

WAITOMO DISTRICT COUNCIL

**MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON
TUESDAY 30 SEPTEMBER 2014 AT 9.00AM**

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

IN ATTENDANCE: Todd Ward (Waitomo News) and Rachel Thomas (Waikato Times)

Chris Ryan, Chief Executive; Michelle Higgle, Executive Assistant; Vibhuti Chopra, Group Manager – Corporate Services (for part only); Helen Beever, Group Manager – Customer Services (for part only); John Moran, Manager – Regulatory Services (for part only); Christiaan van Rooyen, Group Manager – Assets (for part only); and John De Luca, Group Manager – Community Services (for part only)

1.	Council Prayer	File 037/003
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2.	Apologies	File 037/051A
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Resolved

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

Davey/Whitaker Carried

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

4.	Verbal Reports: Individual Councillor Roles and Responsibilities	File 037/040A
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Individual Council Members provided verbal reports in respect to Councillor appointed Roles and Responsibilities.

Cr Brodie

Mokau Erosion
Tere Waitomo Community Trust
Piopio Sports
Waipa Catchment Liaison Subcommittee
Zone 2
Making Good Decisions Re-Certification Course

Regional Transport Committee
 Speed Management Governance Group
 Waitomo Aquatic Centre Presentation
 Piopio Retirement Village
 Te Arawa Walking Trail

Cr Goddard

Destination Pureora
 Civil Defence Emergency Management
 Benneydale Residents & Ratepayers
 Waikato Spatial Plan

Cr Smith

Zone 2
 West Coast Zone Subcommittee
 Waitomo Caves – 125 Year Celebrations
 Barbara Kuriger visit to Taharoa

Deputy Mayor Whitaker

Brook Park
 Community Guy Fawkes Display Preparation
 Emergency Services and Community Ball
 2014 Waitomo's Got Talent

Mayor Hanna

2014 Waitomo's Got Talent
 Youth Council
 David Carter and Barbara Kuriger visit to Waitomo Caves and Piopio
 Sport Waikato Velodrome Visit
 Zone 2
 Waitomo Caves – 125 Year Celebrations
 Healthy Rivers
 North King Country Development Trust
 Waitomo Caves AGM
 Timber Trail

Resolution

The Verbal Reports from Council Members be received.

Davey/Whitaker Carried

5. Confirmation of Minutes – 26 August 2014	File 037/040A
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Resolution

The Minutes of the Waitomo District Council meeting held on 26 August 2014 including the public excluded Minutes be confirmed as a true and correct record.

Goddard/Smith Carried

6.	Local Authority Shared Services – Draft Statement of Intent for 2014/15	File 064/013A
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Council considered a business paper presenting the Local Authority Shared Services Statement of Intent for 2014/2015.

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

Resolution

- 1 The business paper on Local Authority Shared Services Statement of Intent for 2014/15 be received.
- 2 The Local Authority Shared Services Statement of Intent for 2014/2015 be received.

Whitaker/Goddard Carried

7.	Local Authority Shared Services – 2013/2014 Annual Report	File 034/013B
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Council considered a business paper presenting for information the Local Authority Shared Services Annual Report for the year ending 30 June 2014.

Resolution

The business paper on Local Authority Shared Services Annual Report for the year ending 30 June 2014 be received.

Goddard/Brodie Carried

8.	Memorandum of Understanding – Raukawa Settlement Trust and Maniapoto Maori Trust Board	File 097/001D
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Council considered a business paper informing that the Raukawa Settlement Trust and Maniapoto Maori Trust Board have entered into a Memorandum of Understanding.

Resolution

The business paper on Memorandum of Understanding – Raukawa Settlement Trust and Maniapoto Maori Trust Board be received.

Brodie/Goddard Carried

9.	Waikato Spatial Plan: Approval of Non-Local Government Nominees to the Waikato Spatial Plan Joint Committee	File 225/009
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Council considered a business paper and tabled Email seeking approval to appoint five non-local government representatives to sit on the Waikato Spatial Plan Joint Committee and noting that Professor Iain White had withdrawn his name for appointment.

The Chief Executive read out the content of an email received after the Agenda had been completed.

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

Resolutions

- 1 The business paper on Waikato Spatial Plan: Approval of Non-Local Government Nominees to the Waikato Spatial Plan Joint Committee be received.
- 2 Pursuant to clauses 30 and 31 of Schedule 7 of the Local Government Act 2002 and in accordance with Section 3 Membership of the Waikato Spatial Plan Joint Committee Terms of Reference, Waitomo District Council resolves to appoint the following four non-local government members to the Waikato Spatial Plan Joint Committee:
 - Michael Spaans
 - Margaret Devlin
 - Dr Bev Gatenby
 - Tipene (Steven) Wilson
- 3 Council confirm support for either of the additional nominees, being:
 - Philippa Fourie
 - Graham Shortland

Goddard/Smith Carried

10.	Progress Report: Road Map Monitoring Schedule	File 037/048A
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Council considered a Progress Report presenting the Road Map Monitoring Schedule as at 30 September 2014.

Resolution

The Progress Report: Road Map Monitoring Schedule be received.

Davey/Smith Carried

The Group Manager – Corporate Services entered the meeting at 9.34am

11.	Interim Unaudited Financial Report for the year ended 30 June 2014	File 100/018B
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Council considered a business paper presenting the Interim Unaudited Financial Report for the year ended 30 June 2014.

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

The Mayor commended the Chief Executive and his staff on achieving significant savings while still carrying out planned upgrades.

Council requested that a separate report on Rates Penalties be presented to the next Council meeting.

Resolution

- 1 The business paper on Interim Unaudited Financial Report for the year ended 30 June 2014 be received.
- 2 A business paper on Rates Penalties be presented at the October 2014 Council meeting.

Brodie/Goddard Carried

The Group Manager – Corporate Services left the meeting at 9.59am.

The meeting adjourned for morning tea at 9.50am and reconvened at 10.15am.

The Group Manager – Customer Services and Manager – Regulatory Services entered the meeting at 10.15am.

12.	2014/2015 Review of Dog Control Policy and Practices	File 037/054A
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Council considered a business paper on the administration of Dog Control Policy and Practices for the period 1 July 2013 – 20 June 2014.

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

Resolution

- 1 The business paper on Dog Control Policy and Practices Report for the 2013/2014 financial year be received.
- 2 The Waitomo Dog Control Policy and Practices Report for 2013/2014 be adopted pursuant to Section 10A of the Dog Control Act 1996.

Davey/Smith Carried

13. Administration of District Plan - Advertising Hoardings**File 340/001**

Council considered a business paper outlining an action plan to address District Plan non-compliance for advertising hoardings.

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

Resolution

- 1 The business paper on Administration of District Plan - Advertising Hoardings be received.
- 2 The Advertising Hoardings Action Plan be adopted as follows:

October 2014 – January 2015 - Data Gathering

- A detailed database developed of the District's advertising hoardings (residential and rural zones only).
- Information to include: sign owner, sign location, photos, non-compliance/ compliance detail.

February 2015 – Data Review

- WDC's hoardings database to be reviewed with NZ Transport Agency representatives to identify locations and/ or specific signs which should be urgently addressed to resolve compliance issues as they relate to traffic safety on the state highway network.
- Critical locations and specific signs identified as part of the review will then be urgently targeted in order to address issues of non compliance with sign owners.

Brodie/Goddard Carried

The Group Manager – Assets entered the meeting at 10.27am.

14. Progress Report: Resource Consent Applications**File 097/001D**

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

The Manager – Regulatory Services expanded verbally on the business paper and answered Member's questions.

Resolution

The Progress Report: Resource Consent Applications be received.

Brodie/Goddard Carried

The Group Manager – Customer Services and Manager – Regulatory Services left the meeting at 10.28am.

15. Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – September 2014	File 037/05A
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Council considered a business paper providing a brief on progress for Operational and Maintenance performance by Council's contracted Services Provider for Water Services (Veolia Water).

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

Resolution

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – September 2014 be received.

Whitaker/Smith Carried

16. Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport	File 037/020/12A
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Council considered a progress report on implementation of the Work Plan for the Land Transport activity as contained in Year Three (2014/2015) of the 2012-2022 Long Term Plan and secondly, establishing a framework for monitoring the ongoing implementation of the 2012-22 Long Term Plan as part of the Road Map Work Programme.

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

Resolution

The September 2014 Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport be received.

Davey/Brodie Carried

Rachel Thomas (Waikato Times) entered the meeting at 10.35am.

The Group Manager – Community Services entered the meeting at 10.36am.

17. Progress Report: Road Asset Technical Accord	File 503/001C
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Council considered a business paper providing a progress report on the Road Asset Technical Accord.

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

The Group Manager – Assets advised that no information in respect to the costs for the Regional Data Collection Contract had been received to date, and that when that information was received it would be considered by the Tenders Sub-Committee.

Resolution

The Progress Report: Road Asset Technical Accord be received.

Smith/Whitaker Carried

18. Progress Report: One Network Roding Classification	File 503/001C
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Council considered a progress report on the One Network Road Classification.

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

Resolution

The Progress Report: One Network Road Classification be received.

Goddard/Davey Carried

The Group Manager – Assets left the meeting at 10.41am.

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

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

Resolution

The Progress Report: Te Kuiti Railway Building be received.

Whitaker/Davey Carried

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

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

Resolution

- 1 The Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance be received.
- 2 The project to upgrade the upper level of 28 Taupiri Street be tendered for construction with the outcomes of the tender process presented to the Tenders Sub-Committee.

Brodie/Goddard Carried

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

Resolution

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

Chris Ryan, Chief Executive
Michelle Higgie, Executive Assistant
Helen Beever, Group Manager – Customer Services
John Moran, Manager – Regulatory Services
John De Luca, Group Manager – Community Services
- 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
Progress Report: Regulatory Enforcement Issues	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
Progress Report: Waikato Mayoral Forum and Shared Services	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)
Te Kuiti Swimming Pool	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
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)
Contractual Issues	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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

Whitaker/Brodie Carried

The meeting adjourned at 10.55am and reconvened at 11.20am.

The Group Manager – Customer Services, Manager – Regulatory Services and Group Manager - Community Services entered the meeting at 11.22am.

There being no further business the meeting closed at 12.20pm.

Dated this day of October 2014.

BRIAN HANNA
MAYOR

Confidential

Confidential

Document No: 347719**File No:** 400/180**Report To: Council****Meeting Date:** 29 October 2014**Subject: Hamilton Waikato Tourism: End of Year Report 2013 - 2014**

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Hamilton Waikato Tourism (HWT) End of Year Report 2013 – 2014.

Local Government Amendment Act Considerations

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

Background

- 3.1 Hamilton & Waikato Tourism Limited (HWT) was established from 1 July 2011 to undertake regional tourism marketing and development activities for the Hamilton and Waikato Region.
- 3.2 The seven Local Authorities confirmed they wished to collaborate, contracting tourism services for the benefit of the Hamilton and Waikato Region, including the district of each specific Local Authority.
- 3.3 The Local Authorities agreed that HWT was the appropriate organisation to provide tourism services. A Service Level Agreement (SLA) was prepared outlining terms and conditions of the arrangement.
- 3.4 The general description of the services to be provided by HWT is to promote and develop the Hamilton and Waikato Region as an attractive visitor destination to international and domestic visitors in order to grow visitor expenditure to the Region to provide sustainable economic, environmental, social and cultural benefits to local communities.
- 3.5 A Schedule of Services (SoS) forms part of the SLA and is agreed annually. The SoS details key objectives, deliverables and key performance indicators for the year.
- 3.6 A provision of the SLA is the requirement for HWT to report to the Local Authorities in writing every 6 months in respect to:
- HWT's performance of the Regional Tourism Services
 - HWT's delivery of the Deliverables
 - HWT's achievement of KPI's; and
 - Current or anticipated issues.

Commentary

- 4.1 The attached HWT End of Year Report June 2014 is presented to Council on behalf of Kiri Goulter, Chief Executive HWT.
- 4.2 The report informs Council of HWT's performance against the deliverables and Key Performance Indicators outlined in the SLA SoS 2013/2014.
- 4.3 As outlined in the report, HWT completed its third year of operation in June 2014. This regional partnership has enabled a collaborative approach to promoting the Region to domestic, international and business tourism visitors.
- 4.4 For the year ended June 2014, the Region has again performed above national levels for international expenditure and visitor nights. The Region is performing slightly below national levels for domestic expenditure and nights due to the large number of day visitors versus overnight visitors to the Region.
- 4.5 The following table outlines results for the year in relation to key objectives and key performance indicators. Detailed information is contained within the attached HWT report.

Key Objectives	Key Performance Indicators	Results for the Year
<p>International Marketing - Australia</p> <p>Position the H&W region as an appealing destination as part of upper North Island touring proposition</p> <p>Grow visitation, expenditure and guest nights</p> <p>Work in partnership with the industry to participate in the Tour the North joint venture campaign with TNZ</p> <p>Increase profile of the region with tourism trade</p> <p>Provide appropriate support to HIA's airline attraction strategies</p> <p>Develop awareness of HW within Australian consumers in special interest walking and biking experiences</p>	<p>Participation in UNISA campaign activity in partnership with industry</p> <p>Participation in special interest cycling / walking activity with TNZ and ECNI</p> <p>2.5% market share of international guest nights</p> <p>15% increase Australian website visits</p> <p>Industry funding \$45,000</p>	<p>5% increase in international guest nights</p> <p>Participated in \$1.6m Upper North Island Campaign "Tour the North"</p> <p>\$67m Australian expenditure</p>
<p>International Marketing – Long Haul Markets</p> <p>Build awareness and appeal of the region with tourism trade as a key part of the Central North Island visitor experience</p> <p>Grow International visitation, expenditure and guest nights</p>	<p>Participate in Explore Central North Island partnership</p> <p>TNZ trade events supported</p> <p>TRENZ, Explore CNI Expo, IBO days attended</p>	<p>Participation in Explore Central North Island and region promoted at Explore Show</p> <p>Trade and media e-newsletters</p>

Key Objectives	Key Performance Indicators	Results for the Year
<p>Encourage trade to include a minimum of 1 regional guest night in itineraries</p> <p>Increase profile of the region through TNZ's International Media Programme (IMP)</p> <p>Increase profile of the region with tourism trade famils and product inclusions in publications in key markets</p> <p>Explore opportunities to support the development and marketing of special interest sectors e.g. Export Education</p>	<p>Quarterly trade newsletters and trade site updated</p> <p>Newzealand.com regularly updated</p> <p>2.5% market share of international guest nights</p> <p>Increase international expenditure above the national trend</p> <p>30 international media hosted and 20 trade activities hosted</p>	<p>Region promoted at TRENZ and Inbound Operators Day</p> <p>5% increase in international guest nights (4.1% market share)</p> <p>Attendance at TNZ Trade Events – UK/Europe and Australia</p> <p>69 international media groups hosted</p> <p>27 trade famils hosted</p> <p>Explore Central North Island won bid to host TRENZ in Rotorua in 2015</p>
<p>Domestic Marketing</p> <p>Position the H&W region as an appealing short break destination within key target markets</p> <p>Grow domestic visitation, guest nights and expenditure</p> <p>Develop a sense of pride in place in local residents as key influencers</p> <p>Support and leverage key events to increase visitor length of stay and spend</p> <p>Work in partnership with the industry to develop and implement initiatives and campaigns</p> <p>Increase profile of the region through positive media coverage within internal and external audiences</p> <p>Work with Air NZ/HIA to support opportunities to grow domestic visitation through the gateway</p> <p>Explore the potential for new partnerships with sport and high performance sector</p>	<p>4.8% market share of domestic guest nights</p> <p>Increase domestic expenditure to match national trend</p> <p>Industry funding \$100,000</p> <p>Consumer database increase by 20%</p> <p>Visitor Guide produced</p> <p>Two campaigns successfully implemented in partnership with industry</p> <p>20 media hosted</p> <p>Key events supported</p> <p>Campaign activity with Air NZ/HIA completed</p>	<p>10.6% increase in domestic guest nights</p> <p>23% increase in consumer database</p> <p>\$71,000 industry funding</p> <p>Regional Visitor Guide produced</p> <p>Explore Your Own Backyard, Short Escapes, Chinese NZers, Waitomo campaigns implemented</p> <p>11 media hosted</p> <p>11 Regional articles generated</p> <p>Key events supported (Field Days, Balloons over Waikato, Motorhome and Caravan Show, National Youth Games, Waikato Show, Great Race)</p>

Key Objectives	Key Performance Indicators	Results for the Year
<p>Digital Marketing</p> <p>Position Hamiltonwaikato.com as the primary portal for visitor information in the region</p> <p>Provide an attractive, effective and user friendly platform for all HWT's marketing and communications</p> <p>Provide relevant and up to date content to tourism trade, media and industry</p> <p>Provide comprehensive tourism operator information that encourages greater conversion and purchase of visitor experiences</p> <p>Utilise a range of social media platforms to increase profile and engagement with target audiences</p>	<p>Increase total visits 30%</p> <p>Unique visits 50% of total</p> <p>Online strategy completed and website updated</p> <p>Content Management System in place</p> <p>On-going optimisation of site</p> <p>Facebook, Twitter and YouTube functions regularly updated</p> <p>Campaign targets set and monitored</p>	<p>96% increase in total visits</p> <p>23% increase in database</p> <p>Social media channels updated</p>
<p>Convention Bureau</p> <p>Build awareness and appeal of the H&W region as a business tourism destination</p> <p>Grow market share of delegate days and events hosted</p> <p>Secure more conversions for the sector and region</p> <p>Support the industry to develop and deliver quality products and experiences that meet client expectations</p> <p>Hamilton and Waikato Bureau acts as an independent facilitator between partners and clients</p>	<p>12% market share of delegate days</p> <p>10% share of multi-day delegates</p> <p>20 leads to conversions</p> <p>CB partner investment \$90k</p> <p>Convention Planner produced</p> <p>Trade shows attended</p> <p>Sales calls to 80 organisations completed</p> <p>2 hosted events for clients</p> <p>Newsletters – clients (3), industry (3)</p> <p>Database development – 300 new contacts</p> <p>80 organisations hosted</p> <p>2 industry updates completed</p>	<p>10% share of total delegate days</p> <p>96 enquiries received</p> <p>41 business events secured</p> <p>52 CB partners - \$112K partnership investment</p> <p>In-kind investment \$59K</p> <p>23% increase in database</p> <p>Convention Planner produced</p> <p>273 companies engaged</p> <p>Local and national media famils hosted</p>

Key Objectives	Key Performance Indicators	Results for the Year
<p>Product and Industry Development</p> <p>Support the development and enhancement of visitor experiences to strengthen the regional proposition</p> <p>Provide information and support tourism operators to improve the quality of the visitor experience</p> <p>Assist with the development of marketing plans for cluster organisations and new tourism products</p> <p>Encourage operator collaboration and networking</p> <p>Partner with i-SITE NZ and HW Regions' i-SITES to pilot the development of a i-SITE RTO Charter of Engagement</p> <p>Explore the potential for a product development focus to support high growth / value specialist sectors</p>	<p>Tourism conference held</p> <p>Tourism symposium held</p> <p>4 industry newsletters</p> <p>4 BA5 functions held</p> <p>Website up to date with relevant information</p> <p>Product development support provided</p> <p>i-SITE / RTO Charter successfully completed</p>	<p>Tourism Symposiums held November and May</p> <p>Industry newsletters completed and distributed</p> <p>5 BA5 Functions held – South Waikato, North Waikato, Hamilton, Waitomo</p> <p>Active participation in a number of product development / strategy planning initiatives</p> <p>i-SITE Charter implemented</p>
<p>Stakeholder Relationship and Reporting</p> <p>Maintain strong partnership with local government</p> <p>Raise the profile and awareness of the value of tourism as a key contributor to the region's economy</p> <p>HWT is recognised and valued as a high performing and lead organisation within the tourism industry and wider community</p> <p>Develop and implement business partnership programmes that are supported by the tourism industry</p> <p>Represent the region's interests at national level through events, forums and organisations</p> <p>Represent the tourism sector at key business functions and networking opportunities across the region</p>	<p>Retain Local Government funding of \$810,000</p> <p>Industry funding of \$320,00</p> <p>Required documentation and reports produced and approved</p> <p>2 Council Representative meetings held</p> <p>3 Industry Advisory Group meetings held</p> <p>Representation on national forums/organisations</p> <p>Representation of tourism sector in wider community/business forums across region</p>	<p>Local Government funding of \$810,000 retained for three years</p> <p>\$419,000 industry funding</p> <p>\$103,000 in-kind support from industry</p> <p>2013-14 Schedule of Services finalised and distributed within timeframe in SLA</p> <p>2 Council Rep meetings held</p> <p>3 Industry Advisory Group meetings held</p> <p>Representation at national forums</p> <p>Representation across wider business community</p>

Suggested Resolutions

- 1 The report on the Hamilton Waikato Tourism End of Year Report 2013 - 2014 be received.



HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

20 October 2014

Attachment: 1 HWT - End of Year Report June 2014 and HWT SLA Schedule of Services 2013/2014 (doc 347761)

Hamilton & Waikato Tourism End of Year Report to Councils Year End June 2014

Executive Summary

Hamilton & Waikato Tourism (HWT) has successfully completed its third year of operation working closely with the region's seven local authorities and the tourism industry. This regional partnership has benefited from a combined investment of \$1.28m, which has enabled a collaborative approach to promoting the Hamilton & Waikato region to domestic, international and business event visitors.

The region has recorded positive growth in international visitor nights and expenditure with spend tracking well above the national average for the past three years. The number of domestic visitor nights grew slightly, however expenditure remains slightly below the national average due to the large numbers of day visitors versus overnight visitors to the region.

The business events sector has had a good year with noticeable increases in conference and incentive enquiries resulting in more business being secured. The region looks on track to end the year retaining its third position compared to our competitor RTOs with 11% market share of total delegate days.

Key highlights for the year:

- Investment of cash \$419,000 from the region's tourism industry in HWT's activities
- The release of the second Hobbit movie resulting in the region once again experiencing significant trade and media exposure through Tourism New Zealand's (TNZ) global campaign, 100% Middle-Earth
- Hosting 68 international and 10 domestic media outlets, over \$23m of estimated advertising value achieved
- Hosting over 274 international travel trade
- Successful implementation of domestic campaigns – Explore Your Own Backyard, Short Escapes and Chinese New Zealanders
- Improved awareness of the region as a business events destination, resulting in \$3.4m business secured (handled by HWT)
- Participation in a \$1.6m "Tour the North" campaign in Australia in conjunction with other upper North Island regions and TNZ
- Participation in the Central North Island collective of regions (Explore CNI) and the development of a collaborative cycling and mountain biking initiative
- Development of a Charter of Engagement between the regions 14 i-SITEs and HWT

2014 saw the release of Tourism 2025, which provides a strategic framework to grow New Zealand's visitor economy from \$24b to \$41b over the next ten years. This can be achieved by the industry aligning strategies and working collaboratively to improve New Zealand's competitiveness and grow value together.

2013-14 has been a more positive year for New Zealand's tourism sector after five years of fairly challenging times. The Hamilton & Waikato region has shared in this growth and this has been a result of the commitment, collaboration and investment by both the public and private sectors in promoting and developing our region's proposition and our \$1.07b visitor economy.

Hamilton & Waikato Tourism is now widely regarded by its stakeholders as a well-managed, high performance business unit. Over the next year Hamilton & Waikato has committed to undertake a strategic review of the region's tourism sector and its current performance. With a recovering market and opportunities ahead, the strategy will identify ways to capitalise on this and set a clear direction for the future growth and development of the sector.

We take this opportunity to express our gratitude to our Council partners for your continued support of HWT and the tourism industry over the last twelve months. As major investors in the Waikato's visitor assets, our councils play an important role in determining the attractiveness of our region for visitors and enabling organisations such as HWT to lead and coordinate initiatives that cannot be delivered by an individual business or organisation on its own.

KEY PERFORMANCE INDICATORS

Commercial Accommodation Guest Nights
Increase Market Share from 3.50% to 3.60%
 Result 3.51 %

Growth in Convention Sector
Grow market share delegate days to 11%
 Result 11%

Growth in Visitor Expenditure
Maintain (at least) visitor expenditure levels within current trends
Result
 Domestic – Maintained in comparison to national average
 International – Increased in comparison to national average

Growth in Website Traffic
Target 30%
 Result 96%

Industry Contributions
Target \$320k
 Result \$419k
 In-kind \$103K

1.0 Key Visitor Statistics (Statistics NZ)

International Visitor Arrivals (Year Ending June 2014 Stats NZ)		
International Arrivals to NZ: 2,786,826 +6%		
Australia	1,235,808	4%
China	240,496	8%
USA	211,712	12%
UK	194,384	3%
Germany	75,808	17%

Purpose of Visit		
Holiday	1,323,296	8%
Visiting Friends & Relatives	890,160	4%
Business	259,632	2%
Average intended length of stay	20	5%

There were 2.79 million visitor arrivals to New Zealand in the June 2014 year. This was six per cent higher than in the June 2013 year (2.64 million).

Compared with the June 2013 year, the biggest annual increases were from the three main source countries: Australia (up 51,952), the United States (up 22,256), and China (up 17,776). Germany and Singapore also continued to record increases, with arrivals from Germany exceeding Japan for the first time. The United States also moved ahead of the United Kingdom in terms of visitor arrivals to become New Zealand's third largest market.

By travel purpose, the biggest increase in annual visitor arrivals was for holidays (up 99,000) and visiting friends and relatives (up 34,800).

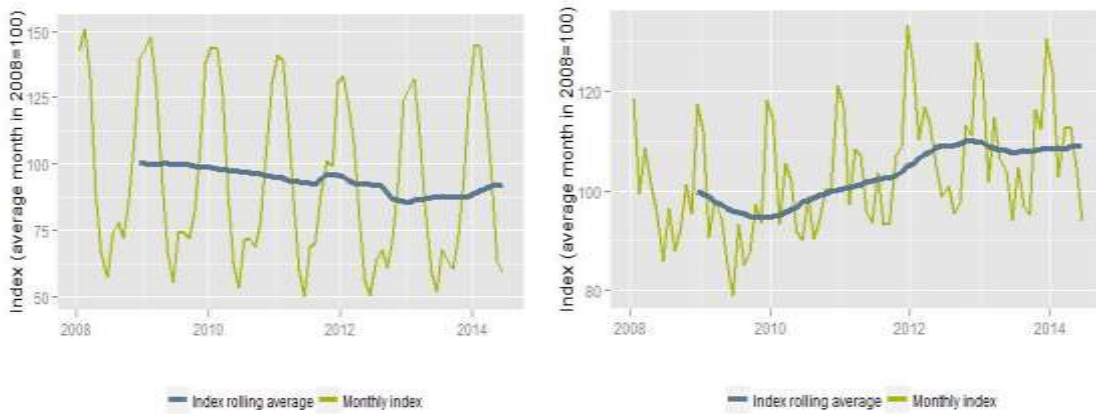
2.2 Regional Tourism Indicators (Ministry of Business Innovation and Employment)

The Regional Tourism Indicators (RTI) is a data series collected from electronic card transaction data and is designed to provide regular updates on both international and domestic tourism expenditure at a national and regional level.

The indicators are based on an index which represents changes in spend compared to the average month in 2008 (monthly index) – being equal to 100. This means that a value of 110 for an index means that there is a 10% increase in spend above 2008 for that month. The indicators were released in November 2012 and will be provided on a monthly basis.

National Data – International & Domestic Visitor Expenditure

Graph 1: Total international spend for whole country Graph 1: Total domestic spend for whole country



The average international index for the 12 months to June 2014 is 93, i.e. a 7 per cent decline in spending since 2008. This index has continued to climb since December 2013. International spending in June 2014 (an index of 59) was higher than that for June 2013 (an index of 52), indicating good nationwide performance for June this year.

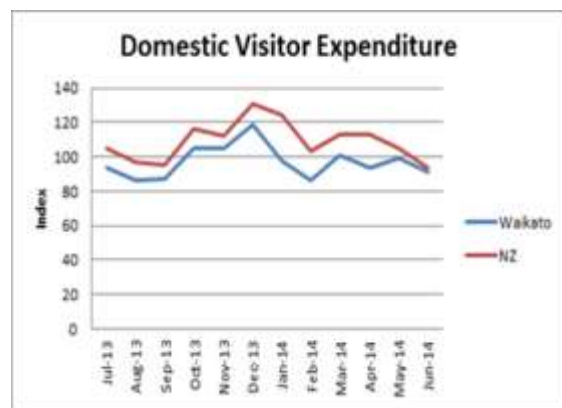
The average domestic index for the 12 months to June 2014 was 109, representing a 9 per cent increase since 2008. The June 2014 index (94) was the same as it was in June 2013.

2.3 Waikato Region Indicators International Expenditure July 2013 – June 2014



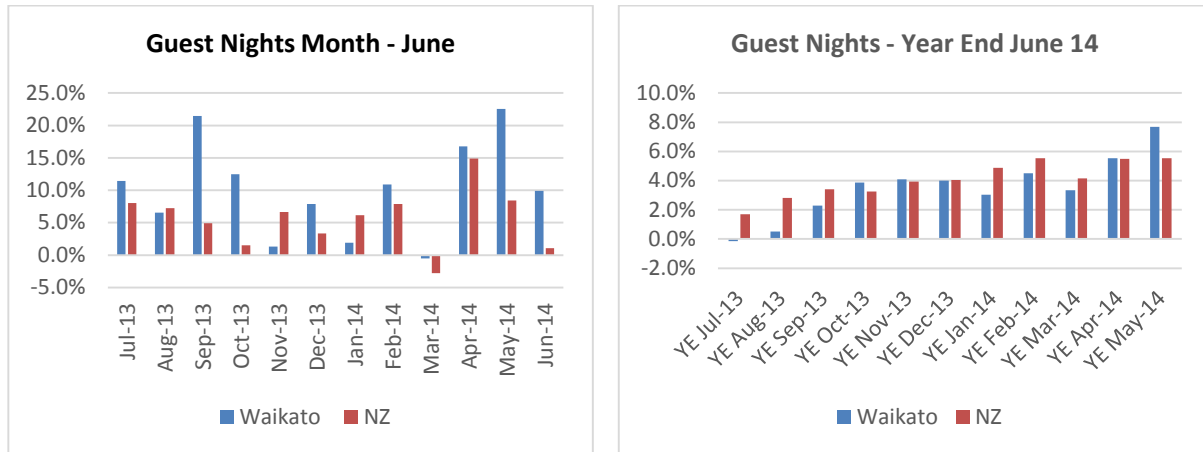
The region's international expenditure index was 80 points for June 2014, slightly above June 13 (71). The average for the region since Jan 2008 was 100 points. The region has continued to perform above the national average for international expenditure supported by growth in international guest nights and tourism product expenditure.

Domestic Expenditure July 2013-June 2014 – Hamilton & Waikato Region



The H&W region's domestic expenditure was 91 for June 2014 a slight drop from June 13 (94). The average for the region since Jan 2008 was 98 points.

2.4 Commercial Accommodation Monitor (Stats NZ) - Hamilton & Waikato Region



Accommodation – Year End June Highlights

- Total Guest nights up 9.3%
- International guest nights 5.0 %
- Domestic guest nights 10.6 %
- Occupancy rate up 9.5%
- Guest arrivals up 13.3
- New Zealand total guest nights YE up 5.4%

2.5 Convention Activity Survey CAS March 2014

The H&W region has third largest share of delegate days (11%) behind Auckland and Wellington.

Table 2: National overview of MICE activities (YE June 2014)

Region	Single day Events	Multi-day Events	Total Events	Delegates (all events)	Delegate days		
					Count	Market share	Change in market share from 2013Q2
Auckland	11,729	2,998	14,727	1,569,464	1,841,880	34%	-2%
Hamilton & Waikato	3,849	646	4,495	499,341	589,930	11%	No change
Bay of Plenty	1,899	374	2,273	255,934	296,505	5%	No change
Rotorua	1,515	487	2,002	158,014	220,145	4%	No change
Taupo	596	304	900	50,582	85,340	2%	No change
Hawkes Bay	1,290	162	1,453	100,744	116,962	2%	No change
Manawatu	3,516	614	4,130	406,252	460,019	8%	-1%
Wellington	6,148	1,697	7,846	578,437	708,849	13%	-2%
Marlborough	537	68	605	33,803	46,616	1%	No change
Nelson	1,411	199	1,610	159,771	183,495	3%	No change
Christchurch & Canterbury	3,336	749	4,085	461,621	514,164	9%	1%
Dunedin	1,118	284	1,403	127,201	161,726	3%	1%
Queenstown	646	470	1,116	132,210	196,994	4%	1%
Grand Total	37,590	9,052	46,645	4,533,374	5,422,625		

3.0 General Report

Introduction

Hamilton & Waikato Tourism has successfully completed its third year of operation. The activities coordinated and undertaken by HWT are supported through our partnership with our seven local authorities and tourism industry. Tourism businesses partner with us by “buying in” to our campaigns and activities best suited to their business and target markets.

Each activity has a range of investment levels that businesses can choose from based on identified benefits. This year HWT has continued a range of activities that are of no cost to tourism operators, these include:

- Business listing on hamiltonwaikato.com
- Attendance at tourism industry BA5 events and annual ½ day symposium
- Access to industry updates and information through regular e-newsletters and the industry page on hamiltonwaikato.com
- Participation in media famils
- Participation in trade famils for internationally ready, commissionable product
- Assistance and advice with product development, marketing and sales activities

The following activities that require industry investment to participate. These include:

- Australian campaign in partnership with Tourism New Zealand
- Long Haul Marketing including Explore Central North Island activities, TRENZ, Explore Show
- Domestic Campaigns including Short Breaks, Explore Your Own Backyard and Chinese New Zealanders
- Annual Regional Visitor Guide production
- Convention Bureau Partnership to attract conferences to the region
- Attendance at annual tourism conference (small attendance fee charged)

Levels of investment for individual activities range from \$45 to attend the annual tourism conference, Visitor Guide participation starting at \$250, through to \$15,000 for premium campaign and Convention Bureau partnerships.

3.1 International Marketing - Australia

Introduction

Australia is a key market for the region as it is our largest international market. Once a year HWT participates in a large joint venture campaign in Australia with Tourism New Zealand and the upper/central North Island collective of regions (UNISA). This campaign was undertaken in September and October of 2013 and was titled “Tour the North”. It was a \$1.6m combined investment of which HWT and tourism operators contributed \$85k.

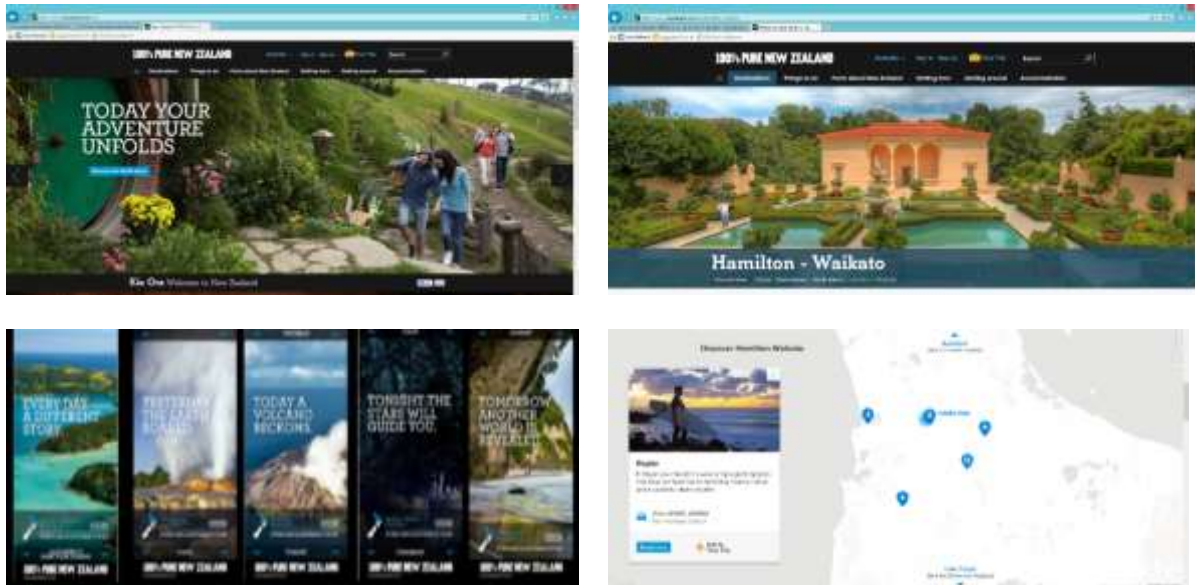
Schedule of Services – Results for the Year

- 5% increase in International Guest Nights
- Participated in \$1.6m Upper North Island Campaign “Tour the North”
- \$67m Australian expenditure

Summary of key activity, January – June 2014

HWT's main Australian activity was the Tour the North Campaign in September and October 201e, see six month report July – December for details.

Planning for 2014-15 campaign commenced with TNZ and partner regions in March and is scheduled for launch in September 2014. It will once again be focussed on the eastern seaboard of Australia.



3.2 International Marketing – Long Haul Markets

Introduction

The long haul markets that HWT targets in include the UK/Europe, USA and South East Asia. In order to target these markets HWT primarily works with Tourism New Zealand and their trade related activities. The international travel trade (retail travel agents, wholesalers, and inbound tour operators) are an important focus as they influence consumers' travel to our region. Travel trade work with tourism operators who are active in the international market and who are willing to pay up to 30% commission.

HWT is also part of a central north island collective "Explore Central North Island" (ECNI) which involves eight regions and RTOs. Working collaboratively we are able to combine resources and partner in these long haul markets as well as support our operators through opportunities to exhibit their businesses at trade shows as a larger collective.

HWT's other key area of our international activity is participation in Tourism New Zealand's international media programme which involves hosting media in the region from around the world. Through this hosting the region receives significant exposure through print, broadcast and online channels.

Schedule of Services – Results for the Year

- 5.0% increase in international guest nights (4.1% market share, International Visitors Survey, MBIE)
- Attendance at TNZ Trade Events in UK/Europe & Australia
- 69 international media groups hosted
- Estimated advertising value \$23m (from 30 of the 69 files)
- 27 trade famils hosted
- Region promoted at TRENZ & Inbound Operators Day
- Trade and media e-newsletters
- Participation in Explore Central North Island & region promoted at Explore Show
- Explore Central North Island won the bid to host TRENZ in Rotorua in 2015

Summary of key activity, January – June 2014

International Travel Trade

March, April and May each year are very busy months for trade activity with a number of trade shows and events taking place and is the time of the year when travel sellers are looking at what NZ products they will brochure /sell going forward. Below are the events HWT has attended as part of this.

Australian Insights (Tourism New Zealand led event - March)

Held each year in Sydney by Tourism New Zealand, Aussie Insights is an event for RTO representatives and Australian wholesalers and online travel agents. This year the two-day event consisted of 'buyer' appointments between RTOs and the wholesalers to update these key travel trade decision-makers on new products and developments.

South East Asian Mega Famil Training Day.

HWT and Destination Rotorua represented the Thermal Explorer Highway IMA at the South East Asian Mega Famil Training Day in Auckland on Sunday 9th April. The day consisted of appointments with the 51 agents who had been famil'ing various parts of NZ. The Hamilton & Waikato region received two of the four famil groups.

RTO / IBO Event (April)

Another key event on the trade calendar each year is the RTO/Inbound Tour Operator Trade Event. This event consisted of two days of 15 minute appointments between RTOs and 37 Inbound Tour Operator companies (IBOs).

KiwiLink UK/Europe

HWT represented the Thermal Explorer Highway (HW, Rotorua, Taupo, Ruapehu) in London as part of the UK/Europe Product Update Workshop event in mid-April. The workshop was a joint venture by Tourism Australia and Tourism New Zealand and was the first time this type of combined event has occurred. The quality of buyers was extremely high and 60 operators and RTOs from Aus and NZ met with over 80 influential buyers from around the UK and Europe.

Inbound Operator Event (IBO)

HWT attended this RTO/IBO event in early May. Over 30 IBO representatives and 20 Tourism NZ staff met with 25 RTOs to learn about their regions over the course of the three-day event.

TRENZ (April)

TRENZ is the largest travel trade event in NZ each year with all the key tourism operators and organisations attending to showcase tourism in NZ to the 250-300 international travel buyers who come to the event each year. TRENZ took place in Auckland this year. HWT met with 50 travel sellers, international media and in-market TNZ representatives during the three-day event.

Seven operators exhibited alongside the RTO - Hobbiton Movie Set, Waitomo Glowworm Caves, The Legendary Black Water Rafting Co, Pa Harakeke, and first time exhibitors Sanctuary Mountain Maungatautari, Roselands Waitomo Caves and Hamilton Gardens.

Along with coordinating seven ad-hoc buyer famils during this period HWT also ran a pre-TRENZ 'Hamilton & Surrounds' famil for buyers and worked in conjunction with Destination Rotorua on a post-TRENZ Chinese-buyer famil.

TRENZ 2014 will be hosted by the Explore Central Northland collective in Rotorua in April 2015.





Travel Trade Familis

HWT hosted the following travel trade groups during the Jan – June six month period (pax=people):

Indian Trade Cricket famil	Jan	7 pax
Australian Travel Sellers	Mar	14 pax
China FIT	Mar	11 pax
SSEA Mega famil #3	Mar	15 pax
SSEA Mega famil #4	Mar	12 pax
Taiwan Agent famil	Mar	08 pax
Steph Wagener, new TNZ trade staff	Apr	1 pax
China NZSP famil	Apr	10 pax
Pre TRENZ Japan premiere	May	2 pax
Pre TRENZ Hamilton & Surrounds	May	6 pax
Post TRENZ Korean	May	9 pax
Post TRENZ Chinese Buyer	May	15 pax
Post TRENZ Great Sights daytripper	May	4 pax
Post TRENZ Hobbiton famil	May	4 pax



Explore Central North Island Collective (ENCI)

The ECNI collective is made up of eight regions and three touring routes, Pacific Coast Highway, Thermal Explorer and Volcanic Loop. The purpose of the group is to collaboratively promote the Central North Island to international visitors. HWT's CEO has chaired this group for the past two years.

Explore Show (April)

Over 70 companies (including 13 H&W operators) exhibited to over 200 travel trade buyers on 3 April at the annual Explore Expo at Eden Park, Auckland. The event is the second largest NZ travel trade focussed event of the year after TRENZ. Both buyer and operator feedback has been very positive with many stating it was the best Explore Show yet.



2014-2016 Trade Manual

The 2014-2016 ECNI Trade Manual was produced and distributed in April with 22 H&W operators involved. The manual is the key piece of trade collateral used by each of the eight regions and is distributed to trade around the globe and is used at all international trade events.

Visiting Media Programme – International (General)

The following international media have been hosted by HWT over the past six months:

Indian Cricket Tour Press Trip	Jan	varied outlets, 5 pax
R25, Japan	Jan	550,000 circulation
SFH, Japan broadcast	Jan	13,000,000 – 15,000,000
Shittoko, Japan broadcast	Jan	5,000,000 audience
SIHKT, Japan broadcast	Jan	4,000,000 audience
Sunday Mirror, UK	Jan	1,025,215 print circulation
Newlyweds, USA broadcast	Jan	1,300,000 audience
The Living Room, Aus broadcast	Jan	1,200,000 audience
The Scotsman, UK	Jan	74,837 print, 35.400 UVPM
Times Life, India	Jan	3,658,700 print, 9,734,513 UVPM
Cinema Today, Japanese	Feb	36 million UVPM
Gala, French	Feb	256,560 print circ
Grabarandom, NZ	Feb	15, 686 views to date
The Age & SMH, Australia	Feb	1,500,000 readership
TNZ Europe PR	Feb	n/a
Harpers Bazaar, Indonesia	Feb	30,000 readership
MSN, Canada	Feb	9,675,047 UVPM
Oktogon, Germany	Feb	80,000 viewers per episode
National Geographic, India	Mar	1,200,000 print circ
The Hindu, India	Mar	15,580,379 print circ
Robb Report, Singapore	Feb	15,000 print circ
Tabisetsu, Japan	Feb	14,300,000 circ
FINE, Japanese print	Apr	100,000 circulation
Ginger, Japanese print	Apr	170,000 copies
Grand Reportages, France print	Apr	47,000 copies
New Straight Times, SEA print	Apr	240,000 readers daily
Royal press trip , UK	Apr	100 pax
Thai Rath, Thailand	Apr	1 million daily
Lonely Planet Thailand	Apr	120,000 copies
Reisen in ferne Welten, Germany	Apr	240,000 viewers per episode
Weekend Weekly, Chinese print	Apr	90,000 circulation
Aus Social Media Influencers	May	5 pax
Blue, Japanese print	May	30,000 copies
Metro, Canadian print	May	1.5 million readers per day
South American Press Trip	May	5 pax
Travel & Leisure SEA	May	60,000 circulation
Post TRENZ NZ101 press trip	May	8 pax
Post TRENZ, TNZ Brazil PR	May	1 pax
BS TBS, Japanese broadcast	June	4,800,000 viewers
China Southern Press Trip	June	5 outlets

Dad2 recce, China	June	8,000,000 viewers
French Hobbit Press Trip	June	3 outlets
English Rugby Media Group	June	11 outlets
The Guardian, UK	June	
Empire Magazine, UK	June	



3.3 Domestic Marketing

Introduction

77% of visitor nights in the region come from the domestic market and therefore it is an important market for many of the region's tourism operators, business tourism sector and events sector. The main aim for HWT within the domestic market is to lift the profile and awareness of what the city and region has to offer and give visitors more reasons to visit more frequently. Throughout the year HWT's focus is on three key areas - targeted domestic campaigns, domestic media pitching and hosting, and development of promotional material and activities through print and online channels.

Schedule of Services – Results for the Year end June

- 10.6% increase in domestic guest nights
- 23% increase in consumer database
- \$71,000 industry funding
- Regional Visitor Guide produced
- Explore Your Own Backyard, Short Escapes, Chinese NZers, Waitomo campaigns implemented
- 11 media hosted

- Eleven regional articles generated, estimated advertising value \$208,000
- Key events supported (Fieldays, Balloons over Waikato, Motorhome and Caravan, National Youth Games, Waikato Show, Great Race)
- Major Events 2015 preparation (regional coordination group) FIFA Men's U20, Cricket World Cup

Summary of key activity – January – June 2104

Explore Your Own Backyard – Waikato Summer

The 'Waikato Summer' Campaign continued in to mid-Jan, receiving over 141 photo entries and 1,387 new likes. A great result for a low-budget, niche campaign.

The campaign was based on a photo competition where Waikato residents were encouraged to submit snaps of their 'Waikato Summer'. These images were then voted on by fellow HWT Facebook followers and the top 5 entries won regional activity and dining prize packages. Not only did this interactive campaign allow HWT Facebook followers to see the wide variety of different 'Waikato Summer' activities other people were enjoying during the campaign phase, but these images will also be utilised in future HWT promotions and collateral.

Explore Your Own Backyard Campaign – Waikato Winter

The final marketing campaign for the 13-14 year was undertaken in late June/early July. This was an 'Explore Your Own Backyard campaign' focusing on school holidays as well as exploring the region over the next couple of months. The campaign included online channels such as GDN, Adwords and Facebook as well as print and radio advertising. As part of our commitment to the i-SITE Charter HWT enlisted the help of the i-SITE network to put forward their top free activity or attraction to be promoted through the print and radio advertising.



MUST DO SCHOOL HOLIDAY ACTIVITIES

HamiltonWaikato.com

Short Escapes – Feb-Mar Campaign

Two Short Escapes campaign ran, one from 10th – 26th Feb and 5th - 21st March. The campaigns focused on profiling the many events, sporting matches, concerts or festivals happening in Feb-April and encouraged people to take a 'event escape' while attending one of these events by offering accommodation offers and activity and dining suggestions / deals. The campaign was promoted through online channels including Google Display Network, Adwords, Facebook advertising and e-DMS

The campaigns also included a 'Best Seats in the House' competition where 50 couples or families can win 'Best Seats in the House' packages to the Balloons over Waikato Night Glow event.



Short Escapes, Feb-Mar Campaign

- The topline results for the predominately online Short Escapes campaign;
- 47m impressions
- 44,560 clicks
- \$0.43 average cpc
- 1m46sec time on site (short escapes) / 3m27sec time on site (Best Seats)
- 1,660 'Best Seats' competition entries

Cycling Campaign, April

Due to the strength of the cycling offering in the region HWT ran a small online campaign in mid-late April promoting cycling escapes in the region. The campaign targeted the drive markets of Auckland and BoP as well as local residents and utilised the google display network, Facebook and search.

Topline results include:

- 13m Impressions
- 11,629 clicks
- \$0.34 average cpc
- 2m10 time on site
- 514 referrals to cycle trails/rides
- Also saw increases in page views for all our cycling content, and increases in referrals to cycle trails



Fieldnights Campaign, Late May-June

Late May saw the launch of HWT's annual Fieldnights campaign. Continuing from late May in to early-mid June, in the lead-up to and during the Fielddays week, the campaign showcases all the other events, activities, dining and entertainment options available for those in the city and region during that period.

Last year HWT trialed the campaign due to an identified gap in the visitor information available for things to do after Fielddays had closed for the day and due to its success have implemented it again this year. The campaign, driven through online and print advertising, aims to encourage

people to participate in a few more activities and experiences and / or possibly stay an extra night.



The campaign landing page saw 4,894 page views which is an increase of 94.68% on last year's Filednights campaign. We also saw in increase in traffic looking at dining, activity and deals from the campaign landing page.

Chinese New Zealanders Campaign

Given the growing importance of the China market HWT in conjunction with 11 operator partners continued to build the region's profile within the Chinese New Zealanders community through campaign activity in order to help grow market share in terms of visits, nights and expenditure. Activities undertaken from Jan – June 14 included a Chinese New Year campaign through online and print channels, a blogger famill and ongoing website and weibo (social media) presence.



Air NZ

HWT worked with Grababseat on their promotion of Hamilton & Waikato as a destination in their grabarandom and TikiTrips campaign. HWT continues to work with Air NZ and HIA on exploring opportunities to work together. In February HWT worked with grabaseat and Destination Coromandel on the latest in their 'grab a random' video series which featured the Hauraki Rail Trail and Te Aroha and was distributed to their grab-a-seat database along with accommodation and activity deals through the Hamilton page of their website.



Grabaseat also had Sam from TV One Breakfast visit the region in May and do live weather crosses from Lake Karapiro. While the HWT team were unavailable on the day they arranged for White Fern Nicola Browne to voice the tips on suggested visitor attractions in the region.

Domestic Media Visits

HWT hosted the following media in the region from January – June 2014

Weekend Herald, Kawhia	Jan	490,000 readership
Grabarandom, HRT	Feb	15,903 views
NZ Today, Cambridge	Feb	6,000 circulation
Weekend Herald, Hamilton	Mar	490,000 readership



3.4 Digital Marketing – Hamiltonwaikato.com

Hamiltonwaikato.com is the primary platform for 90% of HWT’s marketing and communication activities. HWT provides the following digital platforms:

- Main consumer site
- Trade site
- Media site
- Industry site
- Social media platforms, Facebook and Twitter

Schedule of Services – Results for the Year

- 96% increase in total visits
- 23% increase in database
- Social media channels updated

Summary of key activity, January – June 2014

Hamiltonwaikato.com was first launched in January 2010, a key focus over the past year has been the redevelopment of the backend of the website and moving to mobile responsive so that the website performs well on mobile devices.

This has been a significant project to ensure the website continues to perform well from a search engine perspective, provides a good user experience and management and technical support can be provided in the most cost-effective way.

Website Enhancements

Our “Places to go” map re-build was completed in June 2014 and now reflects the correct boundaries in relation to North Waikato. This has been slightly delayed due to technical issues with the build.

Website Content

We have also been increasing our website content throughout, with new pages being added weekly. These pages have been performing well, with most maintaining a bounce rate below 50% and receiving a good time on site.

Social Media

Work continues in six social media platforms Facebook, Twitter, Foursquare, Flickr, Weibo and You-Tube.

Video

The following mini videos have been produced:

- 'A Local's Guide to Raglan' video was released in January - received 854 views to date.
- 'A Local's Guide to Cycle Trails in the Waikato' video was released in April - received 795 views to date.
- 'A Local's Guide to Artisan Food in the Waikato' video was released in May - received 276 views to date.
- 'A Local's Guide to Wildlife Attractions' video was released in June – received 151 views to date.



Major Events

HWT has started production on micro websites as the primary portal for the region for FIFA U-20 and Cricket World Cup. They are scheduled for completion in mid-late August. These sites will provide event specific information and regional information to encourage those visiting the region for the events to make the most of what the region has to offer, as well as encourage locals to enjoy the festivities these two events will bring.

3.5 Convention Bureau

HWT's Convention Bureau (CB) works in partnership with venues, accommodation, activities and support services specifically wanting to target the Business Events sector of the market. This year there have been 52 partners of the Bureau investing at various levels and participating in a range of activities. A key focus of the CB is to target business event organisers in corporate, association and government organisations.

Schedule of Services – Results for the Year

- 10% share of total delegate days (YE March)
- 96 enquiries received
- 41 business events secured
- \$3.4m business secured (handled by HWT)
- 52 CB partners - \$1 12,000 partnership investment
- In-kind investment \$59,000
- 23% increase in database
- Convention Planner Produced
- 273 companies engaged
- Strengthened relationships with TNZ's Business Events team – international conferences
- Local and national mega famils hosted

Summary of key activity, January – June 2014

January to June has been a busy period for the CB with a number of business tourism sector events and trade exhibitions taking place.

Sales Visits

Sales visits are a key and on-going part of our activities and require establishing and building strong relationships with an organisation's event, conference and meeting organiser. In a lot of instances this is likely to be the EA to the CEO of a company. The CB manager also targets Professional Conference Organisers (PCOs) who are often contracted to companies or organisations to organise the annual conference and business events. Sales visits were undertaken in Auckland, Wellington & Christchurch.

Tradeshows

HWT's CB attended AIME (Asia-Pacific Incentives & Meetings Expo), Melbourne. This is the first time H&W Bureau has attended as part of the New Zealand stand. HWT had 25 pre-scheduled buyer appointments over two days resulting in greater awareness of the region and some pleasing initial leads.

MEETINGS

MEETINGS is the key annual tradeshow to for New Zealand's Business Events sector. It entails two days of pre-scheduled appointments with conference organisers/buyers and an additional day buyer day (approx 300 registered). Buyers attend from NZ, Australia, Asia and the US.

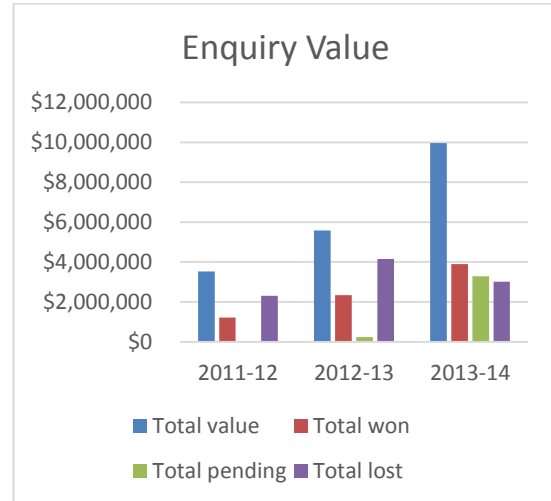
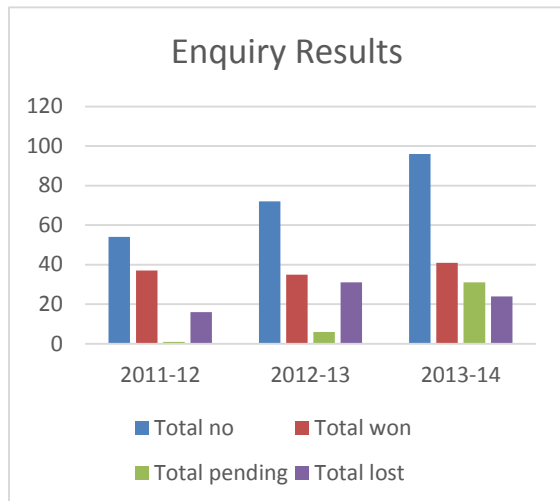
Convene April

This is a one-day annual Business Events specific tradeshow consisting of pre-scheduled appointments which generated three leads as an immediate result. The most pleasing result was the change in buyer interest, with buyers showing strong interest and willing to learn more about the regional offerings.



After three years of concerted focus there has been a significant interest in the region with increases across the board in number of enquiries, companies hosted and business secured. This sector often has long lead times, 2-3+ years as business events are often planned well in advance. The sector in general has been stable over the past year. Plans are underway for new

convention centres in Auckland, Wellington, Christchurch and Queenstown which will add a lot more competition into the mix over the next five years.



3.6 Product & Industry Development

HWT's primary focus is promoting the Hamilton & Waikato region as a visitor destination, however, a small focus of our activities is to also assist the tourism industry with product development and business capability.

Schedule of Services – Results for the Year

- Tourism Symposiums held November and May
- industry newsletters completed and distributed
- BA5 Functions held – South Waikato, North Waikato, Hamilton, Waitomo (July)
- Active participation in a number of product development/strategy planning initiatives

Summary of key activity, January – June 14

Hamilton Tourism Industry Update Event/Symposium

Over 120 people attended Hamilton & Waikato Tourism's Industry Update on Tuesday 27th May. With a focus on sport and the benefits it can bring to a region from a tourism perspective, as well as a general market and activity update speakers included:

- Andrew Matheson, CEO, Bike NZ
- Chad Hooker, Director of Operations for Event Facilities, Hamilton City Council (Cricket World Cup 2015)
- Seamus Marten, Venue General Manager, Hamilton FIFA U-20 World Cup 2015
- Paul Yeo, GM Tourism Operations, Tourism New Zealand
- Kiri Goulter, CEO, Hamilton & Waikato Tourism

I-SITE Charter

HWT and the region's i-SITES (14) successfully completed the development of a Charter of Engagement which outlines the respective parties' roles and responsibilities as well as opportunities for greater collaboration and coordination. This was a "pilot" project led by I-SITE New Zealand and Regional Tourism Organisations of NZ (RTONZ). Since the Charter was approved in February the following projects have been progressed, regular communications and reporting between entities, a half day "cross selling" event for i-SITE staff, and agreement that each centre will support the regional visitor guide as the "official" guide for the region in an effort to reduce duplication.

Regional i-SITES cross-training event (July)

HWT worked with the regional i-SITES network on holding a cross-selling training event where each i-SITE will have the opportunity to present to the group of fellow i-SITE staff on a couple of key

products or topics for their area. The aim of the event is to enable greater intra-regional product knowledge and better cross-selling/upselling of regional activities, accommodation and experiences.



3.7 Stakeholder Relationships

Regional tourism marketing & development and the promotional activities undertaken by the RTO requires a strong partnership and collaboration between local government and the private sector. A key focus for HWT's CEO is further strengthening these partnerships and ensuring that the visitor economy is understood, valued, and plays a key role in regional economic development.

Schedule of Services – Results for the Year

- Local Government funding of \$810,000 retained for three years
- \$419,000 of Industry funding
- \$103,000 in-kind support from industry
- 2013-14 Schedule of Services finalised and distributed within timeframe in SLA
- 2 Council Rep meetings held – August 2013, February 2013
- 3 Industry Advisory Group meetings – August, December & July
- Representation at national forums
- Representation across wider business community

Summary of key activity – January – June 2013

Key Relationships

The CEO maintains close relationships with a wide range of organisations at national, regional and local levels as it is important that the region is seen as a key player and contributor across the tourism industry's national organisations as well as the wide spectrum of regional and local organisations that have a direct or indirect role to play in the region's visitor economy. Outlined below are some of the groups that the CEO is associated with.

- Trustee of Regional Tourism Organisations of New Zealand (RTONZ)
- Chairperson of the Explore Central North Island Collective (ECNI)
- Tourism Industry Association of New Zealand (TIA)
- Tourism New Zealand (TNZ)
- Ministry of Business, Innovation & Employment (MBIE)
- Local Government New Zealand (LGNZ)
- Holiday Parks Association of New Zealand (HAPNZ)
- Tourism Export Council of New Zealand (TEC)
- Air New Zealand
- Waikato Regional Council – Waikato Story development, member of project team
- Adviser to Te Awa – The Great New Zealand River Ride
- Member Waikato River Leadership Group
- Chair Waipa District Tourism Sector Group
- General relationships across the wider region including tertiary institutions, Chambers of Commerce, Business Associations & Promotions Groups and sector organisations

Tourism 2025 – Tourism Industry's Strategic Framework

As a Trustee for RTONZ the CEO played an active role in the development of Tourism 2025, and in particular the local government and domestic components of the strategy.

Tourism 2025 was led by the Tourism Industry Association in partnership with the tourism industry and was officially launched in March 2014. The Strategy aims to grow the sector from \$24b to \$41b by 2025 and is focussed on the following five areas:

- Growing sustainable air connectivity
- Insights & research to drive and track progress
- Targeting for value
- Driving value through the visitor experience
- Productivity for profit

Six Month Report to Councils

The six month report June – December 2013 was prepared and presented to the region's seven partner Councils between February and April.

Council Representative Group

The council representative group has meet as outlined in the schedule of services.

Industry Advisory Group (IAG)

The IAG was formed in 2009 and is made up of tourism operators from across the region and spectrum of products. The purpose of the group is to provide insights into tourism activity and market in relation to their respective businesses and sectors, provide input and guidance into the RTO's plans and activities and provide an advocacy and communication link to their various clusters and communities. The group meets quarterly with the RTO. The strength of this group enables stronger relationships and connections amongst the wider tourism industry and communities across the region.

Kiri Goulter
CEO
20 August 2014

Hamilton & Waikato Tourism Service Level Agreement Schedule of Services 2013/14

Introduction

Tourism is a partnership between central government, local government and the visitor industry, and is an intrinsic part of regional economic development. Hamilton & Waikato Tourism (HWT) provides leadership and coordination for the region's visitor sector across multiple territorial local authority boundaries. HWT provides a critical structural layer enabling the industry, and is a key link into Tourism New Zealand's international marketing activities. HWT is also responsible for our region's visitor attraction strategies targeting domestic and business tourism markets, and we also provide information to assist product development and destination management opportunities.

HWT has a target of \$320,000 of industry funding for the 2013-14 year. Local government funding is \$810,000 shared across the seven funding councils.

COUNCIL	FUNDING
Hamilton City Council	\$390,000
Waikato District Council	\$100,000
Waipa District Council	\$100,000
Matamata-Piako District Council	\$100,000
Otorohanga District Council	\$40,000
Waitomo District Council	\$40,000
South Waikato District Council	\$40,000
TOTAL	\$810,000

Hamilton & Waikato Tourism's Core Purpose is:

- To promote the Hamilton & Waikato region as an appealing destination to international and domestic visitors
- To grow visitor expenditure and market share of visitor nights
- To support Hamilton International Airport's national & international connectivity
- To grow market share of business tourism visitors
- To support the development of new and existing visitor experiences to enhance the region's offering
- To maintain and strengthen support for the visitor sector through partnerships with local government, the visitor industry and wider community

Key Performance Indicators 2013-14 (Macro)

- Growth in market share of commercial guest nights from 3.50% to 3.60% (Commercial Accommodation Monitor)
- Grow total delegate days to 12% market share (Convention Activity Survey)
- To at least maintain share of domestic visitor expenditure (Regional Tourism Indicators MBIE)
- To at least maintain share international visitor expenditure (Regional Tourism Indicators MBIE)
- 30% increase in visits to hamiltonwaikato.com
- \$320,000 industry investment

Please Note: *The Visitor Expenditure and Convention Activity Survey data is currently being redeveloped and refined by MBIE and therefore we have adopted a simple approach for these indicators for the 2013-14 year. We hope to have a more complete and final data set by the end of 2013.*

Focus of core activities:

- International Marketing
- Domestic Marketing
- Convention Bureau
- Digital Marketing
- Product and Industry Development
- Stakeholder Relationships

Detailed below is the Schedule of Services that will be undertaken for 2013-14. The Schedule will form the framework to report to the funding Councils on a six monthly basis.

INTERNATIONAL MARKETING - AUSTRALIA		
Key Objectives	Deliverables	Key Performance Indicators
<p>Position the H&W region as an appealing destination as part of an upper North Island touring proposition</p> <p>Grow visitation, expenditure and guest nights</p> <p>Work in partnership with the industry to participate in the Tour the North joint venture campaign with Tourism New Zealand</p> <p>Increase profile of the region with tourism trade</p> <p>Provide appropriate support to HIA's airline attraction strategies</p> <p>Develop awareness of HW within Australian consumers in special interest walking & biking experiences</p>	<p>Participate in the Upper North Island Alliance (UNISA) campaign activity in partnership with Tourism New Zealand (Spring)</p> <ul style="list-style-type: none"> • Region's key icons • Thermal Explorer Touring route <p>Work with Explore Central North Island (ECNI) partner regions to implement campaign activity promoting walking and cycling experiences in partnership with Tourism New Zealand (TNZ)</p> <p>Undertake key trade activities including:</p> <ul style="list-style-type: none"> • Trade training • Quarterly product update / newsletters • Attendance at TRENZ & TNZ trade events 	<p>Participation in UNISA campaign activity in partnership with industry</p> <p>Participation in special interest cycling / walking activity with TNZ & ECNI</p> <p>2.5% market share of international guest nights (1.9%)</p> <p>15% increase Australian website visits</p> <p>Industry funding \$45,000</p>

INTERNATIONAL MARKETING – LONG HAUL MARKETS		
Key Objectives	Deliverables	Key Performance Indicators
<p>Build awareness & appeal of the region with tourism trade as a key part of the Central North Island visitor experience</p> <p>Grow international visitation, expenditure and guest nights</p> <p>Encourage trade to include a minimum of 1 regional guest night in itineraries</p> <p>Increase profile of the region through TNZ's International Media Programme (IMP)</p> <p>Increase profile of the region with tourism trade famils & product inclusions in publications in key markets</p> <p>Explore opportunities to support the development and marketing of special interest sectors e.g. Export Education</p>	<p>Participate in Explore Central North Island collective of 8 RTOs</p> <p>Support TNZ trade events representing H&W and Thermal Explorer Highway partners in South East Asia and UK / Europe</p> <p>Trade activities:</p> <ul style="list-style-type: none"> • Quarterly product update newsletters • Attendance at Explore CNI Expo • Attendance at TRENZ • Participation in Inbound Operator (IBO) trade day <p>Participation in International Media Programme (TNZ) - Pitching & hosting</p> <p>Hamiltonwaikato.com / newzealand.com</p> <ul style="list-style-type: none"> • Ensure up to date content on websites & leverage opportunities <p>Explore opportunities to leverage greater value from international students</p>	<p>Participation in Explore Central North Island partnership</p> <p>TNZ trade events supported</p> <p>TRENZ, Explore CNI Expo, IBO days attended</p> <p>Quarterly trade newsletters & trade site updated</p> <p>Newzealand.com regularly updated</p> <p>2.5% market share of international guest nights (1.9%)</p> <p>Increase international expenditure above the national trend</p> <p>30 international media hosted + 20 trade activities hosted</p>

DOMESTIC MARKETING		
Key Objectives	Deliverables	Key Performance Indicators
<p>Position the H&W region as an appealing short break destination within key target markets</p> <p>Grow domestic visitation, guest nights & expenditure</p> <p>Develop a sense of pride in place in local residents as key influencers</p> <p>Support & leverage key events to increase visitor length of stay and spend</p> <p>Work in partnership with the industry to develop and implement initiatives and campaigns</p> <p>Increase profile of the region through positive media coverage within internal & external audiences</p> <p>Work with in Air NZ/HIA to support opportunities to grow domestic visitation through the gateway</p> <p>Explore the potential for new partnerships with sport and high performance sector</p>	<p>Production of the Hamilton & Waikato region Visitor Guide (Dec)</p> <p>Undertake the following campaigns:</p> <ol style="list-style-type: none"> 1. Great Escape (Spring / Autumn) 2. Explore Your Own Backyard (Autumn) 3. Chinese Ex-pat <p>Facilitate domestic media opportunities based around key themes of:-</p> <ul style="list-style-type: none"> • Natural Environment • Walking / cycling • Food • City vibe • District stories <p>Support where appropriate key iconic and sporting events</p> <ul style="list-style-type: none"> • Key events that attract a larger portion of external visitors • Fielddays, Balloons Over Waikato • Second tier events across region <p>Undertake two campaigns in partnership with HIA & Air New Zealand</p> <p>Develop key relationships with sport, high performance sector</p>	<p>4.8% market share of domestic guest nights (4.5%)</p> <p>Increase domestic expenditure to match national trend</p> <p>Industry funding \$100,000</p> <p>Consumer database increase by 20%</p> <p>Visitor Guide produced</p> <p>Two campaigns successfully implemented in partnership with industry</p> <p>20 media hosted</p> <p>Key events supported</p> <p>Campaign activity with Air New Zealand/HIA completed</p>

DIGITAL MARKETING		
Key Objectives	Deliverables	Key Performance Indicators
<p>Position Hamiltonwaikato.com as the primary portal for visitor information in the region</p> <p>Provide an attractive, effective and user friendly platform for all HWT's marketing & communications</p> <p>Provide relevant & up to date content to tourism trade, media & industry</p> <p>Provide comprehensive tourism operator information that encourages greater conversion & purchase of visitor experiences</p> <p>Utilise a range of social media platforms to increase profile & engagement with target audiences</p>	<p>Undertake online strategy review and update</p> <p>Review and update Content Management System</p> <p>Develop and implement enhanced content through partnerships with other clusters / organisations</p> <p>Ensure hamiltonwaikato.com is performing effectively through:</p> <ul style="list-style-type: none"> • Quality & new content • SEO • Social media channels – Facebook, Twitter, Blogs, YouTube <p>Trade, media & industry sites maintained & updated</p>	<p>Increase total visits 30%</p> <p>Unique visits 50% of total</p> <p>Online strategy completed and website updated</p> <p>CMS in place</p> <p>On-going optimisation of site</p> <p>Facebook, Twitter & You Tube functions regularly updated</p> <p>Campaign targets set and monitored</p>

CONVENTION BUREAU		
Key Objectives	Deliverables	Key Performance Indicators
<p>Build awareness & appeal of the H&W region as a business tourism destination</p> <p>Grow market share of delegate days and events hosted</p> <p>Secure more conversions for the sector & region</p> <p>Support the industry to develop & deliver quality products & experiences that meet client expectations</p> <p>Hamilton & Waikato Bureau acts an independent & impartial facilitator between partners and clients.</p>	<p>Sales & Hosting</p> <ul style="list-style-type: none"> • Sales calls • Hosting clients • Industry events / communications <p>Trade Show attendance</p> <ul style="list-style-type: none"> • MEETINGS • Convene • Explore CNI <p>Marketing</p> <ul style="list-style-type: none"> • Convention Planner • Hamiltonwaikato.com/conventions • Campaign / Advertising / PR <p>Industry Development</p> <ul style="list-style-type: none"> • Partnership programme • Industry events • Communication / reporting <p>Bids & Proposals</p> <ul style="list-style-type: none"> • Proposal preparation • Leads & referrals • Conversions 	<p>12% market share of total delegate days</p> <p>10% share of multi-day delegates</p> <p>20 leads to conversions</p> <p>CB partner investment \$90k</p> <p>Convention Planner produced</p> <p>Trade shows attended</p> <p>Sales calls to 80 organisations competed</p> <p>2 hosted events for clients</p> <p>Newsletters – clients (3), industry (3)</p> <p>Database development – 300 new contacts</p> <p>80 organisations hosted</p> <p>2 industry updates completed</p>

PRODUCT & INDUSTRY DEVELOPMENT		
Key Objectives	Deliverables	Key Performance Indicators
<p>Support the development & enhancement of visitor experiences to strengthen the regional proposition</p> <p>Provide information & support tourism operators to improve the quality of the visitor experience</p> <p>Assist with the development of marketing plans for cluster organisations & new tourism products</p> <p>Encourage operator collaboration & networking</p> <p>Partner with i-SITE NZ and HW Regions' i-SITES to pilot the development of a I-SITE / RTO Charter of Engagement</p> <p>Explore the potential for a product development focus to support high growth / value specialist sectors</p>	<p>Product development</p> <ul style="list-style-type: none"> • Support and information provided for new and existing concepts <p>Industry development</p> <ul style="list-style-type: none"> • Tourism conference • Tourism symposium • BA5 functions <p>Industry communications</p> <ul style="list-style-type: none"> • Hamiltonwaikato.com/industry • Industry newsletters <p>Pilot Charter between i-SITE network and HWT</p> <ul style="list-style-type: none"> • Partnership with Tourism New Zealand, i-SITES owners and managers <p>Plan for high growth / value sectors developed</p>	<p>Tourism conference held (April/May)</p> <p>Tourism symposium held (Nov)</p> <p>4 industry newsletters</p> <p>4 BA5 functions held</p> <p>Website up-to-date with relevant information</p> <p>Product development support provided</p> <p>i-SITE / RTO Charter successfully completed</p>

STAKEHOLDER RELATIONSHIPS & REPORTING		
Key Objectives	Deliverables	Key Performance Indicators
<p>Maintain strong partnerships with local government</p> <p>Raise the profile and awareness of the value of tourism as a key contributor to the region's economy</p> <p>HWT is recognised and valued as a high performing & lead organisation within the tourism industry and wider community</p> <p>Develop & implement business partnership programmes that are supported by the tourism industry</p> <p>Represent the region's interests at national level through events, forums and organisations</p> <p>Represent the tourism sector at key business functions and networking opportunities across the region</p>	<p>Production of key documentation for stakeholders:</p> <ul style="list-style-type: none"> • Statement of Intent • Service Level Agreement • Business & Marketing Plan <p>Reporting to stakeholders:</p> <ul style="list-style-type: none"> • Funding Councils – six month & yearly • Hamilton International Airport (parent company) – monthly, six monthly, yearly • Industry – six monthly • Council Representative Committee meetings (bi-annually) • Industry Advisory Group meetings (quarterly) • Production of Annual Report (WRAL) <p>Business Partnership Programme (July) Campaigns & activities for operator buy-in</p> <p>Bi-annual meetings with i-SITE network – explore joint opportunities and activities</p> <p>Regional Representation at national level</p> <ul style="list-style-type: none"> • Regional Tourism Organisation of New Zealand (Trustee) • Explore Central North Island (Chair) • Tourism Industry Association of New Zealand • Tourism New Zealand • Ministry of Business, Innovation and Enterprise <p>General representation across region</p>	<p>Retain Local Government funding of \$810,000</p> <p>Industry funding of \$320,000</p> <p>Required documentation and reports produced & approved</p> <p>2 Council Representative meetings held</p> <p>3 Industry Advisory Group meetings held</p> <p>Representation on national forums / organisations</p> <p>Representation of tourism sector in wider community / business forums across region</p>

Document No: 347868

File No: 092/015A

Report To: Council**Meeting Date:** 29 October 2014**Subject: Adoption of Strategies - Community Development Strategy and Waitomo District Library Services**

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the draft reviewed 2015-2018 Community Development Strategy (CDS) and draft reviewed Waitomo District Library Strategy 2015-2018 (WDLS) for adoption.

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 Community Development Strategy (CDS)

- 3.2 Council adopted the original CDS on the 18 June 2008. Due to the absence of a Regional Tourism Organisation (RTO) operating in the Waikato at the time, and the need to promote the Waitomo District as a tourist destination, the 2008 CDS focused significant resource to the Regional Tourism activity.
- 3.3 The Hamilton and Waikato RTO (HWRTO) project began to take shape in early 2010 providing Council with an opportunity to re-evaluate its future Regional Tourism direction.
- 3.4 The 2010 CDS recommended a new strategic direction for the Community Development Activity; it recognised the impending establishment of the Hamilton and Waikato RTO (HWRTO) and shifted the resource focus from Regional Tourism to Community Support to ensure the achievement of the outcomes Council wished to achieve.
- 3.5 Council through its 2011 Annual Plan process confirmed its intent to collaborate with the HWRTO to provide Regional Tourism support to the District negating a duplication of work by WDC.
- 3.6 In August 2011 Council adopted a new Vision which included a greater emphasis on Community Development and the establishment of strong, sustainable partnerships with key community stakeholders.

3.7 The CDS 2011 reflected a scope that encouraged Council and community involvement in initiatives that improved social, cultural, economic and environmental aspects of everyday life.

3.8 Waitomo District Library Strategic Plan (WDLS)

3.9 In 2008, as a precursor to the development of the 2009-2019 LTP the Waitomo District Library Strategic Plan was developed to inform the strategic basis for the provision of library services by Council moving forward.

3.10 This Strategy was adopted by Council in December 2008.

2.11 This period had experienced a significant shift in the way public library services were delivered and a change in the services that people expected from their local library. Libraries were no longer considered as a repository for books and multimedia, they were also considered as social meeting places.

2.12 In 2011, the Library Strategic Plan was reviewed as a pre-cursor to the development of the 2012-2022 LTP. The 3 key drivers taken into account when developing the Strategy were the emergence of value networks, changes in reading behaviours and the Internet.

2.13 2014 Review of Strategies

2.14 Council considered the draft reviewed 2015-2018 Community Development Strategy and draft reviewed 2015-2018 Waitomo District Library Strategy at the 16 October 2014 Council workshop.

<h2>Commentary</h2>

4.1 In response to feedback received at the 16 October 2014 Council Workshop the following amendments have been made to the Te Kuiti i-SITE Visitor Information Centre section of the Community Development Strategy 2015 - 2018. Amendments are identified in red font.

- The goal 'Promoting the Waitomo District as a place to live, work and play has been added.
- A section in regard to Promotion has been included.
- The section titled 'The Waitomo Destination' has been renamed 'Location Advantage'.
- An initiative has been included under The 'Hub' Concept to include a review of the effectiveness of a multi function / multi purpose facility and service delivery.

Suggested Resolutions

1. The business paper on Adoption of Strategies - Community Development Strategy and Waitomo District Library Services be received.
2. The draft reviewed 2015-2018 Community Development Strategy and draft reviewed 2015-2018 Waitomo District Library be adopted.



HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

October 2014

Attachment: 1 draft reviewed 2015-2018 Community Development Strategy and
draft reviewed 2015-2018 Waitomo District Library Strategy



**Draft Waitomo District
Community Development
Strategy
2015-2018**

DRAFT

Document No	346491v1
Last Reviewed	October 2011
Reviewed Policy Adopted	
Next Review Date	August 2018

Background

Waitomo District Council recognises the importance of a proud and capable community being involved in Community Development, and the significant contribution organisations like community groups, voluntary groups, Maori, commercial operators and business owners make to the wellbeing of the District.

Groups such as these contribute in different ways and they help to build a strong district identity. Through a partnership approach both community and Council can achieve more together than they can alone.

The Local Government Act 2002 (the Act) requires local authorities to assist and promote opportunities for public participation in local decision-making and to promote the social, economic, environmental and cultural well being of communities in a sustainable manner.

The Act introduces an empowering framework to enable local authorities in collaboration with other organisations, including Central Government, Iwi and Community Organisations, to promote or achieve their desired outcomes and priorities and make efficient use of local resources to meet local needs.

The Community Development group provides a dedicated resource for collaborating with the community across the elements of wellbeing.

Our Vision

Create a better future with vibrant communities and thriving business by further developing community engagement, community connectivity, assist with the creation of economic opportunities and support stakeholder relationships.

Our Mission

Our mission is to be actively involved in 'helping the community to help itself'. Community Development activities represent a group of collaborative and partnership approaches and initiatives involving many agencies and organisations. These activities involve a common theme of promoting a better quality of life and a better living environment within the District.

The Role of Community Development

Community Development values people first. It builds strong communities by utilising local skills, knowledge and experience in decision making to improve quality of life.

The strategy is a positioning document. It identifies the community's vision and expectations in relation to the relevant levels of services and provides a framework for Council to work within to schedule and prioritise this work.

This Community Development Strategy encompasses a wide range of activities that encourage Council and community involvement in initiatives that improve social, cultural, economic and environmental aspects of everyday life.

To identify the community's vision and expectations, in relation to the relevant levels of service and provides a framework for Council to work within to schedule and prioritise this work.

Community Outcomes

Vibrant Communities

CO1 A place where the multicultural values of all its people and, in particular, Maori heritage and culture is recognised and valued.

CO2 A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our District.

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

CO4 A place where young people feel valued and have opportunities for input into the decisions for the District.

CO5 A place where we preserve the natural environment for future generations, ensuring that natural resources are used in a sustainable manner.

Prosperous District or Thriving Business

CO6 A place that attracts more people who want to live, work and play, and raise a family.

CO7 A place where wealth and employment are created through local businesses and tourism opportunities and facilities are developed, facilitated and encouraged.

Effective Leadership

CO8 A place where the development of partnerships for the delivery of programmes and services is encouraged and pursued.

CO9 A place where the governance actively seeks to participate and take a leadership role in regional and national initiatives aimed at the development of the District.

Sustainable Infrastructure

CO10 A place that provides safe, reliable and well managed infrastructure which meets the District community needs and supports maintenance of public health, provision of good connectivity and development of the District.

Community Support

Community Support seeks to improve social outcomes within the Waitomo District by working closely with the community.

The Community Support Goals are to:

- ***Create a better quality of life for our community.***
- ***Create a better living environment for our community through community safety and appropriate infrastructure.***
- ***Encourage active engagement by improving communication and trust between Council and our community.***
- ***Help local groups with local opportunities and solutions.***

In order to achieve these goals, the Community Development Team must engage proactively with the community on a number of initiatives.

Community Development Fund

Assistance provided to the community through a fund supporting Community Development, targeted at supporting community groups who provide services and activities that benefit local residents.

- *Facilitate projects to create pride and self-image of residents.*
- *Provide funding assistance as per the Community Development Fund Policy.*



Benneydale Community Mosaic Wall

Information Provider

Accurate information is critical to the development of community organisations and their activities. Information resources can support community groups and individuals that have a passion to make a difference in the district.

- *Use information as a tool to help develop community organisations and their activities.*
- *Provision of community information identifies the value and importance that Council sees in community cooperation and cohesion.*
- *Support local initiatives that address local needs and aspirations, by providing information and advice.*

Community Events

Community events foster a positive community image. Council is currently involved in providing events that are interrelated with the District Promotion activity.

- *Focus the community on key community projects.*
- *Facilitate community projects to create pride and self-image of residents.*
- *Support community events managed by local organisations.*
- *Support and participate in World War One Centenary Commemorations to be held 2014-2018*

Community Health

Council involvement in community groups, committees, and working parties that participate in finding solutions to issues that impact on the well-being and health of the local community is important. Staff and elected representatives can offer expertise by actively participating in groups that address health issues.

- *Advocate that health services meet the needs of the community.*
- *Ensure a minimum range of health provider services remain available inside the District.*
- *Promote and support public health education programmes.*
- *Recognise the importance of Maori health networks within the community.*

Education Liaison

An educated community widens life's options and increases a communities' capacity to earn and enjoy life. Through the adoption of a facilitative approach, Council has the opportunity to ensure that community education skill and capability objectives are achieved through local education providers.

- *Support education initiatives through building relationships with key education providers.*
- *Ensure skills and education objectives are achieved within the community.*
- *Promote public commitment to education.*

Maori Liaison

By strengthening relationships and establishing formal partnerships with local Iwi, Council can actively support Maori contribution to the Local Government decision-making processes. Through the utilisation of tangata whenua knowledge of sustainability and protocol, Council will enhance its opportunity to foster the four areas of wellbeing within the community.

- *Provide regular consultation with Maori on community issues through local Iwi.*
- *Actively fostering positive working relationships with Maniapoto and supporting Maori well-being initiatives with whanau, hapu and Iwi in the Waitomo District.*

Central Government Agency Liaison

Communities depend on the activities of Government both politically and administratively. To maintain equity with the rest of New Zealand our community requires the opportunity to access government services locally. Many Council's approach this by advocating on a communities behalf over services and service issues, and in some cases operating agency services.

- *Services that the community requires are accessible.*
- *Provide access on behalf of Central Government agencies.*
- *Assess any other community needs as they arise.*

Safer Communities

Communities depend on networking groups that are well supported and focused on supporting community safety initiatives targeting crime reduction and improving the co-ordination of services.

- *Ensure community safety issues are addressed in a collaborative manner.*
- *Promote, provide and protect individual and community safety.*
- *Liaise with Police and other key organisations on an as required basis (e.g. working parties, or working forums with community members).*
- *Continue the ongoing provision and maintenance of the CCTV system.*

Youth Liaison and Participation

Youth Development and Liaison is about supporting and encouraging the healthy development of young people within our community and assisting them in the development of the skills and attitudes they need to take a positive part in society, now and in the future. This can be achieved through working with organisations and individuals to ensure they have the skills to work alongside young people.

- *Enhancing and encouraging youth participation in all aspects of community life.*
- *Continued provision and support of the Waitomo District Youth Council.*
- *Establish youth liaison and participation avenues.*
- *Provide on going support and liaison with youth service providers (e.g. Te Kuiti Youth Action Plan) within the district.*
- *Work with training providers to ensure relevant training opportunities are available.*



Skate Park Youth Event 2014

Participation in Recreational Sport

Council has the ability to foster and support participation in sports and active living. Through financial support Council can contribute to increasing the number of people taking part in sport, help strengthen the infrastructure of sport.

- *Support programmes based on healthy active living.*
- *Collaboration with key stakeholders.*

Care for the Elderly

New Zealand has an increasing ageing population. Over the next 50 years, the rate of population growth within New Zealand will gradually slow. Currently 13.5% of Te Kuiti's population is over 65 years of age. With the population of older people set to increase, the demand for accessible, affordable and appropriate services will increase.

- *Continue to work with key stakeholders to promote, provide or invest in care of the elderly.*
- *Investigate opportunities to ensure there are sufficient facilities to cater for the needs of the elderly.*

Culture and Heritage

Museums, galleries, libraries and other heritage centres are the "front porch" of the community. Welcoming visitors, giving them an overview of what's special and unique about a place. They display aspects of the history of a place, person, and cultural tradition and encourage people to think differently about their relationship to others, or to the world.

- *Support and promote the provision of local museums and galleries.*
- *Provide a District Library service to Waitomo Residents.*



Historical Society Railway Cottage

Sister City Relations

Council's Sister-City relationship is with Tatsuno, in the Nagano Province, Japan.

The concept of Sister Cities is to increase global co-operation at a local level. The aim is to foster international understanding and friendship, to encourage community exchange of education, culture and sport, and to promote, where possible, tourism and trade.

- *Council will foster and promote its Sister City relationship.*



Waitomo Delegation Visit – Tatsuno 2013



Tatsuno Visit 2014

Encourage Community Exchange

Education, Culture and Sport

Promote Tourism and Trade

Tourism Development and District Promotion

Tourism is a partnership between central government, local government and the visitor industry.

The Tourism Development and District Promotion Goals that underpin Waitomo District Councils Community Development activity are to:

- ***Recognise that economic, social, cultural and environmental outcomes must be mutually reinforcing.***
- ***Maintain a high quality environment***
- ***Recognise the District's dependence on tourism, primary production and utilisation of the landscape and culture, as visitor attractions***
- ***Provide an excellent visitor experience to those travelling to our district***
- ***Make smart strategic decisions to support Regional Tourism outcomes within our District***
- ***Grow the economy through visitor spend in our District***

In order to achieve these goals we must engage proactively with the community, our strategic partners and key stakeholders to support local initiatives that promote the Waitomo District as a place to live, work and play.

Cultural and Environmental Tourism

2014 saw the release of Tourism 2025 which provides a strategic framework to significantly grow New Zealand's visitor economy over the next ten years. To achieve this goal it is recognised there will be a need to work collaboratively to improve New Zealand's competitiveness and grow value together.

Council has committed to a strategic partnership with six neighbouring Councils for the provision of regional tourism services via the Hamilton and Waikato Regional Tourism Organisation.

The role of Hamilton and Waikato Tourism (HWT) is to provide leadership and coordination for the region's visitor sector across multiple territorial local authority boundaries. HWT is also responsible for the region's visitor attraction strategies, targeting domestic and business tourism markets, and to provide information to assist product development and destination management opportunities.

Cultural and environmental tourism denotes many different types of experiences.

It involves learning about different cultures and includes such things as; natural wonders, physical outdoor activities, wildlife activities, learning about the way of life of people from a different culture, experiencing a country's local cuisine, sites that are important to a country's history, sites that are important to a country's indigenous people, historic buildings, local art trails and exhibitions of national history.

- *Through partnership with the Hamilton and Waikato RTO, promote sustainable visitation to the District.*
- *Partner with major stakeholders of the district to promote the Waitomo District.*
- *Partner with major stakeholders of the region to promote the Waitomo District.*
- *Encourage and support collaboration, networking and joint development initiatives.*
- *At a local level, work closely with key stakeholders to assist in the ongoing management and development of the Pureora Timber Trail.*

Regional Tourism

Tourism at a regional level is about promotion of a "region" as a tourism destination and not as specific districts or specific areas within that region.

Promotion at a regional level targets growth of the domestic and international visitor expenditure in the region.

- *Continue to support and undertake regional tourism activity via the Hamilton and Waikato RTO.*
- *Support implementation of the ten year Visitor Strategy for the Hamilton and Waikato Region.*



Pureora Timber Trail

District Promotion

Waitomo has a major tourist attraction in its district, the Waitomo Caves area. While the potential of the Caves and surrounding activities continue to develop, there are many unique activities and experiences for tourists throughout the District.

The Timber Trail located in the Pureora Forest Park follows old tramlines and specially designed tracks to provide a unique bike ride through 83km of ancient forests.

Further attractions such as Hairy Feet in Piopio where the troll and campfire scenes in 'The Hobbit: An Unexpected Journey' were filmed help to showcase the beauty and diversity of the District's product offering.

District promotion is often about branding and the promotion of that brand to the target audiences. It also includes a range of promotional material such as brochures, signage, and website information, and ensuring wide distribution of this material.

- *Through partnership with the Hamilton and Waikato RTO promote and inform visitors to the District.*

- *Work closely with key stakeholders on joint initiatives and promotional programmes.*
- *In conjunction with the Hamilton and Waikato RTO and key stakeholders develop a local promotion plan to determine and define effective methods of promoting the District and its communities.*

Events

Events are often used as a marketing tool to create additional awareness of a destination. Events, when successful, also generate significant economic benefits for a town/city.

Policies and objectives for events are essential to ensure the most cost effective use of ratepayer funds. Event Management Plans and Safety Plans are also essential planning documents that support the provision of a successful event.

Over a number of years Waitomo District Council has developed two key events, the Great NZ Muster and the Waitomo District Christmas Parade. Each year these events develop and the Great NZ Muster is now an iconic kiwi event.

- *Continue to hold regular events to promote our District.*
- *Investigate opportunities for increased partnership.*
- *Build community moral, promote involvement and maximise the impact of events.*



The Great NZ Muster

Te Kuiti i-SITE Visitor Information Centre

There are over 140 Visitor Centres in New Zealand, of which 79 operate under the i-SITE branded network.

The Te Kuiti i-SITE is a member of the New Zealand i-SITE network. The i-SITE prides itself on providing a free, friendly and objective information service to visitors and the local Waitomo District community. Information covers attractions, accommodation, upcoming events, sightseeing and transport options available in the Waitomo District and beyond.

The i-SITE also plays a key role in the promotion of Te Kuiti, the community and the Waitomo District.

The goals of the Te Kuiti i-SITE Visitor Information Centre are to provide:

- ***A vibrant and customer focused information service that welcomes, informs and entertains the resident of, and visitors to the Waitomo District***
- ***Skilled staff, trained to answer questions, give impartial advice and share information about what makes the District special with visitors and locals alike***
- ***Flexibility and choice by also providing a range of WDC Customer Services***
- ***Promoting the Waitomo District as a place to live, work and play***

The Role of the i-SITE

Successful tourism is heavily dependant on readily accessible information.

i-SITE Visitor Centres are the front door to New Zealand's unique offerings and experiences, for all visitors need to know about what to see, where to go and how to get there.

Visitors may browse and study brochures and maps in their own time. They can plan a day's activities or a whole holiday.

Many centres also have Wi-Fi and some have cafes inside or nearby so visitors can sit and relax, digesting the information they've obtained, or email friends and family back home.

Visitors place great importance on face to face communication, and value the ability to chat directly with visitor centre staff who can offer a wealth of local knowledge.

With numerous activities to do and sights to see, i-SITE Visitor Centres provide a welcome environment.



Te Kuiti i-SITE

i-SITE's also offer a platform for local operators and service providers to promote and sell their businesses and for communities and regions to promote local events and public amenities.

Challenges

The following are considered to be the key issues and challenges presently facing the Te Kuiti i-SITE Visitor Information Centre:

- *Emerging technologies*
- *Decline in visitor and commission bookings*
- *The global economy*
- *Changes in tourist and travel behaviours*
- *Funding capacity*

These challenges are kept front of mind when identifying key initiatives for the ongoing delivery of the i-SITE services.

Information Services

Visitor Centres are the first point of reference for visitors arriving at a destination. There sense of welcome and visual presentation helps to develop their sense of affinity to a destination.

A visit to an i-SITE should always deliver things you require, including excellent service by a knowledgeable and friendly team, but an increasing number of people look to i-SITE staff for recommendations and information about "local secrets" or "hidden treasures".

Visitors want to be surprised or exposed to things they did not expect and make the place they are visiting unique.

- *Promote the range of activities and attractions within the Waitomo District.*
- *Provide high quality information about the District and its tourism amenities, products and services.*
- *Support local business with local knowledge*
- *Promote the Waitomo District as a place to live, work and play.*

Booking Facilities

i-SITE's provide a range of booking services for visitors and the local community including accommodation, attractions and activity bookings.

Most visitor centres also act as a booking agent for public transport operators. This service is primarily used by the local community especially those that do not want to, or are unable to use internet or phone booking services.

Today's traveller is relying on formal travel bookings processes less and less. Travellers are more technologically aware and confident in researching and booking travel options online.

To remain relevant, i-SITE's need to adapt to accommodate this type of service delivery, ensuring that the information they provide online is relevant and current as that displayed within the i-SITE.

- *Position the i-SITE as a primary source of knowledge and booking assistance.*
- *Enhance visitor satisfaction and spend*



Awakino Heads

Staff Capacity and Capability

The skill-set required over the next 10 years is different to the last 10 years which tended to rely on people who simply responded passively to information requests.

i-SITE staff will increasingly need excellent sales skills and ability to use fast changing desktop and mobile systems and social media tools. This has to be balanced with maturity, the ability to engage with people of various cultures and superior local knowledge.

- *Ongoing staff training and development*
- *Customer focused, Customer aware*

Community Engagement

The Te Kuiti i-SITE assists community groups and organisations by displaying pamphlets and maintaining a community database. The i-SITE also helps with promoting and selling tickets for fundraising events or programmes these organisations run.

- *Continue to promote community events via a range of media (notice boards and social media posts)*



Te Kuiti i-SITE Facebook Page

Collaboration

With a small rating base the effective use of limited resources is not an option for the Te Kuiti Visitor Information Centre, it is a necessity.

Working with, and extending the networks that the Te Kuiti i-SITE forms part of, will assist staff with streamlining and improving services to our community and its visitors.

- *Develop partnerships with key stakeholders and community organisations*
- *Share common resources with Waitomo i-SITE and neighbouring i-SITES*
- *Support the principles of the Hamilton & Waikato RTO Visitor Centre Charter of Engagement*

Location Advantage

Waitomo has an iconic NZ tourist destination being the Waitomo Caves. Traditionally, tourists have visited the Caves as part of a day-trip, and then moved onto their next destination.

The development of the Timber Trail has introduced a new product offering for visitors and the local community.

The Te Kuiti i-SITE is strategically located between these two major tourist attractions. Opportunities exist for the Te Kuiti i-SITE to be the gateway of information and booking services for visitors experiencing **the Districts Attractions**.

- *Investigate opportunities to realise the potential of gateway services.*
- *Through partnership with Hamilton and Waikato RTO promote and inform visitors to the District.*

Promotion

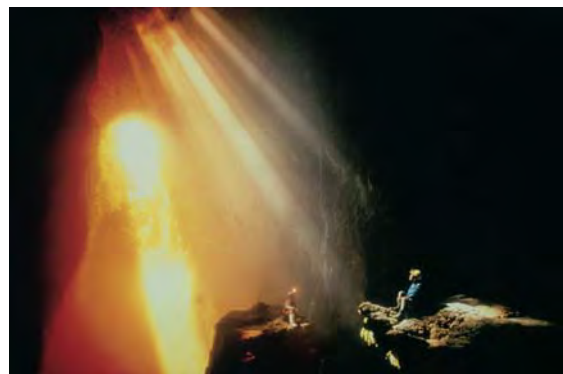
The i-SITE plays a key role in promoting the Waitomo District to visitors and the local community.

Successful promotion of our District to a variety of audiences is key to ensuring long term prosperity.

Outside perceptions have a significant influent on people considering coming to the District, be it to work, live or play.

The i-SITE works with operators to promote the District as a unique destination that offers a unforgettable experience.

- *Partnership with HWT and the Waitomo Caves i-SITE to promote the Waitomo District/*
- *Work closely with businesses and tourism operators on promotional programmes and initiatives.*
- *Continue to promote the District via a range of media.*



The Lost World, Waitomo

The 'Hub' Concept

The Te Kuiti i-SITE fulfils an important function in the town, supporting both visitors and the local community with a range of products and services, information and advice.

From both a Council and community perspective, it is desirable for i-SITE services to be multi purpose. By delivering this type of facility to the community Council provides visitors and the community an excellent source of information, emphasising the synergies between i-SITE services and community services.

Council is revitalising the Te Kuiti Railway buildings to create a vibrant Hub in the centre of Te Kuiti. Council considers that the central hub will promote the culture and history of the community and instil a sense of pride for the township and district as a whole.

The core theme is to have a central space where the community can connect in various ways. It is envisaged that the 'Community

Spaces' will be multi-purpose / multi-function facilities catering to a variety of users. The facilities will provide for a range of activities including - meeting rooms, local exhibitions, a workshop environment, educational opportunities, arts and crafts, etc. The scope will be defined within community use, community benefit and community well-being.

The creation of this space will provide a shared facility and resources for community groups and organisations within the Waitomo District. It is proposed the management and oversight of the 'Community Space' will be provided by i-SITE staff.

- *A modern and welcoming customer environment*
- *Technology solutions that meet the needs of today's customer*
- *Multi-function / multi-purpose facility providing i-SITE and WDC customer service functions*
- *Review effectiveness of multi-function / multi purpose facility to inform ongoing service delivery.*



Waitomo District: Key Facts

Name **Waitomo** 'Wai' which translates as water and 'tomo' which means entrance or hole. Waitomo can be translated as the 'stream which flows into the hole in the ground'.

Area 336,357 hectares

Population	2006	2013
Census	9,441	8,907
Maori Population	35%	41.8%

Age Statistics	2006	2013
Median Age	35	38
Median Age of Maori	25	26
15 years and under	26%	24%
Maori aged 15 years and under	34%	33%
65 years and over	11%	14%
Maori aged 65 years and over	6%	7%

Household	2006	2013
Occupied (usually resident)	3,471	3,423
Unoccupied (holiday homes)	729	840
Access to internet	43%	60%
Access to Cell Phone	62%	70%

Workforce	2006	2013
Unemployment (15 years and over)	3.1%	6%
Unemployment (Maori)	10.1%	11.8
Median Income	\$23,000	\$25,700



Draft Waitomo District Library Strategy

2015-2018

DRAFT

DRAFT

Document No	346240v1
Last Reviewed	October 2011
Reviewed Policy Adopted	
Next Review Date	August 2018

Introduction

Public libraries provide connections to knowledge, ideas and works of the imagination, anytime, anywhere, enabling individuals to turn knowledge into value, participate as citizens and strengthen their communities.

They instil and encourage the joy of reading for pleasure, recreation, discovery and lifelong learning, and develop and provide innovative services and rich content to meet the needs of users in the digital age.

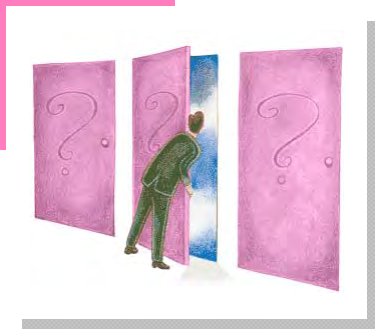
Libraries are vibrant places of inspiration, debate and social interaction. They will continue to collect, create and be the repositories of recorded knowledge and information about our cultural heritage.

Public libraries play a major role in the development of socially cohesive, informed and inclusive communities.

Partnering with other educational and cultural groups, they help to benefit and strengthen those communities.

Public Libraries of New Zealand, Strategic Framework 2012-2017

*Public Libraries
are the heart of
communities
and can open
doors for
enquiring
minds.*



Our Vision

A customer focused and vibrant library service that informs, inspires and entertains the residents of Waitomo District.

Our Mission

Waitomo District Library services exist to provide high quality library services that meet the needs of the district's communities and to contribute to the recreational, educational and information needs of the residents and visitors of the Waitomo District.

Roles of the Library Today

Public libraries sit at the heart of their communities. They help create a sense of belonging and they respond to the needs of the people who use them. They celebrate cultural diversity, and they help promote understanding between different cultural groups.

Public libraries provide opportunities for lifelong learning. They help children and young people develop imagination and creativity, they give adults the opportunity to learn about their cultural heritage, about the arts, science and technology.

A visit to the Library should always deliver things you require, but arguably, it should also sometimes surprise or expose you to things you did not expect, because surprise is the universal foundation of learning, innovation and growth.

Public Libraries of New Zealand Strategic Framework 2012–2017 describes the key roles of libraries today as:

- *Collecting, curating and providing access to knowledge, ideas and works of the imagination*
- *Fostering the joy of reading and supporting the development of literacy in all its forms*
- *Enabling independent lifelong learning, research and innovation*
- *Providing community based services for all, in places that are at the heart of the community*
- *Collecting, creating and making available local content and history*

These roles continue to be highly relevant. Given the trends we are seeing in library use, library services need to achieve a greater level of integration with the community. Welcoming the community into the library space, we can, and must, go out to perform our role in community spaces. Delivery of our roles in community spaces as well as in our library spaces will assure our continued relevance.

We will develop the library's vision in the following areas:

- Engage the Community
- Enable On-Line access to the Digital World
- Spark Creativity
- Focus on Added Value
- Collect, Create and make available Local History

The Community Development Activity Management Plan will define how we achieve these goals.

Waitomo District Library

The Waitomo District Library service consists of the Waitomo District Library located in Te Kuiti, a Council-supported community service that operates from the Piopio High School Library and small rotating collections of books held in Community Halls at Awakino, Mokau and Benneydale.

Waitomo District Library was established in 1906 and celebrated its centenary in 2006. The Library is located on Taupiri Street and has been located in this building for approximately 27 years.

The Library provides a range of community focused services and tools. These include:

- *Books for information and recreation*
- *Reading group/book club*
- *Holiday Programmes for children*
- *Programmes for pre-school children*
- *Magazines*
- *CDs and DVDs*
- *WiFi*
- *Electronic Devices*
- *APNK Network*
- *Photocopying and Faxing*
- *Database access*
- *Genealogy*
- *Electronic Resources*
- *Outreach Homebound Service*
- *Book by Mail*

The ability of a library to provide these things is the very thing that maintains their relevance today.

Technology has definitely changed, but by making knowledge and ideas conveniently available to Waitomo District residents, we:

- Support formal and informal learning and enrich the cultural life of the District
- Contribute to economic and social development
- Assist library members to become active participants in a collaborative knowledge community
- Reduce total community costs of accessing knowledge and information

Change in philosophy around the delivery of library services

Past

Conservative
Warehouse
Quiet places
Exclusive
About books
Insular

Future

Visionary
Community Hub
Vibrant places
Empowering the community
Information in all formats
Technology savvy

Challenges

Our customers' needs and our community's needs are changing. We must adapt our services to accommodate these needs.

We must also recognise that our customer groups are changing as well and the way we interact with these groups needs to change. Providing a relevant service is vital to our success.

We face some key challenges and our response to these challenges is important:

- The changing needs of our customers.
- Balance of products and service delivery.
- Skill development of staff in order to keep pace with emerging technologies and advancements.
- Meeting the needs of differing generations.
- Community involvement in local history / Kete.
- Floor space.
- Emerging technologies.
- Increased emphasis on ICT and the poor connectivity within our District.

Our staff is dedicated to providing excellent customer service. However, social and technological change, coupled with a challenging economic environment mean that we must adapt our approach to fit the changing needs of our users and our stakeholders.

We need to diversify the skill base of staff to reflect these never ending changes.



Te Kuiti Borough Council and Coronation Library 1912



Te Kuiti Library Today

Engage the Community

Goal: Promote the library as a key community facility – welcoming, relevant and an innovative environment.

The Council's strategic direction is pointed towards creating a community that people want to live, work and play in.

Working collaboratively with key stakeholders, community groups and individuals enables the library to leverage its limited resources to achieve outcomes that can not be achieved alone.

Key Initiatives

- Create opportunities for community connection.
- Develop a strong partnership with local preschools and schools, including curriculum support, services for youth, complementary collections and a program of regular school visits.
- Build strong partnerships with local Iwi, historical and genealogical societies and develop a programme for the collection of our districts stories.
- Provide whakapapa and family history, research facilities and archives.
- Continue involvement with Aotearoa Peoples' Network Kaharoa (APNK), actively update and maintain the Kete (digital community repository) offered as part of this partnership.
- Provide a range of programmes that are designed to make reading fun and support lifelong learning.

Libraries are the cornerstone of education.

Enable Online Access to the Digital World

Goal: Discover, access, create and share digital content.

Developments in information and communication technology (ICT) are responsible for the rapid changes in the way we live and organise our lives.

Social media such as Facebook and Twitter, are not only personal online spaces, but are increasingly being used as a means of learning, organisational communication and marketing and is changing the way we interact with our world and other people.

However, access to ICT is not equal and some parts of our community do not have access to a computer. The provision of ICT resources enables people to access content and resources that are digitally available, fulfilling the library's purpose to provide access to information and support for lifelong learning.

Key Initiatives

- Continue to provide free access to the internet via the Aotearoa People's Network Kaharoa (APNK)
- Provide opportunities for people to develop digital literacy skills.
- Introduce a range of virtual services to enhance the customers' library experience.
- Continue to develop the Library's online presence.
- On-Line Catalogue



The digital world offers libraries the opportunity to think globally, act nationally and deliver locally.

Spark Creativity

Goal: Foster creativity, innovation and learning.

People are inspired by what they see, hear, think and experience.

Creative and vibrant space invites endless possibilities for engaging the imagination.

Development requires innovation, which in turn demands knowledge, imagination and diversity.

The library can contribute to this by improving access to information and ideas through creative collection building and by providing enhanced internet access.

Key Initiatives

- Actively create vibrancy and inspiration by offering the opportunities to experience imaginative ideas and works.
- Implement user participation in content creation, development and selection decision-making.
- Refine and vitalise content creation, development and selection practices to meet the needs of a broad range of users, to ensure continuing relevance of the library's content resources.

Libraries

store the energy that fuels the imagination.

They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life.

Author: Sidney
Sheldon



Library Craft Day

Focus on Added Value

Goal: Strengthen Customer Relationships

With limited resources and a strong community mandate to building customer relationships, the Library needs to concentrate on making the best use of its skills and strengths.

The Library staff will focus on increased levels of customer service, readers advisory and user education.

Key Initiatives

- Provide attractive and relevant collections that meet the needs of the community.
- Provide areas within the Library to serve the differing needs of our customers.
- Being a customer-led organisation by collaborating with and reflecting the needs of the Waitomo community.
- Reduce barriers to customer use and enjoyment of the facility, services and products.
- Benchmark against LIANZA and ALPM standards.
- Investigate and support collaborative opportunities with other libraries to provide efficiency gains.

A library
outranks any other
one thing a
community can do
to benefit its
people.

It is a never failing
spring in the desert.



Collect, Create and make available Local History

Goal: Collect, preserve and provide material that embodies our local history.

Public libraries continue to play a role in collecting and preserving the documentary heritage of the district.

This is an area of unique value for public libraries by ensuring local content is created, collected, kept safe for the longer term and made accessible to the world.

Knowledge of community history and local stories can make a significant contribution to the development of strong and cohesive communities.

Kete King Country is a joint project between Otorohanga District Library and Waitomo District Library to digitally gather and share the stories of the Otorohanga and Waitomo Districts (<http://ketekingcountry.peoplesnetworknz.info/>).

Kete King Country aims to get privately owned papers and photographs out from under beds and sitting alongside public archive and photograph collections.

**Without
libraries what
have we?**

**We have no past
and no future.**

Key Initiatives

- Collaborate with the local historical society, museum and / or genealogical society who can assist with content creation.
- Allocation of human resource for digitisation of records in the repository 'Kete' for the access and archiving of local content.
- Promoting the ability for user-contributed information.



Rora Street Te Kuiti 1912

Key Statistics

Figure 1 : Book Issues

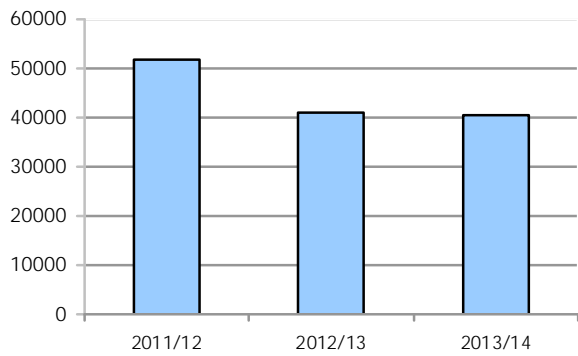


Figure 4 : E Books Issues

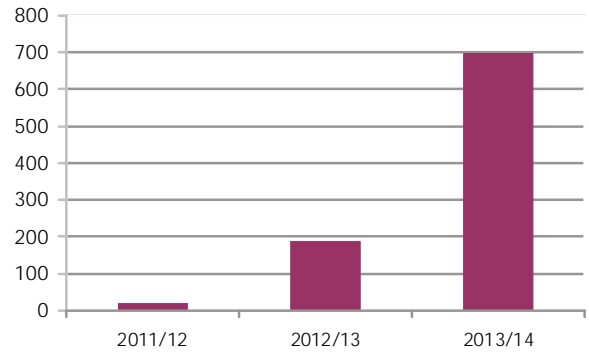


Figure 2 : Library Visitors

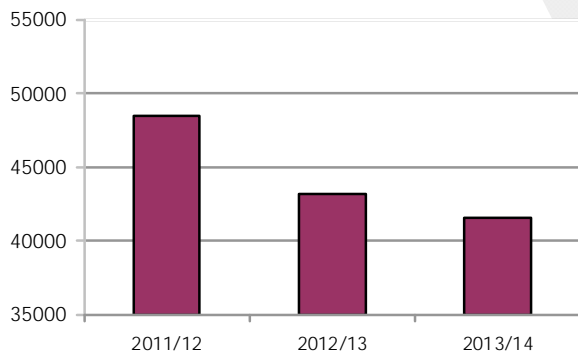


Figure 5 : WiFi Connections

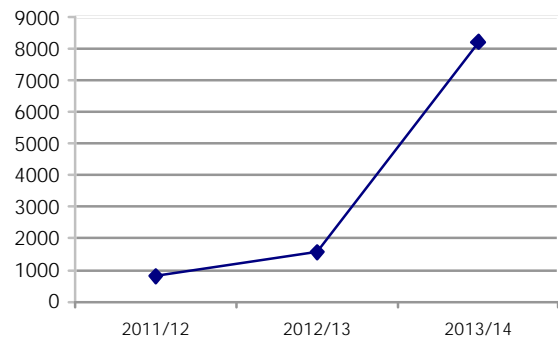
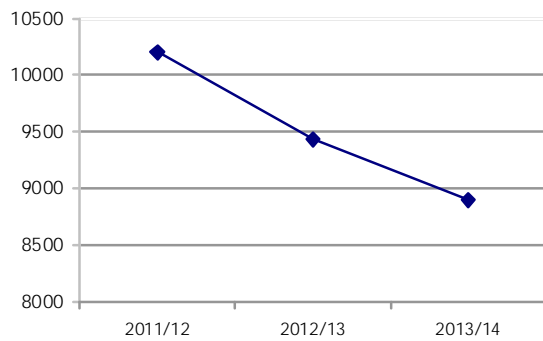


Figure 3 : APNK Users



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Unemployment (15 years and over)	3.1%	6%
Unemployment (Maori)	10.1%	11.8
Median Income	\$23,000	\$25,700

Report To: Council**Meeting Date:** 29 October 2014**Subject:** **Psychoactive Substances Policy****Purpose of Report**

- 1.1 The purpose of this business paper is to seek guidance from Council in relation to the development of a Psychoactive Substances Policy.

Local Government Act S.11A Considerations

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

Background

- 3.1 The Psychoactive Substances Act 2013 (the Act) commenced on 18 July 2013. The Act regulates the importation, manufacture and supply of psychoactive substances which are the active ingredients in 'legal highs, party pills, energy pills and herbal highs.
- 3.2 The purpose of the Act is to regulate the availability of psychoactive substances in New Zealand to protect the health of and minimise harm to individuals who use psychoactive substances.
- 3.3 The Act also established a new licensing system for psychoactive substances and persons who wish to manufacture or retail such products.
- 3.4 A new Psychoactive Substances Regulatory Authority has been established within the Ministry of Health to consider applications and decide whether to grant or refuse such licences. Council does not grant licences or enforce licence conditions.
- 3.5 The Act prohibits the sale of approved psychoactive substances from certain types of premises such as dairies, convenience stores, grocery stores, supermarkets, service stations and premises where alcohol is sold or supplied.
- 3.6 Under the Act a Council can in consultation with its community create a policy that restricts the geographical location where psychoactive products can be sold. Such a policy would be similar to other Council policies, such as the Class 4 Venue Policy under the Gambling Act 2003 and the Local Alcohol Policy (LAP) developed under the Sale and Supply of Alcohol Act 2012.
- 3.7 Section 68 of the Psychoactive Substances Act 2013 sets out the matters that can be addressed through a psychoactive substances policy. These are limited to the following matters:
 - Location of premises by reference to broad areas within the district;

- Location of premises by reference to proximity of other premises where approved products are sold; and
- Location by reference to premises or facilities of particular kinds (schools, kindergartens, places of worship or other community facilities).

3.8 The policy can only specify where Council will allow or not allow the products to be sold, the policy cannot have the intention of prohibiting the sale of psychoactive substances across the district.

Commentary

- 4.1 Currently there are no "approved" psychoactive substances so such products are not available at retail outlets. This situation over time is likely to change because of the lucrative nature of the sale of psychoactive substances there is likely to be a number of licence applications throughout New Zealand when approved products become available.
- 4.2 The only way for local authorities to have any control over the sale of psychoactive substances in their districts is to have a policy in place to restrict the locations in which they can be sold.
- 4.3 Under the Act a psychoactive substances policy is not mandatory, but a policy is considered critical if Council wishes to influence the sale of such products within the district.
- 4.4 If Council agrees to develop a policy the policy must be adopted in accordance with the special consultative procedure detailed in Section 83 of the Local Government Act 2002. Any subsequent amendment or replacement must also be done in accordance with Section 83. As soon as practicable after adoption a copy of the policy must be sent to the Police and the Authority. Local Authorities must complete a review of the policy within 5 years and at intervals not exceeding 5 years after that.
- 4.5 Earlier this year Waipa District Council adopted its Psychoactive Substances Policy which prohibits the sale of psychoactive substances other than from premises in central business areas isolated from sensitive sites such as schools and churches. If Council is to develop a policy the draft document will take a similar approach.

Suggested Resolutions

- 1 The business paper on Psychoactive Substances Policy be received.
- 2 Council agrees / does not agree to prepare a Psychoactive Substances Policy.

JOHN MORAN
MANAGER – REGULATORY SERVICES

October 2014

Document No: 347831

File No: 097/001D

Report To: Council**Meeting Date:** 29 October 2014**Subject: Progress Report: Resource Consent Applications**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

Commentary

- 4.1 Commentary on outstanding resource consents is provided below:

4.2 Mokau Sands Limited

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

- 4.4 The applicant is proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 4.5 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 4.6 A total of 39 submissions were received, some supporting the proposal while others opposed the development.
- 4.7 The applicant subsequently asked for the application to be placed on hold so as to allow ongoing discussions with the Department of Conservation and the NZ Transport Agency. Both organisations lodged submissions on the application and the applicant believed that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 4.8 Recently the applicant met with WDC staff where a revised proposal was outlined. The new proposal will involve the same no of units, however the buildings will be one level, capable of relocation in the event of further erosion and will be designed to blend into the coastal environment rather than intrude upon it.
- 4.9 When the amended application is received by Council the proposal will be reviewed and at that time a decision will be made in terms of the most appropriate way to process the revised proposal.
- 4.10 All submitters have been updated in terms of the delays presently encountered with the application.
- 4.11 In the meantime in order to expedite the application further meetings have been held with the applicant. The applicant hopes to obtain the written approval for the development from key submitters with a view to providing all the necessary information to both the Waikato Regional and Waitomo District Councils by March 2014.
- 4.12 The revised application has been received and reviewed by Councils planning consultants who confirm that what is now proposed is within the bounds of what was originally notified.
- 4.13 Aspects of the revised application required further detail and or clarification and for that reason the application was again been placed on hold pending receipt of the required detail.
- 4.14 Further information has now been partially received with additional documentation to be supplied before the end of the month. The further information is now being peer reviewed to ascertain that all outstanding issues have been adequately addressed.
- 4.15 The applicant has requested a December hearing date and the parties involved are now looking at the feasibility of such a request.
- 4.16 CANZ Resources Limited**
- 4.17 In December 2013 CANZ Resources Limited applied to Council for a resource consent in order to undertake earthworks associated with the removal of overburden from a trial coal excavation pit on a very remote site approximately 12km inland from Awakau Road, Awakino.
- 4.18 At this time no coal is to be extracted however an assessment of the coals quality and quantity will be carried out with a view to applying for further consents at a later date for a trial excavation of coal for export to China.

- 4.19 Should the trial excavation prove successful CANZ Resources Limited plan to develop an open pit coal mine on the site. Once again, if a coal mine is to be established on the site a range of additional consents will be required which will entail detailed consultation with a range of parties.
- 4.20 Informal feedback from the applicant indicates that market for coal in China is not as buoyant as it has been and for that reason further resource consent applications will not be lodged in the short term.
- 4.21 **Waipa Networks Limited**
- 4.22 Waipa Networks Limited (WNL) has applied to Waipa, Otorohanga and Waitomo District Council for approval to construct a new 110kv transmission line from Te Awamutu to the Hangatiki substation.
- 4.23 WNL has applied for designations in the three district plans to correspond with the proposed corridor for the transmission line and for land use consents for earthworks associated with the project.
- 4.24 The applications were publicly notified on 14 August 2014 with submissions closing 11 September 2014.
- 4.25 It is expected that a number of submissions will be received and in that case a joint hearing will be convened with Waipa District Council being the lead agency.
- 4.26 Within the submissions timeframe 42 submissions were received with 11 submitters supporting the application, 5 neutral and 26 in opposition.
- 4.27 Those in opposition were concerned primarily that an inadequate assessment had been carried out of alternatives and the visual impact of the transmission poles.
- 4.28 One of the submitters in opposition is a WDC property owner who is concerned that the transmission lines could impact on his ability to further develop his Hangatiki property.
- 4.29 In the meantime the application has been reviewed and further information has been requested to clarify a range of matters particularly associated with landscape and visual effects.
- 4.30 At this stage a joint hearing has been scheduled to commence the week commencing 8 December 2014.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



JOHN MORAN
MANAGER – REGULATORY SERVICES

October 2014

Attachment: Resource Consent Schedule (Doc 347833)

RESOURCE CONSENTS PROGRESSING AS AT 29 OCTOBER 2014

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
110019	Mokau Sands Limited	Development of 31 holiday apartments and 50 seat café, Seaview Motor Camp site, Mokau	2/5/12	Yes	Applicant has requested that the application be placed on hold to allow further consideration to take place.	17/5/12						
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
140018	Waipa Networks Limited	Designation and Land Use Consent for 110kv Transmission Line	21/07/14	Yes	Information on landscape and visual effects.	22/9/14						

RESOURCE CONSENTS GRANTED (FOR 2014/15) AS AT 29 OCTOBER 2014

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required From	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
140015	B Tang & M Sun	Development of a Retail Outlet, Rora Street, Te Kuiti	05/06/14	Yes	Amended site layout to be provided	17/06/14	20/06/14			No	16/07/14	Conditional Consent Granted 25/06/14
140016	R Gorrie	2 Lot Rural Subdivision, Te Mahoe Road, Mokau	12/06/14	Yes	Amended application to be provided	17/06/14	01/07/14			No	30/07/14	Conditional Consent Granted 09/07/14
140017	P Moreland	Side Yard Dispensation, Oparure Road, Oparure	24/06/14	No						No	21/07/14	Conditional Consent Granted 30/06/14
130026	Mokau Sands Limited	Proposed Dune Restoration, Seaview Motor Camp, Mokau	23/10/13	Yes	Affected parties approval required	30/10/13	23/06/14			No	21/07/14	Conditional Consent Granted 30/06/14
140020	D Bevege	Construction of a non-residential building over 160m ² , Huia Street, Piopio	05/08/14	No	Granted					No	04/09/14	Conditional Consent Granted 14/8/14
140021 140022	Transpower NZ Limited	Designation and Land Use Consent, Switchyard Extension, Hangatiki Substation	16/9/14	No						No	14/10/14	Conditional Consent Granted 7/10/14
140023	NZ Transport Agency	Designation, New Intersection, SH 3/SH 27, Hangatiki	17/9/14	No						No	15/10/14	Conditional Consent Granted 15/10/14
140024	D Klein	Side Yard Dispensation, Ailsa Street, Te Kuiti	30/9/14	No						No	24/10/14	Conditional Consent Granted 3/10/14

Document No: 347062**File No:** 037/005B**Report To: Council****Meeting Date:** 29 October 2014**Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – October 2014****Purpose of Report**

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

Local Government Act S.11A Considerations

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

Introduction

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

Background

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

4.2 There are three activities under the Water Supply activity:

- Planned Maintenance
- Service Requests / Complaints
- Emergency Repairs

4.3 Planned Maintenance

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

4.5 Service Requests / Complaints

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

4.7 Emergency Repairs

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

Te Kuiti

5.1 Water Supply

5.2 Routine flushing of the reticulation is done and no taste and odour complaints have been received.

5.3 ~~A water pipe in Ngatai Street was damaged when the contractor had to remove a section of kerbing. The water pipe was concreted into the kerbing and this was not known. Temporary arrangements have been made to restore the supply until a permanent replacement of this section of water pipe can be made. The Ngatai Street water main replacement has been completed. Once the pipe connection and fire hydrant in the Duke Street intersection was exposed it was clear that the hydrant required replacement. The new hydrant was relocated out of the road carriageway to the berm. The Ngatai Street water pipe has now been replaced and the work area has been cleaned up. The road crossings and patches are scheduled to be resealed during the week and should be completed by Council's sitting. One resident in Duke Street complained of low water pressure due to the work carried out and this was rectified by the contractor.~~

5.4 Mary Street water pipe replacement is progressing well and the bulk of the work will be completed by Council's sitting. It was necessary to replace this section of pipe due to the frequent bursts of the glue jointed PVC pipe that caused supply interruptions. A new valve is also introduced for better pressure zone management. The relocation of the pipe to the other side of the street resulted in the removal of a section of the main out of private property. An additional fire hydrant has been provided to space this vital service more evenly.

5.5 Wastewater

- 5.6 ~~It was not yet possible to extend the investigation around the Lawrence Street blockages due to the work load. What has been noted was an absence of backing up of the sewer reticulation in the general area, including Lawrence Street. This is attributed to the extensive investigations around the Centennial Park Primary School and subsequent remedial work.~~
- 5.7 ~~The Centennial Park Primary School manhole surging was closely monitored during the recent heavy rains. Much work in locating inflow has been done, including specialist high pressure jet cleaning of the sewer main was undertaken and has produced positive results with the house adjacent to the school in Williams Street reporting no backing up of sewer in the internal plumbing.~~
- 5.8 ~~After the Hill Street storm water / sewer remedial work was completed, high pressure jet cleaning was undertaken in the general area of Hill Street, Edward Street, Ngatai Street into Duke Street and all the way to the gravity main in Taupiri Street. During the cleaning of the sewer pipe underneath the railway line an obstruction was found. It will be necessary to determine what this obstruction is and CCTV work will be undertaken shortly and the outcome will be reported to Council.~~
- 5.9 ~~Recent power failures caused the Te Kumi Road sewer pump station to overflow that caused a minor overflow into the fast flowing Mangaokewa River. The Waikato Regional Council was informed. The Te Kumi pump station was thoroughly investigated after the power failure and some damage has occurred to the pump that is resulting in the pump having to be repaired. It was found that stones inside the pump station were sucked up on restart. A silt / grit trap is being investigated to prevent large debris to enter the pump station.~~

5.10 Storm Water

- 5.11 ~~The newly completed Ngatai Street storm water pipes, catchpits, inlets and manholes performed very well during the heavy rains. It is anticipated that the road surfacing will be completed in Ngatai Street by the time of Council's sitting.~~
- 5.12 ~~The Mangarino Road manhole has now been repaired. Monitoring of the completed remedial work is undertaken.~~
- 5.13 ~~A quick survey from some of the affected residents around the Te Kumi Loop Road that had storm water flooding problems confirmed that the problem has been rectified. Close monitoring of the affected area during heavy rains showed that water drained away to an acceptable level very quickly.~~
- 5.14 ~~No storm water related issues have been reported and the low rainfall can be attributed to this.~~

Mokau

6.1 Water Supply

- 6.2 ~~The contractor has now completed the repairs on the liner at the newly constructed Mokau dam and the filling can commence with monitoring of the under drains for any leaks starting. Filling of the newly constructed dam is progressing and the various inlet and outlet control components can be evaluated. Coupling up to the WTP will commence in due course.~~

- 6.3 No water quality complaints have been received from Mokau and the system is working well with the plant producing water of a high quality.
- 6.4 The domestic supply pipe, severed during the high King tide, has been restored.
- 6.5 A large domestic leak has been found at a property along SH3. This leak has a daily leak volume of approximately 15,000 liters. The supply to the vacant house has been shut off and the property owner has been notified to repair the internal property reticulation.
- 6.6 Storm Water**
- ~~6.7 A resident called in with a storm water related problem and it was found to be related to a private drain that is not well maintained. Although WDC is not responsible for private drains, the situation will be monitored. However, due to the dry season commencing soon it is anticipated that the issue will resolve itself.~~
- 6.8 No storm water related issues have been reported.

Piopio

7.1 Water Supply

- 7.2 Hydrant replacement is progressing and the Fire Department is kept up to date with developments.
- 7.3 No complaints have been received from residents about the water quality. The plant is producing water of a high quality.
- ~~7.4 The present minimum midnight flow regularly dips below the 1.0 l/s and this is a big improvement over the more than 2 l/s of a year ago. This proves that remedial work done to date has a positive effect.~~

7.5 Wastewater

- ~~7.6 WDC staff are now responding to normal maintenance issues and after hours service requests. The inflow to the plant has shown that there is storm water infiltration has reduced considerably and that the house to house checking exercise has proven successful. The WWTP is operating well and the effluent quality is well within consent parameter limits. Several minor problems occurred and were responded to. Some older float switches required replacement at 23 Moa Street.~~ Several float and fat related issues have been called in and WDC staff responded. Filters blocked up by fats have been cleaned and another general information letter with photos, as attached as Figure 1 and Figure 2, has been sent out to residents and owners. Floats are replaced where found incorrect and the contractor is exchanging the incorrect units.
- 7.7 Recent effluent test results showed a deficiency in the UV disinfection operation and an investigation was launched. It was found that the UV intensity meter was faulty, although providing a positive reading. This unit has since been replaced and a regime of testing has been undertaken to determine the efficiency of the UV disinfection. Results of these tests have not yet been obtained and will be verbally communicated to Council at the meeting. As this is a notifiable incident the Waikato Regional Council and Iwi have been informed.

7.8 Storm Water

7.9 No issues to report

Benneydale**8.1 Water Supply**

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

8.3 Wastewater

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

8.5 Storm Water

8.6 Nothing to report.

Waitomo Village**Te Waitere**

~~10.1—Recent heavy rains caused a section of the embankment along the cliff on the sea foreshore to slip away damaging a section of the sewer outfall pipe to the soakage field. Once the location of the damaged pipe was determined repairs were carried out and the pipe replaced.~~

~~10.2—As the resulting sewage spillage allowed grey water to enter into the sea, WDC was required to inform the Waikato Regional Council (WRC). WRC representatives have inspected the repairs on location and found the repairs to be in order.~~

Suggested Resolution

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – **October** 2014 be received.



ANDREAS SENGER
MANAGER – WATER SERVICES

October 2014



Figure 1 Clean filter



Figure 2 Blocked filter

Document No: 347061

File No: 037/020/12A

Report To: Council

Meeting Date: 29 October 2014

 Subject: Progress Report: Monitoring Against
 2012-2022 Long Term Plan – Land
 Transport (**October 2014**)

1 Purpose of Report

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

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

2 Local Government Act S.11a Considerations

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

3 Introduction

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

4 Background

- 4.1 The scope of Land Transport activities in the Waitomo District is almost entirely related to the roading assets. This includes:
- Roads (excluding state highways),
 - Footpaths, bridges,
 - Traffic services,

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

5 Subsidised Roding

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

6 2014/2015 Maintenance Expenditures Budget

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

7 Community Projects/Road Safety Promotion

7.1 Introduction

The 2014/2015 Community Projects/Road Safety Promotion activity ~~is currently awaiting~~ program is recently completed ~~of for~~ the Road Safety Promotion activities for 2015-18 as guided by the NZ Transport Agency/Waikato Bay of Plenty Investment section. ~~We have just received an application form from them to complete. This work is now being managed by the new Road Safety Coordinator who started in September 2014.~~

Budget, Funding Sources and Expenditure to Date

The WDC 2014 -2015 budget for this activity is \$93,888 with a FAR of 65.5%. The expenditure to date is \$~~1,065~~ 3,940.

7.3 Procurement

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

7.2 Progress

One Road Safety Initiative Advertisement for a motor cycle safety course has been actioned. The first Fatigue Stop of this financial year is scheduled for 27th of October 2014 on SH3 Mahoenui Hill and is a joint initiative with Road Safety Taranaki and Police. The Road Safety Coordinator has also completed the Action Plan for the current year.

8 Emergency Reinstatement (First Response)

8.1 Introduction

The 2014/2015 Emergency Reinstatement activity is intended to provide funding for unknown/~~unplanned~~ events like large slips. ~~The Mokau Point Road Seawall reinstatement caused the bulk of this month's expenditure for this category.~~

8.2 Budget, Funding Sources and Expenditure to Date

The WDC 2014 -2015 budget for this activity is \$180,000 with a FAR of 59%. The expenditure to date is \$ ~~161,758~~ 53,879.42.

8.3 Procurement

This activity forms part of the current Road Maintenance Contract.

8.4 Construction Issues/Progress

~~Point Road Seawall is now completed,~~ Works done under this category also includes trees blown down over the roads and NZTA qualifying slips.

9 Environmental Maintenance

9.1 Introduction

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

9.2 Budget, Funding Sources and Expenditure to Date

The WDC 2014 -2015 budget for this activity is \$358,985 with a FAR of 59%. The expenditure to date is \$ ~~50,379~~ 80260.51.

9.3 Procurement

This activity forms part of the current Road Maintenance Contract.

9.4 Construction Issues/Progress

Only normal maintenance activities in progress. ~~Small slips and road side mowing made up the bulk of these costs.~~

10 Routine Drainage Maintenance

10.1 Introduction

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

10.2 Budget, Funding Sources and Expenditure to Date

The WDC 2014 -2015 ~~135,528~~ budget for this activity is \$449,400 with a FAR of 59%. The expenditure to date is \$~~177774.10~~.

10.3 Procurement

This activity forms part of the current Road Maintenance Contract.

10.4 Construction Issues/Progress

Only normal maintenance activities in progress. ~~The bulk of these cost were from Water table maintenance and Culvert maintenance.~~

11 Sealed Pavement Maintenance

11.1 Introduction

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

11.2 Budget, Funding Sources and Expenditure to Date

The WDC 2014 -2015 budget for this activity is \$1,353,600 with a FAR of 59%. The expenditure to date is \$~~83,855~~ 122,998.40.

11.3 Procurement

This activity forms part of the current Road Maintenance Contract.

11.4 Construction Issues/Progress

Only normal maintenance activities in progress. ~~The bulk of these costs were from pre-reseal repairs and routine pavement maintenance.~~

12 Structures Maintenance

12.1 Introduction

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

12.2 Budget, Funding Sources and Expenditure to Date

The WDC 2014 -2015 budget for this activity is \$160,500 with a FAR of 59%. The expenditure to date is \$~~12,280~~ 18622.05.

12.3 Procurement

This activity forms part of the current Road Maintenance Contract.

12.4 Construction Issues/Progress

~~Nil.~~ The bulk of these costs were from routine maintenance on guardrails, etc.

13 Traffic Services Maintenance

13.1 Introduction

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

13.2 Budget, Funding Sources and Expenditure to Date

The WDC 2014 -2015 budget for this activity is \$139,000 with a FAR of 59%. The expenditure to date is \$~~10,021~~ 11385.15.

13.3 Procurement

This activity forms part of the current Road Maintenance Contract.

13.4 Construction Issues/Progress

~~Nil~~. Cyclic maintenance on road signs and line marking make up these costs.

14 Street Lights Maintenance

14.1 Introduction

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

14.2 Budget, Funding Sources and Expenditure to Date

The WDC 2014 -2015 budget for this activity is \$194,000 with a FAR of 59%. The expenditure to date is \$~~42,258~~ 86,495.

14.3 Procurement

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

14.4 Construction Issues/Progress

~~Nil~~. Cyclic maintenance and electricity costs make up this expenditure.

15 Unsealed Pavement Maintenance

15.1 Introduction

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

15.2 Budget, Funding Sources and Expenditure to Date

The WDC 2014 -2015 budget for this activity is \$973,700 with a FAR of 59%. The expenditure to date is \$~~661,179~~ 755,090.52.

15.3 Procurement

This activity forms part of the current Road Maintenance Contract.

15.4 Construction Issues/Progress

A major pavement maintenance programme ~~is currently in the process of being completed~~ was completed between July and August September 2014 covering the whole network.

16 2014/2015 Capital Expenditure Budget

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

17 Preventative Maintenance

17.1 Introduction

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

17.2 Design/Scope

Three projects have been identified during this year and are being scoped and prioritized.

17.3 Consent Issues/Progress

Applications are being submitted to the NZ Transport Agency to secure 59% funding. The Oparure Rd Retaining Wall is currently being surveyed and priced.

17.4 Budget, Funding Sources and Expenditure to Date

The current WDC 2014 -2015 budget for this activity is \$50,000 with a FAR of 59%. The expenditure to date is \$0.00.

17.5 Procurement

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

17.6 Construction Issues/Progress

Oparure Retaining Walls at Oparure Rd, km 12.3 and 12.9 ~~retaining wall—this~~ These retaining walls are ~~is~~ in a slow ~~the~~ process of failure. A geotech investigation is underway to find a feasible solution and survey work has been completed recently to assist in the investigation of an option to re-align the road to improve the curves as well as deal with the two retaining walls at the same time. ~~to be tendered for construction by October.~~ The NZTA indicated that they would not accept this work to be done under Emergency Funding; therefore it had to be re-allocated to Preventative Maintenance. ~~Survey works and Design works have been completed on Retaining Walls at Oparure Rd, km 12.3 and 12.9.~~ The available funding is deemed insufficient for the proposed construction works, so the plan is

to only progress with the investigation and design work this financial year and do the construction work next year.

18 Associated Improvements for Renewals

18.1 Introduction

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

18.2 Design/Scope

Works still to be identified during this year and prioritized.

18.3 Consent Issues/Progress

Applications to be submitted to the NZ Transport Agency to secure 59% funding.

18.4 Budget, Funding Sources and Expenditure to Date

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

18.5 Procurement

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

18.6 Construction Issues/Progress

Nil.

19 Drainage Renewals

19.1 Introduction

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

19.2 Design/Scope

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

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

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

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

19.3 Consent Issues/Progress

Applications are to be submitted to the NZ Transport Agency to secure 59% funding.

19.4 Budget, Funding Sources and Expenditure to Date

The current WDC 2014 -2015 budget for this activity is \$459,000 with a FAR of 59%. The expenditure to date is \$~~9,879~~28,078.65.

19.5 Procurement

This activity forms part of the current Road Maintenance Contract. This category is procured, in the main, through the Road Maintenance Contract or through obtaining quotes or tenders for larger works and some small level of procurement through the Pavement Rehabilitation packages (as appropriate) as they are tendered.

19.6 Construction Issues/Progress

Drainage renewals and upgrades across the network take place as it fits in with other works with the bulk of the work being carried out during the Summer months.

20 Minor Improvements

20.1 Introduction

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

20.2 Design/Scope

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

20.3 Consent Issues/Progress

Applications are to be submitted to the NZ Transport Agency to secure 69% funding.

20.4 Budget, Funding Sources and Expenditure to Date

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

20.5 Procurement

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

20.6 Construction Issues/Progress

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

21 Pavement Rehabilitation

21.1 Introduction

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

21.2 Design/Scope

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

21.3 Consent Issues/Progress

Applications are to be submitted to the NZ Transport Agency to secure 59% funding.

21.4 Budget, Funding Sources and Expenditure to Date

The current WDC 2014 -2015 budget for this activity is \$1,399,150 with a FAR of 59%. The expenditure to date is \$0.00. (However, \$300,000 of this has to be transferred to fund Emergency Reinstatements.)

21.5 Procurement

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

21.6 Construction Issues/Progress

A portion of this budget is being re-allocated to provide funding for Emergency Works.

22 Sealed Road Surfacing

22.1 Introduction

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

22.2 Design/Scope

A list of works are being identified and prioritized.

22.3 Consent Issues/Progress

Applications are to be submitted to the NZ Transport Agency to secure 59% funding.

22.4 Budget, Funding Sources and Expenditure to Date

The current WDC 2014 -2015 budget for this activity is \$1,290,850 with a FAR of 59%. The expenditure to date is \$0.00.

22.5 Procurement

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

22.6 Construction Issues/Progress

~~Nil.~~ A joint inspection with Higgins Contractors was done on 17 October 2014 to agree the proposed reseal strategies for each section of road on the reseals list. Higgins will now do the seal designs and submit for approval. The Reseals programme is scheduled for March 2015.

23 Structures Components Replacement

23.1 Introduction

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

23.2 Design/Scope

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

23.3 Consent Issues/Progress

Applications are to be submitted to the NZ Transport Agency to secure 59% funding.

23.4 Budget, Funding Sources and Expenditure to Date

The current WDC 2014 -2015 budget for this activity is \$350,000 with a FAR of 59%. The expenditure to date is \$0.00.

23.5 Procurement

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

23.6 Construction Issues/Progress

Kawhia Harbour Bridge 14 is a precast unit and design and construction is underway. The installation is expected to be completed by January 2015. ~~completion of manufacturing will take into the rain season so it will only be installed by December 2014.~~

24 Traffic Services Renewals

24.1 Introduction

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

24.2 Design/Scope

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

24.3 Consent Issues/Progress

Applications are to be submitted to the NZ Transport Agency to secure 59% funding.

24.4 Budget, Funding Sources and Expenditure to Date

The current WDC 2014 -2015 budget for this activity is \$115,600 with a FAR of 59%. The expenditure to date is \$~~2,206~~ 6,264.

24.5 Procurement

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

24.6 Construction Issues/Progress

~~Nil.~~ Some Traffic Signs replacement is underway.

25 Unsealed Road Metalling

25.1 Introduction

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

25.2 Design/Scope

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

25.3 Consent Issues/Progress

Applications are to be submitted to the NZ Transport Agency to secure 59% funding.

25.4 Budget, Funding Sources and Expenditure to Date

The current WDC 2014 -2015 budget for this activity is \$502,900 with a FAR of 59%. The expenditure to date is \$~~0.00~~ 139,303. (However, the balance of this has to be transferred to fund Emergency Reinstatements.)

25.5 Procurement

This activity forms part of the current Road Maintenance Contract.

25.6 Construction Issues/Progress

About \$140,000 has been spent on structural metal during this financial year. The balance of this Budget is being re-allocated to provide funding for Emergency Works. This will have a negative impact on Unsealed Road metalling.

26 Emergency Reinstatements Projects

26.1 Introduction

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

26.2 Design/Scope

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

26.3 Consent Issues/Progress

Applications are being submitted to the NZ Transport Agency to secure Varying % funding.

26.4 Budget, Funding Sources and Expenditure to Date

The current WDC 2014 -2015 budget for this activity is \$240,000 with a FAR of varying %. Additional funding is being diverted from Minor Improvements, from Pavement Rehabilitation and from Unsealed Road Metalling to fund the Emergency Works Projects which are Operure Rd Culvert 1.4, Tawa St Slip, Mangarino Rd Slip and Point Rd Erosion. The expenditure to date is \$16,798 350,246.

26.5 Procurement

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

26.6 Construction Issues/Progress

Point Road Seawall is now completed, except for the proposed chip sealing of the road surface.

27 Other Major Works in Progress Rest of This Financial Year

27.1 Tawa Heights retaining wall – Geotech investigation for design is in progress – ~~Tender Documentation for the Tawa Retaining Wall is currently being finalized for tendering will be tendered for construction September/October. Tenders have just closed and the evaluation and award will be completed shortly, with construction expected during November 2014.~~

27.2 Oparure Rd Culvert at RP1.4 – This culvert formed a tomo that collapsed half the road width. Investigations under difficult conditions indicated that the existing culvert has to be replaced by a new HDPE culvert and the cost indication is about \$100,000. This project is reported separately to the Tender Committee.

- 27.3 Mangarino Road retaining wall – This was re-designed to explore the retreat option. However, the result indicated that the Retaining Wall option is preferable due to the high financial risk posed by unknowns of rock formations into the cutting. A revised retaining wall option is now to be considered. Expected completion is ~~End of 2014~~ early 2015.

28 One Network Road Classification (ONRC) Update

- 28.1 The One Network Road Classification (ONRC) for WDC was done and submitted to NZ Transport Agency.
- 28.2 The Road Transportation Unit (RTU), set up by the Transport Agency and Local Government NZ to assist local authorities with the implementation of ONRC, is gaining traction with the retention of experienced principals to share best practice activity management planning.
- 28.3 The process of applying performance measures to our network, meanwhile, is underway. WDC will need to consider the ONRC CLoS and performance measures in relationship to the network, and assess current performance in relation to the REG provisional targets.
- 28.4 REG is developing a set of guidance documentation to assist RCAs with the implementation of the ONRC performance measures. REG is currently piloting the measures on selected networks to identify the key issues and frequently asked questions. It is expected that a full set of guidance will be released in December 2014. It will further assist RCAs to ensure they are well aware of the transition requirements of fully embedding the ONRC into decision making for the 2018-21 NLTP.

29 Road Asset Technical Accord (RATA) Update

- 29.1 RATA (Road Asset Technical Accord) is the Centre of excellence for road asset planning in Waikato. It is the vehicle by which Waikato's councils co-operate over Roothing expenditure issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.
- 29.2 RATA has requested Councils to indicate for which of the proposed Multi-Party Funding Agreement for Data Collection contracts they want to participate. WDC has evaluated the options and replied to RATA to say that WDC would participate with the RATA Data Contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as with the one additional Service of Footpath Condition Rating.

Suggested Resolution

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (October 2014) be received.



JOHAN ROSSOUW
MANAGER – LOCAL ROADS

Document No: 347859

File No: 400/010/4

Report To: Council**Meeting Date: 29 September 2014****Subject: Civil Defence – WDC Controller**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the provision of the Civil Defence Controller capacity within WDC.

Local Government Act S.11A Considerations

- 2.1 Waitomo District Council is required under Section 11A, Local Government Act 2012 to give particular regard to "the avoidance or mitigation of natural hazards".
- 2.2 Through the provision of WDC's Shared Service Agreement for Civil Defence provision, it is consistent with the purpose and obligations of the LGA 2012.
- 2.3 The CDEM Act 2002 also requires to provide planning and preparation for emergencies including response and recovery including the provision of a Controller in the event of an emergency.

Background

- 3.1 In June/July 2013 Waipa, Otorohanga and Waitomo District Councils acknowledged that there was scope to work collaboratively in CDEM to deliver efficiencies to Council's and the communities they serve resulting in the formation of the shared service Western Waikato Emergency Operating Area (WWEOA)
- 3.2 The Council's agreed that Waipa District Council was the appropriate organisation to administer the delivery of CDEM activities and services on the terms and conditions set out in a Shared Service Agreement (SSA).
- 3.3 At its July 2013 meeting Council confirmed ISU Manager Johan Cullis as WDC's local controller, with the alternates being the local controllers from the other shared service partnering councils as agreed in the SSA.
- 3.4 The civil defence Local Controllers for Otorohanga District and Waipa District are Andrew Loe and Wayne Allan respectively.

Commentary

- 4.1 Recently, effective from the 7 November 2014, Johan Cullis resigned from his position within WDC and from the Council appointed position as Local Controller for WDC.
- 4.2 As required by our SSA, our partnering Councils have been advised of this resignation.
- 4.3 In situations such as this resignation, our SSA means that the local controllers for Otorohanga and Waipa District Council's will on an interim basis be the Controller, as required, for WDC until a further candidate is identified and considered by Council.

Suggested Resolution

The business paper on Civil Defence – WDC Controller be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

October 2014

Document No: 347788

File No: 401/0581153000

Report To: Council**Meeting Date: 29 October 2014****Subject: Brook Park Incorporated Society Minutes
– 6 October 2014****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 6 October 2014.

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 are the minutes of the Brook Park Incorporated Society meeting of 6 October 2014.

Suggested Resolution

The business paper on Brook Park Incorporated Society Minutes – 6 October 2014 be received.

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

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

October 2014

Attachment: 1. Brook Park Incorporated Society Minutes (Doc 347787)

BROOK PARK INCORPORATED SOCIETY

**MINUTES OF A MEETING OF THE BROOK PARK INCORPORATED
SOCIETY HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE
KUITI ON 6th October, 2014 at 5.30pm****PRESENT:**

Guy Whitaker, Rob Buckley, Andrea Hanna, Elly Kroef, Sue Wagstaff, Helen Sinclair,
Karen Houghton

1. Apologies

Apologies were received from Suzie Hoare, Robin Charteris, Bruce Maunsell
Elly/Sue Carried

2. Confirmation of Minutes – for meeting 8th September 2014

No matters arising
Elly/Andrea Carried

3. Financial Report

Need to file returns for Charties Commission

Balance 1 October \$6860.28

Financial Report Accepted Moved/Seconded Bruce/Sue

Secreary to write letter of thanks to Waitomo Club for donation of \$500.00
Karen/Helen Carried

4. Signage

Andrea reported large sign is with KC Kitchens. Will be ready within the week.
Need 3 more posts 100x100, 1.8m to finish signage
Signage to be completed by 8th November.

5. Memorial Grove

No word back from Council on this yet.

Thanks to team for cleaning up at working bee, and building heap for Guy Fawkes event

Sue to contact Kelvin Hayes re trimming trees on Lime Haulage boundary. Earmark \$500
from Waitomo Club for this.

6. MTB Trail

No further progress

7. Guy Fawkes Event

Most arrangements under way. Have appointed MC for evening – Peter Wylie & Kevin Mortenson.

To approach TK Lions for their food caravan.

Need to give receipt to all businesses who donate to Brook Park Guy Fawkes event, so they can claim against tax.

Need to recognise companies who make donation with names on a board at the entrance to park.

15th Nov. is postponement option

Next meeting to discuss final arrangements Monday 13th Oct. 5.30pm

Meeting closed 6.45pm.

Meeting closed at 6.45

Document No: 347784**File No: 400/010/2****Report To: Council****Meeting Date: 29 October 2014****Subject: Progress Report: Civil Defence Emergency Management Joint Committee Minutes**

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Civil Defence Emergency Management (CDEM) Joint Committee meeting of 1 September 2014.

Background

- 2.1 Council is represented on the CDEM Joint Committee by the Mayor.
- 2.2 The Co-ordinating Executive Group (CEG) for Civil Defence has requested that all minutes for the CDEMG and CEG be circulated to Council Members in an endeavour to increase the profile of Civil Defence in our Region.

Commentary

- 3.1 Attached to and forming part of this business paper are the unconfirmed minutes of the Committee meeting of 1 September 2014.

Suggested Resolution

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

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

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

October 2014

Attachment: 1 Joint Committee Minutes – 1 September 2014 (Doc 347786)

**WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP
JOINT COMMITTEE**

Minutes of the meeting of the Waikato Civil Defence Emergency Management Group Joint Committee, held in the Council Chambers, Waikato Regional Council, 401 Grey Street, Hamilton East at 1.00 pm on Monday 1 September 2014.

MEMBERS PRESENT: **Waikato Regional Council**
Cr H Vercoe
Hamilton City Council Representative
Cr L Tooman
Hauraki District Council Representative
Mayor JP Tregidga
Matamata Piako District Council Representative
Cr B Hunter
Otorohanga District Council Representative
Mayor M Baxter
South Waikato District Council Representative
Cr T Lee
Taupo District Council Representative
Cr A Park
Thames Coromandel District Council Representative
Cr P French
Waikato District Council Representative
Cr J Church
Waipa District Council Representative
Cr J Bannon
Waitomo District Council Representative
Cr A Goddard

**IN ATTENDANCE:
STAFF**

CEG
Hauraki (L Cavers - Chair), Waitomo (J Deluca), South Waikato (S Robinson), Taupo (B Fox)

Waikato Regional Council
Group Controller (L Hazelwood), Programme Manager GEMO (G Ryan), Executive Assistant (A Taylor), PIM (S Ward), Director Community and Services (N Williams)
Part of meeting: GEMO (D Phyn); Regional Hazards (R Liefting)

Recreation Solutions Ltd – External presenter
Ben Sheeran

APOLOGIES

Ministry of Civil Defence and Emergency Management
S Vowles

Councillor Church moved/Councillor Vercoe seconded

CD14/14

THAT the apologies of the Waikato Civil Defence and Emergency Management Group Joint Committee of 1 September 2014 be accepted.

The motion was put and carried (CD14/14)

Confirmation of Agenda

(Agenda Item 1)

An additional item “Waikato District Council Controllers” was added to the agenda.

Agenda Item 6 “CDEM Presentation on New Initiatives” was brought forward in the agenda (to Item 4) to allow the presenter to leave the meeting earlier.

The agenda was confirmed without a formal resolution being passed.

Disclosures of Interest

(Agenda Item 2)

There were no disclosures of interest.

Minutes of Previous Meeting – 9 June 2014

File: 03 04 18 (Agenda Item 3) Docs # 3076889

Councillor Hunter moved/Councillor Park seconded

CD14/15

THAT the Minutes of the Waikato Civil Defence Emergency Management Group Joint Committee meeting of 9 June 2014 be received and approved as a true and correct record with the following amendment noted:

Change to page 3 of the CDEM Group Joint Committee minutes of 9 June – The minutes refer to “Mayor Hunter” this should be replaced with “Councillor Hunter”.

The motion was put and carried (CD14/15)

CDEM Presentation on New Initiatives – King Tides Project

File: 40 02 01 02 (Agenda Item 4) Doc # 3152023

B Sheeran (Recreation Solutions Ltd) and R Liefing (Waikato Regional Council) presented information on the Auckland King Tide Project and similar initiatives in the Waikato. During the presentation (Doc# 3152023) and subsequent discussion the Joint Committee noted that:

- The King Tides project is undertaken in conjunction with a variety of agencies. The project identifies areas where we can plan for the future as the commonly known king tides may become the normal tides of the future. There was discussion around the use of social media in the Waikato to monitor the effects of the king tides. B Sheeran advised that it would be possible to incorporate Waikato into the project and set up their FaceBook page to include a Waikato Community page should this eventuate. R Liefing confirmed that the Waikato could engage with this project and would also look to include flooding data.
- *R Liefing and B Sheeran left the meeting 1.50 pm.*

Councillor Tooman moved/Councillor Church seconded

CD14/16

THAT the verbal report on the King Tides Project be received.

The motion was put and carried (CD14/16)

2014 MCDEM Capability Assessment Report

File: 33 10 01 (Agenda Item 5) Docs # 3142266

Presented by CDEM Group Manager/Controller (L Hazlewood) and GEMO Programme Manager (G Ryan). This report provided an overview of the findings of the 2014 MCDEM Capability Assessment Report for the Waikato CDEM Group. During the presentation (Doc # 3148696) and related questions, answers and discussion the Joint Committee noted that:

- Areas that will be focused on going forward include:
 - Readiness: Community Resilience; Community Resilience Monitoring; Volunteers
 - Reduction: Risk Reduction
 - Response: Resources and Logistics
 - Recovery: Local recovery planning
- There was discussion around the drop in score for the Community Participation. Expect to see this improve going forward with the push on the local recovery planning.
- As an outcome of the Capability assessment the WCDEMG Joint Committee are required to produce a corrective action plan. L Hazlewood advised that the six-year strategy, currently under development, will cover this requirement. The six-year strategy will be brought to the WCDEM Joint Committee for approval at the next meeting.
- Councillor Tregidga noted that congratulations are due to the Joint Committee, CEG and the wider CDEM Group for their efforts in achieving the score that they have. This congratulations were echoed by other members of the Committee.

Councillor Park moved/Councillor Lee seconded

CD14/17

THAT the report “2014 MCDEM Capability Assessment Report” (Doc # 3142266 dated 22 August 2014) be received for information.

The motion was put and carried (CD14/17)

Group Controller’s Report

File: 33 10 01 (Agenda Item 5) Docs # 3142492

Presented by Group Controller (L Hazlewood) this item provided an overview of the Group Controller’s current and future priority work areas. The following matters were covered during the presentation:

The year in review

- Establishment of an alternate GECC location at Mystery Creek.
- CDEM Foundational training has been delivered to over 650 council staff and 50 external parties.
- Strong engagement with response partners (emergency services, WCG, WLUG etc).

Challenges ahead

- Building on the infrastructure
- Improving resilience of communities
- Ensuring the CDEM Group works collectively

Current priorities

- Development of the six-year strategy to align the CDEM groups (local and regional) focus. This will also align with Council and MCDEM requirements.
- Integrated training framework will focus on the development of the Intermediate with this being rolled out to the sector by the end of this calendar year.
- Progressing the „All Hazards Centre’ initiative to work with Fire, Police, Ambulance in one location. It was noted that this is a very different model to what is being developed in Canterbury. Canterbury is building a „justice precinct” which contains a multitude of agencies. The All-Hazards Centre is a multi-agency operations centre that will provide better operational collaboration combined with closer BAU coordination .
- Social media is now key to operations in a modern day GECC and we need to be in a position to both provide accurate and timely information to the public and gain information from the public. To facilitate this there will be a realignment of the current roles (within the current headcount) of the GEMO.

There was further discussion focused on the „All Hazards Centre’. It was clarified that this centre would be used as a business as usual centre on a day to day basis. However, when the need arises the operational area of the facility will be available to the parties that need it. On a day to day basis it is envisaged that the Police and Fire would use this regularly. Both Police and Fire at a national level are very supportive of this approach.

Concern was raised around the relocation of community constables into a centralised point. L Hazlewood advised that the police have plans for keeping officers in the community to include the “shop front” approach of officers working out of key community facilities and greater use of mobile technology. There was concern raised regarding the location of the centre making it Hamilton centric. It was advised that the location would not change the GEMOs focus on the regional CDEM activities.

Councillor Vercoe advised that the Waikato Regional Council had debated this as part of the LTP workshop process and there was great support.

Councillor Vercoe noted that the employment model with the Waikato District Council CDEM Coordinator is working well and could, in future, be the way forward for other councils.

Controllers for Waikato District Council

Waikato District Council have requested that the Western Waikato Controllers be endorsed to work in the Waikato District Council operational area.

Councillor Tooman moved/Councillor French seconded

CD14/18

THAT

1. **The report “Group Controller’s Report” (Doc # 3142492 dated 22 August 2014) be received for information.**
2. **The Controllers (Wayne Allan, Andrew Loe, Johan Cullis) for the Western Waikato operating area be approved to operate in the Waikato District Council operating area if required.**

The motion was put and carried (CD14/18)

Group Emergency Management Office (GEMO) Report

File: 33 10 01 (Agenda Item 7) Doc # 3142830

Presented by GEMO Programme Manager (G Ryan) this report provided an update on the work being undertaken by the Group Emergency Management Office (GEMO), including key projects. During the presentation and related questions the Joint Committee noted that:

- The overall results for the GEMO level of effort chart show that targeted time spent was accurate for the financial year.
- Councillor Vercoe explained to the Committee that carry-overs for the GEMO is very different to the normal Council system. Any carry-overs are set aside in a „pool’ for use on projects as required and is not available to other areas of the Council. There was concern raised regarding the ability to carry-over funds through financial years and the level to which this may go to. L Cavers confirmed that a lot of the CDEM work is project based and if an event occurs then the project work is put on hold, thus the funds to conduct this work is also affected. If funds were not able to be carried-over the GEMO would be required to request further funds from the Committee each year to cover the costs of the response. It was noted that any such fund should be kept in check at a reasonable level. Hazlewood noted that the reserve will be recorded in the budget report in November.
- Group Welfare Manager role. The Committee were advised of the appointment of I Young to the position of Group Welfare Manager. Irving has held the role of Lifelines Coordinator for the past 1.5 years, however his prior experience is in the Welfare sector working for MSD. I Young is known throughout the sector as a champion for welfare issues and has the full support of the current MSD Commissioner.

Councillor Goddard moved/Councillor Bannon seconded

CD14/19

THAT the report “GEMO Report” (Doc # 3142830 dated 22 August 2014) be received for information.

The motion was put and carried (CD14/19)

Summarised Coordinating Executive Group (CEG) Minutes

File: 33 10 01 (Agenda Item 8) Doc # 3141858, 3143247 and 3126204

CEG Chair (L Cavers) provided the Joint Committee with a summary of matters discussed at the CEG meeting held on 15 August 2014. The Joint Committee noted that:

- L Cavers acknowledged the work of the GEMO staff and the Waikato group members in general for their efforts towards the recent MCDEM capability assessment score.
- S Fowlds was recently acknowledged for his work with the WCDEMG. S Fowlds is no longer employed by WRC, however retains the role of Alternate Controller for the Group should the need arise.

Warning Systems Strategy

- L Cavers introduced D Phyn (Information Systems Coordinator) and advised the Committee that when documents are adopted through this

forum they are binding on all local authorities that were members of the group.

- D Phyn presented to the Committee the Warning systems strategy. He covered the areas that could be better implemented in supporting the use of warning systems.
- There was discussion regarding the need to include the investment of warning systems in upcoming LTP discussions. There was a general agreement that some Committee members would like to see more strength in the recommendations from the strategy. L Cavers noted that the CEG felt that if this was made mandatory it would be unacceptable to some councils. The key is to have communities understand the requirements of the strategy and the costs involved.
- The need to focus on a national strategy was raised. D Phyn advised that the document encourages Councils to implement systems while being as consistent with other regions as possible. However it is noted that there is a need to cater for the uniqueness of some local authorities. It was also noted that the 16 CDEM group managers are looking at working collaboratively on many systems and there are various system being investigated at present.
- In addition, it was suggested that the length of the Mission statement is reduced. D Phyn will take this advice on board and amend as requested.

Councillor Hunter moved/Councillor Church seconded

CD14/20

THAT:

1. **The report “Summarised CEG Minutes”** (Doc # 3141858 dated 22 August 2014) **be received for information; and**
2. **The proposed Waikato CDEM Group Warning System Strategy** (Doc # 3143247) **be adopted.**

The motion was put and carried (CD14/20)

Waikato CDEM Group 6 Year Strategic Plan

File: 33 10 01 (Agenda Item 9) Doc # 3142845

Presented by Group Controller (L Hazlewood) this report provided an update regarding development of the Waikato CDEM Group 6 Year Strategic Plan (2014/2015 to 2019/2020). During the presentation (Doc# 3148696) and related questions, answers and discussion the Joint Committee noted that:

- Civil Defence Centres (formerly known as welfare centres) were discussed and it was noted that there are still many Warden Post, Welfare Centre signs currently in the community. L Hazlewood confirmed that these signs will be removed eventually and that this will be done in consultation with the community.
- Costs associated with the strategy are yet to be confirmed but will be presented to this Committee at the next meeting. It was also noted that some projects may be fully funded through the MCDEM resilience fund.
- There was discussion regarding the cost of the All Hazards Centre. The Committee was advised that the decisions around the location of the EOC ultimately belong with the WRC. Councillor Vercoe confirmed the current building occupied by the GEMO is not suitable.

Councillor Hunter moved/Mayor Tregidga seconded

CD14/21 **THAT the report “Waikato CDEM Group 6 Year Strategic Plan”** (Doc # 3142845 dated 22 August 2014) **be received for information.**

The motion was put and carried (CD14/21)

MCDEM Report

File: 33 10 01 (Agenda Item 10) Doc # 3142896

The MCDEM Work Programme Status Report for June 2014 was taken as read.

Councillor French moved/Councillor Church seconded

CD14/22 **THAT the report “MCDEM Work Programme Status Report – June 2014”** (Doc # 3142896) **be received for information.**

The motion was put and carried (CD14/22)

Meeting closed at 3.46 pm

Doc # 3145907

Document No: 347076**File No: 401/9992000100****Report To: Council****Meeting Date: 29 October 2014****Subject: Progress Report: Te Kuiti Railway Building Project**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Background

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

Commentary

4.1 29 June 2012

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

4.3 24 July 2012

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

4.8 28 August 2012

- 4.9 Mayor Hanna and the Chief Executive Officer met with the KiwiRail property representatives in Wellington on Wednesday 18 July 2012. The purpose of this meeting was to:
1. Present the final version of the Conservation Plan so as to secure ownership of the railway station building; and
 2. To discuss preliminary terms and conditions for the proposed ground lease occupied by the building footprint.
- 4.10 A signed agreement for the purchase of the building for \$1 was secured during the meeting, with KiwiRail to forward a draft ground lease for consideration.
- 4.11 The ground lease has been reviewed by management and Councils legal advisor and the lease, along with proposed changes has been circulated to all Councillors for comment.
- 4.12 Agreement has been reached with KiwiRail and the lease is being prepared for signing at the time of writing this report. The lease is substantially 'as circulated', with a commencement date of 1 September 2012.

4.13 25 September 2012

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

4.15 30 October 2012

- 4.16 A meeting was held on 1 October 2012 with the Working Group to present a project plan to the group and to discuss options for moving the project forward. The project plan and preliminary uses information was then work shopped with Council on 9 October 2012 so as to give guidance to the project moving forward.
- 4.17 Since this workshop the following works have been completed:
- Scale base building plan
 - Survey of exterior plaza area)
 - Reinstatement of plans for security of the building

- Preliminary ideas for layouts

4.18 27 November 2012

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

4.26 11 December 2012

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

4.30 26 February 2013

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

4.33 30 April 2013

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

4.35 6 June 2013

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

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

4.38 The amount applied for is tabled below:

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

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

4.40 25 June 2013

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

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

4.43 27 August 2013

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

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

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

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

Alternative prices for this project were sought because of the extensive time period required by the original architect to complete the documentation. The 20th October completion time frame gave no leeway

should WDC need to submit another application to the Lotteries Board. An alternative architect has been chosen with the documentation due at the latest 20 September 2013. This means this part of the project has slipped by three weeks.

3. Expressions of Interest documentation for the Community Space

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

4.45 24 September 2013

- 4.46 The report and drawings relating to the engineering assessments (item 1 above) have been completed but are not to hand with WDC. The reason for the delay is a result of a request from WDC to include a full seismic assessment to be undertaken. The complete package will be available to WDC on 23 September 2013.
- 4.47 The architect has advised that draft documentation relating to item 2 above will be available to WDC 20 September 2013.
- 4.48 Expressions of Interest documentation is on track for completion.

4.49 26 November 2013

- 4.50 WDC received written notification on 24 October 2013 that the Lottery Grants Board has approved a grant of \$647,538.55 (GST inclusive) for the restoration project. The uplifting of this money is subject to achieving certain milestones.
- 4.51 The engineering assessment has been completed and received by WDC. Works related to the restoration project have been included in the contract documentation.
- 4.52 Finalised contract documentation including updated schedules and estimates will be completed 27 November 2013. This will mean the documentation, upon final checking, will be available for tender.
- 4.53 The draft documentation for the restoration was forwarded to Historic Places Trust and KiwiRail mid October, although we still await signoff of these documents.
- 4.54 A fire design report has been prepared which outlines the minimum fire design requirements for these buildings based on proposed usage and size of buildings. However the final recommendation, due to the historic nature of the buildings is for the installation of a sprinkler system. This has been included in the documentation.
- 4.55 The Expressions of Interest document for Community Space Building No. 1 was issued mid October and is due to close 28 November 2013. At least seven sets of documents have been uplifted.
- 4.56 The Expressions of Interest document for the Commercial Space (Building 2) has been completed and will be issued 25 November 2013 with a closing date of 23 December 2013. This document will also be issued to targeted recipients as well as advertised.

4.57 Timelines

4.58 Project 1 – Building Restoration

The tender process for this project is scheduled for completion early January. This may however need to slide by 2-3 weeks to allow for the Christmas break.

4.59 Project 3 - Roothing Renewal

This project has been rescheduled by agreement to be completed in two parts. Services installation prior to Christmas (completed) and the physical road works immediately after Christmas.

4.60 Project 4 – Community Space

On target to complete the Expressions of Interest applications by the end of November.

4.61 Project 5

The Expressions of Interest timeline was for this process to be completed by the end of November. This has now slipped to the end of December, although at this stage it is believed most of the lost time can be made up.

4.62 6 March 2014

4.63 Approval of the draft drawings has been gained from the Historic Places Trust and KiwiRail. Final tender documentation will be forwarded when available so have final sign-off.

4.64 Documentation for building consent and tender purposes has proved extremely difficult to get across the line. The stumbling blocks being the:

1. treatment of the double skin brick walls in building 3; and
2. treatments of existing chimneys.

4.65 The issues around the double skinned related to achieving an economic structural solution without destroying the building fabric. The final solution is to recreate the interior lining on a timber framed wall.

4.66 The chimneys are a different story. Many solutions are easy, the issue being the need to meet the requirements to get structural sign-off by the engineer in relation to building producer statement. This apparently is an issue throughout New Zealand and affecting many restoration projects.

4.67 Working though this chimney issue has taken several weeks but is now to hand.

4.68 Several expressions of interest for the Community Space were received and provided to the Council Committee for review. At this stage no decision of useage has been made with the thought being to refurbish the area to the current layout.

4.69 No expressions of interest for the Commercial space have been received by WDC. Direct contact with individuals who showed original interest is to be undertaken.

4.70 Expressions of interest from contractors for the restoration project were received from three contractors, two from outside the district and one local builder. Due to

this poor response the project will be forwarded to them but also publically tendered.

4.71 Timelines

4.72 Project 1 – Building Restoration

Due to the difficulties in completing documentation this project has now fallen well behind the timeline. Drawing/documentation is now progressing and will be lodged on 7 March 2014 for building consent and will be tendered the following week.

4.73 Project 3 – Roading Renewal

This project, after some starting difficulties, is now progressing well and will be completed in the next fortnight from the time of writing this report.

4.74 Project 4 – Community Space

Documentation relating to the refurbishment of the internal spaces will commence mid March after applying for building consent project 1.

4.75 Project 5 – Internal Refurbishment

This project is really dependent on useage and cannot be commenced until tenants are agreed.

4.76 An updated timeline/outstanding works for all projects will be tabled to Councillors at the Council meeting.

4.77 30 September 2014

4.78 Council at its meeting of 26 August 2014 considered a business paper summarising Council's position in respect to the Te Kuiti Railway Building Project as determined at the Council Workshop of 12 August 2014 and seeking formal resolutions of that position. Council resolved as follows:

- 1 *The report Te Kuiti Railway Building Project: Review of Scope of Works be received.*
- 2 *Council note and authorise the following variations of Scope, Timeline and Budget:*
 - (a) *The timeline for the development of the Plaza Design be rescheduled from the 2015/2016 financial year to the 2014/2015 financial year and that funding for this design work be funded from the Public Amenities Reserve Fund.*
 - (b) *The budgets for the development of the Plaza for the 2016/2017 to 2019/2020 financial years be accumulated into the 2016/2017 financial year and the works associated be undertaken as one project.*
 - (c) *The Band Rotunda be relocated from the Plaza within the 2014/2015 financial year with the costs of relocation being funded from the Public Amenities Reserve Fund.*

- (d) *The installation of an Electricity Point within Rora Street at an appropriate location.*
- (e) *The consequential costs of \$10,800 associated with the installation of the Electricity Point be funded from the Land Transport Activity.*
- (f) *The timeline for Project 4 be consolidated from the 2013/2014 and 2014/2015 financial years along with the 2016/2017 and 2017/2018 financial years to a timeline falling in the 2014/2015 and 2015/2016 financial year's.*
- (g) *Council note that the amended timeline for Project 4 is subject to securing external funding of \$100,000.*
- (h) *The application of debt funding (being \$115,660) for use during the 2014/2015 and 2015/2016 financial years to allow Project 4 to be completed within the new timeframe.*
- (i) *The change in scope for the Railway Building Project to include physical linkage to the i-Site, with the work to be undertaken partly as a variation to Project 1 with the balance scheduled concurrent with the balance of Project 4.*
- (j) *Funding of the i-Site linkage, estimated at \$110,820, by loan.*
- (k) *The addition of a new access to Building 3 as a variation to Project 1 and funded to an estimated cost of \$16,350 by loan.*
- (l) *Option 2 for Project 5 (a restaurant/café/bar) be the preferred option on condition that –*
 - 1 *A Lessee arrangement for the premises is completed before works proceed.*
 - 2 *Arrangement of external funding.*
 - 3 *An appropriate Lessee contribution towards the internal refurbishment in line with the commercial value of the opportunity.*

Project 1 – Building Restoration

5.1 1 May 2014

- 5.2 The contract documentation and schedule for this project have now been completed with the documentation submitted for building consent on 21 March 2014.
- 5.3 Documentation has received final approval from both the Historic Places Trust and KiwiRail.
- 5.4 Tenders have also been called for, advertising on Tenderlink, Waikato Times and Waitomo News. Public tenders have been called for as only three expressions of interest for this work were received by WDC when previously sought.

- 5.5 With the Easter period falling within the tender period, the closing date has been set for 20 May 2014. This is marginally outside our deadline for uplifting funding from the Lottery Grants Board.
- 5.6 A letter explaining the reason for the delays in finalizing plans and tendering has been forwarded to the Lottery Grants Board requesting a 3 week extension of the deadline from 16 May 2014.
- 5.7 While it is estimated the construction period will take approximately six months, tenderers have been requested to submit a timeline for completion of the project.

5.8 27 May 2014

- 5.9 Outstanding issues regarding the building consent have now been resolved and the building consent for Project 1 has been issued.
- 5.10 As explained in 5.56 and 5.57 an application was submitted to the Lottery Grants Board requesting an approximate 3 week extension to our time for uplifting of funding. The Lottery Grants Board has confirmed our extension to 20 June 2014.
- 5.11 At the time of preparing this business paper, tenders had closed with three tenders being received. These are currently being assessed in preparation in submitting a report to the tenders sub committee.

5.12 25 June 2014

- 5.13 5.64 The Tenders Sub Committee has accepted a tender from DMC Builders (2003) Limited from Wanganui for the amount of \$788,672.01. This includes contingencies values that have been added to the tender.
- 5.14 Contract documentation is currently being finalised and signed.
- 5.15 The contractors visited the site on 17 May 2014 and spent the morning with Group Manager – Community Services for document signing and discussing contractual procedures etc.
- 5.16 The structural assessment for the canopy has one item related to the footings still to complete and identified works will be treated as a variation to project 1.

5.17 29 July 2014

- 5.18 At the time of writing this report the contractor was into his third week on site. Works to date have concentrated on:
- removal of the central area of the floor to building 1 for the new bearer and anchor piles. Due to connectivity difficulties this bearer will now be supported by all new piles,
 - excavations for the new anchor piles / bearer on platform side of building 1. Again extensive rot has necessitated the replacement of several piles,
 - excavations of chimney base for structural strengthening. Exposure of this based revealed the original footing to be loose concrete fill requiring removal and redesign of footing,
 - window refurbishment in building 2

Photos of works to date will be available at the Council meeting.

- 5.19 The colour scheme options have been finalized and these are attached for Councilors reference. This has allowed the ordering of roofing materials.
- 5.20 The canopy excavations / investigations are now complete and documentation for structural strengthening is underway.

5.21 26 August 2014

- 5.22 The contractor is now making significant progress in a number of areas at the time of writing this report. Works at the present time are concentrated on:
- roofing of building 1 (almost complete) and the roofing of building 2
 - sub floor piling and bearers to building 2. Again extensive rot has necessitated the replacement of several piles.
 - identification of weatherboards to be replaced
 - finalizing the details between the platform and building 1
 - agreement on paint colours and on site paint preparation

5.23 30 September 2014

- 5.24 Approval is currently being sought from the HPT for the linkage between Building 1 and the i-Site as well as the replacement of the fire place in Building 2 with a gas fired option, but keeping the external and internal appearance of the chimney. We await there reply.
- 5.25 Approval from the HTP has been granted for the final structural strengthening of the canopy. Working drawings for this work are complete and are currently being priced by the contractor.
- 5.26 Further significant works have been made since the August report to Council and include
- completion of the subframe works including piling to building 2
 - relevening of building 2, which relevened the floor by 25-35mm. Any work further relevening would require lifting the whole building, rebuilding the subframe and extensive repair works on all openings
 - extensive amount of painting undertaken
 - weatherboard replacement
 - Steel framing to support chimney to Building 1
 - Subfloor insulation and ground lining building 1 & 2

5.27 29 October 2014

- 5.28 Progress has again been significant as the weather has been kind to the development since the September 2014 report. Works have included
- excavations of the footings for the building 1 structural strengthening portal frame

- completion of the bracing walls associated with the building 1 chimney, including exterior cladding
- roof guttering partially installed
- installation of new window building 2 and replacement doors where specified
- removal of the roofing on the canopy
- re-glazing of windows where necessary is underway
- painting is progressing well
- canopy roof removal has been undertaken in preparation of the installation of the skylights
- Canopy existing frames have been sand blasted and undercoated
- Cabling for canopy lights and cameras has been installed while access is available with the roof removed.
- Portal strengthening for the canopy is currently being manufactured
- Building 3 structural plans are complete and implementation of internal works to building 3 is commencing

Project 2 – Plaza Redevelopment

- 6.1 Works associated with the roading redevelopment have been completed.
- 6.2 The bollards removed during this project have been replaced with new bollards, with those removed scheduled to be refurbished for use at a later stage.
- 6.3 No further works have been undertaken.
- 6.4 9 July 2014**
- 6.5 During the Reference Group workshop on this project the issue of the future of the band rotunda was discussed, with the overwhelming opinion being the band rotunda should be removed from the plaza.
- 6.6 Should the band rotunda remain it will be required to be fully fire protected with sprinklers as part of the project.
- 6.7 The Brook Park Inc. has indicated that they would be keen to have the structure positioned in Brook Park. Before any removal is undertaken, investigation is required into how this structure was funded and constructed so that discussions can be undertaken with potential relevant parties.
- 6.8 Council is asked to confirm that this structure can be removed from the plaza area, which will enhance the potential use of building 3.

6.9 26 August 2014

6.10 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

6.11 30 September 2014

6.12 Mansergh Graham are currently updating the plaza proposal to incorporate all the proposed building usage changes and accessway changes.

Project 3 – Roading Renewal

7.1 Completed.

Project 4 – Community Space

8.1 Councils working group for this project have advised to proceed with the refurbishment of the internal areas of building 1, utilizing the existing layout and door access.

8.2 An assessment of existing electrical services within building 1 is currently underway.

8.3 An assessment of the additional structural strengthening of building 1 is currently underway.

8.4 A timeframe of 30 May 2014 has been agreed with the Architectural and Engineering service providers for the completion of contract documentation for the internal refurbishment building 1.

8.5 No decisions have been made in relation to building 3, the other community space building.

8.6 A report on the structural strengthening has been completed and will be incorporated into the architectural drawings/documentation currently being prepared. This will require an additional support wall in the building and new gib brace lining.

8.7 A structural assessment of the canopy is underway with the view to include this work in the Restoration Project.

8.8 25 June 2014

8.9 Draft construction drawings and specifications have been completed and are being worked through. Councils working committee is to finalise information related to doorways.

8.10 Instructions have been issued to the Quality Surveyors to prepare tender schedules and pre tender estimate.

8.11 29 July 2014

- 8.12 Draft contract documentation has been completed for the internal restoration of building 1.
- 8.13 A quantity surveyors estimate for this work has been established at \$148,200. While some of this work is structural strengthening and may be swung to the main contract, Councilors need to consider how this project is to be funded to allow the project to proceed.
- 8.14 The initial budget estimate for this work as well as the community space in building 3 was \$214,500, being spread over 5 years from 2013/2014 financial year and funded through WDC loan, as the work was originally programmed as a minor repair with full refurbishment a few years later.
- 8.15 The extent of structural works that are required in relation to this building means that all the works are required to be undertaken as a single project.
- 8.16 While no external funding was programmed for this work it was always envisaged an application to Trust Waikato would be made who will assist in making areas available for community groups, with the balance being loan funded. A decision on occupancy is required to allow any funding applications to be presented.
- 8.17 The following budgets have been approved to date, being \$47,000 in 2013/2014 and \$34,000 in 2014/2015, making a total of \$81,000 available. To date design costs have been absorbed into Project 1 fees.
- 8.18 The unfunded part of this project currently stands at \$67,000
- 8.19 A new entrance sketch to building three has also been developed and forwarded to HPT for approval. This is proposed to the side of building 3 to maintain the heritage view of the building frontage. Once approval has been granted this work will be incorporated in the restoration project currently underway.

8.20 26 August 2014

- 8.21 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

8.22 30 September 2014

- 8.23 A proposal for the linking of the building 1 community space and the i-Site has been completed by the architect and submitted in principal to the HPT for approval. A copy of this sketch is attached to and forms part of this business paper for Councilors' information.
- 8.24 Council at its meeting of 26 August 2014 considered a business paper summarising Council's position in respect to the Te Kuiti Railway Building Project as determined at the Council Workshop of 12 August 2014 and this identified that \$100,000 of external funding was required for the community space project to proceed.
- 8.25 At the time of these two meetings it was envisaged that this external funding could be available from the NKCDT. It is now apparent that Project 4 does not meet the criteria for this fund.

8.26 An application to Trust Waikato has been made for the sum of \$38,000, being 10% (maximum funded) of the total estimated value of Project 4. The outcome of this funding round is made available December 2014.

8.27 Should WDC be successful, other sources of funding will still be required for the balance of \$62,000

8.28 29 October 2014

8.29 Historic Places Trust approval has been gained for the linking of Building 1 and the i-Site

8.30 Detailed measuring to produce these plans is to be undertaken on the 28 October 2014 and the access through building 1, once detailed, will be included as part of Project 1.

<p>Project 5 – Commercial Space Internal Refurbishment</p>

9.1 This project is on hold awaiting confirmation of a commercial tenant.

9.2 29 July 2014

9.3 A preliminary high level layout for building 2 has been commissioned to facilitate future commercial negotiations, but also to allow identification of any required external modifications – eg doorways that will allow an application to the Historic Places Trust for approval.

9.4 It is the intention once approval from the HPT is granted that the external wall modifications will be included in the current project works.

9.5 This high level plan will include a restaurant / café at the northern half, a toilet block servicing the restaurant and other commercial activities and two retail outlets. These will require new external access requiring approval from HPT

9.6 26 August 2014

9.7 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

9.8 30 September 2014

9.9 An expression of interest has been received from a prospective lessee for the café/ bar/ restaurant.

9.10 A detailed design for the layout is now being prepared based on option 2 of the feasibility report, to be used in negotiations for the lease and also for a funding application to NKCDT and HPT signoff.

9.11 A copy of the draft proposed layout is attached to and forms part of this business paper for Councillors information.

9.12 29 October 2014

9.13 A detailed plan of the proposed kitchen is currently being prepared and once completed over the coming days, negotiations with the proposed tenant will commence.

9.14 A funding application to the NKCDT for \$100,000 for Project 5 is currently being prepared.

9.15 Project 1 includes the structural refurbishment of the fireplace within Project 5, Building 2. Due to the complexity and cost involved in refurbishing / structurally strengthening the chimney, the Historic Places Trust have approved the removal of the existing structure and the rebuilding of a new fire place with a similar footprint and upper chimney

Work Plan / Timeline / Budget

10.1 A revised work plan outlining key milestones is attached to and forms part of this business paper. Blue indicates the original timeline. Pink indicates actual timelines.

10.2 26 August 2014

10.3 A business paper (Doc No. 342375) was presented to Council summarising the workshop material presented to Councillors at the workshop of the 12 August 2014 and seeking confirmation of the outcomes. (Refer to Paragraph 5.81 above)

10.4 30 September 2014

10.5 The timelines presented to Council at the workshop of the 12th August 2014 and confirmed 26th August 2014 are extremely tight and rely heavily on sourcing external funding to complete the projects.

10.6 At the present time projects are on track to this timeline.

10.7 29 October 2014

10.8 The complexity of providing an acceptable strengthening solution and the extent of work now required to building 3, means that this section of the restoration project will not be completed until the end of December 2014. Most other works associated with Project 1 will be completed early November, approximately 2 weeks behind schedule.

10.9 Due to the extent of Project 1 works associated with building 3, the internal refurbishment (Project 4) of building 3 will be substantially completed as part of Project 1. Building 3 internal refurbishment was scheduled for completion August 2015 but this will now be early 2015.

10.10 The balance of Project 4 (building 1) is on hold pending the outcomes of the Trust Waikato application, due out early December 2014.

10.11 Project 5, commercial space is on schedule.

Suggested Resolution

The Progress Report: Te Kuiti Railway Building be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

October 2014

Document No: 346983

File No: 037/048A

Report To: Council**Meeting Date: 29 October 2014****Subject: Progress Report: Road Map Work Programme Monthly Monitoring Schedule**

Purpose

- 1.1 The purpose of this business paper is to present Council with the monthly update on progress against the Road Map Work Programme adopted by Council on 26 August 2014.
- 1.2 Attached to and forming part of this business paper is the Road Map Monitoring Schedule which reports progress against the Road Map as at **29 October 2014**.

Background

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

Commentary

- 3.1 The current edition of the Road Map was adopted by Council on 26 August 2014 subject to amendments.
- 3.2 Council, at its meeting on 26 August 2014 resolved as follows:
 - 2 *The Road Map Work Programme as at 26 August 2014 be adopted subject to the Chief Executive making amendments as follows:*
 - 1 **Local Government Reform – Position of WDC (Page 29)**
 - 1 *Update this Section to reflect –*

Council's position at this time is to focus on building further collaborative/shared service relationships in line with the Mayoral Forum work streams.

If and when a local government reorganisation application is triggered affecting the Waitomo District, Council will react to such application at that time.

2 **Bylaw – Freedom Camping** (Page 47)

1 Update the Key Milestones to include a new "First Step" for a Workshop to enable Council to consider whether a Freedom Camping Bylaw is actually required or not.

3 **Policy – Psychoactive Substances** (Page 48)

1 Update the Key Milestones to include a new "First Step" for a Workshop to enable Council to consider whether a Policy is actually required or not.

3.3 These amendments have been made to the Road Map and are reflected in the Monitoring Schedule.

3.4 The full Road Map Work Programme document is presented to the Council on a "needs" basis to ensure that it is kept as up to date as possible.

3.5 In the interim period a Monthly Monitoring Schedule is presented to Council. The Monitoring Schedule is a direct extract from the Road Map of the Key Milestones for the current year (2014/2015) and includes the indicative timeframe and a commentary on progress for each project of work.

3.6 Amendments to Timelines and Projects of Work

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

Significant Amendments

4.1 Implication of Changes to the LGA on development of the 2015-2025 LTP

4.2 The changes to LGA introduced in August this year mean that the way we put together the draft LTP has changed. Previously we prepared a complete draft document, which was adopted by Council for Audit and then used as the basis of consultation with the Community.

4.3 As a result of changes to legislation, the process requirement for the 2015-2025 LTP is that a Consultation Document (CD) is to be adopted by Council and used as the basis for consultation with our community (not the draft LTP). This CD is a summary of the significant aspects of the proposed LTP. The legislation sets out a list of mandatory requirements to be included and specifically prohibits attaching a draft LTP. However the "supporting information" which has been relied on to prepare the CD has to be available to the public. This supporting information will also be audited along with the CD.

4.4 The implication of this is a 'new way' of preparing the LTP. The CD is the main document to produce for the consultation phase. Only those policies/strategies and information that are either mandatory or have changes significant enough to require consultation with the community form part of the supporting information for the LTP.

4.5 The supporting information required will be kept under review through the development process and a package of supporting information relevant to the CD will be brought to Council for adoption.

- 4.6 This change impacts on the processes and timelines currently included in the Roadmap.
- 4.7 It is proposed that the non-mandatory policies/information currently programmed for adoption by Council (such as the appointment of directors to CCO's and Water and Sanitary Service Assessments) not be considered by Council at this time, but as part of the supporting information package.
- 4.8 Further information will be provided to Council as part of the LTP Consultation Plan scheduled for consideration at the December Council meeting.

New Projects

- 5.1 As new projects are identified, they will be detailed in future versions of this business paper and will be included in the next edition of the full Road Map Work Programme document.
- 5.2 Following the Council meeting on 30 September 2014, the timeline for "District Plan – Rules: Audit of Signs/Hoardings" has been updated to reflect the Action Plan adopted by Council.

Suggested Resolution

The Road Map Monitoring Schedule as at 29 October 2014 be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Road Map Monitoring Schedule as at 29 October 2014 (Doc 346978)



Road Map

Work Programme Monitoring Schedule

as at 29 October 2014

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Development of 2015-2025 LTP

2015-2025 LTP Document

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #1 <ul style="list-style-type: none"> • LTP Project Plan overview • Review of Vision • Strategic Direction and Guiding Principles 	22 July 2014	Complete
Council LTP Workshop #2 <ul style="list-style-type: none"> • Strategic Issue – Te Kuiti Railway Buildings Projects • Community Outcomes • LTP Forecasting Assumptions 	12 August 2014	Complete
Council LTP Workshop #3 <ul style="list-style-type: none"> • Rates Remission Policy • Treasury Management Policy • Policy on Appointment of Directors to CCOs, • Development of Maori Capacity - (Council direction) 	19 August 2014	Complete
Council LTP Workshop #4 <ul style="list-style-type: none"> • AMPs: <ul style="list-style-type: none"> – Solid Waste Activity – Water and Sanitary Services Assessments – Information Technology – Regulatory and Safety/Resource Management 	4 September 2014	Complete
Council LTP Workshop #5 <ul style="list-style-type: none"> • AMPs: <ul style="list-style-type: none"> – Parks and Reserves – Recreation and Culture – Public Amenities 	9 September 2014	Complete
Council LTP Workshop #6 <ul style="list-style-type: none"> • AMPs: <ul style="list-style-type: none"> – Rooding – Water 	16 September 2014	Workshop #6 cancelled. Business deferred to Workshop #7 on 18 September 2014.
Council LTP Workshop #7 <ul style="list-style-type: none"> • AMPs: <ul style="list-style-type: none"> – Housing and Other Property – Community Development • Revenue and Financing Policy #1 	18 September 2014	Complete
Council LTP Workshop #8 <ul style="list-style-type: none"> • AMPs <ul style="list-style-type: none"> – Wastewater – Stormwater • Financial Strategy #1 (including Debt reduction Strategy) • District Plan 	23 September 2014 30 October 2014	Workshop #8 deferred to 30 September 2014 following the Council Meeting. The business will be split between the rescheduled Workshop #8 and Workshop #9 on 7 October 2014.
Council LTP Workshop #9 <ul style="list-style-type: none"> • Infrastructure Strategy #1 • Revenue and Financing Policy #2 • Financial Strategy #1 (including Debt reduction Strategy) • District Plan 	7 October 2014	Complete
Council LTP Workshop #10 <ul style="list-style-type: none"> • Financial Strategy #2 • Revenue and Financing Policy #3 	16 October 2014	Complete
Council Meeting <ul style="list-style-type: none"> • Adoption of Policies for inclusion in prelim draft LTP <ul style="list-style-type: none"> – Rates Remission – CCOs – Treasury Management – Financial Strategy 	28 October 2014 29 October 2014 16 December 2014	Due to changes to LGA introduced in August this year the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in this edition of the Roadmap. (Refer Section 4 of the business paper for details).

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #11 <ul style="list-style-type: none"> Significance & Engagement Policy Financial Forecasts #1 <ul style="list-style-type: none"> Issues / Operational Expenditure / Capex 	30 October 2014 12 November 2014	Workshop #11 deferred until 12 November 2014.
Council LTP Workshop #12 <ul style="list-style-type: none"> Financial Forecasts #2 (with prelim rating implications) 	18 November 2014 12 November 2014	Workshop #12 cancelled. Consolidated into Workshop #11 on 12 November 2014.
Council Meeting <ul style="list-style-type: none"> Adopt SEP for inclusion into LTP Adopt draft AMPs for LTP 	25 November 2014	
Council LTP Workshop #13 <ul style="list-style-type: none"> Financial Forecasts #3 Recap of issues Revenue and Financing Policy #2 	9 December 2014	
Council Meeting <ul style="list-style-type: none"> Adoption of Policies and Strategies for inclusion in prelim draft LTP: <ul style="list-style-type: none"> RFP and any others 	16 December 2014	
Council LTP Workshop #14 <ul style="list-style-type: none"> Reserve for financials or any late unforeseen issues. 	16 December 2014	
Council LTP Workshop #15 <ul style="list-style-type: none"> Budgets Rating indications final (Reserve date) 	10 February 2015	
Council LTP Workshop #16 <ul style="list-style-type: none"> Prelim Draft LTP Consultation Document 	17 February 2015	
Council Meeting <ul style="list-style-type: none"> Adopt pdLTP for Audit Adopt Consult Document for Audit 	24 February 2015	
Audit (Deloitte)	2 March 2015 – 10 March 2015	
Hot Review (OAG)	11 March 2015 – 13 March 2015	
Receipt of Audit Opinion	16 March 2015	
Council Meeting <ul style="list-style-type: none"> Adopt pdLTP for Consultation Adopt Consultation Document 	24 March 2015	
dLTP document Finalisation	25 March 2015 – 7 April 2015	
Public notification	7 April 2015	
Consultation Period – Starts	8 April 2015 – 8 May 2015	
Council Hearings (x 2 days)	21-22 May 2015	
Council Deliberations Meeting	4 June 2015	
Changes following deliberations	5 - 10 June 2015	
Audit Hot Review	11 – 12 June 2015	
Sign off from Deloitte	15 June 2015	
Council Meeting – Adoption of LTP	23 June 2015	

Review of Rates Remission/Postponement Policy (including Rates on Maori Freehold Land)

Key Milestone	Indicative Timeframe	Commentary
Desktop Review	August 2014	Complete
Prepare Recommendations	August 2014	Complete
Council LTP Workshop # 3 Present Desktop Review findings	19 August 2014	Complete
Council Meeting Adoption of reviewed Policy	28 October 2014 29 October 2014 16 December 2014	Due to changes to LGA introduced in August this year the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in this edition of the Roadmap. (Refer Section 4 of the business paper for details).

Review of Community Outcomes

Key Milestone	Indicative Timeframe	Commentary
Desktop review of COs	August 2014	Complete
Council LTP Workshop # 3 Present Desktop Review findings	12 August 2014	Complete
Include COs in pdLTP for adoption as part of draft LTP	17 February 2015	

Forecasting Assumptions

Key Milestone	Indicative Timeframe	Commentary
Development of assumptions	August 2014	Complete
Test assumptions against AMPs and prepare recommendations		Complete
Council LTP Workshop # 3 Consideration of Assumptions	12 August 2014	Complete
Include Forecasting Assumptions in pdLTP for adoption as part of draft LTP	17 February 2015	

Review of Financial Strategy

Key Milestone	Indicative Timeframe	Commentary
Desktop Review		Review to recognise comments from the OAG on the Strategy prepared for the 2012-22 LTP
Prepare Recommendations		
Council LTP Workshop # 8 Review of Financial Strategy	23 September 2014	Workshop #8 deferred to 30 September 2014 following the Council Meeting. This business deferred to Workshop #9 on 7 October 2014.
Council LTP Workshop # 9 Review of Financial Strategy	7 October 2014	Workshop #9 cancelled with business deferred to Workshop #10 on 16 October 2014.
Council LTP Workshop # 10 Review of Financial Strategy	16 October 2014	Complete.
Include Financial Strategy in pdLTP for adoption as part of draft LTP	17 February 2015	

Council Controlled Organisations

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of wording 2012-2022 LTP	September 2014	
Prepare recommended disclosure for inclusion in 2015-2025 LTP	October 2014	
Council Meeting – Adopt CCO disclosure for inclusion in draft LTP	28 October 2014 29 October 2014 16 December 2014	Due to changes to LGA introduced in August this year the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in this edition of the Roadmap. (Refer Section 4 of the business paper for details).

Appointment of Directors to a Council-Controlled Organisation

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy	August 2014	Complete
Prepare Recommendations		Complete
Council LTP Workshop # 3 Present Desktop Review findings	19 August 2014	Council agreed to update the Policy in line with current practice.
Council Meeting Adopt reviewed Policy	28 October 2014 29 October 2014 16 December 2014	Due to changes to LGA introduced in August this year the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in this edition of the Roadmap. (Refer Section 4 of the business paper for details).

Treasury Policy (incorporating existing Investment and Liability Management Policies)

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy	August 2014	Complete
Prepare Recommendations		Complete
Council LTP Workshop # 3 Present Desktop Review findings	19 August 2014	Complete
Council Meeting – Adoption of Policy for inclusion in draft LTP	28 October 2014 29 October 2014 16 December 2014	Due to changes to LGA introduced in August this year the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in this edition of the Roadmap. (Refer Section 4 of the business paper for details).

Significance and Engagement Policy

Key Milestone	Indicative Timeframe	Commentary
Seek feedback from community through LTP engagement process	September 2014	
Input local content in Policy	September 2014	
Council LTP Workshop # 11 Presentation of findings	30 October 2014 12 November 2014	Workshop deferred until 12 November 2014.
Council Meeting – Adoption of Policy	25 November 2014	

Assessment of Water and Sanitary Services

Key Milestone	Indicative Timeframe	Commentary
Review of WSSA	September 2014	Complete
Council LTP Workshop # 4 Consideration of draft WSSA	4 September 2014	Complete
Council Meeting – Adopt WSSA for inclusion in draft LTP	28 October 2014 29 October 2014 16 December 2014	Due to changes to LGA introduced in August this year the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in this edition of the Roadmap. (Refer Section 4 of the business paper for details).
WSSA included in pdLTP for adoption as part of draft LTP	17 February 2015	

Asset Management Plans – Updating for 2015-2025 LTP Purpose

Key Milestone	Date	Commentary
Review of AMPs including: <ul style="list-style-type: none"> • Levels of Service – mandatory, technical and community; the what, when and how • Demand Management – planning for the future and optimising current capacity • Lifecycle Management - Asset Inventory, Condition and performance Assessment, Management Strategies. • Risk Management – strategies in the event of failure modes for critical components • Completion of Financial Projections – the expenditure needed over the next 10 years or more to meet and maintain levels of service 	July /August 2014	Complete
Council LTP Workshop #4: <ul style="list-style-type: none"> • Solid Waste Activity • Water and Sanitary Services Assessment • Information Technology • Regulatory and Safety/Resource Management 	4 Sept 2014	Complete
Council LTP Workshop #5: <ul style="list-style-type: none"> • Parks and Reserves • Recreation and Culture • Public Amenities 	9 Sept 2014	Complete
Council LTP Workshop # 6: <ul style="list-style-type: none"> • Roading • Water 	16 Sept 2014	Complete
Council LTP Workshop # 7: <ul style="list-style-type: none"> • Housing and Other Property • Community Development 	18 Sept 2014	Complete
Council LTP Workshop #8: <ul style="list-style-type: none"> • Wastewater • Stormwater 	23 Sept 2014	Complete
Council Meeting: Adoption of draft AMPs for inclusion in 2015-2025 LTP	25 November 2014	

Review of Development/Financial Contributions

This work stream has been deferred with the intention of developing a Development Contributions Policy as part of the District Plan review.

Leadership

2013/2014 Annual Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Brief Council on timeframe.	27 May 2014	Complete.
WDC Audit. Deloitte will be onsite for 2 weeks. An additional week is also set aside for Deloitte to complete final queries from their Hamilton office.	8 – 19 September 2014	Complete
Deloitte technical/final review. Once the audit field work is complete the final document is sent to Deloitte technical team for final review.	September 2014	Complete
Council Meeting – Progress Report to Council on Interim June results. These are draft results and subject to change as a result of the audit process. The interim reports will include commentary and any qualifications necessary.	30 September 2014	Complete
Signed Audit Opinion available	28 October 2014	
Council Meeting - Adopt Annual Report.	28 October 2014 29 October 2014	Council was advised on 18 September 2014 that "worst case scenario" i.e. in the event of any hold-ups, a short meeting may need to be convened the morning of Friday 31 October 2014 to adopt the Annual Report. A business paper is contained elsewhere in this Agenda.
Summary Annual Report available. 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.	November 2014	

Local Government Funding Agency (Debenture Trust Deed)

Key Milestone	Indicative Timeframe	Commentary
Proposal to go from WDC to LGFA	February 2015	Depending on the outcome of this milestone the following process/dates might change
Amendments to Debenture Trust Deed	March 2015	The Debenture Trust Deed will be amended once outcome of WDC's proposal is known.
Council Meeting – Adoption of amended Debenture Trust Deed	28 April 2015	

Waikato Mayoral Forum Work streams

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

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

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

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

Review of Representation Arrangements (including Maori Representation)

Electoral Systems

Key Milestone	Timeframe	Commentary
Council Meeting: Resolution to change/not change the electoral system	26 August 2014	Complete
Public notice of the right for electors to demand a poll on the electoral system	4 September 2014	Complete
Deadline for polls to be received to be effective for the 2016 triennial local election	28 February 2015	If by 28 February 2015 it is ascertained that a poll is required, a timeline for dealing with the requirements of that poll will be developed at that time.

Maori Wards and Constituencies

Key Milestone	Indicative Timeframe	Commentary
Council Workshop: Consideration of briefing paper on Maori Wards and Constituencies	7 October 2014	Complete – the 7 October 2014 Workshop deferred until 16 October 2014.
Council Meeting: Resolution to be taken in respect to Council's consideration of Maori Wards and Constituencies	28 October 2014 29 October 2014 Statutory Deadline: 23 November 2014	A business paper is contained elsewhere in this Agenda.

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

Representation Arrangement (only required if Maori Wards are to be created)

Key Milestone	Indicative Timeframe	Commentary
Council Workshop to consider options for representation arrangements	Pre-August 2015	
Council Meeting – Resolve representation arrangement for consultation	25 August 2015	
Public notice of proposal and invites submissions	September 2015	
Submissions close	October 2015	
If no submissions then proposal becomes final		
Council Meeting – consideration of submissions and possible amendment of proposal	28 October 2014 29 October 2014	
Public notice of “final” proposal	November 2015	
Appeals and objections close	December 2015	
If no appeals or objections then proposal becomes final		
If appeals/objections received, forward appeals, objections and other relevant information to the Commission	December 2015	
Commission considers resolutions, submissions, appeals, objections and make determination	April 2016	
Determination subject to appeal to High Court on a point of law		

Review Memorandum of Understanding between WDC and ICL

Key Milestone	Indicative Timeframe	Commentary
Review of existing MoU by WDC Relationship Committee	February 2014	<p>ICL Board is in the process of developing a Strategic Plan (SP) which the Board will pass on to Council. It has been indicated by ICL that this SP will replace the approved Recovery Plan, since it is more relevant for ICL to be planning strategically for the future, at this stage.</p> <p>It will be advisable for WDC to wait for and review this Strategic Plan prior to reviewing the MOU with ICL. This will enable alignment of the MOU with the Strategic Plan so that WDC can provide any relevant support to ICL to achieve its strategic direction.</p> <p>MOU review process will be started once the ICL Strategic Plan is received and reviewed.</p> <p>At the Shareholder Meeting on 1 October 2014 the ICL Board confirmed that it had adopted a budget for 2015 (which will in part form the successor ICL/WDC arrangement to the expired Recovery Plan.</p> <p>A public excluded business paper is contained elsewhere in this Agenda.</p>
Relationship Committee to meet with ICL and discuss any findings from review		
Council Meeting - Amended MoU adopted		

Communications Strategy – Progress Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Six monthly progress report	16 December 2014	
Council Meeting - Six monthly progress report	30 June 2015	

Community Development

Economic Development

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Regional Economic Development Strategy presented to Council.	March 2014	A business paper was presented to Council at its March 2014 meeting.
Council Workshop Discussion regarding alignment to Regional Economic Development Strategy.	18 September 2014	Complete. Dealt with as part of Community Development AMP considerations Further key milestones will be identified when there is a clear understanding of the direction Council intends to take.

Customer Services – Monitoring against Strategy

Key Milestone	Indicative Timeframe	Commentary
Findings from an investigation for the provision of a joint services facility reported to Council.		For further details relating to the key milestones and timeline for investigation of a joint services facility refer to the Community Services section of this Road Map.
Council Meeting Progress Reports will be presented to Council six monthly	16 December 2014 23 June 2015	

Community Development – Review of Strategies

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #7 Council to provide feedback on proposal to consolidate strategies.	18 September 2014	Complete
Council LTP Workshop #10 Review and/or consolidation of – <ul style="list-style-type: none"> Community Dev Strategy I-Site and Events Strategic Plan Waitomo District Library Services Strategic Plan 	16 October 2014	Completed.
Council Meeting <ul style="list-style-type: none"> Adoption of Strategy(s) 	25 November 2014	

Youth Liaison/Youth Council

Key Milestone	Indicative Timeframe	Commentary
Advertise for replacement Youth Council Members	September – October 2014	Advertising seeking expressions of interest for new members has been undertaken during September and October with a closing date of Friday 7 November 2014.
New Youth Council members appointed	November 2014	
Youth Leadership Camp convened	January 2015	
Meetings scheduled	Monthly	
Youth Event held	February – May 2015	
Youth Council submission to 2015-2025 LTP	April/May 2015	

Community Events

2014 Christmas Parade		
Key Milestone	Indicative Timeframe	Commentary
Consultation with key stakeholders.	September/October 2014	Completed.
Development and implementation of a Project Plan and Safety Plan	October 2014	Completed.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November/December 2014	
Execution of event	December 2014	
Council Meeting Management Report on the event identifying success and the budget.	24 February 2015	

2015 Great New Zealand Muster		
Key Milestone	Indicative Timeframe	Commentary
Identify and consult with key stakeholders.	September/October 2014	Completed.
Development and implementation of a Project Plan and Safety Plan	October 2014	Completed.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	January to March 2015	
Execution of event	March 2015	
Council Meeting Management Report on the event identifying success and the budget.	26 May 2015	

Waitomo District Citizens Awards – Renewal of Working Party Membership

Key Milestone	Indicative Timeframe	Commentary
Three-Yearly Working Party Membership Review		
Council Meeting Report on renewal of the CAwp for next three years	25 November 2014	

Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2015	
Consideration of Nominations by Working Party	March/April 2015	
Awards Ceremony	May 2015	

2015 Combined Mayoral ITO Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Graduate names received from ITOs	December 2014/January 2015	
Invitation to Graduates and Families/Supporters	March 2015	
Graduation Ceremony	April 2015	

Regulation Services

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Issues and Options paper for coastal subdivision and development prepared.	May 2011	Completed.
Open days at Mokau and Te Waitere convened	5 and 12 November 2011	Completed.
Council Meeting – reporting on feedback received	13 December 2011	Completed. Council considered a business paper advising of the work done since June 2011 on the District Plan review.
Council Workshop To consider strategy for reviewing District Plan	February 2014	Completed.
Changes to Plan to give effect to: <ul style="list-style-type: none"> NES for Telecommunication Facilities NES for Electricity Transmission Activities NES for Assessing and Managing Contaminants in soil to protect human health 	June 2014	Completed.
Council LTP Workshop #8 To seek Councils approval for a targeted Plan change	23 September 2014 7 October 2014 16 October 2014	Workshop #8 deferred to 30 September 2014. Business split between Workshops #8 and #9. This task re-scheduled to Workshop #9 on 7 October 2014. Workshop #9 deferred to 16 October 2014. Council was provided with an update on progress at the Workshop on 16 October 2014 and advised that a detailed Project Plan is being developed.
Plan change to give effect to NPS for Electricity Transmission	July 2014 - December 2014	
Plan change to give effect to NPS for Renewable Energy Generation	July 2014 - December 2014	
Coastal Environment and Outstanding Natural Landscapes Plan change to give effect to WDC community outcomes, RMA, NZCPS and Regional Policy Statement	July 2014 - December 2014	
Township Growth Plan change (Mokau/Awakino, Waitomo Caves and Te Waitere)	July 2014 – December 2015	
Significant Natural Areas Plan change to give effect to Regional Policy Statement	January 2015 – January 2016	
Administrative Plan change to address any straight forward zoning amendments	June 2016 – July 2017	

District Plan – Rules: Audit of Signs/Hoardings

Key Milestone	Indicative Timeframe	Commentary
Audit completed of District advertising hoardings.	28 February 2014	Completed
Council Meeting Council to provide guidance in terms of enforcement options.	25 March 2014	Completed. Business Paper presented to Council on outcome of audit.

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Action Plan presented to Council.	30 September 2014	Complete. Adopted Action Plan timeline set out below.
Detailed database developed of the District's advertising hoardings (residential and rural zones only). Information to include: sign owner, sign location, photos, non-compliance/ compliance detail.	October 2014 – January 2015	
WDC's hoardings database to be reviewed with NZ Transport Agency representatives to identify locations and/ or specific signs which should be urgently addressed to resolve compliance issues as they relate to traffic safety on the state highway network.	February 2015	
Critical locations and specific signs identified as part of the review will then be urgently targeted in order to address issues of non compliance with sign owners.	February 2015	
Communicate with sign owners to restate the District Plan rules in order to address matters of non compliance. This will involve a range of options which could include relocating signs, reviewing and if necessary amending sign content, applying for a resource consent or in some cases simply removing non complying hoardings.	March – July 2015	

Urban Structure Plans

This work stream will run in conjunction with the proposed review of the District Plan.

Jurisdictional Issues

Note: It is very difficult to predict accurate timelines as a lot will depend on Waikato Regional Council's response to the initial approach.

There has been no activity around this work stream now for several years as the issues has not been pressing for the Councils involved.

The issue remains in the roadmap so that it can be reactivated if the Councils believe there are benefits in further reviewing and reconsidering coastal jurisdiction.

Waikato River Catchment Economic Studies

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

Te Maika Zone

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports to Council	16 December 2014 23 June 2015	

Bylaw – Review

Public Amenities and Water Services Bylaws

Key Milestone	Indicative Timeframe	Commentary
Council Bylaws Workshop Review of Public Amenities and Water Services Bylaws	2 October 2014 30 September 2014	Workshop brought forward to 30 September 2014.
Council LTP Workshop #9 If further workshopping required	7 October 2014	Not required.
Council Meeting Adopt Bylaws for Public Consultation	16 October 2014	Completed
Finalise Bylaws for Consultation	17 – 23 October 2014	Completed
Public notification	23 October 2014	Completed
Consultation period	28 October - 28 November 2014	Progressing
Council Hearing	9 December 2014	
Council Deliberations Meeting	16 December 2014	
Council Meeting Adopt Public Amenities and Water Services Bylaws	10 February 2015	

Land Transport Bylaw

Key Milestone	Indicative Timeframe	Commentary
Council Bylaws Workshop Review of Land Transport Bylaw	29 January 2015	
Council LTP Workshop #15 If further workshopping required	10 February 2015	
Council Meeting Adopt Bylaw for Public Consultation	17 February 2015	
Finalise Bylaws for Consultation	18 – 20 January 2015	
Public notification	19 February 2015	
Consultation period	23 February – 23 March 2015	
Council Hearing	31 March 2015	
Council Deliberations Meeting	14 April 2015	
Council Meeting Adopt Land Transport Bylaw	28 April 2015	

Bylaw – Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Consideration need for a Bylaw	29 October 2014 25 November 2014	
Draft Bylaw completed	December 2014	
Council Bylaws Workshop draft Freedom Camping Bylaw	29 January 2015	
Council LTP Workshop #15 If further workshopping required	10 February 2015	
Council Meeting Adopt Bylaw for Public Consultation	17 February 2015	
Finalise Bylaw for Consultation	18 – 20 January 2015	
Public notification	19 February 2015	
Consultation period	23 February – 23 March 2015	
Council Hearing	31 March 2015	
Council Deliberations Meeting	14 April 2015	
Council Meeting Adopt Bylaw	28 April 2015	

Policy – Dog Control Policy and Practices 2014/2015 Review

Key Milestone	Date	Commentary
Prepare Report	September 2014	Complete.
Council Meeting – Dog Control Policy and Practices Report	30 September 2014	Complete.
Public notification	October 2014	

Policy – Psychoactive Substances

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Consideration of need for a Policy	29 October 2014	A business paper is contained elsewhere in this Agenda.
Draft Psychoactive Substances Policy completed	December 2014	
Council Bylaws Workshop Draft Policy	29 January 2015	
Council Meeting Adopt draft Policy for Consultation	17 February 2015	
Finalise draft Policy for consultation	18-20 February 2015	
Public notification	19 February 2015	
Consultation period	23 February – 23 March 2015	
Council Hearing	31 March 2015	
Council Deliberations Meeting	14 April 2015	
Policy changes after deliberations		
Council Meeting - Adopt Policy	28 April 2015	

Establishment of Rural Fire Authority for Waikato Valley Operational Area

As of August 2014, no further progress has occurred. If and when this project progresses, Council will be informed via Progress Reports.

Community Services

Te Kuiti Railway Building		
Key Milestone	Indicative Timeframe	Commentary
Development of Conservation Plan, Maintenance Plan and preliminary budget estimates for the restoration of the buildings	July 2012	Completed
Ownership / lease of the building and land to be secured from New Zealand Rail	July 2012	Completed by MOU only. Finalised lease to be submitted
Council Meeting Business/Positioning paper to Council for consideration and approval of the establishment of a working group to prepare a site and building development proposal	28 August 2012	Completed
Preparation of site and building development proposal	September – December 2012	Ongoing with Reference Group. Initial proposal included as part of the November Agenda.
Council LTP Workshop #5 Consideration the preliminary draft site and building development proposal	19 February 2013	Completed Council work shopped scenarios for the development including cost implications.
Council Meeting Business Paper to Council for financial programme and costings for approval and inclusion in dEAP	20 March 2013	Completed Business Paper adopted by Council for inclusion in dEAP documentation.
Council Meeting Adoption of EAP	25 June 2013	Completed Programme of restoration condensed to match proposal for funding from Lotteries Commission.
Council Meeting	Monthly	Ongoing A Monthly Progress report will be made to Council for the entire project i.e. Restoration, Roading and Revitalisation. Council, on 26 August 2014, passed resolutions relating to timelines and budgets for inclusion in the working draft Housing and Other Property AMP in preparation for development of the 2015-2025 LTP.

RAILWAY BUILDING: PROJECT 1 - RESTORATION

Key Milestone	Indicative Timeframe	Commentary
Engineering structural assessment of building 1,2 and 3	August 2013	Commenced. Engineers have advised this will be available to WDC 23 September 2013
Preparation of working drawings and contract documents for restoration of exterior, buildings 1,2 and 3	July – August 2013	Commenced Architect has advised these will be available to WDC in draft form 20 September 2012
Historic Places Trust Approval	September 2013	Draft documents sent to HPT 10 October 2013. Approval to tender documents received.
KiwiRail Approval	September 2013	Draft documents sent to HPT 10 October 2013. Approval to tender documents received.
Tender for works	November - December 2013 (subject to approval of alternative funding services)	Funding approval granted, documents due for completion last week in November. Preparation of documentation proved difficult to complete due to HPT and engineering requirements. Project now out to tender, tenders

Key Milestone	Indicative Timeframe	Commentary
		closing 20 May 2014. Tenders closed 20 May 2014 with three tenders being received. Contract awarded to DML (2003) Builders Ltd of Wanganui
Construction works	July 2014 - October 2014 Building 3 December 2014	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

RAILWAY BUILDING: PROJECT 4 – COMMUNITY SPACE REVITALISATION (Buildings 1 & 3)

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed . EOI document publicised October / November, closing 28 November 2013. Six expressions of interest received. Acceptance still under review
Preparation of Tender Documentation for Building 1 to completely refurbish the existing building layout	May – June 2014	Draft completed June 2014 and budget estimate. Funding approval required from external sources. Application completed to Trust Waikato with outcomes available December 2014.
Building refurbishment construction to allow use of building 1		
Building usage by tenants building 3		
Preparation of Tender Documentation for Building 3 to completely refurbish the existing building layout		
Building refurbishment construction to allow use of building 3		Predominately will be undertaken as part of Project 1
Building usage by tenants building 3		

RAILWAY BUILDING: PROJECT 5– COMMERCIAL SPACE REVITALISATION

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	October – November 2013	Completed. EOI document completed and will be available 22 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	Brief of works prepared and planning underway Complete – Council received a feasibility assessment presentation at the 12 August 2014 Workshop.
Presentation of proposal to Council working committee	End August 2014	
Draft Tenancy proposals and Lease agreement negotiations	September 2014	EOI confirmed early September, finalised layout plans currently being prepared to enable lease negotiations to be completed.
Application to NKCDT for funding to assist with document preparation and development associated with Cornerstone tenant.	September – October 2014	On schedule for application to be completed end of October 2014
Preparation of working drawings and contract documentation of areas associated with Cornerstone	December 2014 – February 2014 (subject to funding availability and tenancy provision)	

Key Milestone	Indicative Timeframe	Commentary
tenant		
Tender process for works		
Construction of internal work and site services associated with Cornerstone tenant		
Cornerstone tenant operational		

Te Kuiti Mainstreet Garden Re-design

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports and/or presentation of the detail of individual Stages	As required.	Council will be kept updated on progress through the presentation of monthly progress reports during completion of each Stage. Prior to commencement of each new Stage, detailed drawings and costings will be presented to Council for consideration. Exiting gardens corner Rora and King Streets completed. Completed: Paving repair works currently being undertaken Planting and rock works underway

Land Disposal – 6 Jennings Street – Community House

Disposal of 6 Jennings Street is on-hold pending the relocation of Te Kuiti Community House operations.

28 Taupiri Street – Renewal Works and Entrance

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	As required	Council will be kept briefed by way of progress reports to monthly Council meetings.
Application to Lottery Grants Board for funding to relocate TKCHT to 28 Taupiri Street	March 2014	Completed – WDC's application was successful but full funding was not granted
Council Meeting "Where to from here" in relation to funding and construction	25 June 2014	Council resolved to prepare contract documentation and a pre-tender estimate for consideration of any funding shortfalls
Construction documentation prep	August 2014 – September 2014	Tender documentation is complete along with pretender estimate and is subject to a separate business paper to the 30 September 2014 Council meeting
Council Meeting Project budgeting	28 October 2014 29 October 2014	Completed : A business paper is contained elsewhere in this Agenda.
Tender for works	November 2014	
Implementation	December 2014– March 2015	

Cultural and Arts Centre Upgrade: Stage 5

Key Milestone	Indicative Timeframe	Commentary
Review of renewal expenditure to date taking into account additional works undertaken as part of the Main Hall Ceiling project. Should sufficient funding be available, identify potential projects.	August 2014 – September 2014	WDC undertook Stage One of this upgrade programme in 2010/11 and has undertaken further renewal work on a staged basis involving the sound system, supper room and upper areas of the main hall. The 2012 LTP provided renewal

Key Milestone	Indicative Timeframe	Commentary
		<p>capacity (\$130,000 per annum) up to and including the 2015/16 financial year. The current year's budget (2014/15) is predominately expended in undertaking the upper areas of the main hall and the approved additional works.</p> <p>The key future staged renewals include the main toilets, bar and service toilets, kitchen and the stage and stage curtaining.</p> <p>The balance of the budget for the 2015/16 year (first year of the 2015 LTP) will be insufficient to undertake all these works. The architects involved with this project have been asked to review the budgets for the remaining work with a view to renewal budget capacity included in the 2016/17 financial year for Council's consideration.</p> <p>Council at its Workshop on 9 September 2014 requested that the kitchen renewal work be the priority for 2015/16 funding.</p>
Council Meeting Detail of Stage 5 Upgrade	30 September 2014	Due to insufficient funding available this year, this Stage of the Upgrade will be implemented in 2015/16.

Cultural and Arts Centre Update: Court Yard

Key Milestone	Indicative Timeframe	Commentary
Development of a new concept plan for the Courtyard	November 2014 – December 2014	
Council Meeting Concept proposals	24 February 2015	
Detailed working drawings	March 2015	
Tender for works	April 2015	
Implementation (dependent on timing of Shears)		

Parkside Subdivision

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Notification of Section Sales	As required	Ongoing. Council will be kept informed of Section sales by way of Progress Reports to monthly Council meetings.
Investigations into alternative land usage	July 2014 – October 2014	Progressing Draft report for review has been received from consultant

Land Disposal – Old Ministry of Works Building

Key Milestone	Indicative Timeframe	Commentary
Council Workshop 15 – presentation of background information to Council to enable informed decision on future of the building	15 November 2011	Council agreed that it does not wish to expend any further funds on this building and consulted with the community on the basis that Council will advise the Crown that Council wishes to relinquish its holding of the property.
Letter to Crown advising outcomes	September 2012	Writing to the Crown was put on

Key Milestone	Indicative Timeframe	Commentary
of the LTP consultation process and seeking approval to relinquish Councils involvement in the property		hold as an offer of finance with conditions was made through the 2012-2022 LTP process. The conditions included WDC and the community matching the funding proposal. The Submitter was advised Council would not contribute to funding the renewal works but delayed contacting the Ministry to allow the community to match the proposal. No correspondence has been received to date. It is proposed to write to the Ministry seeking approval to be released from Councils commitment. Te Kuiti Historical Society have been asked to investigate alternative accommodation to allow the approach to be made to the Ministry.

Te Kuiti Campground – Investigations

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and development of draft layout plan for discussion	October 2014 – December 2014	

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 This project has been rescheduled due to other work priorities
Advertise intention to prepare Plan and calling for initial submissions	November – December 2014	
Consultation Meeting 1 with aerodrome users	December 2014	
Consultation Meeting 2 with aerodrome users	February 2015	
Consultation Meeting 3 with aerodrome users	July 2015	
Preparation of Management Plan	January – June 2015	
Council Meeting Adopt draft Plan for Consultation	August 2015	
Public consultation	September – October 2015	
Council Hearing	November 2015	
Council Deliberations Meeting	November 2015	
Council Meeting Adoption of Finalised Plan	December 2015	

Redwood Park – Future Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consideration of draft Plan	April 2015	

Mokauiti Hall Disposal

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress report: Discussion within the community on alternatives for use as a community hall	Monthly	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Establish a committee to look at options for disposal.	October 2012	Hall Committee asked to nominate three working group members. Completed at hall meeting December 2012.
Meeting to discuss options for the hall	May 2013	Meeting scheduled for 12 June 2013 (telephone discussion)
Proposal developed and provided to committee for discussion	October 2014 – November 2014	
Finalised proposal	December 2014	
Council Meeting Sign-off of proposal by Council	February 2015	
Implementation		

Piopio Hall Roof Replacement

Key Milestone	Indicative Timeframe	Commentary
Preparation of documentation for the roof replacement	August - September 2014	
Obtaining quotations	October 2014	
Implementation	November 2014	

Benneydale Toilet Investigation

Key Milestone	Indicative Timeframe	Commentary
Development of proposal and budget estimate	August 2014	Proposal and budget estimate based on Piopio Public Toilets.
Council LTP Workshop # 5 Inclusion in Public Amenities AMP and workshop with Council	9 September 2014	Complete. Investigations into the provision of civic toilets in Benneydale in the current EAP will lead to the inclusion of replacement toilet for Benneydale during the first year (2015) of the LTP at an estimated cost of \$150,000.

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

Key Milestone	Indicative Timeframe	Commentary
Survey of the land to be undertaken to allow the quantification of land requirement	July 2012	Acceptance of Quotation from Arrow surveys to undertake this work has been accepted, with completion due 31 July 2012
Draft proposals prepared and presented to the Mokau School board of Trustees for signoff	August- September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Formal application to the Ministry of Education for land purchase	January – February 2013	Completed
Declaration of land as surplus to MOE requirements and available for sale	August 2013	Completed
Negotiations for purchase of land with government disposal team	August – October 2013	Commenced, proceeding through the sale process, with the process being undertaken by Darrochs. Negotiations ongoing with price only outstanding issue and this is currently being addressed by Darrochs. Related to interpretation of valuation Sale and purchase documentation completed and ready for WDC signing. Refer to Monthly Progress report contained elsewhere in this Agenda.
Valuation to be obtained for the land to be purchased	October – November 2013	Completed
Subdivision resource consent to be obtained		Not required as done under Public Works ACT
Sale & Purchase agreed with the Crown	June 2014	Completed
Detailed subdivision survey for submission to LIN (requires signoff by the Crown	July 2014 – August 2014	Progressing Draft plan completed and forwarded to MOE for final signoff.
Detailed design of effluent field	September 2014 – October 2014	
Tendering of work	October 2014 – November 2014	
Implementation of works	December 2014	

Walking Track Strategy

Key Milestone	Indicative Timeframe	Commentary
Base information gathering	March 2015 – June 2015	
Council Meeting: Initial progress report on extent of asset and its condition to council including timeline for completion	July 2015	

Passive Reserves Management Plan (2014 – 2016)

Key Milestone	Indicative Timeframe	Commentary
Notification of the intention to prepare a management plan and the call for community input into ideas for the plan	February 2015 – March 2015	
Quotations from consultants to prepare plan	February 2015 – March 2015	
Preparation of Draft Passive Reserves Management Plan	April 2015 - August 2015	
Workshop 15 with Council	September 2015	
Council Meeting - Adoption of Draft Plan for Consultation	October – November 2015	
Community consultation		
Hearing of submissions and consideration		

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Adoption of plan		

Investigation into Provision of Joint Services Facility

Key Milestone	Indicative Timeframe	Commentary
Scope of project to determine parameters and outcomes	January – March 2014 (to align with Customer Services Strategy 2014)	Refer business paper to Council Workshop 1 May 2013.
Council Workshop Project scope and outcomes in conjunction with Customer Services Strategy	13 May 2014	Completed
Establishment of Project Team	30 June 2014	Completed
Investigate options for future delivery of services from a defined central location	31 October 2014	
Report findings of Investigation to Council	25 November 2014	

AMP: Parks and Reserves – Plan Improvement and Monitoring

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

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
13. Future prediction data.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
14. Monitor actual versus predicted growth.	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
15. Measure performance in Levels of Service against targets.	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
AM Process Improvements		
16. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
17. Optimise operations to minimise lifecycle costs	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
18. Documentation of operations and maintenance activities	Ongoing process	Contract details to be recorded accurately for each Parks and Reserves contract.
19. Process in place for monitoring, analysing and reporting of performance against levels of service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
20. Predict failure works	2013-2018	Predictive failure to be part of the Advanced AMP.
21. Assess risks and identify treatment options	December 2014	Review risk section of Parks and Reserves AMP and include any newly identified risks in review.
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	2013-2018	To be developed with accounting process and property AM System.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
appropriate		
34. FRS-3 compliant valuation complete for Parks and Reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
35. Process developed for the review of levels of service (inc. customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
AM System Improvements		
36. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
37. Financial system available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
38. Use AMS to store asset condition, performance and utilisation data where appropriate.	2020/2021	AMS to be developed in long term to cover community facilities assets.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with Item 21.
41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
43. Underground services investigations.	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
44. Including building data in a "designed" Asset Management Programme such as SPM.	2013-2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
45. Adoption and funding for three year improvement plan.	Annually	Completed - included in Annual Plan budgets.
46. Asset Management planning miscellaneous.	2013; 2014; 2015- 20122	An allowance of funding for ongoing asset investigation.
47. Review of Leases and Licenses.	Register developed in NCS by 2013.	Leases/Licences Register to be developed and renewals as appropriate on an ongoing basis.

AMP: Recreation and Culture– Plan Improvement and Monitoring

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvement		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
2. Review levels of service	December 2014	To be conducted during the review of AMP in anticipation of the 2015
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015
4. Define current levels of service/performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015
5. Conduct external audit of AMP	December 2014	To be conducted during the final review of AMP in anticipation of the 2015-25 LTP planning cycle.
6. Identify and include any assets	Ongoing process to improve the	If and when assets are identified

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
that are not included in this AP	integrity of asset base.	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.
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.

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
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.
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.

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
45. Include Building data in a "designed" asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
46. Expand recovery plans to sit with risk Analysis	2014 - 2015	Develop Recovery Plans in conjunction with Item 21.
47. Adoption of funding for three year improvement plan	Annually	Completed - included in Annual Plan budgets.
48. Operation manual established for Library and Cultural and Arts Centre	2012 - 2013	Finalised Cultural and Arts Centre Manual on completing of Stage 1 renewal.
49. Asset Management planning	2016; 2022	Miscellaneous works.

AMP: Public Amenities– Plan Improvement and Monitoring

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

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
against targets		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.
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	2020/2021	Outside 2012-2015 planning period.

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
groups		
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: Housing and Other Property– Plan Improvement and Monitoring

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
AMP Improvements		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015
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

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
		planning cycle.
AM Data Improvements		
10. Develop and document formal asset classification system for all assets	2013-2018	Review of Biz Assets use as AM program will involve asset classification and hierarchy.
11. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
12. Collect maintenance data against significant assets or asset groups	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
14. Monitor actual versus predicted growth	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
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.

Housing and Other Property AMP		
Key Milestone	Indicative Timeframe	Commentary
29. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
30. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
31. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
32. FRS-3 compliant valuation complete for public amenities assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of Levels of Service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
AM System Improvements		
34. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
35. System available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
36. Use AM System to generate valuation	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
37. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
38. Criticality of assets identified in AM System	2013-2018	Information available for inclusion in AM System chosen 2012-2022 LTP.
39. Use AM System to store asset condition, performance and utilisation data where appropriate	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
40. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
41. Develop a risk register	December 2014	Developed in conjunction with Item 36.
42. Investigate the integration of AM System with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
43. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
44. Underground services investigations	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
45. Independent review AMP	2014	To be conducted during the review of AMP in anticipation of the 2015
46. Include Building data in a "designed" Asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
47. Adoption and funding for three year improvement plan	Annually	Completed – included in Annual Plan budgets.
48. Miscellaneous Asset Management	2016-2017	Miscellaneous Works.
49. Input leases and licences into NCS System	2012-2013	Record data into NCS

Asset Management

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

Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Funding Outcome	October 2011	On 19 September 2011 WDC received written confirmation from the Minister of Health that the application for Drinking Water Subsidy for Te Kuiti had been approved to the value of \$780,820.56 excluding GST. Since that time three written applications have been made to extend the expenditure date of that subsidy. The latest request has been made for December 2015.
Broad Upgrade Plan	August 2014	Preliminary design was revisited in 2013. Documentation is in progress for completion of the first two of four phases by end December 2015. The work has been delayed while negotiating with Veolia on takeover of operation of the TK WTP for the construction period.
Design and Conceptual Investigation Work		Investigation design work (detailed for Phase One and conceptual for Phases 2-4) has identified significant financial implications.
Council Workshop	16 September 2014 18 September 2014	Funding affordability, risk project scope and scale implications to be explored with Council. Following Council feedback, further details Key Milestones and Timelines will be developed and incorporated in the Road Map Work Programme. Workshopped as part of the Water AMP on 18 September 2014.
Filter & UV	December 2015	Targeted completion date of Phase One has now been moved out to December 2015.
Identified Reticulation Renewals	July 2012 – June 2015	Renewals identified as urgent; Mary Street, Cotter Street, Ngatai Street, Meads to Kent rising main. However it does not match what was identified in 2012-22 LTP

Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	2012-2015	Tender documentation and cost estimate are in progress. Work is targeted for the 2014/15 year.
Reticulation minor renewals	2012-2015	Tender documentation and cost estimate are in progress. Work is targeted for the 2014/15 year.

Waitomo Water and Wastewater – Feasibility Studies

Key Milestone	Indicative Timeframe	Commentary
1. Development of detailed scoping and associated project plan for inclusion in Road Map.	Preliminary scope with indicative cost by end October 2013.	<p>WDC condition assessment and valuation complete.</p> <p>Preliminary design and cost estimate complete.</p> <p>Met with THL around existing asset value and cost new systems.</p> <p>Financial modelling completed. Results sent to THL.</p>
2. Define proposed planning map and develop development scenarios which will indicate demand		<p>Structure Plan by Beca Consultants considered in identifying area to be serviced.</p>
3. Investigate high technology solutions with cost and establish economic feasibility		<p>Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement.</p>
4. Report to Council on conclusions	On completion of each section	<p>WDC met with THL who indicated that the indicative cost is not financially feasible from a business point of view.</p> <p>The only possible solution to make the cost of the service more affordable is to obtain Government funding.</p> <p>There is no funding available from the normal avenues. The only way would be to lobby the Minister directly on the basis of the high risk of National reputational harm should tourist get sick or die from a water borne disease contracted from these services.</p> <p>Discussion with THL and community is ongoing.</p>
Council Workshop	18 September 2014	<p>Council considered this project as a Strategic Issue in the development of the 2015-2025 draft LTP.</p> <p>Council was briefed on a recent meeting between existing consumers, WDC representatives (in an Observer capacity), Legal Representatives and Officials of the Maori Trusts and THL.</p> <p>Council noted for draft LTP development purposes it is highly unlikely that this project will progress enough to warrant inclusion of any financials other than the need to provide for resourcing (Project Management/ Legal advice) to aide progress, and that a commentary should be included in the draft LTP providing an explanation of Council's position.</p>

Te Waitere Water and Wastewater Strategic Review

Key Milestone	Indicative Timeframe	Commentary
1. Permeability tests to assess sustainability of existing land discharge of waste water and possible future development		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 2022	Dependent on outcome of 1 above.
3. Consultation with landowners about development plans and land availability for land discharge	During the life of 2012-22 LTP	Dependent on outcome of 1 above and available resources.
4. Consultation with all property owners on separator/septic tank maintenance service	During the life of 2012-22 LTP	Dependent on available resources.
5. Report to Council on conclusions		On completion of each action.

Roading Activity Influences

Key Milestone	Indicative Timeframe	Commentary
Council Workshop – Introduction of Issue to Council	13 May 2014	Completed.
Council Meetings – progress on work streams	Monthly Council Meetings	Progress Reports will be provided to Council as required.
Amend Road Maintenance Contract Document	December 2014	Tender structure being reviewed
Engagement on and assessment of ONRC	May 2014 – December 2014	WDC's roading network has been assessed in accordance with Guidelines internally. Assessment around CLoS and performance measures is ongoing. Impact will only become clear once Technical Levels of Service that goes with CLoS is available from NZTA
Watching brief on FAR review	May – July 2014	Proposed figures go to NZTA Board in October 2014. Outcome expected in November 2014
Review Procurement Policy	June 2014	
Re-tender Roading Contract	March 2015	
Tender evaluation and award new tender	31 April 2015 (provisional latest date if new contract to start 1 July 2015)	New contract to start 1 July 2015.
Assess implications of FAR review	December - 2014	Progress Reports will be provided to Council as information become available. Council was given a verbal brief on the current situation with regard to the FAR review and ONRC as part of the Roads and Footpaths AMP Workshop on 18 September 2014.
Develop levels of service options along with funding options (depending on outcome of FAR review)	February 2015	
Review Roading Asset Management Plan	October 2014	In progress
Develop 30 year roading (& other) infrastructure strategy	October 2014	Complete
Develop LTP 2015-25	October 2014 – February 2015	In progress

Waitomo District Landfill

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

Cross Boundary Collaboration (WDC/RDC)

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

Para Kore "Marae Working Toward Zero Waste"

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

SWaMMP – Plan Improvement and Monitoring

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

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

AMP: Water Supply – Plan Improvement and Monitoring

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain needs and preferences of the communities with regard to water supply services and to ensure their views are considered when selecting the best level of service scenario.	Next review due December 2014	Driven by raw water source, the DWS and risks as identified in PHRMP's. Requires incremental improvements. Now called Water Safety Plans, which have to be reviewed 2014-15 to update current knowledge.
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	On-going	Some work had been done and much catch-up work has been identified before further analysis will be of use. Considering the affordability/sustainability the District finds itself in, Asset Service potential is monitored and just enough done to maintain the status quo.
4. Initiate a long term zonal metering and leak detection programme, initially for Te Kuiti.	On-going process	Monitor
5. Initiate a scheme proposal for Marokopa.	2018-28 LTP	Unless legislative requirements force such a step.
6. Construct a new, larger raw water storage dam for Mokau.	2012-13 financial year	Construction in progress – stalled by archaeological finds. Work is nearly complete filling of the dam is expected to start end before the 2014-2015 summer. Complete and filling
7. Install automated monitoring equipment at the Piopio water treatment plant to provide evidence for compliance with MoH gradings.	2012 Calendar year	Completed.
8. Develop accurate and complete asset inventory registers for each scheme.	On-going process	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. This is progressing albeit slowly.
9. Develop a greater focus on risk identification and management for critical assets.	On-going process	To progress will require additional resource.

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
10. Prioritise the works developed from the risk assessment exercise.	Following 8 and 9 above	To meet this will require additional resource.
11. Construct additional treated storage at Te Kuiti to meet 24 hours demand.	2020-21	No subsidy - considering the affordability/sustainability the District finds itself in, Asset Service potential will continue to be monitored and just enough done to maintain the status quo. Structural assessment of existing reservoirs in conjunction with earthquake compliance / risk is needed and is now first priority - 2015-16 Budget
12. Evaluate groundwater test bores as a potential auxiliary source for Te Kuiti water supply.	After 2028 if ever	Not regarded as a feasible option at this stage
13. Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management.	Dec 2015	CAPS subsidy funding from MoH approved work has been put on hold for affordability reasons until 2013-14. Asset Service potential is monitored and just enough done to maintain the status quo. 1 st phase tender documentation in process. Construction targeted for 2015
14. Develop informal strategies for meeting more stringent water quality standards and consent requirements.	On-going	Benneydale is fully compliant and Mokau nearly there. Due to changes to dam construction levels required following archaeological finds, the clarifier will have to be moved to a lower level with all associated pipe work. Design and cost estimate is underway Piopio is fully compliant
15. Install coagulation to improve filtration, install UV and upgrade telemetry and SCADA at Mokau.	2015 Calendar year	Part of 14 above. Complete
16. Arrange a routine forum of adjacent councils' water supply officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking and structured training already occurs.
Unachievable due to Budget Restrictions		
17. Upgrade supply main from Mokau to Awakino.	2013-16	MoH criteria have changed - No funding for renewals.

AMP: Wastewater– Plan Improvement and Monitoring

Wastewater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	December 2014	The LOS survey is completed at about 2 year intervals

Wastewater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Review frequency consistent with annual and long term planning cycle.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Monitored	True modelling for waste water systems is not economically feasible. Sound engineering judgement is used to formulate solutions.
4. Initiate a long term infiltration and inflow investigation and reduction programme, initially for Te Kuiti.	On-going	Start date August 2009. Eight catchments identified. Actual remedial work of one catchment is complete. Investigation to assess remedial work required in next two catchments has been done. Contracts for identified remedial work in the next catchments will commence in 2014-15. Work delayed due to workload around capital upgrades at water and wastewater treatment plants and operational demands
5. Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino.	Beyond 2025	Not economically feasible.
6. Investigate extension of the Te Waitere scheme to service a two stage development of the area with the second stage encompassing the area not currently reticulated.	Beyond 2025	Discussed in more detail elsewhere in this document. Two main streams of thought in community that will require considerable consultation and mediation to reconcile.
7. Develop accurate and complete asset inventory registers for each scheme.	On-going	Progress is being made although slowly. Expect will take at least two years to make significant advance.
8. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Will follow as data improves.
9. Prioritise the works developed from risk assessment exercises.	On-going	Following identified as urgent; George & Hill Street, Lawrence Street, Ngatai – Hill Street. However this does not match what was identified in 2012-22 LTP
10. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified.
11. Arrange a routine forum of adjacent councils wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others.	On-going	Informal networking already occurs.

AMP: Stormwater– Plan Improvement and Monitoring

Stormwater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario.	December 2014	The LOS survey is completed at about 2 year intervals.
2. Ensure the right level of funding is allocated to maintain the asset service potential.	Monitored	Monitor – To refine requires detailed Catchment Assessments to be completed, which requires specific additional resources
3. Develop accurate and complete asset inventory registers for each urban drainage area.	On-going	Improvement of asset data in progress. Expect will take at least two years to make significant progress.
4. Initiate a long term condition and performance assessment programme, initially for Te Kuiti.		Needs specific resource that is not available
5. Initiate a SW scheme proposal for Mokau- Awakino and Te Waitere during the planning period	Beyond 2025	Need structure plan
6. Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.	On-going	The improvement of accuracy of asset data is the first step and has become very important for effective efficient future asset management. Progress is being made. Expect will take at least two years to make significant advance. In progress
7. Cost and prioritise the works developed from the risk assessment exercise.	On-going	Following identified as urgent; Te Kumi Road, Awakino Road, Cotter Street. However it does not match what was identified in 2012-22 LTP
8. Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent Resource Consent requirements.	On-going	To speed up will require specific additional resource and it is not economically feasible in the present and foreseeable future to carry out work identified
9. Review design standards for stormwater pipe sizing based on effects of climate change on rain storm intensity and frequency		Basic design has been completed to assist decisions on renewal. Greater detail needs specific resource that is not available at this stage.
10. Review design capacity of existing SW pipes and prepare plan for extension of network to areas currently not serviced using augmentation strategy		Follows item # 9 Completed
11. Arrange regular forum of adjacent councils stormwater officers to discuss trends, concerns, future developments, that may affect neighbouring authorities, cost sharing on consultants or specialist providers (e.g. spare survey or design capacity in larger councils shared by others).	On-going	Monitor
12. Minor stormwater issues will be addressed as they become repaired.	June 2015	Each year new areas are raised by residents.
Unachievable due to Budget Restrictions		
13. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Follow on from Catchment Management Plans beyond 2022	True modelling is not economically feasible. Sound engineering judgement will be used to formulate solutions. To progress will need additional resource
14. Prepare SW catchment assessments for each urban area beginning with Te Kuiti		Very basic work was done in 2011 Greater detail needs specific resource that is not available

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

AMP: Land Transport– Plan Improvement and Monitoring

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
1. Complete rating survey of footpaths and input to RAMM	July 2015	Should be done but period had to be extended due to cuts in Network and Asset Management budget. No NZTA funds for this type of work. Contracted through RATA for 2014-15 year
2. Populate RAMM with retaining wall data.	December 2015	NZTA have changed the inspection policy. It is expected that inspections will take three years for completion. This process is underway, however a number of “unknown” retaining structures are being identified. RAMM data is being improved progressively
3. Future use data and information obtained regarding future road requirements, especially for forestry/quarries.	December 2016	Additional resources required not available at this time. Included in 2015-2025 LTP.
4. Estimate impact of expected tourism numbers on existing road capacity	To be confirmed	Will need target specific vehicle counting which is not feasible at present.
5. Complete traffic management plans for Waitomo Village and Te Kuiti	To be confirmed	This follows item 4 – Fullerton Road carpark was sealed as part of the 2010/11 pavement rehabilitation package.
6. Review of Roding assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans	December 2016	This will be completed once the structure plans are in place. 2015-25 LTP item
7. Development of detailed plans and schedules for maintenance activities such as road marking and car parking within the network	June 2015	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling. Additional resources required not available at this time.
8. Training in the use of relevant asset management programmes such as Bizzo@asset at WDC	December 2014	Extended due to appointment of new staff to critical asset roles. Application for training has been lodged

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
9. Upgrade of all cross road culverts to a minimum size of 375mm dia in high rainfall areas, taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
10. Review progress with implementation of improvement plan.	Review whole of AMP on 3 yearly cycle	Next review December 2014.
11. 2014/15 Financial Year budget is targeted at maintenance work with minimal capital work.	June 2015	Reported monthly to Council. Refer to the LT monitoring paper.
Unachievable due to Budget Restrictions		
1. Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA removing funding for Walking and Cycling activities.
2. Investigate all roads to obtain metal depths and pavement CBR's	December 2015	Important for affective asset management but require resources not available. Period extended due to cuts in the Network and asset Management budget. NZTA has not approved any money for this type of work in any GPS to date so it is likely that this work will be extended out further. Money has been found to assess an initial 24kms of unsealed collector roads. The assessment planned if successful will be rolled out for the 14/15 Fin year to complete RAMM records
3. Install correct RP pegs on all roads.	June 2015	As above.
4. Install correct CMP's on all roads.	June 2015	Has now been included as part of the inspection regime of the Maintenance Contract
5. Install correct RAPID numbers on all roads.		As above.

Document No: 347523**File No:** 039/004**Report To: Council****Meeting Date:** 29 October 2014**Subject: Representation Arrangements – Maori Ward Considerations**

Purpose of Report

- 1.1 This report intends to provide information to Council regarding the process to be followed for a review of the provision of Maori Wards.

Background

- 2.1 Under the Local Electoral Act 2001, all Councils are required to review their representation arrangements at least once every six years including whether to introduce Maori Wards for consideration and adoption through public consultation.
- 2.2 The Local Electoral Act 2001 sets out the procedural steps and timelines for introducing Maori Wards.

Commentary

- 3.1 Council undertook a review of representation arrangements, including the electoral system and Maori representation in October 2011 for the 2013 election. As part of the Representation Review in October 2011, Council resolved that the introduction of Maori Wards or constituencies should be reviewed again in 2014 in time for the 2016 triennial elections.
- 3.2 Council is not required by statute to undertake a review of the provision of Maori Wards this year. The next review in accordance with the requirements of the Local Electoral Act 2001 is not until 2017, in time for the 2019 elections.
- 3.3 Council could resolve that instead of undertaking a review at this time as previously intended, that it would be beneficial to continue to progress its current initiatives for involving Maori in decision making and defer the review of the provision of Maori Wards until 2017.
- 3.4 If Council decides it wishes to introduce Maori Wards, a resolution to this effect will need to be made before 23 November 2014 if Maori Wards are to take effect for the purposes of the next triennial general election. The procedural requirements and information in relation to the introduction of Maori Wards are included in Attachment 1.
- 3.5 The community has the ability to raise the provision of Maori Wards as an issue for Council to consider at any time. Five percent of electors can demand a poll to be held on the question of whether the District should have Maori Wards.

Provision of Maori Wards - Procedural Requirements/Information

Key Statutory Provisions

- 1.1 The Local Electoral Act gives a territorial authority the option to resolve for a district to be divided into 1 or more Maori wards for electoral purposes. The Act requires the resolution to be made before 23 November of the year that is 2 years before the next triennial general election (i.e. 23 November 2014 for the 2016 election), if it is to take effect for the purposes of the next triennial general election.
- 1.2 Alternatively the Council may resolve to hold a poll on the question of whether the district should be divided into one or more Maori Wards. The poll must be held by 21 May 2015 if it is to apply for the 2016 elections.
- 1.3 The following table outlines the dates by which Council must conform with for the next election if Council is to pursue Maori Wards.

Date (by):	Requirements
29 October 2014	Resolution to be taken in respect of Council's consideration of Maori wards.
23 November 2014	Last date to resolve to review the establishment of Maori Wards for the 2016 elections
30 November 2014	Last date for any public notice of Council resolution relating to Maori Wards for the 2016 elections. Public notice must include the right of electors to demand a poll.
28 February 2015	Last date by which a petition for a poll for Maori Wards for the 2016 election signed by at least 5% of eligible voters must be received.
21 May 2015	Date by which a poll on Maori Wards must be conducted for the 2016 elections if Council have decided to hold a poll or if the public have requested a poll.
31 August 2015	Date by which a full review of representation arrangements must be conducted if Council decides to introduce Maori Wards.

- 1.4 If, as a result of a resolution or poll, Maori wards are to apply for a triennial local election, a full review of the representation arrangements of Council must be undertaken. Clause 1 of Schedule 1A of the Local Electoral Act 2001 provides that Council must determine as part of that review:

- The proposed total number of members of the local authority
- Whether:
 - all members are to be elected from either Maori or general wards, or
 - some members are to be elected from either Maori or general wards, and some are to be elected at large

- The proposed number of members to be elected from the Maori Wards and the number from the general wards
- The proposed name and boundaries of each ward
- The proposed number of members to be elected from each Maori and general ward.

Maori Participation in Decision Making

2.1 The establishment of Maori wards would demonstrate the Council is working towards establishing better participation of Maori in local decision-making and government – for example the establishment of Maori wards in consultation with Iwi could result in:

- One Maori Ward that represents all Maori within the Waitomo District; or
- Two Maori Wards representing both rural and urban Maori.

2.2 The effects of establishing one or more Maori Wards would be:

- A possible increase in the size of Council from 6 elected members (plus a Mayor) to 7 or more elected members (plus a Mayor);

(N.B. Should the size of Council increase, remuneration payable to individual elected members would reduce as the 'pool' of money available for Councillors' remuneration remains the same, irrespective of the size of Council. However, should the size of Council remain at 6 elected members (plus a Mayor), one or more of whom would be representative of a Maori Ward, a decision on the make-up of the existing Council will be required – e.g. if one Maori Ward is created do we 'drop off' one existing rural or one existing urban elected member?)

- A direct conduit between Council and the Maori community (including Maori youth)
- Greater recognition of, and debate on, issues significant to Maori (particularly sensitive cultural and social matters)
- An enhanced relationship between Council and the Maori community.

2.3 The Local Government Act 2002 includes a specific requirement for Council to set out the steps it intends to take which might foster Maori capacity to contribute to the decision making processes of Council. In the Waitomo District 40% of people identify in the census as belonging to the Maori ethnic group, compared with 6.5 percent for all of New Zealand. Therefore, it is important that we have effective mechanisms in place for promoting Maori involvement in decision-making.

2.4 Council's current processes to involve Maori in decision making are as follows:

- Meet with local Maori specifically during formal consultation processes at a location convenient to them, usually the Marae in Te Kuiti, to seek their feedback.
- Invite Maori representatives to be part of any groups established by Council where feedback for the purpose of seeking community feedback or

understanding community views, for example, invitation to be part of the Railway Buildings Project Reference Group.

- Maori representation at the Youth Council which provides opportunity for issues particular to Maori to be brought to the attention of Council.
- Iwi and Hapu representatives are consulted to discuss specific proposals which may involve a significant decision in relation to land or a body of water.

2.5 The ways in which Council has been fostering the development of Maori capacity is as follows –

- Commitment to developing a Memorandum of Understanding with Ngati Rora so that as to enhance Council's relationship with Ngati Rora and to enable them to put their thoughts and ideas forward.
- Co-management of the Waipa River with Tangata Whenua through the Joint Management Agreement.
- Encouragement of the Youth Council, of which Maori are a part, to put forward their views and ideas and contribute to decision making.

2.6 On 19 August 2014 during a workshop Council feedback was sought on other opportunities Council saw for developing:

- Maori capacity to contribute to decision making, or
- Processes to provide Maori with opportunity to contribute to decision making

Feedback received was that the consultation already undertaken with Iwi should be formalised by arranging regular meetings twice every year. The months of August and March were put forward as potential dates.

2.7 Participation levels in decision-making forums, including elections, are an important measure of legitimacy for democratic institutions such as local government. As such securing Maori participation should be an important point for consideration by local government. This aspect, combined with the obligations of the Treaty of Waitangi, places a clear responsibility on local government to secure Maori participation to uphold both the Treaty and its own democratic legitimacy.

Electoral Statistics

3.1 The Maori Electoral roll statistics are a factor to consider when exploring options in relation to Maori Wards. Nationally, 3,140,403 people are enrolled to vote, 239,941 of those people are enrolled on the Maori roll (7.6%).

3.2 The table below sets out the electoral statistics for the Waitomo District as at 23 September 2014. In our district 24% of those enrolled are on the Maori Roll. This figure is likely to be reflective of our high percentage of Maori population. In the last census, Waitomo had 40% of its district identifying as Maori, compared to 6.5% on a national basis.

Waitomo District Electoral Statistics – as at 23 September 2014

Age	Est Eligible Population	General Roll	Maori Roll	Total Enrolled	Difference	% Enrolled
18-24	860	410	176	586	274	68.14%
25-29	530	266	119	385	145	72.64%
30-34	530	286	125	411	119	77.55%
35-39	510	293	123	416	94	81.57%
40-44	570	373	136	509	61	89.30%
45-49	590	396	150	546	44	92.54%
0-54	640	451	156	607	33	94.84%
55-59	580	446	132	578	2	99.66%
60-64	510	426	96	522	-12	102.35%
65-69	450	364	81	445	5	98.89%
70+	910	688	132	820	90	90.11%
Total	6,680	4,399	1,426	5,825	855	87.2%

3.3 This table above also illustrates that there is a greater proportion of younger people enrolled on the Maori roll in the Waitomo District. This is consistent with the trend shown in national statistics.

3.4 The proportion of Maori on the Maori Roll is higher in the Te Kuiti Area than the Rural Area.

Waitomo Rural – General Roll	2,523
Waitomo Rural – Maori Roll	556
Te Kuiti – General Roll	1,870
Te Kuiti – Maori Roll	869

3.5 The statistics identify that there is already a significant portion of the community enrolled on the Maori Roll.

Document No: 347109

File No: 100/018B

Report To: Council**Meeting Date:** 29 October 2014**Subject:** **Quarterly Financial and Non-financial Report for period ending 30 September 2014****Purpose of Report**

- 1.1 The purpose of this business paper is to present:
- The Financial Report for the period ended 30 September 2014 and;
 - Detail of non-financial performance of service performance (i.e. performance against key indicators) for the period to 30 September 2014.

Local Government Act S.11A Considerations

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

Background

- 3.1 The period covered by this report is 1 July 2014 to 30 September 2014.
- 3.2 The order of the report is as follows:
- **Summary Income Statement** with comments detailing significant variances to Exceptions Annual Plan 2014/15 on Council's operating performance for the year to 30 September 2014.
 - **Summary Balance Sheet** with comments detailing significant balance sheet movements from 1 July to 30 September 2014.
 - **Capital Expenditure** summary with commentary on material variances of expenditure for the year compared with the Exceptions Annual Plan 2014/15.
 - **Treasury Report** which reports on the Public Debt position, cash reserves and significant treasury transactions.
 - **Cost of Service** Statement Summary and Cost of Service Statements for Council's eleven significant activities are presented in **Appendix 1**.
 - **Balance Sheet** as at 30 September 2014 is presented in **Appendix 2**.
 - **Treasury Report** from Bancorp Treasury Services Ltd, Council's treasury management advisors is presented in **Appendix 3**.

- Quarterly non-financial performance report for the period ending 30 September 2014 is presented as **Appendix 4**.

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

Financial Report to 30 September 2014

4.1 INCOME STATEMENT HIGHLIGHTS

4.2 Set out below is the summary of financial information for the year to 30 September 2014. Detailed Cost of Service Statements are attached as **Appendix 1**.

FINANCIAL HIGHLIGHTS (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Sep 2014	YTD Actual Sep 2014	Variance Sep 2014	% Variance
Total Expenditure						
- Direct Operating	12,471	12,007	3,311	3,486	175	
- Indirect Operating	11,982	14,026	3,520	2,941	(579)	
Total Expenditure	24,453	26,033	6,831	6,427	(404)	-6%
Total Revenue						
- Operating Revenue	(11,147)	(10,850)	(2,139)	(2,732)	(593)	
- Rates Revenue	(17,297)	(17,749)	(4,655)	(4,745)	(90)	
Total Revenue	(28,444)	(28,599)	(6,794)	(7,477)	(683)	10%
Net Operating Cost/(Surplus)	(3,991)	(2,566)	37	(1,050)	(1,087)	-2938%
Other Comprehensive Income						
- Revaluation of Property, plant and equipment	(2,112)	0	0	0	0	
- Revaluation of Available for Sale Assets	(2,600)	0	0	0	0	
- Gains/Losses from Cash Flow Hedges	(383)	0	0	0	0	
Total Other Comprehensive Income	(5,095)	0	0	0	0	
Total Comprehensive Income for the Year	(9,086)	(2,566)	37	(1,050)	(1,087)	-2938%

4.3 **Net Operating Cost/ (Surplus):** The net operating surplus is \$1,087,000 more than budget for the 2014/15 financial year.

4.4 **Operating Expenditure** was 6% (\$404,000) less than budget forecast for the period ended 30 September 2014.

- Direct Operational expenditure was \$175,000 more than budget. The main contributors to this variance in order of magnitude are:
 - Water Supply:** \$123,000 more than budget for the period. Operational and maintenance costs for the water treatment plant and reticulation system were more than budget for Te Kuiti.
 - Sewerage:** \$106,000 more than budget. Additional costs were required for chemicals and maintenance costs were incurred for the Te Kuiti network during the period. This included increased pipe line maintenance for Williams, Edwards and Hill Streets.

- Indirect expenditure is \$579,000 less than budget and is made up of the following three components:
 - **Allocated Costs:** \$213,000 less than forecast. The main driver for the variance is timing of actual expenditure against budget for organisational resourcing requirements, vehicles costs and information services costs.
 - **External Interest:** \$179,000 less than forecast. There are two reasons for this; firstly interest rates paid were less than budgeted interest rate assumptions and secondly, public debt level was less than the forecast in the Exceptions Annual Plan 2014/15.
 - **Depreciation:** \$187,000 less than forecast for the first quarter due to the timing of capital expenditure additions and delays in the completion of the capital works including Te Kuiti Water upgrade. The budget was prepared on the basis that this project would be completed in the 2013/14 year and would be depreciating in the 2014/15 year. In addition to that depreciation for roading assets will be \$2,956,000 for the year (\$739,000 for this quarter), which is \$210,000 less than forecast in the EAP 2014/15. It is expected however that some of the variance will decrease once depreciation on current year asset additions is taken into account.

4.5 **Total Revenue** was \$683,000 more than forecast for the period ended 30 September 2014.

- Operating Revenue was \$593,000 more than forecast. The main contributors to this variance in order of significance are:
 - **Community Service:** \$365,000 more than forecast. This is mainly due to the grant revenue of \$276,000 received from the Lotteries Grant Board for the restoration of the Railway Buildings and contributions to capital works received from the Cottage for their share of carpark renewal and from the Piopio Hall committee for their contribution to works carried out at Piopio Hall.
 - **Roads and Footpaths:** \$114,000 more than forecast. Subsidy revenue is ahead of forecast due to the subsidy on emergency works that was carried out earlier in the year than anticipated.
 - **Community Development:** \$66,000 more than budget. Youth Engagement revenue was more than budget due to the grant revenue of \$36,000 received from ACC for the Reducing Risk Project and \$20,000 of grant revenue from Ministry of Social Services for Youth Projects.

BALANCE SHEET HIGHLIGHTS

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

BALANCE SHEET HIGHLIGHTS (Amounts in \$1000's)	Actual	Actual	Movement
	Position 30 June 2014	Position 30 Sep 2014	from 30 June 2014
Assets			
- Cash and cash equivalents	955	2,535	1,580
- Debtors and Other Receivables	5,258	4,864	(394)
- Other current assets	103	103	0
- Other financial assets	3,389	3,389	0
- Non-current assets	320,005	319,939	(66)
- Derivative financial instruments	409	409	0
TOTAL ASSETS	330,119	331,239	1,120
Liabilities			
- Other Liabilities	5,472	4,275	(1,197)
- Total Borrowings	44,865	46,132	1,267
- Derivative financial instruments	171	171	0
Total Liabilities	50,508	50,578	70
Public Equity			
- Public Equity	279,611	280,661	1,050
TOTAL LIABILITIES AND EQUITY	330,119	331,239	1,120

5.3 **Total Assets** have increased from \$330,119,000 to \$331,239,000

- Cash and cash equivalents have increased by \$1,580,000 mainly due to a term deposit of \$1,300,000 and call deposit of \$1,050,000 at 30 September 2014.
- Debtors and Other Receivables have decreased from \$5,258,000 to \$4,864,000. The decrease of \$394,000 was due to a reduced amount owing from NZTA for road subsidy at 30 September compared to 30 June and a reduction in dog registration and water billing receivables.
- Non-current assets have increased by \$66,000. The increase is due to asset additions of \$1,282,000, less depreciation of \$1,348,000.

5.4 **Total Liabilities** have increased from \$50,508,000 to \$50,578,000.

- Other Liabilities have decreased by \$1,197,000 due to a general reduction in payables and retention monies held at 30 September 2014.
- Total Borrowings have increased by \$1,267,000. This increase was due to the issue of \$5,000,000 floating rate note and part of the proceeds were used to pay part of the Westpac Term Advance of \$3,697,000 and the balance of \$1,300,000 placed on term deposit. In addition to that finance leases of \$4,000 were repaid however accrued interest increased by \$18,000. The Call Advance facility that was drawn by \$50,000 at balance date remained undrawn at 30 September 2014.

5.5 **Public Equity** increased from \$279,611,000 by \$1,050,000 due to increase in total assets and somewhat offset by the increase in total liabilities.

6.1 **CAPITAL EXPENDITURE**

6.2 Set out below is the Capital Expenditure Budget for the year compared to actual expenditure for the three months ended 30 September 2014.

CAPITAL EXPENDITURE SUMMARY (Amounts in \$1000's)	EAP Budget 2014/15	Actual YTD Sep 2014	Variance 2014/15
Community Service			
- Parks and Reserves	107	81	(26)
- Housing and Other Property	874	185	(689)
- Recreation and Culture	304	8	(296)
- Public Amenities	79	131	52
Community Development			
- Youth Engagement	0	0	0
Regulation			
- Animal Control	0	5	5
Solid Waste Management			
- Landfill Management	901	1	(900)
Stormwater			
- Te Kuiti Stormwater	349	144	(205)
- Rural Stormwater	5	0	(5)
Sewerage			
- Te Kuiti Sewerage	515	34	(481)
- Te Waitere Sewerage	5	0	(5)
- Benneydale Sewerage	65	0	(65)
- Piopio Sewerage	0	5	5
Water Supply			
- Te Kuiti Water	1,540	47	(1,493)
- Mokau Water	80	7	(73)
- Piopio Water	65	5	(60)
- Benneydale Water	3	0	(3)
Roads and Footpaths			
- Subsidised Roads	4,923	548	(4,375)
- Non subsidised Roads	340	3	(337)
Corporate Support			
- Corporate Support	683	78	(605)
- Internal Services Unit	0	0	0
TOTAL CAPITAL EXPENDITURE	10,838	1,282	(9,556)

6.3 **Capital Expenditure** was \$1,282,000 for the period to 30 September 2014, of which \$551,000 (44%) related to Roads, \$405,000 (32%) related to Community Service and \$144,000 (11%) related to Stormwater.

6.4 **Community Service**

- Parks and Reserves capital expenditure included renewal of the playground equipment at Redwood Park and Centennial Park playgrounds in Te Kuiti. Unutilised budgets brought forward from previous financial years were used. There was no specific budget allocated for this in 2014/15.
- Capital expenditure for Housing and Other Property includes the restoration of the Railway buildings. This work is progressing well. As work has progressed, Council changed the scope and timing of this project. Some costs will now be incurred in the 2014/15 year rather than in future years.
- In addition to this, council approved the preparation of contract documentation for the refurbishment of the upper level of Council's building located at 28 Taupiri Street for the relocation of the Community House and these costs have been incurred. Grant funding of \$300,805 has been confirmed from the NZ Lotteries Board to fund part of this project.

- In Public amenities activity, renewal of car parking around the Cottage and Culture Centre which were completed during the first quarter.

6.5 Regulation

- Following on from the improvements made to the power supply and dog pound in June 2014, additional costs were incurred to renew the access-way to bring the facility up to standard.

6.6 Stormwater

- In addition to general renewal works and piping of open water drains, renewal projects were identified as a priority for Duke and George Streets and Hospital Road. Work started on these projects in the previous financial year and were completed in September 2014.

6.7 Sewerage

- Minor treatment plant renewals in Te Kuiti and Piopio were undertaken in the first quarter.
- The budgets includes expenditure to be carried out for pump station improvements and increasing the capacity of the main sewer pipe crossing the river near Esplanade Bridge in Te Kuiti to improve the operational performance of the main pump station. The river crossing work is planned to take place in late summer when the river level is at its lowest. Improvement work to prevent blockages has been identified as a priority for Te Kumi Road pump station. It is expected that this work will be undertaken in February.

6.8 Water Supply

- The Te Kuiti Water Treatment plant upgrade work has been delayed until the dry weather starts again, although the design and planning work for the first phase is largely complete and it is anticipated that work will commence in March 2015.
- The Mokau Dam Upper Dam works, identified as Milestone 3, are required to upgrade the existing dams to comply with earthquake standards. These works have been deferred as a result of delays experienced in the completion of Milestone 1 and 2 and due to the consultation that will be required around the archaeological sites located near the dam. A variation has been submitted to the Ministry of Health requesting an extension to the completion date to December 2015.

6.9 Roads and Footpaths

- Emergency reinstatement expenditure of \$315,000 has been incurred at Point Road, Mokau erosion site. The reinstatement work was completed during the period.
- Unsealed road metalling of \$139,000 has also been spent during the period. No further expenditure will be incurred under this category as the balance of budget will be utilised for the emergency reinstatement expenditure required.

7.1 **TREASURY REPORT**

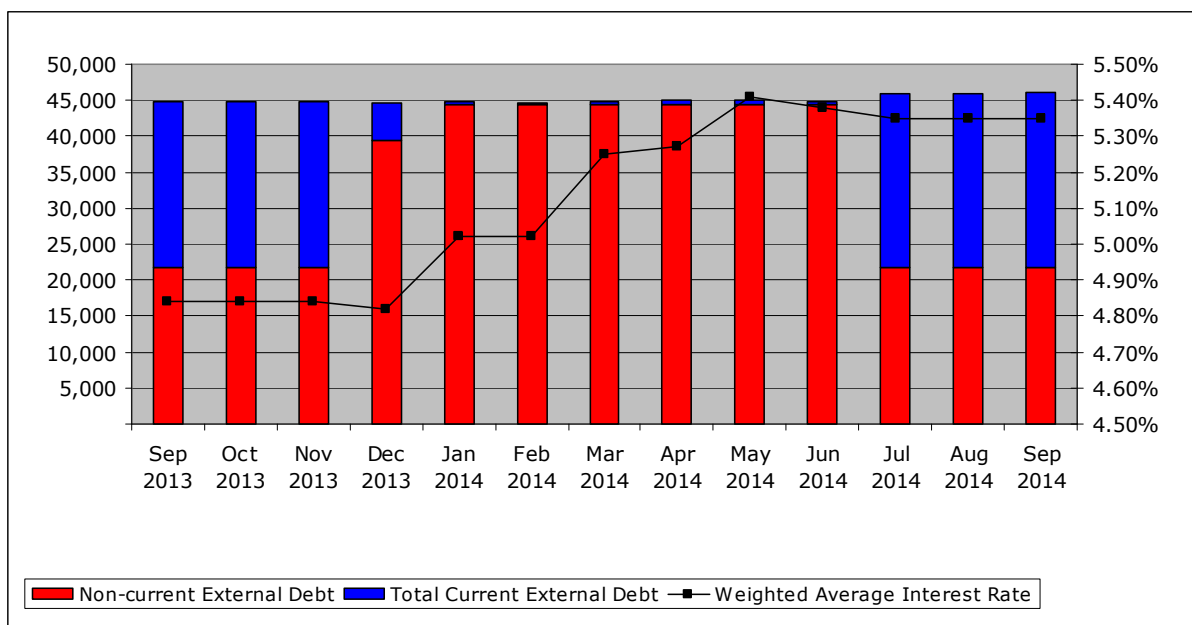
7.2 Set out below is the Treasury Report which provides more information on Council's public debt position and debt financing costs.

7.3 **Cash Position**

7.3.1 Council's cash position at 30 September 2014 was \$3,835,000 in funds, including cash on call deposit of \$2,535,000 and a term deposit of \$1,300,000. At the 30 June 2014 balance date the cash balance was \$955,000.

7.4 **Summary of Public Debt Position**

7.4.1 Set out below is a chart recording trends in Council's current and non-current debt for the year to September 2014. The trend line overlaid is the effective weighted average interest rate currently being paid on all loans.



7.4.2 At 30 September 2014 the effective weighted average interest rate for all loans excluding Finance Leases and Accrued Interest was 5.35% (excluding Loan Facility Line Fees). At 30 June 2014 it was 5.38%.

7.5 **Public Debt Position Comparison to Budgets**

7.5.1 Forecasted public debt at 30 June 2015 as per the Exceptions Annual Plan 2014/15 is expected to be \$53,995,000 and \$52,120,000 as per the Long Term Plan 2012-22. Public debt was \$46,132,000 at 30 September 2014.

7.5.2 Actual public debt at 30 June 2014 was \$44,865,000, \$4,878,000 less than EAP 2013/14 forecast. The reduced debt level at balance date is primarily due to capital expenditure not occurring as forecast.

7.6 **Wholesale Advance Facilities (Term Advance and Call Advance Facilities)**

7.6.1 The Term Advance and Call Advance Facilities is a Westpac credit facility (to the value of \$30,000,000) for refinancing maturing Westpac Term Loans and providing working capital requirements over the year. A total of \$19,000,000 was drawn against this facility at balance date, leaving available lines of credit of \$11,000,000. This puts us in a good position to meet our projected core debt

requirement. The Treasury Management Policy requires that committed lines of credit must be not less than 105% of projected core debt.

7.6.2 A Line of Credit fee of 0.3% (\$90,000 p.a.) of the facility balance applies to this credit facility.

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

7.7 Details of Loan Portfolio

7.7.1 The following table records the public debt position and the key terms and conditions for each loan as at 30 September 2014. 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				59,657	0.00%
Accrued Interest				301,936	0.00%
Call Advance		1/07/2015		0	4.65%
Floating Rate Notes (Hedged)	31/08/2010	31/08/2015	31/08/2015	5,000,000	6.66%
Term Advance (Hedged)		1/07/2015	17/11/2014	6,000,000	6.05%
Term Advance (Hedged)		1/07/2015	20/10/2014	3,000,000	5.47%
Term Advance (Hedged)		1/07/2015	10/12/2014	5,000,000	5.03%
Term Advance (Hedged)	21/01/2014	1/07/2015	20/10/2014	5,000,000	5.10%
Total Current Loans				24,361,593	
Non-current Loans					
Finance Leases				20,335	0.00%
Westpac Term Loan (ICL)	24/11/2011	20/11/2015	17/11/2014	750,000	8.50%
Floating Rate Notes (Unhedged)	9/11/2012	9/11/2015	11/08/2014	5,000,000	4.77%
Floating Rate Notes (Hedged)	18/04/2012	18/04/2017	20/04/2020	5,000,000	5.82%
Floating Rate Notes (\$5M Hedged \$1M Floating, ICL)	30/08/2013	30/08/2016	29/08/2014	6,000,000	4.67%
Floating Rate Notes (Unhedged)	6/08/2014	6/08/2017	6/11/2014	5,000,000	4.19%
Total Non-current Loans				21,770,335	
Total Public Debt				46,131,928	5.35%
Cash & Liquid Investments					
Call Deposit		11/11/2014		1,300,000	4.54%
Cash				2,535,003	
Total Cash & Liquid Investments				3,835,003	
Public Debt Net of Investments				42,296,926	

- 7.7.2 Total public debt was \$46,132,000 and cash assets were \$3,835,000 at 30 September 2014 giving a net debt position of \$42,297,000.
- 7.7.3 On 24 November 2011 an unsecured term loan of \$750,000 was drawn and advanced to Inframax Construction Limited. The term of the loan was for two years and interest resets quarterly. Interest paid monthly by the company to Council for the provision of this funding includes a small margin to cover administrative costs. The maturity of both the loan and the advance has been extended to November 2015.
- 7.7.4 On 8 August a \$5,000,000 Floating Rate Note was issued for three years at a floating interest rate of 0.50% plus BKBM (the inter bank floating rate on interest rate reset date). The proceeds of this loan was used to repay \$3,697,000 of Westpac Term Advance and balance of \$1,300,000 placed on term deposit for 95 days. The term deposit is there to fund future planned capital works and there is currently a positive carry, whereby the interest earned on the Term Deposit is greater than the interest rate being paid on the FRN (4.54% compared with 4.19%). Subject to further testing of immediate cash flow requirements, the credit facility that the Westpac Term Advance was borrowed under is likely be reduced by \$5,000,000, which will result in further savings in the cost of funds.

7.8 Treasury Events since 30 September 2014

- 7.8.1 This treasury report portrays the debt position of Council at the 30 September 2014. Since that there has been no significant treasury management transactions undertaken to the date of this report.

7.9 Interest Costs

- 7.9.1 The total actual interest paid to lenders to 30 September 2014 was \$620,000 against the forecast budget of \$776,000; \$156,000 (or 20%) less. Interest paid as a portion of total revenue is 8.3%; Council's Treasury Policy requires this amount does not exceed 40%.

7.10 Financial Derivatives and Hedge Accounting

- 7.10.1 Included in the balance sheet are valuation amounts for Derivative Financial Instruments (interest rate swaps). The valuation amount is componentised into assets, liabilities, current and non-current held at balance date. At 30 June 2014 the value of swaps was a total net asset of \$217,000 at 30 September 2014 there was a net liability of \$52,000. This change in fair value has not been recorded in the balance sheet, due to hedge accounting still applying and componentization not being undertaken.

8.0 DEBTORS AND OTHER RECEIVABLES

- 8.1 Set out below is summary of Debtors and Other Receivables (i.e. unpaid rates and other debtor amounts owing) as at 30 September 2014 with comparatives from last year. Rates receivables exclude rates paid in advance which give a more accurate picture of the receivables owing.

Trade & Other Receivables (Amounts in \$1000's)	As at 30 Sep 2013	As at 30 Sep 2014	Variance \$	Variance %
Rates Receivable	2,531	2,803	272	11%
Rates Penalties	1,291	1,514	223	17%
Rates and Penalties Receivable	3,822	4,317	495	13%
NZ Transport Agency	1,057	833	(224)	-21%
Ministry of Health Subsidy	55	772	717	1304%
Other Receivables	472	565	93	20%
Prepaid Expenses	1	13	12	1200%
Other Trade Receivables	1,585	2,183	598	38%
Gross Receivables	5,407	6,500	1,093	20%
Less Provision for Doubtful Debts	(1,373)	(1,636)	(263)	19%
Total Trade & Other Receivables	4,034	4,864	830	21%

8.3 Rates and Penalties Receivable

8.4 Current year rates

8.5 At 30 September 2014, the first rates instalment had been issued and was due and payable by August. The collection percentage on this instalment was 93% (2013: 93%).

8.6 Overall Rates Receivables

8.7 There was \$4,317,313 of rates outstanding at 30 September 2014 (2013: \$3,822,293). This amount excludes rates paid in advance on future instalments.

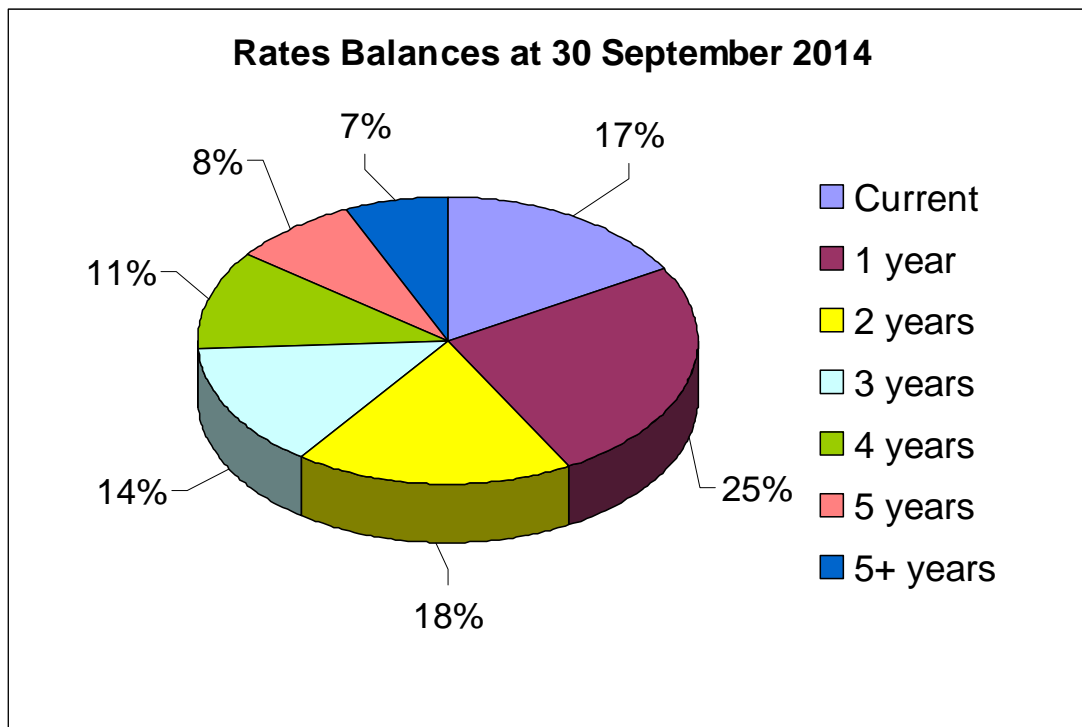
8.8 Rates and penalties receivable have increased by \$495,000 from 30 September 2013. Of this increase \$272,000 related to rates arrears and \$223,000 related to total penalties owing.

8.9 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 \$96,000 in rates and penalty remissions were granted against a full year budget of \$245,000.

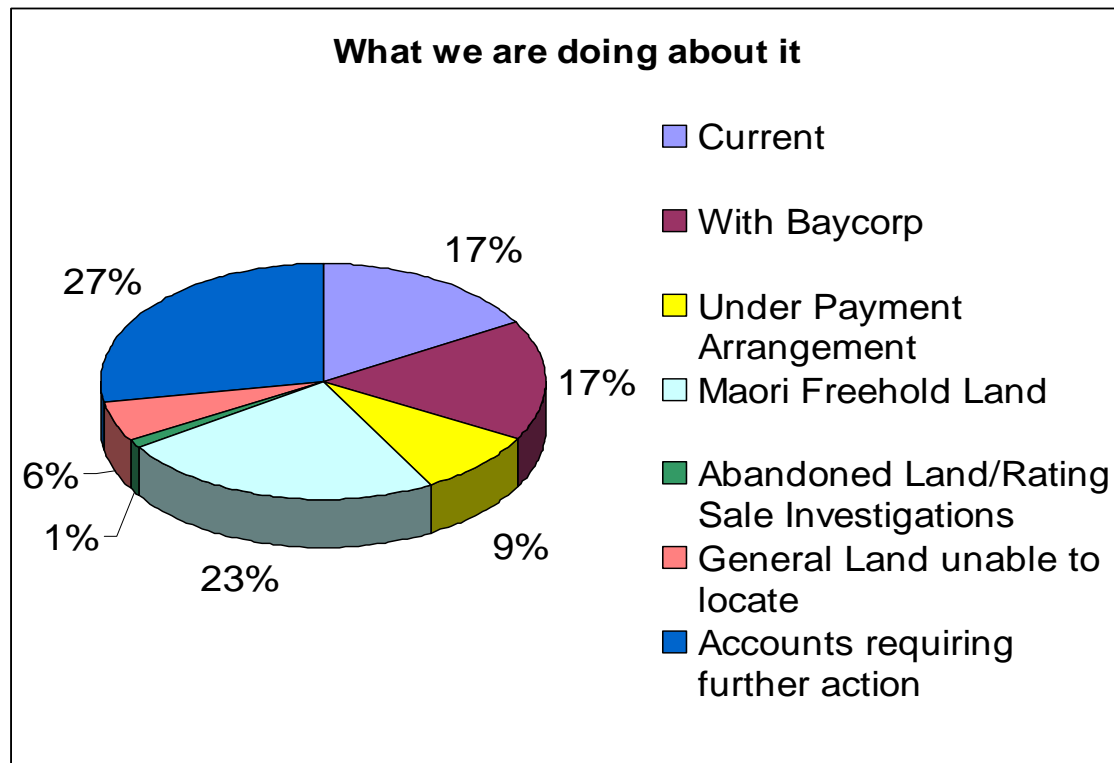
8.10 The majority of the rates remissions outstanding relate to Maori freehold land. These applications are processed on behalf of the owners by Council staff and it is anticipated that the remaining rate remissions will be processed by the end of the December quarter.

8.11 The rates arrears and penalties, including those owing on Maori freehold land, are substantially recognised in the Provision for Doubtful Debts figure.

8.12 Of the outstanding balance of \$4,317,313, \$723,429 (17%) relates to current year, \$1,083,148 (25%) relates to 2013/14 year rates and the remainder spread across 2-8 years in a diminishing fashion. The following graph illustrates the makeup of the rates receivable balance:



- 8.13 Included in the balance in the 5+ years category are arrears and penalties relating to the 2005/06, 2006/07, 2007/08 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. The remainder of the balance relates to 2008/09 years receivables which will be written off as statute barred rates if no legal action has commenced on these properties before 30 June 2015.
- 8.14 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 30 September 2014 Council has collected \$230,035 of the \$3,823,919 (6%) that was outstanding at 30 June 2014.
- 8.15 The action being taken on outstanding balances is shown in the following graph:



- 8.16 Of the total arrears as at 30 September 2014, \$3,593,883 of rates arrears are non current, \$713,758 have been placed with an external debt agency, \$376,313 are under some form of repayment arrangement and \$1,024,371 relates to Maori freehold land (including some properties that will be eligible for rates remission as discussed in 8.9).
- 8.17 215 properties totalling \$1,193,386 (27%) of outstanding arrears have been identified as accounts that require immediate focus for internal debt collection. Currently we are working on identifying the properties within this category that have mortgage holders. For the properties identified, the recovery of rates arrears will be pursued with the bank or financial institution that holds the mortgage over the property.
- 8.18 There are numerous general land properties which are classified as unknown. A ratepayer is flagged as unknown when mail has been returned without a forwarding address and we have been unable to locate the ratepayer through standard enquiries. The value of these outstanding rates arrears on general land totalled \$251,129.
- 8.19 **Other Debtors Receivables**
- 8.20 At 30 September Other Receivables totalled \$565,000 of which \$48,000 was due and owing for more than three months. The three month and over receivables includes sundry debtors, dog infringements and water billing arrears.

Suggested Resolution

The business paper on the Financial Report for the three months ended 30 September 2014 be received.



VIBHUTI CHOPRA

GROUP MANAGER – CORPORATE SERVICES

- Appendix 1 Cost of Service Statements
- Appendix 2 Balance Sheet as at 30 September 2014
- Appendix 3 Treasury Report from Bancorp Treasury Services
- Appendix 4 Quarterly non-financial performance report for the period ending 30 September 2014

Appendix 1: Combined Cost of Service Statements

Summary Cost of Service	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$1000's)	2013/14	2014/15	Sep 2014	Sep 2014	Sep 2014	Variance
Direct Operating Expenditure						
- Leadership	700	977	142	144	2	
- Community Service	1,648	2,075	479	451	(28)	
- Community Development	689	646	248	244	(4)	
- Regulation	270	104	37	24	(13)	
- Solid Waste Management	961	1,162	257	259	2	
- Stormwater Drainage	83	120	57	54	(3)	
- Resource Management	29	86	21	7	(14)	
- Sewerage	1,184	948	261	367	106	
- Water Supply	1,315	804	256	379	123	
- Roads and Footpaths	5,592	5,085	1,553	1,557	4	
Total Direct Operating Expenditure	12,471	12,007	3,311	3,486	175	5%
Indirect Expenditure						
- Allocated Costs	4,439	5,036	1,275	1,062	(213)	
- Interest	2,437	3,248	811	632	(179)	
- Depreciation	5,106	5,742	1,434	1,247	(187)	
Total Indirect Expenditure	11,982	14,026	3,520	2,941	(579)	-16%
TOTAL EXPENDITURE	24,453	26,033	6,831	6,427	(404)	-6%
Operating Revenue						
- Leadership	(146)	(136)	(26)	(23)	3	
- Community Service	(393)	(804)	(92)	(457)	(365)	
- Community Development	(194)	(78)	(22)	(88)	(66)	
- Regulation	(389)	(363)	(218)	(233)	(15)	
- Stormwater Drainage	(3)	0	0	0	0	
- Resource Management	(50)	(80)	(20)	(24)	(4)	
- Solid Waste Management	(899)	(1,090)	(273)	(224)	49	
- Sewerage	(1,154)	(828)	(206)	(258)	(52)	
- Water Supply	(1,291)	(1,486)	(138)	(167)	(29)	
- Roads and Footpaths	(6,628)	(5,985)	(1,144)	(1,258)	(114)	
Total Operating Revenue	(11,147)	(10,850)	(2,139)	(2,732)	(593)	28%
Rates Revenue						
- General Rate	(2,145)	(3,372)	(843)	(848)	(5)	
- UAGC	(3,983)	(3,117)	(779)	(793)	(14)	
- Targeted Rate	(10,747)	(10,850)	(2,713)	(2,731)	(18)	
- Rates Penalties	(422)	(410)	(320)	(373)	(53)	
Total Rates Revenue	(17,297)	(17,749)	(4,655)	(4,745)	(90)	2%
Net Operating Cost/(Surplus)	(3,991)	(2,566)	37	(1,050)	(1,087)	-2938%

Rates penalties revenue is disclosed as part of Rates revenue and has been excluded from the Governance Cost of Service Statement.

The reasons for variance have been set out in sections 4.5 and 4.6 in the main body of the report and further details are also contained in the COSS for each activity that follows.

Governance: Leadership and Investments

GOVERNANCE: LEADERSHIP AND INVESTMENTS	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$1000's)	2013/14	2014/15	Sep 2014	Sep 2014	Sep 2014	Variance
Direct Expenditure						
- Representation	329	283	61	65	4	
- Strategic Planning & Policy Development	87	433	4	9	5	
- Monitoring & Reporting	174	141	0	0	0	
- Investments	110	120	77	70	(7)	
Total Direct Expenditure	700	977	142	144	2	1%
- Allocated Costs	1,328	1,322	346	237	(109)	
- Interest	483	568	142	114	(28)	
Total Operating Expenditure	2,511	2,867	630	495	(135)	-21%
Operating Revenue						
- Representation	(61)	(59)	(11)	(3)	8	
- Investments	(85)	(77)	(15)	(20)	(5)	
Total Operating Revenue	(146)	(136)	(26)	(23)	3	-12%
Net Operating Cost/(Surplus)	2,365	2,731	604	472	(132)	-22%

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 22% (\$132,000) less than budget for the three months to 30 September 2014.

Total Direct Expenditure was 1% (\$2,000) more than budget for the period.

Operating Revenue was 12% (\$3,000) less than forecast for the period.

Community Service

COMMUNITY SERVICE	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$1000's)	2013/14	2014/15	Sep 2014	Sep 2014	Sep 2014	Variance
Direct Expenditure						
- Parks and Reserves	387	509	92	102	10	
- Housing and Other Property	286	430	162	138	(24)	
- Recreation and Culture	346	443	72	67	(5)	
- Public Amenities	516	545	128	125	(3)	
- Safety	113	148	25	19	(6)	
Total Direct Expenditure	1,648	2,075	479	451	(28)	-6%
- Allocated Costs	824	787	197	185	(12)	
- Interest	73	139	35	21	(14)	
- Depreciation	642	729	182	163	(19)	
Total Operating Expenditure	3,187	3,730	893	820	(73)	-8%
Operating Revenue						
- Parks and Reserves	(6)	(5)	(1)	(1)	0	
- Housing and Other Property	(212)	(636)	(55)	(387)	(332)	
- Recreation and Culture	(100)	(109)	(21)	(20)	1	
- Public Amenities	(40)	(54)	(15)	(49)	(34)	
- Safety	(35)	0	0	0	0	
Total Operating Revenue	(393)	(804)	(92)	(457)	(365)	397%
Net Operating Cost/(Surplus)	2,794	2,926	801	363	(438)	-55%

Net Operating Cost for the Community Service Activity was 55% (\$438,000) below budget for the period to 30 September 2014.

Direct Expenditure was 6% (\$28,000) less than budget for the period.

- Housing and Other Property expenditure was less than budget. Rates paid on Council properties were less than what was expected at the time the budgets were prepared.

Operating Revenue was 397% (\$365,000) more than forecast for the period.

- Grant revenue of \$276,000 was received for the restoration of the railway building. This revenue is included as part of Housing and Other Properties. The grant revenue budget was included in the 2013/14 EAP.
- In addition to this a contribution of \$43,000 was also received from Piopio Hall committee towards the capital expenditure associated with the Piopio Hall.
- A contribution of \$40,000 was received from the Cottage for their share of the new car park adjacent to their premises on the Esplanade, Te Kuiti. This revenue is included as part of Public Amenities.

Community Development

COMMUNITY DEVELOPMENT	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$1000's)	2013/14	2014/15	Sep 2014	Sep 2014	Sep 2014	Variance
Direct Expenditure						
- Community Support	436	454	201	189	(12)	
- Youth Engagement	115	5	1	12	11	
- Sister City	6	2	0	0	0	
- District Development	132	185	46	43	(3)	
- Agencies	0	1	0	0	0	
Total Direct Expenditure	689	646	248	244	(4)	-2%
- Allocated Costs	506	445	111	116	5	
- Interest	1	1	0	0	0	
- Depreciation	5	5	1	1	0	
Total Expenditure	1,201	1,097	360	361	1	0%
Operating Revenue						
- Community Support	0	0	0	0	0	
- Youth Engagement	(134)	(5)	(1)	(65)	(64)	
- Sister City	(3)	0	0	0	0	
- District Development	(35)	(54)	(16)	(19)	(3)	
- Agencies	(22)	(19)	(5)	(4)	1	
Total Operating Revenue	(194)	(78)	(22)	(88)	(66)	300%
Net Operating Cost/(Surplus)	1,007	1,019	338	273	(65)	-19%

Net Operating Cost for the Community Development Activity was 19% (\$65,000) below budget for the period to September 2014.

Direct Expenditure was 2% (\$4,000) less than budget for the period.

- Community Support expenditure was less than budget due to the timing of rates remissions applications being processed.
- Youth Engagement expenditure was more than budget due to expenditure relating to the Reducing Risk Project being incurred. The grant revenue of \$36,000 was received from ACC which funded this expenditure. This project was not included in the 2014/15 budgets.

Operating Revenue was 300% (\$66,000) more than forecast for the period.

- Youth Engagement revenue was more than budget due to the grant revenue of \$36,000 received from ACC for the Reducing Risk Project and \$20,000 of grant revenue from Ministry of Social Services for Youth Projects.

Regulation

REGULATION (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Sep 2014	YTD Actual Sep 2014	Variance Sep 2014	% Variance
Direct Expenditure						
- Regulation	270	104	37	24	(13)	
Total Direct Expenditure	270	104	37	24	(13)	-35%
- Allocated Costs	429	577	144	124	(20)	
- Interest	2	1	0	0	0	
- Depreciation	2	2	0	0	0	
Total Expenditure	703	684	181	148	(33)	-18%
Operating Revenue						
- Regulation	(389)	(363)	(218)	(233)	(15)	
Total Operating Revenue	(389)	(363)	(218)	(233)	(15)	7%
Net Operating Cost/(Surplus)	314	321	(37)	(85)	(48)	130%

Net Operating Surplus for the Regulation Activity was \$48,000 more than budget for the period to September 2014.

Direct Expenditure was 35% (\$13,000) less than budget for the period.

- Inspection costs for Liquor Licensing were less than budget for the period.
- The Animal and Dog Control contract ended 30 May 2014 and these services are now being carried out in-house. With the change in mode of delivery of these services there has been a decrease in the direct operational costs compared to budget.

Operating Revenue was 7% (\$15,000) more than forecast for the period.

- Animal Control revenue was \$9,000 more than expected due to penalties charged on overdue dog registrations. This revenue was not included in the budgets.

Resource Management

RESOURCE MANAGEMENT (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Sep 2014	YTD Actual Sep 2014	Variance Sep 2014	% Variance
Direct Expenditure						
- District Plan Administration	29	86	21	7	(14)	
Total Direct Expenditure	29	86	21	7	(14)	-67%
- Allocated Costs	101	91	23	20	(3)	
Total Expenditure	130	177	44	27	(17)	-39%
Operating Revenue						
- District Plan Administration	(50)	(80)	(20)	(24)	(4)	
Total Operating Revenue	(50)	(80)	(20)	(24)	(4)	20%
Net Operating Cost/(Surplus)	80	97	24	3	(21)	-88%

Net Operating Cost for the Resource Management Activity was 88% (\$21,000) below budget for the period to 30 September 2014.

Direct Expenditure was 67% (\$14,000) less than budget for the period.

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

Operating Revenue was 20% (\$4,000) more than forecast for the period.

- LIM revenue received during the quarter was higher than anticipated.

Solid Waste Management

SOLID WASTE MANAGEMENT (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Sep 2014	YTD Actual Sep 2014	Variance Sep 2014	% Variance
Direct Expenditure						
- Collection	270	285	69	65	(4)	
- Landfill Management	691	877	188	194	6	
Total Direct Expenditure	961	1,162	257	259	2	1%
- Allocated Costs	364	277	69	41	(28)	
- Interest	257	284	71	62	(9)	
- Depreciation	89	70	17	18	1	
Total Expenditure	1,671	1,793	414	380	(34)	-8%
Operating Revenue						
- Collection	(128)	(120)	(30)	(35)	(5)	
- Landfill Management	(771)	(970)	(243)	(189)	54	
Total Operating Revenue	(899)	(1,090)	(273)	(224)	49	-18%
Net Operating Cost/(Surplus)	772	703	141	156	15	11%

Net Operating Cost for the Solid Waste Management Activity was 11% (\$15,000) less than budget for the period to 30 September 2014.

Direct Expenditure was 1% (\$2,000) less than budget for the period.

Operating Revenue was 18% (\$49,000) less than forecast for the period.

- Generally there was less volume of refuse entering the landfill which has resulted in less than forecast revenue.

Stormwater Drainage

STORMWATER DRAINAGE (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Sep 2014	YTD Actual Sep 2014	Variance Sep 2014	% Variance
Direct Expenditure						
- Te Kuiti Stormwater	79	111	55	50	(5)	
- Rural Stormwater	4	9	2	4	2	
Total Direct Expenditure	83	120	57	54	(3)	-5%
- Allocated Costs	111	94	24	18	(6)	
- Interest	6	6	2	2	0	
- Depreciation	172	179	45	43	(2)	
Total Expenditure	372	399	128	117	(11)	-9%
Operating Revenue						
- Te Kuiti Stormwater	(3)	0	0	0	0	
Total Operating Revenue	(3)	0	0	0	0	0%
Net Operating Cost/(Surplus)	369	399	128	117	(11)	-9%

Net Operating Cost for the Stormwater Drainage Activity was 9% (\$11,000) less than budget for the period to 30 September 2014.

Direct Expenditure was 5% \$3,000 less than budget for the period

Sewerage and Treatment and Disposal of Sewage

SEWERAGE AND TREATMENT AND DISPOSAL OF SEWAGE (Amounts in \$1000's)	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
	2013/14	2014/15	Sep 2014	Sep 2014	Sep 2014	Variance
Direct Expenditure						
- Te Kuiti	1,041	818	228	339	111	
- Te Waitere	15	18	2	6	4	
- Benneydale	62	55	16	15	(1)	
- Piopio	66	57	15	7	(8)	
Total Direct Expenditure	1,184	948	261	367	106	41%
- Allocated Costs	362	652	163	145	(18)	
- Interest	511	777	194	140	(54)	
- Depreciation	714	1,021	255	179	(76)	
Total Expenditure	2,771	3,398	873	831	(42)	-5%
Operating Revenue						
- Te Kuiti	(1,146)	(825)	(206)	(256)	(50)	
- Benneydale	(1)	(2)	0	(1)	(1)	
- Piopio	(7)	(1)	0	(1)	(1)	
Total Operating Revenue	(1,154)	(828)	(206)	(258)	(52)	25%
Subsidy Revenue						
- Te Kuiti	0	0	0	0	0	
- Benneydale	0	0	0	0	0	
- Piopio	0	0	0	0	0	
Total Subsidy Revenue	0	0	0	0	0	0%
Total Revenue	(1,154)	(828)	(206)	(258)	(52)	25%
Net Operating Cost/(Surplus)	1,617	2,570	667	573	(94)	-14%

Net Operating Cost for the Sewerage Activity was 14% (\$94,000) below budget for the period to 30 September 2014.

Direct Expenditure was 41% (\$106,000) more than budget for the period.

- Sewerage direct expenditure was more than budget due to an increase in the chemicals required and additional maintenance costs incurred for Te Kuiti during the period. This included increased pipe line maintenance for Williams, Edwards and Hill Streets.

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

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

Water Supply

WATER SUPPLY	Actual	EAP Budget	YTD Budget	YTD Actual	Variance	%
(Amounts in \$1000's)	2013/14	2014/15	Sep 2014	Sep 2014	Sep 2014	Variance
Direct Expenditure						
- Te Kuiti	826	542	167	233	66	
- Mokau	175	80	29	40	11	
- Piopio	262	127	40	89	49	
- Benneydale	52	55	20	17	(3)	
Total Direct Expenditure	1,315	804	256	379	123	48%
- Allocated Costs	357	791	198	176	(22)	
- Interest	188	422	105	55	(50)	
- Depreciation	417	570	143	104	(39)	
Total Expenditure	2,277	2,587	702	714	12	2%
Operating Revenue						
- Te Kuiti	(601)	(627)	(138)	(149)	(11)	
- Mokau	(48)	(30)	0	0	0	
- Piopio	(25)	(26)	0	0	0	
- Benneydale	(17)	(23)	0	0	0	
Total Operating Revenue	(691)	(706)	(138)	(149)	(11)	8%
Subsidy Revenue						
- Te Kuiti	0	(780)	0	0	0	
- Mokau	(574)	0	0	(8)	(8)	
- Piopio	0	0	0	0	0	
- Benneydale	(26)	0	0	(10)	(10)	
Total Subsidy Revenue	(600)	(780)	0	(18)	(18)	
Total Revenue	(1,291)	(1,486)	(138)	(167)	(29)	21%
Net Operating Cost/(Surplus)	986	1,101	564	547	(17)	-3%

Net Operating Cost for the Water Supply Activity was \$17,000 (3%) less than budget for the period to September 2014.

Direct Expenditure was 48% (\$123,000) more than budget for the period.

- Operational and maintenance costs for the water treatment plant and reticulation system were more than budget for Te Kuiti.

Total Revenue was 21% (\$29,000) more than forecast for the period.

- Subsidy revenue was received for construction of the raw water storage dam in Mokau and the Benneydale water upgrade with the submitting of the finalised invoices for these two projects. The remainder of the subsidy for the raw water storage dam will be claimed when the project is finalised.

Roads and Footpaths

ROADS AND FOOTPATHS (Amounts in \$1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Sep 2014	YTD Actual Sep 2014	Variance Sep 2014	% Variance
Direct Expenditure						
- Subsidised Roads	5,412	4,907	1,518	1,522	4	
- Non Subsidised Roads	180	178	35	35	0	
Total Direct Expenditure	5,592	5,085	1,553	1,557	4	0%
- Allocated Costs	57	0	0	0	0	
- Interest	916	1,050	262	238	(24)	
- Depreciation	3,065	3,166	791	739	(52)	
Total Expenditure	9,630	9,301	2,606	2,534	(72)	-3%
Operating Revenue						
- Subsidised Roads	(6,552)	(5,911)	(1,139)	(1,255)	(116)	
- Non Subsidised Roads	(76)	(74)	(5)	(3)	2	
Total Operating Revenue	(6,628)	(5,985)	(1,144)	(1,258)	(114)	10%
Net Operating Cost/(Surplus)	3,002	3,316	1,462	1,276	(186)	-13%
Subsidised Roads Maintenance	5,412	4,907	1,518	1,522	4	
Subsidised Roads Capital	5,026	4,923	418	548	130	
Combined Maintenance and Capital	10,438	9,830	1,936	2,070	134	7%
Subsidy Revenue for Subsidised Roads	(6,336)	(5,780)	(1,109)	(1,225)	(116)	10%

Net Operating Cost for the Roads and Footpaths Activity was 13% (\$186,000) less than budget for the period to 30 September 2014.

Direct Expenditure was \$4,000 more than budget for the period.

Operating Revenue was 10% (\$114,000) more than forecast for the period.

Subsidy revenue is based on both maintenance and capital expenditure and for most work categories the subsidy rate is 59%. Subsidy revenue is ahead of forecast due to the subsidy on emergency works that was carried out earlier in the year than anticipated.

Appendix 2: Balance Sheet as at 30 September 2014

BALANCE SHEET (Amounts in \$1000's)	Actual Position 30 June 2014	Actual Position 30 Sep 2014	Variance from 30 Sep 2014	Long Term Plan 30 Jun 2015	Variance from LTP
Public Equity					
- Retained Earnings	200,063	201,113	1,050	204,958	3,845
- Other Reserves	9,083	9,083	0	2,146	(6,937)
- Revaluation Reserve	70,465	70,465	0	71,401	936
TOTAL PUBLIC EQUITY	279,611	280,661	1,050	278,505	(2,156)
Current Assets					
- Cash and Cash Equivalents	955	2,535	1,580	100	(2,435)
- Inventories	34	34	0	38	4
- Land Subdivision Inventories	0	0	0	985	985
- Other Financial Assets	2	2	0	2	0
- Debtors and Other Receivables	5,258	4,864	(394)	4,953	89
- Assets Held for Sale	67	67	0	0	(67)
- Derivative Financial Instruments	0	0	0	0	0
Total Current Assets	6,316	7,502	1,186	6,078	(1,424)
Current Liabilities					
- Creditors and Other Payables	3,490	2,442	(1,048)	3,863	1,421
- Current Portion of Borrowings	380	24,361	23,981	671	(23,690)
- Provisions	17	17	0	51	34
- Employee Entitlements	505	355	(150)	485	130
- Derivative Financial Instruments	171	171	0	118	(53)
Total Current Liabilities	4,563	27,346	22,783	5,188	(22,158)
NET WORKING CAPITAL	1,753	(19,844)	(21,597)	890	20,734
Non Current Assets					
- Property Plant and Equipment	318,349	318,216	(133)	328,423	10,207
- Intangible Assets	88	88	0	85	(3)
- Forestry Assets	44	44	0	39	(5)
- Investment Properties	635	635	0	657	22
- Assets Held for Sale	889	956	67	0	(956)
- Other Financial Assets	3,389	3,389	0	837	(2,552)
- Derivative Financial Instruments	409	409	0	54	(355)
Total Non Current Assets	323,803	323,737	(66)	330,095	6,358
Non Current Liabilities					
- Creditors and Other Payables	618	618	0	0	(618)
- Borrowings	44,485	21,771	(22,714)	51,449	29,678
- Employee Entitlements	61	61	0	65	4
- Provisions	781	782	1	928	146
- Derivative Financial Instruments	0	0	0	38	38
Total Non Current Liabilities	45,945	23,232	(22,713)	52,480	29,248
NET ASSETS	279,611	280,661	1,050	278,505	(2,156)

TREASURY REPORT

FOR



FOR THE QUARTER ENDED 30 SEPTEMBER 2014



BANCORP

BANCORP TREASURY SERVICES LIMITED

AUCKLAND • WELLINGTON • CHRISTCHURCH

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1. MARKET ENVIRONMENT

1.1 GLOBAL MARKETS OVERVIEW

Geopolitical tensions (Ukraine, Iraq/Syria and Gaza), signs of a continued but moderate US recovery and anaemic European growth and inflation have been the main influences on interest rate markets recently, resulting in a fall in global bond yields and a rush to safe haven currencies. Faced with 10 year government bond yields in countries such as Germany, Switzerland and Japan below 1.00% and the yields on many Eurozone 2 year government bonds negative, international investors sought higher yielding US bonds, which further boosted the US dollar and pulled down yields on US Treasury bonds.

The German 10 year finished September at 0.90%, which helped push its US equivalent (the 10 year Treasury bond) yield to 2.49% (it reached 2.30% in mid-August). Even bond yields in countries such as Greece, Italy, Spain and Portugal which were forced to implement strict austerity measures in 2012 to curb huge budget surpluses have fallen sharply as investors have sought yield and ignored fundamentals.

At its September FOMC the Federal Reserve ("Fed") reiterated that it would keep interest rates near zero for a *"considerable time"* after asset purchases are concluded. The Fed continued to taper its bond purchases to USD15 billion and is on track to wind up its quantitative easing programme at the end of October. The Fed also raised its Fed Funds rate projections for the end of 2015 to 1.375% up from 1.125% in June. It noted that *"labor market conditions improved somewhat further"* while there is underutilisation of labour resources. Inflation is also tracking lower than targeted. Recent inflation data supported this. US CPI fell 0.2% in August, the first monthly decrease since April 2013. This saw annual inflation drift lower to 1.7%.

Weak Eurozone GDP and inflation data resulted in the European Central Bank ("ECB") introducing further measures to try and engender some form of meaningful economic growth in the 18 member bloc. In early September the ECB cut its main lending rate to 0.05%, from 0.15% and further lowered its already negative rate for overnight deposits from banks to minus 0.20%, from minus 0.10%. ECB President Mario Draghi also announced two new asset buying programmes for asset backed securities and covered bonds. Draghi said the *"measures are predominantly oriented to credit easing"* and to *"extend credit to the real economy"*. He also said the ECB acted because *"the data we got in August on GDP and inflation showed that the recovery was losing momentum"* and that the ECB sees *"a worsening of the medium term inflation outlook, a downward movement in all indicators of inflation expectations."* Draghi stressed that the ECB will



not be able to cut its interest rates any further, indicating that the new quantitative easing measures would total at least EUR700 billion.

In China, sluggish manufacturing activity and weak housing data are acting as a weight on sentiment toward the world's second largest economy; with many analysts seeing little sign of improvement in the Chinese housing market and say that the structural oversupply will take more than three years to work through. The Chinese central bank injected CNY500 billion into the banking system by way of cheap three months loans in September to stimulate credit and economic growth, but many consider this will be insufficient unless it is part of a larger campaign of stimulus.

1.2 NEW ZEALAND MARKET OVERVIEW

	OCR	90 day	1 year swap	2 year swap	3 year swap	5 year swap	10 year swap
30 Jun 14	3.25%	3.63%	3.93%	4.20%	4.38%	4.60%	4.89%
30 Sep 14	3.50%	3.70%	3.86%	4.08%	4.22%	4.37%	4.57%
Change	+0.25%	+0.07%	-0.07%	-0.16%	-0.16%	-0.23%	-0.32%

As expected, the Reserve Bank of New Zealand ("RBNZ") held the Official Cash Rate ("OCR") at 3.50% in its September *Monetary Policy Statement* ("MPS"). The RBNZ revised down its inflation assumptions, lowered its projection for the 90 day rate to be very close to market pricing and re-stated July's opinion that the New Zealand dollar's "current level remains unjustified and unsustainable". The extent of that revision and a lower inflation track, the reasons behind them and the lack of forward guidance were unexpected and created waves for the New Zealand dollar and local interest rates.

A raft of economic data released late in the quarter gave the markets much to digest. According to NZIER's latest consensus forecasts, New Zealand's economic recovery has peaked with GDP growth expected to decrease from 3.8% in the March 2014 year to 3.3% in March 2015 and then 2.9%, 2.2% and 1.9% in the following years. This decrease was expected but, if looking at it from a glass half full approach, the absence of any talk of a hard landing for the economy is of some comfort.

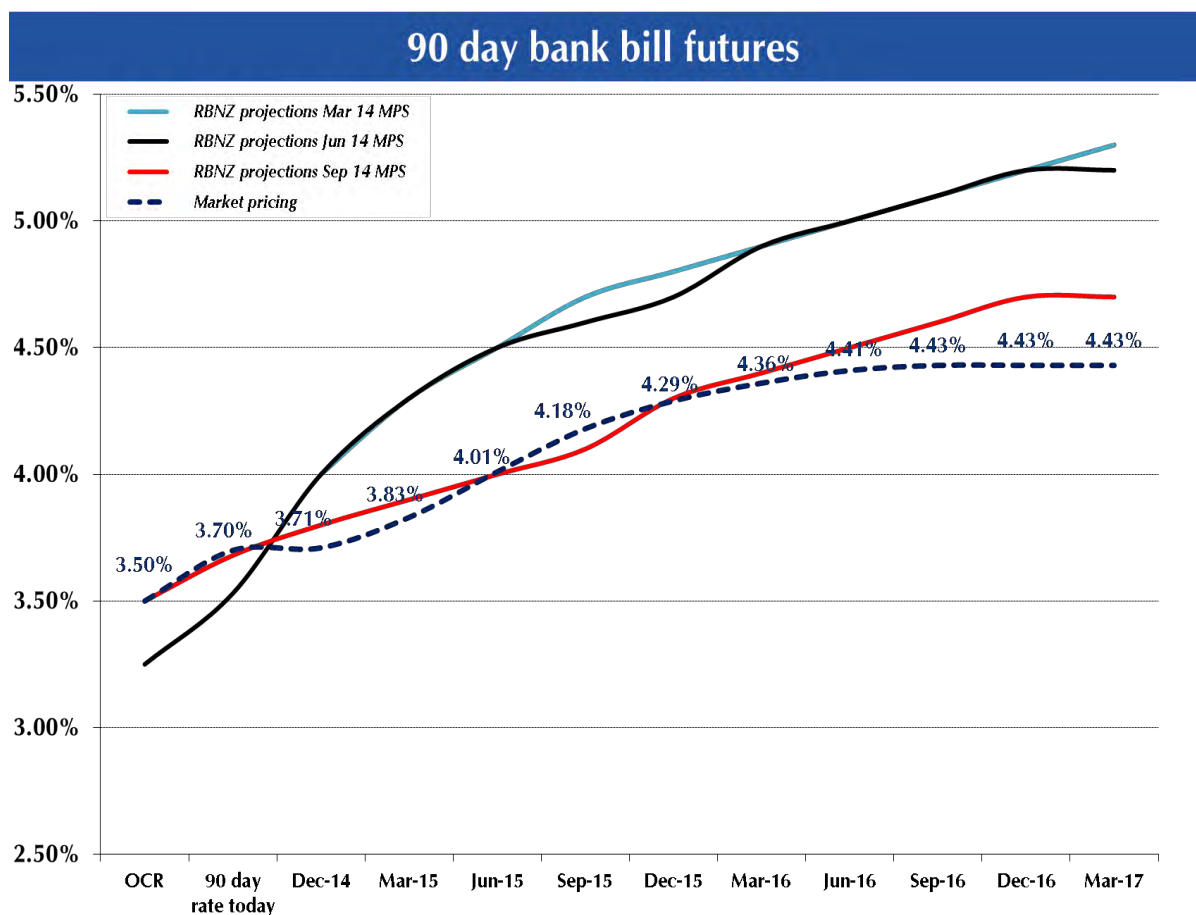
A lower GDP reading for the June quarter was expected and eventuated. GDP grew 0.7% in the June quarter, down from 1.0% in each of the two previous quarters. The growth figure that policymakers (Treasury and RBNZ) and economists focus on, the year on year comparison, showed GDP rose by 3.6% over the June year, from 3.2% in March and 2.2% in the previous June year. The main drivers of growth in the quarter were business services, construction and trade.



The Fonterra result for the year ended 31 July 2014 showed a sharp drop in profit of \$179 million, from \$736 million the previous year. This was despite revenue increasing by 19% to \$22.3 billion. At the same time as announcing its result, Fonterra further reduced the forecast payout for the 2014/2015 season to \$5.30, from \$6.00 and warned that *“under the current market conditions, there is further downside risk, however the forecast reflects expectations that prices will increase in the medium term”*.

In the last six weeks of the quarter, short term interest rates (out to one year) rose in response to the 25 basis point hike in the OCR on 24 July. However, medium and longer term swap rates declined in line with moves in offshore bond markets, the falling dairy price, and a more benign inflation and economic growth outlook in New Zealand. The fall has been more pronounced at the long end of the curve with the 5 year swap rate declining by 29 basis points and the 10 year swap by 34 basis points.

The chart below shows the 90 day bank bill futures pricing as at 30 September and the RBNZ’s projections from the last three MPSs. The red line shows the RBNZ’s most recent projection in the September MPS and the dotted blue line the 90 day bank bill futures pricing.



1.3 LOCAL AUTHORITY SECTOR

The Local Government Funding Agency (“LGFA”) held its last tender for the quarter on 24 September. In total, \$270 million of fixed rate bonds and Floating Rate Notes (“FRN”) were issued, with \$808 million of bids received. Details of the tender were as follows:

- 15 April 2020 maturity - \$105 million issued at a margin of 57 basis points over swap for an unrated borrower equating to an all up fixed rate for an unrated borrower of 5.00%.
- 15 May 2021 maturity - \$25 million issued at a margin of 62 basis points over swap for an unrated borrower equating to an all up fixed rate for an unrated borrower of 5.08%.
- 15 April 2023 maturity - \$140 million issued at a margin of 77 basis points over swap for an unrated borrower equating to an all up fixed rate for an unrated borrower of 5.32%.

The resurgence in standalone bond issuance by local authorities mentioned in the June report continued during the September quarter. Details of some of the recent issues are as follows:

- Masterton DC unrated 3 year issue at a margin of 40 basis points.
- Waitomo DC unrated 3 year issue at a margin of 50 basis points.
- Palmerston North CC rated ‘AA’ 3 year issue at a margin of 40 basis points.
- Ashburton DC unrated 3 year issue at a margin of 42 basis points.
- Tasman DC rated ‘AA-’ 4 year issue at a margin of 45 basis points.
- Timaru DC unrated 4 year issue at a margin of 45 basis points.
- Porirua CC rated ‘AA’ 5 year issue at a margin of 37 basis points.

In addition to the margin, brokerage of either 2 or 3 basis points normally applies to each transaction.

1.4 CREDIT SPREADS

Credit spreads in New Zealand declined slightly during the quarter, from an average of 63 basis points over swap for the ANZ Corporate A Grade Bond index at the end of June down to 52 basis points by the end of September. With credit spreads declining and interest rates from 2 years onwards falling, the September quarter provided borrowers who accessed the bond market with low outright borrowing costs.



The chart below shows credit spreads for the Corporate A Grade Bond index (the grey shaded area) and the 3 year swap (red line) dating back to mid 2007 when credit spreads over swap were below zero. They reached a peak of 288 basis points in early to mid-2009.



2. DEBT AND HEDGING

2.1 DEBT

As at 30 September 2014, Waitomo District Council (“WDC”) had \$45,750,000 of external debt. Of this, \$19,750,000 was provided by Westpac Bank, with \$19,000,000 drawn on the Wholesale Advance Facility (“WAF”) and the balance of \$750,000 on a Term Loan. In addition, WDC had issued \$26,000,000 of Floating Rate Notes (“FRN”). A breakdown of the funding profile is contained in the table below:

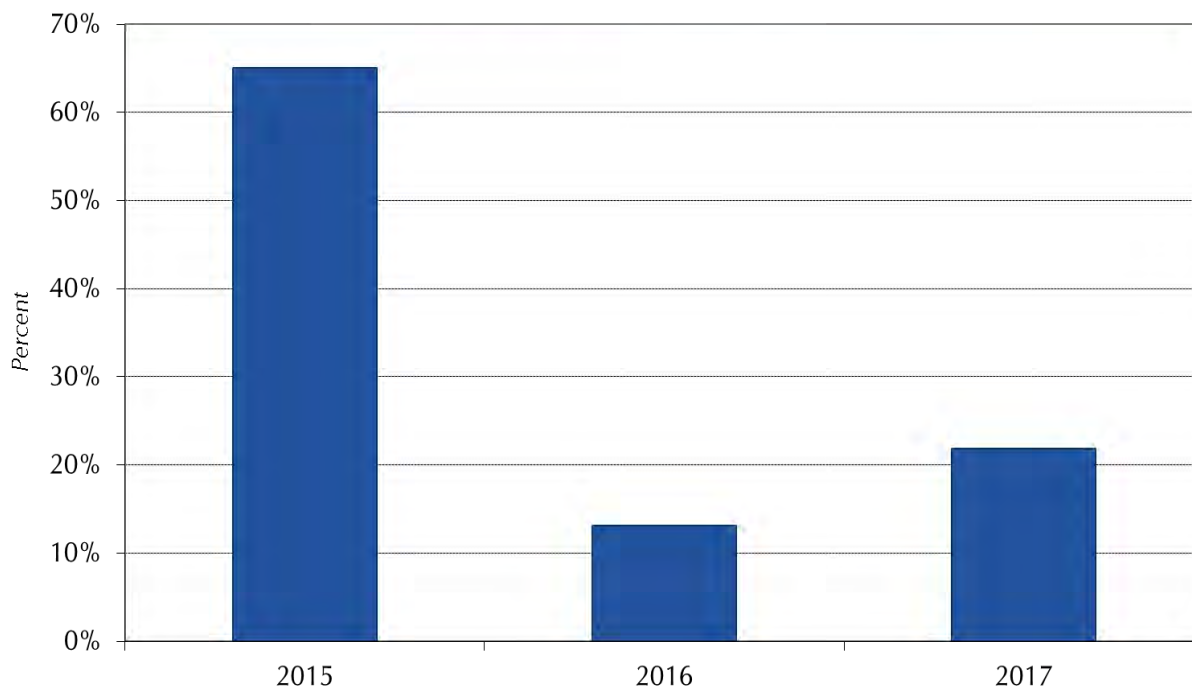
Loans			
Value Date	Maturity	Base Rate	Amount
Advance Facility			
22-Jul-2014	20-Oct-2014	3.7000%	5,000,000
10-Sep-2014	10-Dec-2014	3.7300%	5,000,000
29-Aug-2014	20-Oct-2014	3.7300%	3,000,000
29-Aug-2014	17-Nov-2014	3.7600%	6,000,000
Term Loan			
24-Nov-2011	20-Nov-2015	8.5000%	750,000
FRNs			
31-Aug-2010	31-Aug-2015	3.7100%	5,000,000
09-Nov-2012	09-Nov-2015	3.6700%	5,000,000
18-Apr-2012	18-Apr-2017	3.6500%	5,000,000
30-Aug-2013	30-Aug-2016	3.7100%	5,000,000
30-Aug-2013	30-Aug-2016	3.7100%	1,000,000
06-Aug-2014	06-Aug-2017	3.6900%	5,000,000
TOTAL			45,750,000

The term loan of \$750,000 has been on-lent to Inframax and currently it is at 8.50%. The loan expires in November 2015 and has interest rate resets every three months. On 30 September 2014, WDC had a term deposit for \$1.3 million which commenced on 8 August 2014 and matures on 11 November 2014 at a rate of 4.54%.

The maturity profile of WDC’s debt is depicted in the graph on the following page. It includes the \$26.0 million of FRNs on issue and the \$19.75 million of bank debt (including the Inframax loan) which expires on 1 July 2015. It shows that there is 65.0% of debt maturing in 2015 - along with the bank debt there are \$10.0 million 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 2015 does not constitute a breach of the Treasury Policy.

Waitomo DC Debt Maturity Profile



During the quarter WDC obtained \$5.0 million of funding by issuing a 3 year Floating Rate Note with a maturity date of 6 August 2017 at a margin of 0.50% with an additional 0.03% of brokerage payable. This will enable WDC to reduce its bank debt which has a line fee of 0.30% and a margin of 1.15% (all up 1.45%) by \$5.0 million. Therefore WDC will derive savings of \$46,000 per annum or \$138,000 over the term of the FRN based on current bank pricing.

2.2 HEDGING

As at 30 September 2014, WDC had seven fixed rate interest rate swaps to convert some of the floating rate exposures associated with the FRNs and bank debt into fixed rate. All of the swaps are current with details of each swap contained in the table below:

Swaps				
Start Date	Maturity Date	Rate	Amount	Market Value
30-Nov-2010	31-Aug-2015	4.360%	5,000,000	(\$27,423)
21-Jan-2014	21-Jan-2017	3.950%	5,000,000	\$15,535
10-Sep-2012	10-Sep-2017	3.880%	5,000,000	\$42,043
30-Aug-2013	30-Aug-2019	3.900%	3,500,000	\$67,261
30-Aug-2013	30-Aug-2019	3.900%	1,500,000	\$28,826
18-Oct-2013	18-Apr-2020	4.315%	8,000,000	(\$7,326)
31-Mar-2014	17-May-2021	4.900%	6,000,000	(\$171,054)
Total current hedging			34,000,000	\$52,138

The swap portfolio had a negative valuation of \$52,138 at the end of September, compared to a positive valuation of \$217,080 at the end of June. The change in the valuation was due to the fall in interest rates that occurred during the quarter and the attendant negative impact this had on the value of the swap portfolio. No new swaps were transacted during the quarter.

WDC's weighted average cost of funds including any applicable line fees and margins as at 30 September was 5.55% a 3 basis point decrease from the cost of funds at the end of June 2014. The decrease in the cost of funds occurred despite the 90 day bank bill increasing during the quarter, with the FRN that was issued in August enabling this decrease to be achieved. Further savings will be achieved when the size of the bank facility is reduced.

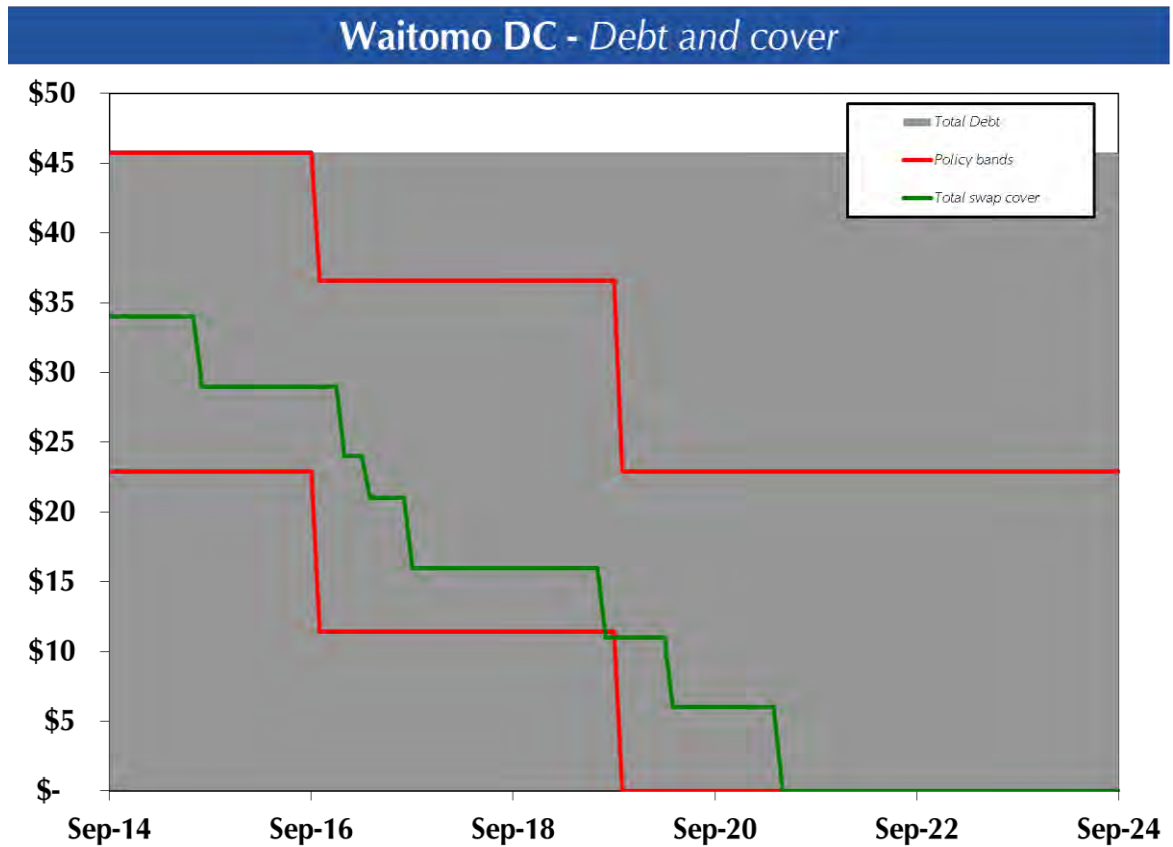
WDC's cost of funds continues to be noticeably lower than what we would expect other similar local authority 'credits' to achieve.

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 Amount	Maximum Fixed Rate Amount
0 – 2 years	50%	100%
2 – 5 years	30%	80%
5 – 10 years	0%	50%

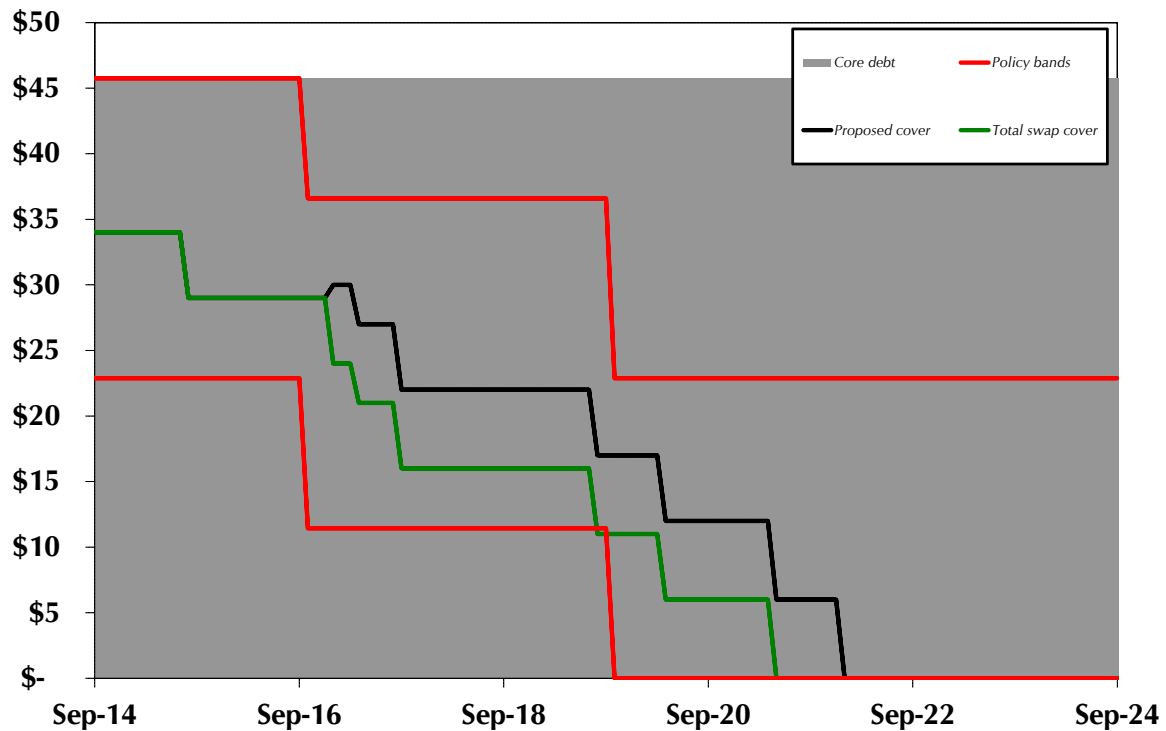
The debt profile incorporating these parameters, and the fixed rate swaps is depicted in the graph on the following page.



The graph shows that as at 30 September 2014, WDC had a very minor policy breach, for two months in August and September 2019. This breach and a forthcoming breach that would occur in April 2015 could be eradicated by transacting a swap for \$6.0 million commencing in January 2017 and maturing in January 2022, the current indicative rate is 4.50%. Alternatively the breach could be rectified if WDC issued fixed rate bonds, or in the event that it joins the LGFA obtains fixed rate funding from this source. The various alternatives for remedying the breach can be discussed at the quarterly treasury meeting between Bancorp Treasury and WDC.

The hedging profile incorporating the swap detailed in the preceding paragraph is depicted in the graph on the following page.

Waitomo DC - Debt with swap



2.4 POLICY COMPLIANCE (AS AT 30 SEPTEMBER 2014)

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

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Appendix 4: Performance Management Report on Levels of Service and Key Performance Indicators.



Performance Management Report On
Levels of Service and Key Performance Indicators

(For the Period Ending 30 September 2014)

Introduction

- 1.1 The purpose of this report is to record the detail of non financial performance or service performance to 30 September 2014. These service performance measures were adopted as part of the Long Term Plan 2012-2022. 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;
- The **strategic goals** summarise Council's contribution to furthering Community Outcomes as identified in the Long Term Plan 2012-2022.
 - 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 2012-2022.
 - The **performance target**, which is the quantitative target Council will strive to achieve.
 - **Performance achieved** to 30 September 2014. The result is recorded, whether the target has been achieved and comments to further explain actual results to target result.
- 1.3 The following is provided for each strategic goal within a significant activity;
- **Summary of performance** for the strategic goal to provide context for the measure and the result.

Commentary

- 2.1 Overall, the performance results for all ten activities show of the 63 key performance indicators set by the LTP: 21 were achieved, 8 were not achieved, 12 are on track for achievement, and 22 are not measurable at this time.

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	OUR PERFORMANCE TO 30 SEPTEMBER 2014	
Leadership				
Decision making in compliance with provisions of the Local Government Act 2002.	Number of challenges to the decision making process.	0	On track for achievement. No challenges to the decision making process as at 30 September 2014	(a)
Consultation is in accordance with the Special Consultative Procedure outlined in LGA 2002.	Number of challenges to the decision making process.	0	On track for achievement. No challenges to the decision making process in regards to the special consultative procedures as at 30 September 2013	(b)
Effective communication with the community.	Customer satisfaction rating of effectiveness and usefulness of Council communications "good or better".	≥ 55%	Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey.	(c)
Investments				
Investments contribute to economic and social well-being.	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	On track for achievement.	(d)

Summary of Service Performance

The overall performance for Governance Leadership and Investment Activity for the quarter ended 30 September 2014 was very good with three of the four targets on track for achievement and one measurable in 2015.

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	OUR PERFORMANCE TO 30 SEPTEMBER 2014	
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%	Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey.	(a)
Provision and maintenance of Elderly Persons Housing that meets the needs of the tenants.	Percentage of users satisfied with the provision and maintenance of Elderly Persons Housing in the User Survey.	> 60%	Not measurable at this time. Results for the performance target will be provided following the 2015 User Survey.	(b)
Quality public amenities will be provided.	Percentage of community satisfied with the quality of public amenities (Public Toilets and Cemeteries).	≥ 80%	Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey.	(c)
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%	Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey.	(d)
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%	Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey.	(e)
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%	Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey..	(f)
Council's public facilities are provided to standards of fitness for use.	Current Building Warrant Of Fitness (BWOFF) for facilities with compliance schedules.	100%	Achieved All Building Warrant of Fitness for Council facilities	(g)

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 30 SEPTEMBER 2014	
Pool is safe for use of pool patrons at all times.	Pool accreditation in place.	100%	Achieved Pool accreditation is in place to 30 April 2015	(h)
	Number of pool non complying water quality readings per year.	< 5	Achieved The number of non-complying water quality readings as at 30 September 2014 was nil.	(i)
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.	40%	Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey.	(j)
Council will ensure that staff are equipped and trained to efficiently man the Civil Defence headquarters in an emergency	One major training exercise involving Civil Defence headquarters staff will be held per year	One exercise per year	On track for achievement. An exercise is scheduled for November 2014.	(k)
Playground equipment is safe to use for parks and reserves playground users	Number of accidents directly attributable to playground equipment failure	Nil accidents	Achieved Nil accidents recorded that are directly attributable to the failure of playground equipment. Playground replacement undertaken at Centennial Park	(l)

Summary of Service Performance

The overall performance for Community Services for the quarter ended 30 September 2014 was excellent with four out of the 12 targets being achieved, one on track for achievement, and seven not being measurable at this time.

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	OUR PERFORMANCE TO 30 SEPTEMBER 2014	
Provide assistance for community support activities.	Advertisement and administration of all WDC Funding Rounds as per the Community Development Fund Policy.	100%	On Track for Achievement. All funding rounds advertised in Waitomo News, WDC Website and Facebook.	(a)
Support the positive development of youth within the District.	Youth Council makes one submission to Council per year.	1 per annum	Not measurable at this time.	(b)
	Youth Council undertakes two youth related projects per year.	2 per annum	On track for Achievement. The Youth Council hosted 'Waitomo's Got Talent' on the 12 th September 2014.	(c)
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)	Not measurable at this time. The Christmas Parade is scheduled for Friday 12 th December 2014 and the Muster Saturday 11 th April 2015.	(d)
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 by the Hamilton and Waikato Regional Tourism Organisation in key publications and industry events.	> 4	Not measurable at this time. HWRTO will provide WDC with promotions undertaken as part of their 1 July 2014 – 31 December 2014 report.	(e)

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 30 SEPTEMBER 2014	
Council will support business expansion and diversification, and encourage the development of work-based skills.	District Economic Development Board Strategy developed and implemented.	25% of the programmes identified within the District Economic Development Board strategy are implemented.	<p>Not measurable at this time</p> <p>Council has confirmed its intention to not proceed with the implementation of a Board at this time.</p> <p>An Economic Development Strategy for the Waitomo District will be developed in the current year.</p>	(f)

Summary of Service Performance

The overall performance for Community Development for the quarter ended 30 September was satisfactory with two performance targets on track for achievement and four being not measurable at this time.

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	OUR PERFORMANCE TO 30 SEPTEMBER 2014	
All food and liquor retail premises will be inspected and appropriately registered and licensed.	Percentage of registration or licensing of food and liquor retail premises inspected annually.	100%	On track for achievement. 37% of food and liquor retail premises have been inspected.	(a)
Provision of an effective environmental health service for the community.	Customer satisfaction survey rating on Environmental Health Service.	> 50%	Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey.	(b)
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%	On track for achievement. Currently 98% of building consents processed within 15 days.	(c)
Council will ensure that consented building works adhere to the Building Code.	Percentage of consented buildings under construction (inspected) to ensure code compliance.	100%	On track for achievement. Currently 100% of consented buildings under construction are inspected to ensure compliance.	(d)
Provision of an effective building control service to the community.	Customer satisfaction survey rating on Building Control.	> 50%	Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey.	(e)
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%	On track for achievement. Property inspections in both the urban and rural areas have commenced.	(f)

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 30 SEPTEMBER 2014
High level of customer satisfaction with animal control service.	Customer satisfaction survey rating on Animal Control.	≥ 50% good or above	<p>Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey.</p>

(g)

Summary of Service Performance

The overall performance for Regulation for the quarter ended 30 September 2014 was satisfactory with the expectation that all performance targets will be achieved by the end of the financial year.

Environmental Sustainability Group

Solid Waste Management

Statement of Service Performance

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

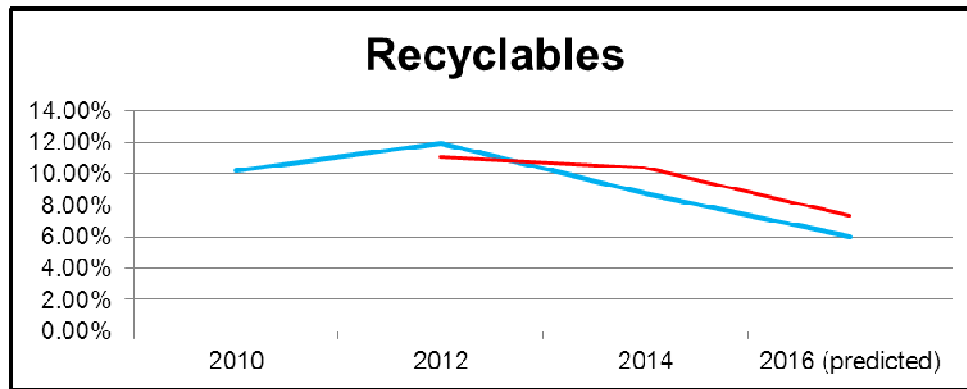
WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 30 SEPTEMBER 2014	
Users find the recycling facilities safe to use.	Percentage of users rate the safety of Council's recycling facilities as satisfactory or better.	75%	Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey.	(a)
Provision of effective waste service for the community.	Customer satisfaction survey rating on waste transfer stations.	60%	Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey.	(b)
The solid waste management facilities feel safe to the user.	Percentage of users rate the District's waste transfer stations safe to use.	70%	Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey.	(c)
Users find the landfill facility safe to use.	Percentage of users rate the safety of Council's landfill facility as satisfactory or better.	75%	Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey.	(d)
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	Achieved – No complaints received for quarter ended 30 September 2014	(e)
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 2022 (both measured against the 2012 Biennial Waste Audit).	2%	Not Achieved	(f)

WHAT WE DO (LEVEL OF SERVICE)	HOW WE MEASURE SUCCESS (PERFORMANCE MEASURE)	PERFORMANCE TARGET	OUR PERFORMANCE TO 30 SEPTEMBER 2014	
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 2022 (measured against the 2012 Biennial Waste Audit).	1.5%	Not Achieved	(g)
Provision of an effective solid waste service for the community.	Number of complaints received per month regarding solid waste activities.	≤ 10	Achieved - Target achieved each month to the quarter ended 30 September 2014	(h)

Summary of Service Performance

The overall performance for the Solid Waste Management for the quarter ended 30 September 2014 was **average**. Four out of the eight Performance targets (a, b, c and d) were not measurable and are pending results from the 2015 Resident Satisfaction Survey which will be carried out July/August 2015. Two of the eight Performance targets (e and h) were achieved, and the remaining two performance targets (f and g) were measured against the 2014 Waste Audit shown in the table below, which were not achieved.

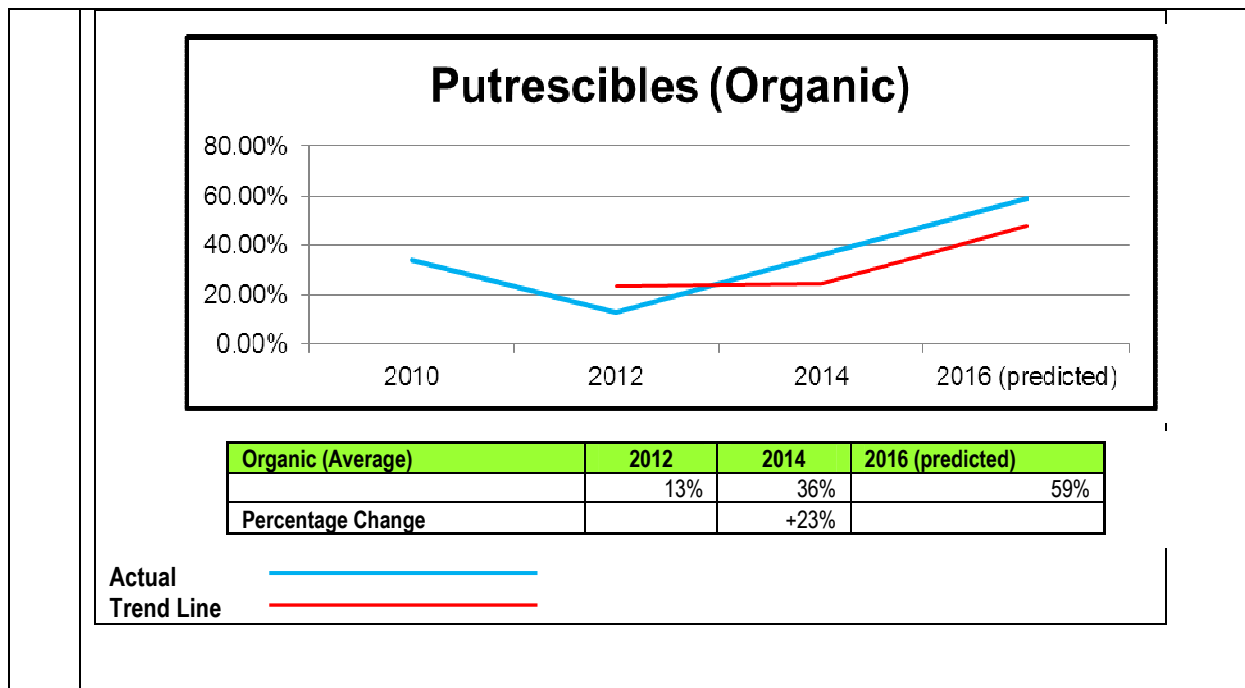
- (f) The performance target for 'the percentage of reduction of the quantity of recyclables such as paper and plastics entering the landfill per annum leading to 10% reduction by 2016 and 15% by 2022 (both measured against the 2012 Waste Audit)' was not achieved. The results from the 2014 Waste Audit identified a decrease in recyclables compared against the 2012 Waste Audit, however it was not significant enough to allow for this target to be met over the following two year period. (The 2010 Waste Audit has been graphed to show how recyclable waste is trending in the future). WDC provides community education articles about the importance of waste minimisation and to encourage residents to assist in the diversion of recyclable waste from landfill. WDC will continue to provide targeted educational programmes to raise awareness of the benefits of waste reduction and services available in support of this, plus promotion of and support for community initiatives.



Recyclables (Average)	2012	2014	2016 (predicted)
	12%	9%	6%
Percentage Change		-3%	

Actual —————
Trend Line —————

- (g) The performance target for 'the percentage of reduction per annum achieved through continual education leading to 10% reduction by 2022 (measured against the 2012 Waste Audit)' was not achieved. A total average of 36.31% of putrescibles (organic/food waste) was identified through the Waste Audit as being disposed of within the kerbside refuse bags, indicating a significant increase since the 2012 Waste Audit. The below graph and table shows a reversal in trend for putrescibles, in turn indicates that it is unlikely to meet the required target by 2022 should this trend continue. Continual education to the public for home composting may minimise this particular type of waste. On a regular basis WDC publish waste minimisation articles in the Waitomo News to raise public awareness as part of their plan to reduce organic waste. (The 2010 Waste Audit has been graphed to show how Putrescible (Organic) Waste is trending in the future).



Summary of Audit Report

There are twelve primary waste categories in the Ministry for the Environment's Waste Analysis Protocol 2002; being paper, plastics, putrescibles (organic materials/food waste), ferrous metals, non-ferrous metals, glass, textiles, nappies and sanitary, rubble and concrete, timber, rubber and potentially hazardous.

The 2014 Waste Audit was carried out over four Waitomo District townships. The following number of kerbside refuse bags were collected from random properties in the following towns - Te Kuiti (20) Waitomo (10) Mokau (10) and Piopio (10).

The purpose of this audit is to get a gauge of the types of waste that get disposed of into landfills, detailing the quantity of each type of waste by weight and percentage. This provides WDC with information as to how we form our policies around waste management such as access to recycling facilities, landfill design and the cost of council rubbish bags.

Type of waste in refuse bags	2014 Waste Audit (Percentage of waste contained in refuse bags)	2012 Waste Audit (Percentage of waste contained in refuse bags)
Rubble, concrete, timber and rubber	Negligible	Negligible
Plastic (<i>recyclable</i>)	9.83%	Negligible
Metal (ferrous metals)	5.43%	4.00%
Metal - non-ferrous metals (<i>recyclable</i>)	0.67%	4.10%
Glass (<i>recyclable</i>)	8.16%	2.30%
Plastic Wrap*	17.25%	47.2%
Paper Wrap (<i>recyclable</i>)	16.34%	29.4%
Putrescibles (organic/ food waste)	36.31%	15.4%
Sanitary & Nappies	22.20%	Not reported
Potentially Hazardous (eg: hair dye, chemicals)	3.57%	Not reported
Textiles (eg: fabric)	11.30%	Not reported

The amount of rubble, concrete, timber and rubber in the refuse bags collected for the 2014 audit was negligible. The 2014 audit results show a dramatic increase since the 2012 Waste Audit in putrescibles (organic materials/food waste). Minor increases since the 2012 Waste Audit included plastic and glass which are both included in the recyclables. Significant waste items previously audited but not reported were, sanitary products and nappies which have been evaluated and carried 22.20% of the total waste contained in kerbside refuse bags. Other items previously audited but not reported were, potentially hazardous, textiles and other (generally the unclassified items which are negligible). On the positive, there has been a significant decrease in plastic wrap and paper wrap in comparison to the previous 2012 waste audit.

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	OUR PERFORMANCE TO 30 SEPTEMBER 2014	
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%	Not measurable at this time. No notified resource consents have been processed to date.	(a)
	Percentage of non-notified consents processed within 20 working days.	90%	On track for achievement. Currently 100% of non notified consents processed within 20 working days.	(b)
All premises where resource consent have been issued will be monitored at least biennially to ensure compliance.	Percentage of consented premises visited each year.	50%	On track for achievement. All premises where resource consents have been issued have been monitored.	(c)

Summary of Service Performance

The overall performance of the Resource Management Activity for the period ending 30 September 2014 was good with all performance targets expected to be achieved by the end of the financial year.

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	OUR PERFORMANCE TO 30 SEPTEMBER 2014	
Threats to public health and property will be limited.	Percentage of urgent requests dealt with within one working day.	90%	Achieved – A total of 2 complaints were received for the quarter ended 30 September 2014. Both were completed within the required one day timeframe.	(a)
Service requests and complaints are processed as they come in.	Completion time (working days following receipt) for customer follow up on outstanding requests/complaints.	< 5 days	Achieved – A total of 2 complaints were received for the quarter ended 30 September 2014. Both were followed up within the required five working days.	(b)
Stormwater quality will be managed effectively.	Percentage of Stormwater pollution incidents are corrected within time frames agreed with Waikato Regional Council.	100%	Achieved – No service request complaints were received for the quarter ended 30 September 2014.	(c)
	Response time for investigation of all reported pollution incidents associated with Stormwater discharge following notification.	<12 hours	Achieved – No service request complaints were received for the quarter ended 30 September 2014.	(d)
	Number of Stormwater abatement notices issued.	Nil	Achieved – No service request complaints were received for the quarter ended 30 September 2014.	(e)

Summary of Service Performance

The overall performance for Stormwater Drainage for the quarter ended 30 September 2014 was **excellent**, with all five performance targets being achieved.

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	OUR PERFORMANCE TO 30 SEPTEMBER 2014	
Sewage treatment is managed without adversely affecting the quality of the receiving environment.	Number of complaints regarding receiving water quality as a result of effluent discharge as measured in Request for Service (RFS) system.	≤ 2	Achieved – No service request complaints were received for the quarter ended 30 September 2014.	(a)
Sewage is managed without risk to public health.	Number of sewage overflows into habitable buildings due to faults in the wastewater system (measured by RFS system).	≤ 1	Achieved – One complaint was received for the quarter ended 30 September 2014.	(b)
A reliable removal and treatment service is provided.	Number of sewage overflow events per year at any one wastewater scheme.	≤ 2	Not Achieved	(c)
Resource Consent for TKWWTP is renewed and complied with	Percentage compliance with renewed TKWWTP Resource Consent	100%*	Achieved – WDC were 100% compliant with consent requirements.	(d)

*Renewal of the Resource Consent has been applied for. Experience with the Piopio consent has shown that objectors delay the renewal of this type of consent and it is expected that the renewal will be granted in 2015

Summary of Service Performance

The overall performance for Sewerage and Treatment and Disposal of Sewage for the quarter ended 30 September 2014 was **good**. Three out of the four performance targets were achieved, one was not achieved.

(c)	The performance target of the 'number of sewage overflow events per year at any one wastewater scheme' was not achieved for the year ended 30 June 2014. A total of 10 service request complaints were received for the quarter ended 30 September 2014 in relation to the following schemes 4 (Te Kuiti), 5 (Piopio) and 1 (Taharoa). The main identified cause of these blockages were due to rags, solidified fats, stones and an increase in rainfall causing infiltration to the sewerage system. The main identified causes of overflow events were from blockages caused by rags and other clothing items that have entered the pipework restricting sewerage flow and causing it to back up. All sewerage blockages are attended to promptly by the Water Services Engineer. Information on how to look after your septic tank, is mailed to Piopio township residents on a regular basis each year to educate them and stress the importance of caring for their septic system. This type of correspondence is being considered for the Te Kuiti and Benneydale Schemes in an attempt to prevent future blockages from clothing items and other items that should not be disposed of into the wastewater system.
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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	OUR PERFORMANCE TO 30 SEPTEMBER 2014	
Water supply is adequate for public health purposes.	Percentage compliance with NZ Drinking water Standards 2005 (revised 2008) as measured in WINZ database	95%	Not Achieved	(a)
	Public Health Risk Management plans adopted and implemented.	100%	Achieved – Asset Management Plan Budget Manual (100%)	(b)
	Confirmed illnesses attributable to consumption of Council water supply services.	Nil	Achieved – No service request complaints were received for quarter ended 30 September 2014.	(c)
	Number of complaints per annum regarding water supply quality, at any supply scheme.	<10	Not Achieved	(d)
	Percentage of customers who are satisfied with the quality of their drinking water as measured by Resident Satisfaction Survey.	75%	Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey.	(e)
Water resources are used efficiently and sustainably.	Percentage of the fire hydrants meeting bi-annual compliance test with the fire fighting standards.	75%	Achieved – 85% of fire hydrants meet compliance test with fire fighting standards.	(f)
Water supply to customers is reliable.	Percentage of customers who are satisfied with the reliability of their water supply services as measured by Resident Satisfaction Survey.	75%	Not measurable at this time. Results for the performance target will be provided following the 2015 resident satisfaction survey.	(g)
Failures and service requests are responded to promptly.	Percentage of supply disruptions restored within 4 hours after first notification.	90%	Not Achieved	(h)

Summary of Service Performance

<p>The overall performance for Water Supply for the quarter ended 30 September 2014 was average. Three out of the eight performance targets were achieved, three were not achieved and two are not measurable at this time.</p>	
(a)	<p>The performance target of <i>'Ninety-five percent compliance with NZ Drinking Water Standards 2005 (revised 2008) as measured in Water Information New Zealand (WINZ) database'</i> was not achieved to the quarter ended 30 September 2014 with a result of 50%.</p> <p>WDC is still in the process of upgrading water plants to comply with Drinking Water Standards 2005 (revised 2008). Waikato District Health Board (WDHB) confirms council's compliance on an annual basis, and are running one year behind.</p> <p>The project to construct and commission the upgrades to Te Kuiti Water Treatment Plant has commenced during the 2013/14 year and is still in the process. This project is expected to progress more rapidly heading into the Summer as to allow for a more hassle free excavation for the tanks to be positioned.</p>
(d)	<p>The performance target of <i>'less than 10 complaints per annum regarding water supply quality at any supply scheme'</i> was not achieved as at the quarter ended 30 September 2014. A total of 63 service request complaints were received for the quarter pertaining to the Te Kuiti (49 or 78%), Piopio (5 or 8%), Mokau (6 or 9%) and Benneydale (3 or 5%) schemes.</p> <p>The main reasons for the complaints were from leaks, lack of water supply (generally caused due to a leak or blockage), water toby issues, discoloration, smell and taste.</p>
(h)	<p>The performance target of <i>'ninety percent of supply disruptions restored within 4 hours after first notification'</i> was not achieved for the quarter ended 30 September 2014. A total of 36 complaints were received for the quarter of which (25 or 69%) were achieved, and (11 or 31%) were not achieved.</p> <p>The main reasons for these complaints were for odour, taste and colour , minor leaks in pipework and leaking tobies. Complaints pertained to the following townships - Te Kuiti (29), Mokau (4) and Piopio (3).</p> <p>All efforts are made to attend to supply disruptions as promptly as possible. Those complaints that are not dealt with within the four hour timeframe are generally due to either availability of staff and/or contract staff or where further investigation is required.</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	OUR PERFORMANCE TO 30 SEPTEMBER 2014	
The rideability of the roading network is maintained in good condition and is 'fit for purpose'.	The number of service complaints from ratepayers in any one month regarding the condition of the roading surface.	<4 / month	Not Achieved	(a)
	Sealed road lane kilometres exceeding a NAASRA* roughness count rating of 150. Measured on a biennial basis.	<8%	Achieved - NAASRA biennial result 6.50 %	(b)
The network's traffic marking and signage facilities are up to date, in good condition and 'fit for purpose'.	Number of service complaints per month regarding missing, damaged or inaccurate road signage.	<3 / month	Achieved – A total of four complaints for the quarter ended 30 September 2014 were received. All months achieved the required target of less than 3.	(c)
The roading network is open and accessible to users.	The number of road closures per month due to weather events (defined as bank slippages or blockages or flood events) lasting more than 24 hours.	≤1 / month	Achieved – No service request complaints causing road closures were received for the quarter ended 30 September 2014.	(d)
	The number of complaints per month regarding damaged footpaths.	<3 / month	Achieved – One complaint received for the quarter (August) for graffiti on footpath.	(e)
	Time of response to reported defects and faults.	Within 24 hours	Not Achieved	(f)

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

** The target has been slightly revised as sometimes severe weather events can happen causing excess damage and the resolution can be delayed. Resourcing to meet these rare events is considered financially impractical and hence the slight revision in target.

Summary of Service Performance

The overall performance for Roads and Footpaths for the quarter ended 30 September 2014 was **good**. Four out of the six performance targets were achieved, two were not achieved.

(a)	<p>The target of <i>'less than four service complaints per month in any one month regarding the condition of the road surface'</i> was not achieved. A total of 44 complaints were received for the quarter ended 30 September 2014.</p> <p>The main reasons for a large portion of the complaints throughout the quarter were due to potholes and corrugations on rural metal roads from vehicular traffic that required grading. The backlog of metal and grading works put on hold due to conditions has now been caught up. Periodic forestry activities have a large effect on some of these roads.</p> <p>The Councils roading staff and road maintenance contractor is immediately advised of all road surface incidents and these are attended to according to urgency, and reviewed on a weekly basis through operations and maintenance meetings with Council.</p>
(f)	<p>The performance target of <i>'Time of response to reported defects and faults within 24 hours'</i> was not achieved. A total of 26 complaints were received for the quarter ended 30 September 2014, nine of which were responded to within required timeframe and seventeen were not responded to within the required 24 hour timeframe.</p> <p>The Councils roading staff and road maintenance contractor is immediately advised of all road defects and faults, which are attended to according to urgency, and reviewed on a weekly basis through operations and maintenance meetings with Council. Often the works are programmed into the contractors operations and maintenance schedule. Urgency on the matter is determined on whether it bears an immediate health and safety risk to the road users and due to the nature of the defect it is not always possible to fix within the agreed response time.</p>

Document No: 347737

File No: 037/013/2014AR

Report To: Council**Meeting Date:** 29 October 2014**Subject:** Adoption of 2013/14 Draft Annual Report**Purpose of Report**

- 1.1 The purpose of this business paper is to present the Draft 2013/14 Annual Report for Council's consideration and adoption.

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.

Background

- 3.1 Council received the Interim Financial Report (IFR) for the year ended 30 June 2014 at the 30 September 2014 Council meeting.
- 3.2 As well as presenting the Draft Annual Report for Council's consideration this report also provides a summary of changes made since the IFR and commentaries on Council and Group results.
- 3.3 Council's auditors (Deloitte) will be in attendance at the Council meeting to discuss the audit and to present the audit opinion.

Changes between Interim Financial Report and Draft Annual Report**4.1 Statement of Comprehensive Income (page 61)**

- 4.2 There have been no changes to the reported surplus of \$3.991 million for the 2013/14 financial year from that presented in the IFR at the 30 September meeting. Total Comprehensive Income for the year changed from what was reported in the IFR with the reduction in valuation of the investment in ICL to \$2.6 million, giving a Total Comprehensive Income for the year of \$9.086 million.
- 4.3 There were minor changes made through the reclassification of items (either as revenue or expenditure) from those in the IFR, meaning the total revenue and total expenditure amounts have changed without impacting on the reported net result. These changes are summarised in the following table (figures in \$000's):

Description	Rates Revenue	Other Revenue	Expenditure	Surplus	Other Comprehensive Income	Total Comprehensive Income for the year
Total reported in IFR	17,297	11,100	24,406	3,991	5,695	9,686
Rates paid on Council properties removed from revenue and expenditure	(366)	0	(366)	0	0	0
Change in valuation of ICL	0	0	0	0	(600)	(600)
External interest, insurance proceeds and other sundry revenue netted off in the IFR	0	47	47	0	0	0
Total Amount Reported in Annual Report	16,931	11,147	24,087	3,991	5,095	9,086

4.4 Balance Sheet (page 63)

4.5 A number of minor changes as a result of reclassifying items between current and non current for Borrowings, Creditors and Other Payables and Assets Held for Sale. In addition to this, the value of Other Financial Assets decreased due to the change in ICL investment from what was reported in the IFR. The changes are summarised in the table as follows (figures in \$000's).

Description	Interim Financial Report (IFR)	Reclassification of items and roundings	Change in Value of ICL	Draft Annual Report
Total Equity	280,206	5	(600)	279,611
Current Assets	6,249	67	0	6,316
Current Liabilities	4,422	141	0	4,563
Non Current Assets	324,470	(67)	(600)	323,803
Non Current Liabilities	46,091	(146)	0	45,945

Commentary

5.1 Statement of Comprehensive Income (page 61)

5.2 The 2013/14 budget in Council's Exception Annual Plan provided for a surplus of \$3.747 million. The actual result was \$3.991 million. The variances are detailed below.

5.3 Revenue

5.4 Revenue was \$0.27 million less than budget due to:

- Rates revenue being \$0.3 million less than budget. This was a result of excluding rates revenue on Council owned properties, which was included in the budgeted figure.
- Grants forecast to be received from the Lotteries Grant Commission for restoration of the Railway Building was received after 30 June 2014.
- A \$0.5 million increase in trade waste revenue due to increased activity at local meat works.
- Refuse dump charges and sales of recycled materials at the Landfill were \$0.2 million less than budget due to reduced volumes being received.
- As the combined road maintenance and renewals expenditures were more than budgeted, total subsidies claimed during the year were correspondingly \$1.0 million more than budget.

5.5 Expenditure

5.6 Expenditure was \$0.51 million less than budget and the key contributing factors were:

- Finance costs being \$0.4 million less than budget due to a reduced public debt level than what was budgeted for and interest rates were less than anticipated.
- Depreciation costs were \$0.1 million more than budget as the useful life estimates for capital additions were shorter than what was anticipated at the time the budget was prepared.
- Solid waste management costs were \$0.2 million less than budget due to reduced volumes of refuse entering the landfill which has reduced the landfill operational costs.
- Sewerage costs being \$0.2 million less than budget due to reduced electricity and maintenance costs.
- Community service costs were \$0.5 million less than budget as a result of excluding rates paid on Council owned properties which were included in budgeted figures. Repairs and maintenance expenditure was also less than budget as this work is only carried out as required.
- Roads expenditure was \$0.6 million more than budget due to increased expenditure on first response emergency maintenance and additional sealed and unsealed pavement maintenance work carried out during the year.

5.7 Balance Sheet (page 63)

- 5.8 Total equity was \$6.7 million more than budget due to the gain in 'revaluation of assets available for sale' reserve (this relates to the change in value of investment in Inframax Construction Ltd). There was also an increase in the revaluation reserve as a result of the revaluation of road and solid waste assets.
- 5.9 Current assets were \$0.5 million less than budget due to a reduced level of Debtors and Other Receivables than what was anticipated at the time the budgets were prepared. This was partially offset by a higher level of Cash and Cash Equivalents than was anticipated.
- 5.10 Current liabilities were \$5.5 million less than budget as there is a reduction in creditors and also a significant reduction in the current portion of borrowings than what was budgeted.
- 5.11 Non current assets were \$1.9 million more than budget due to the increase in the value of Other Financial Assets from the valuation of the investment of Inframax Construction Ltd of \$2.6 million. Property, Plant and Equipment was less than budget due to delays in the capital expenditure programme and the increase in asset valuations for roads and solid waste that were more than anticipated. Derivative Financial Assets were also \$0.4 million more than budget.
- 5.12 Non current liabilities were \$0.1 million more than budget due to a portion of Creditors and Other Payables being recognised as non current. This was offset by a nil balance for Derivatives Financial Instruments. The budgets included a balance of Derivative Financial Instruments at 30 June 2014.

5.13 Capital Expenditure (pages 9 – 11)

- 5.14 Total capital expenditure for the year ended 30 June 2014 was \$8.744 million against a budget of \$11.803 million. The majority of this variance relates to the delay in the commencement of planned upgrade of the Te Kuiti Water Treatment Plant. Capital expenditure for Roads and Footpaths exceeded budget which was mainly attributable to unplanned emergency reinstatement work that was carried out during the year.

5.15 Public Debt and Reserves

- 5.16 Council's 2009-19 and 2012-22 Long Term Plans (LTPs) provided annual forecasts for the levels of public debt and reserve funds. The following tables illustrate favourable trends in the levels of public debt and reserve funds over the last 3 financial years (figures in \$000's).

Public Debt \$000's	30 June		
	2012	2013	2014
Forecast Public Debt (LTPs)	53,123	48,086	49,890
Actual Public Debt	47,005	45,182	44,865
\$ Trend	-6,118	-2,904	-5,025
% Trend	-11.5%	-6.0%	-10.0%

Reserves \$000s	30 June		
	2012	2013	2014
Forecast Reserves (LTPs)	5,257	2,765	2,826
Actual Reserves	3,529	5,277	9,083
\$ Trend	-1,728	2,512	6,257
% Trend	-32.9%	+90.8%	+221%

5.17 These trends show that the actual public debt has been reducing over the last 3 years and the actual debt requirements were considerably less than forecast. This is despite major capital works (\$32.05 million) having been completed over the last 3 years, (particularly on water and wastewater networks for the District's communities), Council has managed to fund those works from subsidies and available cash whilst reducing its overall debt during that time.

5.18 This is a positive result for Council and indicates that Council's debt is being well managed and under control.

5.19 Group Performance

5.20 The Group's overall performance for the year was an after-tax profit of \$4.6 million.

5.21 Council had to make some tough decisions with regard to its subsidiary in 2011. It was decided to replace the Board and then back the new Board including funding of additional equity. Council also adopted a recovery plan for its subsidiary which included rationalisation of its staffing levels and operating bases.

5.22 The initiatives Council undertook with ICL in 2011, have proven successful. Inframax Construction Ltd and Independent Roadmarkers Taranaki Ltd have reported a net profit of \$0.55 million for the year ending 30 June 2014. This is remarkable result given the tough market conditions that the company has been operating under for the past few years and is well up on the combined before tax profit of \$75,110 achieved in the 2012/13 financial year.

5.23 Group Balance Sheet

5.24 At 30 June 2014 total equity for the Group was \$278 million. There was a \$7 million increase in equity reflecting the Group's after tax profit of \$4.6 million and a gain of \$0.4 million from cash flow hedges.

5.25 Current assets increased by \$0.6 million mainly due to increase in cash and cash equivalents, and a decrease in debtors and other receivables.

5.26 Overall current liabilities decreased by \$14.4 million mainly as a result of the decrease in the current portion of borrowings.

5.27 Non-current liabilities increased by \$13.8 million due mainly to an increase in non current borrowings.

5.28 Non-current assets increased by \$5.9 million due mostly to the increase in property, plant and equipment assets at 30 June 2014 and derivative financial instruments.

5.29 Statement of Service Performance (Key Performance Indicators)

5.30 The Statements of Service Performance provide detailed information on the performance measures and targets for each of the significant activities. These are disclosed on pages 15-54 of the Draft Annual Report.

5.31 Of the 63 key performance indicators measured, 47 (75%) were achieved, 15 (24%) were not achieved and 1 (1%) was not measurable during 2013/14.

5.32 The reasons for the 'Not Achieved' results are disclosed within each significant activity in the Annual Report.

Suggested Resolutions

- 1 The business paper on 2013/14 Draft Annual Report be received.
- 2 The Chief Executive be delegated authority to ensure any formatting/grammatical changes and feedback is accurately reflected in the Final Annual Report prior to publication.
- 3 The audited 2013/14 Draft Annual Report be adopted.

VIBHUTI CHOPRA

GROUP MANAGER – CORPORATE SERVICES

21 OCTOBER 2014

Attachment:	1	2013/14 Draft Annual Report
Attachment	2	Deloitte – Report to Council 30 June 2014

Document No: 347819

File No: 037/043

Report To: Council**Meeting Date: 29 October 2014****Subject: Motion to Exclude the Public for the Consideration of Council Business****Purpose of Report**

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

Commentary

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

Suggested Resolutions

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

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

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. Inframax Construction Limited – Approved Budget vs. Statement of Intent for Year Ending 30 June 2015	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