultation Meeting 2 with aerodrome users	October 2015	
Consultation Meeting 3 with aerodrome users	November 2015 if required	
Preparation of Management Plan	November 2015 – February 2016	
Council Workshop Draft Reserve Management Plan	22 March 2016	
Council Meeting Adopt draft Plan for Consultation	5 April 2016	
Public consultation	April 2016	
Council Hearing	19 May 2016	
Council Deliberations Meeting	8 June 2016	
Council Meeting Adoption of Finalised Plan	28 June 2016	

Recreation and Culture: Te Kuiti High School Community Sports & Recreation Facility

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on Progress	Monthly or as required	Progress reports will be submitted to Council as required

AMP Improvement and Monitoring: Housing and Other Property

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	2013-2018	Review of Biz Assets use as AM program will involve asset

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
all assets		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.
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	2010/2011 (annually)	Surplus property process review

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
disposal/rationalisation policy		for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
31. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
32. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
AM System Improvements		
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

AMP Improvement and Monitoring: Parks and Reserves

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 tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
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.
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.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
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.

AMP Improvement and Monitoring: Public Amenities

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.

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
9. Include valuation results	December 2014	Update valuation/ depreciation information in AMP during review in anticipation of 2015-25 LTP planning cycle.
AMP Data Improvements		
10. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
11. Collect maintenance data against significant assets or asset groups	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Monitor actual versus predicted growth	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
14. Measure performance in LOS against targets	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
AMP Process Improvements		
15. Ensure operations and maintenance are competitively tendered where possible	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
16. Optimise operations to minimise lifecycle costs and Documentation of operations and maintenance activities	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
17. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
18. Predict failure works and identify treatment options for risks	2013-2018	Predictive failure to be part of the Advanced AMP.
19. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
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.

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
27. Process in place for collecting costs against assets where appropriate	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
28. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
29. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
AM System Improvements		
30. Develop database for all community services	December 2014	Development of Asset Appendix for AMP.
31. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
32. Use "System" to generate valuation	2020/2021	Outside 2012-2015 planning period.
33. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
34. Criticality of assets identified in "System"	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
35. Use "System" to store asset condition, performance and utilisation data where appropriate	2020/2021	AMS to be developed in long term to cover community facilities assets.
36. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
37. Investigate the integration of "system" with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
38. Link electronic plans and records to GIS database	Ongoing	Developed in conjunction with Item 31.
Specific Improvement Projects 2009-2012		
39. Underground services investigations	2014; 2015; 2016	As built drawings to be compiled for key assets to improve asset base information.
40. Include Building data in a "designed" Asset management Programme such as SPM	2014-2015	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
41. Review AMP	December 2014	To be conducted during the review of AMP in anticipation of the 2015
42. Asset Management Planning miscellaneous	2015-2016 onwards	Completed – included in Annual Plan budgets.

AMP Improvement and Monitoring: Recreation and Culture

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

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

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created during review for the 2015-2025 LTP.
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the Parks and Reserves AMP.
25. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
26. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
27. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
28. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
29. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
30. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
31. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
32. FRS-3 compliant valuation complete for parks and reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of levels of service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
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.

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
43. Underground services investigations	2013; 2014;	As built drawings to be compiled for key assets to improve asset base information.
44. Undertake DRC valuation	2011	Review of valuation for Parks and Reserves assets in preparation for next asset valuation.
45. Include Building data in a "designed" asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
46. Expand recovery plans to sit with risk Analysis	2014 - 2015	Develop Recovery Plans in conjunction with Item 21.
47. Adoption of funding for three year improvement plan	Annually	Completed - included in Annual Plan budgets.
48. Operation manual established for Library and Cultural and Arts Centre	2012 - 2013	Finalised Cultural and Arts Centre Manual on completing of Stage 1 renewal.
49. Asset Management planning	2016; 2022	Miscellaneous works.

Asset Management

Land Transport: Roading Activity Influences

Key Milestone	Indicative Timeframe	Commentary
Council Meetings – progress on work streams	Monthly Council Meetings	Progress Reports provided to Council as required.
Amend Road Maintenance Contract Document	June 2015	Complete – Contract Awarded
Develop levels of service options along with funding options (depending on outcome of FAR review)	February 2016-17	To implement 2018
Develop LTP 2018-28	October 2017 – February 2018	

Solid Waste: Cross Boundary Collaboration (WDC/RDC)

Key Milestone	Indicative Timeframe	Commentary
Future Cross Boundary Collaboration between WDC and RDC	2015/2016	A further approach will be made to RDC to ascertain certainty around the interest they may still have in cross boundary collaboration regarding solid waste matters for LTP development purposes. RDC appointed a Consultant to investigate their options. There have been meetings to provide information of WDC's position.

Solid Waste: 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.

Solid Waste: District Transfer Station Improvements

Development of the District Transfer Stations was completed to an acceptable functional standard in the 2009-2012 period. It is intended that WDC's Transfer Stations will continue to operate within those standards for the period of the 2015-25 LTP with the exception of minor upgrades such as fence and signage renewals.

Solid Waste: Waitomo District Landfill

Key Milestone	Indicative Timeframe	Commentary
Future Demand Study	December 2016	A 'whole of life' study needs to be completed to determine:- <ul style="list-style-type: none"> • Where refuse will come from for the balance of the resource consent. • The effects the statutory cost increases from the ETS will have on the landfill. • The costs of further developing the landfill. • The financial viability of the

Key Milestone	Indicative Timeframe	Commentary
		<p>landfill due to increased costs to the user following ETS legislation.</p> <ul style="list-style-type: none"> • Purchase of NZU units (Carbon Credits) has reduced the impact of the cost of the ETS legislation for the next 3 years buying time to find a feasible way forward. • Volumes of rubbish are consistently declining while operational cost of the landfill is fixed thus putting upward pressure on cost per tonne disposed.

Solid Waste: Waitomo Landfill Operations and Kerbside Collection Contract Renewal

Landfill Operations

Key Milestone	Indicative Timeframe	Commentary
WDC Landfill operations contract renewal	2016	The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal the 1st November 2012 to 1st November 2014 and the second the 1st November 2014 to 1st November 2016.

Transfer Station – Refuse and Recycling Collection

Key Milestone	Indicative Timeframe	Commentary
Transfer station refuse and recycling collection contract renewal	2016	The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal the 1st November 2012 to 1st November 2014 and the second the 1st November 2014 to 1st November 2016.

Refuse Collection and Disposal

Key Milestone	Indicative Timeframe	Commentary
Refuse collection and disposal services contract renewal	2016	The terms of the original contracts are 3 + 2 + 2 year terms, with the 1st right of renewal the 1st November 2012 to 1st November 2014 and the second the 1st November 2014 to 1st November 2016.

Solid Waste: SWaMMP Improvement and Monitoring

Key Milestone	Indicative Timeframe	Commentary
Undertake a Topographical Survey of the Landfill every two years to determine compaction and filling rates	2012 then every two years thereafter	A full Topographical Survey of the Landfill was completed in late 2014. The next Survey is due late 2016.
Improve monitoring of Contractor Performance	Ongoing	Monitoring of Contractor performance is ongoing.
Investigate all Waste Management Facilities to identify hazards and	Quarterly	Ongoing.

Key Milestone	Indicative Timeframe	Commentary
safety improvements		
Explore interest in development of the District Landfill as a sub-regional or regional waste disposal asset	Ongoing	Monitor
Estimate impact of expected tourism numbers on capacity of existing solid waste facilities and services	Ongoing	An initial estimate was completed and monitoring is ongoing. Monitoring results to date show the impact on general waste is minimal. There has been an increased recycling volume through tourism areas since the installation of recycling bins.
Review Solid Waste Management activities required to support development in growth areas (Waitomo village, Mokau etc) following completion of structure plans	Ongoing	The Mokau Transfer Station is under-utilised, however dumping of rubbish next to street bins in Mokau is increasing. An investigation into the possible relocation of the Transfer Station into Mokau township is underway.
Review progress with implementation of Improvement Plan		Reviewed as part of the 2015-18 AMP.
Undertake Waste Audit every two years	June 2012 then every two years thereafter	An audit was completed in 2014. The next Survey is due in 2016.
Investigate ETS Liability (Start June 2013)	Ongoing	Progressing.

Stormwater: Health and Safety Issues

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	Monthly	Ongoing

Wastewater: Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	2015-2018	Consultants were appointed to re-evaluate the original volume of replacements and to determine reassessed lifecycles. A further investigation has been implemented to determine current condition. Once completed work tenders can be invited and is scheduled before end of June 2016.

Water: Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Phase 1	Target completion December 2015	Unforeseen replacement of reservoir roof and subsequent delay pushed project in to Xmas period. Target completion date March 2016
Phase 2	Target completion December 2016	Final design in progress Water Take consent in obtained

Key Milestone	Indicative Timeframe	Commentary
		Consent to construct extraction pump station obtained
Phase 3		Preliminary design to start 2016

Strategic: Te Waitere Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
1. 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.
2. Development of detailed scoping and associated project plan for inclusion in the Road Map.	Outside 2025	Dependent on outcome of 1 above.
3. Consultation with landowners about development plans and land availability for land discharge	During the life of 2015-25 LTP	Dependent on outcome of 1 above and available resources.
4. Consultation with all property owners on separator/septic tank maintenance service	During the life of 2015-25 LTP	Dependent on available resources.
5. Report to Council on conclusions		On completion of each action.

Strategic: Waitomo Village Water and Wastewater

Key Milestone	Indicative Timeframe	Commentary
1. Development of detailed scoping and associated project plan for inclusion in Road Map.	Completed	WDC condition assessment and valuation complete. Preliminary design and cost estimate complete. Met with THL around existing asset value and cost new systems. Financial modelling completed. Results sent to THL.
2. Define proposed planning map and develop development scenarios which will indicate demand		Structure Plan by Beca Consultants considered in identifying area to be serviced.
3. Investigate high technology solutions with cost and establish economic feasibility		Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement.
4. Report to Council on conclusions	On completion of each section	WDC met with THL who indicated that the indicative cost is not financially feasible from a business point of view. The only possible solution to make the cost of the service more affordable is to obtain Government funding. There is no funding available from the normal avenues. The only way would be to lobby the Minister directly on the basis of the high risk of National reputational harm should tourist get sick or die from water borne disease contracted from these services. Discussion with THL and community is ongoing.

Capital Renewal Programme – Year 1 (2015/2016)

WATER - Te Kuiti

Street	LTP Budget = Optim Rep Value	Comment
58 Awakino Road (Pump Station)	\$2,126.63	
Awakino	\$67,811.25	
Henderson	\$9,041.50	
Henderson	\$3,718.25	
Henderson	\$4,308.09	

It was found that the several water pipes other than those planned were in need of replacement and / or upgrading. These include a new 100 mm along Rora Street, ring main in Henderson and Earl as well as in Te Kumi Loop Road due to water quality issues.

WATER - Mokau

Street	LTP Budget = Opt Rep Value	Comment
Oha Street	\$8,816.80	
Oha Street	\$1,550.16	
Tainui Street	\$1,416.41	
Tainui Street	\$15,702.25	
Tainui Street	\$15,662.13	

Replacement work was ordered and it was found that a deficiency in the number of valves will cause major disruption across the reticulation. New valves were installed and local repairs were completed to facilitate the renewal programme that were not foreseen. Only Oha Street will be able to be completed.

WATER - Piopio

Street	Replacement Cost	Comments
Moa Street	\$13,952.80	
Moa Street	\$642.00	
Moa Street	\$1,008.48	
Moa Street	\$22,737.50	

The main linking Moa Street with Aria Road along Tui Street is now complete. The additional valve has been installed. Moa Street Renewal will be reduced in scope to the bridge area and across SH3.

ROADING

Road Name	RP	Length (m)	Width (m)	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate
Oparure Rd	4,414 – 5,800	1,386	6.4	8,870	\$45.83	\$406,507
Oparure Rd	6,900 – 8,100	1,200	8.0	9,600	\$47.14	\$452,575
Hangatiki East Rd	0 – 2,475	2,475	6.0	14,850	\$40.00	\$594,000
Totoro Rd	8,378 – 11,085	2,707	6.4	17,325	\$48.00	\$831,600

Hangatiki East Road will be deferred and addressed as part of Omya route

WASTEWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Rora Street	\$20,521.00	
Rora Street	\$38,048.00	
Rora Street	\$6,651.00	
Rora Street	\$5,397.00	
Rora Street	\$17,016.00	
Rora Street	\$21,226.00	
Rora Street	\$16,447.00	
Rora Street	\$6,281.00	

Recent investigations showed that the gravity mains in Rora Street are in relatively good condition and replacement will be deferred to beyond the current LTP period. The funding will be utilised to replace the mains under the KiwiRail corridor and SH3 along Carroll Street. This project will be submitted for tendering soon and all documentation is going well. The hold-up is obtaining the grant of access from KiwiRail.

STORMWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
King Street East	\$28,735.92	
King Street East	\$8,474.40	
King Street East	\$19,246.52	
Kiwi Street	\$12,517.66	
Massey Street	\$3,969.49	
Mary Street	\$29,289.97	

A section of Edward Street storm water has been completed under urgent works. The rest of Edward Street will be put out to tender soon.

AMP Improvement and Monitoring: Land Transport

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
Complete rating survey of footpaths and input to RAMM	July 2015	This work was completed as part of the RATA collaboration
Footpath Renewal Programme	Ongoing	Annual Footpath Renewals
Collate FWD data and populate RAMM records with FWD data.	Ongoing	This work will be done on an ongoing basis. Annual network wide FWD's will be done on 100m intervals for roads being evaluated for annual Reseals, while 20m FWD's will be done for roads identified for Pavement Rehabilitation.
Collate information on future planning by forestry and quarry enterprises that may impact on roading programmes.	Ongoing	To feed into 2018-2028 draft LTP
Estimate impact of expected tourism numbers on existing road capacity	Dec 2016	Initial assessment is that the impact in vehicle numbers is not significant but it is significant from a safety perspective
Review of roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans		This will be completed once structure plans are in place. 2018-28 LTP
Quantify additional road asset capacity required to support growth versus change in LoS	July 2018	Future growth related demand expected to be minor and can be accommodated. Targeted Completion Date within the capacity of the existing network as part of ONRC.
Development of detailed plans and schedules for maintenance activities such as road marking and carparking within the network	Dec 2016	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling.
Training in the use of relevant Activity Management programmes such as Bizzeset at WDC	Dec 2016	Extended due to appointment of new staff to critical asset roles.
Upgrade of all culverts to a minimum size of 375mm diameter taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
Design life (depreciation) consistent with geometry and terrain	Ongoing	Important design consideration in context of asset renewal programme. Affected by underlying layers characteristics to be collected through FWD's
Improved definition of standards for maintenance	Ongoing	Current maintenance contract re-tender in 2015. The next In new generation maintenance contract will have a change in approach
Unachievable due to Budget Restrictions		
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.
Install correct RP pegs on all roads.	July 2018	Depend on resource availability
Install correct Culvert Marker Pegs on all roads.	Dec 2018	As above.
Street Light LED Renewal Programme	July 2016	Underway. To be implemented over three years. Exploiting NZTA subsidy scheme available to introduce new technology and save on energy consumption of street lights
ONRC Performance Measures	Dec 2018	Part of ONRC Transition Plan to measure the value delivered to road users according to agreed standards
Network Safety Audit	April 2016	Identification of all hazards and development of plan to improve deficiencies

AMP Improvement and Monitoring: Stormwater

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
Consultation to ascertain the community's service needs/preferences and to ensure their views are considered when selecting the best level of service scenario. Priority 2	Next review 2017	Levels of service survey for SW last completed in 2012.
Ensure the right level of funding is allocated to maintain the asset service potential. Priority 2	Next review 2017/18	Annually
Formalise asset inspection and data collection procedures. Priority 3		Ongoing. Additional Resource Required: Required contractors
Improve contractor maintenance reporting and integrate costing information with spatial data in Bizze@sset. Priority 4		Ongoing.
Develop accurate and complete asset inventory registers for each urban drainage area. Priority 2		Require Catchment Management Plans to be completed. Step 1 is a Catchment flooding model Additional Resource Required: Consultant
Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere. Priority 4	December 2025	Additional Resource Required: Additional Resource Required: Planning Consultant

Urban Stormwater AMP		
Key Milestone	Indicative Timeframe	Commentary
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. Priority 4		Require Catchment Management Plans to be completed.
Cost and prioritise the works developed from the risk assessment exercise. Priority 3		Require Catchment Management Plans to be completed.
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements. Priority 4		Require Catchment Management Plans to be completed.
Improve the definition of standards for maintenance. Priority 3		Using Hamilton City Infrastructural Standards.
Complete environmental impact studies for each stormwater drain and receiving water. Priority 4	2025 - 2027	Additional Resource Required: Consultant
Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency. Priority 2	Catchment Management Plans to be completed	Require Catchment Management Plans to be completed. WDC uses Hamilton City Infrastructural Standards. Additional Resource Required: Consultant
Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identification of gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through the use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.	2026-28	Additional Resource Required: Specialist Consultant
Arrange regular forums with adjacent council's stormwater officers to discuss best practice 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). Priority 4		Ongoing.

AMP Improvement and Monitoring: Solid Waste

Solid Waste AMP		
Key Milestones	Indicative Timeframe	Commentary
Promote understanding, commitment and engagement of the community in waste minimisation (more intensive recycling and home composting). Priority 2	Will start again when Team Leader Solid Waste has been appointed	Engage the community with current waste minimisation topics through local advertising
Manage relevant data and information and provide feedback on performance. Priority 2	July 2016	Waste audit completed to be presented to council in August 2014.

Solid Waste AMP		
Key Milestones	Indicative Timeframe	Commentary
Initiate and foster waste minimisation in community targeting schools and rural communities. Priority 2	Will start again when Team Leader Solid Waste has been appointed	Education will continue to schools and the rural communities.
Explore into WDC landfill becoming a clean fill site only. Priority 2	December 2016	Manager Operational Services
Reduction in onsite disposal of agricultural products. Priority 2	Will start again when Team Leader Solid Waste has been appointed	Agricultural waste education will continue in conjunction with WRC.
Prepare and maintain an audit procedure. Priority 3	Ongoing	Audit procedure prepared and reporting ongoing
Prepare and maintain data base. Priority 3	Ongoing	Asset inventory. Additional Resource Required: Team Leader Solid Waste

AMP Improvement and Monitoring: Wastewater

Wastewater AMP		
Key Milestone	Target Completion Date	Comment
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. Priority 3	Next review due June 2016	LOS survey completed in August 2011 confirmed wastewater services meet or exceed the majority of user's expectations. Additional Resource Required: Survey Consultant
Ensure the right level of funding is being allocated to maintain the asset service potential. Priority 2	Next review 2017/18	Review frequency consistent with annual and long term planning cycle
Formalise asset data collection procedures. Priority 1	On going	Monitor progress
Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino. Priority 4	After 2025	Require District Plan update Outside planning period
Investigate extension of the Te Waitere scheme to further development of the area. Priority 4	After 2025	Require District Plan update Outside planning period
Develop accurate and complete asset inventory registers for each scheme. Priority 2	On-going	Monitor progress
Updating of asset inventory data and input to database. Priority 1	On-going	Monitor progress
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. Priority 2	Following above actions	
Prioritise the works developed from risk assessment exercises. Priority 2	Following above actions	
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements. Priority 2	Following above actions	
Arrange a routine forum of adjacent council's 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. Priority 4	Ongoing	Informal networking already occurs on a regular basis

AMP Improvement and Monitoring: Water Supply

Water AMP		
Key Milestone	Indicative Timeline	Commentary
Consultation to ascertain the water supply communities service needs and preferences and to ensure their views are considered when selecting the best level of service scenario. Priority 2	Next review due August 2016	Requires incremental improvement and updating of current knowledge only. Additional Resources Required: Survey Consultant
Ensure the right level of funding is being allocated to maintain the asset service potential. Priority 2	Ongoing	Monitor.
Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios. Priority 3	2018	Requires evaluation of appropriate AMS after inventory records updated and complete. with analysis of findings and implementation over the next 3-5 years. Additional Resources Required: Consultant
Improve standard of maintenance data integration with spatial data in Bizze@sset. Priority 1	Ongoing	Monitor
Improve standard of contractor collection and reporting of maintenance data and integration of information with spatial data in Bizze@sset. Priority 2	Ongoing	Monitor
Initiate a long term zoned metering and leak detection programme, initially for Te Kuiti. Priority 3		Commenced in ad hoc way from 2008. Monitor
Initiate a scheme proposal for Marokopa. Priority 4	2025-45	Outside 2015- 2025 planning period. District Plan & Structure Plan
Upgrade supply main from Mokau to Awakino. Priority 2	2025-45	Outside 2015- 2025 planning period.
Develop accurate and complete asset inventory registers for each scheme. Priority 3	Ongoing	Monitor
Develop a greater focus on risk identification and management for critical assets. Priority 3	Ongoing	Monitor
Prioritise the works developed from the risk assessment exercise. Priority 3		
Construct additional treated storage at Te Kuiti to meet 24 hours demand. Priority 3	2025 - 2035	Outside 2015-25 planning period.
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. Priority 2	February 2016	Phase 1 of WTP Upgrade
Improve definition of standards for maintenance. Priority 2	Ongoing	Monitor
Review pump station and treatment plant maintenance programmes. Priority 2	Ongoing	Monitor
Update and implement water treatment plant operating procedures. Priority 2	Ongoing as plants get upgraded	Monitor
Review and improve the financial information outlined in Section 10 and produce an updated financial forecast by 30 June each year. Priority 2	March each year	Monitor
Assess all water services available within the District in accordance with the Local Government Act 2002. Priority 4	2017	Last completed in 2014. Assessments consistent with provisions in Draft 2015 – 25 LTP

Completed Projects

Resident Satisfaction Survey (for 2014/15 Annual Report)

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Resident Satisfaction Survey	May 2015	Complete
Survey to test: 1. Importance of Service 2. Satisfaction with Service 3. Provide for commentary/suggestions	May 2015	Completed
Undertake Survey	June - July 2015	Completed
Analyse / Report Survey Results	August 2015	In progress
Council Meeting - Customer Satisfaction Survey Results to Council	25 August 2015	Complete
Customer Satisfaction Results ready for inclusion in Annual Report	1 September 2015	Complete

Property: Te Kuiti Railway Building

RAILWAY BUILDING: PROJECT 1 - RESTORATION

Key Milestone	Indicative Timeframe	Commentary
Engineering structural assessment of building 1,2 and 3	August 2013	Engineers 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	Architect advised these will be available to WDC in draft form 20 September 2012
Historic Places Trust Approval	September 2013	Draft documents sent to HPT 10 October 2013. Approval to tender documents received.
KiwiRail Approval	September 2013	Draft documents sent to HPT 10 October 2013. Approval to tender documents received.
Tender for works	November - December 2013 (subject to approval of alternative funding services)	Funding approval granted, documents due for completion last week in November. Preparation of documentation proved difficult to complete due to HPT and engineering requirements. Project now out to tender, tenders closing 20 May 2014. Tenders closed 20 May 2014 with three tenders being received. Contract awarded to DML (2003) Builders Ltd of Wanganui
Construction works	July 2014 - October 2014 31 March 2014	Estimated construction period now July 2014 – end October 2014. Progress of contract reported to Council as separately monthly business paper. Most works will be completed early November with the exception Building 3 where the extent of works requires a program to the end of December 2014. Several aspects of the development have experienced delays as designs required

Key Milestone	Indicative Timeframe	Commentary
		revisiting. The defects listings for this completed project have been prepared, awaiting contractor to return to the site. Contractor has worked on several of the defects over the past week.

RAILWAY BUILDING: PROJECT 4 – COMMUNITY SPACE REVITALISATION (Building 3)

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed. EOI document publicised Oct/Nov, closing 28 November 2013. Six EOIs received.
Building 3: Preparation of Tender Documentation to completely refurbish the existing building layout		Completed.
Building 3: Refurbishment construction to allow use of building	31 March 2015	Completed.
Building 3: Use by tenants	April 2015	Building 3 used during Muster and will be tenanted by Wintec from beginning May 2015. Wintec lease and valuation awaiting signing. Lease and valuation for Maniapoto Maori Wardens use completed but yet to be agreed.

RAILWAY BUILDING: PROJECT 5– COMMERCIAL SPACE REVITALISATION (Building 2)

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	October – November 2013	EOI document completed and will be available 22 November, closing 23 December 2013. No expressions of interest received.
Preparation of high level draft layout plan and associated documentation for the commercial use of Building 2	July 2014 – August 2014	Complete. Council received feasibility assessment presentation at the 12 August 2014 Workshop.
Presentation of proposal to Council working committee	End August 2014	
Draft Tenancy proposals and Lease agreement negotiations	September 2014	EOI confirmed early September, finalised layout plans currently being prepared to enable lease negotiations to be completed.
Application to NKCDT for funding to assist with document preparation and development associated with Cornerstone tenant.	September – October 2014	On schedule for application to be completed end of October 2014
Preparation of working drawings and contract documentation of areas associated with Cornerstone tenant	December 2014 – February 2014 (subject to funding availability and tenancy provision) 30 April 2015	Funding secured and letter of intent signed enabling the project to proceed. On schedule for plans / specification to be lodged first week of May 2015. Draft lease and valuation prepared.
Tender process for works	May 2015	Complete
Agreement to condition of contract with cornerstone tenant	June 2015 – July 2015	Complete
Signing of contract with Cornerstone tenant	August 2015	Documentation agreed and with solicitor for signing.
Construction of internal work and site services associated with Cornerstone tenant	July 2015 – September 2015	Complete
Cornerstone tenant operational	October 2015	Complete

Dog Control Policy and Practices Report 2014/2015

Key Milestone	Date	Commentary
Council Meeting – Dog Control Policy and Practices Report	29 September 2015	Complete
Public notification	October 2015	

District Plan: Administration – Hoarding Signs

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council – District Plan Administration	24 November 2015	Complete

2014/15 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Brief Council on timeframe.	26 May 2015	Complete
Interim Audit of financials.	7-18 September 2015	Complete
Council Meeting – Progress Report on Interim June results.	29 September 2015	Complete
Deloitte final review.	5-15 October 2015	The AR document is sent to Deloitte technical team for final review.
Signed Audit Opinion available	28 October 2015	
Council Meeting - Adopt Annual Report.	28 October 2015	Complete
Audit of Summary Annual Report.	4-6 November 2015	The summary Annual Report is also audited by Deloitte and must be made available to the public within one month of the Annual Report adoption.
Audit Opinion received on Summary	6 November 2015	Complete
Summary Annual Report published	27 November 2015	Complete

Bylaws: Dog Control Bylaw and Policy – Review

Key Milestone	Date	Commentary
Desktop review of existing Policy and Bylaw	August/September 2015	Complete
Prepare recommendations	August/September 2015	Complete
Council Workshop	22 September 2015	Complete
Council Meeting Adopt draft Policy and Bylaw for consultation	29 September 2015	Complete
Finalise draft Policy and Bylaw for consultation	September/October 2015	Complete
Public Notification	October 2015	Complete
Consultation Period	2 October to 2 November 2015	Complete
Council Hearing	10 November 2015	Complete
Council Deliberations Meeting	24 November 2015	Complete
Policy changes after deliberations	November/December 2015	Complete
Council Meeting Adoption of Policy and Bylaw	15 December 2015	Complete. The Policy and Bylaw were adopted by Council on 15 December 2015 to become operative from 21 December 2015.

Recreation and Culture: Les Munro Centre – Renewal Works: Kitchen Upgrade

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports	Ongoing as required	
Review of renewal expenditure to date taking into account additional works undertaken as part of the Main Hall Ceiling project. Should sufficient funding be available, identify potential projects.	August 2014 – September 2014	Council at its Workshop on 9 September 2014 requested that the kitchen renewal work be the priority for 2015/16 funding.
Council Meeting Detail of Stage 5 Upgrade Progress Reports	30 September 2014	Due to insufficient funding available in 2014/2015, this Stage of the Upgrade was deferred to 2015/16.
Upgrade of Kitchen – instructions given to Architect for general upgrade and kitchen design for central island	July 2015 – August 2015	Completed
Finalised plans and contract documentation prepared	September 2015 – October 2015	Completed
Tender	October 2015 – November 2015	Completed
Construction	November 2015 - January 2016	Completed

Property: Piopio Hall Roof Replacement

Key Milestone	Indicative Timeframe	Commentary
Preparation of documentation for the roof replacement	August 2015	This project has been re-prioritised. Contract documents are currently being prepared.
Obtaining quotations	September 2015	Completed
Implementation	October 2015	Completed

Document No: 384967

File No: 037/043

Report To: Council**Meeting Date: 23 February 2016****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 Update	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 – Resource Consent Compliance Monitoring	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Progress Report: Te Kuiti Meat Processors Ltd - Trade Waste Charges & Compliance	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
4. Progress Report: Waitomo Village Water and Wastewater Services - Current Position and Process Forward	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