

Document No: 365480**File No:** 092/015**Report To: Council****Meeting Date:** 23 June 2015**Subject:** Economic Development Action Plan

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council the Economic Development Action Plan.

Local Government Act S.11A Considerations

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

Risk Considerations

- 3.1 Risks assessed and their mitigation in regards to matters contained in this business paper are as follows:
 - 3.1.1 A potential risks lies in not understanding what our community and key stakeholders consider to be the needs and gaps in terms of economic development and for Council to set out on a direction that is not completely aligned to the gaps or needs. The collection of data and assessment of needs will ensure that the direction that is set and actions that are taken are well aligned to the needs of the District.

Background

- 4.1 The importance of enhanced economic development has been an area of focus for Council for the past 3 years. Council's vision of '**Creating a better future with vibrant communities and thriving business**' was introduced as part of the 2012-2022 Long Term Plan consultation.
- 4.2 The Waitomo Districts residents and ratepayers have endorsed WDC's economic development intent through the support for the 2012-2022 Long Term Plan, the 2013 and 2014 Exception Annual Plans and more latterly as measured through the 2014 Resident Satisfaction Survey and 2015-2025 Long Term Plan consultation.

- 4.3 The 2015-2025 Long Term Plan identifies the need for WDC to create a framework or working with community organisations and local businesses to foster and assist in growing the economy for the District.
- 4.4 Within Waitomo this can be achieved through supporting economic development initiatives and by making strategic tourism decisions.

Commentary

- 5.1 During development of the 2012-2022 LTP, Council confirmed its intent to establish a District Development Board (DEDB) to support the provision of economic development within the District.
- 5.2 Council agreed to a phased implementation of the Board, with establishment of the legal framework occurring in year one and establishment of the Board in year two.
- 5.3 During the process of developing the 2013/2014 Annual Plan, Council agreed to revisit the establishment of the DEDB.
- 5.4 The key reasons influencing this proposal were:
 - The change to the purpose of local government. The new purpose was more restrictive and preliminary legal advice confirmed any new activity should undergo a pragmatic testing on economic concepts. Even for decisions that had been matters mandated through the 2012-2022 LTP it was important that the delivery of the service/activity was tested as being more cost effective.
 - Regional Economic Development was one of the workstreams being undertaken on a collaborative basis by the Waikato Mayoral Forum and agreement had been reached to develop a regional economic development strategy. It was considered prudent for Council to use the outcomes of the regional process to inform its own plans.
- 5.5 The Regional Economic Development Strategy 'Waikato Means Business: An Economic Development Strategy for the Waikato Region' was adopted and released in February 2014. An Implementation Plan has recently been completed and an Implementation Governance Group announced. The first meeting of the newly formed group will take place next month where the group will be briefed on implementation actions already underway and consider some potential high level actions for the next phase of work.
- 5.6 The 2015-2025 LTP Consultation document confirmed Councils intent to maintain its strategic direction – a focus on economic development to facilitate the development of a vibrant district community.
- 5.7 Council tested their intent with the community as part of the consultation process. The community clearly confirmed its support of Councils intention to continue with economic development in a staged by steady manner via in-house delivery and facilitation of agreed initiatives.
- 5.8 It was further identified in the consultation document that implementation of an Action Plan is proposed to start from year 1 of the 2015-2025 LTP.

5.9 Economic Development Initiatives currently underway

5.10 Council has been actioning a range of Economic Development initiatives over the past 12 months; however these initiatives have largely occurred on an ad-hoc basis. That approach is very much a stop gap response in the absence of a fully worked up strategy and implementation arrangement or to respond to tight timeframes dictated by external agencies.

5.11 Initiatives currently underway include:

- District specific data collection and analysis
- The Timber Trail / Pureora Forest
- Business Friendly Assessment – a joint initiative with Matamata Piako, Hauraki and Waikato Regional Councils
- Registration of Interest – Broadband Initiative
- Digital Enablement Plan – Broadband Initiative
- Motor Home Friendly Towns Scheme
- Youth Development Initiatives

5.12 Action Plan for the introduction of a Waitomo District Economic Development Strategy

5.13 The following table sets out a plan to develop an Economic Development Strategy. Identified actions will be undertaken in conjunction with those economic development activities already underway, as outlined above.

Milestone	Proposed Timeline
Gaps and Needs Analysis. Includes collection of a complete set of baseline data and engagement with industry leaders and key stakeholders	November 2015
Data analysis and development of the Waitomo District Economic Profile to inform the development of the Waitomo District Economic Development Strategy	January 2016
Establishment of Steering Group to support development of the Waitomo District Economic Development Strategy	February 2016
Development and Implementation of Communications Plan to guide effective engagement with internal and external stakeholders	February 2016
Initial scoping of a project implementation plan to inform development of the Waitomo District Economic Development Strategy – process, scope, timeframes, etc	February / March 2016
Preparation of Discussion Paper to elicit detailed feedback and suggestions from key	March / April 2016

Milestone	Proposed Timeline
stakeholders and the community at large	
Development of the Waitomo District Economic Development Strategy	June 2016
Development of the Waitomo District Economic Development Strategy Implementation Plan	July 2016

- 5.14 To identify what may be required to improve economic prosperity, it is important to understand and assess what drives the local economy.
- 5.15 As a next step it is essential that we focus on collecting a complete set of baseline data along with understanding and assessing gaps in the local industry. This model reflects methodology successfully used by the Waikato Mayoral Forum Economic Development Working Party and is a example of good practice methodology.
- 5.16 Upon completion the baseline data will be analysed to inform the development of a District Economic Profile. This Profile will be a key document, the foundation of the Strategy.
- 5.17 The Profile will provide a comprehensive overview of the state of different components of the economy and identify key issues and opportunities for the District.
- 5.18 As outlined above, work has commenced on collating the wide range of data sets to inform development of the Profile and preliminary engagement with key stakeholders, community groups and some business is underway.
- 5.19 Over the past two month however, this activity has been 'put on hold' due to the extremely tight timeframe for the Broadband ROI application.
- 5.20 Collation and analysis of data to support the ROI application has been intensive in regard to staff time and capacity. The information gathered however will form part of the District Economic Profile dataset and is of immense value.
- 5.21 A target date of 30 November 2015 has been scheduled for the completion of data collection and initial stakeholder engagement. Staff will endeavour to complete this activity earlier if at all possible.
- 5.22 Data analysis will then be undertaken to inform the development of the District Economic Profile. A target date of 31 January 2016 has been scheduled for completion of the Profile.
- 5.23 When the Profile has been completed it is proposed that a Steering Group be established to support and guide development of the Waitomo District Economic Development Strategy. A Terms of Reference will be implemented to clearly identify and confirm the roles and responsibilities of this group.
- 5.24 A Communication Plan will then be developed to guide effective engagement with internal and external stakeholders.

- 5.25 Findings from the above actions will then be reviewed and considered by the Steering Group. This will include scoping of a project implementation plan and determination of indicative timeframes.
- 5.26 A Discussion Paper will be prepared to elicit feedback from key stakeholders and the community. The paper will set out issues, challenges and opportunities facing the District and ask for feedback.
- 5.27 Findings from the Discussion Paper will inform development of the Economic Development Strategy to guide economic development policy, investment and activities.
- 5.28 The final step outlined in the Action Plan is development of an Implementation Plan to ensure those actions identified in the Strategy are put to effect.

Suggested Resolutions

- 1. The business paper on Draft Economic Development Action Plan be received.
- 2. Council endorse implementation of the Economic Development Action Plan.



HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

June 2015

Document No: 365039

File No: 037/5/1

Report To: Council**Meeting Date:** 23 June 2015**Subject:** **Progress Report: Customer Service Strategy****Purpose of Report**

- 1.1 The purpose of this business paper is to brief Council on progress of key service improvements identified in the Customer Service Strategy.

Local Government Act S.11A Considerations

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

Risk Considerations

- 3.1 Risks assessed and their mitigation in regards to matters contained in this business paper are as follows:
- 3.1.1 No risks have been identified in regards to matters contained in this business paper.

Background

- 4.1 The draft Waitomo District Council Customer Service Charter was adopted by Council on 6 March 2014.
- 4.2 The Charter outlines the values for and a commitment to provide high quality services and deliver high standards of customer service. The Charter outlines the level of service WDC customers can expect to receive when dealing with us.
- 4.3 The draft Waitomo District Council Customer Service Strategy was adopted by Council on 27 May 2014.
- 4.4 The purpose of the Strategy is to set priorities and focus organisational energy and resources to support the delivery of a high standard of customer service, consistently.
- 4.5 In developing the strategy the diverse range of customer interactions were taken into account, as were the needs and expectations of our customers.
- 4.6 6 strategic goals were identified to establish agreement around intended outcomes/results, and assess and adjust the organisations customer service direction, in response to an ever-changing environment:
- Continue to understand our customer's needs

- Communicate effectively and efficiently
- Empower our employees to serve our customers
- Value customer satisfaction
- Continue to embrace technological solutions to simplify the customer experience and;
- Continue to investigate the provision of joint services facilities

Commentary

- 5.1 Attached to and forming part of this business paper is a copy of the strategic goals and identified key service improvements, updated with commentary to advise Council of the current status of each action.
- 5.2 Over the next 6 months focus will centre on Goal 5 – embracing technology to benefit our customers.
- 5.3 Priority actions include a review of the NCS customer database, the WDC service request system and the Zeacom phone system.
- 5.4 A review of mobile applications will also take place over the coming months. The introduction of mobile functionality will provide an invaluable tool for WDC’s field staff (Building Control, Environmental Health and Animal Control).
- 5.5 Staff will have the ability to maintain and access WDC’s databases remotely. Duplication can be avoided by allowing staff to add inspection notes on-site rather than processing this information on their return to the office.
- 5.6 Animal Control staff will have all information relating to a dog and/or owner details instantly at hand providing real time data in the field.
- 5.7 Significant efficiencies and an enhanced level of service will be provided with the introduction of mobile applications.
- 5.8 A collaborative opportunity has been identified within the Local Authority Shared Services (LASS) effort to trial a technology platform that will support online service delivery. The first application likely to be trailed is building consents, providing the opportunity for customers to apply for their building consent online. Further applications could include resource consent applications, payments on line, dog registrations, land information memorandums and cemetery record searches.

Suggested Resolutions

Progress Report: Customer Service Strategy be received.



HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

June 2015

Goal 1 - Understand our customers and their needs

Waitomo District Council engages with a varied and diverse group of customers.

To meet our customer's needs, we need to understand their requirements. This is an area that is open to constant change in line with the changing environment we all live in, and conduct our day to day business in.

To effectively meet a high standard of customer service, consistently, we need to establish and understand what our customers require, and then deliver. We must continually review our service delivery model and modify where required.

We must also keep in mind the diversity of our customer base, therefore the diversity in our customer's requirements.

Strategy	Action	Responsibility	Priority	Measure	Status
Strengthen relationships with our customers and consistently meet expectations for a high standard of customer service delivery	Review and consider establishing forums with the wider WDC customer base to gather feedback regarding individual requirements and WDC customer service delivery	Group Manager – Customer Services	High	Complete by 1 October 2014	As there are a range of customer engagement "forums" in place this action has been put on-hold and will be reviewed in October 2015.
	Review with regular customers the level of service they have received versus their service expectation, including the method of delivery	Group Manager – Customer Services	High	Complete by 1 September 2014	Ongoing The Service Request targeted survey gauges feedback on initial contact, timeliness, effectiveness of communications and overall levels of satisfaction.

Strategy	Action	Responsibility	Priority	Measure	Status
					Survey data will be reviewed and analysed in December with findings informing the ongoing implementation of this strategy. The survey will commence in July, targeting 5 surveys per week.
	Review and consider implementation of a range of targeted customer satisfaction surveys	Group Manager – Customer Services Group Managers	Medium	Complete by 1 September 2014	Targeted Surveys have been developed for Building Control, Library Services, i-SITE Services and Service Requests.
	Gather regular feedback from Elected Members	Chief Executive	High	Ongoing	Ongoing
	Develop and implement internal Service Level Agreements where appropriate to clearly identify agreed levels of service and required customer service standards	Chief Executive Group Managers	Low	Completed by 31 July 2016	
	Review monthly statistical reporting requirements to support continual improvement in customer service delivery	Group Manager – Customer Services Manager – Customer Services	Medium	Ongoing	Ongoing

Goal 2 - Effectively communicate with our customers and the community

Demonstrating to our customers that we are listening to them and value their feedback, combined with the ability to convey clear messages with professionalism and empathy will enhance our customers' experience.

Customers of Waitomo District Council will be treated fairly and considerately when accessing any of our services whether in person, by phone, in writing, by email or by internet enquiry.

Strategy	Action	Responsibility	Priority	Measure	
Establish and maintain principles of customer service that put the interests of the customer first	Ensure effective monitoring systems are in place to measure responsiveness to customer communications and service standards identified in the WDC Customer Service Charter	Chief Executive Group Manager – Customer Services	High	Ongoing	Ongoing
	Provide regular customers with key contact/organisational structure information	Group Managers	Medium	Ongoing	Ongoing
	Review feedback gathered from customer forums on a six monthly basis	Chief Executive Group Managers	Medium	Ongoing	Ongoing
	Development and implement staff feedback forum and review feedback gathered on six monthly basis	Group Manager – Customer Services	Medium	Ongoing	
	Review After Hours Service delivery and customer satisfaction levels	Group Manager - Customer Services Manager – Customer Services	High	Complete by 1 September 2014	Customer satisfaction levels are measured via the Service Request targeted survey.

Strategy	Action	Responsibility	Priority	Measure	
	Ensure all staff are aware of their responsibilities to respond to correspondence, email and telephone enquiries	Chief Executive Group Manager – Customer Services	High	Completed by 1 July 2014	Ongoing
	Review/implement business continuity plans in key customer areas with an emphasis on promptly restoring services to customers when required	Group Manager – Customer Services Group Managers	Medium	Completed by 1 December 2014	Completed Business Continuity Plans are in place for WDC Customer Services, Waitomo District Library, Te Kuiti i-SITE and Waitomo District Landfill.

Goal 3 - Empower all staff to serve our customers

The majority of customers expect an answer at their first point of contact. In most instances the customer does not care who they deal with or what department they work in. Customers want their questions answered, promptly and accurately.

Encouraging common sense judgement calls by staff whilst being aware of our legislative requirements will promote greater resolution of issues for customers at first point of contact.

Strategy	Action	Responsibility	Priority	Measure	
Foster, recognise and acknowledge a staff ethos that supports a high standard in customer service delivery	Deploy WDC Customer Service Charter <ul style="list-style-type: none"> ➤ Senior Managers and Senior Leadership Group ➤ All staff ➤ Contractors ➤ WDC Reception Areas and Meeting Rooms ➤ WDC Intranet ➤ WDC Website 	Group Manager – Customer Services Manager Customer Services	High	Completed by 30 June 2014	Completed Charter presented to all staff, displayed in WDC reception and meeting areas and included in induction packs for new staff
	Deploy WDC Customer Service Strategy <ul style="list-style-type: none"> ➤ Senior Managers and Senior Leadership Group ➤ All staff ➤ WDC Intranet ➤ WDC Website 	Group Manager – Customer Services Manager Customer Services	High	Completed by 30 June 2014	Completed Strategy presented to all staff and included in induction packs for new staff
	Customer Services Team act as customer service leaders for WDC	Group Manager – Customer Services Customer Services Team	High	Ongoing	Ongoing

Strategy	Action	Responsibility	Priority	Measure	
	Group Managers and Senior Leadership Group act as customer service advocates for their respective groups/ teams	Chief Executive Group Managers	High	Ongoing	Ongoing
	Frontline staff receive conflict resolution training	Group Manager – Customer Services Manager Customer Services Customer Services Team	Low	Completed by 1 July 2015	Completed
	All staff take part in customer service workshops/ training programs	Group Managers All Staff	Low	Ongoing	Ongoing
	In-house Excellence in Customer Service Award developed and implemented	Chief Executive Group Manager – Customer Services	Medium	Completed by 1 December 2014	Ongoing
	Ensure customer service competency forms part of evaluations process for contract tendering and selection	Chief Executive Group Managers	Low	2014/2015	
	Ensure there is a commitment to customer service in all WDC maintenance/service contracts and that it is evident in the way Service Requests are managed on WDC's behalf	Chief Executive Group Managers	Low	2014/2015	

Goal 4 - Value customer satisfaction and simplify the customer experience

Customer satisfaction refers to the extent to which customers are satisfied with a particular product or service.

The provision of efficient and effective systems and tools, along with a welcoming, professional and informative customer environment will support the goal of valuing customer satisfaction and simplifying the customer experience.

Strategy	Action	Responsibility	Priority	Measure	
Review and simplify systems and processes to drive customer engagement and satisfaction	Review layout of WDC Reception areas (WDC Office, Library, i-SITE) including signage to ensure they provide a professional and welcoming customer environment	Chief Executive Group Manager – Customer Services Group Manager – Community Services	Low	2014/2015	Commenced
	Review all frontline systems for availability, user friendliness, timeliness and accuracy	Group Manager – Customer Services Manager – Customer Services Customer Services Team	High	Ongoing	Ongoing
	Review all WDC forms to ensure they are available, informative and user friendly	Group Managers	High	Ongoing	Ongoing
	Develop policy and procedures to support first point of contact service delivery (i.e. staff rosters, DDI technology, etc)	Group Manager – Customer Services	Medium	Completed by 1 December 2015	Commenced

Strategy	Action	Responsibility	Priority	Measure	
	Develop systems and procedures to ensure frontline staff receive regular 'exchanges of information' with relevant parts of the organisation	Group Manager – Customer Services Group Managers	High	Ongoing	Commenced Customer Service scripts have been developed to support customer interface.

Goal 5 - Embrace technology to benefit our customers

Technology forms a major part of our day to day communications and the Internet has become one of the most important methods of information transfer.

Awareness and understanding of how emerging technologies can assist us to anticipate customer needs and tailor business processes to best serve the customer will ultimately improve organisational efficiencies and customer connectivity.

Strategy	Action	Responsibility	Priority	Measure	
Provide technology solutions that streamline business processes, simplify customer interaction and provide accurate real-time information sources	Implement NCS Customer Database to act as a central portal to a range of WDC data sets	Group Manager – Customer Services Leader – Information Services	High	Implemented by 31 December 2015	Actions identified in this section will be a focus area over the next 6 months
	Review NCS Service Request System with a view to introducing enhancements to improve customer interaction, response times and customer feedback	Group Manager – Customer Services Manager – Customer Services	High	Completed by 31 December 2015	Commenced Enhancements include customer interaction (scripts), monitoring and reporting and inter-departmental communications
	Develop systems to ensure staff are provided with timely and credible information, i.e. Knowledge-base	Customer Services Group Corporate Services Group	Medium	Ongoing	Commenced

Strategy	Action	Responsibility	Priority	Measure	
	Review mobile applications to provide real time data exchange between WDC field staff/contractors and WDC customer interface systems	Group Manager – Customer Services Leader – Information Services	Low	2014/2015	Commenced
	Review functionality of Zeacom Phone System to ensure all applications that enhance customer interaction are utilised	Manager – Customer Services	High	Completed by 31 December 2015	Commenced Enhancements include pre-recorded notifications and call stepping.
	Ongoing review of WDC website to provide online communications and transaction processing – i.e. 24/7 customer access	Customer Services Group All Groups	Medium	Ongoing	Ongoing
	Ongoing review of WDC Intranet to provide timely and current information to staff	All Groups	Medium	Ongoing	Ongoing

Goal 6 - Investigate the provision of joint services facility

Council has expressed an interest in the investigation of the provision of multiple services from a single location to take advantage of economies of scale and a better service to the public. The project allows for full investigation into options so that informed decision making can be undertaken leading into the 2015 review of the Long Term Plan.

Strategy	Action	Responsibility	Priority	Measure	
Provide ease of access to a range of WDC services from a central location	Establish Project Team	Chief Executive	High	Completed by 30 June 2014	
	Investigate options for future delivery of services from defined central location	Project Team	High	Completed by 31 October 2014	
	Report findings of investigation to Council	Project Team	High	Report to Council 25 November 2014	<p>Outcome of investigation heavily influenced by inclusion of i-SITE into the Railway Station Building complex.</p> <p>Requirement for this project to be reassessed in 2nd half of 2015/2016 year.</p>

Document No: 365335

File No: 097/001E

Report To: Council**Meeting Date:** 23 June 2015**Subject: Progress Report: Resource Consent Applications**

Purpose of Report

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

Local Government Act S.11A Considerations

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

Risk Considerations

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

Background

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

Commentary

5.1 Mokau Sands Limited

- 5.2 In May 2012 Council received a resource consent application from Mokau Sands Limited seeking Councils approval to redevelop the Seaview Motor Camp at Mokau.
- 5.3 The applicant is proposing to redevelop the site to provide 31 holiday apartments and a 50 seat café/restaurant.
- 5.4 The application was publicly notified in August by both the Waikato Regional Council and WDC with submissions closing 4 September 2012.
- 5.5 A total of 39 submissions were received, some supporting the proposal while others opposed the development.
- 5.6 The applicant subsequently asked for the application to be placed on hold so as to allow ongoing discussions with the Department of Conservation and the NZ Transport Agency. Both organisations lodged submissions on the application and the applicant believed that it would be prudent if possible to resolve matters between the parties prior to a hearing.
- 5.7 The proposal was revised allowing for the same number 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.
- 5.8 All submitters have been updated in terms of the delays encountered with the application.
- 5.9 Aspects of the revised application required further detail and or clarification and for that reason the application was again placed on hold pending receipt of the required detail, which was subsequently received.
- 5.10 The joint hearing was held on Wednesday 20 to Friday 22 May 2015 with the Mayor as Chair and Councilor Brodie as a committee member. A site visit formed part of the hearing process.
- 5.11 The Resource Consent conditions, e.g. the road, right turn bay, the car park requirements as well as the proposed planting plan, are currently being redrafted as agreed to at the hearing and the client's inputs are currently awaited.

5.12 Waipa Networks Limited

- 5.13 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.
- 5.14 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.
- 5.15 The applications were publicly notified on 14 August 2014 with submissions closing 11 September 2014.
- 5.16 Within the submissions timeframe 42 submissions were received with 11 submitters supporting the application, 5 neutral and 26 in opposition.

- 5.17 Those in opposition were concerned primarily that an inadequate assessment had been carried out of alternatives and the visual impact of the transmission poles.
- 5.18 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.
- 5.19 A hearing was held on the 8, 9 and 10 December 2014 at Waipa District Council – Council Chambers. This hearing was chaired by an Independent Commissioner, Mr Alan Withy. Mr Withy was tasked with making recommendations on the Notices of Requirements and decisions on the resource consents on behalf of the three Councils.
- 5.20 After hearing all the evidence presented, Mr Withy, provided a report dated 21 January 2015 which set out his recommendation, under s.171(2) of the Resource Management Act 1991, on the Notices of Requirements from WNL for their designations. This recommendation was to confirm the designations, subject to conditions relevant to each Council.
- 5.21 This recommendation was provided to WNL on the 21 January 2015. On the 28 January 2015, WNL advised each of the Councils that it accepts in substantial part the recommendations of the Independent Hearing Commissioner, subject to some amendments to the associated condition sets.
- 5.22 Notice of the WNL decision was sent to all submitters and all affected landowners/occupiers on the 4 February 2015.
- 5.23 Submitters had 15 working days from the receipt of those decisions to appeal the decision, pursuant to Section 174 of the Resource Management Act 1991.
- 5.24 WNL also lodged concurrent resource consents with Waipa, Otorohanga and Waitomo District Council's. The Independent Commissioner reached the conclusion that the resource consents could also be granted, subject to conditions. Notices of those decisions were also sent to submitters on the 4 February 2015 and similarly, those parties had 15 working days from receipt of those decisions to appeal them.
- 5.25 No appeals were received. Preparatory work for construction started in April 2015 with the clearing of vegetation. Meetings will be arranged with the 3 Councils (Waipa, Otorohanga and Waitomo) including community services divisions to ensure complaints are managed properly during the construction period and relevant contact details are provided.
- 5.26 The Waitomo District Plan has been updated with the new designation and is available on the website.
- 5.27 A Compliance meeting was held on 6 May 2015. A high level Communications Plan has been drafted and the Ecological Management Plan (EMP) has been approved.
- 5.28 Waipa Networks Limited has submitted an 'Outline Plan of Works' in support of the required designation of land and associated works with the proposed construction work for the Te Awamutu Reinforcement Project. The application is made under section 176A(1) of the Resource Management Act 1991. The application was received on 5 June 2015 and is being processed.
- 5.29 Consideration of the application will assess the proposed works against the designation purpose and designation conditions for the Te Awamutu Reinforcement Project and will either confirm the works proposed or request changes.

Suggested Resolution

The Progress Report: Resource Consent Applications be received.



ELSA DU TOIT
ENVIRONMENTAL & REGULATORY SERVICES LEADER

June 2015

Attachment: Resource Consent Schedule (Doc 365336)

RESOURCE CONSENTS PROGRESSING AS AT 16 JUNE 2015

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
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	21/10/14			Yes	Hearing Held 20-22 May 2015	
130004	Rozel Farms Limited	2 Lot Rural Subdivision, Rangitoto Road, Te Kuiti	25/1/13	No	Application placed on hold by the applicant.							
150001	Gull Group of Companies	Proposed 24 hour unmanned Gull Service Station, cafe/restaurant and retail outlet.	19/01/15	Yes	Clarification required on a number of items pertaining to District Plan Rules.	23/01/15						
150004	L & M Reed	Operation of Eatery from Caravan, North Street, Mokau	18/02/15	Yes	Letter of approval from NZTA	6/03/15						
150005	KEA Exploration Limited	To undertake a seismic survey in a conservation area in the Waitomo District	8/02/15	Yes	Consultation with land owners and title deeds required	20/02/15						
150018	Waipa Networks	Outline Plan for Designation, Transmission Line, Hangatiki	5/06/15					No		No		
150019	E Rayner	Subdivision of part Uekaha A17 Block Te Anga Road, Waitomo	10/06/15					Yes		No		

RESOURCE CONSENTS GRANTED (FOR 2014/15) AS AT 16 JUNE 2015

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
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
140018 140019	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				Yes	Hearing Held 8-10 December 2014	Conditional Consents Granted 4/02/15
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
140006	Transpower NZ	Replacement of 2 existing power poles, Rangitoto Road, Rangitoto	20/10/14	No						No	18/11/14	Conditional Consent Granted 29/10/14
140027	A Todd and D Putaranui	Side Yard Dispensation, Taumatotara West Road, Te Anga	6/11/14	No						No	4/12/14	Conditional Consent Granted 10/11/14
140028	AW Proud	2 Lot Rural Subdivision, Boddies Road, Oparure	26/11/14	No						No	14/1/15	Conditional Consent Granted 1/12/14
140029	VA & RL Wheeler	Development of Mitre10 retail outlet, Taupiri Street, Te Kuiti	2/12/14	Yes	Applicant has requested that the application be placed on hold to allow further information to be provided. Traffic Management Plan and Title deeds received.	2/12/14 20/2/15	13/02/15 6/3/2015	 Yes		No	9/04/15	Conditional Consent Granted 17/03/2015
140030	Davis Family Trust	2 Lot Rural Subdivision, Mangaotaki Road, Piopio	4/12/14	No						No	22/01/15	Conditional Consent Granted 11/12/14
140031	Mighty River	Installation of Advance	19/12/14	No						No	10/02/15	Conditional Consent

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
	Power	Metering Infrastructure										Granted 13/2/15
140032	PGG Wrightson Limited	Proposed Subdivision of 2 Kea Street, Piopio	24/12/14	No						No	11/02/15	Conditional Consent Granted 6/1/15
150002	Simeon Gilbert	Front Boundary Dispensation, 411 Marokopa Road, Marokopa	4/02/15	No	Site Plan required					No	13/03/15	Conditional Consent Granted 20/2/15
150003	Peter Chandler	Building in Rural Zone (Landscape Policy Area), Waitomo Caves Road, Waitomo	2/02/15	Yes	Site Plan required.	17/02/15	17/03/15	Yes		No	13/04/15	Conditional Consent Granted 19/03/15
150006	Waituhi Pastoral	Boundary Relocation, 69 Walker Road, Te Kuiti	24/02/15	No	Approval of Amalgamation Condition by Land Information NZ	13/03/15		Yes		No	14/04/15	Conditional Consent Granted 20/03/15
150007	Troll Cave Limited, Nick Andreef	Two Lot Rural Subdivision, Waitomo Valley Road, Waitomo	3/3/15	No				No		No	31/03/15	Conditional Consent Granted 26/3/15
150009	K Adam	Subdivision: Relocation of boundary Section 41 and 42, Awakino Village	19/03/15	Yes	Application Incomplete – Returned (section 88(3) RMA 1991) Further Information requested regarding entranceways	24/03/15 14/05/15	06/05/15 14/05/15	No		No	4/6/15	Conditional Consent Granted 18/5/15
150010	Waitomo District Council	Earthworks to install retaining walls to reinstate sections of Totoro Road	19/03/15	No				Yes		No	30/04/15	Conditional Consent Granted 8/04/15
150011	HR JH and M Rauputu	Subdivision State Highway 3, Mokau	2/04/15	Yes	The suitability of Lot 2 is questioned.	8/04/15	24/04/15	Yes		No	26/5/15	Conditional Consent Granted 5/05/15
150012	GW and VMS Shaw	Proposed ROW Section 348 Local Government Act, Te Waitere Road, Te Waitere	9/04/15	No				Yes		No	11/05/15	Conditional Consent Granted 17/04/15
150013	Russell Proffit	Proposed Subdivision, State Highway 3, Mahoenui	14/04/15	No				No		No	26/5/15	Conditional Consent Granted 5/05/15
150014	Te Ana Valley Farms Limited. Kyle Barnes	To construct a non-agricultural building with floor area exceeding 200m squared.	1/5/15	No							8/6/15	Conditional Consent Granted 15/5/15
150015	Stephen Mahoney	Front Boundary Dispensation to build garage, 285 Te Anga Road, Waitomo	7/5/15	No				No		No	2/6/15	Conditional Consent Granted 11/5/15
150016	J Timmins	Front Boundary Dispensation to build	14/5/15	No				No		No	8/6/15	Conditional Consent Granted 15/2/15

WDC Ref	Applicant	Brief Outline of Application	Date Application Lodged	Further Information Required Yes/No	Details of Further Information	Date Further Information Requested	Date Further Information Received	Internal Comments Required	Date of Extension of Time Notice	Hearing Required Yes/No	Decision Due Date / Hearing Date	Decision Notified
		carport, 9 Ngatai Street, Te Kuiti										
150017	Vodafone New Zealand Ltd	Installation of Telecommunications mast in vicinity of heritage site, Aria Road, Aria	27/05/15	No				No		No	25/6/15	Conditional Consent Granted 9/6/2015
150008	NZTA	Improvement Works - Awakino River	13/3/15	Yes	Provide evidence of Iwi consultation	20/03/15		No		No		Conditional Consent Granted 10/6/2015

Document No: 365771v2**File No:** 037/020/12B**Report To: Council****Meeting Date:** 26 May 2015**Subject:** **Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (June 2015)**

1 Purpose of Report

- 1.1 The purpose of this business paper is –
- to brief Council on the implementation of the Work Plan for the Land Transport activity as contained in Year Three (2014/2015) of the 2012-2022 Long Term Plan (LTP)
 - To establish a framework for monitoring the ongoing implementation of the 2012-22 LTP as part of the Road Map Work Programme.
- 1.2 This business paper is set out under the following headings:
- 1 Purpose of Report
 - 2 Local Government Act S.11a Considerations
 - 3 Risk Considerations
 - 4 Introduction
 - 5 Background
 - 6 Subsidised Roding
 - 7 2014/2015 Maintenance Expenditures Budget
 - 8 Community Projects/Road Safety Promotion 431 - 433
 - 9 2014/2015 Operating Expenditure Budget
 - 10 2014/2015 Capital Expenditure Budget
 - 11 Update on the One Network Road Classification (ONRC)
 - 12 Update on RATA
 - 13 Update on LED
 - 14 Road Maintenance - Procurement

2 Local Government Act S.11a Considerations

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

3 Risk Considerations

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

4 Introduction

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

5 Background

- 5.1 The scope of Land Transport activities in the Waitomo District is almost entirely related to the roading assets. This includes:
- Roads (excluding state highways),
 - Footpaths, bridges,
 - Traffic services,
- 5.2 There are no passenger transport services available other than the inter-regional bus connections operating on the state highway network.
- 5.3 The nature of Council's roading activity is:
- Managing and maintaining the District's road network.
 - Undertaking road rehabilitation and upgrading of the roading structure and ancillary systems such as signs and road markings.

6 Subsidised Roothing

- 6.1 New Zealand Transport Agency (NZTA), the national road funding authority, provides a financial assistance subsidy for works that meet agreed criteria via the Land Transport Programme.
- 6.2 Commentaries detailing progress on activities currently subsidised by NZTA in the 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 due to transfers from one budget to another as required.)

7 2014/2015 Maintenance Expenditures Budget

- 7.1 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.

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

8.1 Introduction

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

8.3 Progress

8.4 The Road Safety Action Plan for the current year consisted of the following projects which are typical examples of the different actions successfully completed or in progress:

PROJECT	DESCRIPTION	DATE
Motor cycle safety course	Road Safety Initiative advertisement	Sept 2014
Lowered Legal Alcohol Limits	Information card produced and distributed by the local police to hand out to drivers. Also handed out to local liquor outlets Bars, taverns and restaurants.	Ongoing
Plan B4U party campaign	To encourage locals to think before they party. A pamphlet, wristbands, chocolates and tee shirts were printed with the Plan B4U Party Message and distributed at the Te Kuiti Pool Party (28/11/2014), at the Te Kuiti Christmas Parade, local businesses, and SADD students at our four local high schools.	Nov/Dec 2014
Fatigue Stop	Raising awareness campaign in collaboration with Transfield and Police. On the 4th over 38 cars stop with 38 people interviewed, 91 people enjoyed the sausages and rest. More than 100 other cars were stop on the road and handed fatigue bags and given messages about driving safe.	4/01/2015
BTS Campaign	Check points to see how safe local children are traveling to and from Te Kuiti and Otorohanga area primary schools. A coloring competition was held with over 200 hundred entrees received. The winners received new booster seats. Target area WDC	March
Bikewise	Two training days were held at centennial park to try and encourage people back on their bikes, bike safety and maintenance was covered at the training session. Target area WDC	March 3/10
Club champs	Player of the day caps and bags have been purchased and kits are being put together for when the local rugby competition starts. A training evening was held at the Waitete Rugby club rooms to discussion the rules and regulations of running a clubroom and Bar. Target areas WDC and ODC	19 th Feb, and ongoing
Seniors Drivers	A questionnaire is being sent out to all seniors in regards to driving and road safety issues. A training discussion morning is being planned to help answer questions. Target areas WDC and ODC	On going
SADD	A group of local children are being taken to attend a training session in Morrinsville on the 20 th March. This will be the first introduction to how SADD works and is a very important learning step for our new SADD students. Target areas WDC and ODC	20 th March and ongoing
Rural Roads	500 SafeT'Shells are being purchased to help keep our rural kids safe while walking to catch buses. This will be the starting point for my Rural Road campaign. All Rural schools are being contacted to see how many bus children and children Target areas WDC and ODC	On going

8.5 Road Safety Funding

8.6 Background

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

8.8 Before the new FAR was finalised there was some concern that FAR funding would drop significantly and the general feeling within the RAG was that councils may not wish to spend local share on Road Safety Promotion in general if NZTA send a message through the FAR that it is not that important. At the time it was not sure that Otorohanga DC would continue to fund the activity beyond 30 June 2015, (they have subsequently indicated that they wish to continue.)

8.9 A Road Safety Coordinator was contracted for a fixed period from 1 September 2014 to 30 June 2015 (- which also is the end of the current GPS). This activity is currently funded as a shared service agreement with Otorohanga District Council.

8.10 Future Situation

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

8.12 WDC is still committed to its role in the local promotion of Safer Journeys and to the continuation of the joint ODC/WDC community delivery.

8.13 The following considerations forms part of this review:

- To bring all the stakeholders, both agencies and our local community together in developing a delivery plan.
- To establish stronger governance arrangements in developing programmes and in overseeing delivery.
- Review the cost effectiveness of a dedicated Road Safety Coordinator role (be it part time or otherwise).
- Assess opportunities to deliver part of the promotion effort through local providers and to target our local youth in particular.
- Assess opportunities to use a grants funding arrangement to encourage both local community engagement and targeted grass roots delivery.

9 2014/2015 Operating Expenditure

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Maintenance Expenditures	\$4,906,872	\$4,358,794	Expenditure to date = 90%
Road Safety Promotion 431 - 433	\$93,888	\$56,520	
Emergency First Response 106	\$180,000	\$105,925	Works done under this category include trees blown down over roads and slips.
Environmental Maintenance 121	\$651,185	\$595,000	The NZTA has changed their criteria on what they allow under Emergency Works and the result of that is that some work we previously could do under Emergency Work, now has to be funded under this Environmental Category, and this required a re-allocation of the

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
			budgets.
Environmental Maintenance 121 For Stock Effluent Facility	\$30,000	\$6,844	Ongoing Maintenance
Level Crossings	\$15,000	\$11,665	As required.
RBU Unit Costs	\$872,809	\$773,920	
Routine Drainage Maintenance 113	\$415,000	\$397,000	The bulk of these costs were from Water table maintenance and Culvert maintenance. Winter preparation works are now in progress.
Sealed Pavement Maintenance 111	\$1,240,000	\$1,186,000	Downer has completed all the Pre-reseal works by the end of 2014 in preparation for the current reseals project which is now completed.
Structures Maintenance 114	\$130,000	\$112,000	Mostly routine maintenance on guardrails and bridge decks.
Traffic Services Maintenance 122	\$139,000	\$46,000	The District wide remark is now in progress.
Street Lights Maintenance 122	\$194,000	\$228,000	Cyclic maintenance and electricity costs make up this expenditure. The maintenance of street lights are affected largely by the amount of lights that has to be replaced and the 18% larger than expected replacement cost in this case will be offset by savings from other categories.
Unsealed Pavement Maintenance 112	\$830,000	\$830,000	Funding has been re-allocated from other activities to accommodate the expenditure.
Asset Management Plans	\$15,990	\$9,787	As required
Loss on Asset Disposal	\$100,000	\$0	

10 2014/2015 Capital Expenditure

10.1 The total LTP-budget for 2014/15 is \$5,502,704 and the total current budget for subsidised CAPITAL works component 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.

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Total Capital Expenditures	\$4,922,754	\$3,688,000	Expenditure to date = 75%
Preventative Maintenance 241	\$50,000	\$34,000	Oparure Retaining Walls: only the investigation and design work was completed during this financial year and the construction work is postponed to possibly next year, due to lack of funds.
Associated Improvements for Renewals 231	\$10,000	\$6,500	Nil
Drainage Renewals 213	\$350,000	\$233,000	The NZTA has indicated that we may use this budget to help fund other categories where we have identified higher priority works

DESCRIPTION OF SERVICE	CURRENT BUDGET	EXPENDITURE TO DATE	COMMENTS
Minor Improvements 341	\$0.00	\$0.00	This Budget is being re-allocated to provide funding for Emergency Works.
Pavement Rehabilitation 214	\$710,000	\$314,000	The Pavement Rehabilitation Contract has started late and is now expected to be completed by mid June
Sealed Road Surfacing 212	\$1,170,000	\$1,099,000	The Reseals programme is completed excluding for \$70,000 asphalt works currently underway.
Structures Components Replacement 215	\$480,000	\$496,000	Whitakers has just completed the replacing of structural bridge components on various bridges.
Traffic Services Renewals 222	\$159,600	\$112,000	Traffic Signs replacement is underway and the District wide Line remark is to be partly funded from this budget and is now in progress.
Unsealed Road Metalling 211	\$722,900	\$374,000	Additional unsealed Road Metalling works is now in progress to be completed by end June 2015.
Emergency Reinstatements Projects 141	\$1,350,000	\$997,000	Point Road Rock Embankment repair work is completed, except for the proposed chip sealing of the road surface. Tawa Heights retaining wall – Inframax has now completed this project. Oparure Rd Culvert at RP1.4 – This project was completed successfully during December 2014. Mangarino Road retaining wall – This project was awarded to Inframax and is now in progress, nearing completion. Expected completion is end June 2015.

11 One Network Road Classification (ONRC)

- 11.1 The Road Efficiency Group (REG) is a collaborative initiative by the road controlling authorities of New Zealand. Its goals are to drive value for money and improve performance in maintenance, operations and renewals throughout the country.
- 11.2 REG focuses on three key areas:
- A One Network Road Classification (ONRC) to standardise data and create a classification system which identifies the level of service, function and use of road networks and state highways
 - Best Practice Asset Management to share best practice planning and advice with road controlling authorities
 - Collaboration with the industry and between road controlling authorities to share information, staff and management practises.
- 11.3 This report focuses on the work completed to date on the ONRC. The ONRC has three elements.
- 11.4 The first is classifying roads into categories based on their function in the national network. This was completed in December 2014.

- 11.5 The second element is the Customer Levels of Service (CLoS), which define what the fit for purpose outcomes are for each category in terms of mobility, safety, accessibility and amenity.
- 11.6 The third element is the development of the performance measures and targets, which effectively determine how the categories and customer levels of service translate into specific maintenance, operational and investment decisions.
- 11.7 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.
- 11.8 Definition and clarification around the meaning of "Fit for Purpose" is still being worked on by NZTA. It is expected to be implemented over the period 2015 – 2018.
- 11.9 A number of required actions have been identified over the coming three year period to ensure that the ONRC is embedded fully by 2018. This is in line with the expectation from REG that all funding applications for the 2018-2021 National Land Transport Plan will be based on a fully implemented ONRC enabling investment in outcomes that are consistent and affordable throughout the country. The required actions have been documented into a preliminary "Transition Plan"
- 11.10 **Financial Status**
- 11.11 As evaluated there are currently no specific financial implications.
- 11.12 The regional roading collaboration for strategic asset management (RATA Road Asset Technical Accord) is supporting the work being undertaken to implement the ONRC within the Waikato. Various work items such as the development of Emergency Procedures and Response Plan(s), Network Resilience Maintenance, Monitoring and Priority Improvement Plan(s), benchmarking of performance measure outcomes, are anticipated as being completed by RATA with support from each participating Council.
- 11.13 **Assessment of Significance and Engagement**
- 11.14 The issues discussed in this report have a medium degree of significance because this work will affect the delivery of future levels of service on our roading network. As such community feedback will be gauged as a part of embedding the ONRC into our strategic and tactical asset management planning and delivery. The purpose of the ONRC is to develop consistent levels of service across the country. This will have to be communicated with the public in order to manage expectations. The final LoS may or may not be affordable or appropriate when applied in the local context.

12 RATA (Road Asset Technical Accord)
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- 12.1 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.

- 12.2 WDC is participating in the RATA Multi-Party Data Collection contract for the core Services (Roughness Survey and RAMM Condition Rating Survey), as well as with the one additional Service of Footpath Condition Rating.
- 12.3 WDC has at the time, opted out of the RATA arranged Traffic Counts collections, but this option is being reviewed, as there are benefits to be gained by being part of the developing data collection process. Further reporting will follow.
- 12.4 The RAPT report (report on road maintenance and renewal practices across the region) was made available by January 2015. Good practical information was received based on best industry practices in road maintenance and pavement rehabilitation.
- 12.5 In February 2015 a Road Asset manager's forum was formed under the auspices of RATA. The group is meeting once month to discuss RAMM, ONRC Transition planning, ONRC Performance measures (the customer outcome measures, Technical outcome measures and Cost efficiency measures) and the Transition Plan.
- 12.6 At the May 2015 meeting the Asset Managers' forum covered: Seal age, ONRC, Forward works programmes, treatment selection decision making, Data use in asset management and a RAMM workshop.

13 Streetlighting (LED)

- 13.1 NZTA see LED lighting as a major potential cost saver. Indications gleaned from industry information are that the expected savings are anything but a foregone conclusion. The whole argument is based on energy saving, but the expected higher cost of equipment is still not determined. There is no proof as yet that LED lights will last the claimed 25 to 30 years.
- 13.2 LED lights do not have the same light intensity as the existing equipment and when installed the electrical controls have shown to be vulnerable to power fluctuations and in Waitomo that is an issue that often causes problems with both existing SCADA and Telemetry systems.
- 13.3 Most of the existing street light equipment in Waitomo is mounted on aging power poles and not located at an ideally set spacing.
- 13.4 WDC will be better served to transfer lights onto light poles at the correct spacing as a first step and first see how the switch-over to LED lighting develops. This will have the added benefit of making use of the expected drop in the unit cost of LED lighting as market volumes increase when the other larger councils start buying them in large quantities.

14 Road Maintenance - Procurement
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- 14.1 The tasking and resourcing arrangement for the new procurement started November 2014. The first step in the work programme being a detailed review of the existing Contract document and the associated specification.
- 14.2 As part of the technical review it is recognised that WDC needs to take into account and include any new "One Network" requirements imposed by NZTA. Some of the detail of that is not yet finalized by the NZTA.

14.3 The Programme:

Roading Contract Retender Programme

The RFT is planned to be notified on Friday, 12 June 2015. The revised timetable for the tendering process, from notification through to start-up, is summarised in the timetable below. The key dates are:

- Tender period: 12 June - 17 July 2015
- Tender evaluation period: 20 July - 31 July 2015
- Tenders Subcommittee – report and decision: 3 Aug - 14 Aug. 2015
- Contractor establishment: 31 August – 30 September
- Contract Commencement: 1 October 2015.

				2015									
	Task	Start	Finish	Feb	March	April	May	June	July	Aug	Sept	October	
1	Complete 1st draft tender docs and technical specifications	2-Feb	13-Feb										
2	Review specifications and align with Schedule and Basis of Payment	16-Feb	24-Apr										
3	Peer review	7-May	22-May										
4	Finalise Tender document - Greg	16-Mar	4-Jun										
5	Review/Approve Tender document - WDC	5-Jun	10-Jun										
6	Advertise RFT - WDC - Tenderlink	11-Jun	12-Jun										
7	Tender period	12-Jun	17-Jul										
8	Tenderer Briefing	24-Jun	24-Jun										
9	Evaluate tenders - 3 Independent Evaluators -WDC RBU Observers	20-Jul	31-Jul										
10	Contractor presentations to tender evaluation team	24-Jul	24-Jul										
11	Recommend and award contract- Tenders Sub Committee	3-Aug	14-Aug										
12	Complete audit of network condition and value O/S work	18-May	30-Jun										
13	Prepare initial roading programme	1-Jul	31-Jul										
14	Contractor establishment	31-Aug	30-Sep										
15	New Contract Start	1-Oct											→

14.4 Key aspects of the tendering process are summarised below:

CONDITION OF TENDERING	DATE
Tender Closing Date	4pm, Friday 17 July 2015
Tenders closing at:	Tenders Box, WDC Offices, Queen Street, Te Kuiti
Pre-tender Briefing Date	9am, Wednesday, 24 June 2015
Final date for tender clarifications	4pm, Friday 10 July 2015
Tender Deposit	Not Required
Max number of pages – Non Price Attributes	40 pages. Font size 10, Verdana.
Basis of Tender Evaluation	Price Quality
Attribute Weighting:	
Non-price	50%
Price	50%
Contact person for all enquiries	Toni Kana, Asset Group Administrator (Email: toni.kana@waitomo.govt.nz)
Description of Contract	Local authority, fixed term, road maintenance contract
Type of Contract	Measure and Value
Term	3 + 2 years
Base Estimate (3 years)	\$24.4M
Separable Portion	Reseals
Defects Liability Period	12 months
Retentions:	
Road and footpath maintenance	Nil
Tendered Projects – per project	10% of first \$200,000.
Reseals: Applies to each year's work	5% of next \$800,000. 1.75% of total amount in excess of \$1M. Maximum aggregated reseal retention monies, each year: \$200,000.
Contractors Bond	5% of annual value of Tender
Principal's Bond	Not required
Insurances:	
Public Liability	\$5,000,000.
- Vibration etc. sub-limit	\$1,000,000
- Rural fire sub-limit	\$1,000,000
Construction insurance	\$250,000 for each separate tendered project.
Motor vehicle 3 rd party	\$2,000,000

Suggested Resolution

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport (June 2015) be received.



JOHAN ROSSOUW
MANAGER – LOCAL ROADS

June 2015

Document No: 365228v2**File No:** 037/005B**Report To: Council****Meeting Date: 23 June 2015****Subject: Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – June 2015**

1.0 Purpose of Report

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

2.0 Local Government Act S.11A Considerations

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

3.0 Risk Considerations

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

4.0 Background

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

4.2 Water Supply networks are provided by Council at:

- Te Kuiti
- Mokau
- Piopio
- Benneydale

4.3 Wastewater networks are provided by Council at:

- Te Kuiti
- Benneydale
- Piopio
- Te Waitere

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

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

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

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

- 2 **Emergency Repairs:** Emergency Repairs are dealt with as they occur. They are usually dealt with immediately, and at times this impacts on the delivery of Planned Maintenance and Service Requests, which is postponed to a later time.

- 3 **Service Requests / Complaints:** Service Requests are initiated by Ratepayers or Businesses across the District and are phoned in, emailed or they could be provided to the Customer Services by means of walk-in. Service Requests are logged and forwarded to the Water Services Unit to resolve with the Contractor as a resource as needed.

4.6 Capital Works

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

4.8 Water Rates and Charges

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

5.0 Service Requests/Complaints

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

5.2 As from 1 July 2015, statistics for each individual network will be recorded separately according to geographic location. This will enable reporting on Service Requests/Complaints for each of the individual networks.

5.3 Water

5.4 32 Water related Service Requests/Complaints received in May as follows:

Description	November 2014 - May 2015	May 2015
Water Pressure	11	3
Water Quality	12	0
Water Supply	149	20
Miscellaneous (tobies, laterals and locates)	94	9
Totals	266	32

5.5 Wastewater

5.6 13 Wastewater related Service Requests/Complaints were received May as follows:

Description	November 2014 - May 15	May 2015
Waste Water manhole overflows	41	6
Pump Station overflows	2	0
Smells	3	0
Blockages	0	0
Miscellaneous (includes locates)	9	1
Piopro Sewer	33	6
Totals	88	13

5.7 Stormwater

5.8 Six Stormwater related Service Requests/Complaints were received in May as follows:

Description	November 2014 - May 15	May 2015
Stormwater manhole overflows	8	2
Stormwater flooding properties	1	0
Open Drains	4	2
Blockages	0	0
Overland flow		0
Miscellaneous	5	2
Totals	18	6

6.0 Treatment Plant Statistics

Water Treatment Plants	Average Annual Water Production m ³	Water Produced to date 2014/15 m ³	Water Produced for May 2015 m ³	Ave Residential Water Usage Nov 2014 Per person/per Day	Annual Ave Daily Residential Consumption to date 2014/15 m ³
Te Kuiti	1,100,000	870,468	109,346	499 litres	2,089
Piopio	63,000	58,027	5,708 (3,855 domestic)	347 litres	124 (298 litres/person)
Benneydale	26,000	23,405	2,285 (1,227 domestic)	198 litres	40
Mokau	33,000	30,191	2,265	212 litres	85

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

Wastewater Treatment Plants	Average Annual Wastewater Treatment m ³	Wastewater Treated to date 2014/15 m ³	Wastewater Treated May 2015 m ³
Te Kuiti	1,250,000	1,011,431	120,471
Piopio	36,000	17,876 (since Nov 14)	3,252
Benneydale	6,900	17,395	1,278

7.0 Commentary

7.1 Te Kuiti Water Supply

7.2 No exceptional incidents have occurred this month.

7.3 Te Kuiti Wastewater

7.4 No exceptional incidents have occurred this month.

7.5 Te Kuiti Stormwater

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

7.7 No exceptional incidents have occurred this month.

7.8 Piopio Water Supply

7.9 No exceptional incidents have occurred this month.

7.10 Piopio Wastewater

7.11 No exceptional incidents have occurred this month.

7.12 Benneydale Water Supply

7.13 No exceptional incidents have occurred this month.

7.14 Benneydale Wastewater

7.15 No exceptional incidents have occurred this month.

7.16 Mokau Water Supply

7.17 No exceptional incidents have occurred this month.

7.18 Te Waitere Wastewater

7.19 Te Waitere Wastewater pump station operated without any faults.

8.0 Capital Projects

1. Water

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade – Tank Installation, Pump Chamber and Building Slab	\$211,750	January 2015	Complete	\$197,885
Water Treatment Plant Upgrade – Building	\$116,870	April 2015	70%	\$67,772

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Water Treatment Plant Upgrade – Pipe Work Installation	\$850,000 (Engineer Estimate - \$737,311 original estimate)	August 2015	Tender evaluation	\$0
Lawlor Street Rider Main	\$20,000	May 2015	Completed	\$17,912
Tui Street Augmentation (Piopio)	\$30,000	May 2015	Started	\$0
Mokau Valves	\$13,000	July 2015	Design	\$0
Piopio Valve	\$8,000	July 2015	Design	\$0

2. Wastewater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Te Kumi Side Road Replacement	\$45,000	June 2015	Not started	\$0
Te Kuiti River Crossing	\$95,000	November 2015	Design	\$0
Carroll Street Pipe Insertion	\$45,000	September 2015	Design	\$0

3. Stormwater

Description of Project	Estimate	Project Start	Progress	Current Expenditure
Cotter Street Completion	\$58,000	July 2015	Tender Stage	\$0
King Street East Pipe insertion	\$70,000	November 2015	Design	\$0


Suggested Resolution

The Progress Report: Monthly Assets Group Report for Water, Sewerage and Stormwater – **June 2015** be received.



ANDREAS SENGER
MANAGER – WATER SERVICES

June 2015

Document No: 365148	File No: 037/005B
Report To: Council	
	Meeting Date: 23 June 2015
Subject:	Progress Report: Monthly Operation and Maintenance Report for Solid Waste – June 2015

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on Solid Waste operations, maintenance and capital development activities.
- 1.2 This business paper is set out under the following headings:
- 1.0 Purpose of Report
 - 2.0 Local Government Responsibilities
 - 3.0 Risk Considerations
 - 4.0 Introduction
 - 5.0 Background
 - 6.0 Te Kuiti
 - 7.0 Mokau
 - 8.0 Piopio
 - 9.0 Benneydale
 - 10.0 Waitomo Village
 - 11.0 Kinohaku
 - 12.0 Marokopa

2.0 Local Government Responsibilities

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

3.0 Risk Considerations

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

4.0 Introduction

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

5.0 Background

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

5.3 Solid Waste Services

- 5.4 WDC is meeting its obligation under the 2008 Waste Minimisation Act and SWaMMP by providing:

1 **Weekly Kerbside Refuse and Kerbside Recyclables Collection Services** for the communities of -

- Te Kuiti
- Piopio
- Mokau
- Waitomo Village
- that part of the Rural Ward between Te Kuiti and Waitomo Village

2 **Waste Transfer Stations** in the communities of -

- Benneydale
- Piopio
- Marokopa
- Kinohaku
- Mokau/ Awakino

3 **Street Side Recycling Stations** at -

- Waitomo Village
- Piopio
- Mokau
- Marokopa

5.5 Management of Solid Waste Services

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

5.13 Service Requests / Complaints

- 5.14 Service requests are initiated by Ratepayers or Businesses across the District. The Service Requests are then followed up by council staff.
- 5.15 It was found that almost all the Service Request complaints received for kerbside refuse or recyclables not being collected, was due to the person placing the bag or recycle bin out too late.
- 5.16 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2014/2015 include:

Description	2014/15	April 2015
Kerbside Refuse not collected	9	1
Landfill Complaint	2	0
Transfer Station Complaint	3	0
Litter Bins not being emptied	11	1

5.17 Comments on Exceptional Incidents

- 5.18 No exceptional incidents have occurred.

6.0 Te Kuiti

- 6.1 The Te Kuiti Landfill has a consented volume of 232,000 tonne and the Resource Consent expires in 2032.
- 6.2 Revenue for the Landfill is trending downward as a direct result of reduced levels of waste being deposited.

6.3 Landfill Volumes**May 2015**

Description	Tonnes Deposited	Tonnage Space Available
Landfill Consented Volume 232,000 Tonnes Deposited to Date	160,931.56	71, 068.44
Tonnes Deposited - May 2015		
WDC Bags Collected 192 bags	1.54	
Total over Weighbridge	863.55	
Less Diverted Recycle	-25.46	
Less Stock out Gate	-20.72	
May 2015 Total	818.91	

6.4 Recyclables

- 6.5 Diverted recyclables – 25.46 tonnes

6.6 Capital Projects

Description	Estimate / Budget	Actual
Development Cell 3	\$774,000.00	\$363,817.36
High wall safety work	\$51,600.00	\$49,643.64
Recycling Shed	\$50,000.00	\$2,348.70

6.7 Development of the Cell 3

6.8 Development of this Cell is largely complete with only some remedial work outstanding. This project started in the last financial year. The final certificate is being prepared by the consultants.

6.9 High Wall Shaping

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

6.11 Recycle Shed

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

6.13 WDC tendered out the construction of a roof structure and Total Span was the successful tenderer at a cost of \$ 50,860.00 +GST.

6.14 The expected completion date for this project is end of July 2015.

7.0 Mokau**7.1 Mokau Bins**

7.2 Ongoing monitoring of the Mokau litter bins is required due to household rubbish being placed into them.

7.3 Mokau/Awakino Transfer Station

7.4 The relocation of this Transfer Station is currently being investigated to determine whether it would be more effective if situated closer to Mokau Township.

8.0 Piopio

8.1 There has been a recent increase in the illegal dumping of refuse at the Piopio Transfer Station during non-operating hours. Offenders' are climbing over the low fence and disposing of refuse without paying.

9.0 Benneydale

9.1 Operating well.

10.0 Waitomo Village

10.1 Operating well.

11.0 Kinohaku

11.1 Operating well.

12.0 Marokopa

12.1 Operating well.

Suggested Resolution

The Progress Report: Monthly Operation and Maintenance Report for Solid Waste – June 2015 be received.



KOBUS DU TOIT
MANAGER – OPERATIONAL SERVICES

Document No: 365227**File No:** 401/0581153000**Report To: Council****Meeting Date:** 23 June 2015**Subject:** Brook Park Incorporated Society Minutes

Purpose of Report

- 1.1 The purpose of this business paper is to provide Council with information relating to the Brook Park Incorporated Society Meeting convened on:
- 8 June 2015

Local Government Act S.11A Considerations

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

Commentary

- 3.1 Attached to and forming part of this business paper is a copy of the minutes of the Brook Park Incorporated Society meeting of 8 June 2015.

Suggested Resolution

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

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

JOHN DE LUCA

GROUP MANAGER – COMMUNITY SERVICES

Attachment: Brook Park Incorporated Society Minutes – 8 June 2015 (Doc 365506)

BROOK PARK INCORPORATED SOCIETY

**NOTES OF A MEETING OF THE BROOK PARK INCORPORATED SOCIETY
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET,
TE KUITI ON 8th JUNE 2015, at 5.30pm**

PRESENT:

Guy Whitaker, Robyn Charteris, Graeme Churstain

As we did not have six members present there was not a quorum for this to be an official meeting

1. Apologies

Apologies were received from Bruce Maunsell, Andrea Hanna

2. Confirmation of Minutes – for meeting 4th May 2015

There were no matters arising from the minutes of the 4th May meeting.

3. Correspondence In/Out

Email from Monica Louis asking for interest in King Country Gardens & Places of Interest flyer.

4. Financial Report

Karen was not present at the meeting so no formal report was presented. The only transactions were those passed at the last meeting and also one for reimbursement to Guy for \$150.56 for materials used for silt traps on the MTB track purchased from Wrightsons on his account.

Balance of the account is \$14,777.42

5. MTB Trail

Guy has spoken to Dave Smith & Peter Chandler and Dave is going to get the specs and quantities of material required for the crossings and report back to Guy. Guy will then approach suppliers of materials for deals or sponsorship. The aim is to have these in by the spring.

6. Maintenance & Fencing

Fertiliser and Lime has now been applied and waiting on accounts for the same.

Todd Percival (fencer) is due in approx. a month and will do fence repairs and then we will get him to fence the crossings for the MTB track.

The Rotunda is now in place and at some stage we will try to get a metal track from the carpark up the MTB track a short distance then across to the Rotunda. Some form of gates may need to be made to stop sheep using the Rotunda as shelter.

7. Weed Control

Weed control is on hold until the spring.

8. Memorial Grove

Liz Riley is to follow this up.

9. Guy Fawkes Event

Suzie has contacted Van Tiel pyrotechnics and has booked the Guy Fawkes day in for the 14th November and this will be at the same cost as last year.
Sue has applied to The Lines Company for \$2500 for this event.

10. General Business

It was agreed that \$50 would be well spent advertising in the King Country Gardens & Places of Interest flyer to promote the walking tracks, conifer garden and the park in general. Elly agreed to contact Monica and supply the necessary material for the advert.

Guy to look at the sign on the fence at Bosco's to see if it has any relevance and if not to get it removed.

Meeting Closed 6.00pm

Next meeting Wednesday the 6th July 2015 at 5:30pm

Document No: 365312

File No: 502/001

Report To: Council**Meeting Date:** 23 June 2015**Subject: New Zealand Fire Services Review: Discussion Document**

Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the Fire Services Review and seek guidance towards Waitomo District Council preparing a submission on the Review.

Local Government Act S.11A Considerations

- 2.1 The provision of Rural Fire is consistent with the core services, avoidance or mitigation of natural hazards and as such is consistent with the provisions of Section 11A Local Government Act 2002.

Background

- 3.1 Cabinet agreed in June 2012 for a panel to provide advice on how New Zealand can have a 21st century fire service that operates seamlessly with the roles performed by other emergency service providers.
- 3.2 This included considering how the New Zealand Fire Service Commission (NZFSC), including the National Rural Fire Authority (NRFA) and New Zealand Fire Service (NZFS), could be governed and structured to operate as efficiently and effectively as possible to provide value for money into the future.
- 3.3 The Panel was asked to advise Government on how the following outcomes might be achieved:
- Outcome 1:** New Zealand's fire services have a clear mandate and operating platform for the functions they perform, and that it is clear how those intersect with functions performed by other emergency services providers;
- Outcome 2:** The New Zealand Fire Service Commission and fire services are organised and operating as effectively and efficiently as possible and will provide value for money in the future; and
- Outcome 3:** There is sustainable, stable and equitable funding for fire services, with the sources of that funding aligned with the functions that they perform.
- 3.4 The review process started with the Panel's work in 2012, which resulted in a report outlining a number of recommendations to Cabinet.
- 3.5 In September 2013, Cabinet agreed the next steps in the review based on the recommendations contained in the Panel's report.

- 3.6 The scope of the review includes mandate and governance, legislation modernisation, funding, rural and urban fire services structures, coordination with other emergency services, and volunteer and workforce engagement and support.

Commentary

- 4.1 The joint DIA/NZFSC Project Team has developed a Discussion Document with input from interested parties and which builds on earlier work done by the Panel.
- 4.2 The Discussion Document explains how the rural and urban fire services currently operate and proposes options for the future. The options are designed to improve support for firefighters, better meet community needs, and bring management and governance arrangements up to date.
- 4.3 A copy of the full Discussion Document is available on the Council's Intranet or on the DIA website at www.dia.govt.nz/Fire-Services-Review
- 4.4 A copy of the Discussion Document Summary is attached to and forms part of this business paper.
- 4.5 The Consultation period for the Discussion Document ends on 10 July 2015.
- 4.6 In essence the options promoted for governance are:

1. Enhanced status quo

Urban, rural and volunteer fire services would remain as separate entities. There would be increased support for volunteers. Rural Fire Authorities could continue to voluntarily merge. The mandate for the Fire Service Commission and Rural Fire Authorities responding to non-fire events would be clarified. The structure of the Commission would be modernised.

2 Coordinated service delivery

This option includes the same elements as the enhanced status quo model, with additional changes for volunteer and rural fire services. Volunteers and rural fire fighters would have increased support from the new fire service, including through training and equipment. New fire districts would be established and new Rural Fire Authorities would be established to deliver rural fire services. The new Rural Fire Authorities would have local independence, backed by national support, leadership and monitoring. Separate organisational structures between urban and rural fire largely remain in place, however, the new fire service would be able to monitor, assist and intervene if necessary. Significant legislative and operational change would be required.

3 One national fire service

This option would integrate urban and rural, volunteer and career fire services into one national organisation. All volunteer fire fighters would be in a direct relationship with the new national fire service. Fire stations would remain closely connected to their communities and may be staffed by career (paid) fire fighters, volunteer fire fighters, or a mix. Community engagement and consultation would identify each station's needs and its role in emergencies. Local government would no longer have a role delivering rural fire services and may no longer have a role in funding rural fire services. Significant legislative and operational change would be required under this option.

- 4.7 The discussion document also identifies the issues associated with the existing funding for the NZ Fire Service looks at the funding possible funding options moving forward. This information is summarised below:

The review found three problems with the insurance-based source of the Commission's funding:

1. *the fire service levy does not reflect risk of fire;*
2. *the fire service levy does not reflect the range of activities the NZFS provides; and*
3. *the fire service levy can be confusing to calculate and difficult to forecast.*

The Discussion Document has set out two options for funding the Commission, noting there are different ways the funding options could be put together.

Funding option 1 – insurance-based model (enhanced status quo)

The fire service levy would continue to be based on insurance. How the levy is calculated would change (see pages 34-39 of the Discussion Document)

Funding option 2 – mixed funding model

This model would provide for a mix of funding sources:

- *a fire services levy based on insurance excluding vehicle insurance (see funding option 1 for details);*
- *contributions from the Government to fund non-fire activities (for example medical and Police assistance);*
- *contributions from the Government to reflect the under-insurance of Crown properties for fire damage; and*
- *contributions from the motor vehicles sector.*

- 4.8 Waitomo District Council, as a Rural Fire Authority has the opportunity to make a submission on these proposals contained in the discussion document.
- 4.9 The key questions being, which option for restructuring the NZ Fire Service does WDC support?, and which funding model?
- 4.10 The discussion document clearly discusses the advantages and disadvantages of the structures and funding models.

Suggested Resolution

- 1 The business paper on New Zealand Fire Services Review: Discussion Document be received.
- 2 The Chief Executive be delegated to complete a submission to the Fire Services Review supporting Enhanced Status Quo/Coordinated Service Delivery/One National Fire Service (delete two) and Funding Option 1 / Funding Option 2 (delete 1).



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

June 2015

Document No: 365278**File No:** 502/001**Report To: Council****Meeting Date:** 23 June 2015**Subject:** **Progress Report: Proposed Waikato / Thames Valley Enlarged Rural Fire Authority**

Purpose of Report

- 1.1 The purpose of this business paper is to update Council on the proposal to establish a Waikato/Thames Valley Enlarged Rural Fire Authority.

Local Government Act S.11A Considerations

- 2.1 The provision of Rural Fire is consistent with the core services, avoidance or mitigation of natural hazards and as such is consistent with the provisions of Section 11A Local Government Act 2002.

Background

- 3.1 Council is a Rural Fire Authority (RFA) under the Forest and Rural Fire Act 1977. As a RFA, Council needs to meet statutory obligations as prescribed by the Act.
- 3.2 The Government and the New Zealand Fire Services Commission (as the National RFA) expects the forest and rural fire sector to improve the efficiency and effectiveness of forest and rural fire management through the voluntary amalgamation of smaller RFAs to form Enlarged Rural Fire Districts (ERFDs).
- 3.3 In 2010 a Waikato Valley Rural Fire Steering Committee was established to provide a proposal to amalgamate the forest and rural fire governance and administration for the Waikato Region under a single Rural Fire District.
- 3.4 The Steering Committee included representatives from Waipa, Waikato, Otorohanga and Waitomo District Councils, Department of Conservation (DoC), Federated Farmers, NZ Forest Owners Association and the National RFA.
- 3.5 Options were evaluated under success criteria determined by the Steering Committee. Criteria included such things as financial benefits, resources benefits, customer services benefits determined on a weighted system. Three Enlarged Rural Fire District models – centralised, hybrid and developed were compared to the status quo.
- 3.6 The Steering Committee agreed the preferred option identified in the feasibility analysis is to establish an Enlarged Rural Fire District as a hybrid entity, which allowed stakeholders to retain hands on role in the fire administration and ownership of their fire fighting equipment and sets modest and achievable targets in terms of funding and change management.

- 3.7 DoC had indicated from the outset that their area of conservancy saw vast areas situated in the Thames-Coromandel area as well as pockets in the Ruapehu District.
- 3.8 DoC had indicated that in order for them to derive any benefit from an amalgamation that the majority of their conservancy would have to form part of the Enlarged Rural Fire District to avoid splitting their current resources and funding into what might be three Rural Fire Districts.
- 3.9 The National RFA advised that they would approach Thames-Coromandel and establish if they would consider forming an Enlarged Rural Fire District with the proposed Waikato Valley Rural Fire District.
- 3.10 Thames-Coromandel considered three options, status quo, amalgamation with proposed Waikato Enlarged Rural Fire District or amalgamation with only DoC. They opted for the latter.
- 3.11 At the Steering Committee's meeting held on 30 July 2012, DoC indicated that although they are yet to have talks with Thames-Coromandel on the proposed amalgamation, DoC's stance is that both current proposals are not in their interest and therefore could not support the consultation document for the proposal to establish the Waikato Valley Rural Fire District, as the proposal would effectively split DoC's Conservancy into three.
- 3.12 All four Councils indicated that it would be a waste of their respective Councils time to formally consider the consultation document for the proposal to establish the Waikato Valley Rural Fire District in the absence of DoC's support.
- 3.13 The National RFA indicated that it would have further meetings with DoC and Thames-Coromandel Council to try and resolve the deadlock.

Commentary

4.1 30 July 2013

- 4.2 The National RFA suggested that the Steering Committee meet in August 2013 to discuss the next steps in the process and consider changes undertaken by DoC and how DoC's restructure would effect the current Enlarged Rural Fire District proposal.
- 4.3 In particular that DoC's restructure had brought about fewer conservatories with significant boundary changes, which on the surface suggested that Waitomo District now fell in the Central-North Island DoC Area, whilst Waikato, Waipa and Otorohanga fell under North-North Island DoC Area.
- 4.4 Since the last Steering Committee meeting, management changes had occurred in both Waikato and Waipa District Councils and the National RFA had requested that each organisation confirm their representatives for the Steering Committee.
- 4.5 The next meeting was set for 14 August 2013 and the WDC's Principal Rural Fire Officer, Johan Cullis, was appointed by the Chief Executive to represent WDC.

4.6 27 August 2013

- 4.7 The meeting scheduled for 14 August 2013 was cancelled as not all representatives could attend.

4.8 23 June 2015

- 4.9 Since December 2014, meetings have been held by the National RFA, in an endeavour to further progress the merging of the Waikato and Thames Valleys, DoC and forestry into an Enlarged Rural Fire Authority, in line with Government policy of 100% of rural New Zealand being managed by an ERFD. Considerable progress has been made in these meetings with the parties who had previously indicated that they would not participate in the proposal.
- 4.10 To maintain the progress made at these meetings, Martin Jenkins Consultancy has been commissioned by the NZ Fire Service to work with the original group to develop a business case for the proposed formation of the ERFD.
- 4.11 Initially this work involved confirmation that the original information gathering undertaken by the Steering Committee in 2010/2011 was still accurate and adjusting where necessary.
- 4.12 On review of this information, options and a business case for the establishment of an ERFD were to be developed in preparation of a workshop to be facilitated by Martin Jenkins Consultancy with the representative parties.
- 4.13 David Brown of Otorohanga District Council, who through a shared service arrangement acts as WDC's Principal Rural Fire Officer, represented WDC at the initial Workshop on 25 May 2015.
- 4.14 At this Workshop the information gathered earlier from the participants was reviewed and analysed with various scenarios discussed for moving forward. The preferred model at that stage of the proceedings, being a hybrid consisting of a localised permit issuing system with centralised governance.
- 4.15 The information from this Workshop is currently being reviewed by Martin Jenkins Consultancy in preparation of moving the ERFD proposal ahead.
- 4.16 A second Workshop is tentatively scheduled for 23 June 2015. The aim of this Workshop is to work on the analysis with a view to confirming the preferred model moving forward.

Suggested Resolution

The Progress Report: Proposed Waikato/Thames Valley Enlarged Rural Fire Authority be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

Document No: 365220

File No: 401/0588424200

Report To: Council**Meeting Date:** 23 June 2015**Subject: Progress Report: Staged Refurbishment-
Waitomo Cultural and Arts Centre (Court
Yard)**

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council for consideration draft concept drawings/designs for the proposed upgrade of the Waitomo Cultural and Arts Centre (C&AC) Courtyard.

Local Government Act S.11A Considerations

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

Background

- 3.1 WDC has progressively, over the last five years, undertaken upgrade works at the C&AC to modernise it, so as to promote its use as a premier venue for functions within the District.
- 3.2 An integral part of the refurbishment process is the revitalising of the Courtyard in an endeavor to recapture the "Wedding Venue" market. This has, to a degree, been achieved through the building upgrade works already completed, however revitalisation work now needs to extend into the Courtyard.
- 3.3 The 2009-2019 LTP included, in the 2014/15 financial year, a preliminary budget of \$52,900 for the revitalisation of the Courtyard.

Commentary

- 4.1 Mansergh Graham, Landscape Architects were commissioned to provide a draft sketch promoting ideas for the upgrade of the Courtyard.

- 4.2 At Mansergh Graham's initial site visit with Council's Group Manager – Community Services, the following issues were identified as requiring to be addressed in any concept sketches:
- the level difference at the sliding doors that create a trip hazard (one major accident resulting in the glass door being broken)
 - the need to make the outside area more user friendly (accessible)
 - ensure the open area is maintained so that marquee space is available
 - reinvigorate the plantings
 - replacement of broken fences
 - keep feature tree and as much of existing plantings as possible to reduce the impact of the revitalisation project
 - create a useable area that can double as a photo area (weddings)
 - remove dated crazy paving
 - retaining wall to remain
 - incorporate lighting in conjunction with the existing tree lighting
- 4.3 Attached to and forming part of this agenda item is a copy of the initial pencil ideas sketch promoting ideas for the upgrade. This has been transformed into the computer plan which is also attached for Councillors information and comment

Suggested Resolution

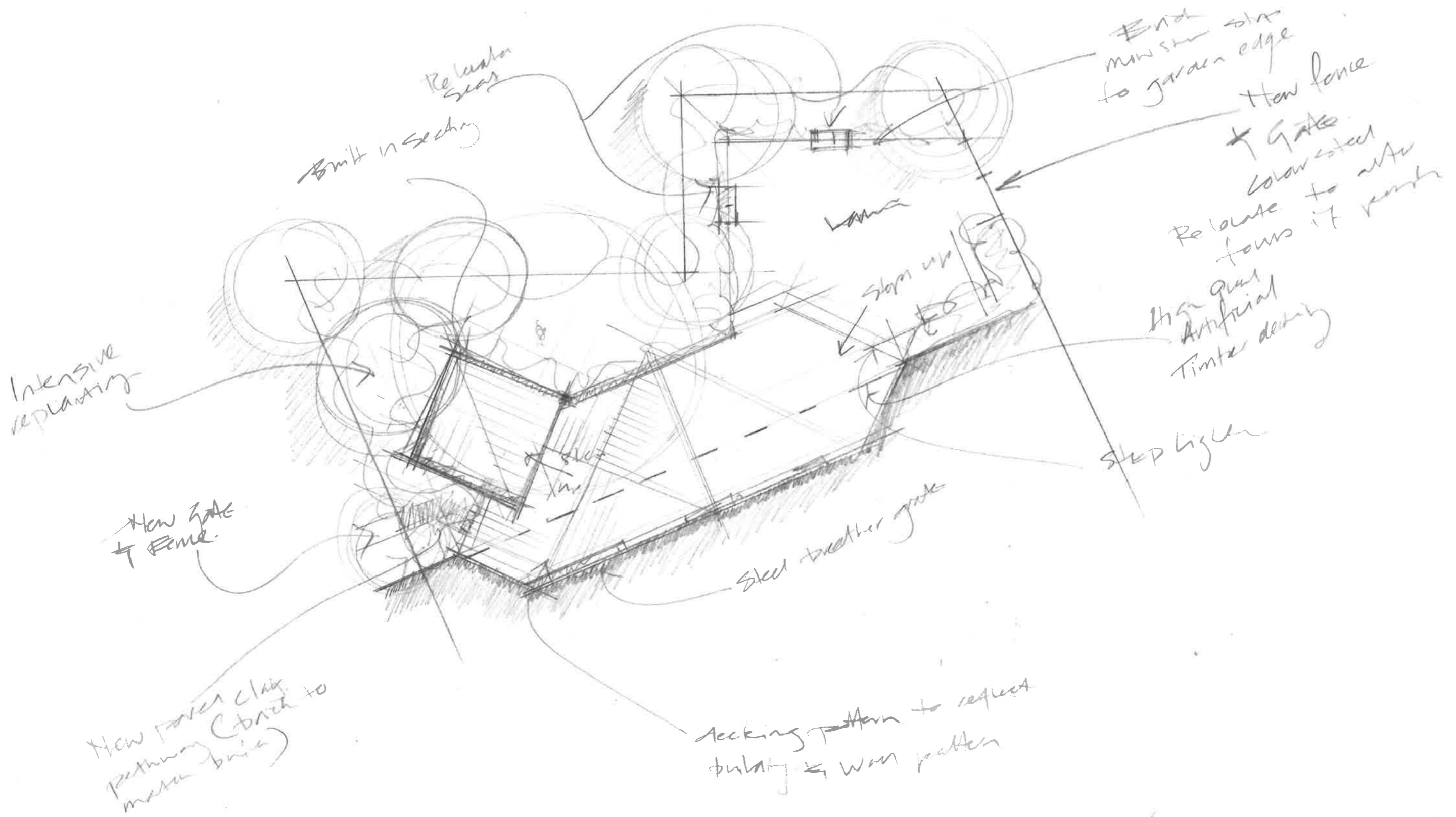
The Progress Report: Waitomo Cultural and Arts Centre – Court Yard Upgrade be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

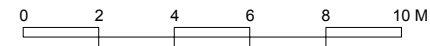
June 2015

Attachments: Pencil "Ideas" Sketch and Computer Plan of "Ideas" Sketch (Doc 365582)



27/5/





Consultants:

The purpose of this plan is to show the general intent of the design and may not be complete in every detail. This plan shall be read in conjunction with all other contract documents. Should quantities differ between the plan and specifications or clarification is required, contact the designated project manager before proceeding. The contractor shall confirm all dimensions and quantities on site before commencing work.

Drawn By: LM
 Checked: MG
 Revision No: R0
 Amendments:

Project:
Te Kuiti Conference Centre

Client:
 Waitomo District Council

Plan Name:
 CONCEPT PLAN
 A3 Scale: 1:100
 A1 Scale: 1:200
 Date: 08-06-2015
 Project No: 2015-023
 Issue: Concept

Plan Number:
C1

Document No: 365189**File No:** 401/0588423600**Report To: Council****Meeting Date:** 23 June 2015**Subject:** Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance

Purpose of Report

- 1.1 The purpose of this business paper is to update Council on the progress of the Feasibility Study being undertaken to assess the long term direction of the Te Kuiti Community House (TKCH).

Note: This business paper covers the period from March 2015. For detailed information on the respective work stream prior to March 2015 refer to the Progress Report presented to Council at the 26 May 2015 Council meeting (Doc No. 363308).

Local Government Act S.11A Considerations

- 2.1 The support provided by Waitomo District Council to the TKCH is consistent with Section 11A Local Government Act 2012. Under this clause Waitomo District Council must have particular regard to the contribution that core services make to its community. The provision of community infrastructure is considered a core service.

Background

- 3.1 TKCH is located within a residential property at 2 Jennings Street, Te Kuiti that is owned by WDC. The TKCH/WDC relationship is documented through a lease, with TKCH paying a lease rental of \$7,897.50 (GST inclusive) per year.
- 3.2 It is well documented that the property at 2 Jennings Street requires considerable works to repair structural damage to external walls, piling and roofing.
- 3.3 Due to the extent of these works, Council identified the building for disposal as part of the development of the draft LTP. The proposal to dispose of the building was clearly signalled in the consultation documentation for the LTP.
- 3.4 Prior to the disposal option being considered the TKCH Trustees embarked, in conjunction with WDC, on an investigation into the long term needs of TKCH. Jenny Grace Consulting was commissioned to undertake the Feasibility Study.
- 3.5 Funding was successfully sought from the Lotteries Commission (\$15,000) to undertake a feasibility study with the aim of:

“To assess the long term feasibility of developing further services and reviewing potential services identified under the umbrella of Te Kuiti Community House Trust and the likely impact on the facility available and the proposed preliminary building modifications identified to cater for these services”

- 3.6 The above aim of the Feasibility Study brief has subsequently been influenced by the decision to include the building in the LTP for disposal.
- 3.7 A business paper on the outcomes of the Feasibility Study was presented to Council at its meeting of 29 May 2012.
- 3.8 During the presentation, other options and a definition of TKCH needs were discussed by Council. This culminated in a request as to whether the Feasibility Study could be expanded to include other options and a confirmation of the TKCH needs.

Commentary

4.1 **24 March 2015**

4.2 Contract documentation for this project was completed late 2014 and the project was publicly tendered in January 2015 on a lump sum conforming tender basis. Advertising of the project was undertaken in the Waikato Times, Waitomo News and Tender Link, with a closing date of 16 February 2015

4.3 Four very competitive tenders were received, with a variance of approximately \$20,000 between the tenders. No local tenders were received.

4.4 The lowest tender of \$444,807.00 from ESN Construction has been accepted by the Tenders Subcommittee. This figure includes contingencies of \$25,000.

4.5 ESN Construction Ltd are a Hamilton based company who undertook the last two stages of the Civic Centre redevelopment.

4.6 WDC is currently working through a building program with the contractor and a start date has been tentatively set for 30 March 2015. The start date being dependent on the lift delivery schedule, sub contractor scheduling and the tenderers other commitments.

4.7 **29 April 2015**

4.8 ESN Construction commenced work on site on 7 April 2015.

4.9 Works to date have included 90% of the demolition works and the interior framing is well underway along with the electrical cabling. By the end of April the new entrance ramps are scheduled for completion.

4.10 A program has been submitted which shows the project substantially completed by mid June and then a delay until the lift installation mid July. The lift is not available until the end of June.

4.11 **26 May 2015**

4.12 The contract is currently progressing to programme with the following works being undertaken or completed at the time of writing this business paper:

- Wall framing 90% complete including installation of gib
- Gib stopping 90% complete and painting underway
- Ceiling installation about to commence
- Base wiring and plumbing installed
- Front entrance ramps and steps ready for concreting

4.13 For Councilors' information ESN Construction have commenced the Piopio toilet construction project.

4.14 **23 June 2015**

4.15 Site meeting progress reports have confirmed that this project is still on track for basic completion late June 2015, with the exception of the Lift. The work programme has changed slightly to allow for the inclusion of the roof renewal, which was a separate WDC project.

4.16 At the time of writing this business paper progress included:

- Wall framing and gib lining completed up stairs
- Gib stopping completed upstairs
- Painting 90% completed up stairs
- Ceiling grid work completed- installation of ceiling panels about to commence
- Electrical work upstairs nearing completion except for air-conditioning installation
- Ramp and steps at entry point have been completed
- Floor preparation for carpet and vinyl underway

4.17 On lifting of the existing vinyl areas in preparation for carpeting, several floor cracks have been exposed. DMC Consulting Engineers, who undertook the visual structural assessment of the building for earthquake strengthening have recommended the following:

"The cracks shown in the photos provided are not uncommon in concrete floor slabs."

"The cracks are most likely due to concrete drying shrinkage."

*"The cracks may not significantly affect the structural integrity of the floor **however** to restore the slab to full strength we recommend that these cracks be injected with an epoxy glue"*

4.18 ESN Construction has been asked to price this work.


Suggested Resolution

The Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

June 2015

Document No: 365190		File No: 401/9992000100	
Report To:		Council	
		Meeting Date:	23 June 2015
		Subject:	Progress Report: Te Kuiti Railway Station Building Project

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress with the Te Kuiti Railway Station Building Project.
- 1.2 This business paper is set out under the following headings:
- 1.0 Purpose of Report
 - 2.0 Local Government Act S.11A Considerations
 - 3.0 Background
 - 4.0 Project 1 – Building Restoration
 - 5.0 Project 2 – Plaza Redevelopment
 - 6.0 Project 3 – Roading Renewal
 - 7.0 Project 4 – Community Space
 - 8.0 Project 5 – Commercial Space Internal Refurbishment
 - 9.0 Work Plan / Timeline / Budget

Note: This business paper covers the period from March 2015. For detailed information on the respective work stream prior to March 2015 refer to the Progress Report presented to Council at the 26 May 2015 Council meeting (Doc No. 363307).

2.0 Local Government Act S.11A Considerations

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

3.0 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 station 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 station 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.

4.0 Project 1 – Building Restoration

4.1 25 March 2015

4.2 While this project has taken an extended amount of time to bring to fruition it is on track to be completed by the 27 March 2014. The overall project has been difficult to co-ordinate because of the extent of unknowns, and the required amount of design work required to work through the issues as they arose.

4.3 A major part of the extension in time was the result of the inclusion of the finishing work associated with Building 3. As reported previously, this finishing work was necessitated by the extent of structural strengthening required.

4.4 The following Project 1 works are yet to be completed at the time of writing this report:

Building 1: Completion of the steel portal installation (underway)
Testing of the sprinkler system
Installation of fire mimic panel

Building 2: Completion of the steel portal installation (underway)
Internal wooden framing to the chimney- completed after the steel portal installation
Floor repairs at chimney
Guttering to complete
Testing of the sprinkler system

Canopy: Down pipes to complete

Building 3: Painting to complete (underway)
Dividing door installation (scheduled for 23 March)
Electrical works to complete (after completion of painting)
Sub frame connectors to install
Decking and ramp to complete (underway)
Accessible toilet fitout (completed as separate project)
Floor finishings (completed as separate project)
Testing of the sprinkler system
Door hardware currently being installed

4.5 The band rotunda has been removed from Project 1 and is being relocated direct by WDC and is scheduled to be relocated the week of the 30 March 2015. The removal from the master contract allows the relocation to be undertaken within the initial budget estimate and will not impact on the Project 1 completion date.

4.6 29 April 2015

4.7 Project 1 has effectively wound down with Building 3 completed and was used during the Muster. Building 1 & 2 have some minor works to complete, which will be undertaken by the contractors when undertaking any repair works identified during a defects site meeting to be held on 6 May 2015.

4.8 26 May 2015

4.9 The defects meeting with the Architect and the Engineer was held on 6 May 2015 and the various schedules prepared which were forwarded to the contractor on 13 May 2015. At the time of writing this report we are awaiting confirmation of when the contractor will be on site to undertake the works.

4.10 23 June 2015

4.11 DML Construction (2003) Ltd. has returned to the work site on 9 June 2015 to work through the defects list and uncompleted items over the coming days.

5.0 Project 2 – Plaza Redevelopment**5.1 29 April 2015**

5.2 A site meeting was held with Michael Graham from Mansergh Graham on 20 April 2015 to progress proposals for the courtyard, now that areas associated with the building, e.g. decking, i-site access etc has been finalized. Draft plans will be available over the next couple of months.

5.3 The contractor responsible for the relocation of the band rotunda is still proving difficult to commence the works.

5.4 The development of the electricity charge point for vehicles, in conjunction with The Lines Company is to commence with a meeting with the Lines Company on 28 April 2015 and the outcomes of this will be reported verbally at the Council meeting.

5.5 26 May 2015

5.6 A preliminary meeting has been held on 20 April 2015 to discuss the initial concepts for the plaza and provide current design information related to the buildings 1 and 2.

5.7 Meetings have been held on 29 April 2015 and 13 May 2015 with representatives of The Lines Company to further the development and installation of two power charge points in Rora Street near to the Plaza.

5.8 The Lines Company has confirmed their commitment to this project, with the next stage being sketch designs for approval of the parties involved. The location being as originally discussed at the August 2014 Council meeting – on Rora Street near the southern pedestrian crossing.

6.0 Project 3 – Roading Renewal

6.1 Completed.

7.0 Project 4 – Community Space**7.1 25 March 2015**

7.2 The development of the community space projects is progressing well.

7.3 A recent application to the North King Country Development Trust (NKCDT) for the amount of \$100,000 to assist with the development of the community space was made to the NKCDT February meeting. This application was successful in securing \$60,000 towards the project.

7.4 Historic Places Trust (HPT) approval has been gained for the removal of the internal walls to Building 1 and the link from Building 1 to Building 1A. Prior approval had already been given to the linking of Building 1 & i-Site.

- 7.5 An unbudgeted amount of \$38,000 was received in the later half of 2014, meaning the \$100,000 of external funding has been obtained for this project.
- 7.6 Draft drawings / contract documentation for Building 1, the links and i-site works are well advanced and should be completed by the end of March, which is a delay of approximately 8 weeks from programme. This delay has been partly caused due to obtaining HPT approvals and inclusion of the i-Site into the project. A copy of the draft layout plan is attached to and forms part of the agenda
- 7.7 The internal engineering structural strengthening plans for Building 1 are complete.
- 7.8 Refer to notes for Project 1 for the update on the Building 3 Community space.
- 7.9 Discussions with WINTEC are well advanced, and a legal agreement and commercial valuation are currently being prepared and are likely to be available within the next week. These documents are based on WINTEC utilising the building 2 days of the week, 40 weeks of the year.
- 7.10 The balance of the time and the rear room of this building are available for other community uses.
- 7.11 Building 3 was originally scheduled for completion in August 2015 but will now be completed at the end of March 2015.
- 7.12 29 April 2015**
- 7.13 This building has now been completed and is in use through a Certificate of Public Use even though the building consent has not been completed as this covers the other buildings as well.
- 7.14 A lease has been prepared and discussed with Wintec as well as a commercial valuation for the space, based on their usage times. It is anticipated that these will be signed over the next few days and occupancy is scheduled for the beginning of May 2015.
- 7.15 A storage cupboard has been installed for Wintec computers etc. A dishwasher donated by Wintec has also been installed.
- 7.16 Planning for building 1 and the linkage to the i-Site is well advanced with a consultants meeting held recently on 17 April 2015. It is anticipated that this documentation will be submitted for building consent in the first week of May 2015, enabling tendering later in May 2015.
- 7.17 26 May 2015**
- 7.18 Building 3**
- 7.19 The lease document for the lease of building 3 has been completed and forwarded to WINTEC for signing at the commercial valuation as provided by Curnow & Tizard.
- 7.20 Furniture for the meeting room has been ordered and we await delivery.
- 7.21 WINTEC have confirmed their tentative start date for use of the building is 26 May 2015. An extension to the Certificate of Public Use has been obtained until November to allow for this us by WINTEC and other users of building 3.

7.22 Discussions have recently been held on 7 May 2015 With Maniapoto Maori Wardens Charitable Trust to discuss the lease of the rear room of building 3 by this group as well as the main meeting room for one day a month. The intention is to have up to 3 work stations in this room.

7.23 A valuation and lease documents for this proposal is currently being prepared.

7.24 Building 1 / i-Site Connection

7.25 Documentation for the internal finishes and structural works of Building 1 along with the specification have been completed and a building consent applied for. It is anticipated that this project will be "out to tender" at the time of the Council meeting.

7.26 Copies of the key plans are attached to and form part of this business paper for Councilors' reference.

7.27 23 June 2015

7.28 While the building consent has been applied for, there are minor alterations required to the drawings and documents to allow the tender process to proceed. These are currently being worked through, but priority at the current time is being given to Project 5.

8.0 Project 5 – Commercial Space Internal Refurbishment

8.1 25 March 2015

8.2 Historic Places Trust approval has been granted for the removal and alterations to the internal walls of building 2 to allow construction of the restaurant/café/bar.

8.3 A letter of intent, to be used for the basis of a commercial lease, has been signed by the operator WDC has been holding discussions with and a draft layout plan has been agreed. The letter of intent includes a capital contribution by the operator towards the cost of the project as allowed for in the budgeting. A copy the draft plan is attached to and forms part of the agenda.

8.4 A draft commercial lease has been prepared and is ready to be sent to the operator. The commercial valuation is underway and should be completed next week.

8.5 Draft working drawings and contract documentation are underway and should be completed early April.

8.6 This timeline is behind schedule as preparation of documentation was limited until the letter of intent was signed. It is believed that the completion date for this project of October 2015 can still be met as per the letter of intent.

8.7 Discussions have been held with Vector Energy, owners of the gas network and a gas line can be extended to the restaurant/café/bar. This line would be thrust under Rora Street from Sheridan Street at a cost of approximately \$1,000. The necessary connection / metering facilities would be an additional cost from Nova Energy – WDC preferred gas supplier.

8.8 29 April 2015

- 8.9 As with the building 1 / i-site planning, the plans for the commercial area are also well advanced and it is anticipated that this will also be lodged for building consent during the first week of May 2015
- 8.10 A draft lease agreement, based on the letter of intent, along with a commercial valuation has also been prepared and are currently with the operator. While the building consent will be lodged and tenders for construction sought, the lease is to be signed before acceptance of a tender for construction.

8.11 26 May 2015

- 8.12 A meeting was held on 29 April 2015 with local valuer Adie Doyle, representing the operators for the restaurant/café/bar. WDC had previously obtained a commercial valuation for the proposal and the amount of the valuation had been forwarded. If this second valuation is significantly different there will need to be some arbitration to reach common ground. This is quite common in setting this type of lease valuation.
- 8.13 Documentation for the internal finishes and structural works and exterior areas of Building 2 along with the specification have been completed and a building consent applied for. It is anticipated that this project will be "out to tender" at the time of the Council meeting.
- 8.14 Copies of the key plans are attached to and form part of this business paper for Councilors' reference.

8.15 23 June 2015

- 8.16 The building consent process is nearing completion with some minor queries to be answered before the issue of a building consent.
- 8.17 Negotiations for the lease of the commercial space have taken longer to bring to fruition than originally envisaged, with the problem areas being the lease value and payment of a contribution towards the development. While the market rental assessed by WDC's valuer was \$37,750 per annum, the negotiated lease rental for the first three years has been agreed at ... per annum. Agreement was reached on 16 June 2015.
- 8.18 After the initial three year period, the rental reverts to a market assessment.
- 8.19 The contribution of ... is to be paid in three installments before opening of the facility.
- 8.20 Some relief from market rental during the formative years of business establishment is a common business practice, to ensure the goals of the lessor are met and in this case will assist in ensuring that the "central hub" that WDC wishes to create succeeds.
- 8.21 The late agreement of the lease has meant that the tender documentation was issued later than anticipated meaning it will be difficult to achieve completion by 1 October 2015. During the negotiations of the lease, the lessee was advised in writing that this was the case.
- 8.22 With the agreement now being resolved, the project has been put out to tender with a closing date of 2 July 2015.
- 8.23 The gas connection to the building has been installed, although the final location is to be moved marginally by the contractor as it was positioned incorrectly.

9.0 Work Plan / Timeline / Budget
--

9.1 25 March 2015

- 9.2 Alterations to the timelines for different projects are recorded within the content of each project.
- 9.3 As considerable further information on designs, construction periods and budgeting will become clearer as projects 4 & 5 are prepared for consenting and tender, it is our intention to update Council with the programme graph and budgets for the April Council meeting.

9.4 29 April 2015

9.5 The budgeting and timeline documents were to be included in the April agenda. The quantity surveyor will not have the documents completed before the Council meeting as the drawings will not be complete, but the timelines will be circulated to Councilors as a separate document.

9.6 26 May 2015

9.7 As the documents have only just come to hand the tender estimate has not been completed at the time of preparing this business paper. The key timeline for completion of the restaurant /café / bar in October is still on track.

Suggested Resolution

The Progress Report: Te Kuiti Railway Station Building be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

June 2015

Document No: 365194

File No: 401/Halls

Report To: Council

Meeting Date: 23 June 2015

Subject: Progress Report: Rural Halls (Benneydale, Mokauiti and Kopaki Halls)

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the progress with the disposal of Benneydale, Mokauiti and Kopaki Halls and to establish teams to work through the disposal process.
- 1.2 This business paper is set out under the following headings:
- 1.0 Purpose of Report
 - 2.0 Local Government Act S.11A Considerations
 - 3.0 Background
 - 4.0 Benneydale Hall
 - 5.0 Mokauiti Hall
 - 6.0 Kopaki Hall

Note: This business paper covers the period from March 2015. For detailed information on the respective work stream prior to March 2015 refer to the Progress Report presented to Council at the 26 May 2015 Council meeting (Doc No. 363300).

2.0 Local Government Act S.11A Considerations

- 2.1 The provision of local infrastructure such as community halls is consistent with the provisions of Section 11A Local Government Act 2002 (including amendments).
- 2.2 However, the delivery of such infrastructure is to be in a most cost effective manner. WDC's investigations into the options for various halls are in an endeavor to be cost efficient.

3.0 Background

- 3.1 During the development of the Housing and Other Property Activity Plan and Waitomo District Councils 2012-2022 LTP, four halls were identified and consulted with the public for disposal, these being Oparure, Mokauiti, Kopaki and Benneydale Halls.
- 3.2 The disposal of these halls is scheduled to take place in the second year of the LTP, i.e. 2013-2014.
- 3.3 Various factors drove this decision making process such as poor utilization, extent of outstanding maintenance works, poor heating, insurance costs and land ownership.

- 3.4 It is accepted that disposal can take many forms including sale on the open market where possible, removal of buildings in the case of reserves or transfer to a community group model.
- 3.5 Extensive community consultation has been undertaken with and within the communities of Mokaiti and Benneydale since development of the LTP.

4.0 Benneydale Hall

4.1 26 May 2015

- 4.2 Action has been taken to have the land associated with the Benneydale Hall vested in WDC as local purpose reserve to allow the transfer of the building and lease of the land to Benneydale Hall Inc. It is believed the gazettal of this transaction will be completed by 1 July 2015.
- 4.3 On the 19 May 2015 the following draft documents have been received from Russell Thomson Solicitors:
1. Draft agreement for the sale of the Benneydale Hall to Benneydale Hall Incorporated
 2. Draft lease of the reserve land that the Benneydale Hall occupies, the lease being in the favour of Benneydale Hall Incorporated.
- 4.4 These documents will be checked before forwarding to Benneydale Hall Inc for signing.

4.5 23 June 2015

- 4.6 The title to the land associated with the hall has now been transferred to WDC's name as a fee simple parcel - Local Purpose (Public Hall) Reserve
- 4.7 This now paves the way to complete the lease documentation to the Benneydale Hall Inc and the transfer of the assets. This is planned for 1 July 2015. Instructions have been issued to Russell Thomson solicitors to complete the transactions.
- 4.8 A copy of the title documentation is attached to and forms part of this agenda.

5.0 Mokaiti Hall

5.1 31 March 2015

- 5.2 The disposal process has now been defined by Russell Thomson Solicitors and R W Barnaby, Land Rights Specialist and several legal steps are required to complete the process. In essence this process will involve the initial classification of the land under the Reserves Act by Council, resolving to sell the assets on the land and creation of a lease of the land.
- 5.3 Council needs to pass certain resolutions to achieve the above which will then allow the Gazettal of the necessary papers. These resolutions are contained at the end of this business paper
- 5.4 The key points of the transfer documentation proposed is the transfer of the improvements for \$1 and the necessary clauses for the transfer back to WDC should circumstances prevail that Benneydale Hall Inc. no longer can look after the improvements.

- 5.5 The key points of the lease will be a term of 33yrs with a right of renewal and forfeiture of the lease should the improvements revert back to WDC

6.0 Kopaki Hall

6.1 26 May 2015

- 6.2 A letter has been received on 1 May 2015 from the Department of Conservation apologising for the delay in their response and seeking clarification on whether WDC's position of this disposal has changed in the meantime. A copy of this letter is attached to and forms part of this business paper. A reply confirming WDC's position has been sent to the Department of Conservation.

Suggested Resolution

The Progress Report: Rural Halls Disposal (Benneydale, Mokauiti and Kopaki Halls) be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

June 2015

Attachment: Benneydale Hall Title



**COMPUTER FREEHOLD REGISTER
UNDER LAND TRANSFER ACT 1952**



Search Copy


R. W. Muir
Registrar-General
of Land

Identifier 697785
Land Registration District Taranaki
Date Issued 08 May 2015

Prior References

698264 698265

Estate Fee Simple
Area 2345 square metres more or less
Legal Description Section 24, 116 Block X Mapara Survey
District
Purpose Local Purpose (public hall) Reserve

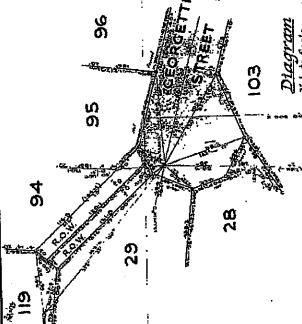
Proprietors

Waitomo District Council

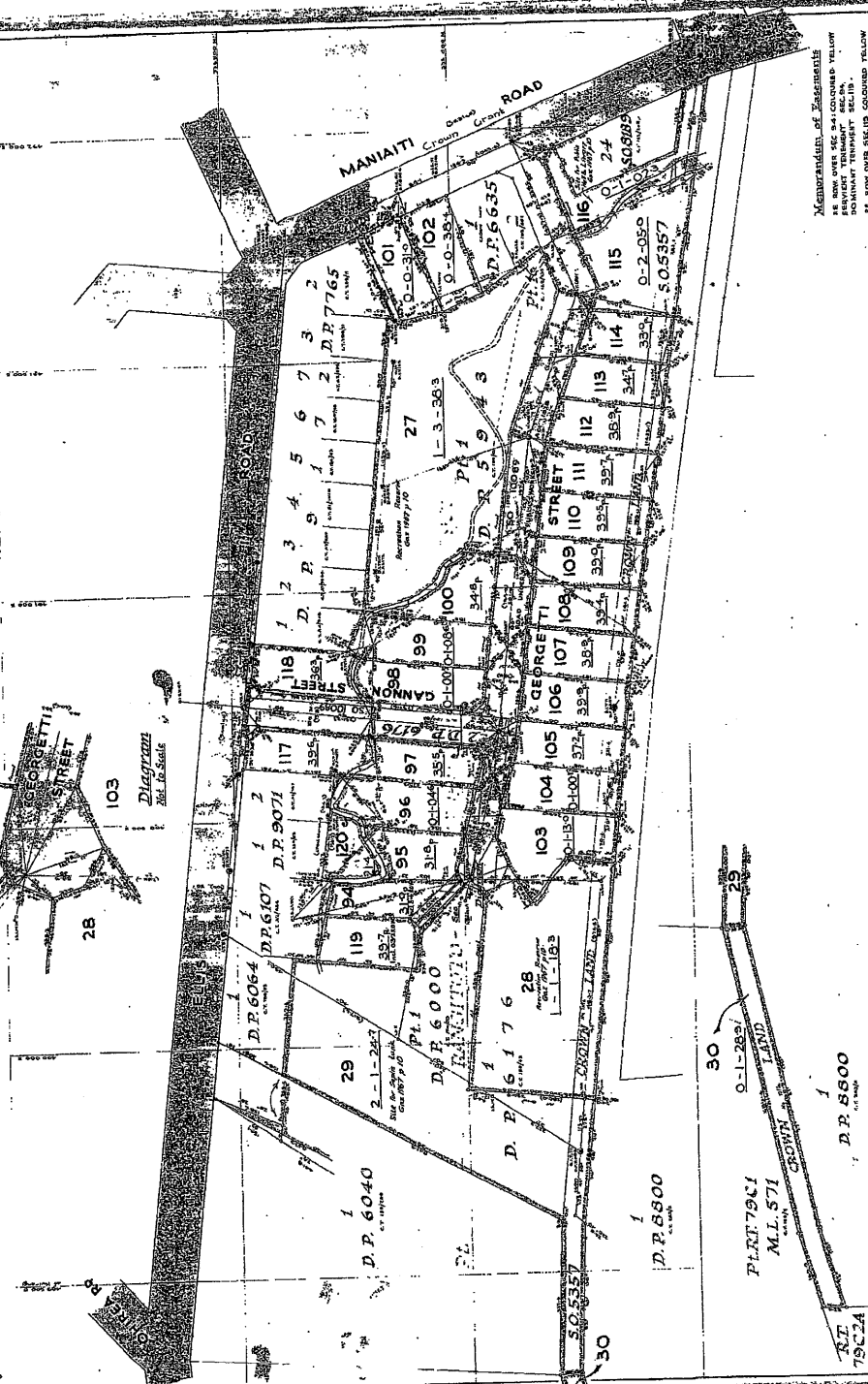
Interests

Subject to the Reserves Act 1977

9232



Note: Section numbers carried on
plans are as per scheme plans.



Memorandum of Easements
RE NOW OVER SEC 34 COLOURED YELLOW
DOMINANT TENEMENT SEC 119.
RE NOW OVER SEC 13 COLOURED YELLOW
DOMINANT TENEMENT SEC 34.

Plan of

Secs. 27-30 & 94-120

formerly Pt. Sec. 16; & Pt. Lot 1 D.P. 5943, Lots 1 & 2 D.P. 6176,
& Pt. Lot 1 D.P. 6000 being Pt. Rangitoto-Tuhua. 79C1; & Crown Land

Comprised in C.T's 150/63 & 162/235

Survey Block & District X Mapara
Land District: Taranaki Local Body: Waitomo County Council
Scale: One chain to an inch Surveyed by R.A. Jackson Date Jan. 1965

I, Ronald Allan Jackson of New Plymouth Registered Surveyor and holder of an actual practicing certificate, hereby certify that this plan has been made from a survey conducted by me, that both plan & survey are correct & have been made in accordance with the provisions of the Surveyors Act, 1948
Signed at New Plymouth this 25th day of May 1965
R.A. Jackson
Registered Surveyor

TOTAL AREA: 12.3-240

Approved
R.A. Jackson
Chief Surveyor-1/12/1965


9232

9232

9232

Scale	1" = 1 Chain
Projection	Unprojected
On of Date	1/1/1965
Drawn by	R.A. Jackson
Checked by	R.A. Jackson
Final No. in Register	1/1/1965
Registered	1/1/1965

Note: Coordinates & bearings on this plan are in terms of Geodetic Datum 1949
 File No. 1/1/1965
 Reference Plans: 1/1/1965
 200, 200, 200, 200, 200, 200
 Field Book 1207, 95, 25, 41
 Transverse Book 1207, 95, 25, 41
 Recorded in 1/1/1965
 Plan in order for approval
 1/1/1965

Document No: 364911	File No: 037/005B
Report To: Council	
	Meeting Date: 23 June 2015
Subject:	Progress Report: Operations and Maintenance Parks and Reserves - Service Level Gap

1.0 Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the district mowing contract and any issues arising from this contract

2.0 Local Government Responsibilities

- 2.1 The provision and maintenance of Parks and Reserves within the district is considered part of the core community infrastructure provided by Waitomo District Council.
- 2.2 This provision is consistent with Section 11A Local Government Act 2002 (including amendments)

3.0 Background

- 3.1 Historically, WDC tendered for the grass mowing contract throughout the District, with the last full year of operation before the establishment of WDC's Internal Services Unit (ISU) being the 2011/2012 financial year.
- 3.2 The mowing budget for WDC for the 2011/2012 financial year was set at \$271,000 with the actual payment made under the contract totalling \$296,856.
- 3.3 The total mowing allocation in the 2014/2015 financial year budget is \$300,100, with the total ISU contract allocation for mowing being \$314,000.
- 3.4 Commencing in the 2012/2013 financial year, WDC's Community Services Department acquired the services for routine maintenance for mowing and gardening of the District's Parks and Reserves and other facilities according to an agreed Service Level Agreement (SLA).
- 3.5 The SLA specifications have been established to define the routine maintenance levels of service (LoS) that generally cover all portions of the work, and to enable pricing of these to be based on the Schedule of Quantities.
- 3.6 The basis for the establishment of the SLA for mowing standards was that of the original tendered contract specification.
- 3.7 The contract specification generally specifies the maintenance of areas by a maximum allowable height, depending on the public profile of the area mown. The Contractor maintains the mowing height within this upper limit.

4.0 Commentary

4.1 Budgets

- 4.2 On a comparative basis, the 2011/2012 budget of \$271,000, when inflation adjusted at 3% equates to a current allocation for the 2014/2015 year of \$296,000, as compared to a current budget of \$300,100 and a contracted cost of \$314,000.
- 4.3 It is to be noted that the contracted cost includes some additional items from that allowed for in 2011/2012.
- 4.4 The additional items, on a per annum basis, include \$11,100 for the mowing associated with Parkside Subdivision, some minor esplanade areas in Te Kuiti equating to \$250 and an increase in service level in Mokau associated with additional areas mowed of \$3,400 from those originally contracted.
- 4.5 The additional areas in Mokau in several instances are "convenience mowing" for the Contractor where it is more convenient to mow to the next site rather than transport the equipment.

4.6 Levels of Service (LoS)

- 4.7 The additional mowing in Mokau is effectively an increase in LoS from that specified in the original and current contractual documents.
- 4.8 While typical mowing contracts are based on height, in practical terms for convenience, the mowers are generally set by the Contractor to the highest specification level and all areas are mown to that level, i.e. many areas are maintained to a higher LoS than specified for much of the year.
- 4.9 This practice can and does set an unrealistic expectation with the public who consider this above LoS to be the "norm".
- 4.10 Where problems occur with this scenario is during the peak grass growing periods where the mowing rotation times increase, resulting in much longer grass than what the "norm" is, and hence resulting in frustrations amongst the public regarding WDC's mowing frequency and untidiness at times.
- 4.11 In most cases this mowing is still undertaken within specification and the agreed LoS with ISU.

4.12 Risks to LoS Provision

- 4.13 Considering the total area to be mown within the District, both machinery and operators are under constant pressure as there is limited opportunity for downtime.
- 4.14 Critical planning and execution is of the utmost priority. Such planning and execution changes per season and also when machinery breakdowns are experienced.
- 4.15 As in most contract situations, problems do arise at times of machinery breakdown, which can result in the height of grass being outside the agreed LoS. The only option to eliminate this scenario is to over capitalise the machinery aspect of the service provision.

4.16 Service Request 29 May 2015

4.17 On Friday 29 May 2015 a Service Request (No. 151303) was received and logged by WDC.

4.18 Details of the Service Request are as follows:

Street:	Moa Street, Piopio
Location Details:	Piopio Township Mokau Cemetery
Details:	Mayor Hanna telephoned to report the following: 1. Piopio Township - Looking Untidy 2. Mokau Cemetery - Few unhappy comments

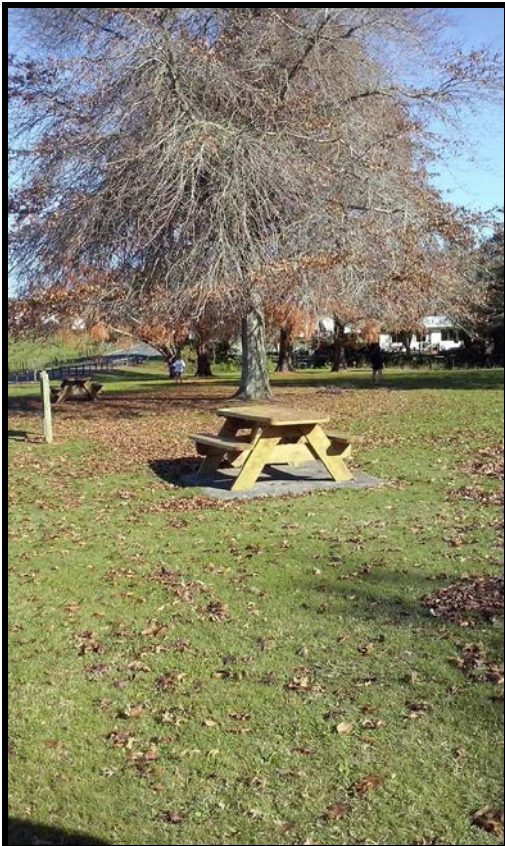
4.19 The Service Request was followed up the same day (29th May) by WDC's Group Manager – Assets, Christiaan van Rooyen and Manager – Operational Services, Kobus du Toit by way of site visits to ascertain the extent of the complaints.

4.20 The photographs set out in this business paper (taken during the Investigative Site Visits on 29 May), together with relevant commentary, detail the findings of the investigative site visits relating to this Service Request.

4.21 The following should be noted, being applicable to respective parks and reserves:

1. Maintenance is currently being completed on all the playgrounds in the District. Minor maintenance items are fixed monthly, with a thorough audit of all playgrounds completed once a year.
2. The SLA LoS **does not** provide for the removal of leaves from lawns.

4.22 Piopio Township - Kara Park





- 4.23 Construction of a new toilet facility in the front section of the Park is underway and the construction vehicles are damaging the area. This damage will be restored by the Contractor upon completion of the project.
- 4.24 Grass was mown within the specified scope. The actual measurement on site is 30mm to 50mm with the SLA having a maximum allowable height of 75mm.
- 4.25 All gardening in the Park was completed within the scope of the Gardening contract LoS

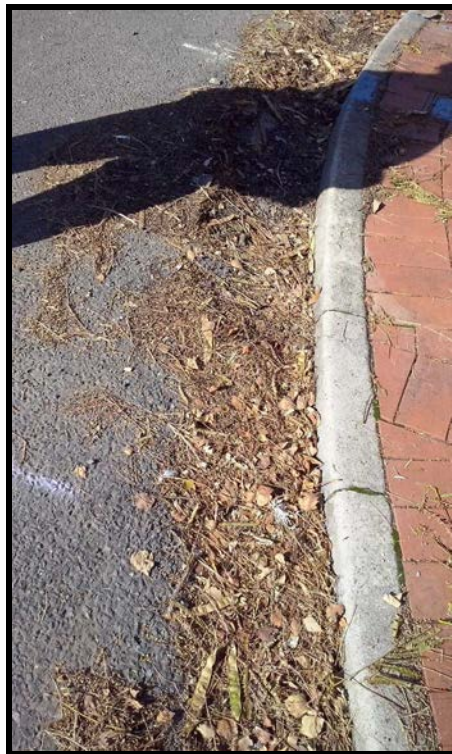
4.26 Piopia Township -Village Green



- 4.27 The grass height at the Village Green was in some minor places marginally outside the agreed SLA grass height, with the actual measurement on site being 20mm to 50mm. The SLA has a maximum allowable height of 45mm



- 4.28 There were some leaves at the entrance on the paved walkway into the Village Green. The SLA provides for the sweeping of the paved walkway entrance fortnightly. The area was serviced on 20th May and was therefore due to be serviced again within the next week of this site visit.





4.29 Sweeping of the roads is not in the ISU gardening SLA, it falls within the Roding Department's responsibility.

4.30 Piopio Cemetery

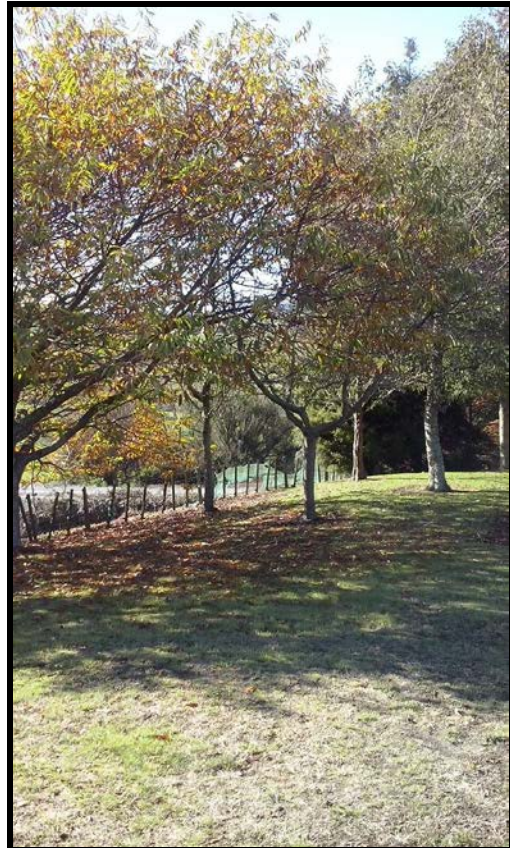
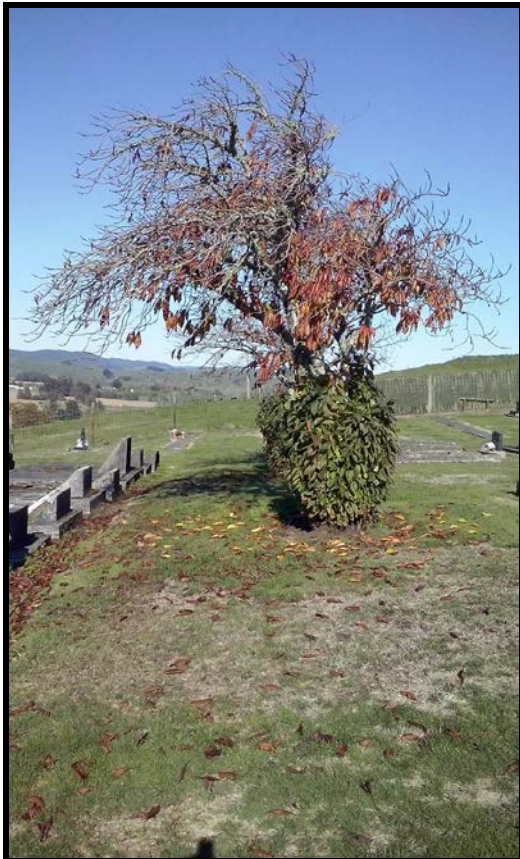


4.31 The grass at Piopio Cemetery was generally mown within the specified scope.

4.32 The actual measurement on site was 30mm to 75mm (75mm being measured in low depressions on site), with the agreed SLA height being 45mm.



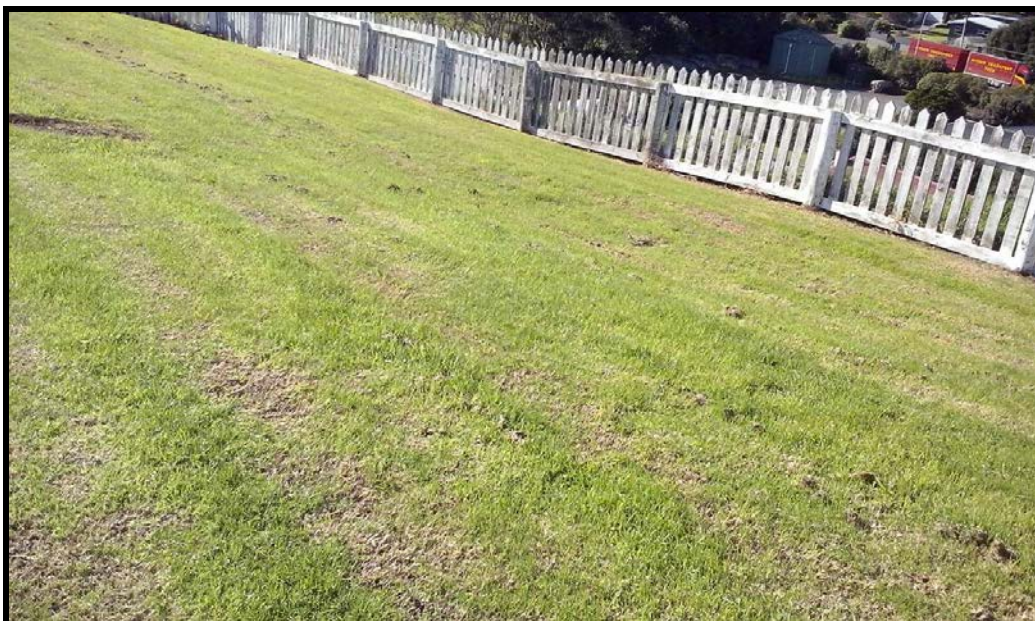
- 4.33 There are patches of uneven ground in the Cemetery and these low spots require filling in order to achieve a smoother lawn. The creating of smoother lawns does not fall within the current SLA and is treated as a variation to the SLA
- 4.34 However, it is to be noted that a program has been implemented, starting in the 2013/2014 year for addressing the unevenness at the cemeteries as graves settle. This is an ongoing issue and there will always be areas requiring re-leveling.



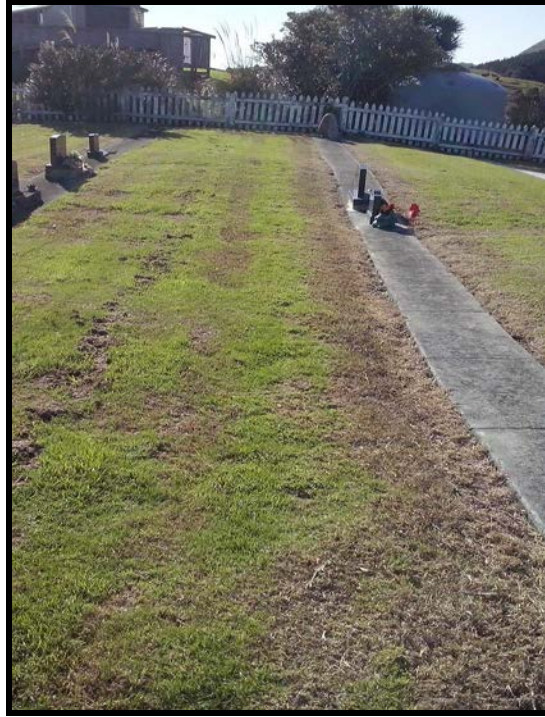


4.35 Piopio overview photos above.

4.36 Mokau Cemetery



4.37 With the exception of two patches where there were grass clippings, the Cemetery was in an excellent condition. (It would be beneficial if the person who raised the original complaint could be more specific as to the nature of the complaint).



4.38 The two sections where a row of clippings are visible – approximately 2 metres in length.



4.39 Low spots in the mown area creating different lengths of grass as previously discussed for Piopio Cemetery.



- 4.40 Lawn areas were all within the set LoS of the SLA. No litter was evident, nor were there any other visible issues for complaint.
- 4.41 The actual grass measurement on site was 20mm to 45mm (45mm being measured in low spots on site) with the agreed maximum grass height in the SLA being 45mm.

4.42 Mokau Cemetery Car Park and Berm



4.43 Grass length for the cemetery carpark and berm area was well within the SLA parameters. The actual measurement of grass on site – 30mm to 65mm with the SLA agreed grass height for this area being a maximum height of 180mm.

4.44 Other Areas Measured



4.45 For the Mokau boat ramp area as shown above, all the grass areas were well within the maximum height parameters. Actual height measured on site was 45mm to 75mm with the SLA agreed maximum height being 180mm.

4.46 SH 3 Rest Area (opposite Riviera Tearooms & area by top of steps)





4.47 All grass was within the maximum height SLA height of 75mm

4.48 Mokau Mine, SH 3



4.49 The grass was within the SLA maximum height of 45mm, however there were palm leaves fallen from the tree and truck ruts that could lead to an untidy visual impression...

4.50 Previous Complaints Received regarding Mokau Township

" Hi Chris

I've spoken with Marie Casford, after John left a message, regarding the mowing in Mokau. They say the standard of mowing is substantially below what 'Tim' was achieving previously. The grass is up to '4 inches' high before it's mowed, and that leaves large windrows, and they're not sure that the same amount of mowing is being done either.

Cheers

Phil Brodie"

4.51 Following the above complaint and issues raised at the Mokau Community Meeting of 18 April 2015, an audit of the mowing operation at Mokau as per the SLA was compiled.

4.52 **Findings of audit**

4.53 All areas were generally mown within the SLA height specifications. What was identified was that there are additional areas mown from that identified in the SLA (Refer Area Map below).

4.54 The areas that are included and mown pursuant to the SLA are indicated in **GREEN**.

4.44 The areas that are mown but fall outside those identified in the SLA are indicated in **RED**. Much of this mowing is undertaken for the convenience of the operator as previously mentioned. By undertaking this additional mowing WDC has by default increased the LoS associated with the mowing at Mokau.



- 4.55 The main additional mown areas from that identified in the audit include :
- Mokau Bridge Reserve – Extra section towards the ocean – approx 570m2 which is the balance of the berm associated with the carpark
 - Mowing of sidewalk and spraying of bank on SH3 at area just before the White bait inn - 60m2 mowed and 40m2 sprayed with herbicides this area having been historically subject to several complaints.
 - Mowing of strip to create walkway for pedestrians making their along Tainui Street to the beach so that the road is not utilized as a pedestrian way - 138m2
 - Grass island at top of Takarei Terrance historically subject to complaints- 320m2
 - Section of berm outside 35 Aria Terrace - 40m2
 - Berm outside 11/10 and 19 Aria Terrace – 325m2
 - Mowing one strip from Aria Terrace picnic area to Aria Terrace/Rerenga Street picnic area - 139m
 - Mowing one strip from Aria Terrace/Rerenga Street picnic area to Aria gravel beach road - 216m
 - Mowing one strip from Aria gravel beach road access to Mokau Cemetery Car park and Berm - 106m
- 4.56 These areas, while generally small in nature but all contribute to an increased LoS from that specified in the SLA and create an expectation of service with the general public.
- 4.57 Conclusion**
- 4.58 Generally during recent inspections the mowing was found to be within the LoS specifications contained in the SLA.
- 4.59 WDC has created an expectation around LoS that is above that specified in the SLA. This has arisen from mowing for much of the year above the requirements of the SLA and through the additional mowing undertaken.
- 4.60 In recent times WDC has received three complaints regarding “quality of work” and immediate inspection has revealed that generally the LoS contained in the SLA have been met.

<p>Suggested Resolution</p>

The Progress Report: Operations and Maintenance Parks and Reserves - Service Level Gap be received.



JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

Document No: 365178

File No: 037/048B

Report To: Council**Meeting Date: 23 June 2015****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 **23 June 2015**.

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 30 September 2014

4.2 District Plan – Rules: Audit of Signs/Hoardings

4.3 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.

4.4 25 October 2014

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

4.6 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.

4.7 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.

- 4.8 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.
- 4.9 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.
- 4.10 This change impacts on the processes and timelines currently included in the Roadmap.
- 4.11 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.
- 4.12 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 The next full edition of the Road Map Work Programme will be updated following adoption of the 2015-2025 LTP and will include projects identified for completion in the first three years (2015-2018) of the LTP. It is intended to present that edition of the Road Map to Council at the August 2015 meeting for consideration and adoption.

Suggested Resolution

The Road Map Monitoring Schedule as at **23 June 2015** be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Road Map Monitoring Schedule as at **23 June 2015 (Doc 365179)**



Road Map

Work Programme Monitoring Schedule

as at 23 June 2015

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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"> • Water and Sanitary Services Assessments • AMPs: <ul style="list-style-type: none"> – Solid Waste Activity – 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"> – Roading – Water 		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 	30 September 2014	Workshop #8 deferred to 30 September 2014.
Council LTP Workshop #9 <ul style="list-style-type: none"> • District Plan 	7 October 2014	LTP items deferred to Workshop #10 on 16 October 2014.
Council LTP Workshop #10 <ul style="list-style-type: none"> • Financial Strategy # 1 • Infrastructure Strategy #1 	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 	24 February 2015	Changes to the LGA from August 2014 change the way the 2015-25 LTP is developed. These changes impact on processes/timelines in the Roadmap. Policies /Strategies linked with issues in CD will be adopted for audit on 24 February 2015, as part of the SI (see list of SI at end of this table). Policies/Strategies not linked to the CD will also be adopted on 24 February 2015.
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 	12 November 2014	Workshop #11 deferred until 12 November 2014.

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #12 • Financial Forecasts #2 (with preliminary rating implications)	12 November 2014	Workshop #12 cancelled. Consolidated into Workshop #11 on 12 November 2014.
Council Meeting • Adopt SEP for inclusion into LTP	25 November 2014	Complete.
Council LTP Workshop #13 • Financial Forecasts #3 • Recap of issues • Revenue and Financing Policy #2	9 December 2014	Workshop #13 Financial forecasts only. Revenue and Financing Policy deferred to 16 December 2014.
Council Meeting	24 February 2015	Changes to the LGA from August 2014 change the way the 2015-25 LTP is developed. These changes impact on processes/timelines in the Roadmap. Policies /Strategies linked with issues in CD will be adopted for audit on 24 February 2015, as part of the SI (see list of SI at end of this table). Policies/Strategies not linked to the CD will also be adopted on 24 February 2015.
Council LTP Workshop #14 • Reserve for financials or any late unforeseen issues. • Impact of LGA Amendments on LTP Process • Development working draft CD • Revenue and Financing Policy #2 • AMPS - Recreation and Culture Activity - Housing and Other Property - Parks and Reserves - Public Amenities - Community Development	16 December 2014	No financials, other workshop items complete.
Council LTP Workshop #15 • Budgets • Rating indications • Wastewater rates	10 February 2015	Complete
Council LTP Workshop #16 • Consultation Document • Infrastructure Strategy • Revenue and Financing Policy • Wastewater rates • Draft Debt Reduction Strategy • AMPS - Roads and Footpaths - Water Supply - Wastewater - Stormwater - Solid waste management	17 February 2015	Complete
Council Meeting • Adopt Supporting Information* for Audit • Adopt Consultation Document for Audit • Adopt of Policies for inclusion in LTP - Rates Remission (may or not be Supporting Information) - Treasury Policy - Appointment of Directors to CCO's	24 February 2015	Complete
Audit (Deloitte)	26 February – 10 March 2015	Complete
Hot Review (OAG)	11 March 2015 – 13 March 2015	Complete
Receipt of Audit Opinion	24 March 2015	Complete
Council Meeting • Adopt Supporting Information for Consultation • Adopt Consultation Document	24 March 2015	Complete
CD Document Finalisation	25 March 2015	Complete
Public notification	2 April 2015	Complete
Consultation Period – Starts	1 April 2015 - 1 May 2015	Complete

Key Milestone	Indicative Timeframe	Commentary
Council Hearing	11 May 2015	Complete
Council Deliberations Meeting	26 May 2015	Complete
Changes following deliberations	27 – 28 May 2015	Complete
Audit	2 June – 10 June 2015	Complete
Audit Hot Review	11 – 12 June 2015	Complete
Sign off from Deloitte	15 June 2015	Complete
Council Meeting – Adoption of LTP	23 June 2015	

*Supporting Information includes:

- Financial Strategy (and benchmarks)
- Infrastructure Strategy
- Revenue and Financing Policy
- Significance and Engagement Policy
- Any other s.102 policies if linked to issues in Consultation Document (Rates Remission Policy, if required)
- Planning Assumptions
- Community Outcomes/Vision/Key Focus Areas/Strategic direction
- All financial statements and Rating impact and examples
- Service levels and Performance Management Framework

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	16 December 2014	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included the Roadmap. Rates Remission Policy adopted for consultation on 24 February 2015.
Consultation Period	1 April to 1 May 2015	Consultation Complete
Hearings	11 May 2015	Complete
Deliberations	26 May 2015	Complete – no changes made
Adoption of Policy	23 June 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 LTP	16 December 2014	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in the Roadmap. Deferred to 29 April 2015 Council meeting. To be adopted as part of final LTP in June 2015.
Council Meeting – Adoption	23 June 2015	

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

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	29 April 2015	<p>The financial details for inclusion in the LTP and the Consultation Document were completed and adopted for public consultation on 24 March 2015.</p> <p>The financial forecasts show that public debt requirements will reduce over the life of the LTP. One of the main reasons for this is because Council is forecasting to build its capacity to self-fund renewal works through use of reserves.</p> <p>Economic assessment and advice provided by Bancorp Treasury Services indicate that the interest rates are not expected to move up over the 2 year period.</p> <p>There are also no major capital expenditure plans over the 10 year horizon as was the case when the LGFA process was first discussed.</p> <p>At this time, it would be prudent for Council to re-assess its Liability Management operations and the best fit for purpose, in terms of source of debt before making an application to LGFA.</p> <p>It is recommended that this matter be re-visited by Council in a year's time.</p>
Council Meeting – Assessment of Liability Management operations	March 2016	

Waikato Mayoral Forum Work Streams

Governance and Planning		
Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Progress Report	As required	Presented to Council as required.

Waikato Spatial Plan		
Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Progress Report	As required	Presented to Council as required.

Waters (Water Supply and Waste Water Activities)		
Key Milestone	Indicative Timeframe	Commentary
Impact Analysis	September-October 2013	Complete
Council Workshop – Findings	As required	Complete
Council Meeting - Progress Report	As required	Presented to Council as required.

Roading		
Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Progress Report	As required	Presented to Council as required.

Economic Development		
Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Progress Report	As required	Presented to Council as required.

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>
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 - Progress Report	24 February 2015	Complete
Council Meeting - 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	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. A business paper is contained elsewhere in this Agenda.

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	A business paper was presented to Council at its February 2015 meeting. A business paper is contained elsewhere in this Agenda.

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	Applications will be reviewed November 2014 with successful applicants appointed in December 2014.
Youth Leadership Camp convened	January 2015	A Youth Leadership Camp will be convened later in the year.
Meetings scheduled	Monthly	The Waitomo District Youth Council (WDYC) was established in 2012. During this time WDC has supported Youth Council representatives in undertaking a number of initiatives and actions to support the growth of and development of leadership in Waitomo youth. It is essential now that the scope of the WDC role in supporting the Youth Council portfolio be reviewed, including the Terms of Reference, work program, meeting schedule and format. A review of the practice used for other Youth Councils will form

Key Milestone	Indicative Timeframe	Commentary
		part of the review to identify best practice methods. A paper outlining findings of the review and recommendations will be presented to Council in September 2015.
Youth Event held	February – May 2015	The Waitomo's Got Talent youth event was held in August 2014. A second event has not been held within this financial year.
Youth Council submission to 2015-2025 LTP	April/May 2015	The Youth Council lodged a late submission to the 2015-2025 LTP. That engagement was actively promoted by WDC.

Community Events

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	Underway.
Execution of event	April 2015	Complete
Council Meeting Management Report on the event identifying success and the budget.	26 May 2015	A report was presented to Council at the May 2015 meeting.

Waitomo District Citizens Awards

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2015	Underway.
Consideration of Nominations by Working Party	March/April 2015	Deferred to May 2015.
Awards Ceremony	May 2015	The Citizen Awards Ceremony was held on Sunday 7 th June 2015.

2015 Combined Mayoral ITO Graduation Ceremony

Key Milestone	Indicative Timeframe	Commentary
Graduate names received from ITOs	December 2014/January 2015	The ITO Graduation Ceremony is jointly hosted by Otorohanga and Waitomo District Councils, with each Council taking the lead role in organisation of the Graduation Ceremony bi-annually. This year it is Otorohanga DC's turn to organise the event. Nominations are being received. The Graduation Ceremony has been moved to May 2015 at Otorohanga DC's request.
Invitation to Graduates and Families/Supporters	March 2015	
Graduation Ceremony	May 2015	The Mayoral Graduation was held on 5 th May 2015 at the Otorohanga Club.

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	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	<p>At the Council workshop held on 16 October 2014 the following was discussed with regard to the District Plan Review:</p> <ul style="list-style-type: none"> - Minor amendments had been made to the Plan to give effect to some National Environmental Standards. - Further analysis and assessment was required along with the development of a detailed scope and needs analysis to size and guide the Plan review project. - That there was a skills and competency gap to be addressed to effectively manage this work stream and that the gap was planned to be addressed prior to Christmas 2014. - And finally, that the completion of an agreed Project Plan was planned for the second half of the 2014/15 financial year. <p>Since the 16 October 2014 Council Workshop, the development of the 2015-25 LTP took priority and organisational resources were diverted to its completion.</p> <p>The effort to address the skills gap for management of this work stream was also unsuccessful.</p> <p>It is intended to progress the scoping of the District Plan Review project over the next two months and present a report to Council in August 2015.</p>
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.
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	Information collected and database has been identified. Database is yet to be populated.
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.	April 2015	Data to be analysed prior to making contact with NZTA.
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.	May 2015	A business paper is contained elsewhere in the Agenda.
Council Meeting Progress Report	June 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.	June to 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	A Progress Report was presented to Council on 31 March 2015. As at 10 June 2015 there are no further developments to report.

Bylaw – Freedom Camping

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Consideration need for a Bylaw	29 October 2014 25 November 2014	Council at its meeting on 25 November 2014 noted that developing a freedom camping bylaw is not the cure all for all problems associated with camping, with much of the camping that taking place outside of recognised camping grounds where the active enforcement of bylaw provisions would prove ineffective or not practicable. As an interim measure signage at Council reserves where camping is known to take place will be erected. This interim strategy will be monitored over a 12 month period to see if nuisance conditions associated with indiscriminate camping abate. On completion of the investigation phase Council will be in a position to make an informed decision on the value of introducing a freedom camping bylaw.
Council Meeting Progress Reports on Investigation Phase	March 2015 July 2015 December 2015	A Progress Report was presented to Council on 31 March 2015. Council agreed to take a monitoring role forward and review for need again in 12 months.

Policy – Psychoactive Substances

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Consideration of need for a Policy	29 October 2014	Complete. Council agreed not to prepare a Psychoactive Substances Policy at this time and to continue to monitor the situation in conjunction with the NZ Police. Progress reports will be presented to Council in March and September 2015.
Council Meeting Progress Report to Council re ongoing monitoring	31 March 2015 29 September 2015	A Progress Report was presented to Council on 31 March 2015. Council agreed to defer its decision on the development of a Local Approved Products Policy and continue to monitor the situation.

Establishment of Rural Fire Authority for Waikato Valley Operational Area

As of May 2015, no further progress has occurred. If and when this project progresses, Council will be informed via Progress Reports. Refer to separate progress report in this agenda

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 31 March 2014	Estimated construction period now July 2014 – end October 2014. Progress of contract reported to Council as separately monthly business paper. Most works will be completed early November with the exception Building 3 where the extent of works requires a program to the end of December 2014 Several aspects of the development have experienced delays as designs required revisiting. The defects listings for this completed project have been prepared, awaiting contractor to return to the site. Contractor has worked on several of the defects over the past week

RAILWAY BUILDING: PROJECT 4 – COMMUNITY SPACE REVITALISATION (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 1 plans and link to i-site to be completed first week of May 2015 ready for Building consent lodgement Building 1 plans and Link to i-site completed, building consent application submitted and tender prepared.
Building refurbishment construction to allow use of building 1	September 2015- December 2015	Documentation completed and Building consent applied for
Building usage by tenants building 1		
Preparation of Tender Documentation for Building 3 to completely refurbish the existing building layout		Completed except for defect works
Building refurbishment construction to allow use of building 3	31 March 2015	Completed Predominately will be undertaken as part of Project 1
Building usage by tenants building 3	April 2015	Building 3 used during Muster and will be tenanted by Wintec from beginning May 2015. Wintec lease and valuation awaiting signing Proposals for Maniapoto Maori Wardens use of building 3 underway Lease and valuation for Maniapoto Maori Wardens use completed but yet to be agreed

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	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 tenant	December 2014 – February 2014 (subject to funding availability and tenancy provision) 30 April 2015	Funding secured and letter of intent signed enabling the project to proceed. On schedule for plans / specification to be lodged first week of May 2015. Draft lease and valuation prepared.
Tender process for works	May 2015	On Schedule, building consent lodged Documentation tendered 12 June 2015
Construction of internal work and site services associated with Cornerstone tenant	July 2015 – September 2015	
Cornerstone tenant operational	October 2015	

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. The existing gardens at the corner of Rora and King Streets have been completed.

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	March 2014	Completed – WDC's application was successful but full funding was

Key Milestone	Indicative Timeframe	Commentary
Taupiri Street		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 pretender 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	29 October 2014	Completed.
Tender for works	November 2014	Tenders closed on 16 February 2015. Four tenders were received. Tenders are currently being evaluated.
Implementation	December 2014 – March 2015 April 2015 – July 2015	A Monthly Progress Report to be presented to Council as a separate report.

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	<p>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.</p> <p>The 2012 LTP provided renewal 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	This project has been rescheduled due to other work priorities

Key Milestone	Indicative Timeframe	Commentary
		Concept designs are currently being prepared and will be available in late May 2015.
Council Meeting Concept proposals	24 February 2015 June 2015- July 2015	Draft sketches prepared. Refer to separate business paper in this agenda
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. Refer to paper presented as part of the Agenda 24 March 2015. Sketches of a potential layout for the alternative use will be available for Council in mid May 2015. Refer to separate business paper submitted to Council as part of the 26 May 2015 Agenda

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 of the LTP consultation process and seeking approval to relinquish Councils involvement in the property	September 2012	Writing to the Crown was put on hold as an offer of finance with conditions was made through the 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	This project has been rescheduled due to other work priorities An overall high level concept is currently being prepared and will be reported to Council at the May 2015 meeting. Refer to separate business paper submitted to Council as part of the 26 May 2015 Agenda

Te Kuiti Aerodrome – Reserve Management Plan

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Establishment Working Group for development of the Aerodrome Reserve Management Plan	10 October 2013	Completed.
Advertise intention to prepare Plan and calling for initial submissions	November – December 2014 May 2015	This project has been rescheduled due to other work priorities. A progress report and a way forward is to be reported separately to the April 2015 Council meeting. Council resolved 29 April 2015 meeting not to partake in this step of the management planning process. Also adopted a new timeframe for this project
Initial internal working group meeting	May 2015	Scheduled for 26 May 2015 Completed
Consultation Meeting 1 with aerodrome users	December 2014 July 2015	On Track
Consultation Meeting 2 with aerodrome users	February 2015 August 2015	
Consultation Meeting 3 with aerodrome users	July 2015 September 2015	
Preparation of Management Plan	January – June 2015 October-December 2015	
Council Meeting Adopt draft Plan for Consultation	August 2015 February 2016	
Public consultation	September – October 2015 March 2016	
Council Hearing	November 2015 April 2016	
Council Deliberations Meeting	November 2015 May 2016	
Council Meeting Adoption of Finalised Plan	December 2015 June 2016	

Redwood Park – Future Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consideration of draft Plan	14 April 2015	This project has been rescheduled due to other work priorities

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	Refer to the Progress Report: Rural Halls contained elsewhere in this Agenda.
Finalised proposal	December 2014	
Council Meeting Sign-off of proposal by Council	24 February 2015	
Implementation		

Piopio Hall Roof Replacement

Key Milestone	Indicative Timeframe	Commentary
Preparation of documentation for the roof replacement	August – September 2014	This project has been rescheduled due to other work priorities. Contract documents are currently being prepared and will be tendered in Early May 2015. Documentation still to be completed
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	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. Complete. Council agreed to utilise the same building plans as for the Piopio Public Toilets. Tender documentation will be prepared so that this project can proceed early in the 2015/16 financial year.

Mokau Effluent Disposal Upgrade

Key Milestone	Indicative Timeframe	Commentary
As-built preparation of existing system	August/September 2010	Completed McDonald Plumbing completed initial "As Built" sketches and DM Engineering completed detailed "As Built" Plans.
Review of system and identification of suitable upgrade treatments	April 2011	On site meeting scheduled for 27 th June 2011. Completed
Letters to MOE and School BOT investigating potential land purchase	June – July 2011	Completed Mokau effluent disposal was workshopped as part of the Public Amenities AMP on 8 November 2011. A direct approach to other parties is to be made.
Report to Council once response received from MOE		Contact has been established with MOE. Councillor Brodie and Group Manager Community Services attending BOT meeting in Mokau 12 June 2012. BOT approved in principal the course of action to acquire land
Survey of the land to be undertaken to allow the quantification of land requirement	July 2012	Acceptance of Quotation from Arrow surveys to undertake this work has been accepted, with completion due 31 July 2012
Draft proposals prepared and presented to the Mokau School board of Trustees for signoff	August- September 2012	Council will be kept updated on progress through the presentation of progress reports to the monthly Council meetings.
Formal application to the Ministry of Education for land purchase	January – February 2013	Completed
Declaration of land as surplus to MOE requirements and available 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. Completed. A business paper was presented to Council on 24 March 2015. Approval of land purchase now completed and design / construction can be implemented.
Detailed design of effluent field	September 2014 – October 2014 April 2105	Underway
Tendering of work	May 2015	
Implementation of works	December 2014 June 2105	

Walking Track Strategy

Key Milestone	Indicative Timeframe	Commentary
Base information gathering	March 2015 – June 2015	Underway. Assessment of all existing tracks has been undertaken in relation to identification
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		
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	The outcome of the investigation is heavily influenced by the inclusion of the i-SITE into the Railway Building complex. The requirement for this project needs to be reassessed in the second half of the 2015/2016 year.

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

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
minimise lifecycle costs		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. Completed
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the Parks and Reserves AMP.
25. Compile up to date information on leased reserves	December 2012	Part of Asset Appendix.
26. Complete reserves management plan	Ongoing process.	The Brook Park Management Plan was finalised and adopted by Council in February 2010. Further Management Plans dependant upon funding.
27. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
28. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
29. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
30. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
31. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
32. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
33. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
34. FRS-3 compliant valuation complete for Parks and Reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
35. Process developed for the review of levels of service (inc. customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
AM System Improvements		
36. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
37. Financial system available to allocate maintenance costs against individual assets	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.

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

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

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

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
utilisation of significant assets		
29. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
30. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
31. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.
32. FRS-3 compliant valuation complete for parks and reserves assets	December 2014	Accurate compliant valuation will develop with ongoing update of asset inventory.
33. Process developed for the review of levels of service (including customer consultation procedures)	2013-2018	Additional resourcing required to fully test levels of service.
34. Ensure operations and maintenance are competitively tendered	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
AM System Improvements		
35. Develop database for all community facilities	December 2014	Development of Asset Appendix for AMP.
36. System available to allocate maintenance costs against individual assets. Use AM System to generate valuation	2020/2021	Outside 2012-2015 planning period. Long term objective to effectively monitor the need for future capital expenditure.
37. Link maintenance history to significant assets or asset groups Criticality of assets identified in AM System	2020/2021	Outside 2012-2015 planning period.
38. Use AM System to store asset condition, performance and utilisation data where appropriate	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
39. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
40. Develop a risk register	December 2014	Developed in conjunction with 37.
41. Investigate the integration of AMS with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
43. Underground services investigations	2013; 2014;	As built drawings to be compiled for key assets to improve asset base information.
44. Undertake DRC valuation	2011	Review of valuation for Parks and Reserves assets in preparation for next asset valuation.
45. Include Building data in a "designed" asset management Programme such as SPM	2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
46. Expand recovery plans to sit with risk Analysis	2014 - 2015	Develop Recovery Plans in conjunction with Item 21.
47. Adoption of funding for three year improvement plan	Annually	Completed - included in Annual Plan budgets.
48. Operation manual established for Library and Cultural and	2012 - 2013	Finalised Cultural and Arts Centre Manual on completing of Stage 1

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

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
tendered where possible		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 groups	2020/2021	Outside 2012-2015 planning period.
34. Criticality of assets identified in "System"	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
35. Use "System" to store asset	2020/2021	AMS to be developed in long term

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
condition, performance and utilisation data where appropriate		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 Completed
2. Review Levels of Service	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
3. Confirm corporate AM objectives	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
4. Define current LOS/ performance measures	December 2014	To be conducted during the review of AMP in anticipation of the 2015 Completed
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 Rooding are capital works and therefore detailed reporting on these is undertaken by way of a monthly progress report to Council on the Rooding activity, and quarterly progress reports on each of the Water activities.

Te Kuiti 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	<p>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.</p> <p>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 and has been approved.</p>
Broad Upgrade Plan	August 2014	<p>Preliminary design was revisited in 2013.</p> <p>Documentation completed for the first of four phases by end December 2015.</p> <p>An agreement was reached with Veolia to take over all water treatment plants as of 1 July 2015. Work on the TK WTP is progressing well the first part, installation of the filter backwash tanks transfer pump station structure and floor for the building housing electrical. pipe work, ultra violet units and chemical tanks is complete.</p> <p>The building is nearly complete with chemical tanks installed. The tender for pipe work and installation of UV will start at end of June 2015.</p>
Design and Conceptual Investigation Work		Investigation and detailed design work for Phase Two is in progress. This work will require a consent from WRC to work in the river which is in progress. Consent discussions in progress.
Council Workshop	18 September 2014	<p>Funding affordability, risk project scope and scale implications to be explored with Council.</p> <p>Following Council feedback, further details Key Milestones and Timelines will be developed and incorporated in the Road Map Work Programme.</p> <p>Workshopped as part of the Water AMP on 18 September 2014. Completed</p>
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 has been completed South to Kent rising main partly completed. However it does not

Key Milestone	Indicative Timeframe	Commentary
		match what was identified in 2012-22 LTP. Part of Tawa Street line had to be replaced as result of slip. Tawa Street is complete following completion of the last section of road retaining wall.

Piopio Water Supply

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	2012-2015	A section of water line along Tui Street – SH3 to Aria road will be done by end of June 2015 to complete a ring main which will assist in isolating parts of network to assist in water loss investigations. This main will also assist to provide better controlled shutdowns during upgrade work. Tenders were received and instruction to start during May after resolving land use

Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	2012-2015	Tender documentation and cost estimate has been completed. Work is targeted for the 2014/15 year. Tenders will be advertised in May 2015

Waitomo Water and Wastewater – Feasibility Studies

Key Milestone	Indicative Timeframe	Commentary
1. Development of detailed scoping and associated project plan for inclusion in Road Map.	Preliminary scope with indicative cost by end October 2013.	WDC condition assessment and valuation complete. Preliminary design and cost estimate complete. Met with THL around existing asset value and cost new systems. Financial modelling completed. Results sent to THL.
2. Define proposed planning map and develop development scenarios which will indicate demand		Structure Plan by Beca Consultants considered in identifying area to be serviced.
3. Investigate high technology solutions with cost and establish economic feasibility		Estimated cost of refurbishment of systems not much different from replacement and have shorter expected asset life than total replacement.
4. Report to Council on conclusions	On completion of each section	WDC met with THL who indicated that the indicative cost is not financially feasible from a business point of view. The only possible solution to make the cost of the service more affordable is to obtain Government funding. There is no funding available from the normal avenues. The only way would be to lobby the Minister directly on the basis of the

Key Milestone	Indicative Timeframe	Commentary
		high risk of National reputational harm should tourist get sick or die from a water borne disease contracted from these services. Discussion with THL and community is ongoing.
Current Status	On going	<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 aid progress, and that a commentary should be included in the draft LTP providing an explanation of Council's position.</p> <p>Land tenure, cost thereof, cost of easements and capital cost largest risks.</p> <p>Funding of ongoing cost of service a significant issue to be solved.</p> <p>Land purchase prohibited by Wai 51 Settlement</p> <p>Lease is only feasible option. Feasible options surrender of THL lease agree new lease with land owners. Maximum feasible term is 52 years.</p> <p>Transfer of THL lease retaining perpetuity through renewals at 21 year intervals.</p> <p>Legal review is in process</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	June 2015	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. Latest is that TLoS will not be provided. LA's have to determine TLoS using ONRC CLoS and the ONRC Performance Measure and report on how they meet the Performance Measures. Transition work planned over period 2015-2018.
Watching brief on FAR review	May – July 2014	NZTA Board was communicated in late 2014. Outcome was that WDC will move from 61% in 2014-15 to 71% by 2024-25.
Review Procurement Policy	June 2014	Completed
Re-tender Roading Contract	July 2015	
Tender evaluation and award new tender	31 August 2015	Contract start date 1 October 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. Approved FAR will enable Council to fully fund emergency works without significant increase in road rate requirement.
Develop levels of service options along with funding options (depending on outcome of FAR review)	February 2017	NZTA Performance measures is expected to be finalised around July 2015. Existing road network will be assessed over following 2 years against Performance Measure to identify gaps in LoS if any
Review Roading Asset Management Plan	October 2014	Consultation Draft completed
Develop 30 year roading (& other) infrastructure strategy	October 2014	Consultation Draft completed
Develop LTP 2015-25	October 2014 – February 2015	Draft completed – any changes depend on outcome of LTP consultation

Waitomo District Landfill

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

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

Cross Boundary Collaboration (WDC/RDC)

A process of more appropriate allocation of staff resources has been worked through. 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"

A process of more appropriate allocation of staff resources has been worked through. 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 has been done in late 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 development in growth areas (Waitomo village, Mokau etc) following completion of structure plans	Ongoing	Mokau transfer station is under utilised while dumping of rubbish next to street bins is increasing. Investigation to move Transfer Station to a place in town is underway.
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 Water Safety Plan (WSP). Requires incremental improvements. Review of Catchment Risk Assessments for Mokau and Benneydale is with DHB for assessment
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 Received subsidy
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. Once the more appropriate allocation of staff resources within the Asset Group has settled this work should progress more steadily.
9. Develop a greater focus on risk identification and management for critical assets.	On-going process	Once the Asset Group internal reshuffle has settled this work should progress more steadily..
10. Prioritise the works developed from the risk assessment exercise.	Following 8 and 9 above	Once the more appropriate allocation of staff resources within the Asset Group has settled this work should progress more steadily..
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

Water Supply AMP		
Key Milestone	Indicative Timeframe	Commentary
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 2014-15. Asset Service potential is monitored and just enough done to maintain the status quo. 1 st phase tender documentation in process. Construction in progress
14. Develop informal strategies for meeting more stringent water quality standards and consent requirements.	On-going	Benneydale is fully compliant. Mokau - 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. In the process it become clear that by modifying the pipe work and flow control the problem is solved. 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
2. Ensure the right level of funding is being allocated to maintain the asset service potential.	Monitored	Review frequency consistent with annual and long term planning cycle.
3. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Monitored	True modelling for waste water systems is not economically feasible. Sound engineering judgement is used to formulate solutions.

Wastewater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
4. Initiate a long term infiltration and inflow investigation and reduction programme, initially for Te Kuiti.	On-going	Start date August 2009. Eight catchments identified. Actual remedial work of one catchment is complete. Investigation to assess remedial work required in next two catchments has been done. Contracts for identified remedial work in the next catchments will commence in 2014-15. Work delayed due to workload around capital upgrades at water treatment plant 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. Once the more appropriate allocation of staff resources within the Asset Group has settled this work should progress more steadily.
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. Once the more appropriate allocation of staff resources within the Asset Group has settled this work should progress more steadily.
9. Prioritise the works developed from risk assessment exercises.	On-going	Following identified as urgent; George & Hill Street – been cleaned and settlement found, being monitored, Lawrence Street – been cleaned and being monitored, Ngatai – Hill Street– been cleaned and MH replaced being monitored. 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. Once the Asset Group internal reshuffle has settled this work should progress more steadily
4. Initiate a long term condition and performance assessment programme, initially for Te Kuiti.		Needs specific resource that is not available. Once the Asset Group internal reshuffle has settled this work should progress more steadily
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. Once the more appropriate allocation of staff resources within the Asset Group has settled this work should progress more steadily.
7. Cost and prioritise the works developed from the risk assessment exercise.	On-going	Following identified as urgent; Te Kumi Road - completed Awakino Road – completed owner and NZTA, Cotter Street – last section under road still to do. 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		

Stormwater AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
13. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Follow on from Catchment Management Plans beyond 2022	True modelling is not economically feasible. Sound engineering judgement will be used to formulate solutions. To progress will need additional resource
14. Prepare SW catchment assessments for each urban area beginning with Te Kuiti		Very basic work was done in 2011 Greater detail needs specific resource that is not available
15. Complete environmental impact studies for each stormwater drain and receiving water		Follows item # 16
16. Prepare Catchment Management Plans for each urban drainage area including calculation of design runoff, identify gaps and capacity limitations of the existing stormwater network at each location, identification and protection of (through use of easements, district plan rules etc) secondary flow paths and an assessment of the impact of each flow path on the relevant properties.		Follows item # 14 This is a much more detailed version of the proposed Catchment Assessments

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 Roading 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

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
7. Development of detailed plans and schedules for maintenance activities such as road marking and car parking within the network	June 2016	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling. Additional resources required not available at this time.
8. Training in the use of relevant asset management programmes such as Bizze@sset at WDC	December 2015	Extended due to appointment of new staff to critical asset roles. Application for training has been lodged
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 2017.
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 2017	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.

Completed Projects

Review of Representation Arrangements (including Maori Representation)

Maori Wards and Constituencies

Key Milestone	Indicative Timeframe	Commentary
Council Workshop: Consideration of briefing paper on Maori Wards and Constituencies	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	Complete. Council at its meeting on 29 October 2014 resolved to defer Council resolve to defer the review of the provision of Maori Wards until 2017.

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	Not required. Council at its meeting on 29 October 2014 resolved to defer Council resolve to defer the review of the provision of Maori Wards until 2017.
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		

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

Key Milestone	Indicative Timeframe	Commentary
Deloitte's technical/final review. Once the audit field work is complete the final document is sent to Deloitte's 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. Complete.
Summary Annual Report available. The summary Annual Report is also audited by Deloitte's and must be made available to the public within one month of the Annual Report adoption.	November 2014	Complete.

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	Complete. Council adopted 2015-2018 Community Development Strategy and Waitomo District Library Strategy 2015-2018 at its meeting on 29 October 2014.

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	Complete.

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	25 November 2014	Complete.

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	Completed.
Council Hearing	9 December 2014	Completed.
Council Deliberations Meeting	16 December 2014	Completed.
Council Meeting Adopt Public Amenities and Water Services Bylaws	10 February 2015	Completed. Public Amenities and Water Services Bylaws adopted by Council on 10 February 2015.

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. Council resolved to keep the current First Past the Post Electoral System.
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	Complete. No demand for a poll on the Electoral System was received.

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 SI for adoption	24 February 2015	Complete

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 SI for adoption	24 February 2015	Complete

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		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 for adoption as part of Supporting Information	24 February 2015	Complete

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 Workshop: Draft AMPs <ul style="list-style-type: none"> - Recreation and Culture Activity - Housing and Other Property - Parks and Reserves - Public Amenities - Community Development 	16 December 2014	Complete

Key Milestone	Date	Commentary
Council Workshop: Draft AMPS - Roads and Footpaths - Water Supply - Wastewater - Stormwater - Solid waste management	17 February 2015	Consultation Drafts completed
Council Meeting: Adoption of AMPS	24 February 2015	Complete

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	Completed.
Execution of event	December 2014	Completed
Council Meeting Management Report on the event identifying success and the budget.	24 February 2015	Completed

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	A business paper was presented to Council at the December 2014 meeting.

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 for inclusion as part of the Supporting Information.	24 February 2015	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in the Roadmap. Policy to be adopted 24 February 2015.
Council Meeting Adoption of Policy for inclusion in 2015-25 LTP	29 April 2015	Complete Adopted as part of the Supporting Information on 24 March 2015.

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 as part of the Supporting Information	24 February 2015	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included in the Roadmap. Policy to be adopted 24 February 2015. Complete
Council Meeting Adoption of Policy	29 April 2015	Complete Adopted as part of the Supporting Information on 24 March 2015.

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	29 April 2015	Due to changes to LGA introduced in August 2014 the way the 2015-2025 LTP is developed has changed. These changes impact on the processes and timelines included the Roadmap. Deferred to 29 April 2015 Council meeting.
WSSA adoption	29 April 2015	Complete. Adopted 29 April 2015.

Bylaw – Review

Land Transport Bylaw

Key Milestone	Indicative Timeframe	Commentary
Council Bylaws Workshop Review of Land Transport Bylaw	29 January 2015	Due to the relatively minor nature of the recommended amendments this Bylaw did not require workshopping.
Council LTP Workshop #15 If further workshopping required	10 February 2015	
Council Meeting Adopt Bylaw for Public Consultation	17 February 2015	Completed.
Finalise Bylaws for Consultation	18 – 20 January 2015	Completed.
Public notification	19 February 2015	Completed.
Consultation period	23 February – 23 March 2015	Complete. No submissions were received.
Council Hearing	31 March 2015	As no submissions were received a Hearing and Deliberations Meeting are not required. The next step in the process will be to present the draft Bylaw to Council for adoption on 29 April 2015.
Council Deliberations Meeting	14 April 2015	
Council Meeting Adopt Land Transport Bylaw	29 April 2015	Complete. Adopted 29 April 2015.

Document No: 365230**File No:** 037/043**Report To: Council****Meeting Date:** 23 June 2015**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: Land Acquisition – Te Kumi Road, Te Kuiti	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report - Coastal Erosion at Point Road Rock Embankment, Mokau (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)

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. Road Maintenance and Reseals Contract 2015-2018: Probity and Potential Conflicts of Interest	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Regulatory Enforcement Issues	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Progress Report: Registration of Interest - Broadband and Mobile Black Spot Initiative	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. Progress Report: District Plan Administration	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
7. Progress Report: Health and Safety	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: WMF Work Streams - Waikato Spatial Plan	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: Mayoral Forum Work Streams and Regional Shared Service Initiatives	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report: Health Rivers Wai Ora	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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