Agenda
Council Meeting

Tuesday 31 March 2015
9.00am

Council Chambers
Queen Street
TE KUITI

![Waitomo District Council logo]

NOTICE OF MEETING

A MEETING OF THE WAITOMO DISTRICT COUNCIL IS TO BE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON TUESDAY 31 MARCH 2015 COMMENCING AT 9.00AM

COUNCIL MEMBERS

Mayor Brian Hanna	Deputy Mayor Guy Whitaker	Cr Phil Brodie
Cr Terry Davey	Cr Allan Goddard	Cr Sue Smith
Cr Lorrene Te Kanawa		

[signature]

CHRIS RYAN
CHIEF EXECUTIVE

ORDER PAPER

Notes:

9.00am   Mike Maguire, General Manager Sport Waikato and Dede Downs, Sport Waikato Coordinator will be in attendance at 9.00am to present the Sport Waikato Six Monthly Report

9.15am   Kiri Goulter, Chief Executive of Hamilton and Waikato Tourism will be in attendance at 9:15am to present the Hamilton and Waikato Tourism Six Monthly Report

Items of Business   **Page No.**

Items of Business	Page No.

FILE 2 OF 2 (PUBLIC EXCLUDED)

PLEASE NOTE

1.   The business papers attached to this Order Paper set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions do not represent Council policy until such time as they might be adopted by Council resolution.

2.   This Order Paper may be subject to amendment either by the addition or withdrawal of items contained therein.

Document No: 359276	File No: 400/141B
Report To: Council	

	Meeting Date:	31 March 2015
	Subject:	**Deputation: Sport Waikato – Six Monthly Report**

Purpose of Report

1.1 The purpose of this business paper is to advise Council that Mike Maguire, General Manager Sport Waikato and Dede Downs, Sport Waikato Coordinator will be in attendance at 9.00am to present the Sport Waikato Six Monthly Report.

1.2 Attached to and forming part of this business paper is Six Monthly Report (July to December 2014) and the Schedule of Services as provided by Sport Waikato.

Suggested Resolutions

The Deputation from Sport Waikato – Six Monthly Report be received.

HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

March 2015

Attachment: 1.   Six Monthly Report and Schedule of Services (doc 359277)

Sport Waikato Council Reporting

Waitomo District Council
July - December 2014

Name
District Coordinator - Dede Downs

Contributing to Council's community wellbeing outcomes
Strong Communities and a liveable district

Sport Waikato Council Reporting
Waitomo District Council
July to December 2014

Vision   Everyone out there and active

Purpose   To inspire and enable our people to be active and healthy for life through sport, recreation and physical activity

**Sport Waikato Council
Reporting**
Waitomo District Council
July to December 2014

Ry.	Dede Downs, Sport Waikato Waitomo District Coordinator	
Outcome	**KPI**	**Evidence/Measurement**
Planning Projects Register	**Compile a Projects Register for all initiatives under this agreement. This register will include details of the projects, objectives, key stakeholders, roles, responsibilities, monitoring tools and timelines.**	Project Registers updated December 2014. ………
Communications Contacts Register	**Compile a Contacts Register containing contact details for all participating community organisations, groups and schools throughout the Waitomo District.**	Updated Contacts register - December 2014. ………
Participation Reducing barriers and increasing participation in recreation and Sport	1) **Coordinate and/or support a minimum of eight KiwiSport initiatives in the district - for primary and secondary school aged children.**	**KiwiSport in Waitomo district** The Waitomo District Coordinator pro-actively assisted KiwiSport Officers to implement the second phase of the 2014 plan with coordination and facilitation of the following - • **KiwiSport GymSport** Te Kuiti/Otorohanga GymSport Festival, September 2014. The District Coordinator managed all aspects of provision of the event. The activities on the day were led by KiwiSport, assisted by Sport Waikato District Coordinator, Project Energize and community volunteers. • **KiwiSport Football**

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	Work with targeted primary schools and secondary schools to increase sport opportunities and increase participation.	KiwiSport Officer Scott Parsonage provided on-going Saturday morning parent and player support to the North King Country Fun Football 7th Grade module throughout the 2014 season. - District Coordinator provided hands-on support to the Fun Football 7th grade and NKCJF committee throughout the 2014 season. • **KiwiSport Junior Rugby League** District Coordinator facilitated meetings and planning sessions with KiwiSport/SportsForce and local parents involved in the Mustangs Junior Rugby League Club. School visits were planned for early 2015, looking ahead to a six to eight mid-week junior competition. • **KiwiSport Leadership Programme** The 2014 Workshops continued to support secondary school Community Sport Leaders, providing upskilling in preparation for holiday programmes and junior sport events. A number of the 17 Te Kuiti High School Sport Leaders were supported in assisting Waitomo Miniball organisers and school teams. The Secondary School Quad Sports Day and the Limitless Holiday Activity Day were also supported by the young leaders. • **KiwiSport Golf** Kiwisport Officer provided equipment and admin support to the two Primary School Fun golf days. District Coordinator facilitated both events Piopio Aria – two teams (six players) and parent support (three adults) attended. Waitomo – twelve teams (60 players from Otorohanga and Waitomo schools) and parent/teachers support (15 adults). • **KiwiSport SwimSafe** A local KiwiSport SwimSafe Officer was engaged to work in Waitomo district primary schools, October through to December. Children were taken for Swim for Life sessions and teachers for Professional Development workshops. • **KiwiSport Hockey** The KiwiSport Officer worked with District Coordinator, SportsForce

		Development Officer and King Country Junior Hockey throughout the winter hockey competition and the following representative season. Assistance provided to the KCJH Fun Sticks Beginner Hockey programme – 30 participants.
		• **KiwiSport Volleyball** Support was provided to the Te Kuiti Winter Volleyball Competition which contained two secondary school teams.
		• **Benneydale Sports Day** Seven KiwiSport/SportsForce officers accepted the invitation of the District Coordinator and the Benneydale School Principal to present their sports at a December Rural Schools Sports Day. Over 150 children registered. Unfortunately the day had to be cancelled due to bad weather. The event is now on the 2015 calendar. …….
	2) **Support Project Energize in 16 schools in the Waitomo District - focussing on improved nutrition, increased participation, physical activity and sport opportunities.**	A wide range of opportunities were presented by Project Energize in Terms 3 and 4 – large ball skills and drills, cross country fitness, 'Run, Jump, Throw' techniques, Home Play Challenge, Ki-O-Rahi sessions, gardening, Pro Joe's Lunchbox nutrition sessions, football and futsal skills, Energize Leadership Day, boot camp sessions, Water Safety at Raglan, chair aerobics, traditional Maori games, support country schools with visit to Raglan – water safety. Promotion of physical activity as well as opportunities at events to provide teachers and parent helpers with demonstrations on how easy it is to create and provide healthy food options. Coordinate donation and presentation of pre-loved sports equipment to Centennial Park School – A Fitness Locker and Sport Waikato initiative. The role of the Waitomo District Coordinator is to work with the schools to develop and assist with implementation of sports plans and provide community/club links.

	3) **Support Te Kuiti High School (Sport in Education Project) and Piopio College to add value to their projects and increase sport opportunities and participation.**	Support, advice and coordination to Waitomo District Secondary Schools was provided in a variety of settings – • Continued support and mentoring provided to novice TKHS youth hockey umpire. Nomination to Sports Awards. • Secondary School Sport Coordinator meeting facilitated by Sport Waikato in the third term. Liaised and assisted with planning of the Quad Tournament which was aimed at involving students with little or no sporting participation from Te Kuiti, Taumarunui, Otorohanga and Piopio Secondary Schools. • Continued support to WILSS Leadership presenter.
	4) **Support delivery of three Secondary School events.**	All delivered in Term One and reported in previous report.– Athletics, Swimming, Cross Country.
	5) **Provide a minimum of nine sport-specific holiday programmes and activity options that meet the needs of school children (primary school and youth) in the Waitomo district. Children are given opportunities to try different sports and are provided with club information.**	**Holiday Programmes –** Waitomo District Coordinator facilitated, coordinated and/or presented Holiday Programmes and youth activities. Community volunteers and Sport Waikato staff were engaged to assist or facilitate. July 2014 – • <u>Basketball at Taharoa</u> – 18 children and three prospective adult coaches participated in two hours of basketball skills and games. As a result Taharoa School entered, for the first time ever, teams in the Waitomo Miniball competition. • <u>Hockey/Futsal</u> held at Te Kuiti High School – 22 children of all ages participated. • <u>Basketbal</u>l at Waitomo Sports Stadium – Junior and youth sessions. October 2014 - • <u>Cricket</u> at Te Kuiti High School.

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		- Rugby League at Centennial Park. - Indoor Soccer with Plendy at Waitomo Sports Stadium. - Ki-O-Rahi at Te Kuiti High School. Total Holiday programmes offered over the 12 month period – Ten. Worked with Piripiri School to provide sporting opportunities on their monthly forays into Te Kuiti. District Coordinator organised venue and local facilitators to present badminton, basketball and football.
	6) Work in partnership with MSD LIMITLESS Youth Breakaway programme, to facilitate sport days and activities.	As a LIMITLESS organising group member, the Waitomo District Coordinator engaged assistance of Sport Waikato Energizers, KiwiSport officers and community volunteers to facilitate the sporting activities at the one-day December event. There were 65 children/youth.
	7) Facilitate Sports Day activities for Pureora Camp.	*Reported in January/June.*
	8) Facilitate BikeWise events in the Waitomo district.	BikeWise 2015 planning began in December 2014 with February/March events registered with BikeWise NZ (partners - Waitomo District Council Road Safety Coordinator and Te Kuiti Police) Cycletime King Country Challenge Mountain Bike Event - contact with, and ongoing support provided to the organisers of the planned 2015 event.

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	9) Support event organisers of local events, including hands-on involvement.	The Waitomo District Coordinator assisted with the following initiatives and events involving Waitomo communities – • **Te Kuiti Pink Walk –** Assisted with advertising, promotion and hands-on assistance at the event. • **WDC/Te Kuiti Christmas Parade -** promoted opportunities for school sports teams to participate as well as assisted with marshalling duties. • **Trail Blazer Mountain Bike Event –** Assistance and support provided to Stephen Cox of Dynamo events, leading up to the February 2015 Pureora event. • **MFVIN –** Maniapoto Family Violence Intervention Network. Supported presentations and projects offered by MFVIN.
	Work in partnership with Otorohanga District Coordinator, to lead the coordination of a bi-annual events calendar for the North King Country.	A North King Country Summer Participation Events/Sports Calendar was developed by the District Coordinator (in conjunction with Otorohanga District Coordinator) promoted and displayed around the North King Country and beyond. ……
	10) Facilitate (WORK IN PARTNERSHIP) club development projects, focussed on increasing participation and or	The Waitomo District Coordinator has worked collaboratively with SportsForce, KiwiSport and community leaders to further develop the following projects – **KC Junior Hockey Project –** to increase participation across the North King Country and grow the volunteer base, to ensure a sustainable competition. Representative

| | **membership in the following sports clubs/activities.** | programme supported with funding information and successful applications.
 <u>Successes</u> – the Under 13 representative team enjoyed a very successful campaign, winning the Taranaki tournament and defeating teams from Cambridge and Hamilton.

 Te Kuiti Tennis - Social tennis occurred weekly at Te Kuiti High School courts through November and December with six to eight regular attendees.

 Basketball/Miniball - Taharoa school and community received support for Basketball and Miniball programmes with sessions held in readiness for future competition.
 <u>Milestone</u> – Taharoa/coast school teams competed in the Waitomo Miniball Competition for the first time ever.

 Junior Golf – Waitomo & Piopio Aria - Junior golfers from both clubs attended Waikato Booth shield qualifying days.
 <u>Success</u> - One Waitomo junior gained a place in this representative team which won the National Booth Shield title in October.

 North King Country Junior Football - Worked closely with NKCJF executives and WaiBOP officers, to implement new programmes throughout the season and iron out the new constitution. A particular side-line behaviour issue was worked through at length and finally laid to rest in December, to the satisfaction of all.
 <u>Milestones</u> – The new rules and constitution were fine-tuned to cover all eventualities. The trialled affiliation process to WaiBOP was accepted and will continue. Closer relationships formed with WaiBOP Development Officers.

 Waitomo Miniball Competition - July coaching workshops and beginner referee sessions were coordinated by District Coordinator and presented by SportsForce. There were 26 novice volunteers in attendance.
 <u>Successes</u> - As a result, Miniball volunteer numbers increased and succession planning advanced to the next level. A Centennial Park school novice coach and his wife attended the workshops and then took on the roles of coach and manager. This |
| **Quality of Life**
 Increasing physical activity and improve nutrition for health, fun and as a lifelong habit. | | |

couple are now entrenched in their school sports programme (touch, tennis, rugby, league) and are actively encouraging other parents to do likewise. Centennial Park School has struggled to engage sports coaches in the past decade.
Milestone - Waitomo Miniball won Club of the Year at Waitomo District Sports Awards and they were then selected as finalists to the Brian Perry Regional Sports Awards.

Badminton – The popular Thursday club nights were offered through Term 3 with junior and beginner numbers increasing.
Milestones – Six novices became regulars as a result of the Sport Waikato Active & Well six-week Winter Waist Management programme. A number of the novices progressed to the next level – now playing in organised team competitions and introducing their children to the sport.

Waitomo Squash Club – A six week social business-house Squash module was supported.
Milestone – more people playing casual squash at Waitomo.

Migrant Farm Workers - Assisted migrant farm workers with organising weekend winter indoor football games for at Waitomo Sports Stadium and social sport at Centennial Park grounds. District Coordinator shared local competition and club contact details. Milestone – Indian migrants are now taking part in social competitions.

Waitomo District Junior Cricket – District Coordinator and a cricket enthusiast worked together to form an organising committee to run a junior cricket module. Sourced and gained funding (Sport Waikato Kick Start fund) to purchase equipment.
Milestone – After many years with the only cricket available in the district being a few MILO sessions per year, junior cricket is now offered to youngsters on a weekly basis. The club is working towards forming teams to compete in Waikato competitions.

Te Kuiti Amateur Athletics – Worked with community coaches to offer regular athletics sessions to local youngsters.

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		Successes – Between 15 and 30 children attended weekly through November and December. Two families attended regional ribbon days with many successes. An 11 year old member was selected to represent New Zealand in the Trans-Tasman event in January 2015.
		Social Sport Competitions in Waitomo District –
		The NKC Summer Sport database was updated and made available to community and media throughout the year.
		District Coordinator liaised with convenors, as well as assisted with admin and promoted social sport competitions in the district. – July to December 2014.
		- Volleyball – winter competition
		- Bowls (Seniors and Youths) - November
		- Football / Soccer (Seniors and Youths) – November/December
		- Badminton (Seniors and Youths) - summer league
		- Waitomo Twilight Golf /Piopio Aria Twilight Golf
		- Te Kuiti Ki-O-Rahi
		.
		Sporting Club Partnerships Project:
		Sport Waikato has a project team working on developing sporting club partnerships where clubs share resources and/or facilities with the aim to better utilise what is available. These are significant long term projects that will require planned strategies, operational plans, engagement from the clubs involved and support from council.
		In Waitomo district the District Coordinator continued to liaise with Piopio Rugby Club and the Piopio Sports Trust Inc (formerly Piopio Domain Board), providing funding /grants information.
		Success – District Coordinator coordinated visits and meetings with Trust Waikato Fund Manager which enabled easier access to grants.
		Piopio Swimming Pool Trust/Incorporation – District Coordinator and SportsForce Swimming Development Officer worked closely with a Piopio community member and Solicitor Max Lamb to investigate the setting up of a Trust to manage the School/Community Pool complex. This project is ongoing.

		……..
Quality of Life Increasing physical activity and improve nutrition for health fun and as a lifelong habit	**Events and activities inclusive of people with disabilities.**	Sport Waikato aims to have an all-inclusive approach to all events. KiwiSport Leaders receive No Exceptions Training, to be able to work with people with a disability in the community. All events are inclusive for all people. Local people are linked with the Allsports Fund provided by Halberg Trust on a needs basis. …….
	1) **Support delivery of three parent education sessions –**	One Parent Education Session was held in Term 3, at Te Kuiti Plunket Rooms. This was facilitated by the Sport Waikato Under Fives Coordinator – there were six attendees.
	2) **Raise awareness of fundamental skills through KiwiBaby, KiwiToddler and KiwiPreSchooler manual distribution throughout the district.**	KiwiBaby manuals were delivered to local distribution outlets – Te Kuiti Hospital Birthing Unit and Te Kuiti Plunket. Copies were also made available to Te Kuiti Playcentre parents who had recently moved in to the region. …….
	3) **Support community activity groups. To ensure quality, increase numbers and develop new opportunities.**	The Waitomo District Coordinator provides support, advice and coordinates training to activity leaders - Term 3 visits made to - **Piopio Mainly Music** - Very popular and well-attended weekly sessions. '**Wriggle & Rhyme'** - a Sport Waikato Library programme for 0-3 year olds, was presented by WDC Library staff during 2014, but attendance fell away. Support is now being offered by Sport Waikato's Under Five's Energizer and District Coordinator to revive this programme by April 2015. **Seniors Activity Groups** - regularly visited and offered ongoing support. The District Coordinator continued to work collaboratively with Te Kuiti Community House Trust offering Sit & Be Fit sessions and supporting Roopu O Waitomo (Health and Welfare forum). **Sit & Be Fit group Christmas outing** – District Coordinator coordinated the outing to Waitomo Golf Club. There were 26 seniors who enjoyed a morning of activities (Throw-a-Wobbly, indoor balloon volleyball, Hot Potato ball-passing, target games) before enjoying a Christmas lunch.

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		Arthritis Educator Visit – District Coordinator liaised with and pre-planned the Educator's day in Te Kuiti. Short workshop presented to the Friday Lifestyle Activities group (34 participants); Open office at Sport Waikato for off-the-street enquiries (two); Unichem Te Kuiti Pharmacy clinic (12 clients). ....
	4) **Support Healthy Lifestyle Coach to provide a minimum of two Healthy Lifestyle sessions/workshops, including goal setting, focussing on healthy eating and exercise.**	**Green Prescription -** Healthy Lifestyle Coach, Permilla Whitiora, provided regular Green Prescription support to clients via face-to-face meetings. These clients are encouraged to attend local community activity sessions and workshops/events. 'Winter Waist Management' – A collaborative project planned in May/June and held in June /July, with District Coordinator, Healthy Lifestyle Coach and Te Kuiti Medical Centre Primary Health Nurse – • Six free workshops • Open to all • Emphasis on increased activity and improved nutrition
Community Development Developing capability to ensure effective delivery of physical activity, recreation and sport.	5) **Encourage and refer people from the communities to Active & Well programme, with a minimum of two clients per month referred to Healthy Lifestyle Coach.**	There were 30 people in attendance at the launch in June. We had 16 regulars who attended the weekly sessions covering -goal setting; active options; label reading; sensible shopping; simple home circuits; group activities; sporting challenges. Since completion in July, participants have reported many positive life-changes, i.e. People paired up for regular walking sessions; six non-sporty participants joined the weekly badminton club night sessions. Ongoing support is being provided by Healthy Lifestyle Coach and District Coordinator. ....
	6) **Work with Community Coalition groups to encourage people to participate in physical activity, recreation and sport. A minimum of**	The Waitomo District Coordinator works with the following groups in varying capacities with the aim of encouraging active and healthy lifestyles - • **Summer Programme** – The North King Country Summer Programme Coalition planned the 2015 programme throughout the months July 2014 to December 2014. Partners are DOC, Sport Waikato, local trampers. • **SmokeFree Coalition –T.T.O.A.S.T** – Piopio College project, working with pupils to reduce smoking. District Coordinator offered advice on activities and sport as

	two projects.	alternative options to 'lighting up'. • **Grandparents Raising Grandchildren** – District Coordinator supported this group by providing information on sport and activity options. • **Kaumatua Games** – Te Kuiti in November. There were 96 senior participants, six youth volunteers, 24 community members. District Coordinator and Healthy Lifestyle Coach provided equipment for the games, trained volunteers and facilitated activities. • **Kawhia Kaumatua Games** – District Coordinator assisted organisers by providing equipment and facilitating activities for 30 participants. Continued contact and input into **Mental Health Awareness Coalition** projects that involve sport and activity components. ……..
	7) Provide local community promotions to improve quality of life.	**Refer to KPI (10) – with reference to Te Kuiti Volleyball –** continued to coordinate the winter volleyball competition in partnership with an ever-changing committee.
	8) Project to assist Samoan residents to Integrate into Waitomo/Te Kuiti communities through participation, recreation and sporting activities.	The Samoan families are very transient, so support has remained constant in order to ensure that their preferred sport of volleyball is offered at an organised level.
	9) Collaborative approach to Youth Initiatives through working with MSD, WDC and Sport Waikato.	Collaboration with Waitomo District Youth Council and Number 12 Centre. Supported the Youth Card initiative by organising discounts and incentives at Waitomo Golf and Squash Clubs. Promoted activities through local radio youth programme. One-on-one involvement with number 12 youth members through the Limitless Youth Breakaway Programmes and social sport. **Limitless 3 Day Programme –** Coordinated sport and activities for 85 youths, managed volunteers and assisted at other activities. …….
		Day to day liaison with the three Energizers working across the Waitomo district schools. All schools have been offered Professional Development sessions.

	1) **Liaise with Project Energize to provide ongoing Professional Development to teachers and coaches for primary and intermediate schools.**	Professional development was offered to Te Kuiti High School and Piopio College in preparation for the November Quad Sports Day. ………
	2) **Liaise with SportsForce Development Officers to provide professional development to secondary schools.**	District Coordinator provided promotion, registration and hands-on support to SportsForce and SwimSafe Officers for the January 2015 Swim Technique Clinic, held at Piopio Community Pools. There were 22 participants. ……
	3) **Swimming – Work with SportsForce Development Officer to support North King Country swimming.**	Supported Energizers and Sport Waikato support staff to implement this target.
	4) **Support Energizers to implement Physical Activity and nutrition to schools.**	………
	5) **Support Secondary School Sport Coordinators to develop sport plans.**	North King Country Secondary School Coordinator meetings, facilitated by Sport Waikato Regional Sport Director, held at Te Kuiti High School every term - Sport plans, King Country Secondary School sports dates, sport leadership development. Quad tournament. ……
Improve Information and Promotion Improve coordination and promotion of information on all physical activity, recreation and sport opportunities in the	1) **Support WILSS to provide opportunities for secondary school leadership (12 leaders).**	The 2014 intake, 17 Year 10 students, received regular WILSS training with support provided by District Coordinator as and when required – community volunteering. …… The District Coordinator has identified opportunities, offered development and training and worked with officials –

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Waitomo district.	2) **Coordinate club capability workshops. Identify opportunities for development or training for officials, administrators and coaches.**	**NKC Club Development Workshops –** District Coordinator facilitated two workshops, presented by Waikato Institute for Leisure & Sport Studies (WILSS). Focus was on committee office holders, running meetings, club planning, constitutions and rules. At the request of Coast Clubs, workshops were held in Waitomo Village. Eleven/thirteen (overall total 24) club representatives from Te Kuiti, Coast, Waitomo, Otorohanga and Kiokio attended. <u>Successes</u> - Attendees reported very valuable information gained,networking and exchanging of ideas. Coast RFSC and Te Waitere Boat Club have implemented best practises and updated their constitutions and rules documents. Chairpersons and secretaries of local clubs reported increased confidence in their positions and a better understanding of managing volunteers. **Piopio Rugby Club/Domain Board/Piopio Sports Trust –** Multi-use facility**,** community sport.
	3) **Support community projects to improve delivery of local sport.**	**NKC Junior Football –** Hands on support of new WaiBOP trialled programme – FUN Football. Fine-tuning of Constitution and Rules documents. **KC Junior Hockey –** One-on-one support of new umpires. Implemented new NZ programme – Active Post. **Waitomo Miniball –** Succession planning**.** **NKC Junior Rugby League –** Offered on-going support and training. Planning underway in December for 2015 mid-week competition module. …………………………………………………………………………………………………….. NKC Cycling Event information - work in collaboration with organisers of Cycletime and TrailBlazer mountain bike events. Promote North King Country cycle events.
	……………………………………………………………………… **Coordinate NKC Cycling opportunities information.**	
Create Pride in the Community	**Work with Piopio Domain User groups and local schools to provide pathways and coordinated approach to delivery of**	**Piopio Domain Board/Piopio Sports Trust** – continued liaison as reported. **Piopio Swimming Pool** – continued liaison as reported.

	sport to the community.	As reported in Participation 2C.
		…….
	- Work with Coast Rugby football Club to build sustainable club structures.	
	……………………………………………………………………	**Regional Facilities –** District Coordinator worked with Te Kuiti High School and independent contractor Bruce Maunsell, gathering and providing data as he managed a feasibility study for the planned gymnasium/sports centre upgrade. Meetings have also been held with Sport Waikato's Michelle Holland, Waitomo and Otorohanga District Councils. Ongoing project.
	Local Community Recreation projects:	
	- Following the Regional Facilities Strategy, work with Otorohanga and Waitomo District Councils around planning of facilities for Otorohanga and Waitomo.	**Rural Travel Fund** committee member – Allocated grants to eight club and school applicants.
		Financial member of TKDI - No action to report but District Coordinator keeps in constant contact with TKDI President.
	- Provide physical activity/sport expertise to TKDI group.	**Destination Pureora –** Member of initial steering group which met to decide direction, aims, makeup and election of the Destination Pureora Committee. Member of support group and remain in contact with members to promote and facilitate activities as and when required.
	-Work with the Benneydale community to provide social family recreational opportunities.	**Benneydale Community Recreation –** Ongoing contact and meetings held with Benneydale community activity leaders, with particular regard to future usage of the Benneydale Hall, promotion of the Gateway to the Timber Trail and planning of other community activities (2015 Mangapehi fun run/Walk)
		………
	……………………………………………………………………	Waitomo District Coordinator promoted the following – **Sport Waikato events, courses, programmes.**

	1) **Provide Waitomo communities with information on programmes and events, developments and funding opportunities.**	**Waitomo District Te Kuiti Christmas Parade, sports club and school events, competitions and results.** Via – Weekly live radio reports, MFM; Promotions on radio community news, MFM and Cruise Radio on behalf of clubs and schools; Window displays (SW office, 100% Te Kuiti; Te Kuiti Post Shop and other shop fronts and notice-boards), Piopio and Taharoa shop fronts, iSite display boards; NKC events calendar; monthly Waitomo News columns and advertisements; Club sports results and event promotions to Waitomo News; feature articles in Waitomo News; emails, school newsletters; web pages – Sport Waikato, Waitomo District Council; verbal promotions.
	2) **Feedback from the community.**	Very positive emails, letters and comments from groups and community members from all walks of life. Club officials involved in the Club Development workshops were very appreciative of the training and assistance given them. The clubs represented were all very different but were grappling with the same problems that they felt were very well covered in the workshops. **SportMaker Volunteer Recognition**
	1) **Sport Volunteers are recognised through nominations to SportMaker and Sport NZ E-card.**	The District Coordinator promoted SportMaker to community, club contacts and schools, with the result that a high number of Waitomo District volunteers were rewarded. Two Waitomo district volunteers received $500 sporting vouchers from the National LOTTO campaign. Prizes have been personally delivered/presented by the District Coordinator. **SportMaker Loyalty Card** - 11 local businesses continued to offer incentives to all nominated SportMakers by way of a discount card.
	2) **Host Waitomo District Sports Awards ceremony to recognise contribution to and excellence in sport.**	The 2014 Waitomo District Sports Awards ceremony was held on Monday 24th November with a record number of nominations (60) and over 310 attendees on the night. New naming rights sponsors, The Lines Company, and local category sponsors expressed their satisfaction and continued support of this district event. Waitomo District was represented at the Brian Perry Waikato Regional Sports Awards by two finalists – Club of the Year (Waitomo Miniball) and Referee/Umpire

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		of the Year (Mike Barnett). Mike won the Regional award ahead of some very prestigious officials.

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Waitomo 2014 - 2015   Schedule of Services – 3rd March 2015

Outcomes	Activities	Evidence/Progress	By When	Status
Planning Projects Register	Compile a Projects Register for all initiatives under this Agreement. This Register will include details of the projects, objectives, key stakeholders, roles, responsibilities, monitoring tools and timelines.	Project Register updated and emailed to WDC Representative.	20 March 2015	Ongoing updating.
Communications Contacts Register	Compile a Contacts Register containing contact details for all participating community organisations, groups and schools throughout the Waitomo district.	Updated Contacts Register emailed to WDC Representative.	20 March 2015	Working on updates
Participation Reduce barriers and increase participation in recreation and sport	1. Assist with Coordination, and provide support to a minimum of 8 KiwiSport initiatives in the district.	KiwiSport plan for each term Reports provided post each initiative. • Number of attendees provided. • Key stakeholder contact details provided.	19 Dec 2014 17 April 2015 27 January 2015 5 May 2015 4 July 2015	Ongoing co-ordination. Report on progress 2015 plans to be confirmed Ongoing co-ordination

Outcomes	Activities	Evidence/Progress	By When	Status
	2. Support Energize in 15 primary schools in the Waitomo District to increase sport opportunities and participation.	Quarterly reports on projects and Projects supported and impact of support: Co-ordinated and supported Piripiri school sport outing at Waitomo sports stadium – June, July , August.	December 2014, March 2015, June 2015	Ongoing support to PE & schools as and where required **completed – August 2015**
	3. Support Te Kuiti High School (Sport Education Project) and Piopio College to add value to their projects to increase sport opportunities and increase participation.	Quarterly reports on projects/ Projects supported and impact of support: Quad tournament - November	December 2014, March 2015, June 2015	**Completed -** Aug 2014 Volleyball tournament supported. **Completed -** Quad tournament
	4. Support the delivery of 3 secondary school events. – Official duties and knowledge on the day to ensure smooth running of event.	King Country Sec School swimming sports King Country Athletics Waikato Sec School Swimming Optional – Waikato/BOP Cross Country champs.	February 2015 March 2015 April 2015 June 2015	All details being finalised & duties allocated to SW staff.

Outcomes	Activities	Evidence/Progress	By When	Status
	5. Provide a minimum of seven sport specific holiday programmes and activity options that meet the needs of school children (primary school and youth) in the Waitomo District. Children are given opportunities to try different sports and are provided with club information.	Initiatives detailed in Projects Register. Evidence of programmes delivered throughout the Waitomo district provided.	Plans in place 3 weeks prior to school holidays: Dec 2014 October 2014 December 2014 January 2015 April 2015	Planning under way **July & October programmes completed**
	6. Work in partnership with LIMITLESS Youth Breakaway programme to facilitate sport days and activities.	Reports provided post each initiative, including evidence of clubs supported. Number of attendees provided.	July 2014 April 2015	**July & Dec programmes successfully completed**. Awaiting future Planning meeting.
	7. Facilitate activities for Pureora Lions Youth Camp sports afternoon.	Reports provided post each initiative, including any evidence of clubs supported. Number of attendees provided.	January 2015	**Completed –** Jan 2015

Outcomes	Activities	Evidence/Progress	By When	Status
	8. Facilitate BikeWise events in the Waitomo District. Provide support and direction to district BikeWise events.	Initiatives detailed in Projects Register. Reports provided post initiative Numbers attending Success stories	March 2015 April 2015	Partially completed - March
	9. Support event organisers, including hands on involvement at the following local events: ➢ Piopio Cycletime Challenge ➢ Waitomo Caves Sports Day ➢ Great New Zealand Muster ➢ New Zealand Shearing Championships ➢ **Waitomo District Christmas Parade** ➢ **Pureora TrailBlazer MTB** ➢ Waitomo Caves to Coast cycle race ➢ **Kaumatua Games**	Numbers attending Evidence of support for each initiative	August 2014 Dates - throughout 2014-2015 November 2014	Coalition planning in place or In developmental stage **Some events completed** **Completed**
	Work in partnership with Otorohanga DC to Lead the coordination of 2 bi- annual events calendar for the North King Country area	Calendars completed, profile of events increased Calenders distributed	December 2014 (Ready for distribution in (Sep) Realistically only do one for Jan – July 2015	**Completed for Waitomo dist.**

Outcomes	Activities	Evidence/Progress	By When	Status
	10. Facilitate club development projects focussed on increasing participation and or membership in the following sports clubs/activities: a) Work with North King Country Junior Hockey – Ongoing support & mentoring b) Work with NKCJ Football Association with affiliation and new projects. c) Work with Golf – Waitomo and Piopio Aria d) Work with North King Country Junior Rugby League to investigate NKC opportunities. e) **Work with local Cricket organisers to form junior .club – New project** f) **Work with Waitomo Miniball to form organising body to facilitate the competition – New project** g) Te Kuiti Amateur Athletics – Attempt to revive club. h) Work with Te Kuiti Tennis – Ongoing Promotion and support i) Work with NKC Junior sport associations to investigate joint administration options.	Initiatives detailed in Projects Register. Reports on each project including impact of support Feedback from clubs Succession planning and mentoring Trialled new programmes and affiliation. Leading Projects and mentoring new coaches Renew interest and parent support Co-ordinated community meeting Co-ordinated meetings to manage project Recruitment drive in Sept 2014 Ongoing opportunities offered. Leaders to be sourced. Codes communicating	Starting dates for projects Or Projects underway Report against Milestones ; September 2014, December 2014, March 2015, June 2015	a) **Hockey – Partially completed for 2014.** b) **NKCJF – completed for 2014 season.** Ongoing involvement as 2015 officers sought and mentored. c) Completed – Junior fun days d) Partially competed – 2015 competition e) Completed - New Junior Cricket Project under way, Committee engaged. f) **Stage one completed -** Waitomo MiniBall Committee engaged. g) **Completed** – Revived the club h)**Completed -**

Outcomes	Activities	Evidence/Progress	By When	Status
				tennis leaders recruiting players **i)** NKC junior sport Assoc – still in discussion stage.
Quality of Life Increasing physical activity and improve nutrition for health, fun and as a life long habit	1. Support the delivery of a minimum of 2 parent education sessions. 2. Raise awareness of the importance of fundamental skills through KiwiBaby, KiwiToddler, KiwiPreschooler manual distribution throughout the district	Initiatives detailed in Projects Register Numbers of attendees provided Number of resources distributed	Dates to be established by Under Fives Energize team. Reported Quarterly December2014 , March 2015, June 2015	**Completed** session in August **Completed -** Resources provided to distributors Ongoing

	3. Support for the following community activity groups to ensure quality and increase numbers and develop new opportunities:
	  a) Sit and Be Fit
	  b) Waitomo Walkers
	  c) Piopio Silverados Easy Exercise to Music
	  d) Piopio XCountry Walkers
	  e) Upright and Active
	  f) Piopio Mighty Music – Music and Movement
	  g) Piopio Mainly Music – Under Fives
	  h) Aquasize & Pool activities
	  i) Te Kuiti Lifestyle Options – Fit Strips, Tai Chi, Kaumatua Zumba
	  j) Waitomo District Library Wriggle & Rhyme.
		Contact information provided
		
		Number of visits -
		
		Evidence of training/support provided
			On-going and as needed – Quarterly?
			
			Reported Quarterly : December 2014 , March 2015, June 2015
				Completed Visits - made in July-August to a, b, c, g, I, j
				
				Ongoing support

Outcomes	Activities	Evidence/Progress	By When	Status
	a) Support Healthy Lifestyle Coach to provide a minimum of 2 Healthy Lifestyle sessions and workshops, including goal setting workshops focussing on healthy eating and exercise.	Initiatives detailed in Projects Register Reports provided post each initiative with numbers attending and feedback from stakeholders	Dates to be established based on need Reports December 2014 and June 2015	**July 6 week programme completed – 16 regular attendees & 26 new GRX clients committed to regular support.**
	b) Encourage and refer people from communities to Active & Well programme, with a minimum of 2 clients per month referred to Healthy Lifestyle Coach	Total number of referrals provided as well as the number of referrals referred by District Coordinator Contact details for Healthy Lifestyle coach provided Success stories provided	Ongoing Reported Quarterly September 2014 , December 20134 March 2015, June 2015	**Completed - Ongoing referals July/August 2014 targets exceeded** **Success stories available post July Active & Well programme**

	c) Work with community coalition groups to encourage people to participate in physical activity, recreation and sport. A minimum of 2 projects/events provided through programmes such as:
	    a) Summer Nature Programme
	
	    b) Smokefree – T.T.O.A.S.T
	
	    c) Mental Health Awareness Forum
	    d) Grandparents as Caregivers group
		Reports provided post each initiative.
		
		Evidence of participation provided and/or numbers attending
			January 2015, May 2015	**a)** Project planning under way.
				b) Completed, report available.
				c) Ongoing
				
				d) Ongoing support offered
				
				e) Completed stage one - Member of

Outcomes	Activities	Evidence/Progress	By When	Status
	e) Destination Pureora – New Project			newly formed Interim group. Inc society formed
	d) Co-ordinate local community promotions to improve quality of life. ➢ Presentations to older adult networks – eg – Grey Power, Over 60's Group – Survey groups – Aging population requirements ➢ Presentations at Health Expos and Forums.	Numbers attending and feedback from participants Feedback from verbal survey – catering to the aging population	As requested by groups Reported December 2014 , June 2015	**Started - Casual survey under way** Awaiting confirmation of 2015 expos
	e) Project to assist Samoan residents to integrate into Te Kuiti communities through participation, recreation and sporting activities. f) Collaborative approach to Youth Initiatives through working with MSD, WDC, and local contracted providers.	Initiatives detailed in Projects Register. Engaging Transient Samoan population. Reports provided on progress and impact Reports provided on progress and impact Strategy developed More engaged youth and feedback	August 2014 Quarterly : September 2014, December 2014, March 2015, June 2015 Quarterly: September 2014 , December 2014, March 2015, June 2015	**C**ompleted Further summer projects investigated Providing regular up to date information to Google Calendar. **Completed -** engaged with youth rewards card project
Community Development Developing capability to ensure effective delivery of physical activity, recreation and sport	1. Liaise with Energize to develop on-going professional development to teachers and coaches for primary and intermediate schools.	Evidence that 15 district primary schools have been provided with professional development opportunities	On-going Reported Quarterly : September 2014, December 2014, March 2015, June	Ongoing

Outcomes	Activities	Evidence/Progress	By When	Status
			2015	
	2. Liaise with SportsForce Development Officers to provide professional development to secondary schools.	Evidence of SportsForce projects in Secondary Schools.	Aug 2014 On-going	**Completed -** Bball coach sessions and Volleyball
	3. Swimming – work with Sports Force to Support King Country Swimming club projects (including Piopio, Te Kuiti, Taumarunui and Otorohanga) **Piopio Swimming Pool Trust formation – New project**	Plan developed Progress against plan Impact of support	October 2015 Progress Reports Quarterly : December 2014, March 2015, June 2 015	**Stage one - Piopio Pool project started July 2014 – in progress –** SForce and DC involved Completed – Techniques course held at Piopio, Jan 2015
	4. Support for Energize to implement school physical activity, nutrition and/or school sports plans at 15 primary schools.	BOT Reports produced Impact of support and feedback	Previous years report - March 2015	Completed and available
	5. DC's support Secondary School Sport Coordinators to develop School Sport Plans	Plans developed Role and impact to the plan	2014-2015 Plans developed December 2014 Report on previous years plan March 2015	Ongoing – July sec schools co-ordinators meeting held and actions **Completed** July through to March

Outcomes	Activities	Evidence/Progress	By When	Status
	1. Support WILSS to provide opportunities for Secondary School leadership through local KiwiSport initiatives and other community sport opportunities. 12 Secondary School leaders identified.	Evidence of success of secondary school leadership development programme.	Ongoing Report Progress quarterly: September 2014, December 2014. March 2015, June 2015	2014 programme **Completed** at TKHS – 12 students. 2015 intake 20 students – Volunteer projects underway
	Coordinate club capability workshops. Identify opportunities for development or training for officials, administrators and coaches. Work with Taharoa community volunteers to provide community sport options	Initiatives detailed in Projects Register. Minimum of 2 workshops Reports provided post each initiative including numbers attending and feedback from participants. Basketball and tennis	July-Aug 2014 September 2014 July 2014 September 2014	**Completed-** 2 workshops held in August. Excellent reports **Completed** - BBall holiday programme and coach training workshops held in July and August

Outcomes	Activities	Evidence/Progress	By When	Status
	2. Support community projects to improve the delivery of local sport: ➤ Coordinate North King Country Cycling opportunities information booklet. ➤ Work with Piopio Domain User Group, Piopio Rugby and local schools to provide pathways and coordinated approach to delivery of sport to the community	Project detailed and register Report against progress Impact of individual project	December 2014 July – Aug 2014 December 2014, March 2015, June 2015 Start October 2014 Progress report Quarterly : December 2014, March 2015, June 2015	**Completed** - Information distributed **Completed** - Liaison and assistance with funding successful. Ongoing support
	3. Local community recreation projects: ➤ Following the Regional Facilities Strategy, work with Otorohanga and Waitomo District Councils around planning of facilities for Otorohanga and Waitomo ➤ Work with the Benneydale community to provide social family recreational opportunities – Badminton . **Social Table tennis – New project** ➤ Provide physical activity/sport expertise to the TKDI Group.	Coordinated approach to facility planning Council feedback Initiatives detailed in Projects Register Report and progress of the initiative Impact of the project Evidence of support provided Initiatives detailed in Projects Register Report and progress of the initiative Impact of the project	April 2015 August 2014 Progress report s Quarterly: December 2014, March 2015, June 2015 As requested Report at end of initiative.	**Completed phase** one – Feaseability study information gathered **Ongoing** **Completed** - support for Table tennis project ongoing. Spring programme planning Underway Ongoing and as required.

Outcomes	Activities	Evidence/Progress	By When	Status
				Member of TKDI group.

Improve Information and Promotion
 	
Improve coordination and promotion of information on all physical activity, recreation and sport opportunities in the District.
	1. Provide the Waitomo community with information on programmes and events, development and funding opportunities.
	
	2. Effective use of communication including
	
	  a) :District information on website
	  b) Window displays
	  c) WDC i-SITE Display Board
	  d) Use of local radio and newspapers
	  e) Other Sport Waikato programme staff
	  f) Email contacts
	  g) School newsletters
	  h) Verbal Promotion
	  i) Attendance at Local Events
	  j) Membership of service organisations
	  k) Promotion through regional and national links when appropriate
	  l) The Te Kuiti Sport Waikato Office is recognised as a central focus for all sport, recreation and physical activity for the Districts communities
	  m) Link to Sport Waikato website on Waitomo District Council website and Facebook.
	  n) Google Calendar
		Evidence promotional material provided.
		
		Feedback from the community
			Ongoing
			
			Quarterly reports : September 2014, December2014, March 2015,June 2015.
				Ongoing
				
				Ongoing
				
				Regular updates and information displayed and provided

Create pride in the Community Through supporting, encouraging and valuing our local volunteers and celebrating local sporting achievements.	1. Sport volunteers are recognised through nominations to Sport Maker project and SportNZ e card and local SportMaker Card.	Registers of nominations and club affiliations provided. Local supporting businesses.	Aug 2014 Quarterly reports: September 2014, December 2014, March 2015, June2015	**Completed -** visits to participating SportMaker businesses. 2014-2015. SportMaker Rewards card

Outcomes	Activities	Evidence/Progress	By When	Status
	2. Host Waitomo District Sports Awards to recognise contribution to and excellence in sport	Number of Nominees

Number of attendees | 24 November 2014 | project set up.

Completed - 2014 awards successful.
Completed - Regional awards finalists supported |

Document No: 359358	File No: 400/180A

Report To:	**Council**	

	Meeting Date:	31 March 2015
Waitomo District Council	**Subject:**	**Deputation – Hamilton and Waikato Tourism Limited: Six Monthly Report to December 2014**

Purpose of Report

1.1 The purpose of this business paper is to advise Council that Kiri Goulter, Chief Executive of Hamilton and Waikato Tourism (HWT) will be in attendance at 9:15am to present the HWT Six Monthly Report.

1.2 Attached to and forming part of this business paper is the HWT Report to Councils – July to December 2014.

Suggested Resolutions

1 The Deputation from Hamilton and Waikato Tourism Limited be received.

HELEN BEEVER
GROUP MANAGER – CUSTOMER SERVICES

MARCH 2015

Attachment: 1 Hamilton and Waikato Tourism Report to Councils – July to December 2014 (doc 359359)

Hamilton & Waikato Tourism
Report to Councils – July to December 2014
February 2015

Executive Summary

It's been another busy six months promoting our city and region as a great place to visit to New Zealand and the world. The Hamilton & Waikato region continues to be an important destination, with new figures released in December 14 showing that visitors injected over $1billion into our regional economy (fifth largest in NZ), and an estimated six million guest nights. For the six months to December, tourism operators invested $270k in Hamilton & Waikato Tourism's partnership activities, well on target to meet $300k by year end.

Over the past twelve months New Zealand's tourism industry has experienced strong international visitor arrivals with record numbers and pleasing growth in holiday arrivals and expenditure. This has been complemented by steady domestic activity which is aided by a reasonably buoyant economy.

The Hamilton & Waikato region has shared in this growth with increases in international expenditure and guest nights. Domestic guest nights were up, however expenditure remains flat.

Highlights at a glance July – December:

- Industry funding $270,000
- Total guest nights up 5.8%
- Website visits up 54%
- Facebook followers +20,000
- Consumer database +15,000
- 206 international travel trade hosted
- 96 international media hosted
- 60 Convention Bureau partners - $100k of investment
- Regional Visitor Guide 2015 produced
- Regional Visitor Strategy 2015-25 completed

Key projects have included the region's participation in the Australian "Discover the North Island" campaign, hosting the Tourism Export Council's National Conference, the Central North Island cycling initiative and a series of internal and external domestic campaigns in an effort to improve domestic guest nights and spend in the region. After three years of collaboration between HWT and partners, we are starting to see improvements in the overall awareness and appeal of the region as a visitor destination.

Another important project has been the development of a 10 year Visitor Strategy for the region and RTO. With the release of the National Tourism Framework *Tourism 2025* in February 2014, it is timely to identify the region's role in contributing to the national objectives and set a long term direction for the sector to ensure continued growth and value for our regional and local economies.

The H&W Visitor Strategy recommends HWT expands its activities and undertakes a series of new interventions to grow the sector from the current $1 billion to $1.35 billion in 2025. To achieve this, HWT will need to increase its marketing investment and broaden its scope to include assisting with facilitating the development of new visitor experiences to strengthen the region's overall visitor proposition. To enable this to happen, HWT will require an additional investment from its Council partners through each Council's Long Term Plan.

The remaining six months ahead look very positive for the tourism industry. In addition the region is hosting two major events, the 2015 Cricket World Cup and the FIFA Men's U20 tournament which will bring many visitors to our city and region and provide significant national and international media coverage of the region well beyond the events themselves.

1.0 Key Performance Indicators July – Dec 2014

Guest Nights (Commercial Accommodation Monitor, Stats NZ)
Target: Growth in market share 3.50% to 3.60%
Result: 3.50% YE Dec

Convention Bureau (Convention Activity Survey, MBIE)
Target: Grow market share of delegate days to 12% (Convention Activity Survey)
Result: Not available until end of March 15

Visitor Expenditure (Regional Tourism Indicators, MBIE)
Target: To at least maintain share of domestic expenditure
Result: Unachieved (see graphs pg. 4)
Target: To at least maintain share of international expenditure
Result: Achieved (see graphs pg. 4)

Website Traffic (Google Analytics)
Target: 30% increase in visits to hamiltonwaikato.com
Result: 54% up on same period previous year (July – Dec 13)

Industry Contribution
Target: $300,000
Result: $270,000 (Dec 14)

2.0 Key Visitor Statistics (Statistics NZ)

International Visitor Arrivals (Year Ending December 2014 Stats NZ)		
International Arrivals to NZ: 2,857,400 +5%		
Australia	1,247,760	+2%
China	264,864	+16%
USA	220,512	+9%
UK	194,416	+1%
Japan	81,136	+9%

There were 2.86 million visitor arrivals to New Zealand in the year ended December 2014, the highest ever annual total. This was five per cent higher than in the year ended December 2013 (2.72 million).

Compared with the year ended December 2013, the biggest annual increases were from the four main source countries: China (up 35,900), Australia (up 29,700), the United States (up 19,100) and Germany (up 9,100). By travel purpose, the biggest increase in annual visitor arrivals was for holidays (up 87,800) and visiting friends and relatives (up 30,600).

For the year ended December 2014 International visitor expenditure reached $7.24 billion up 10% on the precious year.

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

The Regional Tourism Indicators (RTI) are an index based on electronic card transactions and provide regular updates on both international and domestic tourism expenditure at a national and regional level. They are provided on a monthly basis and enable the sector to identify change over time.

The index represents changes in spend compared to the average month in 2008 (monthly index) – being equal to 100. This means that a value of 110 for an index means that there is a 10% increase in spend above 2008 for that month.

National Indicators

The average international index for the 12 months to December 2014 is 101, i.e. a one per cent increase in spending since 2008. This index continues to climb since December 2013. International spending in December 2014 (an index of 152) showed a 21 per cent increase on that for December 2013 (an index of 126), indicating strong nationwide performance for December this year.

2.3 Waikato Regional Indicators

The average **international** index for the 12 months to December 2014 is 121, i.e. a twenty one per cent increase in spending since 2008. This index continues to climb since 2011. International spending in December 2014 (index of 192) showed a 18 per cent increase on that for December 2013 (index of 163), indicating strong performance for December this year.

The average **domestic** index for the 12 months to December 2014 is 99, i.e. a one per cent decrease in spending since 2008. Domestic spending in December 2014 (index of 121) showed a 1.5 per cent increase on that for December 2013 (index of 119), indicating a slight improvement for December this year.

The region continues to track below the national average in domestic expenditure and remains well above the national average for international expenditure.

2.4 Commercial Accommodation Monitor (Stats NZ) - Hamilton & Waikato Region
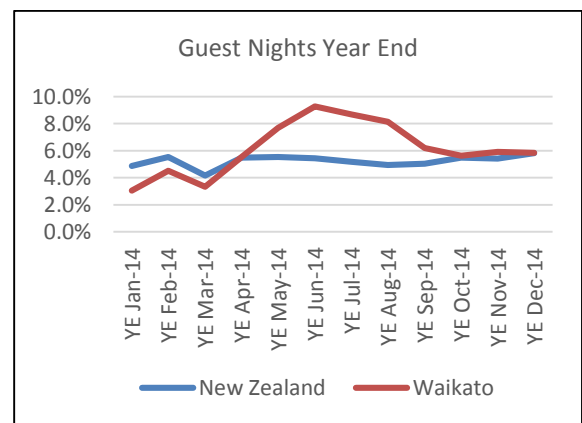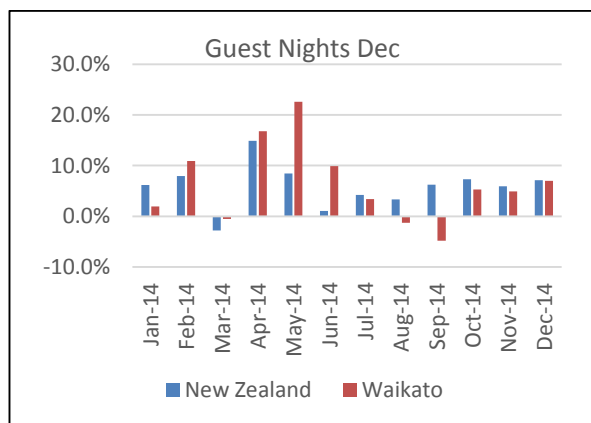
December (month)
- Total Guest nights rose 7.0%
- International guest nights rose 8.3%
- Domestic guest nights rose 6.5%
- NZ total guest nights rose 7.1%

December Year End 2014
- Total Guest nights rose 5.8%
- International nights rose 2.2%
- Domestic guest nights 7.0%
- NZ total guest nights YE up 5.8%

The region finished the year end December 14 strongly with 5.8% total growth in commercial guest nights, in line with the national trend.

3.0 International Marketing - Australia

Australia remains New Zealand's largest international market with arrivals for the year ending December 14 up 2% on the previous year.

3.1 Australian Campaign

For the third year the H&W region participated in a NZD$1.4m "Discover North Island Campaign" in September and October.   Led by Tourism New Zealand the campaign includes Northland, Auckland, Hamilton & Waikato, Rotorua, Taupo, Coromandel and Bay Of Plenty regions as well as a couple of key operator partners such as Tourism Holdings Ltd and Avis.   With the support of key tourism operators in the region, H&W invested a total of $50,000.

The campaign was successful achieving its targets despite lower budgets than previous years. H&W received significant PR coverage and was one of the few regions profiled through Tourism New Zealand's television commercial. Top line results:

- 90,507 visits to the campaign page on newzealand.com (110% over target)
- 55% increase in awareness from survey participants, well above the target of 25% and up on the 2013 results of 44%
- Motivational impact of 82% well above the target of 60%
- Flight Centre results exceeded targets of +5% on top of the growth seen in 2013 campaign for PAX and Room Nights: +24.8% on PAX and +8% on Room Nights
- Campaign lift out (reached 397,000)
- Social Influencers famil ($602,500 EAV*)
- Gardening Gurus TV programme ($1,219,800 EAV)

*EVA-Estimated Advertising Value

4.0 International Marketing – Long Haul

4.1 International Travel Trade

The international travel trade (retail travel agents, wholesalers, and inbound tour operators) are an important focus of HWT's activity as key influencers of consumers' travel decisions when travelling to New Zealand. This activity is carried out in partnership with Tourism New Zealand. Travel trade work with tourism operators who are active in the international market and willing to pay up to 30% commission.

HWT hosted the following travel trade groups during the six month period:

TNZ staff cycling	July 14	New Zealand	5 pax
Crystal Cruises	Aug 14	North America	3 pax
Royal Caribeen Cruises	Aug 14	North America	3 pax
Thai Product Managers	Aug 14	Thailand	5 pax
Pre TECNZ TNZ staff	Aug 14	New Zealand	3 pax
Pre TECNZ Hamilton	Aug 14	New Zealand	1 pax
Pre TECNZ Te Aroha	Aug 14	New Zealand	3 pax
Pre TECNZ Waikato River Trails	Aug 14	New Zealand	2 pax
Pre TECNZ Raglan	Aug 14	New Zealand	7 pax
Pre TECNZ Waitomo	Aug 14	New Zealand	2 pax
Daniel Zhang, Sudima Hotels	Aug 14	New Zealand	1 pax
JCM Destinations	Aug 14	New Zealand	1 pax
TNZ new staff	Aug 14	New Zealand	1 pax
Luxperience famil	Sep 14	Global	7 pax
Singapore Product Managers	Oct 14	Singapore	7 pax
STA – Kiwi Experience	Oct 14		13 pax
Indonesia Famil Friendly	Oct 14	Indonesia	9 pax
Flight Centre Canada	Oct 14	Canada	11 pax
East North China FIT	Oct 14	China	11 pax
Aussie Mega famil – Fern	Oct 14	Australia	30 pax
Aussie Mega Famil – Sweet As	Oct 14	Australia	21 pax
Aussie Mega Famil – Hobbit	Oct 14	Australia	13 pax
Aussie Mega Famil – Buzzy Bee	Oct 14	Australia	22 pax
Aussie Mega Famil – Kiwi	Oct 14	Australia	21 pax
Air New Zealand China FIT	Oct 14	China	8 pax
TNZ, Grace Surya	Nov 14	New Zealand	1 pax
AusTravel Top Sellers, UK	Nov 14	United Kingdom	4 pax
Japan Planners	Nov 14	Japan	3 pax
New South China Trade	Nov 14	China	13 pax

Of special note:
More than 220 Australian travel agents visited New Zealand in October for Tourism New Zealand's Mega Famil. The Mega Famil was one of the largest familiarisation and training events ever run

out of Australia. Over six days, the groups completed numerous activities around nearly every region of New Zealand, including over 100 agents visiting the Hamilton & Waikato region. HWT also participated in a training day for all 220 agents in Auckland alongside Upper North Island partners Northland, Auckland, Rotorua, Taupo, Bay of Plenty and Coromandel.

4.2 The Hobbit Fan Fellowship

More than 140,000 thousand people from approximately 30 countries entered a competition sharing their passion for all things Hobbit-related. In November the region hosted 150 ardent Middle-earth fans/winners plus 40-50 high-profile international and New Zealand media at Hobbiton Movie Set. The media coverage and profile received from the project has been enormous.

4.3 Chinese TV Programme - Dad, where are we going?'

More than 400 million viewers across China tuned in for season two of Chinese reality show 'Dad, where are we going?' featuring celebrities and their children travelling around New Zealand. Hobbiton Movie Set in the Hamilton & Waikato region was the last stop for the celebrity families' New Zealand visit which aired in the season finale. The Dads played rugby before being transformed into Hobbits for a feast in The Green Dragon.

4.4 Explore Central North Island (ECNI)

The Explore Central North Island is an international trade marketing collective of eight regions; Coromandel, Bay of Plenty, Eastland, Hawke's Bay, Ruapehu, Taupo, Rotorua and Hamilton & Waikato. The collective works collaboratively in international markets based around the touring routes of the Pacific Coast Highway, Thermal Explorer and Volcanic Loop. During the period of July–December the ECNI representatives participated in two key Tourism New Zealand led trade events in India and China.

4.5 Tourism Export Council (TECNZ) Conference

The Tourism Export Council is the member organisation for the inbound travel trade (IBOs). The 2014 TECNZ Conference was held in the Hamilton & Waikato region from the 26-27 August, with over 200 delegates in attendance.

4.6 Cycling Tourism Marketing Network – Central North Island

A new Cycling and Mountain Biking Tourism Marketing Network (CMBTMN) has been formed to promote cycling and mountain biking in the CNI to domestic and international visitors. The CMBTMN is comprised of the Regional Tourism Organisations from:
- Bay of Plenty
- Coromandel
- Eastland
- Hamilton & Waikato
- Hawkes Bay
- Rotorua
- Ruapehu
- Taupo

It is also supported by Bay Of Connections, regional sporting bodies such as Sport Bay of Plenty and Sport Waikato, as well as Rotorua International Airport. Funding currently comes from the member RTOs, Bay of Connections and contributions from some trail owners/trusts.

The collective has contracted a part-time Marketing Manager tasked with implementing the business plan over the next twelve months. The plan focuses on three simple pillars:

- Website portal development
- Targeted media activity

- Targeted PR activity

The CMBTMN will target domestic and international mountain bikers and cyclists with a particular emphasis on the Australian, US and UK market in collaboration with TNZ, New Zealand Cycle Trails and trade/wholesalers.

International tourists who participate in cycling are a high-value segment of the tourism market. Over the past five years 318,000 international tourists participated in a cycling activity. On average these travellers stay longer (41% for more than a month), visit more regions and spend more ($3,800 per person per visit, considerably more than the $2,500 average for international visitors).

4.7 Visiting Media Programme – International (General)

HWT works closely with Tourism New Zealand as part of their international media programme. The following international media have been hosted by HWT over the past six months:

- Hong Kong East Week   July   150,000 copies sold weekly
- TNT NZ Magazine, Domestic   July   22,000 circulation
- National Post, Canada   Aug   152,487 circulation,720,000 UVPM
- Yahoo! New Zealand   Aug
- News Limited, Australia   Aug   Tour the North Island campaign
- 2DayFM famil, Australia   Sep   Tour the North Island campaign
- McClathcy Syndicate, USA   Sep   2.2 million weekly, 2.8m million
- Zip! Broadcast crew, Japan   Sep   Largest breakfast show audience in
  Japan, Nippon TV
- Icon Magazine, Malaysia   Oct   51,179 readership
- Irish News, Ireland   Oct   40,917 circulation
- Korean Broadcast Crew   Oct   9,700,000 programme viewers
- The Globe & Mail and The
- Dallas Morning News   Oct   612,155 print circulation, 5,551,432 UVPM
- Ben Hazell, The Telegraph online Nov   98,000,000
- Brazil Press Trip,   Nov   94,335 circulation
- CCTV, World Film Report   Nov   67,000,000 programme viewers
- Downtown + 1, Thai broadcast   Nov   100,000 programme viewers
- KOMPAS daily newspaper, Indo   Nov   1,850,000 readership per day
- Miss Plus, Japan   Nov   75,000 circulation
- News Ltd Escape, Australia   Nov   4,000,000 readership
- Today Show, Australia   Dec   approx. 279,000 viewers p. show
- Moe Magazine, Japan   Dec   60,000 circulation
- Kompas, Indonesia   Dec   530,000 circ 1,850,000 readership
- Lonely Planet India   Dec   95,000 circ, 4,180,000 readership
- SFH recce, Japan broadcast   Dec

  Chinese Business Delegations:
  Yunnan Province Delegation   Sep   9 pax, China

5.0   Domestic Marketing

5.1 Major Events

HWT continues to be a key partner in the planning, organisation and marketing of the two major events for 2015 - Cricket World Cup 2015 and FIFA U-20 World Cup 2015. These events provide great opportunities to attract visitors to our region and significant national and international media exposure.

Cricket World Cup

Global broadcast audience: 200 countries to est TV audience of 2.2 billion

Key Markets for TNZ: UK, India, Australia

Hamilton 2015 Cricket World Cup matches:

- Sunday 15th Feb, South Africa v Zimbabwe
- Tuesday 10th Mar, India v Ireland
- Friday 13th Mar, Bangladesh v New Zealand

FIFA U-20 World Cup 2015

Global broadcast audience: 100 countries to cumulative est TV audience of 500million

Key Markets for TNZ: South America, Germany

Hamilton 2015 FIFA U-20 World Cup games:

- Sunday 31 May, Match 5: C1 v C2 and Match 6: C3 v C4
- Wednesday 3rd June, Match 17: C1 v C3 and Match 18: C4 v C2
- Sunday 6th June, Match 29: C4 v C1 and Match 32: D2 v D3
- Thursday 11th June, Match 43: 1st C v 3rd A/B/F
- Sunday 14th June, Quarter Final, Match 45: Winner match 44 v Winner match 43

Note: the Thursday 11th June match, and to a slightly lesser degree the Sunday 14th June match, occurs while the National Agricultural Fieldays is on in the region.

5.2 Short Escapes Campaign

The online Winter Short Escapes campaign titled 'Make a weekend of it' took place from 8th August – 15 Sept. Aimed at the drive markets of Auckland, BoP and Taranaki, the campaign focussed on leveraging the wide range of events happening over the months of August – September.
.
Topline results:

- 17,021 visits to the campaign pages
- 32 million total impressions
- 1,713 competition entries & e-newsletter sign ups

5.3 Middle-earth Movie Magic December 14

To capitalise on the public release of the final Hobbit movie, HWT ran two small campaigns in December - one for locals and one for a wider NZ audience.

External Campaign

This campaign included an online competition to win a 'Middle-earth movie magic' short escape in H&W region. The campaign consisted of online ads – GDN and search as well as Facebook and e-DMs. The campaign profiled domestic partners and focused on website visitation as well as obtaining e-newsletter database signups for further promotional messaging.

Internal Campaign

At the same time HWT ran a small radio promotion on More FM for local residents to win a double pass on our Middle-earth movie magic bus to Hobbiton Movie Set for tour and lunch. The campaign aimed to raise awareness of HMS and other Middle-earth experiences being in people's own backyards and to build local pride in the types of amazing visitor experiences we have on offer.

5.4 Visitor Guide

The 2015 Visitor Guide has successfully been produced with an increase in advertising support and regional content. 100,000 copies of the guide are printed and distributed through NZ's i-SITE network, Tourism New Zealand off shore offices and into key locations through Jason's distribution service. All of the region's i-SITEs partnered with HWT on this VG this year.

5.5 Domestic Media Visits

Throughout the year, HWT pitches various story angles to New Zealand media with the aim of getting coverage of the region in their respective publications. During the six months, HWT has hosted the following media in the region:

NZ Today	80,000 readership	Hamilton – City Centre B&B, Quest on Ward, Hamilton Gardens, Zoo incl Rhino encounter, Good George, Waikato River Explorer
Weekend Herald	583,000 readership	Hamilton – Zoo lemur behind the scenes and Te Awa cycleway and bike skills park
Weekend Herald	583,000 readership	Sirocco – Maungatautari View farmstay and Cambridge Stud Tour
NZ Today	80,000 readership	North Waikato – Nikau Cave & café, Tuakau Hotel, La Valla, Mercer Airport, Pokeno, Port Waikato
NZ Mountain Biker	21,000 readership	Cougar Park incl up and coming local cyclist profile
NZ Mountain Biker	21,000 readership	Waikato River Trails
Women's Weekly	67,421 print circ	Hamilton 150th - Street party, Zealong, Good George, Smith & McKenzie
NZ Today	80,000 readership	South Waikato – Tokoroa A&P show, Tirau corrugations, The Blue Spring and Arapuni Dam

6.0 Digital Marketing – Hamiltonwaikato.com

Hamiltonwaikato.com is the main platform for the RTO's marketing and promotional activities. All activity is driven back to the website where the user can then access a wealth of regional

information including places to go, things to do, places to stay, events, conference information and any operator deals. HWT has continued to increase website content through July, August and September. In addition, FIFA U-20 World Cup & ICC Cricket World Cup microsites were launched in December.

7.0 Convention Bureau – Business Events

Business Events is an important focus of HWT's activities. Given the range of quality conference venues, accommodation and tourism experiences the region is well placed to grow this segment of the market. Delegates often come to our region for the first time as a result of a conference, the region exceeds expectations and they regularly go away as good advocates with the intention to come back.

It has been a busy six month period as improving awareness of the region continues to generate enquiries through the Bureau. In October, HWT farewelled Jenny Tukiwaho-Stokes after three years with HWT and welcomed Lynn Briggs as the new Bureau Manager. In December, I was also was elected to the Board of Conference and Incentives New Zealand (CINZ).

7.1 Convention Activity Survey

At the end of September H&W had 11% market share of total delegate days. The YE December result has been delayed due to some changes to the data set and is now due out in March. The 2014-15 has started well for the Convention Bureau with 60 partners providing over $100k income for marketing activities for the year.

7.2 Convention Planner 2013 & Advertising

In November the 2014 Convention Planner was produced with 1,000 copies printed and distributed to key association, government and corporate business event planners.

7.3 Famils

Demand for famils has continued to trend upward during the July – December and during the perioud, some substancial new business has been converted such as Bus & Coach, Plumbing World, NZ Institute of Quantity Surveyors, Royal NZ College of General Practitioners and Chimaera.

8.0 Product & Industry Development

Support has been provided to a range of tourism operators to discuss product development and marketing opportunities.

8.1 Industry Update

HWT held an afternoon networking and Xmas function on 3 December at Waikato Stadium with 100 tourism businesses and stakeholders in attendance. The event included an industry update and guest speakers from Tourism New Zealand, Healthy Rivers and business motivation speaker Sacha Cohen from Coffee Culture.

8.2 Otorohanga/Waitomo/Te Kuiti Information Exchange Event – July 14

Three HWT team members attended the Otorohanga/Waitomo/Te Kuiti i-SITEs Information Exchange Evening on Tuesday 8th July at the Waitomo caves Discovery Centre. The event consisted of presentations by a number of local operators as well as one from HWT on RTO activities and district visitor statistics to around 30-40 attendees.

8.3 Operator Workshop – newzealand.com/hamiltonwaikato.com listings

On Tuesday 11th November HWT, in conjunction with Tourism New Zealand, hosted two newzealand.com operator workshops, focused on optimising their listing on newzealand.com and consequently hamiltonwaikato.com.   Both workshops were well attended and anecdotal feedback from participants has been very positive.

9.0.

9.1 Council Representative and Industry Advisory Group Meetings

HWT held the first Council Representative and Industry Advisory Group Meetings for the 14-15 year in August. Both groups were presented with an overview of the 2013-14 year results and achievements before the initial part of the Visitor Strategy project was tabled for discussion.

9.2 Regional Visitor Strategy 2015-2025

In September 2014 HWT completed a draft 10 Year Regional Visitor Strategy. HWT's founding document was produced in 2010, therefore it was timely to look at the future opportunities and challenges facing the region's visitor sector, and set out a clear strategic path to capitalise on them.

Strategic framework
A strategic framework has been developed for the H&W region's tourism sector and sets a challenging long-term aspiration that will increase the sector's contribution to regional prosperity and living standards. The aspiration aims, over the next 10 years, to grow the visitor economy to $1.35 billion resulting in 2,000 new jobs being created.

Central to achieving this, are two high level outcomes that are essential to the region's success as a visitor destination:

1. Growing awareness of what the region has to offer (demand/marketing focus)
2. Expanding the range of things for people to see and do (supply/product development focus)

There are strong and inextricable links between these outcomes and it will be very difficult to achieve the aspiration without focussing on both simultaneously.

At this stage HWT's resources only enable it to undertake the current level of demand/marketing focus. To realise the full aspiration that HWT has for the region, we will need to extend our marketing activity, and introduce a new work programme focussed on facilitating the development of new tourism experiences (supply/product development).

To enable this to happen, HWT is seeking an increase in investment from its local government partners through their respective Long Term Plans.

HWT is currently the lowest funded RTO (of 30) in New Zealand relative to the region's rates revenue, and second lowest relative to visitor expenditure of $1b (March 2014). H&W has the fifth largest visitor expenditure in New Zealand. The increase in funding will enable the region to "close the gap" and improve the performance of the sector and the benefits it delivers to the region and its communities.

From September to December 2014, the draft strategy was presented in a workshop format to all our current partner councils.

For the H&W Regional Visitor Strategy to be successfully implemented it will require all partner Councils to contribute to ensure adequate resource to implement the required actions and to retain the integrity of the shared funding model. HWT will continue discussions through each Councils' LTP submission and hearings processes.

9.3 Reporting

Reporting against the Service Level Agreement for the Year End 2013-14 was completed and presented to partner councils.

HWT annual accounts were audited by Audit New Zealand against HWT's Statement of Intent.

Kiri Goulter
CEO
27 February 2015

WAITOMO DISTRICT COUNCIL

**MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON
TUESDAY 24 MARCH 2015 AT 8.30AM**

PRESENT:	Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Terry Davey, Allan Goddard, Sue Smith and Lorrene Te Kanawa
IN ATTENDANCE:	Greg Tims (Greg Tims & Associates); Chairperson Paula Southgate, Councillor Alan Livingston and Director of Resource Use Chris McLay (Waikato Regional Council)
	Rachael Thomas (Waikato Times)
	Chief Executive; Executive Assistant; Group Manager – Corporate Services (for part only); Policy Planner (for part only); Group Manager – Customer Services (for part only); Environmental & Regulatory Services Leader (for part only); Group Manager – Assets (for part only) and Group Manager – Community Services (for part only)

1.	**Council Prayer**	**File 037/003**

Councillor Whitaker entered the meeting at 8.45am.

2.	**Motion to Exclude the Public for the consideration of:**	**File 037/043**

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

Resolution

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

2   Council agree that the Chief Executive, 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. Contractual Issues: Six Monthly Review against 2014/2015 Performance Agreement	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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.

Goddard/Smith   Carried

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3.   Resolution to Re-Open Meeting to the Public   File 037/043

Council considered a business paper requiring the passing of a formal resolution to re-open the meeting to the Public following the consideration of public excluded business.

Resolution

The meeting be re-opened to the public for the consideration of that part of the Agenda which is not public excluded business.

Whitaker/Brodie   Carried

The meeting adjourned for morning tea at 9.25am
Alan Livingston entered the meeting at 9.25am.
Greg Times left the meeting at 9.57am
The meeting reconvened at 10.01am

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4.   Declarations of Member Conflicts of Interest   File 037/051A

No Declarations were made.

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

Resolution

The Minutes of the Waitomo District Council meeting of 24 February 2015, including the Public Excluded Minutes, be confirmed as a true and correct record subject to the following amendment.

Item 4 – correct the Resolution to read: : The Deputation from Sarah Nathan, CEO of Creative Waikato presenting the top-line results from the Waikato Creative Infrastructure Plan be received.:

Davey/Whitaker   Carried

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

Individual Council Members provided verbal reports in respect to Councillor appointed Roles and Responsibilities.

Cr Brodie

NZ Walking Access Presentation
Zone 2 at Tauranga
Speed Management Group
Waikato Story at Hamilton
Project Piopio Trust

Cr Te Kanawa

Te Kuiti Community House
Tatsuno Group Visit to Japan
Te Kuiti Development Incorporated
Waitomo Support Centre Meeting
Tere Waitomo Community Trust

Cr Goddard

Benneydale Residents and Ratepayers Group
Benneydale Hall
Civil Defence
Federated Farmers
Destination Pureora
Waikato Spatial Plan Workshop

Cr Smith

Te Kuiti WWTP Opening
Zone Plan Meeting

Paula Southgate and Chris McLay entered the meeting at 10.13am

7.	Deputation: Waikato Regional Council – 2015-2015 Long Term Plan	File 037/042A

Council noted the apology of Waikato Regional Council Councillor – Stu Kneebone.

Council received a Deputation from Waikato Regional Council Chairperson – Paula Southgate, Councillor – Alan Livingston and Director of Resource Use – Chris McLay presenting the WRC draft 2015-2025 Long Term Plan.

Rachael Thomas (Waikato Times) entered the meeting at 10.25am.

Chairperson Southgate encouraged Waitomo District Council to make a submission to the WRC draft 2015-2025 Long Term Plan, in particular seeking feedback on –

1.	TB Rate Collection
2.	Waipa Catchment Works

3.   Proposed change to UAGC
4.   Use of Investment Fund returns subsidising rates
5.   Coastal Erosion

The meeting adjourned at 11.08am.
Alan Livingstone, Paula Southgate and Chris McLay left the meeting at 11.35am
The meeting reconvened at 11.35am.

Resolution

The Deputation: Waikato Regional Council – 2015-2025 Long Term Plan be received.

                                                Smith/Whitaker   Carried

8.	**Verbal Reports: Individual Councillor Roles and Responsibilities** (continued)	**File 037/040A**

Deputy Mayor Whitaker

Te Kuiti Development Incorporated
Brook Park
District Licensing Committee Workshop
Rural & Provincial Sector Meeting in Wellington
Te Kuiti Medical Centre Opening
Ken Perry's Presentation of Lions Melbourne Jones Award

The Group Manager – Corporate Services and Policy Planner entered the meeting at 11.38am.

Mayor Hanna

Inframax Construction Ltd
RMC Consultation Meetings
NZ Police Review
Marokopa Issues
Regional Director of New Zealand Transport Agency
Prime Minister visit to Waitomo Village
Healthy Rivers
Hauraki District Council Visit
Zone 2 at Tauranga
Rural & Provincial Sector Meeting in Wellington
Waikato Story at Taupo
Tatsuno Students being hosted in Te Kuiti

Resolution

The Verbal Reports from Council Members be received.

                                                Brodie/Te Kanawa   Carried

9.	Adoption of Supporting Information and Consultation Document for Long Term Plan 2015-2025	File 037/020/15

Council considered a business paper presenting Supporting Information and the Consultation Document to the 2015-25 Long Term Plan, for adoption for public consultation.

An updated version of the draft Consultation Document was tabled at the meeting.

Rachel Thomas (Waikato Times) left the meeting at 12.05pm.

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

Resolution

1   The business paper on Adoption of Supporting Information and Consultation Document for 2015-2025 Long Term Plan for public consultation be received.

2   The following Supporting Information relied on by the Consultation Document for the proposed Long Term Plan 2015-25, be adopted, prior to adopting the Consultation Document, pursuant to section 93G of the Local Government Act 2002:

    (a)   Community Outcomes/Vision/Strategic Direction
    (b)   Performance Management Framework
    (c)   Planning Assumptions
    (d)   Community Development Activity Management Plan
    (e)   Regulatory Services Activity Management Plan
    (f)   Water Supply Activity Management Plan
    (g)   Roads and Footpaths Activity Management Plan
    (h)   Urban Stormwater Activity Management Plan
    (i)   Wastewater Activity Management Plan
    (j)   Solid Waste Activity Management Plan
    (k)   Public Amenities Activity Management Plan
    (l)   Parks and Reserves Activity Management Plan
    (m)   Recreation and Culture Activity Management Plan
    (n)   Housing and Other Property Activity Management Plan
    (o)   Infrastructure Strategy
    (p)   Financial Strategy
    (q)   Revenue and Financing Policy
    (r)   Financial Information, including all financial statements, Rating impact and examples, accounting policies and Funding Impact Statement
    (s)   Policy on Remission of Rates (Including Remissions and Postponements of Rates on Maori Freehold Land)
    (t)   Treasury Policy
    (u)   Policy on Appointment of Directors to CCO's

3   Pursuant to sections 82 and 102 of the Local Government Act 2002 the following funding and financial policies be adopted for consultation:

    (a)   The draft Revenue and Financing Policy

    (b)   The draft Policy on Remission of Rates (including Remissions and Postponements of Rates on Maori Freehold Land).

4   The Consultation Document for the proposed Long Term Plan 2015-25 be adopted for public consultation.

5   The Chief Executive be delegated authority to make any final editorial amendments to the Consultation Document and the Supporting Information, if required, prior to commencement of the consultation period on 1 April 2015.

Davey/Whitaker   Carried

The Mayor and Council acknowledged their appreciation at the effort put in by all staff involved in development of the draft Consultation Document. The Chief Executive reiterated Council's thanks to the Group Manager – Corporate Services and the Team of staff involved, stating that this process was very much a "Team" effort.

The meeting adjourned for lunch at 12.12pm and reconvened at 12.44pm.

The Group Manager – Corporate Services and Policy Planner left the meeting at 12.44pm.

The Group Manager – Customer Services, Environmental & Regulatory Services Leader, Group Manager – Assets and Group Manager – Community Services entered at 12.44pm.

10.	Local Government New Zealand – 2015 Annual General Meeting Remit Process	File 064/001D

Council considered a business paper advising of the process for submitting remits for consideration at the 2015 Local Government New Zealand (LGNZ) Annual General Meeting (AGM).

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

Resolution

1   The business paper on Local Government New Zealand – 2014 Annual General Meeting Remit Process be received.

2   Council continue to lobby key issues through Zone and Sector Group Meetings rather than initiate individual remits to LGNZ AGMs.

Brodie/Goddard   Carried

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

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

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

Resolution

The Progress Report: Resource Consent Applications be received.

Whitaker/Te Kanawa   Carried

The Group Manager – Customer Services and Environmental & Regulatory Services Leader, left the meeting at 12.47pm.

12.	**Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – March 2015**	**File 037/005B**

Council considered a business paper providing a brief on progress for Operational and Maintenance performance by Council's contracted Services Provider for Water Services (Veolia Water).

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

Resolution

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – March 2015 be received.

Whitaker/Davey   Carried

13.	**Progress Report: Monitoring Against 2012-2022 LTP – Land Transport**	**File 037/020/125A**

Council considered a progress report on:

- Implementation of the Work Plan for the Land Transport activity as contained in Year Three (2014/2015) of the 2012-2022 Long Term Plan
- Monitoring of the ongoing implementation of the 2012-22 Long Term Plan as part of the Road Map Work Programme.
- One Network Road Classification (ONRC)
- Road Asset Technical Accord (RATA)
- Road Maintenance - Procurement

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

Resolution

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

Te Kanawa/Goddard   Carried

The Group Manager – Assets left the meeting at 12.56pm.

14.	**Brook Park Incorporated Society**	**File 401/0581153000**

Council considered a business paper providing information relating to the Brook Park Incorporated Society meetings convened on 8 December 2014, 3 January 2015, 3 February 2015 and 9 March 2015.

Deputy Mayor Whitaker and the Group Manager – Community Services expanded verbally on the Minutes and answered Members' questions.

Resolution

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

Whitaker/Davey   Carried

15.	**Progress Report: Civil Defence Emergency Management Joint Committee Minutes**	**File 400/010/2**

Council considered a business paper providing information relating to the Civil Defence Emergency Management Joint Committee meeting of 14 November 2014 and 2 March 2015.

Resolution

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

Goddard/Brodie   Carried

16.	**Progress Report: Civil Defence Emergency Management Co-ordinating Executive Group Minutes**	**File 400/010/3**

Council considered a business paper providing information relating to the Civil Defence Emergency Management Co-ordinating Executive Group meeting of 13 February 2015.

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

Resolution

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

Goddard/Te Kanawa   Carried

17.	Progress Report: Te Kuiti Railway Building	File 401/9992000100

Council considered a progress report on the Te Kuiti Railway Building Project.

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

Resolution

The Progress Report: Te Kuiti Railway Building be received.

Smith/Whitaker   Carried

18.	Progress Report: 28 Taupiri Street, Te Kuiti – Renewals and Entrance	File 401/0588423600

Council considered a progress report on the Feasibility Study being undertaken to assess the long term direction of the Te Kuiti Community House.

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

Resolution

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

Goddard/Te Kanawa   Carried

19.	Progress Report: Piopio Toilets Redevelopment	File 401/0588003200

Council considered a business paper providing a brief on progress with the redevelopment of the Piopio Public Toilets.

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

Resolution

The Progress Report: Piopio Toilets Redevelopment be received.

Brodie/Te Kanawa   Carried

20.	Motion to Exclude the Public	File 037/043

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

Resolution

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

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

   Chris Ryan, Chief Executive
   Michelle Higgie, Executive Assistant
   Group Manager – Customer Services
   Environmental & Regulatory Services Leader
   Group Manager – Community Services

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

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Progress Report: Regulatory Enforcement Issues	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
2. Progress Report: Mokau Toilet Effluent Disposal Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Retirement Housing Proposal – 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)
4. LASS Draft SoI 2015-2016	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. LASS Six Monthly Report to Shareholders	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.

                                                          …/…   Carried

There being no further business the meeting closed at 2.00pm

Dated this   day of   2015.

BRIAN HANNA
MAYOR

Document No: 358487	**File No:** 100/018B

Report To: Council

	Meeting Date:	31 March 2015
	Subject:	**Financial Report for the period ended 28 February 2015**

Purpose of Report

1.1   The purpose of this business paper is to present the Financial Report for the period ended 28 February 2015.

Local Government Act S.11A Considerations

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

2.2   This business paper is intended to enable oversight and accountability of Council's financial performance in delivering core services to the Waitomo District and community.

Background

3.1   The period covered by this report is 1 July 2014 to 28 February 2015.

3.2   The order of the report is as follows:

- **Summary Income Statement** with comments detailing significant variances to Exceptions Annual Plan 2014/15 on Council's operating performance for the year to 28 February 2015.
- **Summary Balance Sheet** with comments detailing significant balance sheet movements from 1 July 2014 to 28 February 2015.
- **Capital Expenditure** summary with commentary on material variances of expenditure for the year compared with the Exceptions Annual Plan 2014/15.
- **Summary Treasury Management** which reports on the Public Debt position, cash reserves and significant treasury transactions.
- **Cost of Service** Statement Summary and Cost of Service Statements for Council's ten significant activities are presented in **Appendix 1**.
- **Balance Sheet** as at 28 February 2015 is presented in **Appendix 2**.

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

Financial Report to 28 February 2015

4.1   INCOME STATEMENT HIGHLIGHTS

4.2   Set out below is the summary of financial information for the eight months to 28 February 2015. Detailed Cost of Service Statements are attached as **Appendix 1**.

FINANCIAL HIGHLIGHTS (Amounts in $1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Feb 2015	YTD Actual Feb 2015	Variance Feb 2015	% Variance
Total Expenditure						
- Direct Operating	12,471	12,007	7,853	8,190	337	
- Indirect Operating	11,982	14,031	9,295	7,982	(1,313)	
Total Expenditure	**24,453**	**26,038**	**17,148**	**16,172**	**(976)**	**-6%**
Total Revenue						
- Operating Revenue	(11,100)	(10,860)	(6,482)	(7,277)	(795)	
- Rates Revenue	(17,297)	(17,749)	(13,354)	(13,442)	(88)	
Total Revenue	**(28,397)**	**(28,609)**	**(19,836)**	**(20,719)**	**(883)**	**4%**
Net Operating Cost/(Surplus)	**(3,991)**	**(2,571)**	**(2,688)**	**(4,547)**	**(1,859)**	**69%**
Other Comprehensive Income						
- Revaluation of Property, plant and equipment	(2,112)	0	0	0	0	
- Revaluation of Available for Sale Assets	(2,600)	0	0	0	0	
- Gains/Losses from Cash Flow Hedges	(383)	0	0	0	0	
Total Other Comprehensive Income	**(5,095)**	**0**	**0**	**0**	**0**	
Total Comprehensive Income for the Year	**(9,086)**	**(2,571)**	**(2,688)**	**(4,547)**	**(1,859)**	**69%**

4.3 **Net Operating Cost/ (Surplus):** The net operating surplus was $1,859,000 more than the year to date budget for the 2014/15 financial year.

4.4 **Operating Expenditure** was 6% ($976,000) less than budget forecast for the period ended 28 February 2015.

- Direct Operational expenditure was $337,000 more than budget. The main contributors to this variance in order of magnitude are:

  - **Water Supply:** $349,000 more than budget for the period. Operational and maintenance costs for the water treatment plant and reticulation system were more than budget for Te Kuiti, Piopio and Mokau, with the main contributor being higher than budgeted direct costs of operation and maintenance carried out by the contractor. The additional expenditure included in direct costs is offset by reduced expenditure in indirect expenditure.

  - **Sewerage:** $189,000 more than budget. Additional costs were required for materials and routine maintenance in the Te Kuiti network during the period. This included increased pipeline maintenance for Williams, Edwards and Hill Streets in Te Kuiti. In addition to this expenditure on chemicals was more than forecast. As with Water Supply, higher direct costs than budgeted are a result of operation and maintenance contract costs. Again the additional direct expenditure is offset by reduced expenditure in indirect expenditure.

  - **Community Service:** $104,000 less than budget. This was due mainly to repairs and maintenance budgets remaining unspent during the period. These costs are only incurred on an as needed basis.

  - **Resource Management:** $43,000 less than budget This was due to actual cost for legal expenses and consultants fees, associated with resource consent applicants not being spent during the period.

- Indirect expenditure is $1,313,000 less than budget and is made up of the following three components:

  - **Allocated Costs:** $350,000 less than forecast. The forecast assumed time for proposed organisational resourcing requirements, vehicles costs and information services costs. The budget also assumed internal costs for operations and maintenance for Water Supply, Sewerage and Stormwater.

  - **External Interest:** $438,000 less than forecast. Forecast interest costs were based on 1 July 2014 projected public debt of $53 million at an assumed interest rate of 5.75%. Actual public debt at that date was $44 million and the weighted average interest rate applicable during the year decreased from 5.38% to 5.20%. Public debt was significantly less than forecast due to capital expenditure for 2013/14 year being $8.3 million less than forecast for that year.

  - **Depreciation:** $525,000 less than forecast and there are three significant contributors to this variance.

  - Depreciation for the Te Kuiti waste water treatment plant assets which were capitalised during 2013/14 was less than that assumed in the EAP 2014/15 budget. Detailed componentisation is still to be completed which could lead to depreciation being charged being different to what it is currently.

  - Depreciation for road assets was $141,000 less than budget for the eight months. This was due largely to the road revaluation at 30 June 2014. The outcome of the revaluation determined the annual depreciation on existing assets to be $2,956,000, which is $209,000 less than forecast. This variance will decrease by year end due to depreciation on current year asset additions. Historically this amount has been between $80,000 and $100,000.

  - The third significant contributor is due to the timing of capital expenditure for the Te Kuiti Water Treatment Plant upgrade. The EAP 2014/15 budget was prepared on the basis that significant capital expenditure would be completed in the 2013/14 year and the assets would be depreciating in the 2014/15 year.

4.5 **Total Revenue** was $883,000 more than forecast for the period ended 28 February 2015.

- Operating Revenue was $795,000 more than forecast. The main contributors to this variance in order of significance are:

  - **Community Services:** $748,000 more than forecast due to receipt of the grant revenue of $553,000 from the Lotteries Grant Board for the restoration of the Railway Buildings. A further Trust Waikato donation of $38,000 was also received for this project. Contributions to capital works from the Cottage for their share of car park renewal, from the Piopio Hall committee for their contribution to works carried out at Piopio Hall, and lease revenue for Speedies Road Hydro project also contributed to this variance.

  - **Sewerage:** $654,000 more than forecast. Trade Waste revenue is significantly more than forecast due high volumes and nutrient loadings of discharge from the larger trade waste users.

  This was offset by reduced revenue received for:

- **Roads and Footpaths:** $662,000 less than forecast. This was due to subsidy revenue being less than forecast because the capital expenditure budgets are less than year to date budget.

- **Solid Waste** $107,000 less than forecast. This was due to reduced levels of waste being deposited at the landfill which has resulted in less revenue being received.

5.1 BALANCE SHEET HIGHLIGHTS

5.2 Balance Sheet highlights presented below show the movement in Council's financial position from 30 June 2014 to 28 February 2015. The complete Balance Sheet is attached as **Appendix 2**.

BALANCE SHEET HIGHLIGHTS (Amounts in $1000's)	Actual Position 30 June 2014	Actual Position 28 Feb 2015	Movement from 30 June 2014
Assets			
- Cash and cash equivalents	955	3,535	2,580
- Debtors and Other Receivables	5,258	5,945	687
- Other current assets	103	103	0
- Other financial assets	3,389	3,389	0
- Non-current assets	320,005	320,643	638
- Derivative financial instruments	409	409	0
TOTAL ASSETS	**330,119**	**334,024**	**3,905**
Liabilities			
- Other Liabilities	5,472	3,685	(1,787)
- Total Borrowings	44,865	46,010	1,145
- Derivative financial instruments	171	171	0
Total Liabilities	**50,508**	**49,866**	**(642)**
Public Equity			
- Public Equity	279,611	284,158	4,547
TOTAL LIABILITIES AND EQUITY	**330,119**	**334,024**	**3,905**

5.3 **Total Assets** have increased from $330 million to $334 million.

- Cash and cash equivalents have increased by $2,580,000 from $955,000 to $3,535,000. The increase in cash held was due to an additional trade waste revenue been received, unbudgeted grants for the railway building (as detailed in 4.5 above). In addition to this roads pavement rehabilitation work was not spent due to delays in obtaining environmental consents.

- Debtors and Other Receivables increased by $687,000 from $5,258,000 to $5,945,000. The increase is due to Rates Receivables increasing by $958,000 and subsidy receivable for Roads and Footpaths increasing by $202,000, these increases are offset by $396,000 being received for GST Refunds due at 30 June 2014 and movement in other debtors of $77,000. Included also within the Receivables balance is subsidy from the Ministry of Health for the Mokau raw water storage dam, work is continuing to finalise the claim and receipt of this receivable is expected before December 2015.

- Non-current assets have increased by $638,000. The increase is due to the net effect of asset additions of $4,277,000, less depreciation of $3,545,000 and asset disposals of $94,000.

5.4 **Total Liabilities** have decreased from $50,508,000 to $49,866,000.

- Other Liabilities have decreased by $1,787,000 due to a general reduction in Creditors and other payables and retention monies held at 28 February 2015.

- Total Borrowings increased by $1,145,000. This increase was due to the net effect of some key factors being - issue of $5,000,000 floating rate note, part payment of Westpac Term Advance of $3,697,000, decrease in accrued interest by $116,000 (due to the timing of interest settlements) and repayment of $50,000 that was drawn down from the Call advance facility.

5.5 **Public Equity** increased from $279,611,000 by $4,547,000 which equals the net operating surplus for the eight months to February.

6.1 **CAPITAL EXPENDITURE**

6.2 Set out below is the Capital Expenditure Budget for the year compared to actual expenditure for the eight months ended 28 February 2015.

CAPITAL EXPENDITURE SUMMARY (Amounts in $1000's)	EAP Budget 2014/15	Actual YTD Feb 2015	Variance 2014/15
Community Service			
- Parks and Reserves	107	120	13
- Housing and Other Property	874	722	(152)
- Recreation and Culture	304	27	(277)
- Public Amenities	79	173	94
Community Development			
- Youth Engagement	0	0	0
Regulation			
- Animal Control	0	7	7
Solid Waste Management			
- Landfill Management	901	356	(545)
Stormwater			
- Te Kuiti Stormwater	349	147	(202)
- Rural Stormwater	5	0	(5)
Sewerage			
- Te Kuiti Sewerage	515	152	(363)
- Te Waitere Sewerage	5	5	0
- Benneydale Sewerage	65	3	(62)
- Piopio Sewerage	0	7	7
Water Supply			
- Te Kuiti Water	1,540	436	(1,104)
- Mokau Water	80	127	47
- Piopio Water	65	6	(59)
- Benneydale Water	3	0	(3)
Roads and Footpaths			
- Subsidised Roads	4,923	1,704	(3,219)
- Non subsidised Roads	340	32	(308)
Corporate Support			
- Corporate Support	683	253	(430)
- Internal Services Unit	0	0	0
TOTAL CAPITAL EXPENDITURE	**10,838**	**4,277**	**(6,561)**

6.3 **Capital Expenditure** was $4,277,000 for the period to 28 February 2015, of which $1,736,000 (41%) related to Roads, $1,042,000 (24%) related to Community Service, and $569,000 (13%) related to Water Supply.

6.4 Expenditure of $1,762,000 in the period from the December 2014 financial report.

6.5 **Community Services**

- Parks and Reserves - renewal of the playground equipment at Redwood Park and Centennial Park playgrounds in Te Kuiti. Application of budgets carried forward from previous financial years were used.

- Housing and Other Property - restoration of the Railway buildings. This work is progressing well. As work has progressed, Council changed the scope and timing of this project. Some costs will now be incurred in the 2014/15 year rather than in future years.

- The preparation of contract documentation was authorised for the refurbishment of the upper level of the building located at 28 Taupiri Street for the relocation of the Community House and these costs have been incurred. Grant funding of $300,805 has been confirmed from the NZ Lotteries Board to fund part of this project. A contract for this project has now been let.

- Public Amenities - renewal of car parking around the Cottage and Culture Centre was completed during the period. A contribution has been received from the Cottage to fund part of this expenditure. A contract for the new public toilets at Piopio has been let. There has been expenditure on railway security fencing and security cameras, which was not budgeted for.

6.6 **Regulation**

- Renewal of the access-way and installation of a ventilation system to the Dog Pound facility to make safe.

6.7 **Solid Waste Management**

- Development of the Cell 2/3 at the District Landfill is expected to be finished by April. This project was started last financial year and it is expected its total cost will be approximately $692,000.

- High Wall shaping, which involves removing and shaping the earth above the landfill space for safety through preventing landslides reasons has been completed for a cost of $50,000. The desired outcomes have been achieved for now, but the area is unstable and future works are likely to be required to ensure ongoing safety.

6.7 **Stormwater**

- In addition to general renewal works and piping of open water drains, renewal projects were undertaken as a priority in Duke and George Streets and Hospital Road. Work commenced on these projects in the previous financial year and was completed in September 2014.

6.8 **Sewerage**

- Minor treatment plant renewal work was undertaken in Te Kuiti, Benneydale and Piopio were undertaken during the period.

- The budget includes expenditure to be carried out for pump station improvements and increasing capacity of the main sewer pipe crossing the river near Esplanade Bridge in Te Kuiti to improve the operational performance of the main pump station. Currently the causes of problems, such as stormwater ingress, are being fixed before these capital works are undertaken.

- A new chemical tank was required to better achieve Health and Safety standards.

6.9 **Water Supply**

- Some minor renewal works have been carried for Te Kuiti Water Supply.

- The Te Kuiti water treatment plant is progressing to plan, to date work includes the installation of two 100m3 tanks and the main pumps and electrical equipment have been purchased ready for installation. The building pad for the new building is almost completed and the pipe work contract is about to be submitted for tendering.

- Further capital works have been carried out for the raw water storage dam in Mokau during the period.

6.10 **Roads and Footpaths**

- Capital expenditure on renewals and maintenance worth $938,000 since the December 2014 financial report.

- The main items of expenditure to date include emergency reinstatement ($315,000) at Point Road Mokau, Tawa Street Te Kuiti $131,000, unsealed road metalling ($139,000), drainage renewal works ($183,000) and Sealed road surfacing $721,000.

- Pavement rehabilitation work, including work on Mangarino Road and four other roads has been delayed due to delays in obtaining environmental consent required for this work. It is anticipated that this work will be carried out in April 2015 to the amount of about $1,000,000.

7.1 **SUMMARY TREASURY REPORT**

7.2 Set out below is a chart recording trends in Council's current and non-current debt for the year to February 2015. The trend line overlaid is the effective weighted average interest rate currently being paid on all loans.
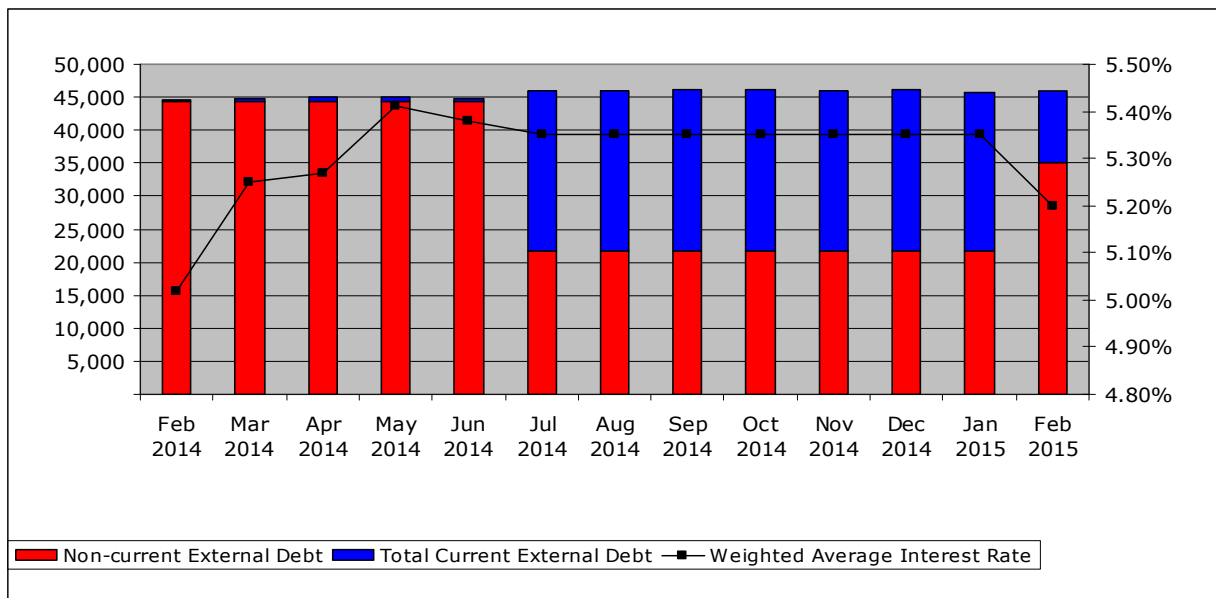
7.3 Total borrowings were $46,010,000 at 28 February 2015.

7.4 At 28 February 2015 the effective weighted average interest rate for all loans excluding Finance Leases and Accrued Interest was 5.20% (excluding Loan Facility Line Fees). At 30 June 2014 it was 5.38%.

7.5 The reason for the decrease in weighted average interest rate was that the margin applicable to the Wholesale Advance facility was reduced from 1.15% to 0.80%. Total borrowings under this facility are $19,000,000 as Term Advances and this reduction in margin represents annualised savings in interest costs of $67,000.

7.6   The maturity date for the Wholesale Advance facility was also extended two years from 1 July 2015 to 1 July 2017; this allowed the $19,000,000 borrowed under this facility to be reclassified as non current.

7.7   **Treasury management events since 28 February 2015.**

7.8   This summary treasury report portrays the debt position of Council at the 28 February 2015. Since that date, cash has been put into two Term Deposits, one for $2,000,000 for 95 days and $1,000,000 for 35 days at 4.33% and 3.84% respectively.

Suggested Resolution

The business paper on the Financial Report for the eight months ended 28 February 2015 be received.

VIBHUTI CHOPRA
GROUP MANAGER – CORPORATE SERVICES

Appendix 1   Cost of Service Statements

Appendix 2   Balance Sheet as at 28 February 2015

Appendix 1: Combined Cost of Service Statements

Summary Cost of Service (Amounts in $1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Feb 2015	YTD Actual Feb 2015	Variance Feb 2015	% Variance
Direct Operating Expenditure						
- Leadership	700	977	304	305	1	
- Community Service	1,648	2,075	1,287	1,183	(104)	
- Community Development	689	646	497	462	(35)	
- Regulation	270	104	78	64	(14)	
- Solid Waste Management	961	1,162	701	708	7	
- Stormwater Drainage	83	120	87	77	(10)	
- Resource Management	29	86	57	14	(43)	
- Sewerage	1,184	948	633	822	189	
- Water Supply	1,315	804	554	903	349	
- Roads and Footpaths	5,592	5,085	3,655	3,652	(3)	
Total Direct Operating Expenditure	**12,471**	**12,007**	**7,853**	**8,190**	**337**	**4%**
Indirect Expenditure						
- Allocated Costs	4,439	4,824	3,156	2,806	(350)	
- Interest	2,437	3,103	2,070	1,632	(438)	
- Depreciation	5,106	6,104	4,069	3,544	(525)	
Total Indirect Expenditure	**11,982**	**14,031**	**9,295**	**7,982**	**(1,313)**	**-14%**
TOTAL EXPENDITURE	**24,453**	**26,038**	**17,148**	**16,172**	**(976)**	**-6%**
Operating Revenue						
- Leadership	(146)	(146)	(93)	(125)	(32)	
- Community Service	(393)	(804)	(255)	(1,003)	(748)	
- Community Development	(194)	(78)	(53)	(123)	(70)	
- Regulation	(389)	(363)	(299)	(323)	(24)	
- Stormwater Drainage	(3)	0	0	0	0	
- Resource Management	(50)	(80)	(53)	(49)	4	
- Solid Waste Management	(899)	(1,090)	(727)	(620)	107	
- Sewerage	(1,154)	(828)	(551)	(1,205)	(654)	
- Water Supply	(1,291)	(1,486)	(446)	(486)	(40)	
- Roads and Footpaths	(6,628)	(5,985)	(4,005)	(3,343)	662	
Total Operating Revenue	**(11,147)**	**(10,860)**	**(6,482)**	**(7,277)**	**(795)**	**12%**
Rates Revenue						
- General Rate	(2,145)	(3,372)	(2,529)	(2,536)	(7)	
- UAGC	(3,983)	(3,117)	(2,337)	(2,338)	(1)	
- Targeted Rate	(10,747)	(10,850)	(8,138)	(8,158)	(20)	
- Rates Penalties	(422)	(410)	(350)	(410)	(60)	
Total Rates Revenue	**(17,297)**	**(17,749)**	**(13,354)**	**(13,442)**	**(88)**	**1%**
Net Operating Cost/(Surplus)	**(3,991)**	**(2,571)**	**(2,688)**	**(4,547)**	**(1,859)**	**69%**

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

Governance: Leadership and Investments

GOVERNANCE: LEADERSHIP AND INVESTMENTS (Amounts in $1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Feb 2015	YTD Actual Feb 2015	Variance Feb 2015	% Variance
Direct Expenditure						
- Representation	329	283	172	169	(3)	
- Strategic Planning & Policy Development	87	433	44	48	4	
- Monitoring & Reporting	174	141	0	0	0	
- Investments	110	120	88	88	0	
Total Direct Expenditure	**700**	**977**	**304**	**305**	**1**	**0%**
- Allocated Costs	1,328	1,110	678	764	86	
- Interest	483	423	283	279	(4)	
- Depreciation		362	241	222	(19)	
Total Operating Expenditure	**2,511**	**2,872**	**1,506**	**1,570**	**64**	**4%**
Operating Revenue						
- Representation	(61)	(69)	(42)	(73)	(31)	
- Investments	(85)	(77)	(51)	(52)	(1)	
Total Operating Revenue	**(146)**	**(146)**	**(93)**	**(125)**	**(32)**	**34%**
Net Operating Cost/(Surplus)	**2,365**	**2,726**	**1,413**	**1,445**	**32**	**2%**

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

Net Operating Cost for the Governance Activity was 2% ($32,000) more than budget for the eight months to 28 February 2015.

Total Direct Expenditure was $1,000 more than budget for the period.

Operating Revenue was 34% ($32,000) more than forecast for the period.

- External information services support provided to ICL is included in the budget however due to delays in implementing this service revenue is less than forecast.
- However interest revenue received which is earned from the Call Deposit account and Term Deposits was more than forecast.

Community Service

COMMUNITY SERVICE (Amounts in $1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Feb 2015	YTD Actual Feb 2015	Variance Feb 2015	% Variance
Direct Expenditure						
- Parks and Reserves	387	509	262	250	(12)	
- Housing and Other Property	286	430	276	226	(50)	
- Recreation and Culture	346	443	300	295	(5)	
- Public Amenities	516	545	339	340	1	
- Safety	113	148	110	72	(38)	
Total Direct Expenditure	**1,648**	**2,075**	**1,287**	**1,183**	**(104)**	**-8%**
- Allocated Costs	824	787	524	476	(48)	
- Interest	73	139	93	55	(38)	
- Depreciation	642	729	486	434	(52)	
Total Operating Expenditure	**3,187**	**3,730**	**2,390**	**2,148**	**(242)**	**-10%**
Operating Revenue						
- Parks and Reserves	(6)	(5)	(2)	(48)	(46)	
- Housing and Other Property	(212)	(636)	(143)	(795)	(652)	
- Recreation and Culture	(100)	(109)	(73)	(89)	(16)	
- Public Amenities	(40)	(54)	(37)	(71)	(34)	
- Safety	(35)	0	0	0	0	
Total Operating Revenue	**(393)**	**(804)**	**(255)**	**(1,003)**	**(748)**	**293%**
Net Operating Cost/(Surplus)	**2,794**	**2,926**	**2,135**	**1,145**	**(990)**	**-46%**

Net Operating Cost for the Community Service Activity was 46% ($990,000) below budget for the period to 28 February 2015.

Direct Expenditure was 8% ($104,000) less than budget for the period.

- Housing and Other Property expenditure was less than budget. Rates paid on Council properties were less than what was expected at the time the budgets were prepared.
- Repairs and maintenance expenditure were less than budget for Parks and Reserves, Housing and Other Property and Recreation and Culture. These costs are incurred on an as needed basis.
- Expenditure on Safety is less than budget due to costs for the Fire Group establishment and Civil defence programme not yet being spent.

Operating Revenue was 293% ($748,000) more than forecast for the period.

- Lease revenue has been received for the lease of reserve land for the Speedies Road Hydro project. The revenue was backdated to the start of the lease in January 2010.
- Grant revenue of $553,000 was received for the restoration of the railway building. This revenue is included as part of Housing and Other Properties. The grant revenue budget was included in the 2013/14 EAP. A Trust Waikato donation of $38,000 was received in December for the railway building project.
- In addition to this a contribution of $43,000 was also received from Piopio Hall committee towards the capital expenditure associated with the Piopio Hall.
- A contribution of $40,000 is receivable from the Cottage for their share of the new car park adjacent to their premises on the Esplanade, Te Kuiti. This revenue is included as part of Public Amenities.

Community Development

COMMUNITY DEVELOPMENT (Amounts in $1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Feb 2015	YTD Actual Feb 2015	Variance Feb 2015	% Variance
Direct Expenditure						
- Community Support	436	454	385	354	(31)	
- Youth Engagement	115	5	3	28	25	
- Sister City	6	2	0	0	0	
- District Development	132	185	109	80	(29)	
- Agencies	0	1	0	0	0	
Total Direct Expenditure	**689**	**646**	**497**	**462**	**(35)**	**-7%**
- Allocated Costs	506	445	297	326	29	
- Interest	1	1	1	1	0	
- Depreciation	5	5	3	3	0	
Total Expenditure	**1,201**	**1,097**	**798**	**792**	**(6)**	**-1%**
Operating Revenue						
- Community Support	0	0	0	0	0	
- Youth Engagement	(134)	(5)	(3)	(70)	(67)	
- Sister City	(3)	0	0	0	0	
- District Development	(35)	(54)	(37)	(40)	(3)	
- Agencies	(22)	(19)	(13)	(13)	0	
Total Operating Revenue	**(194)**	**(78)**	**(53)**	**(123)**	**(70)**	**132%**
Net Operating Cost/(Surplus)	**1,007**	**1,019**	**745**	**669**	**(76)**	**-10%**

Net Operating Cost for the Community Development Activity was 10% ($76,000) below budget for the period to 28 February 2015.

Direct Expenditure was 7% ($35,000) less than budget for the period.

- Community Support expenditure was less than budget due to the timing of rates remissions applications being processed. Further rates and penalty remission applications will be processed through to 30 June.
- Youth Engagement expenditure was more than budget due to expenditure relating to the Reducing Risk Project being incurred. The grant revenue of $36,000 was received from ACC which funded this expenditure. This project was not included in the 2014/15 budgets.
- District Development is less than forecast due expenditure on consultancy for Economic Development, District Development and Events co-ordination being less than year to date budget.

Operating Revenue was 132% ($70,000) more than forecast for the period.

- Youth Engagement revenue was more than budget due to the grant revenue of $36,000 received from ACC for the Reducing Risk Project and $32,000, including $5,000 of grant revenue carried over from prior year for Youth Projects.

Regulation

REGULATION (Amounts in $1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Feb 2015	YTD Actual Feb 2015	Variance Feb 2015	% Variance
Direct Expenditure						
- Regulation	270	104	78	64	(14)	
Total Direct Expenditure	**270**	**104**	**78**	**64**	**(14)**	**-18%**
- Allocated Costs	429	577	385	376	(9)	
- Interest	2	1	1	1	0	
- Depreciation	2	2	1	1	0	
Total Expenditure	**703**	**684**	**465**	**442**	**(23)**	**-5%**
Operating Revenue						
- Regulation	(389)	(363)	(299)	(323)	(24)	
Total Operating Revenue	**(389)**	**(363)**	**(299)**	**(323)**	**(24)**	**8%**
Net Operating Cost/(Surplus)	**314**	**321**	**166**	**119**	**(47)**	**-28%**

Net Operating Surplus for the Regulation Activity was 28% ($47,000) less than budget for the period to 28 February 2015.

Direct Expenditure was 18% ($14,000) less than budget for the period.

- Inspection costs for Alcohol Licensing and Environmental Health were less than budget for the period.

Operating Revenue was 8% ($24,000) more than forecast for the period.

- Alcohol licensing revenue was $7,000 more than forecast for the period.

- Building Control revenue was $13,000 more than forecast for the period. During the eight months to February, 84 building consents have been issued, compared to 78 issued for the same period last year.

Resource Management

RESOURCE MANAGEMENT (Amounts in $1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Feb 2015	YTD Actual Feb 2015	Variance Feb 2015	% Variance
Direct Expenditure						
- District Plan Administration	29	86	57	14	(43)	
Total Direct Expenditure	**29**	**86**	**57**	**14**	**(43)**	**-75%**
- Allocated Costs	101	91	61	60	(1)	
Total Expenditure	**130**	**177**	**118**	**74**	**(44)**	**-37%**
Operating Revenue						
- District Plan Administration	(50)	(80)	(53)	(49)	4	
Total Operating Revenue	**(50)**	**(80)**	**(53)**	**(49)**	**4**	**-8%**
Net Operating Cost/(Surplus)	**80**	**97**	**65**	**25**	**(40)**	**-62%**

Net Operating Cost for the Resource Management Activity was 62% ($40,000) below budget for the period to 28 February 2015.

Direct Expenditure was 75% ($43,000) less than budget for the period.

- Budgeted costs for legal expenses and consultants fees, which are usually on charged to resource consent applicants were not spent during the period.

Operating Revenue was 8% ($4,000) less than forecast for the period.

Solid Waste Management

SOLID WASTE MANAGEMENT (Amounts in $1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Feb 2015	YTD Actual Feb 2015	Variance Feb 2015	% Variance
Direct Expenditure						
- Collection	270	285	193	194	1	
- Landfill Management	691	877	508	514	6	
Total Direct Expenditure	**961**	**1,162**	**701**	**708**	**7**	**1%**
- Allocated Costs	364	277	185	223	38	
- Interest	257	284	189	161	(28)	
- Depreciation	89	70	47	44	(3)	
Total Expenditure	**1,671**	**1,793**	**1,122**	**1,136**	**14**	**1%**
Operating Revenue						
- Collection	(128)	(120)	(80)	(92)	(12)	
- Landfill Management	(771)	(970)	(647)	(528)	119	
Total Operating Revenue	**(899)**	**(1,090)**	**(727)**	**(620)**	**107**	**-15%**
Net Operating Cost/(Surplus)	**772**	**703**	**395**	**516**	**121**	**31%**

Net Operating Cost for the Solid Waste Management Activity was 31% ($121,000) more than budget for the period to 28 February 2015.

Operating Revenue was 15% ($107,000) less than forecast for the period as the volume of rubbish into the landfill was less than estimated volumes. Recycling quantities have been increasing thus contributing to the downward trend of rubbish volumes.

Stormwater Drainage

STORMWATER DRAINAGE (Amounts in $1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Feb 2015	YTD Actual Feb 2015	Variance Feb 2015	% Variance
Direct Expenditure						
- Te Kuiti Stormwater	79	111	80	72	(8)	
- Rural Stormwater	4	9	7	5	(2)	
Total Direct Expenditure	**83**	**120**	**87**	**77**	**(10)**	**-11%**
- Allocated Costs	111	94	63	55	(8)	
- Interest	6	6	4	4	0	
- Depreciation	172	179	119	115	(4)	
Total Expenditure	**372**	**399**	**273**	**251**	**(22)**	**-8%**
Operating Revenue						
- Te Kuiti Stormwater	(3)	0	0	0	0	
Total Operating Revenue	**(3)**	**0**	**0**	**0**	**0**	**0%**
Net Operating Cost/(Surplus)	**369**	**399**	**273**	**251**	**(22)**	**-8%**

Net Operating Cost for the Stormwater Drainage Activity was 8% ($22,000) less than budget for the period to 28 February 2015.

Direct Expenditure was 11% ($10,000) less than budget for the period as sampling and maintenance costs are tracking less than expected.

Sewerage and Treatment and Disposal of Sewage

SEWERAGE AND TREATMENT AND DISPOSAL OF SEWAGE (Amounts in $1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Feb 2015	YTD Actual Feb 2015	Variance Feb 2015	% Variance
Direct Expenditure						
- Te Kuiti	1,041	818	540	736	196	
- Te Waitere	15	18	16	12	(4)	
- Benneydale	62	55	37	35	(2)	
- Piopio	66	57	40	39	(1)	
Total Direct Expenditure	**1,184**	**948**	**633**	**822**	**189**	**30%**
- Allocated Costs	362	652	435	230	(205)	
- Interest	511	777	518	366	(152)	
- Depreciation	714	1,021	681	477	(204)	
Total Expenditure	**2,771**	**3,398**	**2,267**	**1,895**	**(372)**	**-16%**
Operating Revenue						
- Te Kuiti	(1,146)	(825)	(549)	(1,203)	(654)	
- Benneydale	(1)	(2)	(1)	(1)	0	
- Piopio	(7)	(1)	(1)	(1)	0	
Total Operating Revenue	(1,154)	(828)	(551)	(1,205)	(654)	119%
Subsidy Revenue						
- Te Kuiti	0	0	0	0	0	
- Benneydale	0	0	0	0	0	
- Piopio	0	0	0	0	0	
Total Subsidy Revenue	0	0	0	0	0	0%
Total Revenue	**(1,154)**	**(828)**	**(551)**	**(1,205)**	**(654)**	**119%**
Net Operating Cost/(Surplus)	**1,617**	**2,570**	**1,716**	**690**	**(1,026)**	**-60%**

Net Operating Cost for the Sewerage Activity was 60% ($1,026,000) below budget for the period to 28 February 2015.

Direct Expenditure was 30% ($189,000) more than budget for the period.

- The budgets assumed that the costs for all operations and maintenance works for both reticulation and treatment plant would be carried in-house out rather than by external contract. To date this change has been partly implemented. Currently the external contractor carries operation and maintenance of the reticulation, with in-house staff operating the plants. This has resulted in the direct expenditure for Te Kuiti being higher than budget. As additional organisational capacity has not been fully resourced, the allocated costs for this activity are less than budget and offset the over spend in direct expenditure.

- In addition to additional contractor expenses there has also been an increase in the materials required and additional maintenance costs incurred for Te Kuiti during the period. Repairs have been carried out on the Reactor curtain and other equipment, required due to wear and tear. Additional aeration has been required for the sludge pond.

- Costs were also incurred for increased pipeline maintenance for Williams, Edwards and Hill Streets in Te Kuiti.

- In addition to this, expenditure on chemicals for Te Kuiti was $84,000 more than forecast and additional sampling has been required for compliance of the Ultra Violet plant.

- Generally costs for higher risk operational and maintenance works have increased due to greater emphasis on health and safety aspects. These costs have been passed on by suppliers and contractors.

Total Revenue was 119% ($654,000) more than forecast for the period.

- Trade Waste revenue was more for the period than forecast. It should be noted, however that the larger trade waste users are actively pursuing cleaner levels of discharge, which could impact on future revenue levels.

Water Supply

WATER SUPPLY (Amounts in $1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Feb 2015	YTD Actual Feb 2015	Variance Feb 2015	% Variance
Direct Expenditure						
- Te Kuiti	826	542	367	562	195	
- Mokau	175	80	59	111	52	
- Piopio	262	127	89	189	100	
- Benneydale	52	55	39	41	2	
Total Direct Expenditure	**1,315**	**804**	**554**	**903**	**349**	**63%**
- Allocated Costs	357	791	528	296	(232)	
- Interest	188	422	281	145	(136)	
- Depreciation	417	570	380	278	(102)	
Total Expenditure	**2,277**	**2,587**	**1,743**	**1,622**	**(121)**	**-7%**
Operating Revenue						
- Te Kuiti	(601)	(627)	(406)	(482)	(76)	
- Mokau	(48)	(30)	(15)	(1)	14	
- Piopio	(25)	(26)	(13)	(5)	8	
- Benneydale	(17)	(23)	(12)	0	12	
Total Operating Revenue	(691)	(706)	(446)	(488)	(42)	9%
Subsidy Revenue						
- Te Kuiti	0	(780)	0	0	0	
- Mokau	(574)	0	0	0	0	
- Piopio	0	0	0	0	0	
- Benneydale	(26)	0	0	2	2	
Total Subsidy Revenue	(600)	(780)	0	2	2	
Total Revenue	**(1,291)**	**(1,486)**	**(446)**	**(486)**	**(40)**	**9%**
Net Operating Cost/(Surplus)	**986**	**1,101**	**1,297**	**1,136**	**(161)**	**-12%**

Net Operating Cost for the Water Supply Activity was $161,000 (12%) less than budget for the period to 28 February 2015.

Direct Expenditure was 63% ($349,000) more than budget for the period.

- The budgets assumed that the costs for all operations and maintenance works for both reticulation and treatment plant would be carried in-house out rather than by external contract. To date this change has been partly implemented. Currently the external contractor carries operation and maintenance of the reticulation, with in-house staff operating the plants. This has resulted in the direct expenditure for Te Kuiti being higher than budget. As additional organisational capacity has not been fully resourced, the allocated costs for this activity are less than budget and offset the over spend in direct expenditure.

- In addition to the change described above there have been additional operational and maintenance costs for both the water treatment plant and reticulation systems, more than budget for Te Kuiti, Piopio and Mokau. For Te Kuiti there been under expenditure of $107,000 for Chemicals and Electricity compared with budget.

- Chemicals were changed for Piopio because there were problems with the filters fouling using the existing chemicals resulting is $13,000 more being spent than budget.

- Generally costs for higher risk operational and maintenance works have increased due to greater emphasis health and safety aspects. These costs have been passed on by suppliers and contractors.

Total Revenue was 9% ($40,000) more than forecast for the period.

- Metered water revenue for Te Kuiti was more than forecast due to greater consumption by the major commercial consumers.

- Metered water revenue for Mokau, Piopio and Benneydale was less than anticipated due to reduced consumption of water.

Roads and Footpaths

ROADS AND FOOTPATHS (Amounts in $1000's)	Actual 2013/14	EAP Budget 2014/15	YTD Budget Feb 2015	YTD Actual Feb 2015	Variance Feb 2015	% Variance
Direct Expenditure						
- Subsidised Roads	5,412	4,907	3,558	3,557	(1)	
- Non Subsidised Roads	180	178	97	95	(2)	
Total Direct Expenditure	**5,592**	**5,085**	**3,655**	**3,652**	**(3)**	**0%**
- Allocated Costs	88	0	0	0	0	
- Interest	916	1,050	700	620	(80)	
- Depreciation	3,065	3,166	2,111	1,970	(141)	
Total Expenditure	**9,661**	**9,301**	**6,466**	**6,242**	**(224)**	**-3%**
Operating Revenue						
- Subsidised Roads	(6,552)	(5,911)	(3,965)	(3,297)	668	
- Non Subsidised Roads	(76)	(74)	(40)	(46)	(6)	
Total Operating Revenue	**(6,628)**	**(5,985)**	**(4,005)**	**(3,343)**	**662**	**-17%**
Net Operating Cost/(Surplus)	**3,033**	**3,316**	**2,461**	**2,899**	**438**	**18%**
Subsidised Roads Maintenance	5,412	4,907	3,558	3,557	(1)	
Subsidised Roads Capital	5,026	4,923	2,833	1,704	(1,129)	
Combined Maintenance and Capital	**10,438**	**9,830**	**6,391**	**5,261**	**(1,130)**	**-18%**
Subsidy Revenue for Subsidised Roads	**(6,336)**	**(5,780)**	**(3,884)**	**(3,219)**	**665**	**-17%**

Net Operating Cost for the Roads and Footpaths Activity was 18% ($438,000) more than budget for the period to 28 February 2015.

Direct Expenditure was $3,000 less than budget for the period.

- Overall there is a minor variance to budget for direct expenditure. Included in this variance are costs associated with first response emergency reinstatement and environmental maintenance expenditure that are more than budget. This has been offset by unsealed and sealed road maintenance being under budget for the period.

Operating Revenue was 17% ($662,000) less than forecast for the period.

- Subsidy revenue is based on both maintenance and capital expenditure and for most work categories the subsidy rate is 59%. Subsidy revenue is less than budget due to pavement rehabilitation work that had not commenced due to delays in the environmental consent required for this work. It is anticipated that this work will be carried out in April 2015.

Appendix 2: Balance Sheet as at 28 February 2015

BALANCE SHEET (Amounts in $1000's)	Actual Position 30 June 2014	Actual Position 28 Feb 2015	Variance from 28 Feb 2015	Long Term Plan 30 Jun 2015	Variance from LTP
Public Equity					
- Retained Earnings	200,063	204,610	4,547	204,958	348
- Other Reserves	9,083	9,083	0	2,146	(6,937)
- Revaluation Reserve	70,465	70,465	0	71,401	936
TOTAL PUBLIC EQUITY	**279,611**	**284,158**	**4,547**	**278,505**	**(5,653)**
Current Assets					
- Cash and Cash Equivalents	955	3,535	2,580	100	(3,435)
- Inventories	34	34	0	38	4
- Land Subdivision Inventories	0	0	0	985	985
- Other Financial Assets	2	2	0	2	0
- Debtors and Other Receivables	5,258	5,945	687	4,953	(992)
- Assets Held for Sale	67	67	0	0	(67)
- Derivative Financial Instruments	0	0	0	0	0
Total Current Assets	**6,316**	**9,583**	**3,267**	**6,078**	**(3,505)**
Current Liabilities					
- Creditors and Other Payables	3,490	1,934	(1,556)	3,863	1,929
- Current Portion of Borrowings	380	10,953	10,573	671	(10,282)
- Provisions	17	17	0	51	34
- Employee Entitlements	505	326	(179)	485	159
- Derivative Financial Instruments	171	171	0	118	(53)
Total Current Liabilities	**4,563**	**13,401**	**8,838**	**5,188**	**(8,213)**
NET WORKING CAPITAL	**1,753**	**(3,818)**	**(5,571)**	**890**	**4,708**
Non Current Assets					
- Property Plant and Equipment	318,349	318,987	638	328,423	9,436
- Intangible Assets	88	88	0	85	(3)
- Forestry Assets	44	44	0	39	(5)
- Investment Properties	635	635	0	657	22
- Assets Held for Sale	889	889	0	0	(889)
- Other Financial Assets	3,389	3,389	0	837	(2,552)
- Derivative Financial Instruments	409	409	0	54	(355)
Total Non Current Assets	**323,803**	**324,441**	**638**	**330,095**	**5,654**
Non Current Liabilities					
- Creditors and Other Payables	618	618	0	0	(618)
- Borrowings	44,485	35,057	(9,428)	51,449	16,392
- Employee Entitlements	61	8	(53)	65	57
- Provisions	781	782	1	928	146
- Derivative Financial Instruments	0	0	0	38	38
Total Non Current Liabilities	**45,945**	**36,465**	**(9,480)**	**52,480**	**16,015**
NET ASSETS	**279,611**	**284,158**	**4,547**	**278,505**	**(5,653)**

Document No: 342388	File No: 401/Halls

Report To: Council

	Meeting Date:	31 March 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

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 Mokauiti and Benneydale since development of the LTP.

4.0   Benneydale Hall

4.1   25 September 2012

4.2   Since the consultation phase of the LTP, several community meetings have been held to discuss the future of these halls.

4.3   As the disposal of these halls is a project within WDC's roadmap and identified in the LTP, a strategy and process needs to be developed between WDC and the community to achieve the LTP goals and provide direction to the further consultation process. This process would lead to a community agreed disposal outcome.

4.4   To achieve such an outcome, a team for each hall needs to be established. It is proposed that each team be made up of the Group Manager - Community Services, one Councillor and say three community representatives from the relevant area. This team would investigate the various options for disposal and consult with the community on these various options, reaching agreement during the 2013-2014 year.

4.5   30 October 2012

4.6   A meeting of the Benneydale Ratepayers Association was held on 18 September 2012 and three members have been nominated to the committee. The members being; Messrs Carl Epp, Graeme Reinhardt and Pearce Carey.

4.7   Several participants provided written ideas for the hall moving forward and these will now be assessed by the committee.

4.8   A meeting to discuss and evaluate these proposals was scheduled for 16 October 2012 but was postponed at the request of the Chairperson of the Benneydale Residents and Ratepayers Association. A new meeting time is to be scheduled for mid November.

4.9   27 November 2012

4.10   At the time of writing this report, no response regarding a new meeting date has been received, although a meeting is scheduled for the Benneydale Ratepayers Association on 20 November 2012.

4.11   26 February 2013

4.12   A meeting of the committee was held 2 December 2012 to discuss the options and collate the pros and cons of each.

4.13   30 April 2013

4.14   At a meeting of 10 April 2013, the pros and cons for the five options established at the December meeting were rigorously discussed. A copy of the pros and cons is attached for and forms part of this business paper.

4.15   The options discussed being:

- Option 1 – Maintain the existing hall with a different operational structure.
- Option 2 – Demolish the hall and move to the scout hall.
- Option 3 – Demolish the hall and move to the rugby club.

- Option 4 – Part demolish the hall (leaving museum area) and move to either the scout hall or rugby club.
- Option 5 – Demolish and rebuild.

4.16 The committee unanimously agreed that the most viable options to develop for public consultation are:

- Option 1 – Maintain the existing hall with a different operational structure.
- Option 3 – Demolish the hall and move to the rugby club.

4.17 Option 1

4.18 The key components to accepting this as a viable option is based around:

- That a time limit bet set to assess progress in achieving the desired outcomes and sustainability.
- That the impact of the cycle ways can be fully assessed.
- The fall back would be option 3, if the desired outcomes are not achieved in the time-frame set.

4.19 Option 3

4.20 The key components to promoting this options is based around:

- The land is currently WDC owned and managed.
- Potential for shared costs
- Multi-purpose facility.

4.21 Note that this option to date has not been officially discussed with the rugby club.

4.22 Moving forward, it is the Committees intention (subject to confirmation of Council) to develop these two options into fully costed proposals for consultation with the local community in the later half of 2013/ The proposals, once finalised, would be submitted to Council for adoption prior to the consultation.

4.23 Finalisation of the consultation in the later half of 2013 will allow the conclusions of the outcomes to be included in the 2014 Annual Plan process.

4.24 6 June 2013

4.25 Subsequent to the April Council meeting, Councillor Goddard and Group Manager – Community Services have met on-site with the local Benneydale Hotel publican, Les Jensen.

4.26 Mr Jensen has shown an interest in leasing the hall to display vintage cars, allowing the display to be open to groups of visitors along with the existing museum facility.

4.27 The preliminary discussion centred around:

- A building lease for 3 years with rights of renewals
- Initial rental to be minimal in lieu of building maintenance
- Access improvements undertaken by WDC
- Agreement with owners of existing museum display

4.28 A preliminary estimate for the provision of access is between $9,000 – $10,000 (including vehicle ramp). WDC should also provide downpipes (original copper ones stolen) and two soak pits at an estimated cost of $3,000. Therefore to enable this lease to happen, WDC will need to consider expenditure up to say $15,000.

4.29   This proposal effectively overrides the previous options discussed with Council. The outome would be to:

   a)   Achieve the desired outcome of removing the maintenance liability from WDC;

   b)   Would allow a negotiated solution to the provision of a hall facility at the Rugby Club; and

   c)   After 3 years should the lease prove to be unsuccessful, the hall could be disposed of.

4.30   A meeting of the local hall committee is currently being organised to discuss the proposal.

4.31   25 June 2013

4.32   A meeting is scheduled with the Hall Committee on 26 June 2013 at the Benneydale Hall to discuss the new proposal and identify what investigatory work is required and to identify issues with the new proposal so as to move the proposal forward for consultation.

4.33   27 August 2013

4.34   The proposal to utilise the hall for display of vintage cars was discussed at the recent Benneydale Residents and Ratepayers meeting in July.

4.35   A consultation form explaining the proposal and seeking feedback was made available at this meeting and copies were also available to be distributed to other residents.

4.36   These consultation responses are currently being collated by Mr Karl Epp, Chairman of the Benneydale Residents and Ratepayers Group.

4.37   A full report on these responses and recommendations will be made to the September Council meeting.

4.38   24 September 2013

4.39   The consultation forms were distributed locally by the Benneydale Residents and Ratepayers Group. Unfortunately only 5 responses have been received from the local community.

4.40   The questions asked were:

   a) *Do you agree for the administration of the hall to be undertaken by a community led Incorporated Society?*

   All respondents agreed to this proposal.

   i)   The only comment received was that the three members of the working group should be on the Society.

      Response: Initially the Society would be established by the group but at the first election the community would decide on the elected members.

   b) *Do you agree with the proposal for the main body of the hall is to be utilised as a vintage car museum?*

Three respondents agreed to this proposal.

Two respondents responded with a question mark with the following comments:

i) If the badminton falls through then I am in agreement to use the hall for cars.

Response: Potential other options exist for badminton e.g. school hall or rugby clubrooms. This needs further investigation.

ii) Great, but only if alternative venue for other community activities is available.

Response: It is the intention of the Working Group to negotiate use of the Rugby Clubrooms for community use before finalising the vintage car museum proposal

iii) Only for three years because more profitable utilisation should be researched

Response: Noted

4.41   At this stage it is recommended that WDC proceed with the formation of the Incorporated Society for the ownership and administration of the Benneydale Hall, initially for a period of three years to allow a comprehensive assessment of the proposal.

4.42   Any changes in ownership of the hall to the Society will require some negotiations on outstanding minor maintenance and a detailed minor maintenance proposal and costing will be prepared for Council approval at the November meeting.

4.43   With respect to the car museum proposal, due to circumstances beyond the control of the Working Group, the proposal will need to be put on hold, pending discussions with the potential lessee.

4.44   26 November 2013

4.45   A draft Incorporated Society document for the administration of the Benneydale Hall is currently being prepared and will be presented to the Benneydale Residents and Ratepayers group at their meeting of 26 November 2013.

4.46   At this meeting outstanding maintenance and compliance work will also be identified so that agreement can be reached on how to proceed with the identified works.

4.47   6 March 2014

4.48   The Benneydale Ratepayers and Residents Association met on 28 January 2014 and resolved to proceed with the Incorporate Society concept and draft documents previously submitted.

4.49   The necessary signatures have been obtained and the document will now be prepared for submitting to the March meeting of the Association.

4.50   The Association has finalised the outstanding maintenance compliance works for discussion and agreement with WDC. In an endeavour to progress this, a meeting has been organised on-site with the Group Manager – Community Services and The Association to facilitate discussions on the identified items.

4.51 A report on costs relating to the maintenance items will be presented to Council at its meeting in March.

4.52 1 May 2104

4.53 As part of an agreement where the hall is to be run by an Incorporated Society formed by the residents of Benneydale, outstanding maintenance items were identified for consideration by WDC prior to the Incorporated Society takeover.

4.54 A list has been formulated by the Benneydale Residents and Ratepayers Association for consideration by WDC and is identified below with comments and estimates where appropriate.

4.55 Benneydale Hall Maintenance Items

Issue	Comment	Effect	Estimated Cost
East facing window replacement	Rotten framing/sill	Weather tightness	$1,000
Spouting replacement/dp's and soak holes(2)	Copper spouting/dp's stolen	Weather tightness	$4,500
Replace rotten board right of foyer	No comment	Weather tightness	$250
Block off chimney	No comment	Maintenance	
Bird proof soffit	No comment	Maintenance	
Replacement under floor access door	Potential for access regarding arson	Security	$750
Replacement rear safety railing	Hand rails to ramp need part replacing	Safety	$750
Ventilation over projection room to be sealed off	No comment	Maintenance	
Roof renail	No comment	Maintenance	
Minor external building repairs	No comment	Maintenance	
Replacement zip	No comment	Sanitary	$1,500
Internal door keys/lock	No comment	Maintenance	
Replacement of kitchen cupboards	No comment	Maintenance	
Hole in wall in foyer	Internal	Maintenance	
Mens urinal substandard	Replace with two urinettes	Sanitary	$2,300
Upgrade of toilets	Minor works	Sanitary	$1,000
Sanitary plumbing of urinal	Currently urinal discharges to ground under building	Sanitary	$1,500
Architrave replacement to library door	No comment	Maintenance	
Repairs to library window	Replace rotten timber	Weather tightness	$500
Exterior repaint	No comment	Maintenance	
Roof repairs	No comment	Maintenance	
Repairs to historical area toilets/plumbing from sanitary purposes	Minor work for sanitary purposes	Sanitary	$1,000
Remove fireplace/chimney	No comment	Maintenance	
Repairs to window south end building	Replace rotten timber	Weather tightness	$500

4.56 Obviously WDC is not in a position to undertake all works listed and the extent of works was the precursor to WDC resolving to investigate 'options' for disposal.

4.57 Works identified for completion by WDC and forming part of the Incorporated Society agreement should focus on weather tightness, safety, sanitary provisions and security.

4.58 The estimated total cost of these identified works being $15,550 can be funded from 'Other Halls Maintenance Assistance'.

4.59 27 May 2014

4.60 Contractors are currently being engaged to complete the identified works.

4.61 25 June 2014

4.62 Contact has been made with local builder, Gary Lowe and a meeting has been tentatively scheduled for 26 June 2014 to meet on site and discuss the works. Peter Kana from Peter Kana Plumbing will also be attending the meeting to discuss the plumbing/guttering items.

4.63 The Incorporated Society document has been completed and forwarded to the Hall Committee for actioning.

4.64 29 July 2014

4.65 A successful meeting was held on the 26 June with both contractors and subsequently works and prices have been agreed. Building materials have been purchased and works will be undertaken over the next 2-3 weeks. Plumbing works are also scheduled to be completed over the next month.

4.66 26 August 2014

4.67 The builder and plumber have undertaken most of the identified works since the onsite meeting of the 26 June. A final inspection of these works is currently being organised before sign off.

4.68 An instruction has been issued to Russell Thomson Solicitors to prepare an agreement for the transfer of the asset to the Benneydale Hall Incorporated Society based on Clause 4.41 above.

5.0 Mokauiti Hall

5.1 30 October 2012

5.2 A request has been sent to the Mokauiti Hall Committee seeking a meeting to elect the three representatives to form the Working Group with Councillor Digby and the Group Manager - Community Services.

5.3 27 November 2012

5.4 At the time of writing this report, no response regarding the establishment of this Working Group has been received.

5.5 26 February 2013

5.6 A community meeting was held on 6 December 2012 attended by Councillor Digby and Group Manager Community Services. WDC's position on Mokauiti was explained and was relatively well received by the community.

5.7 The meeting established a committee of three representatives of the community who have been elected to work with WDC to investigate options for the hall moving forward. It is anticipated that the first meeting of this committee will be late February or early March.

5.8   25 June 2013

5.9   The first meeting with the committee scheduled for 12 June 2013 was postponed but a verbal discussion has been held. The discussion centered on:

- The local community forming a governing body to take ownership of the hall.
- WDC would assist in facilitating the formation of the governance group.
- The need for compliance and minor maintenance to be undertaken by WDC before this could happen.

5.10   A tentative meeting was scheduled by the hall committee for 20 June 2013 to discuss these points and formalise the proposal but this has yet to be confirmed.

5.11   26 November 2013

5.12   This meeting did not proceed and is yet to be rescheduled.

5.13   31 March 2015

5.14   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.

5.15   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

5.16   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.

5.17   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   25 September 2012

6.2   Councils Housing and Other Property AMP and the 2012-2022 LTP identified the Kopaki Hall site for disposal as the hall was no longer in use.

6.3   In summary the land is classified as Recreation Reserve under the Reserves Act 1997 and is owned by the Crown. By gazette WDC control and manage the reserve.

6.4   The process of disposal (revocation of rights to control and manage) of the reserve requires Council resolution to that effect, public advertising, consideration of objections and then an approach to the Department of Conservation can be made outlining WDC's intention to revoke the appointment of control and manage.

6.5   Upon resolution of the appointment, the land would be Crown land and as surplus government land, the Department would arrange for disposal or land banking.

6.6 30 October 2012

6.7 A business paper was to be submitted to the October 2012 Council meeting seeking the necessary resolution of Council and outlining the timeline for such a procedure. Further research is being undertaken and this will be presented to Council at its November 2012 meeting.

6.8 27 November 2012

6.9 A business paper detailing the procedure for disposal of the hall formed part of the November 2012 Council meeting agenda.

6.10 26 February 2013

6.11 Councillors adopted the necessary resolutions at their meeting of 27 November 2012 as the formal part of this disposal process.

6.12 While verbal discussions have been held within the community, before completing the necessary documentation for submission to the Department of Conservation, documented consultation needs to be obtained. A statement of intent is being prepared and key community participants will be asked to sign the document.

6.13 Members of the Kopaki Community were asked whether they agreed that the site is no longer utilised by the community and whether the function to control and manage should revert to the Crown (Department of Conservation).

6.14 Ten members responded to this question, with ten agreeing to this statement.

6.15 It is now been 3 weeks since the receipt of the last consultation form returned to WDC. The information received will now be used to support an application to the Minister of Conservation to revoke the appointment of Waitomo District Council to control and manage the Kopaki Hall Recreation Reserve.

6.16 26 November 2013

6.17 An application to the Minister of Conservation to revoke the appointment of WDC to control and manage the Kopaki Hall Recreation Reserve has been completed and we await the Ministers response.

6.18 6 March 2014

6.19 As at 24 February 2014 no correspondence has been recorded from the Department of Conservation in response to our letter of 21 November 2013.

6.20 A reminder letter, including the original has been sent to Department of Conservation.

6.21 25 March 2014

6.22 A response has been received from the Department of Conservation dated 13 March 2014. A copy is attached for Councillors reference.

6.23 The Department of Conservation advise that they do not foresee any issues with WDC's proposal, but the actioning of our request is not a priority due to their current workload.

6.24 26 August 2014

6.25 A reminder letter has been forwarded to the Department of Conservation requesting an update on the timeframe for them to complete this proposal.

Suggested Resolutions

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

2. Pursuant to S.16(1) of the Reserves Act 1977, and a delegation from the Minister of Conservation dated 12 June 2013, the Benneydale Hall property be classified as Local Purpose (public hall) Reserve.

3. Pursuant to S.12(2)(a) of the Local Government Act 2002, the improvements located on the Benneydale Hall property be sold to Benneydale Hall Incorporated for the sum of one dollar ($1.00)

4. Pursuant to S.61(2A) of the Reserves Act 1977, the Benneydale Hall property be leased to Benneydale Hall Incorporated for a term of 33 years with one right of renewal, with the lease rental being one dollar ($1.00) subject to other terms and conditions as identified in the lease document.

JOHN DE LUCA
GROUP MANAGER – COMMUNITY SERVICES

31 March 2015

Document No: 359367	File No: 092/015A

Report To:	**Council**

	Meeting Date:	31 March 2015
	Subject:	**Otorohanga District Development Board – Reporting against Service Level Agreement**

Purpose of Report

1.1   The purpose of this business paper is for Council to receive the Otorohanga District Development Board's (ODDB) January 2015 report against the Key Performance Indicators contained in the Service Level Agreement (SLA).

Local Government Act S.11A Considerations

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

Background

3.1   The ODDB Youth Support Program was established in 2005 to address issues of young people leaving the District to take up pre-employment qualifications and study elsewhere.

3.2   Via the Draft Exceptions Annual Plan 2013/2014 process, the ODDB lodged a submission requesting that Council reconsider funding $15,000.00 per annum for three years for ODDB Youth Support Programs. ODDB stated the proposal had been developed to formalise what had been provided for the past eight years. Also, the proposed partnership would provide on-going sustainability for the programs to help protect the economic sustainability of the business.

3.3   Council reconsidered the funding request for ODDB for Youth Support Programs taking into account the matters raised in the submission and support for the program from local organisations.

3.4   Council confirmed agreement to include a funding capacity of $15,000.00 in its Exception Annual Plan. The funding would be provided to ODDB subject to an appropriate SLA being put in place with clear detail of the service deliverables and performance measures to be reported against.

3.5   The purpose of the SLA is to set the framework for a working relationship between the parties and confirm the deliverables and performance measures to report against.

3.6   Through the SLA both parties agreed to the provision of funding towards the delivery of Youth Support Programs provided by the ODDB.

3.7   Clause 7 of the SLA specifies ODDB reporting requirements, being January and July of each year.

3.8   The reporting based around the key performance indicators identified in Appendix 1 of the SLA.

Commentary

4.1   Attached to and forming part of this business paper are copies of the Service Level Agreement between WDC and ODDB together with a copy of the Partner Funding Report for Otorohanga/Waitomo Youth Programs January 2015.

Suggested Resolution

The business paper on Otorohanga District Development Board – Reporting against Service Level Agreement be received.

DONNA MACDONALD
COMMUNITY DEVELOPMENT COORDINATOR

23 March 2015

Attachments: 1   Otorohanga District Development Board Report - January 2015 (Doc No 359488)
                 2   Service Level Agreement between WDC and ODDB (359489)

Partner funding report Otorohanga/Waitomo Youth Programs January 2015
30/1/2015

Otorohanga/Waitomo Youth programs continue to gain solid results against KPI's set July 2014. Some changes to the annual contract renewals July 2014 have reflected the reductions in funding available with ending of MSD support 30/6/2014.

The continued support of our funding partners, local industries, boards, Schools and education facilities, contractors and youth have helped to continue the program's success with a reduced funding model.

A survey is being run on all youth and employers involved in the program and this has had good feedback and input and we are currently compiling results.

The management team are researching best practice worldwide in youth development as part of a total review of the youth programs and we will invite WDC to a presentation of these findings in April/May.

Challenges

The restructure of the programs model is settling into place with the College Mentor role under consideration following a return to School for the 2015 year. Mpowa role is restructured and is still adjusting to the changes required.

A management group has been formed to review future options and direction. A survey is presently being carried out to measure effectiveness of programs with interested parties, these results can be shared with WDC once reports are completed.

A new model concept with a view to the longer term funding model and a partnership with government is to be presented at a youth Initiative tour planned for 8th April 2015.

Government expected Attendees - Te Ururoa Flavell – Minister for Maori Development & Whanau Ora & Associate Minister for Economic Development - Martyn Dunn – Director General of the Ministry for Primary Industries - Ben Dalton, MPI's Deputy Director-General - Sector Partnerships and Programmes MBIE.

An independent screening program was undertaken with 2014 OTTC students to measure their shift in employability and soft skills. A snapshot was taken at commencement of course and another at end. Results are attached as appendix 1 & appendix 2.

Successes

Jobs for graduates.   Apprenticeship completions. School leavers tracked.   New businesses joining work experience.

A brief summary of each program and its success follows.

Otorohanga Trade Training Centre.

Otorohanga Trade Training Centre is operated and funded by Wintec and not the Partnership fund although they maintain a strong working relationship with the districts Apprentice/Youth coordinator who builds relationships with the students develops their soft skills and arranges work experience/Jobs for graduates.

A total of seven students completed the 2014 Engineering/Automotive pre trade level 2 courses. four enjoyed gaining employment on course completion one to Waitomo District, one is going on to further education in Tauranga, one is on a job trial and one still looking for work (while also continuing with further education).

Trades Training Course is due to start 9th Feb 2015 with good numbers looking to attend. 14 students enrolled to start. Four of these students are from the Waitomo District.

The change of venue for OTTC February 2014 worked well for the pre trade course.

A further addition of a level 4 Horticulture course to be also based from OTTC will strengthen the Centre with another 15 students set to use the facility.

Tutor Brendon completed NCALE last year and will complete Cate this year which will finish his tertiary training as a Tutor. Developing strong relationships with local Industry continues with more work experience venues added 2014 and more to add 2015.

23 Businesses are assisting with work experience with 8 from Waitomo District.

Wintec Hub continue to offer many courses other than the pre trade course these are targeted at the employment opportunities with in the local communities the most effective being Cert in Business L2 & 3. Night classes for basic computing skills will be ran Tuesday and Thursday evenings as numbers require. Enrolments are open now for courses to begin 16th Feb 2015.

An independent screening program was undertaken with 2014 OTTC students to measure their shift in employability and soft skills. A snapshot was taken at commencement of course and another at end. Results are attached as appendix 1 & appendix 2.

Names have been removed for privacy purposes each coloured dot represents a student. A cross indicates didn't finish.

From those who didn't finish 1 chose work options 1 gained an apprenticeship, 1 had family sickness, 1 moved areas.

Appendix 1

The information obtained during the assessment has been used to work out where all individuals sit on the matrix below. The plot location indicates the individual's readiness to work based on the extent to which there are challenges in seeking employment and foundation skills gained through previous exposure to the workforce. Those with a cross through them left the course prior to the November assessment.

Work Readiness Assessment Matrix (March 2014)

Score				
6				
5				
4				
3				
2				
0-1				
	0-2	3-4	5-7	8-10

CHALLENGES IN SEEKING EMPLOYMENT

Appendix 2

Work Readiness Assessment Matrix (November 2014)

The information obtained during the assessment has been used to work out where all individuals sit on the matrix below. The plot location indicates the individual's readiness to work based on the extent to which there are challenges in seeking employment and foundation skills gained through previous exposure to the workforce.

Work Ready - Employable

TRANSFERABLE SKILLS

Score
6
5
4
3
2
0-1

0-2	3-4	5-7	8-10

CHALLENGES IN SEEKING EMPLOYMENT

Trades coordinator/apprentice support

Apprentice support is achieving excellent numbers again with a target of 30 students for the year we currently have a total of 70 apprentices registered for various levels of support, 32 apprentices registered for the full support program including 3 on vouchers at present as businesses won't pay the nominal fee. 14 of these apprentices are from Waitomo District. Completion rates for apprentices remain in the 90% range 1 completion for Waitomo District 2014.

Trades coordinator met compliance requirements with Ito's and NZTA and also completed further education qualification of National certificate Adult Education Level 5.

Youth Coordinator

This new role is still progressing well by offering assistance to other districts Interested in parts of the youth programs as well as youth Initiative tours our profile continues to be high. Referrals for CRM system to several interested parties saw Youth Futures Hawkes bay picking up the program.

Presentations for Continuing education Hamilton, YIT Upper Hutt Council and Ministry of Primary Industries have been successful in the past 6 months with more YIT's planned for March & April.

Funding through the many partnerships fell 10k short with the change of owner for McDonalds Lime their scholarship donation is still under consideration. This shortfall has been picked up by ODDB. With support offered for up to three years from the majority of the partners, there is now 18 months left of this period to find a secure long term funder.

Unemployment continues to remain lower than the National average.

The Youth data base is now up and running this is now tracking every one inside the programs.

The Otorohanga website has been updated showing the roles of coordinators as well as recognising partners in the programs.

YC used some different advertising Strategies for the OTTC course with offering a career option in the Situations vacant (Waitomo News), a bonus pay to previous students on a sticking referral, Facebook with Mpowa page and Wintec page, all these strategies produced interest and some sign ups.

Mpowa

Continues to contact and mentor school leavers with a rolling total of currently 155 in program.

Referrals to youth services continue for NEETS identified students.

Assistance with CV's and job applications for school leavers as well as career guidance are part of the primary functions carried out.

College Coordinator

This program in partnership with Otorohanga College Has had a change of coordinator with Josh Vossen coming on board in September 2014. Josh is building new relationships both in and out of the College environment. This programs continuation is presently under review.

Goals/Action

Youth Support programs

Apprentice support program

10 Waitomo District businesses continue using this program a total of 14 apprentices were engaged over the past 12 months. Target 16.

6 Waitomo businesses are employing new apprentices over the past 12 months. Target 5

 5 Waitomo Employees have completed their programs. Target 4.

Trades Training Centre L2 Engineering/Automotive pretrade.

7 Graduates completed L2 pretrade December 2014. (3 are from the Waitomo district). 2 are employed and 1 has gone for further education from Waitomo District graduates.

1 Waitomo District graduate is looking at an apprenticeship in the Waitomo District.

9 Waitomo businesses are assisting with Work experience placements.

Enrolments

Trades Training Course

2015 course starts 9th February 2014. Around 14 students are tentatively enrolled. Target 14 Breakdown of stats not available until course started.

Apprentice Support

2014 there are 14 students receiving some level of support with studies from Waitomo District and 5 finished their programs. 10 WDC Businesses are involved.

Contact FullName	COMPANY::Company Name	expected finish year
Mitchell Henderson	BK Auto electrical	2016
Bennet Young	Solo Smash Repairs	2016
Buck Eynon	Pio Pio Mechanical	2017
Joshua Wackrow	Mc Indoe group	2016
Phillip Natzke	DM Mclean	2017
William Rustling	Mc Indoe group	2015
Seaton Black	Inframax	2019
Cody Davey	jones's truck n tractors	2019
Samuel Cameron	Gregs Autos	2018
Bradley Vandy	Mc Indoe group	2018
Duane Cunningham	Apollo Industries	2019
Robert Ingles	Fine woodworking	2018
Thomas Riley	Apollo Industries	2018
Ryan Joyes	Gregs Autos	2018

Completed programs Waitomo District

Grayden Haine - McDonalds Lime

Craig Lee – McDonalds Lime

George Jensen – McDonalds Lime

Warren Holden – Holden Mining

Ron Hemara – Perry Resources

<u>Achievements</u>

7 graduates Trades Training 6 employed or continuing education by end January 2014.

7 New apprenticeships started Waitomo District 2014.

<u>Funding</u>

3 Year funding model was achieved; applications for second year are met with extra input from ODDB.

Targets next 12 months Waitomo

9 Waitomo Biz involved in work placement OTTC.

14 Waitomo District apprentices receive assistance.

2 new apprenticeships Waitomo District.

1 apprentice completion.

Targets overall

Apprentice support

"Current number of employees in the Apprentice support programme (target 30 p.a)"

"Number of Apprenticeships /jobs in the Districts (target 10 p.a)"

"Number of District BIZ involved in work placements with OTTC (target 10 p.a)"

"Employee & Businesses being totally satisfied with the programme (target 80%)"

MPOWA

"98% of school leavers are maintained as active contacts for 12 months"

"80% of surveyed respondents satisfied with services supplied, businesses and clients"

Ray Haley

Otorohanga Youth Coordinator

**Otorohanga District
Development Board**

Service Level Agreement

Between

Waitomo District Council

And

Otorohanga District Development Board

Service Level Agreement

DATED the   **1st**   **day of**   **July**   **2013**

1.0   PARTIES

Waitomo District Council (WDC)

and

Otorohanga District Development Board (ODDB)

2.0   TERM OF AGREEMENT

2.1   WDC and the ODDB agree to a relationship and funding for services for three years from 1 July 2013 to 30 June 2016.

2.2   Either party may terminate the agreement upon the expiration of three calendar months notice from one party to the other of that party's intentions in that behalf. In the event of notice being given within a financial year to 30th June, monies will only be repaid to WDC in the event that cancellation is by the ODDB.

3.0   OUTCOMES FOCUS OF WAITOMO DISTRICT COUNCIL

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

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

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

The aim is to provide:

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

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

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

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

4.0   RELATIONSHIP BETWEEN ODDB AND WDC

4.1   The purpose of this Service Level Agreement is to set the framework and working relationship between the parties and confirm service deliverables and performance measures to be reported against.

4.2   The Otorohanga District Development Board Youth Support Program was established in 2005 to address issues of young people leaving the District to take up pre-employment qualifications and study elsewhere.

4.3   Specific courses were developed to train school leavers in skills that local employers needed.

4.4   Employment guarantees were negotiated with employers for some courses to provide jobs for graduates.

4.5   Via the Draft Exceptions Annual Plan 2013/2014 process, the ODDB lodged a submission requesting that Council reconsider funding $15,000.00 per annum for three years for ODDB Youth Support Programs. ODDB stated the proposal had been developed to formalise what had been provided for the past eight years. Also, the proposed partnership would provide on-going sustainability for the programs, to help protect the economic sustainability of the businesses.

4.6   Council reconsidered the funding request for ODDB for Youth Support Programs taking into account the matters raised in the submission and support for the program from local organisations.

4.7   Council confirmed agreement to include a funding capacity of $15,000.00 in its Exception Annual Plan. The funding would be provided to ODDB subject to an appropriate Service Level Agreement being put in place with clear detail of the service deliverables and Performance Measures to be reported against.

5.0   AGREEMENT

5.1   Through this Service Level Agreement both parties agree to the provision of funding towards the delivery of Youth Support Programs provided by the ODDB.

5.2   Both parties agree to:

- Support each other in the delivery of the program.

- Be open, frank, honest and constructive in all dealings with each other and to act in good faith at all times.

- Act in good faith in meeting their responsibilities under this agreement and in resolving any differences away from public attention.

- Resolve issues as they arise in a manner that maintains the integrity, professionalism and statutory accountabilities of each party.

- Optimise the value and benefit delivered to the Waitomo District by the investment of ratepayer funds.

5.3   The ODDB will:

- Deliver a range of Youth Support Programs to train school leavers in skills that local employers need.

- Use the funding provided by WDC to support the delivery of the programs as requested.

- Ensure that WDC are kept informed of the programs progress by way of written and verbal reports to Council.

5.4   The WDC will:

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

6.0   PERFORMANCE

6.1   ODDB's performance strategy for this agreement is attached as Appendix 1. This strategy identifies how services will be delivered (goals and actions) and what outcomes will be achieved (key performance indicators) over the next three year period.

6.2   This performance strategy shows clear goals and the outcomes to which the success of the service can be measured.

6.3   Performance targets will be reviewed annually, by the 31st of March each year.

7.0   REPORTING

7.1   It is agreed that reporting to Council will be twice per year in the months of January and July. The reporting will be based around the key performance indicators identified in Appendix 1.

7.2   Reporting against services that ODDB provides is subject to the provision of funding from Council for those services. If Council does not fund services targeted at the Youth Support Program in any given year, the reporting requirement does not apply.

8.0   MONETARY VALUE OF CONTRACT 2013 / 2016

8.1   WDC agrees to pay the following amounts to ODDB for the period 1 July 2013 to 30 June 2016 on an annual basis.

312542

8.2 This funding is for the prudent discretionary use of ODDB in the areas identified. It will contribute to the cost of delivering Youth Support Programs.

8.3 **Total Funding:**

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

9.0 PAYMENT

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

10.0 COMMUNICATIONS

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

> **For WDC:**
>
> Name: Donna Macdonald
> Position: Community Development Coordinator
> Email: donnam@waitomo.govt.nz
> Phone: 07 878 0800
>
> **For ODDB:**
>
> Name: Ray Haley
> Position: Youth Coordinator (ODDB)
> Email: ray@comettraining.co.nz
> Phone: 027 272 3273

11.0 CONFLICT

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

12.0 CONFIDENTIALITY

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

312542

13.0 ENFORCABILITY

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

14.0 SIGNING

Signed for	Signed for
WAITOMO DISTRICT COUNCIL by:	**OTOROHANGA DISTRICT DEVELOPMENT BOARD By:**
Chris Ryan **Chief Executive**	Carolyn Christian **Chairperson (ODDB)**
Date:	Date:
in the presence of:	in the presence of:
Name:	**Name:**
Occupation:	**Occupation:**
Address:	**Address:**

APPENDIX 1

Key Performance Indicators

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

312542

Document No: 359569	File No: 306/001A

Report To: Council

	Meeting Date:	31 March 2015
	Subject:	**Freedom Camping Monitoring**

Purpose of Report

1.1 The purpose of this business paper is to update Council on the monitoring activities initiated after Council's decision in relation to Freedom Camping on 25 November 2014.

Local Government Act S.11A Considerations

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

Background

3.1 The Freedom Camping Act 2011 (Act) came into force on 30 August 2011 and provides local authorities with access to stronger regulatory measures to better manage the nuisance created by errant freedom campers.

3.2 There are a variety of options available to Councils in respect of freedom camping. The table below was produced by Local Government New Zealand and is a summary of the options, including relevant advantages /disadvantages and considerations.

Regime	Management Approach
No Bylaw	- Freedom camping is considered to be a permitted activity in all parts of a district (but does not trump reserve management plans or district plan rules).
District Plan Rules	- Some Council's will control freedom camping via District Plan rules. WDC's District Plan does not contain rules to control camping.

Regime	Management Approach
Reserves Act	- Freedom camping is effectively prohibited under section 44(1) of the Reserves Act 1977 in reserves unless any of the statutory exceptions apply. - Note Council will need to consider what practical enforcement options apply if it relies on this prohibition. - Where Council makes a freedom camping bylaw, any relevant reserves management plans should be consistent with the bylaw.
Local Government Act	- Bylaw making powers under sections 145 and/or 146 of the Local Government Act 2002, but need to be exercised carefully. - Bylaw able to regulate or prohibit freedom camping in the district but must not be repugnant to the general laws of New Zealand. (This would include section 12 of the Freedom Camping Act 2011). - Bylaw must be reasonable. - No access to instant fines for bylaw breaches. Council will need to consider what practical enforcement options apply.
Freedom Camping Act	- Freedom camping is considered to be a permitted activity but some parts of a district can be designated as prohibited for freedom camping or where restrictions apply. - Access to instant fines for bylaw breaches. - Consider consistency issues as between bylaws made under the Freedom Camping Act 2011 and any reserves management plans. - Look at issue of restrictions and prohibitions in total.

3.3   The business paper presented to Council on 25 November 2014 considered the option of a bylaw under the Freedom Camping Act 2011. Under the Freedom Camping Act freedom camping is permitted on public land controlled or managed by a local authority unless it is already prohibited under another enactment (e.g. Reserves Act, District Plan, Traffic Legislation) or the local authority makes a bylaw prohibiting or restricting freedom camping in some areas for one or more of the following purposes:

- to protect the area;

- to protect the health and safety of people who may visit the area; or

- to protect access to the area.

3.4   Council may not prohibit freedom camping in all local authority land it controls or manages.

3.5   Prohibited areas are locations where no camping may take place. Restricted areas are locations where camping may occur subject to certain conditions. This could include conditions such as the maximum number of freedom camping vehicles permitted at a location, maximum number of consecutive nights of freedom camping in the same area by the same campers or requiring campers to camp in self contained vehicles.

3.6 Any bylaw that is developed must make it clear to prospective campers where they can and cannot camp. For this reason the bylaw must include a map and/or clear description of the areas where camping is restricted or prohibited.

3.7 Councils in the Waikato Region that have developed Freedom Camping Bylaws include:

- Thames Coromandel District Council
- South Waikato District Council
- Hauraki District Council
- Hamilton City Council

Commentary

4.1 Freedom camping can at times create a nuisance when campers stay for extended periods of time or over the busy summer period and when camp sites are left in an untidy state when campers depart.

4.2 As outlined in the Business Paper presented to Council in November 2014, a review of WDC's Service Request System suggested there does not appear to be a significant problem in this district. Over the last two years four complaints have been lodged with WDC in regard to freedom camping.

4.3 Although only a limited number of service requests have been lodged with WDC informal feedback indicates that freedom camping can be a problem at Kiritehere over the Christmas holiday period and in the Awakino/Mokau area during the whitebait season.

4.4 Detailed below are areas where camping has been known to take place and mechanisms that can be used to control such camping.

Land Category	Land Status	Possible Legislative Controls
Various lay bays and pull off areas adjacent to State Highways throughout the District	Road Reserve	NZTA administered legislation
Privately owned property	Private Property	No direct legislative tools available
Local Road Reserves and/or Esplanade Reserves	Road Reserves or Esplanade Reserves	Reserve Act Freedom Camping Bylaw
Council Reserves and/or beaches	Generally Reserve land	Reserve Act Freedom Camping Bylaw
Department of Conservation land	DOC Estate	Freedom Camping Act

4.5 It is clear from the above table that developing a Freedom Camping Bylaw is not the cure all for all problems associated with camping. Much of the camping that takes place outside of recognised camping grounds does not occur on land where the active enforcement of bylaw provisions would prove effective or practicable.

4.6.   As an interim measure Council agreed at the November Council meeting to install signage at Council reserves where camping is known to take place to endeavour to control the practice. It was further agreed that this interim strategy will be monitored over a period of 12 months to see if nuisance conditions associated with indiscriminate camping abate. These signs are currently being designed

4.7.   On completion of the 12 month investigation phase Council will be in a position to make an informed decision on the value of introducing a freedom camping bylaw.

Suggested Resolution

The Progress Report : Freedom Camping Monitoring be received

ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

March 2015

Document No: 358011	File No: 037/000B

Report To:	**Council**

	Meeting Date:	31 March 2015
Waitomo District Council	**Subject:**	**Progress Report: Psychoactive Substances Monitoring**

Purpose of Report

1.1 The purpose of this business paper is to brief Council on the results of the monitoring of the situation as per its decision on 29 October 2014 in relation to the development of a Psychoactive Substances Policy.

Local Government Act S.11A Considerations

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

Background

2.0 The Psychoactive Substances Act 2013 ('Act') came into force 18 July 2013. This Act creates amongst other things a regulated market for legal sale of approved recreational psychoactive products by licensed sellers.

2.1 The Psychoactive Substances Regulatory Authority ('Authority'), operating under the auspices of the Ministry of Health is responsible for evaluating psychoactive products to decide if they meet national safety standards and should be approved for sale by licensed premises within New Zealand[1]. The importing, manufacturing, selling, supplying or possessing of psychoactive products is strictly prohibited unless it has been demonstrably proven to the Authority that the product poses no more than low risk of harm to individuals who use it. The Authority is also responsible for licensing importers, manufacturers, researches, retailers and wholesalers[2].

2.2 The core purpose of the Act is to:

- Regulate the availability of psychoactive substances, and
- Protect the health of, and minimise harm to, individuals who use psychoactive substances.[3]

2.3 The Act prohibits the sale of psychoactive products from:

- Dairies, convenience stores, grocery stores and supermarkets
- Service stations
- Liquor outlets
- Premises that are not a fixed permanent structure e.g. tents.

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[1] Psychoactive Substances Act 2013, section 11.
[2] Psychoactive Substance Act 2013, section 13.
[3] Psychoactive Substance Act 2013, section 3

- Vehicles or other conveyances e.g. mobile street cart; and
- Any other place or premises specified or described in the Regulations.

2.4   No one under the age of 18 is permitted to buy, sell or possess psychoactive substances[4].

2.5   Express provision is made within the Act[5] empowering a Territorial Authority to develop and adopt a policy relating to the sale of approved products within its district. Territorial Authorities cannot prohibit the legal sale of approved products, however, a Local Approved Products Policy (LAPP) will enable the Waitomo District Council, after consultation with its community required under section 83 of the Local Government Act 2002, to restrict the geographical location of premises selling approved products within the Waitomo District by:

- Providing differently for different parts of the District
- Applying to only part (or two or more parts) of the District; and
- Applying differently to premises with different licences[6].

2.6   A LAPP may also include restrictions on the location of licensed sellers of approved products by way of:

- Proximity to other premises from which approved products may be sold; and
- Proximity to premises or facilities of a particular kind or kinds within the District e.g. kindergartens, early childhood centres, schools, places of worship, or other community facilities[7].

2.7   The objectives of a LAPP, if Council decides to have one are as follows:

- Provide clear guidance to the WDC on what the community considers appropriate when it considers any licence application for the selling of approved products within the Waitomo District;
- Protect the health of and minimise harm to individuals who use psychoactive substances
- Minimise the potential for adverse effects upon the wider Waitomo District Community caused by the use of psychoactive substances by limiting the location and density of licensed sellers of approved products within the District

Commentary

4.1   As outlined in the Business Paper presented to Council on 29 October 2014, currently there are no "approved" psychoactive substances so such products are not available at retail outlets. This situation over time is likely to change because of the lucrative nature of the sale of psychoactive substances there is likely to be a number of license applications throughout New Zealand when approved products become available.

4.2   The only way for local authorities to have any control over the sale of psychoactive substances in their districts is to have a policy in place to restrict the locations in which they can be sold.

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[4] Psychoactive Substance Act 2013, sections 48-51
[5] Psychoactive Substance Act 2013, section 66-69
[6] Psychoactive Substance Act 2013, section 66
[7] Psychoactive Substance Act, 2013 section 68

4.3   Under the Act a psychoactive substances policy is not mandatory, but a policy is considered critical if Council wishes to influence the sale of such products within the district.

4.4   If Council agrees to develop a policy the policy must be adopted in accordance with the special consultative procedure detailed in Section 83 of the Local Government Act 2002. Any subsequent amendment or replacement must also be done in accordance with Section 83. As soon as practicable after adoption a copy of the policy must be sent to the Police and the Authority. Local Authorities must complete a review of the policy within 5 years and at intervals not exceeding 5 years after that.

4.5   Earlier in 2014 Waipa District Council adopted its Psychoactive Substances Policy which prohibits the sale of psychoactive substances other than from premises in central business areas isolated from sensitive sites such as schools and churches. If Council is to develop a policy the draft document will take a similar approach.

4.6   The following Councils in the vicinity have been contacted to understand where they are in the process of adopting a Psychoactive Substance Policy:

- Taupo – still in the process of determining whether they need one. Does not have one at the moment.
- Ruapehu – does not have a policy in place.
- South Waikato – still waiting to see if they need in the future – all the retail shops selling psychoactive substances have been closed down
- Matamata-Piako – has a "Legal Highs" Policy, in place since March 2014
- Waipa – adopted a policy last year
- Hauraki – in the process of adopting the final changes to the policy
- Waikato – has a policy in place.

4.7   Policy Objectives and Scope

4.8   Council resolved at its meeting on 29 October 2014 not to prepare a Psychoactive Substance Policy at this time and to continue to monitor the situation in conjunction with the NZ Police.

4.9   Results of monitoring the situation

4.10   A meeting was held with Senior Sergeant Craig Lindstrom from NZ Police and he stated the following:

- There are currently no retailers of psychoactive substances in Te Kuiti as a result of a social sector project conducted some time ago. Two stores agreed to withdraw from the sale of product.
- Senior Sergeant Lindstrom is currently not aware of any evidence suggesting the use of psychoactive substances in the area including the Otorohanga area.

4.11   A meeting was held earlier this month with Hillary Karaitiana, Social Sector Trials Manager, Ministry of Social Development.

4.12   Hillary Karaitiana reported that "P" and "Chronic" are substances being used in Te Kuiti. Currently used in a small scale but a growing trend.

4.13   Local Government New Zealand Conclusion

4.14   LGNZ has made the following reference documents available to all Councils:

- A draft LAPP

- A draft Bylaw

- Guidance notes

4.15. The Psychoactive Regulatory Authority intends to gazette the retail regulations in June 2015.

4.16. It appears as though the retail regulations will require retail applicants to prove that there application is consistent with the Local Authorities LAPP.

4.17. If a LAPP is not in place when the regulations are gazetted then there is a possibility that an applicant could apply for a licence without having to take into account local views.

Conclusion

5.1 Discussions with NZ Police confirm there is currently no evidence that a psychoactive substance problem exists in the district that requires urgent attention.

5.2 Three neighbouring Councils in the vicinity are currently also in the investigative stages of the process.

5.3 Ministry of Health Officials do not expect any products to be licensed for 5 years or more. This is due to the ban on animal testing and the difficulty of finding an agreed alternative.

Suggested Resolutions

1 Progress Report: Psychoactive Substances Monitoring be received.

2 Council agree / not agree to defer its decision on the development of a Local Approved Products Policy and continue to monitor the situation.

ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

March 2015

Document No: 359183	File No: 097/001E

Report To: Council

Meeting Date: 31 March 2015

Subject: Submission on Proposed Amendments to the National Environmental Standards for Telecommunications Facilities

Purpose of Report

1.1 The purpose of this business paper is to advise Council of the proposed comments to be provided to the Ministry for the Environment regarding the proposed widening scope of the National Environmental Standards on Telecommunication Facilities to include newly developed telecommunications facilities.

Local Government Act S.11A Considerations

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

Background

3.1 National Environmental Standards are regulations issued under sections 43 and 44 of the Resource Management Act and apply nationally. They can prescribe technical standards, methods or other requirements for environmental matters.

3.2 National environmental standards not only protect people and the environment they also secure a consistent approach and decision making process throughout the whole country.

3.3 The Resource Management Act requires local authorities to observe and enforce national environmental standards to the extent their powers enable them.

3.4. NES for Telecommunication Facilities

3.5 The NES for Telecommunication Facilities came into force on 9 October 2008 and identifies:

a) An activity (such as a mobile phone transmitter) that emits radio-frequency fields is a permitted activity provided it complies with the existing New Zealand standard.

b) The installation of telecommunications equipment cabinets along roads or in the road reserve is a permitted activity, subject to specified limitations on their size and location.

c) Noise from telecommunications equipment cabinets located alongside roads or in the road reserve is a permitted activity subject to specified noise limits.

d) The installation of masts and antennas on existing structures alongside roads or in the road reserve is a permitted activity subject to specified limitations to height and size.

3.6 Activities that do not qualify as permitted activities under the NES will continue to be managed by local Councils through existing rules in their district plans. The NES substitutes for existing district plan rules which address the same subject material.

3.7 The first NES was developed for a nationally consistent planning framework for radiofrequency fields of all telecommunication facilities and low impact telecommunications infrastructure on road reserves to:

a) assist in network and equipment design and equipment sourcing for roll outs;

b) create a reduction in compliance tests and timeframes for service providers;

c) reduce the timeframe and lower costs for the availability of new services to consumers;

d) contribute to a reduced workload to Councils in processing and determining consent applications; and

e) set an appropriate balance between local participation in community planning and cost effective national infrastructure investment.

3.8. Since then the telecommunication sector and the technologies associated with it has undergone significant growth, progress and changes.

3.9. The new National Environmental Standards on Telecommunication Facilities has the following five objectives:

(a) To assist in network and infrastructure design and infrastructure sourcing for roll-outs;

(b) To reduce compliance costs and timeframes for service providers;

(c) To reduce the timeframe and lower the costs for the availability of new services to customers;

(d) To contribute to a reduced council workload in processing and determining consent applications; and

(e) To set an appropriate balance between local participation in community planning and cost effective national infrastructure investment

3.10. Councils are now requested to provide comments on the proposal by the Minister of Environment and Minister for Communications that the National Environmental Standards on Telecommunication Facilities be expanded to include:

- New deployment activities, to provide national consistency for a wider range of telecommunications facilities

- Amendments to update the conditions attached to telecommunication facilities activities already within the scope of the National Environmental Standards on Telecommunication Facilities.

3.11. The aim of this proposal is to reduce the level of regional variation by applying nationally consistent standards to national projects, such as the roll-out of Ultra Fast Broadband (UFB) and the Rural Broadband Initiative (RBI). These are also intended to provide for the efficient delivery of new technologies to all New Zealanders.

4.0   Why the changes are necessary

4.1   According to a StatsNZ Report namely: Household use of information and communication technology (2012) the following:

4.2   Four in five homes in New Zealand are connected to the Internet

4.3   The number of households using broadband has increased across the entire country over the period 2009 to 2012. The largest increases came from the Manawatu-Wanganui region with almost 20% more broadband connections. Two thirds of households in rural areas now have access to broadband, a jump of 13 percent.

4.4   Broadband access has almost entirely replace dial-up, and is now the connection choice for nearly 90% of recent internet users.

4.5   From 2009 to 2012 the number of households using more than one device to connect has doubled from 21% to 40%. In 2012 the most popular combination was a laptop and a mobile phone.

4.6   Smartphones: a third of households used a mobile phone to access the internet in 2012, an increase of 26% since 2009.

4.7   Online purchases are on the rise, with 1.8 million New Zealanders making an online purchase in the 12 months before the survey. Over 70% of New Zealanders aged 25-34 years opted for this convenience, though the biggest increase was for those aged 35-44 years – a jump of 14% to a total of 68%.

4.8   For the older groups, reading online is one of the preferred activities; 1 in 4 internet users over the age of 75 years used the Internet for reading. However, social networking is an increasing norm among older age groups, with the proportions for those aged over 55 years doubling between 2009 and 2012.

4.9   Maori and Pacific peoples had the highest proportion of people who downloaded or listen to music online and also the highest proportion of those who engage in online gaming. Three-quarters of Maori Internet users had engaged in social networking in the 12 months before the survey. These activities are some of the few areas of Internet use in which Maori and Pacific peoples exceeded other ethnic groups.

4.10   Proposed new permitted activities

4.11   The proposed new permitted activities and proposed amendments to existing permitted activities can be summarised as follows:

a) Aerial cabling is permitted and includes standards for the placement of the cables, diameter size of cables, associated earthworks, poles, operation and maintenance relocation and replacement of poles;

b) Underground cabling is permitted and includes standards for drilling, trenching, earthworks, etc.

c) Antennas on multi-storey buildings is permitted and includes standards the height, diameter, associated cabinets and other equipment

d) Placement of antennas in rural areas is permitted with standards on height, diameter of structure, proximity to boundaries, colour of support structure, earthworks, and vegetation clearance.

e) Installation of new masts to carry antennas in the road reserve is permitted with standards for height, multiple poles, etc.

f) Location of replacement utility structures

g) Size envelope for antennas

h) Size of replacement utility structure (including the antenna and the mast)

i) Replacement of existing antennas to improve service or operate on additional or new spectrum bands such as the new 700MHz spectrum band

j) Additional antennas at existing sites to improve service or operate on additional new spectrum bands such as the new 700MHz spectrum band

k) Co-location of multiple telecommunications operators' antennas

l) Small-cell units in the road reserve

m) Small-cell units on private land (e.g. on the outside of buildings)

n) Expanding conditions under Section 6 to include telecommunications facilities outside the road reserve

o) Adding "natural hazard zones" to Section 6

p) Incorporation by reference to new standards

q) Clarification of per "site" terminology

r) Time for cabinets to be replaced

s) Additional cabinets

4.12 Amendment of conditions applicable to activities already covered by the National Environmental Standards on Telecommunication Facilities:

a) Regulation 4 – the replacement of the previous reference to a standard with the new standard reference

b) Regulation 8 – to be amended to allow for location of cabinets and the removal of old cabinets.

4.13 It is important to bear in mind that private property rights still apply. As such, the installation of cabling or an antenna on private property still require permission from the land owner.

4.14 The discussion document calls for feedback on a range questions.

5.0 Commentary

5.1 The Ministry for the Environment have invited feedback on this discussion document. The submission period closes at 5:00pm on 17 April 2015.

5.2. Attached to and forming part of this business paper is a copy of the draft response to the discussion document for Council's review and consideration.

5.3. Submissions will be considered by officials from the Ministry for the Environment and the Ministry of Business, Innovation and Employment who will then provide advice to the Minister for the Environment and the Minister for Communications.

6.0	Conclusion

6.1 The aim of these proposals is to ensure the National Environmental Standards on Telecommunication Facilities continues to meet its objectives by bringing it up to speed with the rapid development of the telecommunications sector since 2008. The amendments will speed up the availability of the new and better communications technologies that have emerged in this time.

Suggested Resolutions

1 The business paper on proposed amendments to the National Environmental Standards for Telecommunication Facilities be received.

2. Council confirm their support to submit the attached response to the Ministry for the Environment stating that Council is in favor of the proposed new National Environmental Standards for Telecommunication Facilities and approves / not approve the draft submission for lodgment.

ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

March 2015

Attachments: 1 Draft Response to Ministry for the Environment on NES for Telecommunication Facilities (Doc 359728)

2 Proposed Amendments to the National Environmental Standards for Telecommunication Facilities Discussion Document Ministry for the Environment and Ministry for Business Innovation and Employment (doc 359720)

3

   Household use of information and communication technology report from Statistics NZ (Doc 359722)

25 March 2015

National Environmental Standards for Telecommunication Facilities
Ministry for the Environment
PO Box 10362
Wellington 6143

Dear Sir / Madam

SUBMISSION: PROPOSED AMENDMENTS TO THE NATIONAL ENVIRONMENTAL STANDARDS FOR TELECOMMUNICATION FACILITIES DISCUSSION DOCUMENT

Thank you for the opportunity to provide feedback to the Ministry in regard to the expansion of the national environmental standards for telecommunication facilities.

In response to the summary questions Waitomo District Council's response is as follows:

a)   Are there situations, not already provided for, whereby activities proposed by the National Environmental Standards on Telecommunication Facilities would not be consented or permitted eventually?
No

What other mitigations and control would be put in place to facilitate these new communications technologies?
N/A

b)   How practicable is it to rely on district plan overlays to identify areas where variation is appropriate (i.e., areas of natural or cultural heritage value, or natural hazard zones)?
It is practicable and have been used thus far

c)   Is there evidence that increased consultation opportunities would provide material benefits to communities? Please specify.
No

In response to additional questions for Territorial Authorities Waitomo District Council's response is as follows:

a)   How many resource consent applications do you receive for telecommunication facilities per year on average?
15 resource consents have been received in the last 10 years

On average how many hours do council officers spend processing each of these consent applications?
Between 8 to 12 hours depending on the complexity

b)   How many certificates of compliance do you issue per year on average for telecommunication facilities not covered by the existing National Environmental Standards on Telecommunication Facilities? On average how many hours do council officers spend issuing each of these certificates of compliance?
None

c)   How many certificates of compliance do you issue per year on average for telecommunication facilities that are covered by the National Environmental Standards on Telecommunication Facilities?
One per year

On average how many hours do council officers spend issuing each of these certificates of compliance
An average of one hour per certificate of compliance

d)   Would the proposed changes create a net benefit or a net cost for your council's consenting?
Net benefit

e)   How would the proposed changes to the National Environmental Standards on Telecommunication Facilities affect your councils' work in developing or reviewing telecommunications sections of district plans (for both rolling reviews and full plan reviews)? Would the proposed changes create a net benefit or a net cost for the planning process?
Net benefit

In response to Sections 2 and 3 Waitomo District Council has no additional input to provide.

The Waitomo District Council supports the intent of expanding the National Environmental Standards for Telecommunication Facilities as Council considers it to be beneficial in terms of overall productivity gains.

Yours faithfully

ELSA DU TOIT
ENVIRONMENTAL AND REGULATORY SERVICES LEADER

359590 : 097/001E : EDT

Household use of information and communication technology Statistics NZ

Four in five homes connected to Internet

In 2012, 1.3 million New Zealand homes (80 percent) had some form of Internet connection. This 5 percent increase since 2009 indicates that the rate of new connections is slowing, which is to be expected as it gets closer to 100 percent of all households.

Wellington and Auckland have the highest proportion of connections, at 85 percent of households, but large increases were seen across the central North Island (up 9 percent), and the top and bottom of the South Island (also up 9 percent).

Access in rural areas has increased to almost 4 out of 5 households, remaining ahead of smaller urban centres/areas. However, homes with dependents had one of the highest connection rates, at 88 percent.

Rural and urban access to the Internet
2009 and 2012

Source: Statistics New Zealand
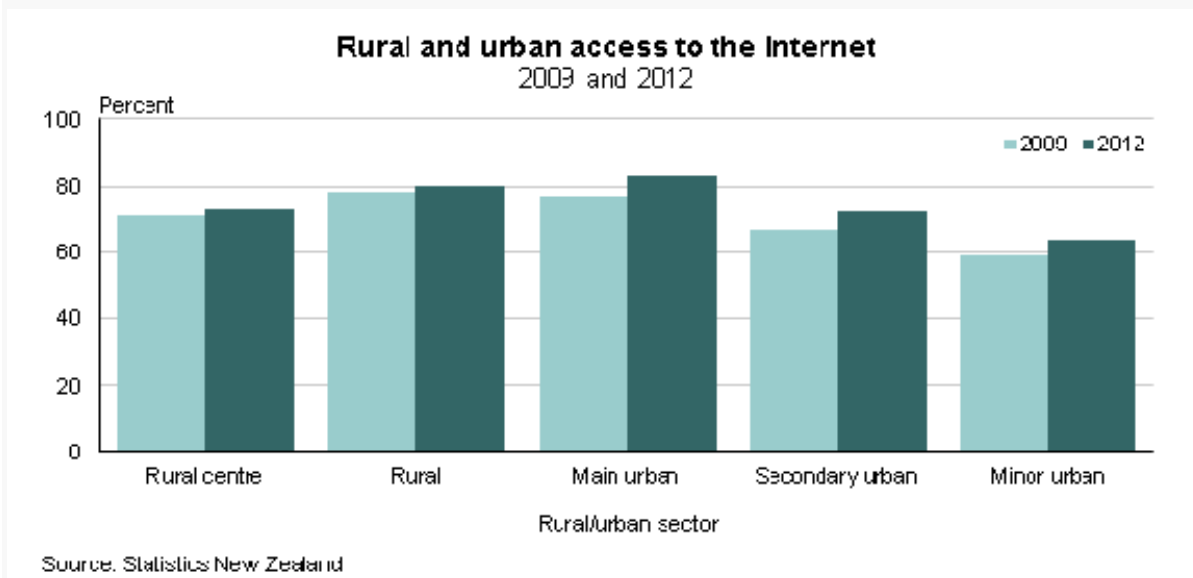
For those who do not have access to the Internet at home, the main reason remains a lack of interest. However, this figure is steadily declining, while concern over cost has increased, deterring over a third of households from getting connected.

Reasons that households do not have Internet
2009 and 2012

Percent

Not interested | Costs are too high | Lack of confidence, knowledge, or skills | Access elsewhere | Concerns about safety and security | Not available | Other

(Legend: 2009, 2012)
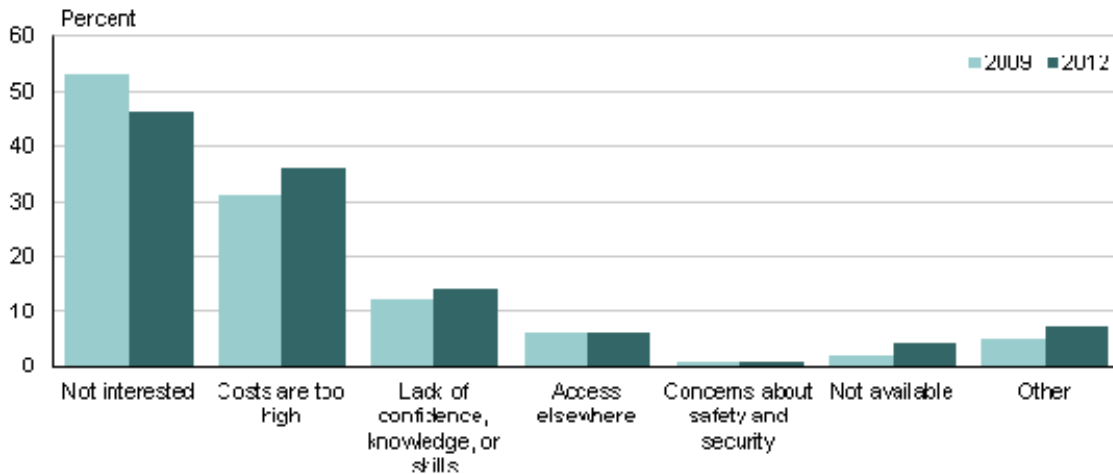
Source: Statistics New Zealand

As you are probably reading this online, you are likely to be one of the 4 out of 5 New Zealanders aged 15 years and over who is a recent Internet user (has accessed the Internet in the past 12 months). And if you're a user, you're probably hooked, as 78 percent of you will have used the Internet in the past week. The largest groups accessing the Internet in 2012 were those aged between 15 and 44 years old, those currently employed, and those with a tertiary qualification.

Percentage of recent Internet users
By age group
2012

Percent

15–24 | 25–34 | 35–44 | 45–54 | 55–64 | 65–74 | 75+

Age group (years)
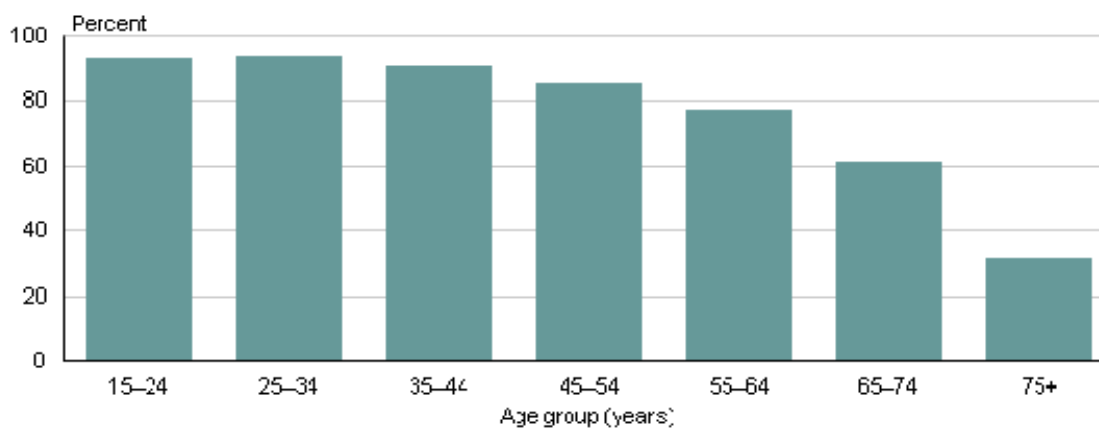
Source: Statistics New Zealand

As may be expected, the number of households using broadband has increased across the entire country over the past three years. The largest increases come from the Manawatu-Wanganui region and the West Coast and top of the South Island region, each with almost 20 percent more broadband connections. Two-thirds of households in rural areas now have access to broadband, a jump of 13 percent.

Broadband access has almost entirely replaced dial-up, and is now the connection of choice for nearly 90 percent of recent Internet users.

Kiwis move to more mobile devices

The big change in information and communication technology in recent years is in how and where people are accessing the Internet. In 2009, desktop computers dominated in over two-thirds of New Zealand homes. Now laptops have taken top spot as the most common way people

connect. But this is not just about replacing types of technology. There are more types of devices available to connect with, and this is something Kiwis are embracing.

Devices used by households to access the Internet
2009 and 2012

Percent

Source: Statistics New Zealand
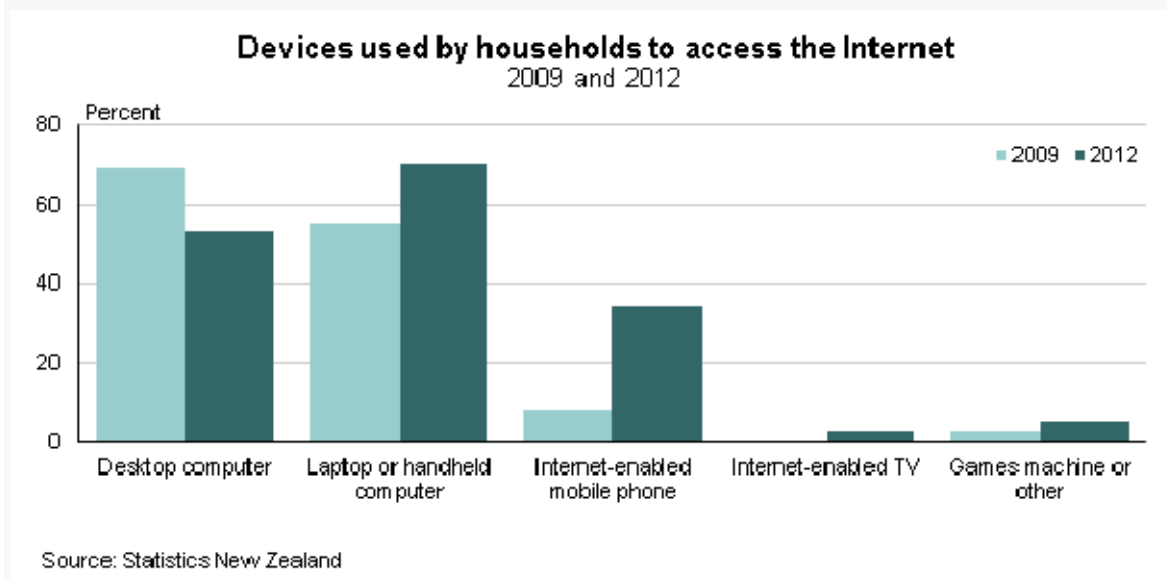
Over the past three years, the number of households using more than one device to connect has doubled, from 21 percent to 40 percent. In 2009, the most popular combination was overwhelmingly a desktop and a laptop. In 2012, this has shifted to a laptop and a mobile phone. Rather than depending on a 'household' device (as desktops tend to be), each person in a household can have their own personalised device to connect to the Internet.

Smartphones have announced their presence: a third of households used a mobile phone to access the Internet in 2012, an increase of 26 percent since 2009. At an individual level, a quarter of all recent Internet users now connect via their mobile phone.

Laptops, tablets, and smartphones: the common features are flexibility and mobility. Our personal use of mobile Internet (cellular, datacards, hotspots, and Wi-Fi) has doubled in the last three years, indicating that half of those who use the Internet are mobile when doing so. What this means is that we're no longer restricted to homes or workplaces when we connect. We can be working on a laptop while in a café, or even finding directions on our smartphones while on the road – though not while driving, of course.

Online purchasing the way of the… present

Kiwis are putting their money where their mouse is. Online purchases are on the rise, with 1.8 million New Zealanders making an online purchase in the 12 months before the survey. Over 70 percent of New Zealanders aged 25–34 years opted for this convenience, though the biggest increase was for those aged 35–44 years – a jump of 14 percent to a total of 68 percent.

Population with purchases online in the last 12 months
2009 and 2012

Percent
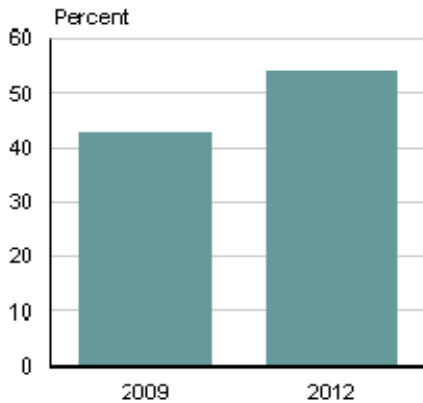
Source: Statistics New Zealand

It also seems that what we're buying is changing. We're not necessarily buying tangible items; over half of those who shopped online had at least one item delivered electronically. This may include items such as e-books, music, or e-tickets.

Looking at those who had made a purchase in the four weeks before the survey, women outnumbered men in spending a total value of up to $500, while the more expensive purchases predominantly belonged to men. The number of people spending a total of over $2,000 online has doubled since 2009, to reach 44,000 people in a four-week period.

Number of people making online purchases in the last four weeks
By value of purchase
2009 and 2012

People

Male Female

Total value of online purchases (NZ$) and year
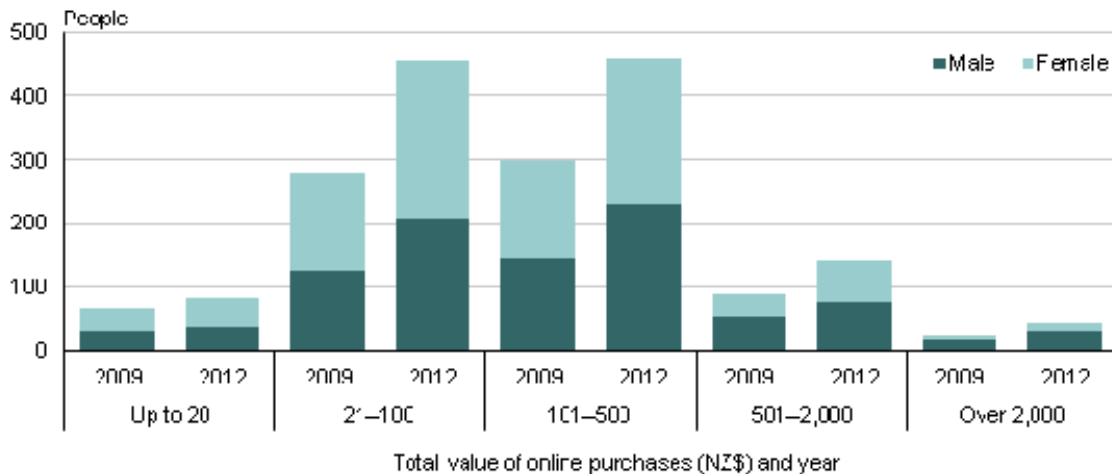
Source: Statistics New Zealand

Internet entertaining Kiwis in plenty of ways

While the Internet has a lot of very practical applications, Kiwis are also happy to use it for entertainment. More and more of our entertainment is virtual. We read online, we play games online, and we chat and connect with friends online. This holds across all age groups – almost all have increased. However, some trends identify what we're most likely to do online depending on our age, education, ethnicity, or income.

Online leisure activities
By age
2012
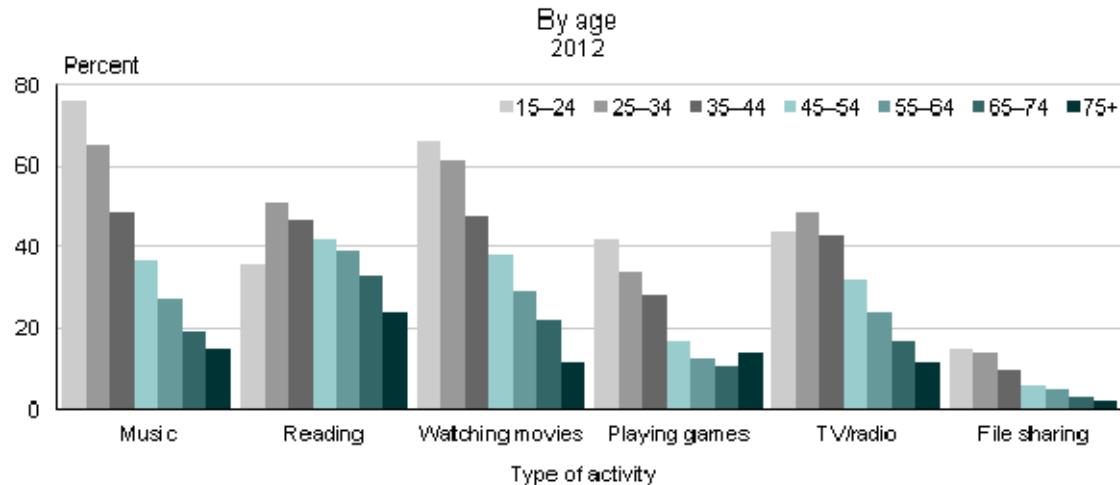
Source: Statistics New Zealand

Abandoned CD racks may become commonplace in New Zealand homes, as almost half of recent Internet users enjoyed music and movies online in the 12 months before the survey. This is a 10 percent increase since 2009. Though this change is driven largely by those aged 25–44 years, the highest figures come from the highly connected younger generation; over three-quarters of 15–24-year-olds access music online, while two-thirds of the same age group download or watch videos online.

For the older age groups, reading online is one of the preferred activities; 1 in 4 Internet users over the age of 75 years used the Internet for reading. However, social networking is an increasing norm among older age groups, with the proportions for those aged over 55 years doubling since 2009.

Internet users accessing social networking
By age
2012
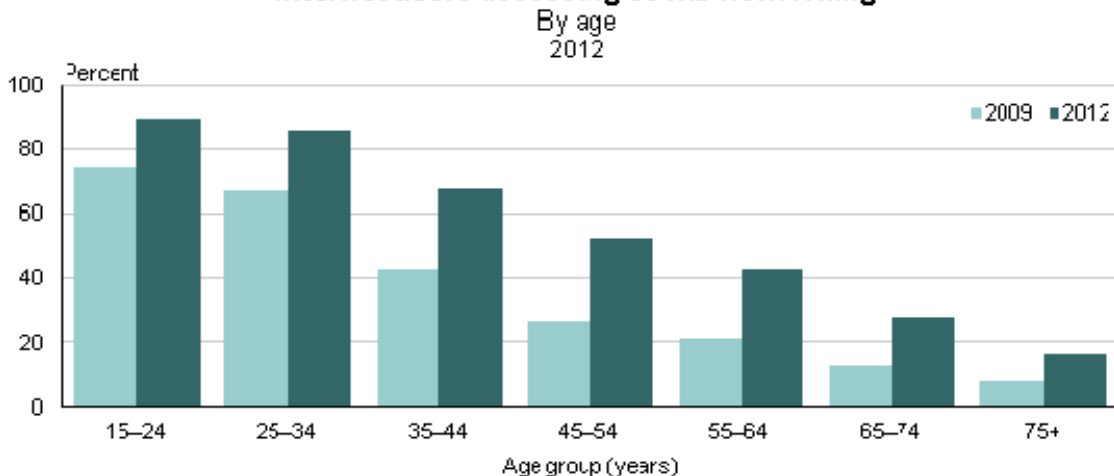
Source: Statistics New Zealand

Those with a tertiary qualification are more likely to be reading online, listening to web radio, and watching web television than those without a tertiary qualification. The proportion of people engaging in these activities also increases as personal income increases.

Māori and Pacific peoples had the highest proportion of people who download or listen to music online and also the highest proportion of those who engage in online gaming. Three-quarters of Māori Internet users had engaged in social networking in the 12 months before the survey. These activities are some of the few areas of Internet use in which Māori and Pacific peoples exceeded other ethnic groups.

Ministry for the
Environment
Manatū Mō Te Taiao

**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

Proposed Amendments to the National Environmental Standards for Telecommunication Facilities

DISCUSSION DOCUMENT

newzealand.govt.nz

Disclaimer

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This document may be cited as:

Ministry for the Environment. 2015. *Proposed Amendments to the National Environmental Standards for Telecommunication Facilities: Discussion Document.* Wellington: Ministry for the Environment.

Ministry for the
Environment
Manatū Mō Te Taiao

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Executive summary

Background

There are significant technological developments and innovations occurring across the economy that rely on fast, reliable broadband. Many activities in New Zealand, including education, health care and business, would benefit greatly from modern communications technologies. The ability for New Zealand to remain competitive internationally depends on investment in new communications infrastructure. Because of this, the Government is making significant investments in upgrading the national telecommunications network.

When a telecommunications network operator wishes to deploy infrastructure to improve or extend its network, it must obtain a number of authorisations. These include access authorisation from the owner of the land on which the work is to take place, and, where applicable, authorisation from the owner of the structure on which any infrastructure is to be affixed (eg, a building or power pole).

In addition, under the Resource Management Act 1991 (RMA), city and district councils (collectively known as territorial authorities) publish district plans. The network operator may be required under some of these district plans to obtain resource consent for the infrastructure deployment in question from the relevant territorial authority.

The scope of activities that require resource consent can vary from district plan to district plan, which means that even where consent is not required the activity can be subject to varying conditions. Where a network operator is deploying its network across more than one district, this creates inefficiency and delay, slowing the availability of network enhancements for New Zealand customers.

It was in this context that in 2008 national environmental standards (NES) were issued, under section 43 of the RMA, that harmonised resource consent requirements for certain telecommunications facilities. The Resource Management (National Environmental Standards for Telecommunication Facilities) Regulations 2008 (NESTF) provided, among other things, that the installation and operation of antennas and cabinets within the road reserve did not require resource consent (and were classified as a 'permitted activity'), where certain conditions were met.

This discussion document proposes widening the scope of the NESTF to include newly developed telecommunications facilities, both within and outside the road reserve, as well as updating and clarifying some of the provisions already covered. The aim of these proposals is to ensure the NESTF continues to meet its objectives by bringing it up to speed with the rapid development of the telecommunications sector since 2008. The amendments will speed up the availability of the new and better communications technologies that have emerged in this time.

Addition of new activities to the NESTF

Deployment of telecommunications cables

Regulation 5 of the NESTF is currently limited to the deployment of antennas and cabinets (together defined in the NESTF as 'telecommunications facilities') within the road reserve. In other words, if a network operator wishes to deploy some other type of telecommunications facilities (eg, fibre-optic cable) within the road reserve, it will be subject to the rules of the relevant district plan, which may include a requirement for the network operator to obtain resource consent.

It is proposed that the NESTF be extended to include aerial and underground deployment of telecommunications cables deployed within the road reserve (subject to conditions). It is also proposed that this include the lead-in of these cables (ie, the cable that connects the communal distribution cable to private premises).

If this proposal is adopted, then in those districts that currently require resource consent for the aerial or underground deployment of telecommunications cables, network operators would no longer be required to obtain such consent if they met the conditions. In other districts where these activities are already classified as permitted, the activities would be subject to the conditions in the NESTF rather than the conditions in the district plan.

Deployment of mobile support structures and antennas

Regulation 7 of the NESTF relates to scenarios where, within the road reserve, a network operator wants, among other things to:

- replace an existing utility structure (such as a power pole); or

- add an antenna to, or replace an antenna on, an existing utility structure.

The Regulation sets out the extent to which the network operator, in doing so, may extend the diameter of the utility structure (50 per cent), and it prescribes the maximum size envelope for the new or replacement antennas (2 m high, 0.5 m wide). However, to be able to operate on additional spectrum bands (such as the 700 MHz band), slightly larger antennas will be required.

It is proposed that Regulation 7 be amended to allow network operators to extend the diameter of the utility structure by 100 per cent, and to permit new and replacement antennas to be up to 3.5 m high and 0.7 m wide. It is also proposed that Regulation 7 be amended to state that a replacement utility structure may be moved to within a 3 m radius of the original utility structure location, provided the structure is still located on the road reserve.

The NESTF is currently limited to placing antennas on types of pole (power poles, street-light poles and the like, collectively defined as 'original utility structures'), and these poles must be located within the road reserve. In other words, if a network operator wishes to affix an antenna to any other type of structure within the road reserve (eg, a sign-post) or to any structure outside the road reserve (eg, a building), that process will be subject to the rules of the relevant district plan (which may include a requirement for resource consent).

Therefore, the following amendments to the NESTF are proposed.

(i) For the deployment of antennas in sites where none have yet been deployed, the NESTF should be extended to beyond poles (*what* it applies to) and beyond the road reserve (*where* it applies). The following activities would be permitted:

- **in urban areas**: affixing antennas to multi-storey buildings

- **in rural areas:** affixing antennas to any support structure (eg, poles, multi-storey buildings) and the installation of new masts.

If this proposal is adopted, then network operators deploying new antennas would no longer be subject to the conditions in the district plan but to the conditions in the NESTF.

(ii) For the deployment of antennas in sites where antennas have already been deployed:

- **in non-residential areas:**

  – on an existing mast that already supports an antenna, another network operator will be able to locate their antenna on top of the existing antenna (subject to height conditions)

  – on an existing mast that already supports their own antennas, network operators who affix new antennas that will operate in additional spectrum bands (such as the 700 MHz band) will be able to extend the diameter of the mast by up to an additional 30 per cent, and to extend the diameter of the structure at its widest point (ie, the antenna) by up to an additional 100 per cent

- **in residential and non-residential areas:**

  – network operators replacing existing antennas with antennas that will operate in additional spectrum bands (such as the 700 MHz band) will be able to use a replacement antenna with a diameter up to an additional 50 per cent of the existing antenna, and will be able to expand the diameter of the supporting mast up to an additional 30 per cent.

Regulation 7 of the NESTF also deals with scenarios where, within the road reserve, a network operator wishes to replace an existing support structure (eg, a pole). It is proposed that the NESTF be extended to allow not just the replacement of such support structures but also the installation of new support structures within the road reserve.

Finally, the discussion document proposes that the NESTF be amended to allow the deployment of small units such as micro-cells, pico-cells, femto-cells and wi-fi in the road reserve and on the outside of buildings, without the need to seek a resource consent, subject to certain conditions.

Special requirements for certain areas

Regulation 6 of the current NESTF stipulates that areas:

- within the drip line of a tree

- of historic heritage value

- of visual amenity value

- next to coastal marine areas

must comply with the relevant district plan's rules where they are more stringent than the conditions set out in the NESTF. This is to ensure the environmental effects of

telecommunications infrastructure in these special areas are adequately managed with due consideration given to local conditions.

It is proposed that this Regulation be expanded to apply to the activities included in the proposed amendments to the NESTF outside of the road reserve. It is also proposed that the regulation be extended to apply to natural hazard zones, as identified by the relevant district plan. The discussion document seeks your views on these conditions.

The National Environmental Standards for Electricity Transmission Activities 2009 is another example of an NES that exempts all areas considered to be a historic heritage area[1] from the 'permitted activity' status set out in the NES.

Amendment of conditions applicable to activities already covered by the NESTF

Regulation 4

Regulation 4 of the NESTF concerns radio-frequency fields generated by any telecommunications facilities that a network operator may wish to deploy. The Regulation sets out the conditions under which a network operator will not be required to obtain a resource consent authorising such fields.

Regulation 4 incorporates by reference the standard NZS 6609.2:1990 *Radiofrequency Radiation – Principles and Methods of Measurement – 300 kHz to 100 GHz*, which refers to the measurement of radio-frequency fields. This standard has since been withdrawn and replaced by AS/NZS 2772.2:2011 *Radiofrequency Fields Part 2: Principles and Methods of Measurement and Computation – 3 kHz to 300 GHz*.

It is proposed that Regulation 4 be amended so that it incorporates by reference the new standard.

Regulation 8

Regulation 8 of the NESTF concerns scenarios where, within the road reserve, a network operator wishes to install a cabinet (whether for a fixed or a mobile network). Among other things, the Regulation specifies that where the network operator wishes to install two cabinets on the same side of the road, the two cabinets must be at least 30 m apart. The Regulation also restricts the number of cabinets that can be located in any single site in the non-residential road reserve, but leaves the term 'site' undefined.

It is proposed that Regulation 8 be amended to allow cabinets to be located within 30 m of each other (but more than 500 mm apart) where the second cabinet installed is intended to replace the existing cabinet. This would be subject to the condition that the existing cabinet be removed no later than 12 months following installation of the second cabinet. It is also proposed that Regulation 8 be amended to define the term 'site' as "an area where cabinets are located".

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[1] Defined as an area that is protected by a rule because of its historic heritage, including an area that is protected by a rule because it is a site of significance to Māori.

Other legislation

It should be noted that authorisation under the RMA to undertake an activity does not relieve a network operator of any obligation under other legislation, nor does it authorise access to any public or private land. It is important to bear in mind that private property rights *still* apply. As such, the installation of cabling or an antenna on private property would still require permission from the land owner.

1 Introduction

1.1 Background

Many New Zealand industries, including education, health care and business, would benefit greatly from the development and innovation associated with new communications technologies. The ability for New Zealand to remain competitive internationally depends on investment in new communications infrastructure.

In light of the growing importance of connectivity, the Government is making significant investments in upgrading the national telecommunications network. The Ultra-Fast Broadband (UFB) initiative and the Rural Broadband Initiative (RBI) are two of the Government's programmes to expand and improve New Zealand's broadband infrastructure services. Both programmes involve the roll-out of new infrastructure that will provide at least 97.8 per cent of New Zealanders with access to faster, more reliable broadband.

Originally, the scope of the UFB was to enable 75 per cent of New Zealanders in 33 districts to access fibre by the end of 2019. The Government has since committed to extending this even further, to reach 80 per cent of New Zealanders, in even more towns across New Zealand. The RBI will also be extended with an additional $100 million funding, meaning even more New Zealanders will have access to faster broadband.

The roll-out of the UFB and RBI has highlighted local variation in district plan rules and the inefficiencies created by these variations. These variations are a natural result of the devolution of planning decisions to territorial authorities and generally do not reflect significant environmental differences that would necessitate location-specific utility infrastructure rules.

Although most of the decision-making under the Resource Management Act 1991 (RMA) is carried out by councils – territorial and regional authorities – provision is made for national direction to be given on specific issues using instruments such as national environmental standards (NES) and national policy statements (NPS). NES are regulations made under sections 43 and 44 of the RMA on the recommendation of the Minister for the Environment.

The RMA provides considerable scope for what an NES may cover. They can be developed to do anything a district or regional plan can do, but at a national scale. They can apply to all or only specific parts of New Zealand. An NES can permit activities, and also prohibit or require resource consent for activities to manage or protect the environment.

The Resource Management (National Environmental Standards for Telecommunication Facilities) Regulations 2008 (NESTF) came into force in October 2008. Recognising the growing reliance on telecommunications, and to facilitate the roll-out of new infrastructure, the NESTF was developed to provide national consistency under the RMA for the placement of low-impact telecommunications infrastructure in road reserves, and a limit for human exposure to radio-frequency fields for all telecommunications infrastructure.

The NESTF has the following five objectives:

- to assist in network and infrastructure design and infrastructure sourcing for roll-outs

- to reduce compliance costs and timeframes for service providers

- to reduce the timeframe and lower the costs for the availability of new services to consumers

- to contribute to a reduced council workload in processing and determining consent applications

- to set an appropriate balance between local participation in community planning and cost-effective national infrastructure investment.

1.2 Purpose of this discussion document

The Minister for the Environment and Minister for Communications are proposing that the NESTF be expanded to include:

- new deployment activities, to provide national consistency for a wider range of telecommunications facilities

- amendments to update the conditions attached to telecommunications facilities activities already within the scope of the NESTF.

All the new activities the Government proposes to include, and all amendments to the existing NESTF for activities that are already covered, are collated in appendix 1.

The proposals set out in this discussion document to amend the NESTF aim to reduce the level of regional variation by applying nationally consistent standards to national projects, such as the roll-out of the UFB and RBI. These proposals are also intended to provide for the efficient delivery of new technologies to New Zealanders.

Updating the NESTF will ensure it can continue to meets its original objectives as telecommunications technologies evolve. This is consistent with the purpose of the RMA, because the proposed changes will enable people and communities to provide for their social, economic, and cultural well-being while avoiding, remedying or mitigating any adverse effects of activities on the environment. The RMA also requires recognition of and provision for matters of national importance, including protecting historic heritage, outstanding landscapes, and natural features from inappropriate use and development, which is reflected in the NESTF.

IMPORTANT NOTE: It should not be assumed that the amended NESTF will be written exactly as the requirements are worded or otherwise described in this discussion document. The intent of the discussion document is not to definitively present the proposed requirements, but to explain them in broad terms that will inform readers of our intentions.

Reading the discussion document

As you read through the document you may find it useful to refer to the glossary on page 68 and the descriptions of the infrastructure outlined in appendix 2. We would like to receive your feedback on the questions included throughout this discussion document, and on any other aspects of the proposals.

The following questions apply to all proposals outlined in the document: it may be worthwhile to keep these in mind as you read. There are also questions at the end of each section that are relevant only to the proposals in that section. These questions, along with the more specific questions, are gathered together at the end of the discussion document, on page 47.

a.   Do you agree with the proposals?

b.   If not, how could they be amended to better gain your support?

c.   Are the proposed conditions appropriate?

d.   Are the proposed conditions future-proof? What changes could be made to ensure they remain fit for purpose in the long term?

e.   What do you consider to be the likely costs of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

f.   What do you consider to be the likely benefits of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

g.   Are there any risks associated with the proposal? How could they be addressed?

Questions specifically for territorial authorities are included on page 49, and information on how to make a submission is set out on page 45.

A preliminary evaluation of the proposals under section 32 of the RMA has been completed. In that evaluation, the costs, benefits and risks have been described in more detail and should help you understand and assess the proposals. However, the preliminary evaluation has been based only on the information currently available. It is intended that the consultation process will elicit more data to enable a more comprehensive evaluation. The section 32 report can be used to highlight and test the assumptions that have been made and to see where more information is required.

1.3   The process so far

Evaluation of the NESTF

In 2013, the Ministry for the Environment evaluated the NESTF and found that it has largely achieved its objectives. The NESTF has been successful in reducing timeframes and costs for telecommunications providers and local government, and in lowering costs for making new services available to consumers. The evaluation found that using an NES under the RMA has been an efficient and effective way to bring national consistency to the deployment of low-impact telecommunications facilities covered by the NESTF.

Currently, the NESTF provides that:

- the planning and operation of a telecommunications facility (such as a mobile phone transmitter) that generates radio-frequency fields is a permitted activity provided it complies with New Zealand standard NZS 2772.1:1999 *Radiofrequency Fields Part 1: Maximum Exposure Levels 3 kHz to 300 GHz*

- the installation of telecommunications infrastructure cabinets in the road reserve is a permitted activity, subject to specified limitations on their size and location

- noise emitting from telecommunications infrastructure cabinets located in the road reserve is a permitted activity, subject to specified noise limits

- the installation or replacement of antennas and associated mounts on existing structures in the road reserve is a permitted activity, subject to specified limitations on height and size

- historic heritage is protected by excluding activities adjacent to scheduled historic heritage areas from the permitted status afforded by the NESTF, and instead defaulting to the provisions of the district plan.

The evaluation also highlighted some limitations of the NESTF. Currently the NESTF provides for a very limited range of matters, and over time is becoming less fit for purpose in the rapidly evolving telecommunications landscape. Telecommunications technology has evolved and new infrastructure often falls outside the scope of the current NESTF, and is therefore subject to the rules in the relevant district plan.

The NESTF was developed at the beginning of the smartphone revolution and before the UFB. At the time of its development new infrastructure requirements for these new technologies were not fully foreseen. Several parties submitting on the evaluation pointed out that many activities necessary for the roll-out of modern telecommunications infrastructure are not covered by the current NESTF. As our demands on the telecommunications networks grow, so too will the compliance costs associated with local variation in consenting requirements.

Developing options

After the evaluation, a technical advisory group was set up with representation from industry and local government. In conjunction with this group, issues related to the current NESTF were investigated and options for amending it were developed. The following sections go into more detail about the issues and the amendments that are being proposed.

Through amending the NESTF, our intention is to ensure its scope is wide enough to meet the needs of modern telecommunications infrastructure requirements. This will ensure the NESTF continues to meet the five objectives outlined when it was established.

1.4   Other legal requirements for telecommunications operators

Private property rights

Installing telecommunications facilities on public or private land requires the relevant activity to be authorised under the RMA, either by a consent decision made by a territorial authority or as a permitted activity under the NESTF.

It should be noted that authorisation under the RMA to undertake an activity does not relieve a network operator from any obligation under other legislation, nor does it authorise access to any public or private land. Some of the proposals set out in this document are to extend the scope of permitted activities under the NESTF outside of the road reserve (ie, on to private property). It is important to bear in mind that the following private property rights still apply.

A network operator may apply to the Minister for Communications for network operator status under section 103 of the Telecommunications Act 2001 (as amended). The Minister must grant such status if satisfied that the rights conferred on network operators under the Telecommunications Act (such as access to the road reserve) are necessary to enable the applicant to operate a telecommunications or broadcasting business. Sections 135 to 147 of the Telecommunications Act 2001 prescribe land access conditions under which a network operator may exercise a statutory right of access to the road reserve for telecommunications facilities.

However, in all other cases, whether accessing publicly owned road reserve through a statutory right of access or accessing privately owned land through an easement or another legal instrument, the owner of the land where facilities are to be placed must authorise land access by the network operator. The authorisation of land access by the land owner is separate from authorisation under the RMA for land activities involving telecommunications facilities.

Other legislation

In addition to the RMA and Telecommunications Act, network operators need to comply with all other relevant legislation, regulations and rules, including:

- Radiocommunications Act 1989

- Utilities Access Act 2010, and the *National Code of Practice for Utility Operators' Access to Transport Corridors*

- Electricity Act 1992, and the Electricity (Safety) Regulations 2010 made under it

- Heritage New Zealand Pouhere Taonga Act 2014

- Resource Management (National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health) Regulations 2011

- Health and Safety in Employment Act 1992.

The *National Code of Practice for Utility Operators' Access to Transport Corridors* (the Utilities Access Code), made under the Utilities Access Act 2010, sets out the processes and procedures for utility operators to exercise their right of access to the road corridor for the placement, maintenance, improvement and removal of utility structures; and for corridor managers to exercise their right to apply reasonable conditions on work carried out in the corridor. One of the purposes of the Utilities Access Code is to provide a nationally consistent approach to managing access to transport corridors. More information on the Utilities Access Code and its current review can be found at http://nzuag.org.nz/.

The purpose of the Heritage New Zealand Pouhere Taonga Act 2014[2] (the HNZPTA) is to "promote the identification, protection, preservation, and conservation of the historic and cultural heritage of New Zealand". The HNZPTA makes it unlawful for any person to destroy, or modify the whole or any part of, an archaeological site without the prior authority of Heritage New Zealand Pouhere Taonga (Heritage NZ). This is the case regardless of whether the land on

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[2] The Historic Places Act 1993 has recently been reviewed and replaced by new legislation. The Heritage New Zealand Pouhere Taonga Bill renames the Historic Places Trust as Heritage New Zealand Pouhere Taonga, and reforms its governance structure and the archaeological authority (consent) processes established under the 1993 Act. The main changes to the authority processes relate to improving alignment with RMA processes. The definition of an archaeological site and the requirement to obtain an archaeological authority are substantially the same.

which the site is located is designated, or the activity is permitted, or a resource consent has been granted. The HNZPTA also provides for substantial penalties for unauthorised destruction, damage or modification.

An archaeological site is defined in the HNZPTA as any place associated with pre-1900 human activity, including shipwrecks, where there is evidence relating to the history of New Zealand that can be investigated using archaeological methods.

Under the HNZPTA, activities such as earthworks that may affect an archaeological site require an archaeological authority from Heritage NZ before work begins. It is important that telecommunications operators be aware of these provisions, because if there are unanticipated archaeological finds during earthworks and an archaeological authority is not in place, work must stop immediately.

2   Proposed additions

The Ministry for the Environment and the Ministry of Business, Innovation and Employment are seeking comments on the proposed additions to the National Environmental Standards for Telecommunication Facilities (NESTF) set out in this section. The proposed changes would extend the scope of the NESTF to permit specific telecommunications facilities in locations outside road reserve land and include new types of facilities.

These changes are intended to reduce local variation in planning rules applying to national telecommunications infrastructure projects. This will provide national consistency under the Resource Management Act (RMA) in relation to the roll-out of telecommunications networks such as the current Ultra-Fast Broadband (UFB) and its proposed extensions, and fourth generation long-term evolution (4G-LTE) mobile technology. In particular, the proposed standards seek to achieve the same objectives as the existing NESTF (see 'Background' on page 10).

All the new activities that are proposed for inclusion, and all the amendments to requirements for activities already covered, are collated in appendix 1.

Application of the resulting standards

The current NESTF exclusively permits land activities by telecommunications network operators (network operators). 'Network operator' is defined in section 5 of the Telecommunications Act 2001 (as amended). A network operator is a person who has been declared by the Minister for Communications to have network operator status pursuant to section 103 of the Telecommunications Act (a full list is maintained in a register on the Ministry of Business, Innovation and Employment's website).[3]

It is proposed that eligibility for land activity rights granted through the NESTF be expanded to include the Crown and Crown agents. This would ensure that essential agencies, such as emergency service providers, may operate their own telecommunications networks subject to the same provisions. Unless specified otherwise, all standards set out in this section are intended to apply to network operators, the Crown and Crown agents.[4] For simplicity, throughout this document these groups are collectively referred to as 'telecommunications operators'.

It is proposed that the standards be limited to network operators, the Crown and Crown agents as a way to achieve the objectives of assisting in network design, reducing compliance costs, and improving the availability of new services to consumers, while mitigating adverse environmental effects by limiting the proliferation of new infrastructure.

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[3]   http://www.med.govt.nz/sectors-industries/technology-communication/communications/telecommunication-network-operators.

[4]   The 'Crown' is defined in section 2 of the Public Finance Act 1989, and 'Crown agents' are named in Part 1 of Schedule 1 of the Crown Entities Act 2004.

2.1   Telecommunications cables

Figure 1:   **Fibre cabling generic architecture diagram**
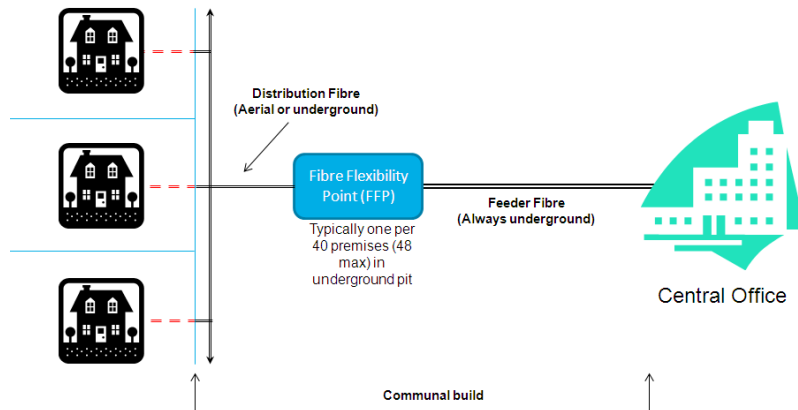
Source: Diagram supplied by Chorus NZ Ltd

Introduction

The current copper telecommunications networks were built for voice services. As the internet and broadband have developed, these copper networks were repurposed to provide broadband internet connections.

Demand for broadband data at high speeds is increasing exponentially as internet-capable devices and their applications proliferate. This demand trend is fast outstripping the copper network's current capacity. Fibre-optic technology has the capability to overcome the speed and bandwidth limitations faced by the copper networks.

Fibre-optic cables can be deployed either aerially or underground. Aerial fibre is strung along existing poles, often alongside pre-existing cable infrastructure such as electricity lines. Underground fibre is typically installed into ducts, which are either existing or newly installed via open trenching or directional drilling. All associated excavations are backfilled and reinstated to an as like, or better, condition.

Communal distribution fibre is typically installed in the road reserve, with fibre lead-ins over private land, connecting the communal distribution fibre to the individual premises. In some instances with additional technology, copper lead-ins from the boundary of the property to the dwelling (or other type of building) may be able to produce fast internet speeds, but this is reliant on the fibre distribution network. More detail on fibre infrastructure is included in appendix 2.

Both aerial and underground deployment methods have costs and benefits. In determining whether to install fibre cables above or below ground, the telecommunications operator will look at, among other things, where existing utility structures are placed (eg, copper telecommunications cables and electricity lines strung along the same poles), the terms of the telecommunications operator's network build contracts, the presence of constraints (eg, trees, archaeological sites, contaminated sites, ground conditions) and what the relevant district plan rules provide for.

The issue

UFB and the Rural Broadband Initiative (RBI) are two of the Government's programmes to expand and develop New Zealand's broadband services. UFB, one of the first national infrastructure projects of its type, has highlighted local variation in district plan rules for the installation of telecommunications cables and the inefficiencies it can create. This variation is likely to be a natural result of the devolution of planning decisions to territorial authorities and is unlikely to reflect significant environmental differences that necessitate location-specific telecommunications infrastructure rules.

Aerial installation of cables (both distribution and lead-ins) is a not a permitted activity in many districts, and therefore resource consents are often required. Where aerial installation is permitted, conditions associated with the permitted activity status can also vary from district to district. Similarly, underground deployment can be subject to a suite of different conditions in different districts.

Local variation in district plan rules creates an unnecessary burden on telecommunications operators for the roll-out of new cabling. Differences between district plans drive compliance costs for infrastructure businesses in general, especially where networks cross district boundaries.

In addition to this local variation, district plan rules often duplicate or conflict with requirements under other legislation, including the Utilities Access Code and the New Zealand Pouhere Taonga Act (HNZPTA). As a consequence of the *status quo*:

- each territorial authority may develop its own plan rules and is required to process and determine consent applications

- consenting authorities do not necessarily have the technical capability to ensure their district plan allows the infrastructure to be deployed in an optimal manner

- a significant number of person-hours are involved for telecommunications operators in understanding and complying with district plan rules for a national infrastructure project

- associated financial costs for telecommunications operators can be high

- variation in district plan rules may mean variations are needed in infrastructure requirements or installation methods, increasing costs for operators

- time costs may also be experienced, potentially inhibiting the roll-out of new technology to New Zealanders.

These issues can be resolved by implementing a set of standards throughout New Zealand through a national environmental standard. The proposed amendments seek to remove a large amount of the variability and would reduce the administrative burden for both telecommunications operators and territorial authorities, and also remove duplication with other statutory requirements, while maintaining high environmental standards. The proposed changes set out below would extend the scope of the existing NESTF beyond the road reserve and apply nationally, superseding relevant district plan rules.

Proposals

The proposed changes would classify both aerial and underground deployment of telecommunications cables as permitted activities, as set out below.

The associated standards refer to 'telecommunications cables' generally, rather than fibre-optic cables specifically, to ensure the standards are future-proof for all types of technological

developments. This will also allow for copper-fibre hybrids to be deployed where necessary. Permitted activity status means the activity can be undertaken without resource consent from the relevant territorial authority.

Proposals (indicative NESTF requirements only)	
Aerial cabling	Aerial placement of telecommunications cables by a telecommunications operator is permitted, including any necessary ancillary equipment, subject to the following conditions: • no additional poles are installed • there is existing aerial cabling using the poles to be used for the new telecommunications cables (for electricity or telecommunications or other utilities) • the diameter of the new cabling does not exceed 30 mm • cables use existing crossings and corridors (ie, no new road crossings may be installed). Associated earthworks and ancillary equipment may include (but is not limited to) fibre access terminals, fibre coils or loops, protection guards, ducting, and aerial to underground connections. Ongoing operation and maintenance of the network is permitted. Relocation and/or replacement poles where necessary for structural or safety reasons may be up to 3 m from the original location.
Underground cabling	Underground placement of telecommunications cables by a telecommunications operator is permitted, including any necessary drilling and trenching and associated earthworks and underground ancillary equipment, including (but not limited to) ducting, feeder breakout points, and hand holes or plinths.

Costs and benefits

This section of the discussion document should be read in conjunction with the preliminary section 32 report, *Proposed Amendments to the National Environmental Standards for Telecommunication Facilities: Preliminary evaluation under section 32 of the Resource Management Act 1991*. That report provides a fuller analysis of the costs and benefits of the proposals.

The purpose of the proposed extension of the NESTF to telecommunications is to assist in the efficient deployment of fibre networks while ensuring a low environmental impact. The efficient and timely roll-out of fibre is important so New Zealanders can enjoy the many benefits arising from faster broadband as early as possible, ensuring New Zealand does not fall behind the pace of the rest of the world. The Government has also contracted with Chorus and the local fibre companies to complete the UFB roll-out within a fixed period of time.

Introduction of an NES to provide national consistency will:

• reduce compliance costs for both infrastructure providers and territorial authorities

• provide communities with more certainty on how deployment is likely to occur

• ensure people and communities are able to provide for their social, economic and cultural well-being with improved access to broadband technology.

This is consistent with the purpose of the RMA. Environmental effects will be avoided, remedied or mitigated by meeting the permitted activity conditions.

The proposed extension would bring the following benefits.

- There would be earlier access to fibre networks and the associated social, economic and cultural benefits that come with access to high-speed, reliable broadband technology. It is widely accepted, both in New Zealand and internationally, that broadband is critical for economic growth. A study by Alcatel-Lucent[5] into the economic benefits of fibre estimated the GDP impact of the UFB and RBI programmes will be $5.5 billion over 20 years, and the economic benefits to New Zealand end users of high-speed broadband applications will amount to almost $33 billion over 20 years.

- The applications arising from broadband improvements, such as through UFB, have the potential to produce even greater productivity gains and economic growth. For example, some of the potential applications and benefits that could be furthered by fibre networks include:

  - *business:* businesses will be better able to expand and compete globally, through greater access to research and development and investment, and a greater ability to collaborate with customers, suppliers and partners in real time

  - *health*: new applications and improved health services over broadband are likely to make it easier to identify and treat people through electronic health records, open up the ability for people to be diagnosed and treated from a distance, allow people to better assess their personal health and know when to seek medical advice, and alleviate social isolation in older people and enable them to stay in their homes longer

  - *education*: broadband in schools can deliver a broad curriculum regardless of where a child lives, and promotes digital literacy

  - *environment*: high-speed broadband promotes the development of technologies that enable better monitoring of the environment to assist the agricultural sector with crop care, and the development of more sustainable and environmentally friendly living practices through the use of devices that encourage the smarter and more efficient use of resources (eg, smart cars and smart meters/grids)

  - *quality of life*: broadband enables other improvements in quality of life through better enabling flexible working practices such as remote working, social networking, the ability to make better buying decisions online, and the promotion of more sustainable living practices.

- There will be reduced costs, such as those for telecommunications operators familiarising themselves with district plans for every district in which they operate and applying for resource consents.

- Territorial authorities will make savings through having fewer consent applications for resource consent to process.

- Telecommunications operators can make efficiency savings through standardising their infrastructure and installation methods.

- Conflict and duplication will be removed between district plan rules and other legislation (Utilities Access Code and the HNZPTA).

- It will empower telecommunications operators to make decisions on the best placement of their infrastructure, subject to all other regulatory requirements.

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[5] Alcatel-Lucent. 2012. *Building the Benefits of Broadband*. Retrieved from www.tmcnet.com/tmc/whitepapers/documents/whitepapers/2013/6687-building-benefits-broadband-how-new-zealand-increase-social.pdf

Overall, the environmental effects of telecommunications cables are low. The effects of underground cables and other ancillary equipment installed underground are concentrated at the installation phase, whereas aerial cables have fewer effects during construction but an ongoing visual effect. The impact can be mitigated by the proposed condition of limiting aerial deployment to areas with existing aerial networks.

In the installation of underground infrastructure, trenching and drilling can create dust, sediment and erosion, affect water quality, create noise and vibration, and disrupt traffic. However, these effects tend to be low impact and can be mitigated by the provisions of the Utilities Access Code. The Code has requirements to manage environmental effects, including those relating to trees, sediment control, stormwater, road closures and traffic disturbance, as well as reinstatement.

Anyone wishing to relocate poles in the road reserve must liaise with the local road operator (usually the New Zealand Transport Agency or the relevant council). This process enables health and safety matters, such as the location and material of the pole, to be considered and approved.

Any effects on archaeological sites are managed by the HNZPTA. However, if operators are not aware of the requirement to obtain an archaeological authority before starting work in areas where there is reasonable cause to suspect pre-1900 activity, there is a risk that archaeological sites will be modified or destroyed, which is an offence under section 87 of the HNZPTA. Archaeological material is more likely to be discovered in undisturbed ground.

2.1. QUESTIONS ABOUT TELECOMMUNICATION CABLES

a. Do you agree with the proposals?

b. If not, how could they be amended to better gain your support?

c. Are the proposed conditions appropriate?

d. Are the proposed conditions future-proof? What changes could be made to ensure they remain fit for purpose in the long term?

e. What do you consider to be the likely costs of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

f. What do you consider to be the likely benefits of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

g. Are there any risks associated with the proposal? How could they be addressed?

h. Is additional guidance required to ensure operators are aware of the requirements of the Heritage New Zealand Pouhere Taonga Act 2014 and the Utilities Access Code?

2.2   Mobile networks

Figure 2:   **Examples of different mobile network antennas (in the photo on the right, the two structures are telecommunications antennas)**

Source: Photos supplied by Vodafone NZ Ltd

Introduction

Nearly all New Zealanders carry a mobile phone, with the number of mobile phone connections equal to 109 per cent of the population. The smartphone revolution started in New Zealand in 2008 with the release of the first big-brand smartphones. This was around the same time as the promulgation of the original NESTF. Smartphones (and, increasingly, 4G-capable tablet devices) have revolutionised the way people access information, network and communicate. As these devices have allowed easy and convenient access to mobile internet browsers and various apps, mobile data has become an essential service to an increasing number of consumers and businesses.

It is expected that the demand for fast, reliable and affordable mobile data access will continue to increase exponentially. People increasingly want, and expect to have, adequate coverage, fast connection speeds, and access to mobile data almost everywhere they go.

A mobile network that meets these demands will require many more antennas, cabinets and backhaul cabling of differing specifications in the places that people want coverage. In addition, mobile networks provide further options for telecommunications providers to offer broadband services in remote areas. The RBI is focused on closing the 'digital divide' between broadband services in urban and rural New Zealand. This includes funding for a number of new cell sites to be built to offer improved rural broadband via wireless. Infrastructure that supports fixed wireless broadband is becoming more attractive with the introduction of new technologies such as 4G-LTE.

The proposed changes to the NESTF reflect this shift in the telecommunications environment. More detail on mobile network infrastructure is included in appendix 2.

There are some concerns among the general public about the health effects of radio-frequency field emissions from mobile antennas. The current NESTF has set limits on exposures based on NZS 2772.1:1999 *Radiofrequency Fields Part 1: Maximum Exposure Levels 3 kHz to 300 GHz.* This New Zealand standard is based on international guidelines produced by the International

Council for Non-Ionising Radiation Protection. The New Zealand standard sets limits for public exposure that are 50 times lower than the level at which health effects may start to occur. This is a widely accepted conservative measure.

This limit remains suitable for new mobile technology, and there are no plans to change the permitted levels of radio-frequency field exposures. As radio-frequency field exposure levels are outside the scope of the proposed amendments to the NESTF, the main consideration for new mobile network infrastructure will be any visual amenity effects. To meet increasing demands and changing technologies, the number and size of infrastructure (such as antennas and cabinets) will change. Any visual effects will have to be balanced against the demand for greater coverage and more capacity from the network.

The issue

The existing NESTF provides for the installation or replacement of antennas and associated mounts on existing structures such as power poles or street-light poles (referred to as 'original utility structures') to be a permitted activity. However, this is limited to where the original utility structure is located within the road reserve, and is subject to specified limitations on height and size.

The increasing uptake of new technologies means that the number of mobile antennas needs to increase to maintain current levels of service. Furthermore, new mobile technologies are likely to be deployed in different ways to those activities permitted by the existing NESTF.

Activities that do not comply with the conditions of the NESTF are subject to the relevant district plan rules. As with the roll-out of fixed-cable infrastructure, new wireless infrastructure is subject to significant variation in district plan rules across the country. For some types of infrastructure, variability related to the local environment is appropriate to reduce environmental effects. However, the telecommunications environment is very similar across the country, and this inconsistency of rules creates problems that the NESTF was originally intended to address.

The provisions for antennas in the existing NESTF reflect only a small part of the infrastructure requirements for mobile networks. Placing antennas on original utility structures (such as power poles and street-light poles) in the road reserve is generally the best solution in residential areas, but in industrial and rural areas the road reserve is not ordinarily the best location for infrastructure to provide the required network coverage. Furthermore, new technology trends require infrastructure that does not fit within the constraints of the existing NESTF.

Proposals

The existing definition of 'antenna' is set out in Regulation 3 of the existing NESTF, which defines 'antenna' as follows:

    (a)   means a device that—

        (i)   receives or transmits radiocommunication or telecommunication signals; and

        (ii)   is operated by a network operator; and

    (b)   includes the mount, if there is one, for the device; and

    (c)   includes the shroud, if there is one, for the device.

Multi-storey buildings

In most central city areas the placement of antennas on the sides or rooftops of buildings may provide the best coverage with the lowest visual impact. In residential areas there may be multi-storey buildings in excess of five storeys, such as retirement complexes, apartment buildings and public buildings, which provide the most appropriate place to locate an antenna, in terms of providing the best coverage with the lowest visual impact.

| Proposals (indicative NESTF requirements only)	
Antennas on multi-storey buildings	The placement of antennas on the roof or side of a building is permitted, subject to the following conditions:
	• the building is no less than 15 m high
	• rooftop antennas do not extend 5 m beyond the part of the building to which they are attached
	• the diameter of the antenna at its widest point does not exceed 0.8 m.
	Lightning rods may extend beyond the height of the antennas.
	Associated cabinets with a footprint of no more than 2 m^2 and no more than 2 m high are permitted.
	All other equipment necessary for the operation of the antenna, such as the mast or other support structure, feeder cables and ancillary antennas, is permitted.

Rural areas

Figure 3:	**Diagram and photo of a rural/industrial monopole antenna modified to support co-location**
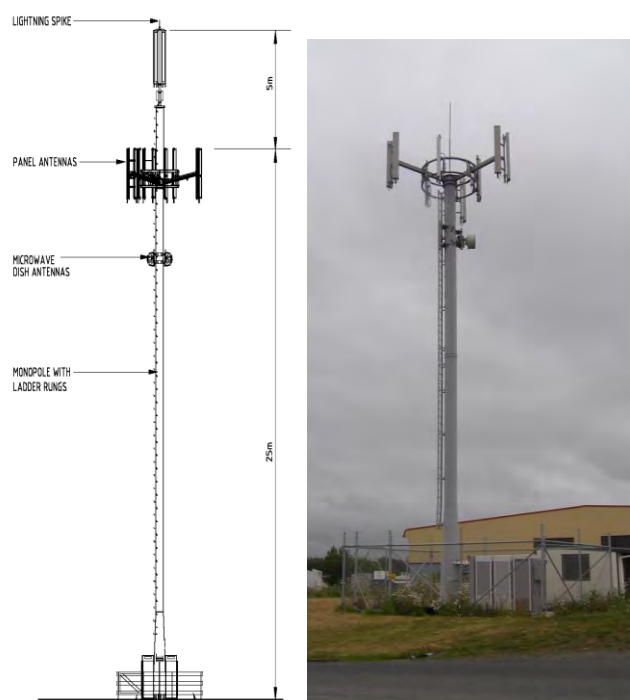
Source: Diagram and photo supplied by Vodafone NZ Ltd

The NESTF provisions are rarely of use to telecommunications operators in rural areas, because the most appropriate location for antennas is usually on private land outside of the road reserve (eg, on hill tops). Although the majority of district plans provide for cell sites 20 m or higher in rural areas, and many for 25 m, the associated rules are not nationally consistent, creating uncertainty in the ongoing requirements for telecommunications operators.

Proposals (indicative NESTF requirements only)

Antennas in rural areas	The placement of an antenna in an area zoned rural in the relevant district plan is permitted, subject to the following conditions:
	• the total height (of the mast and antenna) does not exceed 25 m
	• the diameter of the structure at its widest point (excluding the concrete plinth) does not exceed 6 m
	• the site is not a scheduled site or area subject to any special rules (eg, landscape provisions for outstanding natural landscapes or outstanding natural features)
	• the antenna is not located closer than 50 m from the boundary of an area zoned residential
	• the antenna is not located closer than 50 m from the closest external wall of a dwelling in a sensitive land-use area
	• lightning rods may extend beyond the height of the antenna
	• all equipment necessary for the operation and security of the antenna, such as the mast or other support structure, casing or coverings, feeder cables, ancillary antennas, cabinets, security equipment, fences, handrails, and steps or ramps, is permitted
	• the support structure is coloured recessive grey or recessive green
	• if any earthworks are required to prepare the site:
	— the earthworks do not occur closer than 20 m from the nearest water body
	— the ground must be reinstated within 72 hours
	• if any vegetation clearance (trimming or removal) is required to prepare the site:
	— the tree(s) must not be scheduled
	any indigenous vegetation must be reinstated or replaced within the practicable vicinity of the site.

Masts in the road reserve

Sometimes the existing structures in the road reserve (such as street-light poles) are not in the optimal location to provide network coverage, and as a result a telecommunications operator may require multiple antennas on existing structures within a relatively small area.

Also, while the NESTF allows an existing utility structure in the road reserve to be replaced, Regulation 7 does not clarify whether the replacement structure must be in exactly the same location. Sometimes the original utility structure may need to be moved slightly; for example, to allow for a larger foundation without interfering with other utilities near or beneath the site.

Proposals (indicative NESTF requirements only)

New masts to carry antennas in the road reserve	The installation of a new mast with antennas attached in the road reserve is permitted, subject to the following condition:
	• the total height and width of the mast and antenna is no larger than it would have been if installed in accordance with Regulation 7 (of the existing NESTF) on an existing utility structure within 100 m of the installation site. If there are multiple poles in the 100 m radius, operators must take the average of the poles.
Location of replacement utility structures	A replacement utility structure may be moved to within a 3 m radius of the original utility structure location, provided the structure is still located on the road reserve.

Size of antenna

Figure 4: **Diagrams of new light-pole antennas and cabinet requirements**
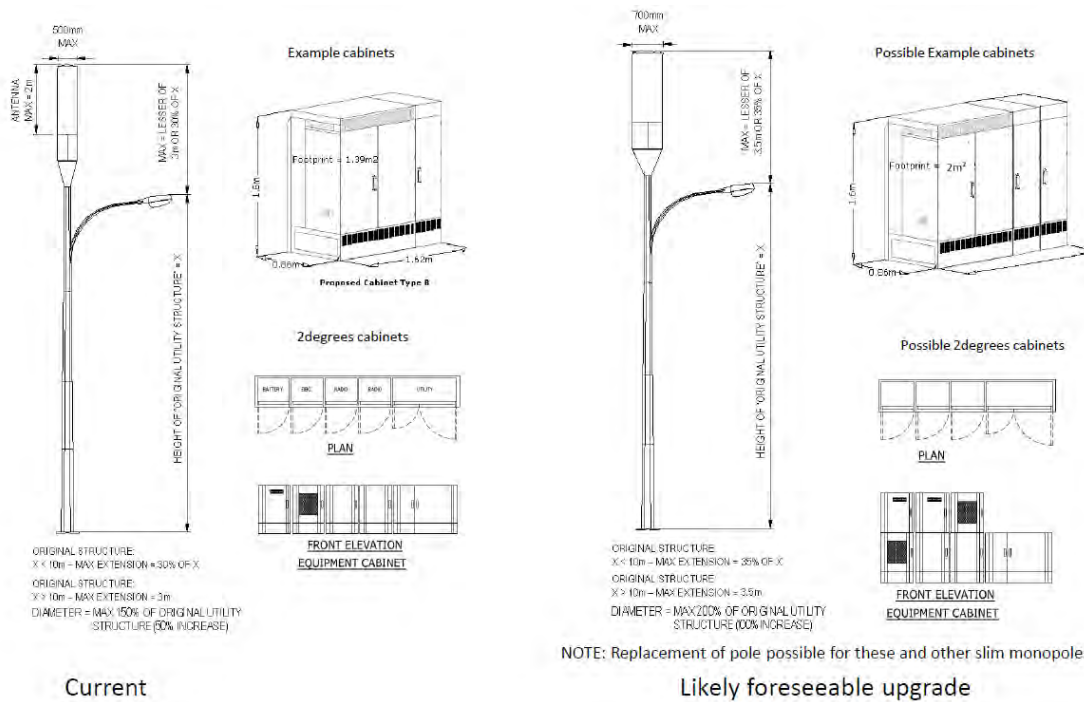
Source: Diagram supplied by 2degrees NZ Ltd

The allocation of spectrum in the 700 MHz band (primarily for 4G-LTE networks) is an example of mobile network operators operating over a wider range of spectrum than they do currently. In many cases existing antennas are not technically able to extend current frequency ranges to include other spectrum bands, and upgrades are required. To operate over both their existing and new spectrum bands, network operators will need to either replace existing antennas with new, larger antennas, or install new antennas capable of operating over the new spectrum band, in addition to the existing antennas at existing sites.

The existing NESTF provides that for the installation of an antenna on a utility structure (such as a light pole or traffic light) to be a permitted activity, an antenna must be no more than 2 m high and 0.5 m wide, and the height of the replacement utility structure must be no more than the original utility structure's highest point, plus the lesser of 3 m or 30 per cent. This size envelope was suitable for the combination of antennas that were used at the time of the establishment of the NESTF, but because of the addition of the 700 MHz spectrum and the 4G-LTE capable technology, a different combination of antennas will need to be used and the envelope will need to become larger. Despite the increase in size being small, these antennas would not be permitted activities under the NESTF and so may currently require a resource consent under the local district plan rule.

Proposals (indicative NESTF requirements only)	
Size envelope for antennas	The antenna(s) – excluding the mount, if there is one, and the shroud, if there is one, and ancillary equipment, if there is any – must fit within the dimensions of a cylindrical shape that, when measured along the centre line of the mast (original utility structure or replacement utility structure), is not more than 3.5 m high and no more than 0.7 m in diameter.
	The height of the replacement utility structure must be no more than the original utility structure's highest point, plus the lesser of 3.5 m or 35 per cent.

Proposals (indicative NESTF requirements only)	
Size of replacement utility structure (includes mast and antenna)	The height of the replacement utility structure must be no more than the original utility structure's highest point, plus the lesser of 3.5 m or 35 per cent. To support the increased size of antenna, the size of the replacement utility structure will also need to be increased. The proposal is that the replacement utility structure must not have a diameter that is more than the original utility structure's diameter at its largest point, plus 100 per cent.
Replacement of existing antennas to improve service or operate on additional or new spectrum bands such as the new 700 MHz spectrum band	Replacing an existing antenna with a larger antenna capable of operating over additional or new spectrum bands is permitted, subject to the following conditions: • the total height of the replacement infrastructure (mast and antenna) is no more than 2 m higher than the total height of the existing infrastructure • the diameter of the replacement antenna is no more than the diameter of the existing antenna, plus 50 per cent • the diameter of any existing mast is extended no more than the diameter of the existing mast, plus 30 per cent • the existing mast and antenna are lawfully established (ie, authorised by a regulation, plan or consent under the RMA). Lightning rods may extend beyond the height of the antenna. An additional cabinet with a footprint of no more than 2 m^2 and no more than 2 m high housing the necessary equipment of the additional telecommunications operator(s) may be installed at the site. Additional ancillary equipment (such as feeder cables) on the outside of the support structure is permitted.
Additional antennas at existing sites to improve service or operate on additional or new spectrum bands such as the new 700 MHz spectrum band	Installation of additional antennas at a telecommunications operator's existing site (ie, on an existing mast on which a telecommunications operator has an existing antenna) to ensure the site is capable of operating over additional or new spectrum bands is permitted, subject to the following conditions: • the total height of the replacement infrastructure (mast and antenna) is no more than 2 m higher than the total height of the existing infrastructure • the total diameter of the head frame of the structure at its widest point is no more than the diameter of the existing structure plus 100 per cent • the diameter of any existing mast at its widest is extended no more than the diameter of the existing mast, plus 30 per cent • the area is not zoned residential in the relevant district plan • the existing mast and antenna are lawfully established (ie, authorised by a regulation, plan or consent under the RMA). Lightning rods may extend beyond the height of the antenna. An additional cabinet with a footprint of no more than 2 m2 and no more than 2 m high housing the necessary equipment of the additional telecommunications operator(s) may be installed at the site. Additional ancillary equipment (such as feeder cables) on the outside of the support structure is permitted.

Co-location

Co-location of different operators' equipment on the same mast is generally encouraged because it results in fewer individual structures in an area. However, this requires taller structures, and therefore a greater visual effect per site, because the equipment needs to be sufficiently spaced to avoid interference.

Proposals (indicative NESTF requirements only)	
Co-location of multiple telecommunications operators' antennas	Increasing the total height of an existing mast and antenna by up to 5 m is permitted, subject to the following conditions: • one or more additional telecommunications operators place an antenna on the existing mast at the time the height is increased • the area is not zoned residential in the relevant district plan • the existing mast and antenna are lawfully established (ie, authorised by a regulation, plan or consent under the RMA) • this provision is not applied to a single site more than once • telecommunications operators cannot exercise this right of activity until they have disclosed their co-location agreement with the relevant local authority and the Ministry of Business, Innovation and Employment. Lightning rods may extend beyond the height of the antenna. An additional cabinet with a footprint of no more than 2 m^2 and no more than 2 m high housing the necessary equipment of the additional telecommunications operator(s) may be installed at the site. Additional ancillary equipment (such as feeder cables) on the outside of the support structure is permitted.

Small-cell units

Figure 5: **Example of a small-cell unit (left) and a pico-cell installed on top of a lamp-post (right)**

Source: Photos supplied by Vodafone NZ Ltd

In addition to conventional macro-cell sites, the future is likely to bring a significant increase in small units such as micro-cells, pico-cells, femto-cells and wi-fi, which fill gaps in the coverage of mobile networks, or provide alternatives such as free public-space wi-fi. The units usually fit within the definition of 'antenna' in the existing NESTF, but the dimensions of these units (being more rectangular than cylindrical) means they do not always fit within the permitted antenna rules for placement on existing structures in the road reserve.

Proposals (indicative NESTF requirements only)	
Small-cell units in the road reserve	Installation of a small-cell unit on a structure (eg, bus stops, cabinets, traffic poles, signage, light poles) and all ancillary equipment necessary for the operation of the small-cell unit (eg, mounts, cables, combiner / junction boxes) by a telecommunications operator within the road reserve is permitted, subject to the following condition: the small-cell unit and the ancillary equipment do not exceed a volumetric dimension of 0.11 m³(eg, 700 mm high x 500 mm wide x 300 mm deep).
Small-cell units on private land (eg, on the outside of buildings)	Installation of a small-cell unit on private land (eg, on the outside of a building) and all ancillary equipment necessary for the operation of the small-cell unit (eg, mounts, cables, combiner/junction boxes) by a telecommunications operator is permitted, subject to the following condition: the small-cell unit and the ancillary equipment do not exceed a volumetric dimension of 0.11 m³ (eg, 700 mm high x 500 mm wide x 300 mm deep).

Costs and benefits

This section of the discussion document should be read in conjunction with the preliminary section 32 report, *Proposed Amendments to the National Environmental Standards for Telecommunication Facilities: Preliminary evaluation under section 32 of the Resource Management Act 1991*. That report provides a fuller analysis of the costs and benefits of the proposals.

The proposed changes are intended to set out nationally consistent conditions in which resource consent is not required for the major elements of mobile networks' roll-outs and upgrades. Setting consistent standards for telecommunications operators' typical activities will provide increased certainty to the industry and local communities on what is permitted, while avoiding, remedying or mitigating environmental effects by the imposition of conditions. Consistent standards will reduce compliance costs for operators and reduce territorial authorities' workloads, while speeding the roll-out of new services to consumers.

Removing local variation that newer-technology antennas are subject to by amending the NESTF provides the following:

- reduced costs to telecommunications operators when reviewing and submitting on district plan changes

- a reduced need to apply for resource consents, bringing telecommunications operators savings in time and fees

- savings for territorial authorities through having fewer consent applications to process

- efficiency savings for telecommunications operators through standardising their infrastructure and installation methods

- improved access to mobile technology, which enables people and communities to provide for their social, economic and cultural well-being.

In particular, the proposed changes would:

- enable telecommunications operators to achieve better network design by permitting infrastructure placement in strategic locations with low visual impact

- encourage the co-location of different telecommunications operators' infrastructure, minimising the overall number of sites required

- facilitate the roll out of 4G-LTE networks by simplifying the process for site upgrades

- facilitate the roll-out of micro-cells, pico-cells, femto-cells and public-space wi-fi.

Anyone wishing to install or relocate poles or cabinets in the road reserve must liaise with the local road operator (usually the New Zealand Transport Agency or the relevant council). This process enables health and safety matters, such as the location and material of the pole, to be considered and approved.

The proposed changes are unlikely to increase adverse environmental effects relative to the *status quo*, because the aim is to facilitate infrastructure roll-out by streamlining conditions nationally rather than permitting activities that are not currently permitted. With the exception of rural antennas (because of natural landscape disturbance), all the activities covered by the proposals have a low environmental impact. Much of the infrastructure is small and located appropriately with existing infrastructure in the built environment.

In urban areas the environmental effects of mobile networks relate to visual amenity. Cabinets, poles, antennas and small-cell units affect visual amenity. However, visual effects are mitigated by locating infrastructure on buildings or existing utility structures, or by co-locating infrastructure to reduce the overall number of sites needed.

In rural areas the environmental effects may be greater. Rural masts and antennas may have a minor to moderate environmental effect, but providing for co-location avoids the cumulative impact of multiple sites. Rural sites are also more likely to require vegetation clearance; associated earthworks such as clearing and levelling the site; and additional ancillary infrastructure for access and security, such as fences, handrails, and steps or ramps. These effects are mitigated by the proposed conditions on vegetation clearance and earthworks; in addition, the proposed setbacks from residentially zoned areas, dwellings and public buildings mitigate the visual impact in places where people reside.

Allowing a replacement utility structure to be moved within a 3 m radius of the original structure's location will not mean the structure can be moved anywhere within the proposed 3 m radius. Telecommunications operators will still need to comply with the rules in the Utilities Access Code relating to the suitable placement of a structure, and to get permission from the owner of the original structure to move it.

It should be noted that authorisation under the RMA to undertake an activity does not relieve a network operator of any obligation under other legislation, nor does it authorise access to any public or private land. Private property rights still apply. As such, the installation of an antenna on private property, such as a building or on a rural hilltop, would still require permission from the land owner.

2.2. QUESTIONS ABOUT MOBILE NETWORKS`

a. Do you agree with the proposals?

b. If not, how could they be amended to better gain your support?

c. Are the proposed conditions appropriate?

d. Are the proposed conditions future-proof? What changes could be made to ensure they remain fit for purpose in the long term?

e. What do you consider to be the likely costs of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

f. What do you consider to be the likely benefits of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

g. Are there any risks associated with the proposal? How could they be addressed?

h. Will the proposed permitted activities ensure mobile networks can be built to provide adequate coverage to meet present and foreseeable future demand for services?

i. Are small-cell units defined adequately? What should be included in, or excluded from, the definition?

j. Do special allowances need to be made for small-cell units for ancillary power supply equipment, such as solar panels, to be attached?

All questions are summarised on page 47.

2.3   Special requirements for certain areas

The proposed new standards for cables and mobile network infrastructure set out in the sections above would determine, on a nationally consistent basis, the conditions under which deploying such infrastructure is a permitted activity. This means that these permitted activities would be able to be undertaken without the need for a resource consent, subject to the conditions prescribed in the NESTF. Some of the proposed standards would only apply in specified areas (such as those that are not zoned residential in the relevant district plan), whereas others would apply nationally.

A number of district plans have overlays (eg, heritage rules, urban design rules, areas of special landscape character and natural hazard zones) and scheduled sites that are protected for their environmental, cultural or historic heritage values or to protect the people and infrastructure in that area. In some of these areas it may be appropriate for local environmental factors to override national standards in the NESTF, within certain parameters.

In some cases (eg, the aerial placement of telecommunications cables in areas with existing aerial networks) it may be appropriate for requirements to apply nationally because the environmental effects can be adequately managed by conditions in the NESTF. In other cases, standard conditions might not be able to adequately manage the effects in particular areas, such as sites or areas of historic heritage or cultural significance, or areas susceptible to natural hazards. The table on page 34 provides a discussion of the potential effects of each of the proposals on cultural and historic heritage values, and the impact of natural hazards.

Protection of sites and areas of significance

Regulation 6 of the existing NESTF provides that a district plan's rules must be complied with if consent is already required for works within the drip line of a tree, or where the adjacent site is accorded specific protection under the relevant district plan, such as for historic heritage, visual amenity or coastal protection. The existing NESTF allows these district plan rules to be more stringent than the standards in the NESTF. If the plan's rules are not complied with, then resource consent may be required.

For example, where there is a proposal for a cabinet to be located next to a site identified as having heritage or amenity values, or in an area identified for coastal protection (eg, on the seaward side of a road), and the district plan restricts the location of telecommunications facilities within the road reserve, the proposal will be subject to both the conditions of the NESTF and the relevant rules of the district plan.

Regulation 6 was intended to preserve existing district plan rules relating to protecting trees and vegetation, historic heritage values, visual amenity values and the coastal marine area. It is not intended to create new consenting requirements where none previously existed. Under the existing NESTF, district plan rules relating to historic heritage values, visual amenity values and the coastal marine area must specifically relate to network utility structures in road reserves (not just the adjacent land) for these to be applicable under Regulation 6.

It is *not* proposed that the application of Regulation 6 to the existing standards in the NESTF be changed. However, in extending the scope of the NESTF to a wider range of infrastructure and beyond the road reserve, it is appropriate to apply the existing protection provisions to the proposed new standards.

Again, in these circumstances it should be noted that authorisation under the RMA to undertake an activity does not relieve a network operator of any obligation under other legislation, such as the HNZPTA, nor does it authorise access to any public or private land. The installation of an antenna on private property, such as on a historic building or on a rural hilltop, would still require permission from the land owner.

Resilience to natural hazards

Some district plans include hazard overlays; for example, identifying floodplains is common. These overlays do not tend to change the activity classification of network utility infrastructure, but they can impose additional matters for consideration in consenting decisions. To ensure the infrastructure is resilient to natural hazards and is able to continue operating to provide essential services through an adverse event, it is proposed that for the activities proposed to be permitted under the NESTF, natural hazard zones should also be managed by the district plan.

Proposals (indicative NESTF requirements only)	
Expanding conditions under Section 6 to include telecommunications facilities outside the road reserve	Conditions protecting trees and vegetation, historic heritage values, visual amenity, coastal marine areas and natural hazard zones will apply to all activities under the NESTF.
Adding 'natural hazard zones' to section 6	Conditions managing infrastructure in natural hazard zones in the relevant district plan will prevail over the NESTF where they are more stringent than the NESTF requirements.

Costs and benefits

Proposed new standards	Likely effect on cultural or historic heritage values	Potential impact of natural hazards
Aerial cabling	Aerial cabling in accordance with the proposed new permitted activity standard is likely to have a less than minor effect on cultural or historic heritage values because it will only be classified as permitted in areas with existing utilities lines overhead, and new crossings would not be permitted for lead-ins.	Natural hazards would not affect aerial fibre networks to a greater extent than they would affect the existing aerial telecommunications or electricity networks where the fibre would be located.
Underground cabling	Underground cabling in the road reserve must comply with the Utilities Access Code and the HNZPTA to ensure environmental effects are avoided, remedied or mitigated, and the legal requirements of the HNZPTA relating to the potential modification or destruction of archaeological sites are complied with. It is not expected that there would be any adverse cultural effects resulting from the distribution of underground utilities in the road reserve, provided all other requirements (outside of RMA requirements) are complied with.	Underground utilities infrastructure may be adversely affected by natural hazard events. However, the need for utilities infrastructure in inhabited areas is unavoidable.
Underground works	Underground works must comply with the HNZPTA to ensure environmental effects are avoided, remedied or mitigated, and the legal requirements of the HNZPTA relating to the potential modification or destruction of archaeological sites are complied with. It is not expected that there would be any adverse cultural effects of underground lead-ins to premises, provided all other requirements (outside of RMA requirements) are complied with.	
Antennas on multi-storey buildings	Placement of antennas on heritage buildings may create adverse visual effects or potentially damage features of the building if appropriate care is not taken in the installation process. Placement of antennas on rooftops may also affect protected view shafts in some places. It is not considered that such placement would affect sunlight access due to the size of antennas.	Antennas on buildings are unlikely to be adversely affected by natural hazards to a greater extent than the effect on the building.

Proposed new standards	Likely effect on cultural or historic heritage values	Potential impact of natural hazards
Antennas in rural areas	Placement of antennas in rural areas may in some cases have an impact on sites of cultural significance, historic heritage, or outstanding natural features or landscapes. Antennas may also have an adverse visual impact on papakainga zones (housing development on Māori land), which tend to be in rural areas.

Some district plans include 'setbacks', which provide a buffer between rural and residential zoning. The proposed condition that antennas are located no less than 50 m from the boundary of a residential zone, and no less than 50 m from a dwelling in a sensitive land-use area, would manage the visual effect on residential areas. | Rural areas that may be prone to hazards such as landslides or flooding may be inappropriate areas for the placement of new antennas. |
| **New masts to carry antennas in the road reserve** | Placement of antennas on new masts in the road reserve may affect protected view shafts in some places. | The Utilities Access Code provides that the corridor manager must agree to the placement of the pole. |
| **Co-location of multiple telecommunications operators' antennas**

Replacement of existing antennas and installation of additional antennas at existing sites to operate on additional or new spectrum bands such as the new 700 MHz spectrum band | The upgrading of an existing site is unlikely to have any adverse effects on cultural or historic heritage values. | Antennas at existing sites are unlikely to be adversely affected by natural hazards to a greater extent than the effect on the existing antenna. |
| **Small-cell units in the road reserve** | Placement of small-cell units on existing structures in the road reserve is not expected to have any adverse effects on cultural or historic heritage values. | Small units on structures are unlikely to be adversely affected by natural hazards to a greater extent than the effect on the structure. |
| **Small-cell units on the outside of buildings** | Placement of small-cell units on the outside of heritage-listed buildings is in most cases unlikely to have a more than minor visual effect due to the small size of these units. However, care needs to be taken not to damage features of the building. | |

Also, under these proposals the assumption is that territorial authorities will be able to provide network operators with the appropriate overlays at the time of the commencement of this Regulation. In reality some territorial authorities may not have done this work, or will be in the midst of it. We need your feedback on which territorial authorities would not have plan overlays available at the proposed time to commence these Regulations. We also want feedback on other issues that may affect the practicability of relying on plan overlays to ensure these sites are appropriately protected, while also taking into consideration the telecommunications needs of the sites.

2.3. QUESTIONS ABOUT SPECIAL REQUIREMENTS FOR CERTAIN AREAS

a. Do you agree with the proposals?

b. If not, how could they be amended to better gain your support?

c. Are the proposed conditions appropriate?

d. Are the proposed conditions future-proof? What changes could be made to ensure they remain fit for purpose in the long term?

e. What do you consider to be the likely costs of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

f. What do you consider to be the likely benefits of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

g. Are there any risks associated with the proposal? How could they be addressed?

h. Are territorial authorities likely to have these overlays available at the time of the commencement of these standards? If not, which territorial authorities will not have them available? How long would they take to become available? What are the constraints to them being made available?

i. Which other, if any, types of overlays or scheduled sites that district plans commonly include are relevant to telecommunications infrastructure?

3 Proposed amendments to existing standards

Updating the National Environmental Standards for Telecommunication Facilities (NESTF) provides an opportunity to address minor issues identified in the 2013 evaluation. Amendments are proposed to the standards relating to the following matters:

- Regulation 4 (radio-frequency standard reference update):
  - updating a reference to a radio-frequency standard

- Regulation 8 (conditions controlling cabinets):
  - clarification of the terminology of cabinet installation distances per 'site'
  - clarification of the time required to remove a redundant cabinet when a new cabinet is deployed.

Where the existing NESTF provides that the effects of the activity can be controlled through district plan rules, this would continue to apply after any amendments. All the new activities that are proposed for inclusion, and all the NESTF amendments for activities that are already covered, are collated in appendix 1.

Moving the location of a utility structure may result in more disturbance than just replacing the structure in the same location. However, this cost should only be short term – while the relocation is in progress. The limitation on the area within which the structure can be moved will reduce any difference in visual impact when compared to the original location.

The benefits of this proposal will be that the structure is located in the most appropriate position for all its users.

Increasing the permitted size of the antenna will have a marginal impact on the size of the structure in total, because it is not proposed that the height allowance for the structure as a whole be increased. Although the antenna heights will be increased, the height of the supporting structure will need to be decreased to ensure that the 3 m / 30 per cent increase in structure size, as stated in the current NESTF, is not exceeded. This will result in minimal increased visual impact resulting from a larger antenna.

Allowing the larger-size envelope as a permitted activity will ensure the current standards in the NESTF are still fit for purpose and future-proof. Larger antennas will be used more and more commonly as 4G-LTE networks are rolled out and replace the smaller antennas. Amending the size limits in the existing standards will streamline this transition and ensure the original objectives of the NESTF are met.

3.1 Radio-frequency measurement standard update

Regulation 4 of the NESTF incorporates two New Zealand standards by reference. These relate to:

- maximum exposure levels for radio-frequency fields
- methods of measuring radio-frequency fields.

The exposure level standard was developed based on international guidelines produced by the International Council for Non-Ionising Radiation Protection. The New Zealand standard sets limits for public exposure that are 50 times lower than the level at which health effects may start to occur. This is a widely accepted conservative measure. The NESTF also allows councils to maintain a record of the location of radio-frequency transmitters.

The maximum radio-frequency exposure limits allowed by the current standards remain fit for purpose. While the mobile network will require additional antennas, any infrastructure intensification will not be allowed to surpass the current radio-frequency exposure standards.

Subclauses 4 and 5 of Regulation 4 of the current NESTF also stipulate that mobile network operators must calculate the predicted levels of radio-frequency exposure from all antennas operating in the vicinity of the antenna installation. Should the cumulative radio-frequency exposure levels reach or exceed 25 per cent of the maximum allowed levels, operators must take measurements and provide a report to local authorities. Regulation 4, subsections 4 and 5, are set out below.

4   The second condition is that the network operator ensures that the relevant local authority receives, before the telecommunication facility becomes operational, the following:

(a)   written or electronic notice of where the facility is or where it is proposed to be; and

(b)   a report that—

(i)   is prepared in accordance with NZS 6609.2:1990 *Radiofrequency Radiation: Part 2: Principles and Methods of Measurement 300 kHz to 100 GHz*; and

(ii)   takes account of exposures arising from other telecommunication facilities in the vicinity of the facility; and

(iii)   predicts whether the radiofrequency field levels at places in the vicinity of the facility that are reasonably accessible to the general public will comply with NZS 2772: *Part 1:1999 Radiofrequency Fields Part 1 – Maximum Exposure Levels – 3 kHz to 300 GHz*.

5   The third condition applies if the prediction referred to in subclause (4)(b)(iii) is that the radiofrequency field levels will reach or exceed 25 per cent of the maximum level authorised by NZS 2772: *Part 1:1999 Radiofrequency Fields Part 1 – Maximum Exposure Levels – 3 kHz to 300 GHz* for exposure of the general public. The network operator must ensure that the relevant local authority receives, within 3 months of the telecommunication facility becoming operational, a report that—

(a)   is prepared in accordance with NZS 6609.2:1990 *Radiofrequency Radiation: Part 2: Principles and Methods of Measurement 300 kHz to 100 GHz*; and

(b)   provides evidence that the actual radiofrequency field levels at places in the vicinity of the facility that are reasonably accessible to the general public comply with NZS 2772: *Part 1:1999 Radiofrequency Fields Part 1 – Maximum Exposure Levels – 3 kHz to 300 GHz*.

The issue

The NESTF currently incorporates, by reference, the standard NZS 6609.2:1990 *Radiofrequency Radiation – Principles and Methods of Measurement – 300 kHz to 100 GHz*, which refers to the measurement of radio-frequency fields. Specifically, Regulation 4(4)(b)(i) and Regulation

4(5)(a) state that reports on radio-frequency exposure should be prepared in accordance with NZS 6609.2:1990.

This standard has since been withdrawn and replaced by AS/NZS 2772.2:2011 *Radiofrequency Fields Part 2: Principles and Methods of Measurement and Computation – 3 kHz to 300 GHz*. The main difference between the two standards is that the new AS/NZS 2772.2:2011 is more explicit in its requirements and more comprehensive in its guidance for the measurement of radio-frequency fields. There will be no impact on the permitted exposure levels currently permitted.

We are aware that AS/NZS 2772.2:2011 is currently being reviewed by Standards Australia.

Proposed amendment

The proposed amendment to the existing standard is set out below.

Amendments (indicative NESTF requirements only)	
Incorporation by reference	Replace reference to NZS 6609.2:1990 *Radiofrequency Radiation – Principles and Methods of Measurement – 300 kHz to 100 GHz* with reference to AS/NZS 2772.2:2011 *Radiofrequency Fields Part 2: Principles and Methods of Measurement and Computation – 3 kHz to 300 GHz*.

Costs and benefits

This update will affect practitioners working under the NESTF by making the measurement requirements more comprehensive. However, it will be a minor impact because the new standard is based on current best practice. The update will not affect the public.

Practitioners are generally already applying the requirements in the new standard voluntarily. There are only a handful of practitioners that work in this field in New Zealand, and therefore very few people will be affected by the change in requirements. Those practitioners were consulted during the development of the AS/NZS standard and would have been given the chance to make submissions on the impacts of the change.

The new AS/NZS standard was developed to take into account new software. The standard is also based on current best practice. Therefore, the new AS/NZS standard is in effect catching up with current practices and technologies rather than prescribing new ones.

3.2 Conditions controlling cabinets

Regulation 8 in the current NESTF sets standards for the size and location of cabinets housing telecommunications infrastructure in the road reserve.

The issue

The NESTF provides that cabinets of a certain size that are on the same side of the road must be at least 30 m apart, and in non-residential areas a maximum cabinet footprint per site is prescribed at 1.8 m^2. However, the term 'site' needs to be clarified because it is used in the NESTF. 'Site' is generally taken to mean a property title. In the case of cabinets located in the road reserve, the prescribed footprint per site is generally interpreted to refer to the property adjacent to the location of the cabinets. However, this interpretation has created issues; for example, non-residential 'sites' can encompass entire city blocks in some instances.

One interpretation of the term 'site' (as it is currently defined in the NESTF) means that it may not be permitted for a network operator to construct the required number of cabinets adjacent to larger properties (such as a university) to provide the necessary telecommunications services. Additional cabinets in these areas will be subject to the relevant district plan rules, because under that interpretation of the term 'site' they will be deemed to exceed the maximum footprint conditions, even though they comply with the separation conditions in the NESTF.

In addition, the current NESTF states that if two or more cabinets are located in the same site in an area classified as residential, then the cabinets must not be more than 500 mm apart and the total footprint of all the cabinets must be no more than 1.8 m^2. However, when cabinets are being replaced (eg, to upgrade the telecommunications infrastructure), often the replacement cabinet needs to be up and running before the old one is removed, to ensure the transition process is smooth, with minimal disruption to service. To enable this, the original and replacement cabinets are generally placed more than 500 mm apart, which means they are technically (for a limited period) in breach of the NESTF.

Proposed amendments

The proposed amendments to the existing standards controlling cabinets are set out below.

Amendments (indicative NESTF requirements only)	
Clarification of per 'site' terminology	'Site' will be defined as an area where cabinets are located. The requirement that each site must be located a minimum of 30 m from each other site will remain unchanged.
Time for cabinets to be replaced	Two cabinets on the same side of the road may be located within 30 m of each other, but more than 500 mm apart, as a permitted activity subject to the following conditions: • the replacement cabinet is being installed to replace the existing cabinet • the existing cabinet must be removed no later than 12 months following installation of the replacement cabinet.
Additional cabinets	This condition applies if two or more cabinets are located at the same site in a road reserve next to land that a relevant district plan or proposed district plan classifies as primarily for residential activities. Each cabinet's footprint must be no more than 1.4 m². The total footprint of all the cabinets must be no more than 2 m². The distance between each cabinet and the cabinet or cabinets closest to it must be no more than 500 mm. The cabinets must be no higher than the height of the concrete foundation plinths, if there are any, plus 1.8 m.

Costs and benefits

The proposed definition of 'site' will not significantly change the number or size of cabinets being placed on the road reserve. It will, however, allow more cabinets to be placed adjacent to larger sites (such as universities) that have a requirement for more services than smaller sites. The proposed amendment will not affect any other sites, such as those located in residential areas.

There will be an increase in visual effects if there is an increase in the number of cabinets. However, sites will still be required to be located a minimum of 30 m apart, preventing a significant increase in the number of cabinets in an area.

Allowing two cabinets to be located within 30 m of each other for a temporary period as part of a cabinet replacement programme will increase visual effects. However, imposing a 12-month time limit will mitigate this effect by ensuring it is only short term. The proposed amendment will that cabinets can be replaced without a disruption of the supply of essential telecommunications services to sites, while still adhering to the standards in the NESTF.

3.2. QUESTIONS ABOUT CONDITIONS CONTROLLING CABINETS

a. Do you agree with the proposals?

b. If not, how could they be amended to better gain your support?

c. Are the proposed conditions appropriate?

d. Are the proposed conditions future-proof? What changes could be made to ensure they remain fit for purpose in the long term?

e. What do you consider to be the likely costs of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

f. What do you consider to be the likely benefits of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

g. Are there any risks associated with the proposal? How could they be addressed?

All questions are summarised on page 47.

4 Summary

Modern telecommunications infrastructure is an increasingly important utility in all communities. Councils and residents desire better, faster and more reliable connectivity. It is assumed that local variation in activity status between different plans has emerged not as a reaction to the varied needs between diverse environments across New Zealand, but rather as a natural consequence of devolved decision-making under the Resource Management Act (RMA).

In this context, many of the costs and benefits associated with the deployment of new telecommunications facilities (such as Ultra-Fast Broadband and Rural Broadband Initiative) will occur anyway. New telecommunications facilities will continue to be deployed across New Zealand. The intention of the NESTF amendments is to expedite the process of obtaining consent, thereby eliminating delays and costs incurred as a result of the variation between different district plans. This includes costs incurred by councils to monitor and enforce the existing rules. The proposals in this discussion document are designed to ensure New Zealanders will have access to superior broadband services earlier, and funds that would have been directed into compliance and enforcement costs can be invested elsewhere.

For some infrastructure, variation according to the local environment is appropriate and necessary. However, it is considered that national consistency is appropriate in the telecommunications environment because the current legislation and regulations (and the Government's standards and requirements for the Ultra-Fast Broadband and Rural Broadband Initiative) roll-outs) are very similar across the country. Variation in rules creates a disproportionate administrative and cost burden on those involved in the consenting and construction of this new infrastructure.

It is proposed that suitable mitigations within the amendments be included so any costs associated with promoting national consistency are appropriately balanced against the benefits, and environmental effects are mitigated.

The main cost associated with expanding the scope of the NESTF is the reduced opportunity for local input. The NESTF will prevail over any district plan rules, so consultation for the whole country will be conducted through this discussion document. Without the NESTF, there would be opportunities to consult through each district plan change.

It is intended that appropriate provision for local variation is enabled. For example, areas or sites of natural, cultural or historic heritage value, or areas of natural hazard zones, may require further mitigations for or exclusions to the installation of telecommunications infrastructure. Comments are welcome on these intentions and assumptions.

Current evidence is that the benefits of an amended NESTF outweigh the costs associated with maintaining the *status quo*.

4. QUESTIONS

a. Are there situations, not already provided for, whereby activities proposed by the NESTF would not be consented or permitted eventually? What other mitigations and controls would be put in place to facilitate these new communications technologies?

b. How practicable is it to rely on district plan overlays to identify areas where variation is appropriate (ie, areas of natural or cultural heritage value, or areas natural hazard zones)?

c. Is there evidence that increased consultation opportunities would provide material benefits to communities? Please specify.

5 Consultation process

5.1 How to make a submission

The Government welcomes you feedback on this discussion document. Anyone can make a submission on the proposal to include new permitted activities within the NESTF, or the proposal to amend the standards associated with activities already permitted under the NESTF. Your submission may address any aspect of these proposals, but we would appreciate you paying particular attention to the questions posed throughout.

The questions provided in section 6 are to guide your feedback. These are collated from throughout the document, where they appeared at the end of each chapter. You may answer some or all of the questions. Additional questions for territorial authorities are listed at the end.

To ensure your point of view is clearly understood, please include the following information in your submission:

- the specific proposal you are making the submission about

- whether you support or oppose the proposal

- the reasons for your views.

There are two ways you can make a submission:

1. Use the online submission tool available at http://www.mfe.govt.nz/more/consultations (preferred)

2. Prepare your submission in a separate document

Please ensure you provide the following information with your submission:

- Contact information:
  - name of submitter/organisation
  - address
  - telephone
  - email
- The title of the discussion document
- Reasons for your views
- Any further information you wish the Minister for the Environment and the Minister for Communications to consider.

The closing time and date for submissions is 5.00pm 17 April 2015.

5.2   Lodging submissions

We prefer submissions to be submitted using the online consultation tool at http://www.mfe.govt.nz/more/consultations.

If you are not using the online consultation tool please email your submission as a PDF or Microsoft Word document (2003 or later version), or other compatible format, to standards@mfe.govt.nz.

If email is not possible please post your submission to:

National Environmental Standards for Telecommunication Facilities
Ministry for the Environment
PO Box 10362
Wellington 6143
New Zealand

5.3   Next steps

Submissions will be considered by officials from the Ministry for the Environment and the Ministry of Business, Innovation and Employment who will then provide advice to the Minister for the Environment and Minister for Communications.

5.4   Publishing and releasing submissions

The Ministry for the Environment may publish all or part of any written submission on its website, www.mfe.govt.nz. Unless you clearly specify otherwise in your submission, the Ministry would consider that you have consented to website posting. **Please advise if any sections of your submission contain sensitive material that cannot be published.**

Contents of submissions provided to the Ministry may have to be released to the public under the Official Information Act 1982 following requests to the Ministry (including via email). **Please advise if you have any objection to the release of any information contained in your submission, and, in particular, which part(s) you consider should be withheld, together with the reason(s) for withholding the information.** The Ministry would take into account all such objections when responding to requests for copies of, and information on, submissions to this document under the Official Information Act.

The Privacy Act 1993 establishes certain principles with respect to the collection, use and disclosure of information about individuals by various agencies, including the Ministry. It governs access by individuals to information about themselves held by agencies. Any personal information you supply to the Ministry in the course of making a submission would be used by the Ministry only in conjunction with the matters covered by this document. Please clearly indicate in your submission if you do not wish your name to be included in any summary of submissions that the Ministry may publish.

6 Questions to guide your feedback on the proposals

Proposed additions

Section 2.1: Telecommunications cables

For each of the proposed new permitted activities that you wish to comment on:

a.   Do you agree with the proposals?

b.   If not, how could they be amended to better gain your support?

c.   Are the proposed conditions appropriate?

d.   Are the proposed conditions future-proof? What changes could be made to ensure they remain fit for purpose in the long term?

e.   What do you consider to be the likely costs of these standards, to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

f.   What do you consider to be the likely benefits of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

g.   Are there any risks associated with the proposal? How could they be addressed?

h.   Is additional guidance required to ensure operators are aware of the requirements of the Heritage New Zealand Pouhere Taonga Act 2014 and the Utilities Access Code?

Section 2.2: Mobile networks

For each of the proposed new permitted activities that you wish to comment on:

a.   Do you agree with the proposals?

b.   If not, how could they be amended to better gain your support?

c.   Are the proposed conditions appropriate?

d.   Are the proposed conditions future-proof? What changes could be made to ensure they remain fit for purpose in the long term?

e.   What do you consider to be the likely costs of these standards, to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

f. What do you consider to be the likely benefits of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

g. Are there any risks associated with the proposal? How could they be addressed?

h. Will the proposed permitted activities ensure mobile networks can be built to provide adequate coverage to meet present and foreseeable future demand for services?

i. Are small-cell units defined adequately? What should be included in, or excluded from, the definition?

j. Do special allowances need to be made for small-cell units for ancillary power supply equipment, such as solar panels, to be attached?

Section 2.3: Special requirements for certain areas

For each of the proposed new permitted activities that you wish to comment on:

a. Do you agree with the proposals?

b. If not, how could they be amended to better gain your support?

c. Are the proposed conditions appropriate?

d. Are the proposed conditions future-proof? What changes could be made to ensure they remain fit for purpose in the long term?

e. What do you consider to be the likely costs of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

f. What do you consider to be the likely benefits of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

g. Are there any risks associated with the proposal? How could they be addressed?

h. Are territorial authorities likely to have these overlays available at the time of the commencement of these standards? If not, which territorial authorities will not have them available? How long would they take to become available? What are the constraints to them being made available?

i. Which other, if any, types of overlays or scheduled sites that district plans commonly include are relevant to telecommunications infrastructure?

Proposed amendments to existing standards

Section 3.1: Radio-frequency measurement standard update

For each of the proposed amendments to existing permitted activities that you wish to comment on:

a.   Do you agree with the proposals?

b.   If not, how could they be amended to better gain your support?

c.   Are the proposed conditions appropriate?

d.   Are the proposed conditions future-proof? What changes could be made to ensure they remain fit for purpose in the long term?

e.   What do you consider to be the likely costs of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

f.   What do you consider to be the likely benefits of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

g.   Are there any risks associated with the proposal? How could they be addressed?

Section 3.2: Conditions controlling cabinets

For each of the proposed amendments to existing permitted activities that you wish to comment on:

a.   Do you agree with the proposals?

b.   If not, how could they be amended to better gain your support?

c.   Are the proposed conditions appropriate?

d.   Are the proposed conditions future-proof? What changes could be made to ensure they remain fit for purpose in the long term?

e.   What do you consider to be the likely costs of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

f.   What do you consider to be the likely benefits of these standards to telecommunications operators, territorial authorities and the general public? Can you provide further information to support your view?

g.   Are there any risks associated with the proposal? How could they be addressed?

Summary questions

For each of the proposed amendments to existing permitted activities that you wish to comment on:

a. Are there situations, not already provided for, whereby activities proposed by the NESTF would not be consented or permitted eventually? What other mitigations and controls would be put in place to facilitate these new communications technologies?

b. How practicable is it to rely on district plan overlays to identify areas where variation is appropriate (ie, areas of natural or cultural heritage value, or areas natural hazard zones)?

c. Is there evidence that increased consultation opportunities would provide material benefits to communities? Please specify.

Additional questions for territorial authorities

To gain a greater understanding of the costs and benefits to territorial authorities of the proposed changes, the following questions are specifically for territorial authorities.

Please answer those that you can.

a. How many resource consent applications do you receive for telecommunications facilities per year on average? Please include applications for new facilities and for upgrades and changes. If your council experiences a significant variance in application numbers year to year, please also provide a range. On average, how many hours do council officers spend processing each of these consent applications?

b. How many certificates of compliance do you issue per year on average for telecommunications facilities not covered by the existing NESTF? If your council experiences a significant variance year to year, please also provide a range. On average, how many hours do council officers spend issuing each of these certificates of compliance?

c. How many certificates of compliance do you issue per year on average for telecommunications facilities that are covered by the NESTF? If your council experiences a significant variance year to year, please also provide a range. On average, how many hours do council officers spend issuing each of these certificates of compliance?

d. Would the proposed changes create a net benefit or a net cost for your council's consenting?

e. How would the proposed changes to the NESTF affect your councils' work in developing or reviewing telecommunications sections of district plans (for both rolling reviews and full plan reviews)? Would the proposed changes create a net benefit or a net cost for the planning process?

Appendix 1: Summary of proposals

The proposed new permitted activities and proposed amendments to existing permitted activities are collated below.

Table A1.1:   Proposed new permitted activities (with associated standards)

Permitted activities	
Aerial cabling	Aerial placement of telecommunications cables by a telecommunications operator is permitted, including any necessary ancillary equipment, subject to the following conditions: • no additional poles are installed • there is existing aerial cabling using the poles to be used for the new telecommunications cables (for electricity or telecommunications or other utilities) • the diameter of the new cabling does not exceed 30 mm • cables use existing crossings and corridors (ie, no new road crossings may be installed). Associated earthworks and ancillary equipment may include (but is not limited to) fibre access terminals, fibre coils or loops, protection guards, ducting, and aerial to underground connections. Ongoing operation and maintenance of the network is permitted. Relocation and/or replacement poles where necessary for structural or safety reasons may be up to 3 m from the original location.
Underground cabling	Underground placement of telecommunications cables by a telecommunications operator is permitted, including any necessary drilling and trenching and associated earthworks and underground ancillary equipment, including (but not limited to) ducting, feeder breakout points, and hand holes or plinths.
Antennas on multi-storey buildings	The placement of antennas on the roof or side of a building is permitted, subject to the following conditions: • the building is no less than 15 m high • rooftop antennas do not extend 5 m beyond the part of the building to which they are attached • the diameter of the antenna at its widest point does not exceed 0.8 m. Lightning rods may extend beyond the height of the antennas. Associated cabinets with a footprint of no more than 2 m^2 and no more than 2 m high are permitted. All other equipment necessary for the operation of the antenna, such as the mast or other support structure, feeder cables and ancillary antennas, is permitted.
Antennas in rural areas	The placement of an antenna in an area zoned rural in the relevant district plan is permitted, subject to the following conditions: • the total height (of the mast and antenna) does not exceed 25 m • the diameter of the structure at its widest point (excluding the concrete plinth) does not exceed 6 m • the site is not a scheduled site or area subject to any special rules (eg, landscape provisions for outstanding natural landscapes or outstanding natural features) • the antenna is not located closer than 50 m from the boundary of an area zoned residential • the antenna is not located closer than 50 m from the closest external wall of a dwelling in a sensitive land-use area • lightning rods may extend beyond the height of the antenna

Permitted activities	

	• all equipment necessary for the operation and security of the antenna, such as the mast or other support structure, casing or coverings, feeder cables, ancillary antennas, cabinets, security equipment, fences, handrails, and steps or ramps, is permitted
	
	• the support structure is coloured recessive grey or recessive green
	
	• if any earthworks are required to prepare the site:
	  — the earthworks do not occur closer than 20 m from the nearest water body
	  — the ground must be reinstated within 72 hours
	
	• if any vegetation clearance (trimming or removal) is required to prepare the site:
	  — the tree(s) must not be scheduled
	  — any indigenous vegetation must be reinstated or replaced within the practicable vicinity of the site.

New masts to carry antennas in the road reserve	The installation of a new mast with antennas attached in the road reserve is permitted, subject to the following condition: • the total height and width of the mast and antenna is no larger than it would have been if installed in accordance with Regulation 7 (of the existing NESTF) on an existing utility structure within 100 m of the installation site. If there are multiple poles in the 100 m radius, operators must take the average of the poles.
Location of replacement utility structures	A replacement utility structure may be moved to within a 3 m radius of the original utility structure location, provided the structure is still located on the road reserve.
Size envelope for antennas	The antenna(s) – excluding the mount, if there is one, and the shroud, if there is one, and ancillary equipment, if there is any – must fit within the dimensions of a cylindrical shape that, when measured along the centre line of the mast (original utility structure or replacement utility structure), is not more than 3.5 m high and no more than 0.7 m in diameter. The height of the replacement utility structure must be no more than the original utility structure's highest point, plus the lesser of 3.5 m or 35 per cent.
Size of replacement utility structure (including the antenna and the mast)	The replacement utility structure must not have a diameter that is more than the original utility structure's diameter at its largest point, plus 100 Per cent.
Replacement of existing antennas to improve service or operate on additional or new spectrum bands such as the new 700 MHz spectrum band	Replacing an existing antenna with a larger antenna capable of operating over additional or new spectrum bands is permitted, subject to the following conditions: • the total height of the replacement infrastructure (mast and antenna) is no more than 2 m higher than the total height of the existing infrastructure • the diameter of the replacement antenna is no more than the diameter of the existing antenna, plus 50 per cent • the diameter of any existing mast is extended no more than the diameter of the existing mast, plus 30 per cent • the existing mast and antenna are lawfully established (ie, authorised by a regulation, plan or consent under the RMA). Lightning rods may extend beyond the height of the antenna. An additional cabinet with a footprint of no more than 2 m^2 and no more than 2 m high housing the necessary equipment of the additional telecommunications operator(s) may be installed at the site. Additional ancillary equipment (such as feeder cables) on the outside of the support structure is permitted.

Permitted activities	
Additional antennas at existing sites to improve service or operate on additional or new spectrum bands such as the new 700 MHz spectrum band	Installation of additional antennas at a telecommunications operator's existing site (ie, on an existing mast on which a telecommunications operator has an existing antenna) to ensure the site is capable of operating over additional or new spectrum bands is permitted, subject to the following conditions: • the total height of the replacement infrastructure (mast and antenna) is no more than 2 m higher than the total height of the existing infrastructure • the total diameter of the head frame of the structure at its widest point is no more than the diameter of the existing structure plus 100 per cent • the diameter of any existing mast at its widest is extended no more than the diameter of the existing mast, plus 30 per cent • the area is not zoned residential in the relevant district plan • the existing mast and antenna are lawfully established (ie, authorised by a regulation, plan or consent under the RMA). Lightning rods may extend beyond the height of the antenna. An additional cabinet with a footprint of no more than 2 m2 and no more than 2 m high housing the necessary equipment of the additional telecommunications operator(s) may be installed at the site. Additional ancillary equipment (such as feeder cables) on the outside of the support structure is permitted.
Co-location of multiple telecommunications operators' antennas	Increasing the total height of an existing mast and antenna by up to 5 m is permitted, subject to the following conditions: • one or more additional telecommunications operators place an antenna on the existing mast at the time the height is increased • the area is not zoned residential in the relevant district plan • the existing mast and antenna are lawfully established (ie, authorised by a regulation, plan or consent under the RMA) • this provision is not applied to a single site more than once • telecommunications operators cannot exercise this right of activity until they have disclosed their co-location agreement with the relevant local authority and the Ministry of Business, Innovation and Employment. Lightning rods may extend beyond the height of the antenna. An additional cabinet with a footprint of no more than 2 m^2 and no more than 2 m high housing the necessary equipment of the additional telecommunications operator(s) may be installed at the site. Additional ancillary equipment (such as feeder cables) on the outside of the support structure is permitted.
Small-cell units in the road reserve	Installation of a small-cell unit on a structure (eg, bus stops, cabinets, traffic poles, signage, light poles) and all ancillary equipment necessary for the operation of the small-cell unit (eg, mounts, cables, combiner / junction boxes) by a telecommunications operator within the road reserve is permitted, subject to the following condition: • the small-cell unit and the ancillary equipment do not exceed a volumetric dimension of 0.11 m^3 (eg, 700 mm high x 500 mm wide x 300 mm deep).
Small-cell units on private land (eg, on the outside of buildings)	Installation of a small-cell unit on private land (eg, on the outside of a building) and all ancillary equipment necessary for the operation of the small-cell unit (eg, mounts, cables, combiner/junction boxes) by a telecommunications operator is permitted, subject to the following condition: • the small-cell unit and the ancillary equipment do not exceed a volumetric dimension of 0.11 m^3 (eg, 700 mm high x 500 mm wide x 300 mm deep).

Table A1.2:   Proposed amendments to standards for existing permitted activities

Amendments	
Expanding conditions under Section 6 to include telecommunications facilities outside the road reserve	Conditions protecting trees and vegetation, historic heritage values, visual amenity, coastal marine areas, and natural hazard zones will apply to all activities under the NESTF.
Adding 'natural hazard zones' to section 6	Conditions managing infrastructure in natural hazard zones in the relevant district plan will prevail over the NESTF where they are more stringent than the NESTF requirements.
Incorporation by reference	Replace reference to NZS 6609.2:1990 *Radiofrequency Radiation – Principles and Methods of Measurement – 300 kHz to 100 GHz* with reference to AS/NZS 2772.2:2011 *Radiofrequency Fields Part 2: Principles and Methods of Measurement and Computation – 3 kHz to 300 GHz*.
Clarification of per 'site' terminology	'Site' will be defined as an area where cabinets are located. The requirement that each site must be located a minimum of 30 m from another site will remain unchanged.
Time for cabinets to be replaced	Two cabinets on the same side of the road may be located within 30 m of each other, but more than 500 mm apart, as a permitted activity subject to the following conditions: • the replacement cabinet is being installed to replace the existing cabinet • the existing cabinet must be removed no later than 12 months following installation of the replacement cabinet.
Additional cabinets	This condition applies if two or more cabinets are located at the same site in a road reserve next to land that a relevant district plan or proposed district plan classifies as primarily for residential activities. Each cabinet's footprint must be no more than 1.4 m². The total footprint of all the cabinets must be no more than 2 m². The distance between each cabinet and the cabinet or cabinets closest to it must be no more than 500 mm. The cabinets must be no higher than the height of the concrete foundation plinths, if there are any, plus 1.8 m.

Appendix 2: Infrastructure

The infrastructure descriptions in this appendix are presented not as standard across New Zealand, but to help readers understand the technical deployment of telecommunications facilities. Not all telecommunications operators' standards are the same in all areas.

Telecommunications cable infrastructure

New telecommunications cable infrastructure is generally made of fibre-optic cabling. Typical fibre-optic cabling can be categorised into three types: feeder fibre, distribution, and provisioning or lead-ins. Feeder fibre connects the central office to a feeder breakout point, sometimes known as a fibre flexibility point or fibre distribution hub, and is always underground. Once the fibre has passed through a feeder breakout point (depending on the technology there may be one per 40 to 180 premises), distribution fibre is used up to the point before the premises. Lead-ins are the connections from the distribution line to the premises. These may be fibre, copper, or a hybrid of both. Both distribution and lead-ins can be deployed aerially or underground.

In determining whether to deploy cables above or below ground, the telecommunications operator will look at where existing utility structures are placed (eg, copper telecommunications cables and electricity distribution lines), what constraints exist (eg, the presence of trees, archaeological sites, contaminated sites, and ground conditions) and what the relevant district plan rules provide for. The diagram below depicts a generic fibre cabling architecture.

Figure A2.1: Fibre cabling generic architecture diagram
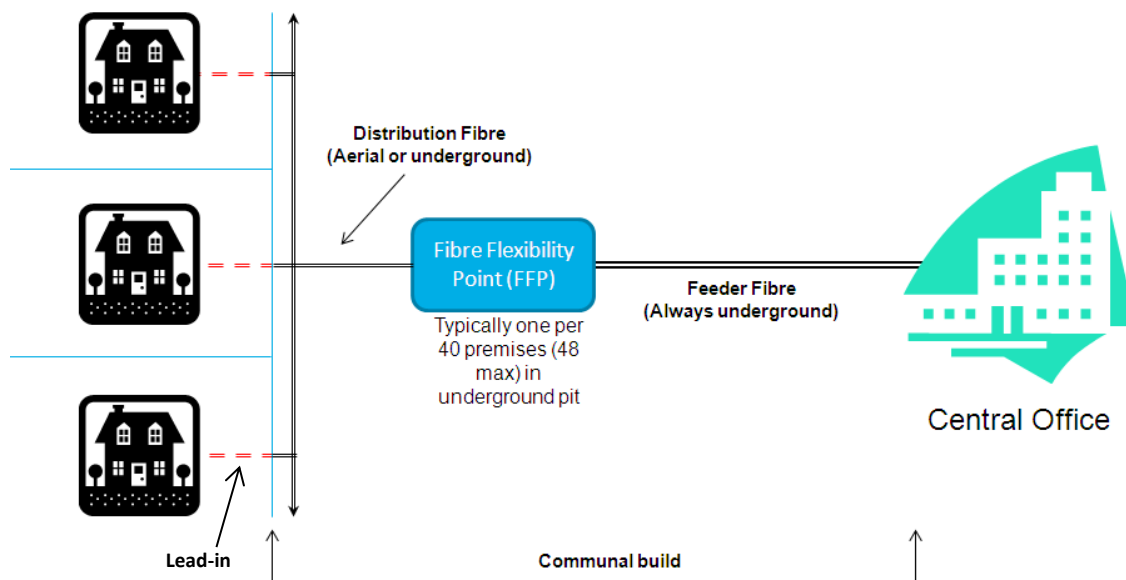
Source: Diagram supplied by Chorus NZ Ltd

Aerial deployment

Aerial deployment is the aerial suspension of telecommunications cables on poles or other support structures (within the road corridor). During aerial deployment, telecommunications cables are suspended on poles, which are generally made from cement, wood or metal (usually steel). The cable has a minimum ground clearance of 5 m. This increases to 5.5 m at road crossings and carriageways. The heights of the poles generally range from 5.5 m to 7.5 m, with an average height of about 6 m. Where possible, cabling will share poles already in place for electrical and light infrastructure.

Distribution cables are strung along road reserves, and occasionally across private land. Lead-in cables may cross the road where the premises are on the opposite side to the distribution lines in order to connect buildings.

Aerial telecommunications cables are deployed either within the telecommunications envelope or on the low-voltage electricity envelope. The line should follow the line of any existing electricity cabling. There is often a 'sag' line: where the lines droop in the middle of their span between poles, cabling added to a pole where there is pre-existing cables will follow this line. Doing so will ensure that the visual impact of the new cable is minimal and ensure adequate slack, allowing for stretch and therefore resilience in different weather conditions. Figure A2.2 demonstrates this.

Figure A2.2:   Diagram demonstrating line sag
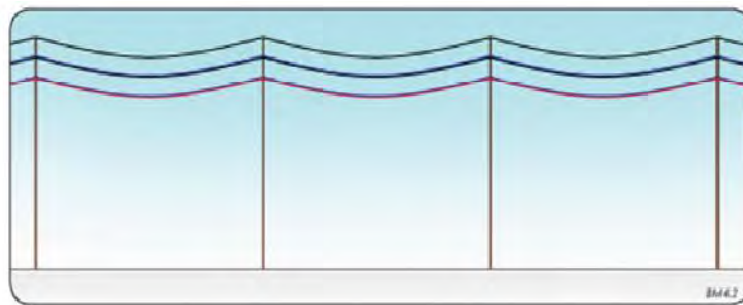
Source: Diagram supplied by Chorus NZ Ltd

The outer sheaths surrounding the telecommunication cable are generally, but not exclusively, black. Black is often selected because it is the most cost-effective colour to insulate the cable against ultra-violet damage, and in order to blend in visually with the pre-existing cabling.

The diameter of distribution cables usually varies between 10.5 mm and 17.3 mm. Depending on the technology and the level of protective sheathing required, this may increase up to approximately 30 mm. Reinforced sheathing may be put around cables where they pass through trees.

Lead-in cabling is smaller than distribution cabling. A fibre- or copper-only lead-in may have an approximate standard diameter of 7.0 mm, although the diameter of a hybrid lead-in may increase to 14 mm. Figure A2.3 illustrates the varying sizes of the different cable types.

Figure A2.3: Diagram comparing cable sizes (not to scale)
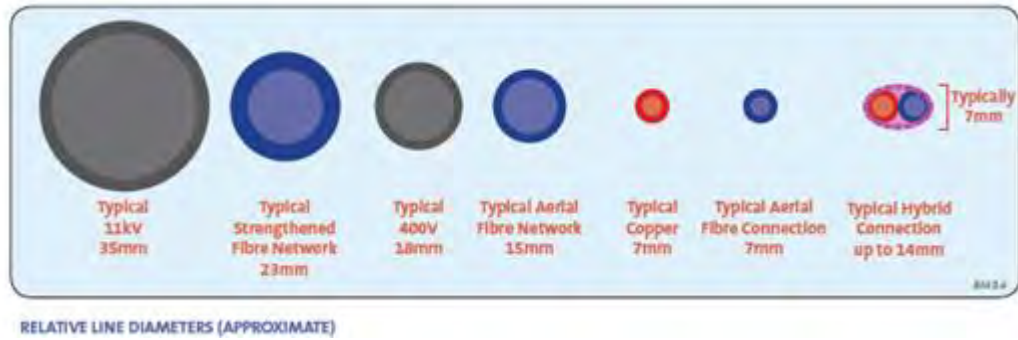
Source: Diagram supplied by Chorus NZ Ltd

Other features of the aerial infrastructure installed by some telecommunications operators include domes and fibre access terminals on the poles. Fibre access terminals are installed on poles in an aerial network. They are typically a small, round or rectangular unit, installed high on a pole, above the pest prevention collar and below the cable line. In some locations, cable coils may also be located on poles at points along the aerial network. These cables may be removed shortly after the build or remain there long term, depending on the methods used by the fibre company responsible.

Figure A2.4: Photo showing fibre coil installation

Source: Photo supplied by Northpower Ltd

Figure A2.5:   Diagram of a typical electricity pole modified for aerial fibre

Typically 5.5 to 7.5m

Typically 2.4m

Medium Voltage Electricity Envelope
(typically 11kV)

Low Voltage (LV) Electricity Envelope
(typically 400V)

Telecommunications Envelope
(typically 300-600mm below the LV envelope)

Proposed Fibre Access Terminal (FAT)

Proposed Fibre Loop

Pest Prevention Collar

Fibre Network Line
(aerial to underground)

Galvanised Protection Guard

Timber or Concrete Pole

TYPICAL ELECTRICITY POLE
(NOT TO SCALE)

Source: Diagram supplied by Chorus NZ Ltd

Associated activities

Some earthworks and tree removal/trimming may be required during the installation of poles and underground and aerial cables. In aerial deployment, earthworks are likely to be minimal because the installation is usually only done in areas where poles already exist. Some poles may need to be relocated, however. It is anticipated that holes for posts will be drilled, and these holes could be 3 m deep and 800 mm in diameter. Ongoing maintenance of trees through trimming may also be required.

In addition, traffic management measures will be required for the duration of the installation works.

Underground deployment

Underground fibre cables are installed within a duct or direct buried. Cables are laid underground via trenching, directional drilling or similar methods, which are explained below. If ducting already exists, the installation method will involve feeding the cables through existing ducts. In underground deployment, some telecommunications operators will install a fibre flexibility point, and this is buried in the footpath rather than being located up a pole. A buried fibre flexibility point can manage up to 48 customer connections and is often preferred because it is a cost-effective and safe approach. The fibre flexibility point is buried in a pit with approximate dimensions of 845 mm long x 510 mm wide x 610 mm deep. The pit is then sealed at ground level, as demonstrated in Figure A2.6.

Figure A2.6:   Example of a Chorus NZ Ltd installed fibre flexibility point pit
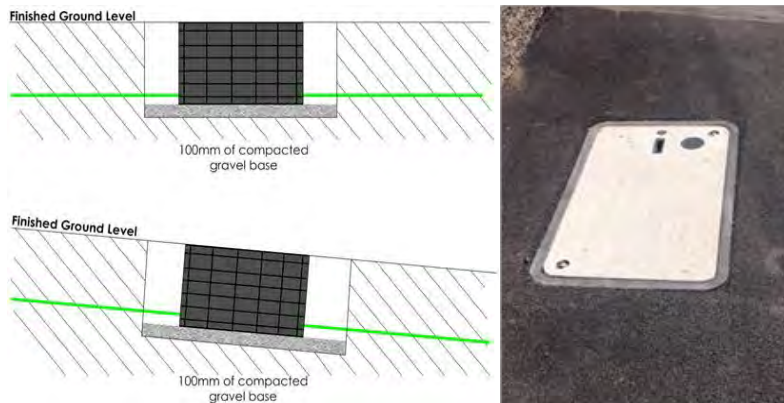
Source: Diagrams and photos supplied by Chorus NZ Ltd

In other areas, some telecommunications operators will install this equipment in a cabinet rather than in a fixed flexibility point pit. The final size of the cabinet may vary depending on cable densities and specific technology requirements. The current NESTF limits the cabinet footprint to between 1.8 m² and 2 m², depending on the zone the cabinet is installed in.

Where there are existing aerial copper lead-ins, the fibre lead-ins may also be provisioned aerially. From underground ducts, cables will be run up inside a pole and then the cable will be connected to the building. Alternatively, the cable may be run up the outside of the pole through grey ducting, which is used to protect and hide the cable. The cables will usually utilise pre-existing poles in the road reserve, such as electricity poles. Occasionally a fibre company may have to erect new poles; for example, to reach premises located on a side of the road where there are no poles already installed. These poles are shorter than standard power poles, usually between 4 and 6 m tall.

More commonly, lead-ins will be underground in areas where distribution cables are also deployed underground. In these circumstances, a lead-in will be trenched all the way to the boundary of the premises, and the lead-in will be buried in the ground ready to be connected to the premises. In some areas a small 'hand hole' will be buried in the ground. The hand hole is a small pit in the ground for engineers to access the fibre lead-in when a customer signs up for their premise to be connected. Once the hand hole has been installed, all that is visible from the road is a small ground-level lid, as shown in the photo below of a Chorus NZ Ltd installation. Other telecommunications operators may choose to bury the lead-in with a radio-frequency identity tag in place, so that they can find the lead-in at a later date when access is needed.

Figure A2.7:   Hand hole during and after full installation

Source: Photos supplied by Chorus NZ Ltd

Duct and cable installation

There are three methods typically used to install ducting and cabling underground.

Existing underground network

In places that have existing underground networks, this will be the preferred method of installation. Fibre cabling can be deployed using existing ducts and manholes, with little disruption to the environment.

Directional drilling

Directional drilling is a deployment technology involving the excavation of an underground bore for installing underground utilities infrastructure. A rig is used to drill a bore so the duct can be inserted. It is assumed that bore holes will be around 0.3 m deep.

Open trenching

Open trenching is a deployment technique involving the excavation of a trench for installing underground utility infrastructure. Backfilling of the trench usually occurs within 24 hours of duct installation. Trench depths range from 350 to 600 mm. Trench widths will depend on the trenching method employed, but can range from 50 to 100 mm. The trenching method employed and the depth and width requirements will depend on the soil conditions and location of other utilities infrastructure.

Micro-trenching, sometimes referred to as side-cut trenching or reduced cover trenching, is a form of small-scale trenching that is also used. Micro-trenching uses special machinery to trench at a reduced width of 50–80 mm and a depth of approximately 350 mm. Once the fibre is installed, the trench is backfilled with a flowable mortar mix that can be re-excavated. This method is preferred by industry because it is faster, cleaner and less invasive, and the trench can be more quickly remediated than in traditional trenching operations. The photos below demonstrate the difference between traditional trenching and micro-trenching.

Figure A2.8:   Traditional trenching (left) vs micro-trenching (right)

Source: Photos supplied by Chorus NZ Ltd

Mobile network infrastructure

Mobile network infrastructure consists of four basic components: antennas, masts, cabinets, and backhaul. 'Antenna' means any device that receives or transmits radio waves for radio-communication or telecommunication signals. 'Mast' means any pole, tower or similar structure designed to support antennas to facilitate telecommunications, radio-communications and/or broadcasting. The combination of all components is known as the cell site. A cell site will have a variety of components, including the cabinets, a mast, antennas, and ancillary equipment such as cabling, lightning rods and aerials.

A macrocell site located in an industrial or rural area is typically between 20 and 25 m tall, and may be built in a way that allows more than one telecommunications operator to have antennas on the mast; this is known as co-location. Figure A2.9 (diagram and photo) shows an example of a cell site built to support co-location.

Figure A2.9: **Diagram and photo of monopole antennas modified to support co-location, installed in rural/industrial locations**
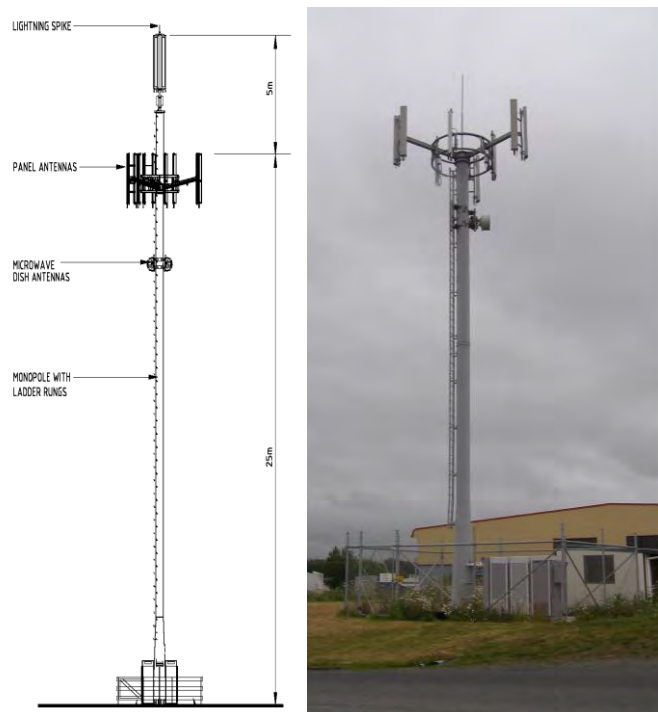
Source: Diagram and photo supplied by Vodafone NZ Ltd

Cell sites tend to be smaller as they move into urban and suburban areas. A stand-alone cell site in a typical suburban–commercial area would be around 20 m tall and built on a slim-line monopole. Alternative solutions are to put antennas on top of pre-existing poles, such as light poles, or on top of a tall building. Figure A2.10 illustrates three different examples of antenna sites.

Figure A2.10: Examples of different installed antennas

| a. Slim-line monopole, urban; ~20 m | b. Lamp-post site, suburban/residential; heights typically vary from 8 to 12 m | Rooftop site, urban/suburban; heights may vary between 3 and 5 m according to the building site |

Source: Photos supplied by Vodafone NZ Ltd

Mobile telecommunications operators may also use small-cell units to fill in network coverage gaps in urban areas. Small-cell units are box-shaped, with the antenna integrated into a single unit. They can be deployed on buildings, street poles, signs, bridges and the like. Figure A2.11 shows a typical small-cell unit that is attached to a pole. The dimensions of this unit are 700 mm height x 500 mm width x 300 mm depth, with a volume of 0.11 m^3.

Figure A2.11: An example of a small-cell unit

Source: Photo supplied by Vodafone NZ Ltd

Other types of small-cell units may include micro-cells or pico-cells, which can be attached to lamp posts or bus stops.

Figure A2.12: A pico-cell installed on top of a lamp-post

Source: Photo supplied by Vodafone NZ Ltd

A mobile network uses radio waves and antennas to receive or transmit telecommunications signals. The signal is then transferred, via a cable, down a mast to infrastructure housed in a cabinet, and then on to the fixed network. A cabinet is generally defined as casing containing equipment that is required to operate a telecommunications network. This equipment may include electronics equipment, batteries, line terminals, and cooling systems such as heat exchanges and fans.

Under the current NESTF, cabinets are subject to size and noise emission limitations. Depending on the telecommunications operator, the dimension of cabinets can vary from 900 to 1800 mm high, 600 to 860 mm wide, and 500 to 1650 mm deep. There may be one cabinet or several located at a single site. The maximum total footprint must be less than 2 m². Cabinets can be a variety of colours, including green, white and grey, depending on the surrounding environment.

Figure A2.13: Cabinets installed by 2degrees NZ Ltd

Source: Photo supplied by 2degrees NZ Ltd

Figure A2.14: A fixed network street cabinet

Source: Photo supplied by Vodafone NZ Ltd

In some sites (eg, roof tops), some equipment may be installed outside of a cabinet. This type of ancillary equipment is small and discretely located.

Figure A2.15: Examples of ancillary equipment installed on a roof-top site

Radio unit

Microwave unit

Dish outdoor unit

900 filter

Source: Photo supplied by Vodafone NZ Ltd

Figure A2.16: Example of a rooftop antenna installation
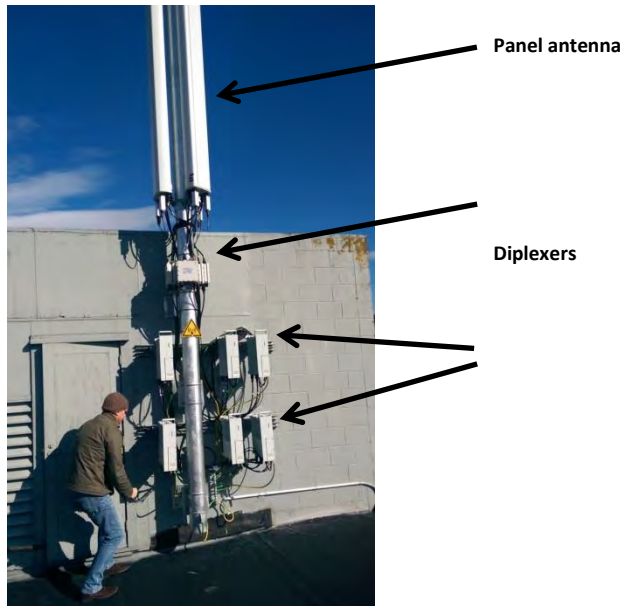
Source: Photo supplied by 2degrees NZ Ltd

The signal is then sent through the backhaul component – usually a microwave antenna, or copper or fibre cabling that is linked to an exchange. A signal, in the form of mobile data or a phone call, may travel across a combination of antennas and fixed-line backhaul routes. To maintain a functioning network with wide coverage, all of these pieces of equipment need to be in place.

Mobile telecommunications facility upgrades

Antennas being upgraded to provide service across a wider array of technologies and/or frequencies (eg, to accommodate the new 700 MHz spectrum and 4G capability) may need to be larger than the currently installed antennas. It is estimated that 4G antennas will need to be 35 per cent taller and 40 per cent wider than 3G antennas, and will require the mast structure to be replaced or reinforced accordingly. These new/upgraded antennas are also likely to require additional and/or replacement cabinets to support the upgrades. Figure A2.17 illustrates some of the proposed changes in dimensions that will be required to support the new technology.

Figure A2.17: Diagrams of new light-pole antenna and cabinet requirements
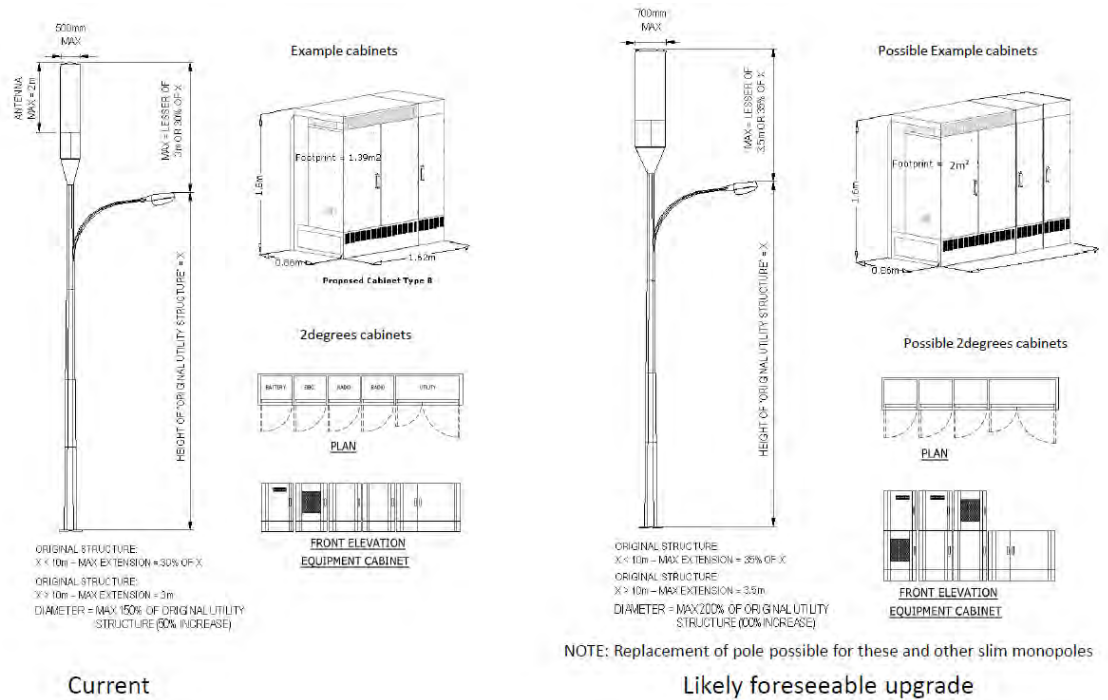
Source: Diagrams supplied by 2degrees NZ Ltd

Figure A2.18: Diagrams of new macro-sites and monopole antenna and cabinet requirements
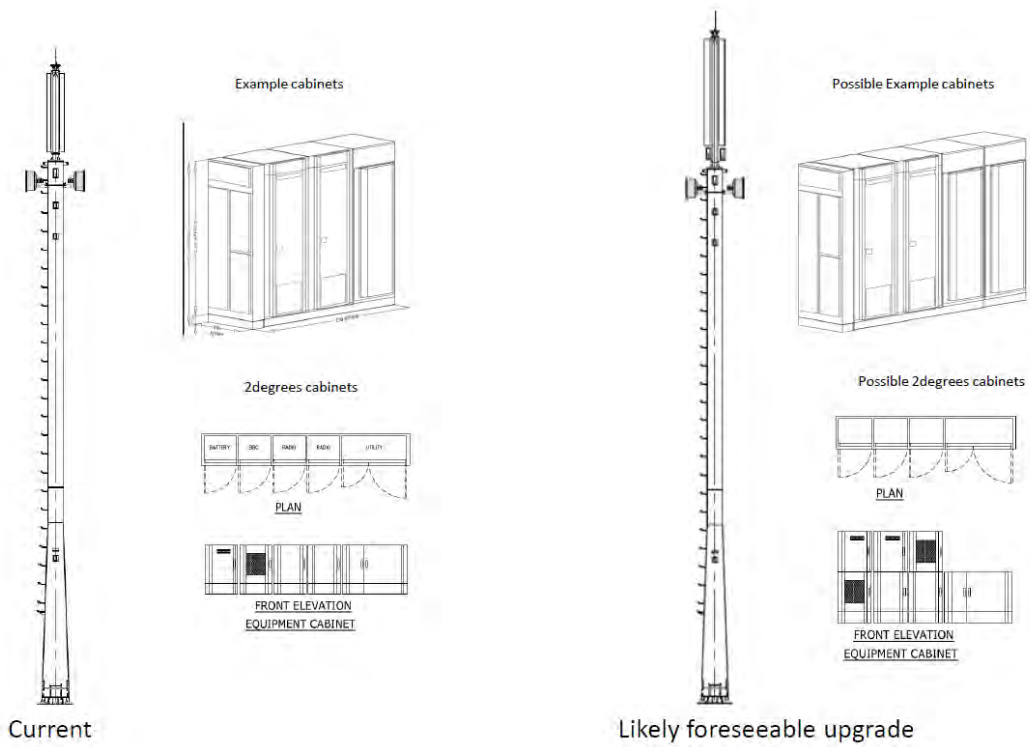
Source: Diagrams supplied by 2degrees NZ Ltd

Figure A2.19: Diagrams of new macro-sites: armed monopole antenna and cabinet requirements
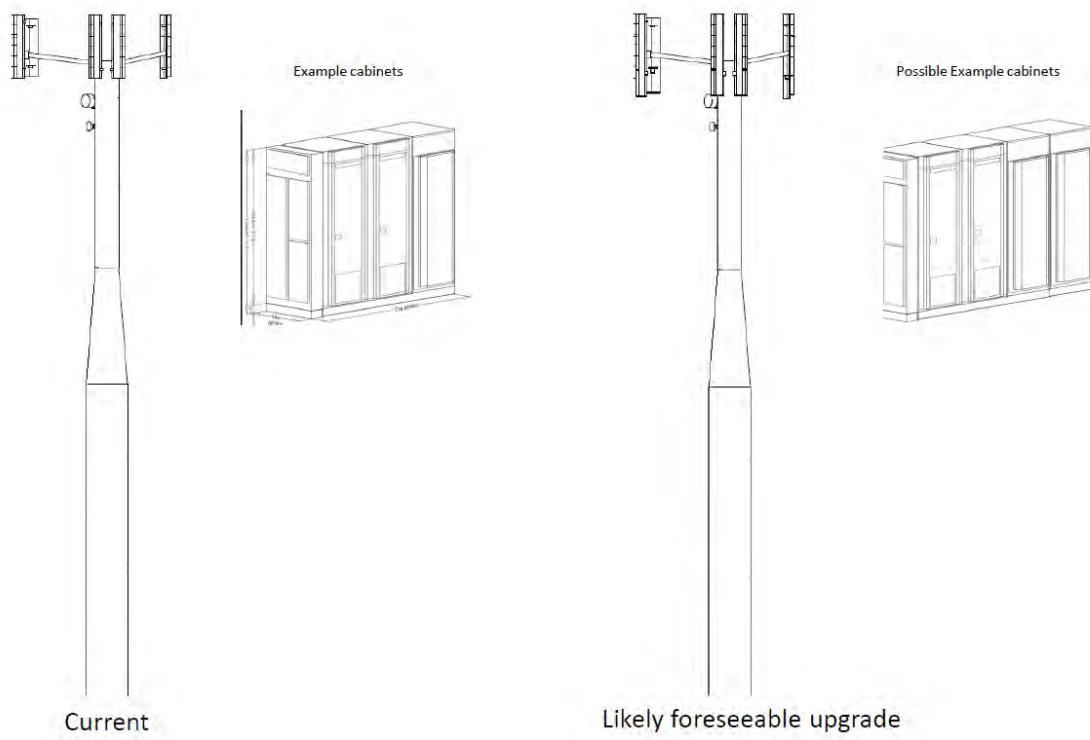
Source: Diagrams supplied by 2degrees NZ Ltd

Glossary

4G-LTE	Fourth generation long-term evolution: the next generation of mobile technology. 4G-LTE is a mobile broadband service that is capable of speeds up to 10 times faster than 3G mobile data networks. The term '4G' is commonly used interchangeably with 'LTE'.
Act	Resource Management Act 1991, unless the context implies otherwise.
Ancillary equipment	Used in this discussion document to refer to additional equipment immediately associated with the telecommunications infrastructure referred to (eg, remote radio units, remote radio heads, combiners, mast head amplifiers, diplexers, power units, fibre units).

Antenna As defined in the NESTF, antenna:

(a) means a device that—

    (i) receives or transmits radiocommunication or telecommunication signals; and

    (ii) is operated by a network operator; and

(b) includes the mount, if there is one, for the device; and

(c) includes the shroud, if there is one, for the device.

Archaeological site As defined in the Historic Places Act 1993,

… any place in New Zealand that—

(a) either—

    (i) was associated with human activity that occurred before 1900; or

    (ii) is the site of the wreck of any vessel where that wreck occurred before 1900; and

(b) is or may be able through investigation by archaeological methods to provide evidence relating to the history of New Zealand

(c) includes a site for which a declaration is made under section 43(1) of the Heritage New Zealand Pouhere Taonga Act 2014.

Note that archaeological sites may contain above-ground or buried archaeological material, and can include buildings and structures.

Backhaul	The capacity between nodes in a network.
Broadband	A very general term that refers to the wide bandwidth, or high capacity, of a connection.

Cabinet	Defined in the NESTF to mean "a casing around equipment that is necessary to operate a telecommunication network". In general terms, a cabinet is an equipment casing, operated by a telecommunications operator, usually set on a concrete foundation plinth and used primarily for the purposes of operating a telecommunications network. The cabinet may contain telecommunications equipment, batteries, line terminals, and cooling systems such as heat exchangers and fans, and other devices and equipment that are required to operate a telecommunications network. Furthermore, 'cabinet' means either an individual cabinet or a cluster of cabinets, provided that in the case of a cluster these cabinets are dependent on each other to provide a service, that the spacing between the adjacent cabinets is no more than 500 mm, and that the total dimensions of all cabinets (excluding the space between the cabinets) does not exceed the maximum height and area restrictions set out in the NESTF.
Copper	The original telephone network is a copper network. It allows electrical currents to flow, and was designed exclusively for telephony. The copper network will eventually be replaced by a new fibre network.
Crown	Defined in section 2 of the Public Finance Act 1989 as:
	(a) means the Sovereign in right of New Zealand; and
	(b) includes all Ministers of the Crown and all departments; but
	(c) does not include—
	(i) an Office of Parliament; or
	(ii) a Crown entity; or
	(iii) a State enterprise named in Schedule 1 of the State-Owned Enterprises Act 1986; or
	(iv) a Schedule 4 organisation; or
	(v) a Schedule 4A company; or
	(vi) a mixed ownership model company.
Crown agent	A statutory entity named in Part 1 of Schedule 1 of the Crown Entities Act 2004.
Distribution network	The cable/lines running down the street; also known as the communal network.
District plan	A plan approved by a city or district council pursuant to the Resource Management Act 1991 setting out rules concerning the use of land.
Earthworks	The disturbance of the surface of land by activities including blading, tracking, boring, contouring, ripping, moving, removing, stockpiling, placing, replacing, recompacting, excavating, cutting and filling earth (or any other matter constituting the land, such as soil, clay, sand or rock).
Feeder breakout point	A type of cabinet, sometimes buried underground, which serves as a connection point between the fibre feeder cables and the fibre distribution cables; also known as a fibre flexibility point.

Feeder cables	Cables that are necessary for the operation of antennas.
Feeder fibre	The fibre that runs from the exchange or central office to the fibre flexibility point.
Femtocell	A small, low-power cellular base station, typically designed for use in a home or small business which allows service providers to extend service coverage indoors or at the cell edge, especially where access would otherwise be limited or unavailable.
Fibre access terminal (FAT)	The interconnection point between the fibre distribution cable and the customer's lead-in.
Fibre flexibility point	A type of cabinet, sometimes buried underground, which serves as a connection point between the fibre feeder cables and the fibre distribution cables. Also known as a feeder breakout point.
Fibre-optic, or fibre	An optical fibre is a very thin strand of glass that is used to transport information via a beam of light.

Historic heritage   As defined in the Overseas Investment Act 2005,

(a) means those natural and physical resources that contribute to an understanding and appreciation of New Zealand's history and cultures, deriving from any of the following qualities:

(i) archaeological:

(ii) architectural:

(iii) cultural:

(iv) historic:

(v) scientific:

(vi) technological; and

(b) includes—

(i) historic sites, structures, places, and areas; and

(ii) archaeological sites; and

(iii) sites of significance to Māori, including wāhi tapu; and

(iv) surroundings associated with the natural and physical resources.

Lead-in	A connection from the distribution network to the customer's premises, also known as provisioning / drop lead.
Mast	Any pole, tower or similar structure designed to support antennas to facilitate telecommunications, radio communications and/or broadcasting.
NES	National environmental standard(s); regulation(s) made under the Resource Management Act 1991.
NESTF	Resource Management (National Environmental Standards for Telecommunication Facilities) Regulations 2008.

Network operator	Defined in section 5 of the Telecommunications Act 2001 to mean a person who has been declared by the Minister for Communications to have network operator status pursuant to section 103 of the Telecommunications Act 2001.
NPS	National policy statement(s); national policies made under the Resource Management Act 1991.
Original utility structure	Defined in the NESTF to mean a power pole, street-light pole, traffic-light pole, or structure like those kinds of poles, as it is before any of the following happens to it:

(a) an antenna is added to it; or

(b) it is modified to enable an antenna to be added to it; or

(c) it is replaced to enable an antenna to be added to the replacement.

Permitted activity	An activity that can be undertaken without a resource consent from the relevant city, district or regional authority.
Provisioning	A connection from the distribution network to the customer's premises; also known as lead-in / drop lead.
RBI	Rural Broadband Initiative: the programme to develop enhanced broadband infrastructure in non-urban areas of New Zealand with the support of Crown grant funding.
Replacement utility structure	Defined in the NESTF to mean:

(a) an original utility structure that has an antenna added to it; and

(b) an original utility structure that—

    (i) is modified to enable an antenna to be added to it; and

    (ii) has an antenna added to it; and

(c) a replacement of an original utility structure that—

    (i) replaces the original utility structure to enable an antenna to be added to the replacement; and

    (ii) has an antenna added to it.

RMA	Resource Management Act 1991.
Road reserve	(a) A street and any other place to which the public have access, whether as of right or not; and

(b) Land that is vested in a local authority for the purpose of a road as shown on a deposited survey plan; and

(c) All bridges, culverts, ferries, and fords that form part of any road, street, or any other place referred to in paragraph (a) or paragraph (b).

Sensitive land use	Includes the use of land for a childcare facility, school, residential building, or hospital.

Site	For the purposes of the NESTF, 'site' will be defined as a geospatial area where cabinets are located.
Structure	For the purposes of this discussion document, 'structure' encompasses the mast, antenna and concrete plinth.
Telecommunications cable	(a) means a wire or cable used for telecommunication; and (b) includes any hardware associated with the wire or cable.
Telecommunications operator	Used in this discussion document to include network operators and the Crown and Crown agents when operating telecommunications networks.
UFB	Ultra-Fast Broadband: as defined in 156AB of the Telecommunications' Act, the project to develop fibre-to-the-premises broadband networks connecting 75 per cent of New Zealand households, with the support of $1.5 billion of Crown investment funding. There are proposals to increase the UFB footprint to reach 80 per cent of New Zealanders. However, policies regarding this expansion are yet to be determined.
Utilities Access Code	The *National Code of Practice for Utility Operators' Access to Transport Corridors*, made under the Utilities Access Act 2010.

Document No: 354462	**File No:** 306/001A

Report To: Council

	Date:	**17 February 2015**
Waitomo District Council	**Subject:**	**Progress Report: Review of Land Transport Bylaw**

Purpose

1.1 The purpose of this business paper is to update Council on the revised process for review of the Land Transport Bylaw following the public consultation period.

Commentary

2.1 As detailed in the Road Map Work Programme, pursuant to Section 158 of the LGA, the review of Council's Land Transport Bylaw is required to be completed by 25 May 2015.

2.2 Section 158 requires that Council must review any bylaw made under the LGA no later than five years after the date on which the Bylaw was made. Once the initial review is completed bylaws are then reviewed on a 10 year cycle.

2.3 The Land Transport Bylaw was initially adopted by Council on 25 May 2011. The first five year review must be completed by 25 May 2015. Once this review is complete the Bylaw will not be due for further review until May 2025.

2.4 Due to the relatively minor nature of the recommended amendments for this Bylaw review, it did not require a Council Workshop and Council adopted the revised Bylaw for Public Consultation on 17 February 2015.

2.5 The Public Consultation period ran from 23 February to 23 March 2015. No submissions were received.

2.6 As no submissions were received, there is no need for a Hearing to be convened, nor a Deliberations Meeting.

2.7 The next step in the process will be to present the draft Bylaw to Council for adoption on 29 April 2015.

Suggested Resolutions

The Progress Report: Review of Land Transport Bylaw be received.

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Document No: 359175	File No: 037/048B

Report To: Council

Meeting Date:	**31 March 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 31 March 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   <u>30 September 2014</u>

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   <u>25 October 2014</u>

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 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 31 March 2015 be received.

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Attachment: Road Map Monitoring Schedule as at 31 March 2015 (Doc 359177)

Waitomo
District Council

Road Map

Work Programme
Monitoring Schedule

as at 31 March 2015

CONTENTS

Development of 2015-2025 LTP

2015-2025 LTP Document

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop #1 • LTP Project Plan overview • Review of Vision • Strategic Direction and Guiding Principles	22 July 2014	Complete
Council LTP Workshop #2 • Strategic Issue – Te Kuiti Railway Buildings Projects • Community Outcomes • LTP Forecasting Assumptions	12 August 2014	Complete
Council LTP Workshop #3 • 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 • AMPs: – Solid Waste Activity – Water and Sanitary Services Assessments – Information Technology – Regulatory and Safety/Resource Management	4 September 2014	Complete
Council LTP Workshop #5 • AMPs: – Parks and Reserves – Recreation and Culture – Public Amenities	9 September 2014	Complete
Council LTP Workshop #6 • AMPs: – Roading – Water		Workshop #6 cancelled. Business deferred to Workshop #7 on 18 September 2014.
Council LTP Workshop #7 • AMPs: – Housing and Other Property – Community Development • Revenue and Financing Policy #1	18 September 2014	Complete
Council LTP Workshop #8 • AMPs – Wastewater – Stormwater	30 September 2014	Workshop #8 deferred to 30 September 2014 following the Council Meeting. The business will be split between the rescheduled Workshop #8 and Workshop #9 on 7 October 2014.
Council LTP Workshop #9 • District Plan	7 October 2014	LTP items deferred until Workshop #10 on 16 October 2014.
Council LTP Workshop #10 • Financial Strategy # 1 • Infrastructure Strategy #1	16 October 2014	Complete
Council Meeting • Adoption of Policies for inclusion in prelim draft LTP – Rates Remission – CCOs – Treasury Management	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. Policies and Strategies linked with issues in CD will be adopted for audit on 24 February 2015, as part of the Supporting Information (SI) (see list of SI at end of this table). Policies/Strategies not linked with

Key Milestone	Indicative Timeframe	Commentary
		issues in CD will also be adopted on 24 February 2015.
Council LTP Workshop #11 • Significance & Engagement Policy • Financial Forecasts #1 – Issues / Operational Expenditure / Capex	12 November 2014	Workshop #11 deferred until 12 November 2014.
Council LTP Workshop #12 • Financial Forecasts #2 (with prelim 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	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. Policies and Strategies linked with issues in CD will be adopted for audit on 24 February 2015, as part of the SI. Policies/Strategies not linked with issues in 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	Consultation Drafts completed

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 (Deloittes)	26 February – 10 March 2015	Complete
Hot Review (OAG)	11 March 2015 – 13 March 2015	Complete

Key Milestone	Indicative Timeframe	Commentary
Receipt of Audit Opinion	~~16~~ 24 March 2015	Complete
Council Meeting • Adopt ~~pdLTP~~ Supporting Information for Consultation • Adopt Consultation Document	24 March 2015	Complete
~~dLTP~~ CD Document Finalisation	25 March 2015 ~~– 30 March 2015~~	Complete
Public notification	~~7 April 2015~~ 2 April 2015	
Consultation Period – Starts	1 April 2015 - 1 May 2015	
Council Hearing ~~(x 2 days)~~	11 May 2015	
Council Deliberations Meeting	26 May 2015	
Changes following deliberations	27 – 28 May 2015	
Audit	2 June – 10 June 2015	
Audit Hot Review	11 – 12 June 2015	
Sign off from Deloittes	15 June 2015	
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. Complete - Rates Remission Policy adopted 24 February 2015.

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	Deferred to 24 February 2015 meeting. 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

Key Milestone	Indicative Timeframe	Commentary
Include Forecasting Assumptions in SI for adoption	24 February 2015	Deferred to 24 February 2015 meeting. 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 in pdLTP for adoption as part of draft LTP Supporting Inforamtion	24 February 2015	Financial Strategy deferred to 24 February 2015 meeting. Complete

Council Controlled Organisations

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of wording 2012-2022 LTP	September 2014	
Prepare recommended disclosure for inclusion in 2015-2025 LTP	October 2014	
Council Meeting – Adopt CCO disclosure for inclusion in draft LTP	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.

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. Complete
Council Meeting Adoption of Policy	29 April 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	

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	Deferred to 29 April 2015 Council meeting.

Asset Management Plans – Updating for 2015-2025 LTP Purpose

Key Milestone	Date	Commentary
Review of AMPs including: • 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: • Solid Waste Activity • Water and Sanitary Services Assessment • Information Technology • Regulatory and Safety/Resource Management	4 Sept 2014	Complete
Council LTP Workshop #5: • Parks and Reserves • Recreation and Culture • Public Amenities	9 Sept 2014	Complete

Key Milestone	Date	Commentary
Council LTP Workshop # 6: • Roading • Water	16 Sept 2014	Complete
Council LTP Workshop # 7: • Housing and Other Property • Community Development	18 Sept 2014	Complete
Council LTP Workshop #8: • Wastewater • Stormwater	23 Sept 2014	Complete

Council Workshop:
Draft AMPs
  - Recreation and Culture Activity
  - Housing and Other Property
  - Parks and Reserves
  - Public Amenities
  - Community Development
	16 December 2014	Complete

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

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	28 April 2015	

Waikato Mayoral Forum Work Streams

Governance and Planning		
Key Milestone	**Indicative Timeframe**	**Commentary**
Council Meeting Progress Report	As required	Council will be presented with progress reports as required.

Waikato Spatial Plan		
Key Milestone	**Indicative Timeframe**	**Commentary**
Council Meeting Progress Report	As required	Due to the sizeable nature of this particular project, Council agreed at its 24 February 2015 meeting that going forward a dedicated progress report dealing solely with this project will be included on the Council Agenda.

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

Roading		
Key Milestone	**Indicative Timeframe**	**Commentary**
Council Meeting Progress Report	As required	Council will be presented with progress reports as required.

Economic Development		
Key Milestone	**Indicative Timeframe**	**Commentary**
Council Meeting Progress Report	As required	Council will be presented with progress reports 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	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. 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. MOU review process will be started once the ICL Strategic Plan is received and reviewed. 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.
Relationship Committee to meet with ICL and discuss any findings from review		
Council Meeting - Amended MoU adopted		

Communications Strategy – Progress Report

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Six monthly progress report	24 February 2015	Complete
Council Meeting – Six monthly progress report	30 June 2015	

Community Development

Economic Development

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

Customer Services – Monitoring against Strategy

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

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	Underway and ongoing,
Youth Event held	February – May 2015	
Youth Council submission to 2015-2025 LTP	April/May 2015	

Community Events

2014 Christmas Parade		
Key Milestone	Indicative Timeframe	Commentary
Consultation with key stakeholders.	September/October 2014	Completed.
Development and implementation of a Project Plan and Safety Plan	October 2014	Completed.
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November/December 2014	Completed.

2014 Christmas Parade		
Key Milestone	**Indicative Timeframe**	**Commentary**
Execution of event	December 2014	Completed
Council Meeting Management Report on the event identifying success and the budget.	24 February 2015	A business paper was presented to Council at its February 2015 meeting.

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	
Council Meeting Management Report on the event identifying success and the budget.	26 May 2015	

Waitomo District Citizens Awards – Renewal of Working Party Membership

Key Milestone	**Indicative Timeframe**	**Commentary**
Three-Yearly Working Party Membership Review		
Council Meeting Report on renewal of the CAwp for next three years	25 November 2014	A business paper was presented to Council at the December 2014 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	
Awards Ceremony	May 2015	

2015 Combined Mayoral ITO Graduation Ceremony

Key Milestone	**Indicative Timeframe**	**Commentary**
Graduate names received from ITOs	December 2014/January 2015	Nominations are being received. Graduation Ceremony has been moved to May 2015 as per Otorohanga DC request.
Invitation to Graduates and Families/Supporters	March 2015	
Graduation Ceremony	May 2015	

Regulation Services

District Plan – Review

Key Milestone	Indicative Timeframe	Commentary
Issues and Options paper for coastal subdivision and development prepared.	May 2011	Completed.
Open days at Mokau and Te Waitere convened	5 and 12 November 2011	Completed.
Council Meeting – reporting on feedback received	13 December 2011	Completed. Council considered a business paper advising of the work done since June 2011 on the District Plan review.
Council Workshop To consider strategy for reviewing District Plan	February 2014	Completed.
Changes to Plan to give effect to: • 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	
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 a 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.

Key Milestone	Indicative Timeframe	Commentary
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	
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 business paper is contained elsewhere in this Agenda.

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.

Key Milestone	Indicative Timeframe	Commentary
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	

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 business paper is contained elsewhere in this Agenda.

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 business paper is contained elsewhere in this Agenda.

Establishment of Rural Fire Authority for Waikato Valley Operational Area

As of August 2014, no further progress has occurred. If and when this project progresses, Council will be informed via Progress Reports.

Community Services

Te Kuiti Railway Building

Key Milestone	Indicative Timeframe	Commentary
Development of Conservation Plan, Maintenance Plan and preliminary budget estimates for the restoration of the buildings	July 2012	Completed
Ownership / lease of the building and land to be secured from New Zealand Rail	July 2012	Completed by MOU only. Finalised lease to be submitted
Council Meeting Business/Positioning paper to Council for consideration and approval of the establishment of a working group to prepare a site and building development proposal	28 August 2012	Completed
Preparation of site and building development proposal	September – December 2012	Ongoing with Reference Group. Initial proposal included as part of the November Agenda.
Council LTP Workshop #5 Consideration the preliminary draft site and building development proposal	19 February 2013	Completed Council work shopped scenarios for the development including cost implications.
Council Meeting Business Paper to Council for financial programme and costings for approval and inclusion in dEAP	20 March 2013	Completed Business Paper adopted by Council for inclusion in dEAP documentation.
Council Meeting Adoption of EAP	25 June 2013	Completed Programme of restoration condensed to match proposal for funding from Lotteries Commission.
Council Meeting	Monthly	Ongoing A Monthly Progress report will be made to Council for the entire project i.e. Restoration, Roading and Revitalisation. Council, on 26 August 2014, passed resolutions relating to timelines and budgets for inclusion in the working draft Housing and Other Property AMP in preparation for development of the 2015-2025 LTP.

RAILWAY BUILDING: PROJECT 1 - RESTORATION

Key Milestone	Indicative Timeframe	Commentary
Engineering structural assessment of building 1,2 and 3	August 2013	Commenced. Engineers have advised this will be available to WDC 23 September 2013
Preparation of working drawings and contract documents for restoration of exterior, buildings 1,2 and 3	July – August 2013	Commenced Architect has advised these will be available to WDC in draft form 20 September 2012
Historic Places Trust Approval	September 2013	Draft documents sent to HPT 10 October 2013. Approval to tender documents received.
KiwiRail Approval	September 2013	Draft documents sent to HPT 10 October 2013. Approval to tender documents received.
Tender for works	November - December 2013 (subject to approval of alternative funding services	Funding approval granted, documents due for completion last week in November. Preparation of documentation proved difficult to complete due to HPT and engineering requirements. Project now out to tender, tenders

Key Milestone	Indicative Timeframe	Commentary
		closing 20 May 2014. Tenders closed 20 May 2014 with three tenders being received. Contract awarded to DML (2003) Builders Ltd of Wanganui
Construction works	July 2014 - October 2014 ~~Building 3 December 2014~~ 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

RAILWAY BUILDING: PROJECT 4 – COMMUNITY SPACE REVITALISATION (Buildings 1 & 3)

Key Milestone	Indicative Timeframe	Commentary
Expressions of Interest process	August – November 2013	Completed . EOI document publicised October / November, closing 28 November 2013. Six expressions of interest received. Acceptance still under review
Preparation of Tender Documentation for Building 1 to completely refurbish the existing building layout	May – June 2014	Draft completed June 2014 and budget estimate. Funding approval required from external sources. Application completed to Trust Waikato with outcomes available December 2014.
Building refurbishment construction to allow use of building 1		
Building usage by tenants building 3		
Preparation of Tender Documentation for Building 3 to completely refurbish the existing building layout		Included aas part of Project 1 refurbishment due to extent of structural strengthening works required
Building refurbishment construction to allow use of building 3	31 March 2015	Predominately will be undertaken as part of Project 1
Building usage by tenants building 3	April 2015	

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

Key Milestone	Indicative Timeframe	Commentary
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
Tender process for works	May 2015	
Construction of internal work and site services associated with Cornerstone tenant	Jun2015 – 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 Taupiri Street	March 2014	Completed – WDC's application was successful but full funding was not granted
Council Meeting "Where to from here" in relation to funding and construction	25 June 2014	Council resolved to prepare contract documentation and a pre-tender estimate for consideration of any funding shortfalls
Construction documentation prep	August 2014 – September 2014	Tender documentation is complete along with pretender estimate and is subject to a separate business paper to the 30 September 2014 Council meeting
Council Meeting Project budgeting	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 Progress Report was presented to Council on 24 March 2015

Cultural and Arts Centre Upgrade: Stage 5

Key Milestone	Indicative Timeframe	Commentary
Review of renewal expenditure to date taking into account additional works undertaken as part of the Main Hall Ceiling project. Should sufficient funding be available, identify potential projects.	August 2014 – September 2014	WDC undertook Stage One of this upgrade programme in 2010/11 and has undertaken further renewal work on a staged basis involving the sound system, supper room and upper areas of the main hall. The 2012 LTP provided renewal 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. The key future staged renewals include the main toilets, bar and service toilets, kitchen and the stage and stage curtaining. 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. Council at its Workshop on 9 September 2014 requested that the kitchen renewal work be the priority for 2015/16 funding.
Council Meeting Detail of Stage 5 Upgrade	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
Council Meeting Concept proposals	~~24 February 2015~~	
Detailed working drawings	~~March 2015~~	
Tender for works	~~April 2015~~	
Implementation (dependent on timing of Shears)		

Parkside Subdivision

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Notification of Section Sales	As required	Ongoing. Council will be kept informed of Section sales by way of Progress Reports to monthly Council meetings.
Investigations into alternative land usage	July 2014 – October 2014	Progressing. Refer to paper presented as part of the Agenda 24 March 2015

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

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~~	This project has been rescheduled due to other work priorities
Consultation Meeting 1 with aerodrome users	~~December 2014~~	
Consultation Meeting 2 with aerodrome users	~~February 2015~~	
Consultation Meeting 3 with aerodrome users	~~July 2015~~	
Preparation of Management Plan	~~January – June 2015~~	
Council Meeting Adopt draft Plan for Consultation	~~August 2015~~	
Public consultation	~~September – October 2015~~	
Council Hearing	~~November 2015~~	
Council Deliberations Meeting	~~November 2015~~	
Council Meeting Adoption of Finalised Plan	~~December 2015~~	

Redwood Park – Future Maintenance Plan

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consideration of draft Plan	~~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.
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 27th June 2011. Completed
Letters to MOE and School BOT investigating potential land purchase	June – July 2011	Completed Mokau effluent disposal was work-shopped 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	
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 2055	
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.

Parks and Reserves AMP		
Key Milestone	**Indicative Timeframe**	**Commentary**
3. Confirm corporate AM objectives.	December 2014	Completed To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
4. Define current Levels of Service/performance measures.	December 2014	Completed To be conducted during the review of AMP in anticipation of the 2015-25 LTP planning cycle.
5. Conduct external audit of AMP.	December 2014	Completed 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 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

Parks and Reserves AMP		
Key Milestone	**Indicative Timeframe**	**Commentary**
		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.
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	2013-2018	Development as part of Advanced AMP.

Parks and Reserves AMP		
Key Milestone	**Indicative Timeframe**	**Commentary**
appropriate.		
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 strategies	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
9. Include valuation results	December 2014	To be conducted during the review of AMP in anticipation of the 2015
AM Data Improvements		
10. Develop and document formal asset classification system for all assets	2013-2018	Review of Biz Assets use as AM program will involve asset classification and hierarchy.
11. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.

Recreation and Culture AMP		
Key Milestone	**Indicative Timeframe**	**Commentary**
12. Collect maintenance data against significant assets or asset groups	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
13. Collect lifecycle costs for significant assets or asset groups and recorded in Confirm	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.
14. Monitor actual versus predicted growth	2013-2018	Developed during preparation of an Advanced AMP for Parks and Reserves.
15. Measure performance in levels of service against targets	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
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 utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
29. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
30. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
31. Process in place for collecting costs against assets where appropriate	2013-2018	To be developed with accounting process and property AM System.

Recreation and Culture AMP		
Key Milestone	**Indicative Timeframe**	**Commentary**
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 Arts Centre	2012 - 2013	Finalised Cultural and Arts Centre Manual on completing of Stage 1 renewal.
49. Asset Management planning	2016; 2022	Miscellaneous works.

AMP: Public Amenities– Plan Improvement and Monitoring

Public Amenities AMP		
Key Milestone	**Indicative Timeframe**	**Commentary**
AMP Improvements		
1. Review AMP every three years.	December 2014	To be conducted during the review of AMP in anticipation of the 2015 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 tendered where possible	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
16. Optimise operations to minimise lifecycle costs and Documentation of operations and maintenance activities	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
17. Process in place for	2012/13	Process developed to ensure

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

Public Amenities AMP		
Key Milestone	**Indicative Timeframe**	**Commentary**
appropriate.		
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 planning cycle.
AM Data Improvements		
10. Develop and document formal asset classification system for all assets	2013-2018	Review of Biz Assets use as AM program will involve asset classification and hierarchy.
11. Continue to collect asset attribute information	Ongoing process	Asset data is being collated on an ongoing basis to ensure the quality of planning and accuracy of financial projections is optimised.

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

Housing and Other Property AMP		
Key Milestone	**Indicative Timeframe**	**Commentary**
appropriate		
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 Roading are capital works and therefore detailed reporting on these is undertaken by way of a monthly progress report to Council on the Roading activity, and quarterly progress reports on each of the Water activities.

Te Kuiti Water Supply

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Funding Outcome	October 2011	On 19 September 2011 WDC received written confirmation from the Minister of Health that the application for Drinking Water Subsidy for Te Kuiti had been approved to the value of $780,820.56 excluding GST. Since that time three written applications have been made to extend the expenditure date of that subsidy. The latest request has been made for December **2015 and has been approved.**
Broad Upgrade Plan	August 2014	Preliminary design was revisited in 2013. Documentation is in progress for completion of the first two of four phases by end December 2015. **An agreement was reached with Veolia to take over all water treatment plants. Work on the TK WTP is progressing with the first part, installation of the filter backwash tanks transfer pumpstation structure and floor for the building housing electrical and ultra violet units nearing completion.**
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.**
Council Workshop	18 September 2014	Funding affordability, risk project scope and scale implications to be explored with Council. Following Council feedback, further details Key Milestones and Timelines will be developed and incorporated in the Road Map Work Programme. Workshopped as part of the Water AMP on 18 September 2014.
Filter & UV	December 2015	Targeted completion date of Phase One has now been moved out to December 2015.
Identified Reticulation Renewals	July 2012 – June 2015	Renewals identified as urgent; **Mary Street, Cotter Street, Ngatai Street has been completed** Meads to Kent rising main **partly completed**. However it does not match what was identified in 2012-22 LTP. Part of Tawa Street line had to be replaced as result of slip. **Tawa street will be finalised 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. Tenders are advertised at present – March 2015**

Benneydale Sewerage

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	2012-2015	Tender documentation and cost estimate **has been comp0leted**. Work is targeted for the 2014/15 year. **Tenders will be advertised in April 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 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.
Council Workshop	18 September 2014	Council considered this project as a Strategic Issue in the development of the 2015-2025 draft LTP. Council was briefed on a recent meeting between existing

Key Milestone	Indicative Timeframe	Commentary
		consumers, WDC representatives (in an Observer capacity), Legal Representatives and Officials of the Maori Trusts and THL. 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.

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	December 2014	Tender structure being reviewed
Engagement on and assessment of ONRC	May 2014 – December 2014	WDC's roading network has been assessed in accordance with Guidelines internally. Assessment around CLoS and performance measures is ongoing. 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.
Watching brief on FAR review	May – July 2014	NZTA Board was co0mmunicated in late 2014. Outcome was that WDC will move from 61% in 2014-15 to 71% by 2024-25.
Review Procurement Policy	June 2014	
Re-tender Roading Contract	**July** 2015	
Tender evaluation and award new tender	31 August 2015	**Contract start date 1 October 2015**

Key Milestone	Indicative Timeframe	Commentary
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:- • Where refuse will come from for the balance of the resource consent. • The effects the statutory cost increases from the ETS will have on the landfill. • The costs of further developing the landfill. • The financial viability of the landfill due to increased costs to the user following ETS legislation. • Purchase of NZU units (Carbon Credits) has reduced the impact of the cost of the ETS legislation for the next 3 years buying time to find a feasible way forward. • Volumes of rubbish are consistently declining while operational cost of the landfill is fixed thus putting upward pressure on cost per tonne disposed.

Cross Boundary Collaboration (WDC/RDC)

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

Para Kore "Marae Working Toward Zero Waste"

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

SWaMMP – Plan Improvement and Monitoring

SWaMMP – Plan Improvement and Monitoring		
Key Milestone	**Indicative Timeframe**	**Commentary**
1. Undertake a two – yearly topographical survey of the landfill to determine compaction and filling rate	2012 then every two years thereafter	A full topographical survey of the Landfill 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 under way**
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.

Water Supply AMP		
Key Milestone	**Indicative Timeframe**	**Commentary**
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
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 Asset Group internal reshuffle 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 Asset Group internal reshuffle 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
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. 1st phase tender documentation in process. Construction targeted for 2015

Water Supply AMP		
Key Milestone	**Indicative Timeframe**	**Commentary**
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.
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.

Wastewater AMP – Plan Improvement and Monitoring		
Key Milestone	**Indicative Timeframe**	**Commentary**
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 Asset Group internal reshuffle 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 Asset Group internal reshuffle 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

Stormwater AMP – Plan Improvement and Monitoring		
Key Milestone	**Indicative Timeframe**	**Commentary**
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 Asset Group internal reshuffle 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		
13. Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.	Follow on from Catchment Management Plans beyond 2022	True modelling is not economically feasible. Sound engineering judgement will be used to formulate solutions. To progress will need additional resource
14. Prepare SW catchment assessments for each urban area beginning with Te Kuiti		Very basic work was done in 2011 Greater detail needs specific resource that is not available
15. Complete environmental impact studies for each stormwater drain and receiving water		Follows item # 16

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

This is a much more detailed version of the proposed Catchment Assessments |

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
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 2014	Extended due to appointment of new staff to critical asset roles. Application for training has been lodged

Land Transport AMP – Plan Improvement and Monitoring		
Key Milestone	**Indicative Timeframe**	**Commentary**
9. Upgrade of all cross road culverts to a minimum size of 375mm dia in high rainfall areas, taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
10. Review progress with implementation of improvement plan.	Review whole of AMP on 3 yearly cycle	**Next review December 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. Deloittes will be onsite for 2 weeks. An additional week is also set aside for Deloittes to complete final queries from their Hamilton office.	8 – 19 September 2014	Complete

Key Milestone	Indicative Timeframe	Commentary
Deloittes technical/final review. Once the audit field work is complete the final document is sent to Deloittes 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 Deloittes 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 – • Community Dev Strategy • I-Site and Events Strategic Plan • Waitomo District Library Services Strategic Plan	16 October 2014	Completed.
Council Meeting • 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.

Document No: 359407	File No: 037/043

Report To: Council

	Meeting Date:	31 March 2015
Waitomo District Council	**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: Wool Storage Facility	7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons;	48(1)(a)
2. Progress Report: Te Maika Zone	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. AA Driver and Vehicle Licensing Agency Agreement	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
4. Progress Report: Health and Safety Systems	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. Inframax Construction Ltd and Independent Roadmarkers Taranaki Ltd – Half Annual Reports to 31 December 2014	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. Inframax Construction Ltd and Independent Roadmarkers Taranaki Ltd – draft Statement of Intent	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: 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)
8. 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)

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