



Road Map

Work Programme

1 July 2015
to
30 June 2018

as at 25 August 2015

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SECTION ONE: INTRODUCTION

Introduction

The purpose of this Road Map Work Programme is to set out the identified work programme leading up to, and beyond the adoption of the 2018-2028 LTP.

In addition to projects relating to the LTP, there are other important projects that must also occur and it is important that Council does not focus on the LTP process to the detriment of other important commitments. The non-LTP commitments are of importance to the functional roles of Council which feed into the decision making process.

This Road Map is divided into Sections for ease of use as follows:

- | | |
|----------------------|--|
| Section One | Provides an Introduction to the Reader. |
| Section Two | Details identified projects of work for the 2015/2016 year (Year 1 of the 2015-2025 LTP), (including descriptions and indicative timelines). This section also contains carried forward projects from previous years and other new/re-prioritised projects. |
| Section Three | Details identified projects of work for the 2016/2017 year (Year 2 of the 2015-2025 LTP), (including descriptions and indicative timelines). |
| Section Four | Details identified projects of work for the 2017/2018 year (Year 3 of the 2015-2025 LTP), (including descriptions and indicative timelines). |

It is important to note that the Road Map is a “living document”. Other projects of work will be identified over time that will need to be tested against the Road Map Work Programme and organisational capacity to identify priority ranking against the already established work programme.

Integrated Planning

The Road Map shows how projects are interlinked. Both the Activity Management Plans and the Long Term Plan are made up of many components. The successful completion of these projects requires that planning must take into account the integrated nature of the components that make up these projects. Starting projects early, and having the correct resources and detailed planning are necessary to ensure that these projects are completed successfully.

Background

The LGA has created an environment of integrated planning, monitoring and reporting where sustainable development, consultation and accountability are fundamental to its structure.

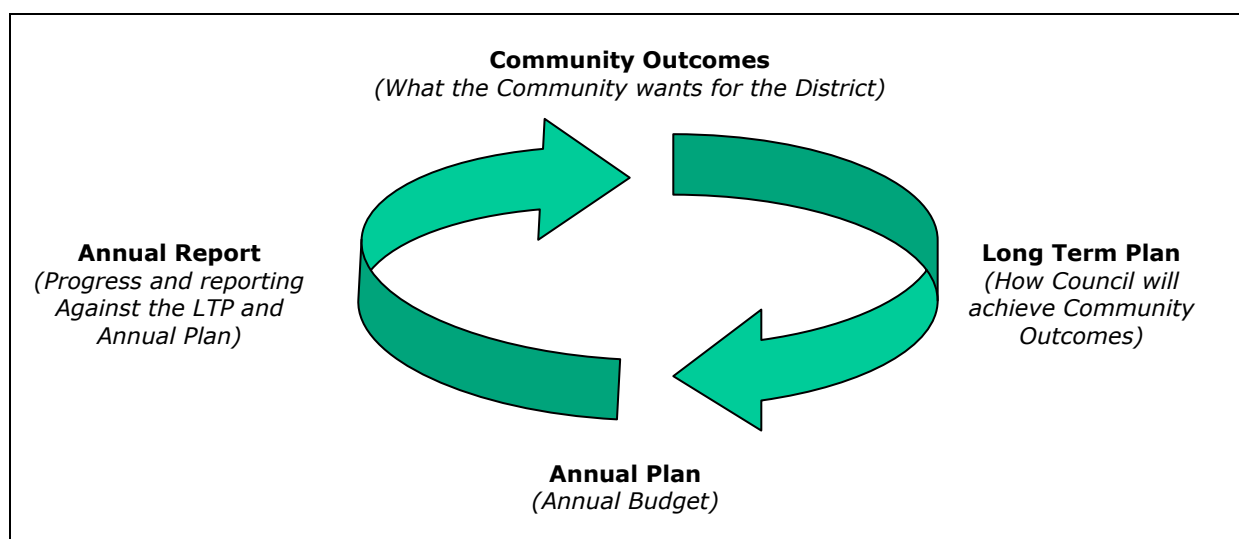


Diagram 1: Planning and Reporting Cycle

At a simplified level, the planning cycle promoted by the LGA consists of consultation with the community to find out what the community wants for the District – “Community Outcomes” (COs) and feeding this information into Council’s planning processes.

Council's progress against the LTP is reported on via monthly and annual reports. Any significant changes to the LTP work programme are consulted on in an Exceptions Annual Plan (EAP) process. Council is required to review its LTP every three years and produce an EAP in the interim years.

LTP Reporting Structure

The following diagram presents the reporting structure that is used in the development of an LTP.



Council

Council is presented with the issues underpinning the LTP (including the Work Programme for Years 1 to 3 of the LTP) for consideration and will decide on the content and strategic direction of the LTP.

Management Team

The Management Team will provide advice to Council regarding issues relating to the LTP's content.

Project Team

A Project Team will manage the overall project. The Project Team is responsible for keeping the Management Team informed of the progress of each work stream, advise the Management Team of any issues that arise and provide recommendations for resolving any identified issues.

**SECTION TWO: 2015/2016 WORK PROGRAMME
(YEAR ONE OF LTP)**

Development of 2018-2028 LTP

Council Controlled Organisations

1.0 DESCRIPTION

Section 7, Schedule 10 of the LGA requires that Council's LTP must:

- (a) Name the council-controlled organisation and any subsidiary of the council-controlled organisation; and
- (b) Identify—
 - (i) The local authority's significant policies and objectives in regard to ownership and control of the organisation; and
 - (ii) The nature and scope of the activities to be provided by the council-controlled organisation; and
 - (iii) The key performance targets and other measures by which performance may be judged.

2.0 DISCUSSION

The three CCOs are: Inframax Construction Ltd (including its subsidiary Independent Roadmarkers Taranaki Ltd); Local Authority Shared Services and DC Tynan Trust.

The DC Tynan Trust falls within the criteria of a CCO under the LGA, however Council has resolved for the Trust to become exempt from CCO status. Council must review this exemption at least every three years, but may revoke the exemption at any time. The next 3-yearly review of this exemption is due in April 2016.

3.0 KEY MILESTONES

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

Leadership

Resident Satisfaction Survey (for 2014/15 Annual Report)

1.0 DESCRIPTION

A Resident Satisfaction Survey is identified as the key tool for monitoring some of the Service Performance Indicators contained in the LTP and also as a tool for the informing of decisions around future levels of service.

2.0 DISCUSSION

For the purpose of annual reporting against the LTP it is necessary to carry out the Resident Satisfaction Surveys annually.

3.0 KEY MILESTONES

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

2015 General Revaluation for Rating Purposes

1.0 DESCRIPTION

The General Valuation for Rating purposes will be undertaken in September 2015. The values from the 2015 district revaluation will be used for rating purposes from 1 July 2016. Council's appointed Valuation Service Provider, Quotable Value New Zealand (QV), undertakes the revaluation on behalf of Council.

2.0 DISCUSSION

The Rating Valuations Act 1998 requires that every property in New Zealand must be revalued for rating purposes at least once every three years. The last revaluation for the Waitomo District occurred in September 2012.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Brief Council on timeframe and process for revaluation	29 April 2015	Complete
Data Integrity checks	April to September 2015	These checks have commenced and will be finalised prior to September.
Market Surveys sent to random sample of property owners in district	May 2015	Complete
Farm amalgamations	April/May 2015	Complete
Communication to ratepayers via rates newsletter and Waitomo Way	July and August	Complete
Revaluation of Utilities	September 2015	

Key Milestone	Indicative Timeframe	Commentary
Final District Valuation Roll sent to OVG for audit	25 September 2015	
Communication to public that roll is open for inspection and notification of objection timeframes	21 October 2015	
Notice of general revaluation sent out to all owners and ratepayers detailing new values	28 October 2015	
Council Meeting – Quotable Value will present key highlights of revaluation to elected members	28 October 2015	
Objections close	3 December 2015	
Ratepayers notified of result of objection process	<i>As each objection is reviewed</i>	

2014/15 Annual Report

1.0 DESCRIPTION

Development and adoption of the 2014/15 Annual Report and completion of the Summary Annual Report.

2.0 DISCUSSION

The LGA requires Council to complete and adopt its Annual Report within four months (by 31 October) after the end of the financial year to which it relates and also that Council make available an audited Summary of Information that fairly reflects the contents of the Annual Report.

The LGA requires the Annual Report to provide a measure of Council's performance against the targets set in the LTP and Annual Plan. The Annual Report is also intended to be a tool that promotes Council's accountability to the community for decisions made during the year.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Brief Council on timeframe.	26 May 2015	Complete
Interim Audit of financials.	7-18 September 2015	
Council Meeting – Progress Report to Council on Interim June results.	29 September 2015	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.
Deloitte final review.	5-15 October 2015	The AR document is sent to Deloitte technical team for final review.
Signed Audit Opinion available	28 October 2015	
Council Meeting - Adopt Annual Report.	28 October 2015	
Audit of Summary Annual Report.	4-6 November 2015	The summary Annual Report is also audited by Deloitte and must be made available to the public within one month of the Annual Report adoption.
Audit Opinion received on Summary	6 November 2015	
Summary Annual Report published	27 November 2015	

2016/2017 Exceptions Annual Plan

1.0 DESCRIPTION

The LGA requires Council to produce an LTP every three years and an Exceptions Annual Plan (EAP) for the years in between.

An EAP provides the public with the required information to participate in the decision making process undertaken by a Local Authority. It focuses on one financial year only, and its purpose is to report any exceptions from the forecast work plans and budgets set out in the LTP for the given financial year. The LGA requires the EAP to contain the proposed annual budget and funding impact statement for the year to which the EAP relates.

2.0 DISCUSSION

As a result of the August 2014 amendments to the LGA, the special consultative procedure is not required for the adoption of the Annual Plan. Consultation must be carried out that gives effect to Section 82 and that in itself is not an automatic requirement when adopting an Annual Plan anymore. Council is only required to consult on its Annual Plan if the proposed plan includes any significant or material differences from the content of the LTP for the financial year to which the proposed Annual Plan relates.

If required, consultation must be in accordance with section 82 of the Local Government Act 2002 and use a Consultation Document (CD) to provide the basis for effective public participation in the decision making process. The CD must:

- Explain any significant or material variations or departures from the financial statements or the funding impact statement in the LTP,
- Include a description of significant new spending proposals, the costs associated with those proposals and how those costs will be met, and
- An explanation of any proposal to substantially delay, or not proceed, with a significant project and the financial and service delivery implications of the proposal.

A CD must not have attached to it a draft of the annual plan or a full draft of any policy. As well as the CD, the information that is relied on to produce the CD (Supporting Information) must also be adopted and available to the public.

Note: If Council carry out consultation in relation to an amendment to the LTP at the same time or combined with consultation on an annual plan, the special consultative procedure must be used and the content combined into one CD.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2016/17 development	August 2015	
Identification of any "strategic" amendments to LTP for 2016/17 year.	August - November 2015	
Managers complete 2016/17 budgets in consideration of 2016/17 Budgets contained in LTP.	October 2015	
Modelling of budgets and finances for 2016/17	November 2015	
Management Review of 2016/17 budgets	November 2015	
Council Workshop #1 of 3: Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	9 December 2015	
Council Workshop #2 of 3: <ul style="list-style-type: none"> • Preliminary draft financial forecasts including Rating Implications • Assessment of dEAP against consultation threshold (significant or material differences from content of LTP) 	10 February 2016	The assessment against consultation threshold will assist Council in deciding whether consultation is required or not.
Council Workshop #3 of 3: <ul style="list-style-type: none"> • Draft financial forecasts • Working draft CD (if required) • Council endorse EAP and CD for Audit 	8 March 2016	If there are no material or significant changes in the EAP to the information contained in the LTP for the 2016/17 year, then the rest of the process will not be required. An alternative method for communicating with the Community on the EAP will be discussed with the Council should this be the case. It is also possible that the EAP could be adopted

Key Milestone	Indicative Timeframe	Commentary
		sooner should consultation as per s.82 not be required.
Audit of dEAP	14- 23 March 2016	
Council Meeting: Adopt CD and Supporting Information for public consultation (if required)	5 April 2016	
Consultation Period	11 April – 11 May 2016	
Hearing: Hearing of Submitters to dEAP (if required)	19 May 2016	
Council Meeting: Deliberation of Submissions (if required)	8 June 2016	
Council Meeting: Adopt EAP	28 June 2016	

District Plan – Review

1.0 DESCRIPTION

The Resource Management Act 1991 (RMA) requires all councils to prepare a District Plan and review it every 10 years. It also prescribes the content and process for the development and review.

The District Plan is a key document of Council that sets the framework for the planning and management of land use in the District. It contains all of the rules and policies of a local authority with regard to resource management.

The preparation of a District Plan is analogous to the development of the Long Term Plan and indeed can be more onerous and involved because of the RMA requirements. As an example, the submission process around a proposed District Plan (consultation on the draft Plan) is much more involved. Once submissions are received public notification of the summary of submissions needs to be made. Further submissions can then be lodged by interested parties on this summary. Once the decisions on the submissions are made and the submitters notified of the decisions, submitters can choose to appeal the decisions, in which case the Environment Court gets involved. In a nutshell, the statutory requirements are very prescriptive and arduous.

Waitomo District Council's current plan was developed in the 1990's and became operative in 2009. It is a first generation plan and has been in use for approximately 20 years in which time it has not been reviewed.

2.0 DISCUSSION/ISSUES

Initial scoping work for the development of Council's District Plan was commenced in 2013 which involved an analysis of a range of policy documents which are likely to impact on the content of the District Plan – e.g. national policy statements, regional policy statement, Maniapoto environmental management plan and plans prepared by neighbouring Councils.

However, given the changes occurring in the external policy and regulatory environment and the intended work by the Waikato Mayoral Forum under the Integrated Planning work stream, it was considered prudent for Council to maintain a watching brief. A comprehensive District Plan review is an onerous and extremely resource intensive process. And given that a range of potential changes were imminent (some of which could be material), it was considered advisable to await the outcome of these processes before embarking on a full scale review.

Review options for the District Plan were discussed at a Council Workshop in February 2014 and it was suggested that Council may wish to consider a targeted plan change focussing on the key areas of the Plan that require review for the Council to meet its statutory obligations and to maintain a relevant and effective plan. Some changes have been progressed in line with this discussion.

It has been 18 months since the last discussion with Council on this work stream and it is suggested that a Gaps and Needs Analysis be undertaken for the District Plan and a forward plan be agreed to gain traction in this work stream.

1.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Waitomo District Plan Gaps and Needs Assessment (GNA)	July/August 2015	Complete.
Council Workshop Feedback into the Gaps and Needs	11 August 2015	Complete.

Key Milestone	Indicative Timeframe	Commentary
Assessment		
Council Meeting Discuss the GNA outcome and agree on Review Option and timeline	29 September 2015	The remaining process will be designed and confirmed based on the outcome of the Council Meeting.

Urban Structure Plans

1.0 DESCRIPTION

Councils LTP 2012-2022 signalled the need to commence developing urban structure plans for many of the districts communities. This is because at present there is no planning tool that clearly sets out Councils expectations for future growth.

There should be public debate on what the community's expectations are around future growth. The various options (and costings to achieve those expectations) should be developed and consulted on prior to any significant investment in development is made.

Urban Structure Plans provide the vehicle for this discussion. Urban Structure plans should integrate the principles of sound planning and future capital infrastructure requirements can form part of the considerations/consultation. Urban structure plans can provide the community with a clear understanding of growth options, a good indication of the costs associated with each option and will, once finalised inform asset management planning and also the development of a Development Contributions Policy (if so desired).

When Urban Structure Plans are finalised all aspects of services and land use controls (via the District Plan) can be established to reinforce the preferred growth option(s).

2.0 DISCUSSION/ISSUES

It could be argued that Urban Structure Plans are required for Mokau, Waitomo and to some degree Te Kuiti. The Waitomo Caves community also recognised that a Structure Plan is necessary for the Waitomo Village and as a consequence Tere Waitomo Community Trust was formed in 2012.

The Trust, with funding assistance from WDC, engaged consultants to develop a Structure Plan for the Waitomo Caves Village which is available for use by WDC and will be used to inform the review of WDC's District Plan.

3.0 KEY MILESTONES

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

Review of Development/Financial Contributions

1.0 DESCRIPTION

When development occurs in the District, additional capacity may be required from Council's infrastructural assets. The existing ratepayer base has already paid for the infrastructural assets in their Community. For this reason it is unreasonable for the existing ratepayer base to be expected to pay for additional demand that is imposed on the existing infrastructural assets when the reason that this additional load has been imposed is due to development in the District.

Council currently has two different policy tools available to it that can be used for funding the additional demand or capacity imposed on existing infrastructural asset. The Resource Management Act 1991 (RMA) allows Council to charge developers financial contributions while the LGA allows Council to charge developers development contributions.

2.0 DISCUSSION/ISSUES

Council's existing District Plan enables financial contributions to be charged where necessary but remains untested.

During the development of the 2009-19 LTP the preliminary work required in the development of a Development Contributions Policy (DCP) was undertaken. However, at a Council Workshop on 3 March 2009, Council agreed that given the lack of development expenditure in the LTP, there was no need or

indeed basis for a DCP. If the infrastructure needs change in the future, the DCP could be progressed as part of a future LTP or Annual Plan processes.

Council also considered Development and Financial Contributions as part of the 2012-2022 LTP development process to:

- assist Council with a review of its existing policies;
- determine whether Council wishes to introduce a development/financial contributions regime as part of the 2012-2022 LTP; or
- determine whether Council wished to confirm its existing financial contributions policy (contained within the Operative District Plan) and whether to include the development of a development contributions policy as part of the District Plan review scheduled to commence in 2012.

Council noted –

- the existing Financial Contributions Policy contained in the Operative District Plan; and
- the forecast population trends and determining there is little forecast growth for the District in the short to medium term; and
- the matter of the development of a Development Contributions Policy be reviewed as part of the District Plan review commencing during the 2012-13 financial year.

The District Plan Review was not commenced due to imminent changes to the RMA as well as the work being undertaken by the Waikato Mayoral Forum which could have a significant impact on the review of the District Plan.

3.0 KEY MILESTONES

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

Enhanced Iwi Engagement

2.0 DESCRIPTION

As per the LGA (Section 81 and Part 8 of Schedule 10), Council has a primary responsibility to be aware of, and have regard to, the views of all of its community in providing local governance, and in particular, it is specifically required to provide opportunity for Maori to contribute to the Council decision-making processes and to facilitate the acceptance of that opportunity by Maori.

3.0 DISCUSSION

Council is constantly working on its processes around community engagement and part of this is facilitating Maori participation in Council's decision making.

Council recognises that Maori are a significant group within the District and recognises the value in enhancing its relationship with Iwi. As part of the 2015-25 Long Term Plan deliberations, Council agreed to include enhancement of its interaction with Iwi in its future work programme. An initial workshop has been scheduled to consider options for enhancement of Iwi engagement.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consider options for enhancement in Iwi engagement.	22 September 2015	The outcomes of this workshop will determine the next steps in the work programme.

Section 17A Delivery of Services Reviews

1.0 DESCRIPTION

The new 'delivery of service' reviews in section 17A of the LGA were introduced in August 2014 to encourage councils to seek greater effectiveness and efficiencies in service delivery through exploring different (or collaborative) mechanisms for the delivery of services. This provision took effect on 8 August 2014 and local authorities have 3 years to complete the first reviews - all service assessments must be completed by 7 August 2017.

A review must consider options for the governance, funding, and delivery of infrastructure, services and regulatory functions, including but not limited to, the following options (s17A:4):

- Responsibility for governance, funding and delivery is exercised by the local authority; or
- Responsibility for governance and funding is exercised by the local authority; and responsibility for delivery is exercised by a Council CCO, a joint council-owned CCO, delivery by another local authority, or delivery by another person or agency; or
- Responsibility for governance and funding is delegated to a joint committee or other shared governance arrangement and responsibility for delivery is exercised by one of the above entities; or

Other options for delivery can be considered, for example, carrying out some internal improvements may also be an option in terms of gaining efficiencies.

Outside of the first overall service assessment, there are two other triggers for a review:

- When considering a significant change to relevant service levels; and
- When current contracts relevant to the delivery of that infrastructure, service or regulatory function are within 2 years of expiring.

A s17A review is not required if:

- Delivery of that infrastructure, service or regulatory function is governed by legislation, contract or other binding agreement such that it cannot be changed within the next 2 years; or
- Council believes the cost of doing a review would outweigh the benefits (usually where a service is small, significant cost savings are unlikely; or a review has been conducted recently).

2.0 DISCUSSION

The Section 17A service delivery review requirement was introduced, in part, to encourage Councils to collaborate with others. The new section 17A requirement and the potential for a regional collaborative approach was the subject of a report to LASS. The outcome of this report to LASS and further discussions between Councils in the Region will form the basis of the development of a forward programme of service reviews. Each service must be reviewed at least every 6 years.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Outcome of regional discussions on a collaborative approach to s17A Reviews.	September 2015	
Council Meeting: Update on result of regional discussions and a forward programme for s17A reviews cognisant of regional programme.	24 November 2015	The detail will be developed once the outcomes of the regional collaboration are clearer.

Risk Management: Oversight and Governance

1.0 DESCRIPTION

The Local Government Act 2002 (LGA) requires a local authority to manage its revenues, expenses, assets, liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interests of the community.

The LGA also states that a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region.

When local authorities undertake action to support their intended outcomes, there is the potential for risk which cannot be avoided but must be identified and managed. The management of risk is the process of identifying, mitigating where possible and monitoring all risks whether financial or non-financial. Good risk management also means effective communication with those who are managing and monitoring risks.

2.0 DISCUSSION

In recent times there has been an emphasis on the need to manage and audit risk within Councils by establishing Risk and Audit Committees. A committee is one way of managing Councils risk obligations; however it is not the only way and in some instances might not be the most appropriate mechanism. The intention of this work stream is to identify options and implement processes to appropriately manage risk within Council.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Review of risk identification, management and mitigation options	September-October 2015	
Council LTP Workshop Initial workshop to consider core concepts, basic ideas and options	10 November 2015	Future timelines might need to change depending on the outcome of the workshop
Council Meeting Endorse outcomes of Council Workshop	24 November 2015	
Implementation of risk management and audit processes	December 2015	

Communications Strategy Review

1.0 DESCRIPTION

Communication is an essential part of good management and the effective delivery of Council services. WDC's Communications Strategy document was adopted in October 2011 and it gives a detailed picture of the types of communications methods available to the organisation. An Implementation Plan was also subsequently developed which contains the Communications tasks and projects. A six monthly reporting schedule has been developed to provide Council with an update on the achievement of its communications tasks and projects.

2.0 DISCUSSION

The Communications Strategy was last reviewed and adopted in October 2011. The strategy outlines why good communication with the community is important and provides a framework of the types of communications methods that should be used by the organisation in order to communicate effective management and delivery of Council services.

The organisation has made good progress with its communications goals over the last 4 years. In line with good practice, it would be advisable to review the Communications Strategy and the scope and priorities included in it and test whether these are still appropriate to the current needs and more importantly to align the strategy to Councils Long Term strategic direction and vision.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Workshop - Key communication outcomes to be achieved	10 November 2015	
Council Meeting - Adoption of Communications Strategy 2015	24 November 2015	Council adopts Communications Strategy
Council Meeting - Six monthly progress report to end of December	23 February 2016	Report provided at next meeting following end of six monthly period
Council Meeting - Six monthly progress report to end of June	26 July 2016	Report provided at next meeting following end of six monthly period

Information Services Strategic Plan: Review

1.0 DESCRIPTION

The IS function primarily exists to support WDC in the attainment of its strategic and operational objectives as outlined in the LTP, Asset Management Plans, Communications Strategy, Customer Services Strategy and other group specific plans.

In addition to this, WDC as an organisation has the following strategic requirements from the IS function:

- WDC's information systems, data and records are protected from any loss or significant impairment.
- The ongoing costs associated with the provision of the Information Services function and the Council's investment in information and systems provide maximum return on investment.
- The need for flexible collection, access, analysis and generation of information.

- The need for the organisations information systems to be inter-connected / integrated (especially with regard to relating information across various databases / information sets).
- The need to achieve maximum value from what staff are doing with the minimum of effort and time spent doing it (i.e. "Do more with less").
- The need to be able to communicate effectively and efficiently using available tools and techniques.
- The need for tools and techniques to help manage the problem of "information overload".

This is done through the provision of Information Technologies (IT), such as hardware and software, and Information Management (IM) which involves support and records management.

2.0 DISCUSSION

The IS Strategic direction was discussed with Council at a workshop in September 2014 as part of the Long Term Plan development. It was identified that the IS function is in need of enhanced investment to ensure mitigation of traditional risks, such as data security and reliability of services and also assist and enable WDC staff to drive greater internal efficiency which in turn will help in delivering better value to our ratepayers.

Given the change in management and service delivery from the IS Department (with the addition of service provision to ICL), it would be advisable to review the IS Strategic Plan to ensure it is meeting the needs of the organisation and the investment focus is aligned to organisational goals.

3.0 KEY MILESTONES

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

Information Services Strategic Plan: Key Projects Implementation

1.0 DESCRIPTION

There are four key projects planned for implementation in the 2015 year in line with the IS Strategic Plan. These are:

- Objective Implementation (new Electronic Data Management System)
- MagiQ Performance (Annual budgeting and Reporting tool)
- Migration from MS Office 2003 to the latest version
- Service Provision to ICL

2.0 DISCUSSION

Although project implementation is operational in nature, these projects have been included in the Road Map due to their organisation-wide impact, including potential change in business processes. These projects will have a significant impact on organisational capacity and resources which might in turn impact on achievement of timelines during the changeover and training period, and if teething problems are experienced once implementation is complete.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Objective Implementation		
Objective Implementation Start	August 2015	
Definition Stage	August – September 2015	
Analysis and Design Stage	October – November 2015	
Build Stage	December 2015 – January 2016	
Implementation Stage	February – March 2016	

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

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

Key Milestone	Indicative Timeframe	Commentary
Service Provision to ICL		
Agreement to proceed	September 2015	Rest of the steps are contingent on this agreement
Planning	September 2015	
ICL migration	October 2015	

Resident Satisfaction Survey (for 2015/16 Annual Report)

1.0 DESCRIPTION

A Resident Satisfaction Survey is identified as the key tool for monitoring some of the Service Performance Objectives contained in the LTP and also as a tool for the informing of decisions around future levels of service.

For the purpose of annual reporting against the LTP it is necessary to carry out the Resident Satisfaction Surveys annually.

2.0 KEY MILESTONES

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

Pre-Election Report

1.0 DESCRIPTION

The purpose of a pre election report is to provide information to promote public discussion about the issues facing the local authority. It is a legislative requirement for every Chief Executive of a local authority and must be published two weeks before the nomination day for a triennial general election. The content of the report is set by legislation and includes the funding impact statement, summary balance sheet and a comparison of rates, rate increased and borrowing with the limits set in the Financial Strategy.

2.0 KEY MILESTONES

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

2015/16 Annual Report

1.0 DESCRIPTION

Development of the 2015/16 Annual Report and Summary Report.

2.0 DISCUSSION

The LGA requires Council to complete and adopt its Annual Report within four months after the end of the financial year to which it relates and also that Council make available an audited Summary of Information that fairly reflects the contents of the Annual Report. However as 2016 is a local government election year the Annual Report must be adopted prior to the local government elections.

The LGA requires the Annual Report to provide a measure of Council's performance against the targets set in the LTP and Annual Plan. The Annual Report is also intended to be a tool that promotes Council's accountability to the community for decisions made during the year.

3.0 KEY MILESTONES

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

Community Development

Waitomo District Council recognises the importance of a proud and capable community, being involved in Community Development, and the significant contribution organisations like community groups, voluntary groups, Maori, commercial operators and business owners make to the well-being of the District. Groups such as these contribute in different ways, and they help to build a strong District identity. Through a partnership approach both Community and WDC can achieve more together than they can alone.

In addition to fostering community pride, there is also a need for WDC to create a framework for working with community organisations and local businesses to foster, and assist in, growing capacity and the economy for the District. Within Waitomo, this can be achieved through supporting economic development initiatives and by making strategic tourism decisions.

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

Waitomo District Council's Community Development group involves Community Support, Customer Services, District and Regional Promotions and Economic Development. These activities form the foundation for engagement and the focus of work.

The Community Development Group comprises the following functions:

1 Community Support

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

- To create a better quality of life for our community
- To create a better living environment, helping local groups create local opportunities and solutions
- To encourage active engagement within the community as well as fostering international relationships.

2 Tourism Development and District Promotion

Tourism is a partnership between central government, local government and the visitor industry. The key goals are to:

- Provide an excellent visitor experience to those travelling to our district
- Grow the economy through visitor spend
- Maintain a high quality environment
- Make smart strategic decisions to support Regional Tourism outcomes within our District

3 District Development

District Development involves the facilitation and support of initiatives that will enhance the District's economic sustainability including

- Marketing Waitomo as a vibrant District where people want to live, work and play
- Identify opportunities for economic development initiatives within the District
- Facilitating projects that benefit the District
- Promotion of the District through Te Kuiti i-SITE Visitor Information Centre
- District Events

4 Customer Service

Customer Services enables service delivery and support for residents across three Council sites:

- Council's Administration Building (Queen Street)
- Waitomo District Library (Taupiri Street)
- Te Kuiti i-SITE (Rora Street)

Community Development Fund

1.0 DESCRIPTION

The Community Development Fund Policy establishes funding policies and principles which form the basis for the provision of funding grants to assist organisations that provide projects and activities that benefit communities within the Waitomo District.

The policy provides a guide as to how funding can be obtained from WDC and assists Elected Members and Council staff with guidance when making decisions and recommendations about funding applications.

The following grants collectively make up the CDF:

- Discretionary Grant
- Triennial Grant
- Provision of Services Grant
- Community Partnership Fund
- Community Halls Grant

Additional funding pools administered by WDC are:

- Creative NZ – Creative Communities Scheme
- Sport NZ – Rural Travel Fund
- DC Tynan Grant

The Community Development Fund Policy was created in 2009 with reviews every three years as part of the LTP development. Reviews to date were completed in October 2011 and August 2014. The next scheduled review of the Policy is August 2017 as part of the 2018-28 LTP development.

2.0 DISCUSSION/ISSUES

Historically, the "Evaluation of Applications Process" for both, Triennial Grants and Community Partnership Grants, has required Councillors to complete Appraisal Forms for each individual application. Those completed Appraisal Forms are then collated and combined mean and average scores evaluated. This combined information is then presented back to the full Council for further consideration and allocation of grants at the Council's discretion.

Following the December 2014 Community Partnership funding round, and the May 2015 Triennial Grant funding round, Council requested a review of this process be completed to simplify the process.

3.0 KEY MILESTONES

Evaluation of Applications Process

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Consideration and agreement on process for future Triennial Grant and Community Partnership Fund applications	28 October 2015	

Summary of Grants Paid

Key Milestone	Indicative Timeframe	Commentary
Council Meeting At the end of each financial year a Summary of all Grants paid throughout the year is prepared for presentation to Council	25 August 2015	

Youth Liaison/Youth Council

1.0 DESCRIPTION

Youth Liaison is about supporting and encouraging young people to develop the skills and attitudes required to take a positive part in society, now and in the future. This is achieved through working with organisations and individuals to ensure they have the skills to work alongside young people.

Council in developing the 2012-2022 LTP identified the importance of Youth Liaison and participation. As a result, Council supported the development of a Youth Council and became involved in the Mayor's Taskforce for Jobs Tuia Programme.

Council continues this support and the LTP includes key performance indicators requiring the Youth Council to make a submission to Council annually on either the Annual Plan or Long Term Plan and to undertake two youth projects annually.

2.0 DISCUSSION/ISSUES

It is essential now that the scope of the WDC role in supporting the Youth Council portfolio be reviewed, including the Terms of Reference, work program, meeting schedule and format.

A review of the practice used for other Youth Councils will form part of the review to identify best practice methods.

Provision is allowed for the advertising and appointment of new Youth Council Members annually. However, it should be noted that this appointee process is only required for the filling of vacancies and is therefore not always required.

3.0 KEY MILESTONES

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

Youth Citizenship Achievement Awards

1.0 DESCRIPTION

WDC lodged an application to the Ministry of Youth Development Partnership Fund – Round 11 in April 2015.

The Youth Development Partnership Fund provides one-off partial funding assistance to Territorial Authorities for projects that support young people aged 12 – 24 to develop skills, knowledge and experience to participate confidently in their communities.

WDC's application was centred on a project that will assist our youth to establish local connections, improve confidence, develop and practice leadership skills, and allow them to positively contribute to and influence their community. The funding application referred to development and implementation of the Waitomo District Youth Citizenship Achievement Awards to celebrate the success of our youth, while simultaneously enhancing the skills of our youth.

WDC was successful with its application for funding. The Youth Citizenship Achievement Awards will:

- Showcase our communities you achievers
- Encourage you people to achieve
- Develop a wide range of vital job skills in our youth
- Connect our youth with the community.

2.0 DISCUSSION/ISSUES

To effectively plan and deliver this event our Youth Council will engage with networks both within and outside our community. They will be required to plan this event from the beginning including development of the award categories, project planning, engaging with nominees and voters, and organising and hosting the award ceremony. Through this project the desired overall outcome for our Youth Council is to:

- Have the skills to influence/make decisions in their communities

- Participate in decision-making opportunities at a local and national level
- Participate in leadership roles
- Lead community events and activities
- Participate in voluntary activity

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting A report will be presented to Council on completion of this project and following development the Youth Citizenship Achievement Awards ceremony.	28 June 2016	

Community Events

1.0 DESCRIPTION

Community events help provide a positive community image and have the ability to focus the community on key projects. Council is currently involved in providing one particular event which could be considered to be interrelated with the District Promotion Activity.

2.0 DISCUSSION/ISSUES

Council agreed, when developing the 2009-19 LTP, to support two community events - the Te Kuiti Christmas Parade and The Great New Zealand Muster. This is still Council's position.

Implementation of Project Plans for both the Christmas Parade and Muster ensure the events retain their success, professional delivery and meet current health and safety legislative requirements.

3.0 KEY MILESTONES

2015 Christmas Parade

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

2016 Great New Zealand Muster

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

Waitomo District Citizens Awards

1.0 DESCRIPTION

The Citizens Award concept was identified as a way to recognise the significant contribution made to the Waitomo District by individuals within the community. Waitomo residents are nominated for these awards via a formal nomination process with the Awards being made annually at an official Awards Ceremony hosted by the Mayor and Council.

The Policy identifies two award types; The Life-Time Achievement Award and Waitomo Citizen of the Year Award.

Lifetime Achievement: it is envisioned that Recipients of the Lifetime Achievement Award would have, over a number of years, demonstrated an outstanding community spirit and through their involvement in community projects and initiatives, made a significant difference to the Waitomo District.

Citizen of the Year: it is envisioned that Recipients of Citizen of the Year Award would have, over the relevant year, demonstrated an outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.

2.0 DISCUSSION/ISSUES

The three yearly review of the Citizens Awards Policy is to be undertaken in November immediately following a triennial election. A three yearly review enables any newly elected Council to take ownership of the Policy at that time. The review of the Policy should be completed prior to calling for nominations for the next calendar year. The next review of this Policy is not due until November 2016.

A Citizens Awards Working Party (CAWP) is appointed by Council, made up of community members who have a strong knowledge of the district. The CAWP can have up to four community members plus one Council representative and members serve a term of three years. The current CAWP term is for 2014-2017 and is due to be revisited by Council in November 2017.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2016	
Consideration of Nominations by Working Party	March/April 2016	
Citizens Awards Ceremony	May 2016	

Combined Mayoral ITO Graduation Ceremony

1.0 DESCRIPTION

This project of work supports the delivery of the Waitomo and Otorohanga Districts Combined Mayor ITO Graduation Ceremony.

2.0 DISCUSSION/ISSUES

For a number of years Waitomo District Council has been recognising, by way of a Graduation Ceremony, the achievements of residents who have completed Industry Training Qualifications.

In 2011, the Waitomo and Otorohanga Mayors agreed to combine the Graduation Ceremonies and host the Ceremony year about. Wintec is also involved in the Ceremonies and the cost of the Ceremony is divided between the two Councils and Wintec.

WDC will be hosting the Ceremony in 2016 and 2018 with Otorohanga hosting the 2017 Ceremony.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	October 2015	
Graduate names received from Industry Training Organisations	December 2015/January 2016	
Invitation to Graduates and Families/Supporters	March 2016	
Graduation Ceremony	April 2016	

Sister City Relationship

1.0 DESCRIPTION

The Sister City Relationship Agreement between the Waitomo District and Tatsuno Japan was signed on 30 March 1995. The agreement reflects friendship between the district and people of Waitomo and Tatsuno, with the mutual desire for both communities; to promote friendship and goodwill; to encourage understanding and awareness of our separate cultures; and to encourage the exchange of ideas and people. The objectives of the relationship are:

1. To positively promote the relationship.
2. That the arrangement will not be affected by changes to elected officers.
3. That both Councils will consult on a continuing basis to ensure there is a viable link between the two communities.
4. That the link should not impose any financial burden on either community and all visits would be by mutual consent.

2.0 DISCUSSION/ISSUES

The Sister City Committee was formed in 1995, charged with the responsibility of developing and maintaining a meaningful and beneficial sister city relationship with Tatsuno. The committee is made up of a cross selection of members of the community and WDC representation.

With the relationship recently celebrating its 20th anniversary, it is timely to review the scope of the WDC role in supporting the Sister City Committee. This will include the development of policy, guidelines and memorandums of understanding to provide guidance to all parties.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Review of Sister City portfolio	December 2016	
Council Workshop Findings of review. Consideration of policies and guidelines to support the relationship between WDC and the Sister City Committee.	23 February 2016	

Service Level Agreement - Sport Waikato

1.0 DESCRIPTION

Council has confirmed, through the development of the 2015-2025 LTP, that it will continue to support Sport Waikato through a Service Level Agreement, reviewed annually.

Sport Waikato Key Priority Areas include:

- **Health Active Lifestyles** – Physical activity and recreation for health, fun and a lifelong habit.
- **Young People** – A lifelong involvement in sport, recreation and healthy active lifestyles.
- **Community Sport** – Strong capable delivery of community sport
- **Regional Leadership** – A professional organisation providing regional leadership and influence.

Sport Waikato will continue to focus its delivery methods in alignment to WDC's 2015-2022 LTP and Sport Waikato's strategic outcomes.

2.0 DISCUSSION/ISSUES

A performance based Contract for Services is negotiated with Sport Waikato on an annual basis. Forming part of the contract is a Schedule of Services (SOS). The SOS was developed in 2013 to clearly identify activities and required outcomes in the areas of planning, communications, participation, quality of life, community development, information/promotion and community pride.

The Contract for Services confirms the requirement for Sport Waikato to provide a written and verbal presentation to Council at the September and March Council meetings.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Deputation – Sport Waikato. Six Monthly Report to Council (including presentation of Schedule of Services for 15/16 year).	29 September 2015	
Council Meeting – Deputation – Sport Waikato. Six Monthly Report to Council.	30 March 2016	

Service Level Agreement – Otorohanga District Development Board

1.0 DESCRIPTION

The Otorohanga District Development Board (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.

Via the Draft Exceptions Annual Plan 2013/2014 process, the ODDB lodged a submission requesting that Council reconsider funding for three years for ODDB Youth Support Programs. 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.

Council confirmed agreement to include funding of \$15,000 subject to an appropriate Service Level Agreement being put in place with clear detail of service deliverables and performance measures to be reported against.

ODDB deliver a range of youth support programmes including training school leavers in skills that meet the needs of local employers.

2.0 DISCUSSION/ISSUES

The SLA expires 30 June 2016.

The agreement confirms the requirement for ODDB to report to Council twice per year in the months of January and July.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation – ODDB Reporting on delivery of services against Schedule of Services	27 September 2015	
Council Meeting Deputation – ODDB Reporting on delivery of services against Schedule of Services	30 March 2016	

Service Level Agreement – Waitomo Caves Discovery Centre

1.0 DESCRIPTION

Council has confirmed, through the development of the 2015-2025 LTP, that it will continue to support Waitomo Caves Discovery Centre for the period 1 July 2015 to 30 June 2018 via the Provision of Services Grant

The aim is to promote strong heritage, visitor information, and public good services for the district through the Waitomo Caves Discovery Centre by:

- acting as a custodian to our district's heritage
- promoting the district's visitor attractions,
- providing quality information and booking services to local, national, and international visitors
- providing public good services through the provision of 24 hour toilet and rubbish collection facilities

2.0 DISCUSSION/ISSUES

The agreement confirms that reporting to Council will be twice per year. This will consist of one annual report and one interim 6 monthly report. Reporting will be based around the key performance indicators.

The annual report will be submitted to WDC by 1 September of the following financial year.

An interim report summarising the volume of visitors to the Waitomo Caves Discovery Centre and i-SITE will be submitted to Council on 1 March each year.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation – Reporting against Service Level Agreement (including presentation of annual report).	29 September 2015	
Council Meeting Deputation – Reporting against Service Level Agreement.	30 March 2016	

Service Level Agreement – Hamilton Waikato Tourism

1.0 DESCRIPTION

Hamilton & Waikato Tourism Limited (HWT) was established from 1 July 2011 to undertake regional tourism marketing and development activities for the Hamilton & Waikato Region

The general description of the services to be provided by HWT is:

To promote and develop the Hamilton and Waikato region as an attractive visitor destination to international and domestic visitors in order to grow visitor expenditure in the region to provide sustainable economic, environmental, social and cultural benefits to local communities.

2.0 DISCUSSION/ISSUES

The agreement confirms that HWT will report to Council in writing every 6 months in respect to:

- HWT's performance of the Regional Tourism Services;
- HWT's delivery of the Deliverables;
- HWT's achievement of KPIs; and
- Current or anticipated issues.

3.0 KEY MILESTONES

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

Motor Home Friendly District

1.0 DESCRIPTION

WDC has signaled its intent to become a motor home friendly district. To achieve this status, WDC will work closely with the NZ Motor home Association. The purpose of the Association is to foster and advance the motor caravan movement by providing relevant services and information, promoting fellowship, vehicle safety, road courtesy and protection of the environment. The association actively promotes and supports certified self-containment. Members are required to adhere to strict containment rules.

2.0 DISCUSSION/ISSUES

An action plan will be developed outlining the steps required to meet the criteria for Motor home Friendly status. In preparing the Action Plan, development of Brook Park and the freedom camping monitoring programme will be taken into account.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Confirm criteria to achieve motor home friendly status.	September 2015	
Identify and confirm current popular freedom camping sites in the Waitomo District.	November 2015	
Review findings from freedom camping monitoring programme.	November 2015	
Council Meeting Progress Report to Council in conjunction with Freedom Camping report.	27 November 2015	
Determine potential camp site locations.	December 2015	
Feasibility of dump stations and location thereof.	December 2015	
Determine WDC criteria – location/duration of stay/vehicle type, etc.	February 2016	
Communication strategy implemented.	February 2016	
Council Meeting Progress Report to Council	30 March 2016	
Motor home friendly status achieved.	June 2016	

Customer Services – Monitoring against Strategy

1.0 DESCRIPTION

During development of the 2012-2022 LTP, the need to develop a Customer Services Strategy was identified and the project was included as a project within the Community Development Activity Management Plan for 2012. Due to an internal reorganisation, Council agreed to defer this project until the 2013/2014 year to enable the Group Manager – Customer Services to inform the development of the Strategy.

Council work-shopped a preliminary draft Customer Services Strategy in May 2014 and adopted the finalised Strategy at the Council meeting on 24 June 2014.

Council will be briefed on monitoring progress against the Customer Services Strategy by way of an annual report to Council.

2.0 KEY MILESTONES

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

Waitomo's Digital Journey

1.0 DESCRIPTION

The New Zealand Government has already committed \$1.65 billion through the first phase of the UFB and RBI programmes to deliver faster broadband to 97.8 of New Zealanders by 2020. The Government has made a further commitment of up to \$360million to extend the broadband programmes and establish a mobile coverage initiative to reduce number of mobile black spots on State Highways and in key tourist areas.

Waitomo District Council submitted Registrations of Interest (ROI) to all three programmes outlining areas in the district considered to be priorities for investment. The outcome of registrations will be known in December 2015.

2.0 DISCUSSION

To compliment the ROI documents a Digital Enablement Plan (DEP) is being developed. The purpose of the DEP is to identify ways to achieve economic and social benefits to increase digital awareness and engagement within the community.

The Digital Enablement Plan will provide the district with a vision, objectives, targets and plans on how it can maximise the internet to increase business profitability, bring economic advantages and engage our community in digital technology.

The DEP will be a working plan that may alter with regard to areas of focus and projects implemented as a consequence of the outcomes of the District's application for better connectivity.

Regardless of outcomes Waitomo District Council will continue relations with suppliers to seek better connectivity and further access to funding should opportunities be presented.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Submission of Registration of Interest to broadband and mobile fund initiatives.	10 July 2015	Completed
Council Meeting Progress Report to Council.	28 July 2015	Completed
Council Workshop Discussion on Development of Digital Enablement Plan	11 August 2015	Completed
Community Workshops Feedback on proposed Digital Enablement Plan	28 August 2015	
Development of Digital Enablement Plan	July to September 2015	
Lodgement of Digital Enablement Plan	18 September 2015	
Council Meeting Progress Report to Council	27 September 2015	
Roll-out of Year One projects as per Digital Enablement Plan	September 2015 – June 2016	
Council Meeting Progress Report to Council	13 December 2015	
Council Meeting Progress Report to Council	28 March 2016	
Council Meeting Progress Report to Council	27 June 2016	
Targets for the 2016/2017 Year will be determined and the Roadmap updated accordingly		

Economic Development

1.0 DESCRIPTION

The importance of enhanced economic development has been an area of focus for Council for the past 3 years. Council's vision of 'Creating a better future with vibrant communities and thriving business' was introduced as part of the 2012-2022 Long Term Plan consultation.

The 2015-2025 LTP Consultation document confirmed Council's intent to maintain its strategic direction – a focus on economic development to facilitate the development of a vibrant district community.

Council tested their intent with the community as part of the consultation process. The community clearly confirmed its support of Council's intention to continue with economic development in a staged by steady manner via in-house delivery and facilitation of agreed initiatives.

2.0 DISCUSSION/ISSUES

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

An Economic Development Action Plan was presented to Council in June 2015. The Plan identifies key milestones that will lead to the development of an Economic Development Strategy.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Gaps and needs analysis, includes collection of a complete set of baseline data.	November 2015	
Data analysis and development of the Waitomo District Economic Profile	January 2016	
Council Meeting Presentation of Draft Waitomo District Economic Profile, Draft Communications Plan and Draft Discussion Paper.	23 February 2016	
Council Meeting Presentation of stakeholder feedback.	27 April 2016	
Council Workshop Presentation of Draft Waitomo District Economic Development Strategy.	8 June 2016	
Council Meeting Presentation of Draft Waitomo District Economic Development Strategy for adoption.	28 June 2016	
Council Meeting Presentation of Draft Waitomo District Economic Development Strategy Implementation Plan for adoption.	26 July 2016	

Regulation Services

The Regulation group of activities together with Resource Management fall under the Regulatory Services business unit. The Regulation Group aims to ensure a healthy and safe environment for the community in terms of building and food safety, regulatory behaviours and creating a nuisance free, family and investment friendly environment.

This Group includes the regulatory functions devolved to Council by legislation and leads the making of the necessary policies and bylaws.

The functions are:

- Building Control
- Alcohol Licensing
- Environmental Health
- Bylaw Administration
- Animal and Dog Control

The Resource Management Activity involves the administration, application and enforcement of the Waitomo District Plan provisions including:

- Issuing of Resource Consents
- Monitoring consents for compliance with conditions
- Making amendments to the District Plan

This Group exists to promote sustainable development of natural and physical resources by establishing policies and plans which aim in part to make the district vibrant and prosperous.

The Resource Management Act 1991 (RMA) requires Council to implement and review objectives, policies and methods to achieve integrated management of the effects of the use, development or protection of land and associated natural and physical resources of the district.

Local Alcohol Policy

1.0 DESCRIPTION

Legislation reforming New Zealand's alcohol laws was passed by Parliament in December 2012 and received Royal Assent.

In February 2013 Council agreed to work collaboratively with Waipa and Otorohanga District Councils in the development of a draft Local Alcohol Policy (LAP).

A draft LAP was developed seeking to balance the reasonable needs of the residents of Waitomo District regarding the sale of alcohol while at the same time aiming to reduce alcohol related harm.

On 26 May 2015 Council approved the reconsidered Provisional Local Alcohol Policy to align with Otorohanga and Waipa District Councils.

2.0 DISCUSSION/ISSUES

The reconsidered PLAP was mailed to all the submitters giving them a period of 30 days to join the appeal process as an interested party (section 205, Sale and Supply of Alcohol Act 2012), if any element is considered to be unreasonable.

Appeals must be lodged before 31 August 2015.

If no appeals are received, the PLAP will be forwarded to the Alcohol and Regulatory Licensing Authority for approval as the Local Alcohol Policy.

The Local Alcohol Policy must be reviewed, using the Special Consultative Procedure:

- a) No later than 6 years after it came into force; and
- b) No later than 6 years after the most recent review of it was completed.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Adoption of reconsidered	28 July 2015	Completed.

Key Milestone	Indicative Timeframe	Commentary
Provisional Local Alcohol Policy		
Appeal Period Closed	31 August 2015	
Council Meeting Adoption of Approved Local Alcohol Policy and Effective Date	Date to be confirmed	
Policy Effective Date	Date to be confirmed	
Public Notification	Date to be confirmed	

Food Act 2014

1.0 DESCRIPTION

The Food Act 2014 was passed into law by Parliament in 2014 but will not come into force until March 2016. The Food Act 2014 will replace the Food Act 1981 and the Food Hygiene Regulations 1974 which Territorial Local Authorities (TLA's) currently administer in respect to food safety and registration of premises.

The new Food Act gives food businesses the tools to manage food safety themselves, based on the level of risk associated with the kinds of food activity undertaken and in a way that suits their business.

The new law allows businesses to be more adaptable to future changes in technology, overseas market access requirements, and consumer demands.

The provisions in the new Food Act for recalling food will be implemented immediately. Other parts of the Act will come into effect no later than 1 March 2016

2.0 DISCUSSION/ISSUES

The Act will be implemented in parts between March 2016 and the end of 2019. TLA's will continue to perform a range of roles including registration, verification (audit/inspection), investigations, advice, monitoring and enforcement, with the Environmental Health Officer approved as a verifier and Food Act Officer.

Food service businesses such as hotels, restaurants, taverns and cafes operating an alcohol on licence will be required to make the transition to the new Act by commencing to operate a registered 'food control plan' during the period 1 March 2016 to 30 June 2017.

The Food Act 2014 requires territorial authorities, when setting fees:

- To have regard to the principles of cost recovery set out in the Food Act 2014;
- To not recover more than the reasonable costs incurred; and
- To undertake consultation in accordance with section 83 of the Local Government Act 2002 (Special Consultative Procedure)

3.0 KEY MILESTONES

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

Resource Consent – Compliance Monitoring

1.0 DESCRIPTION

Note: To ensure the protection of private persons, resource consent compliance matters are dealt with by Council in a Public Excluded manner.

Council has an ongoing responsibility to monitor the effectiveness of resource consents and attached conditions.

Recent legal advice confirmed the need to address this area of work, including advice that if monitoring results should indicate that adverse effects are likely to be unacceptable, then enforcement action, namely abatement notice, enforcement order, or prosecution, could be appropriate.

In April 2015, Council considered a public excluded business paper and approved implementation of a Monitoring and Enforcement Programme.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Commencement of Monitoring Programme	October 2015	
Council Meeting: Public Excluded Progress Report on Monitoring Results	Monthly (from September 2015)	

Dangerous and Insanitary Buildings Policy – Review

1.0 DESCRIPTION

The Building Act 2004 requires Council to adopt a policy on dangerous and insanitary buildings within its District and to complete a review of the policy within five years and then at subsequent intervals of not more than five years. Council adopted a Policy on Dangerous and Insanitary Buildings in July 2006 and pursuant to the Building Act 2004 completed a review of the Policy in July 2011.

2.0 DISCUSSION/ISSUES

This Policy is due for review July 2016.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	February 2016	
Prepare recommendations	February 2016	
Council Workshop Policy Review	22 March 2016	
Council Meeting: Adopt draft policy for consultation	27 April 2016	
Finalise draft Policy for consultation	April 2016	
Public Notification	May 2016	
Consultation Period	2 May to 2 June 2016	
Council Hearing	June 2016 – date to be confirmed	
Council Deliberations Meeting	28 June 2016	
Policy changes after deliberations	June/July 2016	
Council Meeting Adoption of Policy	26 July 2016	

Earthquake Prone Buildings Policy – Review

1.0 DESCRIPTION

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

However, as this policy will be heavily influenced by (and is likely to be redundant as a result of) the Building (Earthquake-prone Buildings) Amendment Bill no further action is recommended at this time.

The Bill has been reported to the Local Government and Environment Committee and they have issued an interim report and called for further submissions on the revised Bill. This submission period for the revised Bill closed on 16 July 2015.

Freedom Camping

1.0 DESCRIPTION

The Freedom Camping Act 2011 allows Council to make a bylaw restricting freedom camping in some areas and if necessary to prohibit camping in other areas.

Council can only make such a bylaw if it is satisfied that it is necessary for one of the following purposes:

- a) to protect the area;
- b) to protect the health and safety of people who may visit the area; and
- c) to protect access to the area.

The Freedom Camping Act makes it quite clear that Council may not make a bylaw that has the effect of prohibiting freedom camping in all parts of the district.

2.0 DISCUSSION/ISSUES

From time to time Council does receive complaints that freedom campers are creating a nuisance and the development of a bylaw would allow Council to put in place some controls over when and where camping was allowed.

Generally most complaints have related to our coastal areas with waste disposal often being the issue of most concern.

So as to ensure that the bylaw reflects the community's aspirations the public consultation process outlined in the Local Government Act must be followed.

Council agreed at the November 2014 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.

Recently, Councils has also confirmed its intent to work with the NZ Motor home Association to achieve motor home friendly status in the Waitomo District.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council – findings from monitoring programme	24 November 2015	

Psychoactive Substances

1.0 DESCRIPTION

The Psychoactive Substances Act 2013 allows Council to adopt a policy relating to the sale of psychoactive substances.

The local approved products policy may cover the following matters:

- a) The location of premises from which psychoactive substances can be sold by reference to broad areas.
- b) The location from which psychoactive substances are sold by reference to other premises selling similar products.
- c) The location of premises from which psychoactive substances can be sold by reference to premises or facilities of a particular kind e.g. place of worship and schools.

2.0 DISCUSSION / ISSUES

It is not mandatory for Council to adopt a policy on psychoactive substances however by developing such a policy it allows the Council and the community to have influence over the location of retail premises selling such products.

In order to ensure that the community is engaged in the development of a policy on psychoactive substances the special consultative process detailed in the Local Government Act must be followed.

Council agreed at the March 2015 meeting to continue to monitor the requirement for a Psychoactive Substances Policy.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council	30 March 2016	

Bylaws: General

1.0 DESCRIPTION

Whilst the statutory required 10 year cycle review dates for Council's Bylaws do not fall within the period of this Road Map Work Programme, at any time, for any number of reasons, it may become necessary to review a Bylaw before the required statutory review.

Section 158 of the Local Government Act 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 five year review was completed, bylaws are then required to be reviewed on a 10 year cycle. If bylaws are not reviewed as detailed above, they cease to have effect two years after the date on which the Bylaw was required to be reviewed.

Historically WDC had a large number of Bylaws. A full review was completed in the period 2008-2011, where Council consolidated the many old Bylaws into "new" Bylaws.

Set out in the table below is the timeline for each Bylaw including when it was adopted as a "New" Bylaw, the 5 Year Review date and the 10 Year Cycle Review Date. There is also a column "Other Review Date" for any review which is not part of the statutory timeline, but may be required from time to time for various reasons

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

① Since adoption of the Dog Control Bylaw in June 2014, Council has made changes to the way in which Animal Control Services are provided and as a result both the Dog Control Policy and Bylaw require updating. (This Review is programmed elsewhere in Year 1 of this Road Map). It should be noted that once this Bylaw is adopted following review, the 10 Year Cycle date will move out accordingly.

② In August 2015, the Department of Internal Affairs requested all Councils to review their Land Transport Bylaws following the Government's enactment of legislation to validate speed limits set

by road controlling authorities with retrospective effect. (This Review is programmed elsewhere in Year 1 of this Road Map).

Bylaws: Land Transport Bylaw – Review

1.0 DESCRIPTION

The Land Transport Bylaw was adopted as a “New” Bylaw in May 2010 and the five year review was completed in April 2015 with the 10 Year Cycle Review due by April 2025.

2.0 DISCUSSION / ISSUES

In August 2015, the Department of Internal Affairs requested all Councils to review their Land Transport Bylaws following the Government’s enactment of legislation to validate speed limits set by road controlling authorities with retrospective effect.

Enquiries by the Department have indicated a number of council speed limit bylaws may have been allowed to lapse, or have been made under the wrong legislation.

The Department worked with the Ministry of Transport in preparation of the Land Transport (Speed Limits Validation and Other Matters) Bill. That Bill was enacted and came into force on 22 July 2015. All speed limits set under the LGA 1974, LGA 2002, Government Roadway Powers Act 1989 or Land Transport Act 1998 are now validated, even if they were original made under the wrong section of the law.

Councils are now required to review processes for setting speed limits going forward and any new speed limit bylaw made by a road controlling authority should now be made in reliance on section 22AB of the Land Transport Act.

The Department has advised that it will follow up with each council about its bylaws to identify relevant issues and provide recommendations in response to the findings. A review of the Land Transport Bylaw needs to be undertaken so that WDC is in a position to provide information on any issued to the Department.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop review of Bylaw to identify any issues		Note: Should any issues be identified by this desktop review, a timeline will be developed for a full review to be undertaken.
Council Workshop Review of Land Transport Bylaw		
Council Workshop If further workshopping required		
Council Meeting Adopt Bylaw for Public Consultation		
Finalise Bylaws for Consultation		
Public notification		
Consultation period		
Council Hearing		
Council Deliberations Meeting		
Council Meeting Adopt Land Transport Bylaw		

Bylaws: Dog Control Bylaw and Policy – Review

1.0 DESCRIPTION

Section 10, Dog Control Act 1996 requires every territorial authority to adopt, in accordance with the special consultative procedure set out in section 83 of the Local Government Act 2002, a policy in respect of dogs in the district of the territorial authority

The policy must have regard to:

- The need to minimise danger, distress, and nuisance to the general community.
- The need to avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children, whether or not the children are accompanied by adults.
- The importance of enabling, to the extent that is practicable, the public (including families) to use streets and public amenities without fear of attack or intimidation.
- The exercise and recreational needs of dogs and their owners.

The Dog Control Bylaw provides the mechanisms for enforcing the Dog Control Policy.

2.0 DISCUSSION / ISSUES

The Dog Control Policy is due for review. Legislatively the policy and bylaw are linked and therefore both documents will be reviewed together following the special consultative procedure.

3.0 KEY MILESTONES

Key Milestone	Date	Commentary
Desktop review of existing Policy and Bylaw	August/September 2015	
Prepare recommendations	August/September 2015	
Council Workshop	22 September 2015	
Council Meeting Adopt draft Policy and Bylaw for consultation	29 September 2015	
Finalise draft Policy and Bylaw for consultation	September/October 2015	
Public Notification	October 2015	
Consultation Period	2 October to 2 November 2015	
Council Hearing	10 November 2015	
Council Deliberations Meeting	24 November 2015	
Policy changes after deliberations	November/December 2015	
Council Meeting Adoption of Policy and Bylaw	15 December 2015	

Dog Control Policy and Practices Report 2014/2015

1.0 DESCRIPTION

Section 10A of the Dog Control Act 1996 requires local authorities annually to report on their Dog Control Policy and Practices and to give public notice of the availability of the report.

2.0 KEY MILESTONES

Key Milestone	Date	Commentary
Council Meeting – Dog Control Policy and Practices Report	29 September 2015	
Public notification	October 2015	

District Plan: Administration – Hoarding Signs

1.0 DESCRIPTION

Council's District Plan contains a number of rules covering signs including location, size and in some cases the number and size of characters or symbols a sign may contain.

The objectives of the rules are to ensure that the design and location of signs does not have a significant effect on visual amenity and that signs do not detract from the safe and efficient operation of roads.

Signs that do not comply with District Plan rules become a discretionary activity and as such trigger the need for resource consent.

In such circumstances an application for resource consent would have to be accompanied with a location plan, details of the signs size, lettering and colours to be used and the written approval for the signs erection from the property owner.

Because most signs are located near State Highways for maximum exposure, the NZTA becomes an affected party. NZTA has tended to take a hard line when dealing with signs and is not inclined to agree to any sign which does not comply with the District Plan.

For that reason many of the signs in the District have been erected without resource consent.

2.0 DISCUSSION

As a first step in understanding how big the signage problem is locally, a strategy was developed to audit all the District's advertising signs. A progress report was presented to Council at its June 2015 meeting. The report confirmed, of the data collected to date, a high percentage of signs in the district were non-compliant. Council agreed to continue with collection of hoarding sign data.

It was further agreed that upon review of the detail underlying the non-compliance a review of the project scope will be required as an essential next step. A consideration of the review will be to confirm whether or not district plan rules are sufficiently supported to justify the range of possible mitigations available (including enforcement).

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report to Council – District Plan Administration	November 2015	

Waikato River Catchment Economic Studies

1.0 DESCRIPTION

A partnership has been established between DairyNZ, Waikato Regional Council and Waikato River Authority. This partnership recognises the need for providing a framework for all organisations involved in catchment restoration activities and builds on the work carried out in 2010.

The work is aligned to the Waikato Restoration Forum activities and aims to maximise opportunities to realise the Vision and Strategy for the Waikato River catchment.

The Waikato River and Waipa River Restoration Strategy document was released in May 2015. The purpose of the River Restoration Strategy is to provide the long term foundation and framework for all organisations involved with the Waikato / Waipa River restoration activities and to guide future "on the ground" activities for all organisations undertaking restoration through identification of specific, technically achievable, prioritised, geographically or issue based activities.

A Governance Group consisting of DairyNZ, Waikato Regional Council and Waikato River Authority has been established and have appointed a Project Management Team (Envirostrat). Subsequently a Technical Advisory Group has also been established with the aim to inform development of the Strategy through provision of technical overview and advice.

2.0 DISCUSSION

The Waikato and Waipa River Restoration Strategy is a non-regulatory / non-binding plan for organisations / groups investing in catchment restoration / protection activities.

The Healthy Rivers Plan is a regulatory process arising from statutory obligations for the Waikato Regional Council.

Ultimately both seek to give effect to the Vision and Strategy, but go about this in quite different ways. To determine the priorities a Modelling tool called Investment Framework for Environmental Resources (INFFER) will be used. Workshops were held for parties to view how the model works. The consultation process to finalise the Strategy is currently ongoing.

Consultation will take place between April 2015 and February 2017.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Strategy Finalised	June 2017	

Mokau Erosion: Managed Retreat Strategy

1.0 DESCRIPTION

WDC, in performing its role as a Local Authority, has deliberated in the past on the coastal erosion at Mokau and on the appropriate strategy to manage the situation. On 30 September 2008 the Council resolved "...to work towards the process of a managed retreat strategy...". The intention was to ensure that the private property considerations involved in the progressive Mokau spit foreshore erosion situation is addressed in an appropriate and coordinated fashion.

2.0 DISCUSSION

After extensive erosion damage occurred at the end of Point Road (parking area), caused by king tides, WDC constructed a rock embankment in order to temporarily protect the end of Point Road. The declared intention at the time was to give the local residents time to plan and act in accordance with the intent of a managed retreat strategy. It was accepted that the coastal erosion process was ongoing and over time would compromise the residential properties in the area and the rock embankment to protect the road access option was viewed as a temporary measure.

It appears, based on conversations and observation, that the affected property owners have neglected to develop/implement any plans to relocate buildings from the area. Instead, most of them have carried on with attempts to rock reinforce their sea frontages to protect against the effect of the erosion.

Since the initial construction of the temporary rock embankment to protect the road ends in August 2014, subsequent coastal erosion has caused damage to the rock embankment leading to a one-off maintenance repair (in March 2015). There is no intention to undertake an ongoing maintenance programme for the Point Road rock embankment.

The legal position (authorised land use) of the rock embankment is a concern and the current interpretation is that Waitomo District Plan prohibits any works of any kind in this zone. The temporary rock embankment is not an approved structure.

Council at its June 2015 meeting resolved to develop and implement a Managed Retreat Strategy with the first step being to consider a proposed Action Plan.

3.0 KEY MILESTONES

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

Te Maika Zone

1.0 DESCRIPTION

In April 2012 the Te Maika Trust Board (the Board) approached Council, confidentially, with a proposal for the long term management of the Te Maika Zone (the Proposal). The proposal would see the Te Maika Trust Board take over the long term management of Te Maika.

Council subsequently confirmed that it was willing to consider entering into a Memorandum of Understanding with the Board in order to investigate the Proposal further.

2.0 DISCUSSION / ISSUES

Although some work has started on this work stream little progress has been made to date for a number of reasons. The Waitangi Tribunal Hearing that encompassed the Te Maika Claim was concluded in January 2015. Discussions were held with the Te Maika Trust Planning Consultant to ascertain the outcome of the Hearing and the Trust's progress and intentions:

- It is probable that the Waitangi Tribunal will recommend a cross Departmental settlement of claim.

- There was a very favourable response from the Waitangi Tribunal to the Te Maika issue and the Council was commended for their receptiveness in considering the Trust's approach to resolving the long standing issue.
- There is the potential that the Tribunal might issue a separate recommendation specific to Te Maika and recommend returning the entire Te Maika block as one title.
- The closing of the currently public roads at Te Maika and their potential re-classification as Maori Roadways under the Te Ture Whenua Act is recognised by the Tribunal as a complex process and issue.

In terms of the above, a separate Tribunal recommendation/decision for Te Maika would be advantageous as the full recommendation report could take up to two years to be issued by the Tribunal. In the meantime, and until a Waitangi Tribunal recommendation concerning Te Maika is known, it is probable that the Trust will continue to leave the Plan Change proposal "under suspension". It can be expected however that the Trust will pursue the matter with vigor should the Tribunal recommendation be issued.

3.0 KEY MILESTONES

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

Community Services

Property: Te Kuiti Railway Building

1.0 DESCRIPTION

Council confirmed, through development of the 2012-2022 LTP, that it would endeavour to secure ownership or long term lease over the central Te Kuiti railway buildings and pursue the refurbishment and development of the building as a community and commercial facility. A monetary allowance was included in the 2012-2013 and 2013-2014 financial years as seed funding to assist with this proposal.

2.0 DISCUSSION / ISSUES

The station in Te Kuiti is historically significant, holding a category B heritage status. However, the buildings are currently vacant and were historically poorly maintained while tenanted. WDC recognised the importance and value of the railway heritage of Te Kuiti and the prominence of the buildings within the Te Kuiti Township (being in the centre of the main street) and secured these buildings, including a long-term lease of the land on which they are sited, from KiwiRail in 2012.

Because of their historical significance KiwiRail would only consider the transfer of ownership of the railway buildings to a local government organisation. Ownership has been transferred on the condition that any future development of the buildings is in the community's interest and their historic nature and significance is protected in the long term.

With the purchase of the building asset and the commitment to a long term ground lease, Council is committed to building upkeep, security and maintenance of the asset. An operating budget of approximately \$47,000 was established to include works such as insurance, building maintenance, security, electricity and lease payments. The budget also includes a monetary allowance around marketing and legal costs associated with the future use of the asset.

Council also has a vision of revitalising and redeveloping the railway buildings and adjacent plaza to create a vibrant hub in the centre of Te Kuiti, over the next few years. Council's intention is that the community will lead this initiative.

The 2012-22 LTP included a budget of \$25,000 for years 2012/13 and 2013/14 to progress investigations (Note: working draft LTP budgets made a provision of \$75,000 for each year).

At its 19 February 2013 Workshop Council confirmed:

- its vision of revitalising and redeveloping the railway buildings and surrounds to create a vibrant hub over the next few years in the centre of Te Kuiti, and
- its intention that this will be a community led initiative.

Council also agreed that the development of the railway buildings should be classified into two distinct categories:

- 1 Railway Buildings "Restoration Project"
- 2 Railway Buildings "Revitalisation Project"

The restoration or renewals of the buildings have been classified as three separate projects which will be planned and carried out as per Council's regular asset management practices over a number of years. Renewals for the Plaza area which have been scheduled in the Asset Management Plan will be linked in with the renewals of buildings where appropriate to achieve cost efficiencies.

The renewals of the Railway buildings relate specifically to the outer shell of the buildings i.e. bringing these buildings up to an acceptable heritage standard as required by the conservation plan.

The EAP proposes the following renewal works in 2013/14:

- Structural assessment of the three Railway Buildings
- Preparation of detailed architectural and engineering plans for Buildings for the exterior restoration
- Commence exterior renewals of the three Buildings (dependent on funding)
- Carry out some associated work on road space
- Undertake EOI for the Community Space associated with Building 1 and undertake sufficient works for the buildings to be utilised
- Undertake EOI for the Commercial Space, negotiate contract, prepare development drawings and undertake works (subject to funding).

3.0 KEY MILESTONES

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

RAILWAY BUILDING: PROJECT 1 - RESTORATION

Key Milestone	Indicative Timeframe	Commentary
Engineering structural assessment of building 1,2 and 3	August 2013	Engineers advised this will be available to WDC 23 September 2013
Preparation of working drawings and contract documents for restoration of exterior, Buildings 1,2 and 3	July - August 2013	Architect advised these will be available to WDC in draft form 20 September 2012
Historic Places Trust Approval	September 2013	Draft documents sent to HPT 10 October 2013. Approval to tender documents received.
KiwiRail Approval	September 2013	Draft documents sent to HPT 10 October 2013. Approval to tender documents received.
Tender for works	November - December 2013 (subject to approval of alternative funding services)	Funding approval granted, documents due for completion last week in November. Preparation of documentation proved difficult to complete due to HPT and engineering requirements. Project now out to tender, tenders closing 20 May 2014. Tenders closed 20 May 2014 with three tenders being received. Contract awarded to DML (2003) Builders Ltd of Wanganui
Construction works	July 2014 - October 2014 31 March 2014	Estimated construction period now July 2014 - end October 2014. Progress of contract reported to Council as separately monthly business paper. Most works will be completed early November with the exception Building 3 where the extent of works requires a program to the end of December 2014. Several aspects of the development have experienced delays as designs required revisiting. The defects listings for this completed project have been prepared, awaiting contractor to return to the site. Contractor has worked on several of the defects over the past week.

RAILWAY BUILDING: PROJECT 2- PLAZZA RENEWAL

Key Milestone	Indicative Timeframe	Commentary
Development of Conceptual designs	September 2015 - November 2015	
Workshop with Councillor representative and TKDI	October 2015	
Council Meeting Presentation of Concept Designs	December 2015	

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 EOIs received. Acceptance still under review
Preparation of Tender Documentation for Building 1 to completely refurbish the existing building layout	May – June 2014	Complete.
Building refurbishment construction to allow use of building 1	September 2015- December 2015	Documentation completed and Building consent applied for
Building usage by tenants building 1		
Preparation of Tender Documentation for Building 3 to completely refurbish the existing building layout		Completed - except for defect works
Building refurbishment construction to allow use of building 3	31 March 2015	Completed. Predominately will be undertaken as part of Project 1
Building usage by tenants building 3	April 2015	Building 3 used during Muster and will be tenanted by Wintec from beginning May 2015. Wintec lease and valuation awaiting signing. Lease and valuation for Maniapoto Maori Wardens use completed but yet to be agreed.
Building 1 and i-site redevelopment building consent approval	July 2015-august 2015	Consent lodged July 2015
Building 1 and i-site redevelopment tender process	August 2015	Project tendered week 17 August
Construction	September 2015- January 2016	

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 feasibility assessment presentation at the 12 August 2014 Workshop.
Presentation of proposal to Council working committee	End August 2014	
Draft Tenancy proposals and Lease agreement negotiations	September 2014	EOI confirmed early September, finalised layout plans currently being prepared to enable lease negotiations to be completed.
Application to NKCDT for funding to assist with document preparation and development associated with Cornerstone tenant.	September – October 2014	On schedule for application to be completed end of October 2014
Preparation of working drawings and contract documentation of areas associated with Cornerstone tenant	December 2014 – February 2014 (subject to funding availability and tenancy provision) 30 April 2015	Funding secured and letter of intent signed enabling the project to proceed. On schedule for plans / specification to be lodged first week of May 2015. Draft lease and valuation prepared.
Tender process for works	May 2015	Progressing - building consent lodged and documentation tendered 12 June 2015.
Agreement to condition of contract with cornerstone tenant	June 2015 – July 2015	Completed.
Signing of contract with Cornerstone tenant	August 2015	Documentation agreed and with solicitor for signing,

Key Milestone	Indicative Timeframe	Commentary
Construction of internal work and site services associated with Cornerstone tenant	July 2015 – September 2015	Underway and on schedule for completion on time
Cornerstone tenant operational	October 2015	

Property: Parkside Subdivision

1.0 DESCRIPTION

WDC purchased the Parkside subdivision from Inframax Construction Ltd in November 2011 as part of the restructure of the Company.

For the purposes of development of the 2012-2022 LTP, a gradual sell down of the sections was forecast for the period of the LTP and beyond. Council has indicated that while sell down is budgeted over a longer term, it is best from an affordability perspective that sections be disposed of as quickly as possible.

Sell down of the sections will be an ongoing task and involves advertising, promotion, Real Estate Agency participation and open days.

2.0 DISCUSSION/ISSUES

During the later part of the 2013/2014 year, a possible alternative land usage for a portion of Parkside Subdivision was raised with the Council. Investigations on this alternative land use are being carried out.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Notification of Section Sales	As required	Ongoing. Council will be kept informed of Section sales by way of Progress Reports to monthly Council meetings.
Investigations into alternative land usage	July 2014 – October 2014	Progressing. Refer to paper presented as part of the Agenda 24 March 2015. Sketches of a potential layout for the alternative use will be available for Council in mid May 2015. Refer to separate business paper submitted to Council as part of the 26 May 2015 Agenda
Preparation of discussion material for use in discussions with other land owners and interested parties	May 2105- June 2015	Material completed
Discussions with other land owners	July 2015- August 2105	
The progress of this project and timelines to be determined by the outcomes of the above discussions		

Property: Land Disposal – 6 Jennings Street, Te Kuiti

1.0 DESCRIPTION

During development of the Housing and Other Property Activity Plan, Council identified 6 Jennings Street as a non-strategic investment and resolved to dispose of the property during the 2012/2013 financial year.

6 Jennings Street is a residential property in extremely poor condition and requires extensive renewal work. Historically under long-term lease to Te Kuiti Community House (TKCH), sale of the property required lease negotiations and relocation of TKCH operations. TKCH are shortly to relocate to the upper floor at 28 Taupiri Street enabling disposal of this property to proceed.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Relocate TKCH to 28 Taupiri Street	August 2015 - October 2015	
Prepare tender documentation for demolition/removal of 6 Jennings Street	November 2015	

Property: Land Disposal – Old Ministry of Works Building

1.0 DESCRIPTION

On 28 June 2011, Council received an informal briefing from Jim O'Halloran and Russell Aldridge on behalf of the Te Kuiti Historical Society and indicated to Council that the old Ministry of Works building in Queen Street, Te Kuiti, which is currently tenanted by the Society, will not be required by the Society in the future.

2.0 DISCUSSION / ISSUES

The ex Ministry of Works building owned by Council in Queen Street is in need of renewal works in order to maintain the building in a utilisable state. Council has indicated it wishes to consider the future of this building strategically and consult with the community before giving any consideration to allocating significant funding to renewal works.

3.0 KEY MILESTONES

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

Property: Mokaiti Hall Disposal

1.0 DESCRIPTION

During the development of the Housing & Other Property AMP and the 2012-2022 LTP three halls were identified for disposal, noting that disposal can take many forms and could include a greater community involvement. This proposal was consulted as part of the LTP consultation process and included as part of the 2013-2014 year. However the community consultation around these halls is included in the current work plan due to the long community process involved in reaching the desired disposal process.

As part of the disposal process WDC has committed to working with the Mokaiti community to establish an alternative structure for the facility moving forward.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Report	Monthly	Progress updates reported to Council monthly as part of the "Progress Report: Rural Halls".
Establish a Committee to look at options for disposal.	October 2012	Hall Committee asked to nominate three working group members. Completed - December 2012.
Meeting to discuss options for the hall	May 2013	Meeting scheduled for 12 June 2013 (telephone discussion)
Proposal developed and provided to committee for discussion	October 2015 – November 2015	
Finalised proposal	December 2015	
Council Meeting Sign-off proposal	24 February 2016	
Implementation including legal documentation associated with proposal	March 2016 – June 2016	

Property: Piopio Hall Roof Replacement

1.0 DESCRIPTION

During the development of the 2009-2019 LTP, the Piopio hall roof was identified as requiring renewal. For affordability reasons minor works were undertaken to allow the forecast works to be programmed later into the later years of the LTP

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Preparation of documentation for the roof replacement	August 2015	This project has been re-prioritised. Contract documents are currently being prepared.
Obtaining quotations	September 2015	
Implementation	October 2015	

Property: Joint Services Facility - Investigation

1.0 DESCRIPTION

Council has expressed an interest in the investigation of the provision of multiple services from a single location to take advantage of economies of scale and a better service to the public. The project allows for the full investigation into options so that informed decision making can be undertaken leading into the 2015 review of the Long term Plan. This project is funded over years 2013-2014 and 2014 -2015 in the LTP

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Scope of project to determine parameters and outcomes	January–March 2014 (to align with Customer Services Strategy 2014)	Refer business paper to Council Workshop on 1 May 2013.
Council Workshop Project scope and outcomes in conjunction with Customer Services Strategy	13 May 2014	Completed
Establishment of Project Team	30 June 2014	Completed
Investigate options for future delivery of services from a defined central location	31 October 2014	
Report findings of Investigation to	25 November 2014	The outcome of the investigation is

Key Milestone	Indicative Timeframe	Commentary
Council		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.

Property: Te Kuiti Campground – Investigations

1.0 DESCRIPTION

The Housing and Other Property AMP, developed as part of the 2012-2022 LTP, proposed several upgrades to the Marokopa and Te Kuiti Campgrounds. While works have been undertaken in Marokopa, works associated with the TK Campground were put on hold.

Council requested an investigation be undertaken into establishing a new campground / campervan stay within the grounds of Brook Park. The facility would eventually replace the existing facility in TK Domain.

2.0 DISCUSSION

Site identification and access are the key issues relating to this proposal. An overall conceptual design will promote discussion for Council to take proposals to the community.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Preliminary site investigations and development of draft layout plan for discussion		Complete. A Concept Plan was considered by Council at the 26 May 2015 meeting.
Concept design forwarded to motor Caravan Association for comment	June 2015 – July 2015	Completed.
Investigations into consenting requirements, development of initial staging and preparation of draft costings	September 2015 – November 2015	
Council Meeting Reporting on the outcomes of the above investigations and seeking direction for further development of the proposal	December 2015	
Further outcomes and timelines for this project considered as part of WDC EAP development for the 2016/2017 Financial year		

Property: District Campgrounds – Essential Upgrades

1.0 DESCRIPTION

The Housing and Other Property AMP, developed as part of the 2012-2022 LTP, proposed several upgrades to the Marokopa and Te Kuiti Campgrounds. While some works have been undertaken, eg tennis court improvements, ablution block and water storage in Marokopa, further improvements have been agreed to be undertaken to stop water leakage within the main building.

2.0 DISCUSSION

This work involves the removal of some high level windows and closing the area in.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Finalise building requirement with operator and document	September 2015	
Obtain quotations	October 2015	

Key Milestone	Indicative Timeframe	Commentary
Construction	November 2015	

Parks & Reserves: Brook Park Development

1.0 DESCRIPTION

Each Financial year through the life of the LTP, a monetary allowance is available for assisting the Brook Park Committee in developing the park. Assistance with projects is set and requested by the committee and is used for specific projects. These are generally reported to Council through the monthly minutes of the Brook Park committee.

WDC has a commitment to redevelop the entrance of Brook Park, funded from the Licence to Occupy (LTO) income for the Caltex Truck Stop.

2.0 DISCUSSION

Survey of this entrance is the initial stage of the development to allow contract documentation and tendering to be undertaken. The overall entrance development was agreed with the Brook Park Committee at the time of development of the Truck Stop LTO.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Base Topographical survey of entrance	May 2015	Completed
Entrance design and preparation of contract documentation for the entrance along with pretender estimate	September 2015 – October 2015	Instruction issued to engineering consultant
Tender to Tenders Subcommittee	November 2015	
Construction	December 2015 – February 2016	

Parks & Reserves: Redwood Park Maintenance Plan

1.0 DESCRIPTION

Council has requested a plan for the future maintenance/removal of Redwood trees at Redwood Park and in particular assessment on the safety / shading to neighbouring properties.

Funding for this project is yet to be confirmed.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Report on condition assessment of Redwood tree stand	October 2015	

Parks & Reserves: Walking Track Strategy and Maintenance Contract

1.0 DESCRIPTION

WDC needs to measure and assess the tracks (including structures) we currently maintain. Once we know what we have and what condition it is in then a strategy can be developed for how best these tracks can be developed and maintained through a contractual basis, based on NZS Handbook 8630:2004. This project is scheduled to be undertaken spanning the 2013/14 and 2014/15 financial years.

Identification of the asset will be the initial priority in this process – location, grade, condition. Tracks will then be graded to the track standard and future maintenance and development established.

2.0 KEY MILESTONES

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

Parks & Reserves: Passive Reserves Management Plan (2014 – 2016)

1.0 DESCRIPTION

WDC needs to develop an omnibus management plan for its passive reserves, this being a requirement under the Reserves Act 1977. Community consultation and feedback will provide WDC with information related to what the community want on these reserves and how they want them developed in the future.

Identification of the reserves to include in the plan will be a key planning feature, along with the production of maps and policies for each reserve. Following production of the plan, the draft must be consulted with the community and then formally adopted by Council.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Notification of the intention to prepare a management plan and the call for community input into ideas for the plan	February 2015 – March 2015	
Quotations from consultants to prepare plan	February 2015 – March 2015	
Preparation of Draft Passive Reserves Management Plan	April 2015 – August 2015	
Workshop 15 with Council	September 2015	
Council Meeting: Adoption of Draft Plan for Consultation	October – November 2015	
Community consultation		
Hearing of submissions and consideration		
Council Meeting: Adoption of plan		

Parks & Reserves: Remotely Piloted Aircraft Systems

1.0 DESCRIPTION

There has been huge growth in the development and use of Remotely Piloted Aircraft Systems (RPAS). You can see examples everywhere of aeroplanes and multi-rotor 'helicopters' in toy and electronic stores. RPAS is the official International Civil Aviation Organization term for such aircraft. They are also known as Unmanned Aerial Vehicles (UAVs), and Unmanned Aerial Systems (UAS), and drones.

This growth in the use of RPAS has resulted in new Civil Aviation Authority (CAA) Rules for unmanned aircraft coming into force on 1 August 2015 to improve aviation safety for operators, other airspace users and people and property.

2.0 DISCUSSION

The new CAA rules address the safety risks that modern unmanned aircraft pose to other airspace users as well as people and property on the ground. A key update to Rule Part 101, which was designed to regulate traditional model aircraft, is the requirement for operators who want to fly over people or property to gain consent from the affected individuals or property owners before they fly.

The CAA have advised RPAS users that having a conversation with a property owner beforehand is an effective means of risk management because they are likely to have the best knowledge of the risks. CAA have informed Operators who intend to fly over public spaces to get permission from the land owner i.e. if an operator wants to fly over a park, they will need to get permission from the local council.

CAA is encouraging public land owners to be proactive and suggest erecting signage indicating where or not unmanned aircraft flights are allowed or not at the park entrances.

CAA's stance requires a review of Council's Reserve Management Plans with respect to how it proposes to treat the use of RPAS.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Development of draft policy	September – October 2015	
Council Meeting	November 2015	
Public consultation	December 2015 – February 2016	

Public Amenities: Benneydale Public Toilet Replacement

1.0 DESCRIPTION

Council has requested investigatory works be carried out relating to the provision of a new toilet block in Benneydale, due the increased tourist numbers passing through the town.

2.0 DISCUSSION

Counter numbers defining usage of the existing toilets will define the development requirements, with the possibility that the design for Piopio can be utilised for this site.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Confirm user numbers to identify requirements/size of toilet structure	September 2015 – January 2016	
Investigate suitability of adapting new Piopio toilet design for use in Benneydale and confirm location	January 2016 – February 2016	
NZTA Signoff of location	February 2016	
Finalise design and tender documentation	February 2016 – March 2016	
Tender	March 2016 – April 2016	
Construction	April 2016 – June 2016	

Public Amenities: Benneydale Caravan Dump Station

1.0 DESCRIPTION

WDC's Water and Sanitary Services Assessment identified the need to increase the availability of caravan dump stations throughout the District. This is in line with the increased tourism numbers to the District and Council's philosophy of creating a motor home friendly district.

2.0 DISCUSSION

The increases in users of SH30, including tourism traffic, show that Benneydale is an ideal location for providing a dump station for this corner of the district.

3.0 KEY MILESTONES

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

Public Amenities: Mokau Effluent Disposal Upgrade

1.0 DESCRIPTION

The Mokau Toilet Effluent Disposal System has been causing problems for Council for several years. The LTP contains a monetary allowance to improve the system so as to minimise the smell and disposal complaints. This was a key issue identified in Council's Sanitary Assessments prepared in 2008. At that time, little information was available on Council's files as to the layout of the system and how it operated.

2.0 DISCUSSION / ISSUES

Assessments undertaken identified that the only solution available to Council was to purchase Ministry of Education land to allow the development of a comprehensive soak field.

3.0 KEY MILESTONES

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

Key Milestone	Indicative Timeframe	Commentary
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	Underway.
Detailed design of effluent field	September 2015 – October 2015	
Tendering of work	October 2015 – November 2015	
Implementation of works	December 2015	

Public Amenities: Te Kuiti Rail Overbridge Renewals

1.0 DESCRIPTION

As part of WDC's programme to make the Te Kuiti Rail corridor safer, WDC has been identifying projects in conjunction with KiwiRail to improve this safety. A safety audit on the overbridge was undertaken in 2013-14 as part of this programme and identified several structural issues as well as the need to review the safety railing.

2.0 DISCUSSION

Off the projects identified associated with the overbridge, priority has been given to improving its safety, primarily around compliance associated with the hand rails

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Instructions for the investigation into options for improvement to the safety railing associated with the overbridge given to consultant	August 2015	Completed
Report from engineer into options and costing	September 2015 – October 2015	
Development of construction drawing and tender documentation	December 2015 – February 2016	
Tender for works	March 2016	
Construction	April 2016 – June 2106	

Public Amenities: Te Kuiti Cemetery Development Plan

1.0 DESCRIPTION

In 2013 purchased additional land for the expansion of the Te Kuiti Cemetery to cater for the future needs of the town and district. The designation of this land as cemetery will follow the development of the District Plan Review which is currently under way. How this land will be utilised is an integral part of the planning process

2.0 DISCUSSION

The initial works involve the development of a staged concept plan of the future development of the cemetery

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Development of concept design for the future expansion of the cemetery	January 2016 – March 2016	
Council Meeting Presentation of Concept Plan	April 2016	

Recreation and Culture: Cultural and Arts Centre – Renewal Works: Stage 5

1.0 DESCRIPTION

Council's Recreation and Culture Activity Plan identified the need to undertake a complete refurbishment of the Cultural and Arts Centre, as little or no renewal work had been undertaken since construction. A preliminary assessment of works required was completed and referred to Council in 2008.

2.0 DISCUSSION / ISSUES

A Renewal Strategy was included in the 2009-2019 LTP financials, with renewal works being spread over six years, commencing 2010/2011.

The Cultural and Arts Centre is one of Council's most valuable community assets which, with the exception for fire, was not alarmed before refurbishment commenced. Other key community assets such as the library and the swimming pool have security systems for asset protection. There is a need to provide better security for this asset which can then be linked into an access system for management of user access.

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 2014/15 budget was predominately expended in undertaking the upper areas of the main hall and other 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.

3.0 KEY MILESTONES

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	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 in 2014/2015, this Stage of the Upgrade was deferred to 2015/16.
Upgrade of Kitchen – instructions given to Architect for general upgrade and kitchen design for central island	July 2015 – August 2015	Completed
Finalised plans and contract documentation prepared	September 2015 – October 2015	
Tender	October 2015 – November 2015	
Construction	November 2015 – January 2016	

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

1.0 DESCRIPTION

The Recreational & Culture Activity Plan developed as part of the 2012-2022 LTP identified a need to refurbish the courtyard adjacent to the supper room at the Cultural and Arts Centre. This refurbishment will complement the building refurbishment programme and will be undertaken so as to encourage the use of the venue for more weddings

2.0 DISCUSSION/ISSUES

The existing structure of the courtyard will form the basis of a future redesign and refreshment of the courtyard

3.0 KEY MILESTONES

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

Recreation and Culture: Te Kuiti Aerodrome – Reserve Management Plan

1.0 DESCRIPTION

WDC is statutorily obliged to prepare a Reserve Management Plan for all of its reserves. This will give direction for the future development of the aerodrome and provide guidance as to how this reserve should be best managed for the benefit of the community and users. This project is scheduled to be undertaken spanning the 2013/14 and 2014/15 financial years.

2.0 DISCUSSION / ISSUES

The development of a management plan is through a community consultation process and a working group will be established to progress this project.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Establishment Working Group for development of the Aerodrome Reserve Management Plan	10 October 2013	Completed.
Advertise intention to prepare Plan and calling for initial submissions	May 2015	This project has been rescheduled due to other work priorities. A progress report and a way forward is to be reported separately to the April 2015 Council meeting. Council resolved 29 April 2015 meeting not to partake in this step of the management planning process. Also adopted a new timeframe for this project

Key Milestone	Indicative Timeframe	Commentary
Initial internal working group meeting	May 2015	Scheduled for 26 May 2015 Completed
Consultation Meeting 1 with aerodrome users	August 2015 – September 2015	
Undertake trial utilizing technology to identify user / frequency of use to be used as basis for lease preparation and charging	September 2015 – December 2015	
Consultation Meeting 2 with aerodrome users	October 2015	
Consultation Meeting 3 with aerodrome users	November 2015 if required	
Preparation of Management Plan	November 2015 – February 2016	
Council Meeting Adopt draft Plan for Consultation	March 2016	
Public consultation	April 2016	
Council Hearing	June 2016	
Council Deliberations Meeting	June 2016	
Council Meeting Adoption of Finalised Plan	June 2016	

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

1.0 DESCRIPTION

A Community Working Party met in late 2015 to hear about and discuss a proposed Community Sports and Recreation Facility at Te Kuiti High School. Te Kuiti High School needs to either upgrade or replace its current gymnasium, which is over 40 years old, and no longer adequate for school needs.

The TKHS Board of Trustees decided to investigate a school/community partnership to develop a new facility that would fit the needs of the school and at the same time provide the community with a multi-purpose gymnasium and recreation centre.

The first stage of this investigation was to look at the various needs of potential users of the facility, including:

- Is a new facility necessary, and would it be economically viable?
- What benefits to the community, as well as the school could it provide?
- Who would use it?
- What facilities should it include?
- How could the project be funded?
- How could it be managed and what governance structure would be needed to oversee it?

The early stage focus was on what the facility could include, to build a picture of what it would look like and how the community would benefit from it.

The process of investigating, planning and pulling everything together is a long one, and must be completed before a final decision to proceed to is taken. It is important that there is as much input as possible from the community in this process.

2.0 DISCUSSION

A Work Group has been established to look at feasibilities/options along with timelines and consultation. A progress business paper related to this project will be regularly reported to council

3.0 KEY MILESTONES

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

AMP Improvement and Monitoring: Housing and Other Property

1.0 DESCRIPTION

This project is about the implementation of the Improvement Plans contained in each of the Asset Management Plans and refreshing Asset Management Plans in anticipation of the next Long Term Planning Cycle.

2.0 DISCUSSION / ISSUES

The detailed planning for giving affect to the improvement plans is contained in each of the Asset Management Plans and key milestones for refreshing the Plans themselves and Council involvement therein will be provided closer to the time.

The content of the AMP is based on current levels of service, asset information and the knowledge of WDC staff. The AMP will be regularly reviewed, regularly monitored and updated to improve the quality of AM planning and accuracy of financial projections. This process is dependent upon improved knowledge of customer expectations, further developed AM practices, data to optimise decision making, review of outputs, development of strategies and further planning.

The purpose of an AM improvement programme is to improve the current management practices for AM processes, information systems and data, by implementing an improvement programme that brings current management practices in to line with desired management practices. The improvement plan will provide for the staged improvement of AM practices to an appropriate level for AMP preparation, process improvements, information system development, and data collection and recording.

3.0 KEY MILESTONES

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

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

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

AMP Improvement and Monitoring: Parks and Reserves

1.0 DESCRIPTION

This project is about the implementation of the Improvement Plans contained in each of the Asset Management Plans and refreshing Asset Management Plans in anticipation of the next Long Term Planning Cycle.

2.0 DISCUSSION / ISSUES

The detailed planning for giving affect to the improvement plans is contained in each of the Asset Management Plans and key milestones for refreshing the Plans themselves and Council involvement therein will be provided closer to the time.

The content of the AMP is based on current levels of service, asset information and the knowledge of WDC staff. The AMP will be regularly reviewed, regularly monitored and updated to improve the quality of AM planning and accuracy of financial projections. This process is dependent upon improved knowledge of customer expectations, further developed AM practices, data to optimise decision making, review of outputs, development of strategies and further planning.

The purpose of an AM Improvement Programme is to improve the current management practices for AM processes, information systems and data, by implementing an improvement programme that brings current management practices in to line with desired management practices. The improvement plan will provide for the staged improvement of AM practices to an appropriate level for AM plan preparation, process improvements, information system development, and data collection and recording.

3.0 KEY MILESTONES

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

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
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 Advanced AMP.
21. Assess risks and identify treatment options	December 2014	Review risk section of Parks and Reserves AMP and include any newly identified risks in review.
22. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
23. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created
24. Asset register available to all relevant staff	December 2014	Development of an Asset Appendix for the Parks and Reserves AMP.
25. Compile up to date information on leased reserves	December 2012	Part of Asset Appendix.
26. Complete reserves management plan	Ongoing process.	The Brook Park Management Plan was finalised and adopted by Council in February 2010. Further Management Plans dependant upon funding.
27. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
28. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
29. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
30. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.

Parks and Reserves AMP		
Key Milestone	Indicative Timeframe	Commentary
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 appropriate.	2013-2018	Development as part of Advanced AMP.
42. Link electronic plans and records to GIS database	Ongoing	To be developed over the life of the AMP.
Specific Improvement Projects 2009-2012		
43. Underground services investigations.	2013; 2014; 2015	As built drawings to be compiled for key assets to improve asset base information.
44. Including building data in a "designed" Asset Management Programme such as SPM.	2013-2014	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
45. Adoption and funding for three year improvement plan.	Annually	Completed - included in Annual Plan budgets.
46. Asset Management planning miscellaneous.	2013; 2014; 2015- 20122	An allowance of funding for ongoing asset investigation.
47. Review of Leases and Licenses.	Register developed in NCS by 2013.	Leases/Licences Register to be developed and renewals as appropriate on an ongoing basis.

AMP Improvement and Monitoring: Public Amenities

1.0 DESCRIPTION

This project is about the implementation of the Improvement Plans contained in each of the Asset Management Plans and refreshing Asset Management Plans in anticipation of the next Long Term Planning Cycle.

2.0 DISCUSSION / ISSUES

The detailed planning for giving affect to the improvement plans is contained in each of the Asset Management Plans and key milestones for refreshing the Plans themselves and Council involvement therein will be provided closer to the time.

The content of the AMP is based on current levels of service, asset information and the knowledge of WDC staff. The AMP will be regularly reviewed, regularly monitored and updated to improve the quality of AM planning and accuracy of financial projections. This process is dependent upon improved knowledge of customer expectations, further developed AM practices, data to optimise decision making, review of outputs, development of strategies and further planning.

The purpose of an AM improvement programme is to improve the current management practices for AM processes, information systems and data, by implementing an improvement programme that brings current management practices in to line with desired management practices. The improvement plan will provide for the staged improvement of AM practices to an appropriate level for AMP preparation, process improvements, information system development, and data collection and recording.

3.0 KEY MILESTONES

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

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
14. Measure performance in LOS against targets	Ongoing process	Financial and Non-financial performance is reported to Council on a 3-monthly basis.
AMP Process Improvements		
15. Ensure operations and maintenance are competitively tendered where possible	Ongoing process	Where contracts are of a significant value they are competitively tendered. Small, isolated contracts are dependent on the availability of contractors.
16. Optimise operations to minimise lifecycle costs and Documentation of operations and maintenance activities	Ongoing process	The most optimum processes and procedures/operations are continually reviewed to minimise costs.
17. Process in place for monitoring, analysing and reporting of performance against Levels of Service and other performance measures.	2012/13	Process developed to ensure accurate collection of KPI information based on new KPI regime.
18. Predict failure works and identify treatment options for risks	2013-2018	Predictive failure to be part of the Advanced AMP.
19. Determine and optimise lifecycle costs using NPV analysis for major new works.	2019 Onwards	Outside the scope of this AMP.
20. Develop process for updating asset data with new assets and data collected via the maintenance contract.	December 2012	Asset inventory processes to be created during review for the 2012-2022 LTP.
21. Process in place for the condition assessment of assets including assets to be assessed, frequency and ranking procedures.	December 2014	Initial broad assessments conducted 2009. Detailed assessments for 2015-2025 LTP.
22. Designers to consider lifecycle costs and risk.	2013-2018	Part of Advanced AMP.
23. Audit CAPEX development plans	December 2014	New three year CAPEX programme included in review of AMP.
24. Processes in place to ensure identify current asset utilisation of significant assets	2013-2018	Process to be developed for recording parks utilisation.
25. Develop and assess options for non performing assets	2013-2018	Process to be developed for recording parks utilisation.
26. Develop disposal/rationalisation policy	2010/2011 (annually)	Surplus property process review for land completed 2009/2010. Disposal/rationalisation policy to take into account of adopted processes.
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.

Public Amenities AMP		
Key Milestone	Indicative Timeframe	Commentary
33. Link maintenance history to significant assets or asset groups	2020/2021	Outside 2012-2015 planning period.
34. Criticality of assets identified in "System"	2012-2022	Review of Biz Assets will determine asset storage requirement during 2012-22 LTP.
35. Use "System" to store asset condition, performance and utilisation data where appropriate	2020/2021	AMS to be developed in long term to cover community facilities assets.
36. Record all customer enquiries against individual assets	2020/2021	AMS to be developed in long term to cover community facilities assets.
37. Investigate the integration of "system" with GIS and the financial system, integrate if appropriate.	2013-2018	Development as part of Advanced AMP.
38. Link electronic plans and records to GIS database	Ongoing	Developed in conjunction with Item 31.
Specific Improvement Projects 2009-2012		
39. Underground services investigations	2014; 2015; 2016	As built drawings to be compiled for key assets to improve asset base information.
40. Include Building data in a "designed" Asset management Programme such as SPM	2014-2015	Dependent on Council's ability to purchase an AM Programme suitable for buildings. Options to be investigated and resources required.
41. Review AMP	December 2014	To be conducted during the review of AMP in anticipation of the 2015
42. Asset Management Planning miscellaneous	2015-2016 onwards	Completed - included in Annual Plan budgets.

AMP Improvement and Monitoring: Recreation and Culture

1.0 DESCRIPTION

This project is about the implementation of the Improvement Plans contained in each of the Asset Management Plans and refreshing Asset Management Plans in anticipation of the next Long Term Planning Cycle.

2.0 DISCUSSION / ISSUES

The detailed planning for giving affect to the improvement plans is contained in each of the Asset Management Plans and key milestones for refreshing the Plans themselves and Council involvement therein will be provided closer to the time.

The content of the AMP is based on current levels of service, asset information and the knowledge of WDC staff. The AMP will be regularly reviewed, regularly monitored and updated to improve the quality of AM planning and accuracy of financial projections. This process is dependent upon improved knowledge of customer expectations, further developed AM practices, data to optimise decision making, review of outputs, development of strategies and further planning.

The purpose of an AM improvement programme is to improve the current management practices for AM processes, information systems and data, by implementing an improvement programme that brings current management practices in to line with desired management practices. The improvement plan will provide for the staged improvement of AM practices to an appropriate level for AMP preparation, process improvements, information system development, and data collection and recording.

3.0 KEY MILESTONES

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

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
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.
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.

Recreation and Culture AMP		
Key Milestone	Indicative Timeframe	Commentary
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.

Asset Management

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

Land Transport: Roothing Activity Influences

1.0 DESCRIPTION

The Roads and Footpaths activity is the single largest area of expenditure for Council. The LTP budget for 2016/18 period for operations is \$16.11M. The total capital expenditure for roads for the same period is \$16.5 M.

NZTA subsidy for the period start at 61% for 2015/16 and is expected to increase to 71% over 10 years.

Given the scale of the activity, it is important to keep a close eye on the possible influencers of the activity and to assess the impacts.

There is a complex set of reviews underway in the national policy environment related to Roothing. These are being progressed through the NZTA and the Road Efficiency Group. The outcomes of these could have implications for local authorities in terms of development and maintenance of local roads and the funding that will be available to do so.

The Asset Management Plan (AMP) has been reviewed to reflect the expected influences as far possible.

The Roothing AMP reflects changes to service levels and the accompanying changes to expenditure projected as well as could be projected. It is a key input to the LTP containing details of operations, maintenance, development, risk and demand management planning for Council's assets and all these will need to be aligned with any new paradigm.

The LTP will need to reflect any proposed changes to revenue and financing arrangements, which will in turn need to be discussed with the communities.

The LGA 2002 Amendment Bill (No 3) required that Council's develop a 30 year Infrastructure Strategy. Since Roads and Footpaths is one of the core infrastructure assets of councils, this activity features prominently in the development of this Strategy.

The different tasks identified for the Roothing Activity Influencers work stream are contained in table below with some estimated timelines. The timelines could change depending on the progress of the national reviews and the progress of the LTP work stream. Regular updates on this work stream will be provided to Council.

2.0 KEY MILESTONES

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

Solid Waste: Cross Boundary Collaboration (WDC/RDC)

1.0 DESCRIPTION

On 26 September 2012, the Chief Executive of Ruapehu District Council (RDC) met with the WDC Chief Executive to discuss possible cross boundary collaboration, with a particular emphasis on solid waste matters.

2.0 DISCUSSION/ISSUES

Since September 2012 no further discussion occurred with RDC until July 2015, when a Consultant for RDC carried out a site visit of the WDC Landfill and discussed possible collaboration.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Future Cross Boundary Collaboration between WDC and RDC	2015/2016	A further approach will be made to RDC to ascertain certainty around the interest they may still have in cross boundary collaboration regarding solid waste matters for LTP development purposes.

Solid Waste: Para Kore "Marae Working Toward Zero Waste"

1.0 DESCRIPTION

Para Kore is a joint project funded by the Ministry for the Environment (Sustainable Management Fund) and working with Waikato Regional Council, Xtreme Waste and other Sponsors/Partners regarding the need to investigate and create/agree an interface between that initiative and our established plans and services for Solid Waste.

2.0 DISCUSSION/ISSUES

This project has been identified for inclusion in the Road Map as it is possible that it may result in amendments being required to WDC's recently adopted Solid Waste Management and Minimisation Plan.

WRC drives this project and after liaising with Marae in Waitomo District, WRC has got two Marae onboard. WDC provide support as requested by WRC, it is a long term project which is very slow moving.

2.0 KEY MILESTONES

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

Solid Waste: District Transfer Station Improvements

1.0 DESCRIPTION

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

Solid Waste: Waitomo District Landfill

1.0 DESCRIPTION

Landfill front end operations (kiosk, recycling and landscape supplies) are being managed in-house with the backend (refuse handling) operations currently being contracted to Envirowaste Services.

The customer interface is being managed by WDC staff to place emphasis on recycling as per Council's commitment and legal requirement. Moving the recycling area to a position before the weighbridge has made it easier for the public to recycle the maximum before disposing of residual waste. This new layout is providing customers easy access to a customised recycling service as well as a streamlined disposal service for residual waste all in one area.

Landscape supplies have also been moved to the front to improve service to the customer.

2.0 KEY MILESTONES

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

Solid Waste: Waitomo Landfill Operations and Kerbside Collection Contract Renewal

1.0 DESCRIPTION

Envirowaste is responsible for the management and operation of the Waitomo District Landfill, including recovery of resources onsite, in accordance with the Landfill Management Plan and the site resource consents. This includes the provision of all plant, equipment, materials, as well as administration and management inputs to operate and maintain the residual waste disposal effectively and efficiently.

Envirowaste also manages the District Kerbside and Transfers Station Collection contracts.

The terms of the original contracts are 3 + 2 + 2 year terms. The first right of renewal was 1st November 2012 to 1st November 2014 and the second is 1st November 2014 to 1st November 2016.

These contracts will be placed out for tender in 2016.

2.0 KEY MILESTONES

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

Solid Waste: SWaMMP Improvement and Monitoring

1.0 DESCRIPTION

Activity management planning involves a process of constant improvement and monitoring. The Key Milestones below identify some of the improvement and monitoring activities carried out together with indicative Completion Dates

2.0 KEY MILESTONES

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

Stormwater: Health and Safety Issues

1.0 GENERAL

Grills to close off pipe ends are the only way of keeping children from playing in the stormwater pipe system.

2.0 DISCUSSION/ISSUES

Grills have been installed at stormwater exit and entry points where Health and Safety concerns exist. However due to the rural nature of Te Kuiti a lot of vegetation comes through the stormwater system which clogs the grates causing local and upstream flooding.

The death of a child in 2010 and the subsequent Coroner's Report advises that a Storm Water Safety Risk Assessment be undertaken to address any potential shortcomings. A consulting firm has been appointed to undertake this high level risk assessment and to scope and identify the risks.

3.0 KEY MILESTONES

The grills are monitored and kept clean. Council is kept updated via the monthly Report for Stormwater as to any issues that develop.

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Progress Report to Council (Stormwater: Monitoring against the LTP)	Monthly	Ongoing

Wastewater: Benneydale Sewerage

1.0 DESCRIPTION

The key projects for Benneydale Sewerage, established by the 2009-19 LTP for the 2011/12 financial year, have been completed with Government funding.

1.0 DISCUSSION/ISSUES

The old reticulation system is theoretically past the end of its asset life cycle. An investigation process (CCTV) has been completed to determine the actual condition of the reticulation to inform the review of the AMP for the 2012-22 LTP. Funds provided in the 2014/15 financial year as well as the funds provided in the 2015/16 year will be pooled to complete the works over a period of time.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Reticulation renewal	2015-2018	Tender documentation and cost estimate are in progress. Work is targeted for the 2014/15 year. This work was delayed to pool funding from 2014/15 and 2015/16. Preliminary tender documentation is complete and will be issued during September 2015.

Water: Te Kuiti Water Supply

1.0 DESCRIPTION

The Te Kuiti Water Treatment Plant (TKWTP) was initially constructed in 1957. In 1969/70 improvements were carried out with the installation of additional filters and clarifiers. Historical building alterations carried out over time have left numerous openings in the building which allows access to birds and vermin, and poor ventilation around the clear water wells results in corrosion of nearby steelwork.

Significant renewal and development work is required due in part to the relative poor condition of this asset and also such work is fundamental achieve compliance with the requirements of the Drinking Water Act 2007 (amended 2008) over time. Note: the required statutory compliance date of 1 July 2014 was determined by the Government in March 2011.

The TKWTP in its present form provides safe drinking water. However the means of production storage and distribution is not compliant with the standards defined by the Drinking Water Standards (DWS) 2005 or the Drinking Water Act 2007 (as amended 2008) and the TKWTP requires significant capital development and renewal which in some instances requires total component replacement to meet that standard.

The assessed level of DWS non-compliance mostly relate to the assessed level of risk that Water Quality Standards will not be able to be achieved consistently. Some assessed risks however are significant and need to be addressed as soon as possible.

2.0 DISCUSSION/ISSUES

Ministry of Health Subsidy

A MoH subsidy was approved in September 2011 for a subsidy of \$780,820.56, which can be applied for that part of the works required to meet the Drinking Water Act 2007 (as listed below). Since that time, three requests have been made to MoH for extension of time to expend the subsidy as a result of

the deferral of this work. The latest request was for MoH to accept delay of spending to December 2015. These subsidised projects will have to get first priority in any Upgrade Plan when developed.

The following key projects were eligible for Ministry of Health funding:

- Ultra Violet
- Scada and Telemetry
- Filter pipe work upgrade

Upgrade Sequence

The following key component projects were established and are detailed in the current Water Activity Management Plan:

- Filter pipe work Upgrade of the Te Kuiti Water Treatment Plant
- Sterilisation (UV) plus appropriate chlorine contact tanks
- Improve intake structure
- Carbon dosing equipment upgrade
- Upgrade of clarifiers
- Additional storage

The development process for the detailed design confirmed that a holistic plan of the total upgrade work was required to ensure that funding is optimised and the project outcome is the best that the available money can buy. A Concept Design of the whole WTP which can be implemented on a staged basis was completed.

The upgrade work timeline proposal has four phases which match to four main treatment stages with six main components:

1. Upgrade of filter backwash system
2. Installation of Ultra Violet
3. Renewal of main pump station
4. Raw Water Intake – constructed in parallel with new water Take Consent
5. Refurbishment of clarifiers
6. Refurbishment of clarifiers
7. New storage reservoir

The proposed construction sequence reflects two important criteria, to utilise MoH funding while available and to address the components that are the most critical.

- Phase One
- Upgrade of filter backwash system
 - Installation of Ultra Violet
 - Renewal of main pump station

- Phase Two
- Intake following the new water Take Consent in process

- Phase Three
- Refurbishment of clarifiers

- Phase Four
- New storage reservoir

Budget Forecast Capacity

The budget forecast for the TKWTP Upgrade (Phases 1-3) was put at \$5,000,000.

Phase Four – New Storage Reservoir - programmed as being a separate project of work (storage and reticulation) to the actual TKWTP upgrade.

The detailed design work for Phase 1 and Concept Design for Phases 2-4 has been completed. The budget forecasts including budgets brought forward from 2012-2022 LTP is;

Budget	\$6,270,315
MoH Subsidy	\$780,820
TOTAL	\$7,051,135

Estimates

Phase One	\$4,328,339
Phase Two –Target completion December 2016	\$1,229,534
Phase Three – 2016-18	\$1,182,582
TOTAL Estimate	\$6,740,455
Contingency	\$310,680.00
Phase Four – 2020-22	\$1,228,683

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting	Quarterly	Council will be kept updated on progress through the presentation of quarterly progress reports.
Phase 1	Target completion December 2015	On track
Phase 2	Target completion December 2016	Final design in progress Water Take consent in progress
Phase 3		Preliminary design to start 2016

Capital Renewal Programme – Year 1 (2015/2016)

WATER - Te Kuiti

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

WATER - Mokau

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

WATER - Piopio

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

ROADING

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Hangatiki East Rd	6,900	7,536	636	6.0	3,816	\$40.00	\$152,640
Totoro Rd	8,378	11,316	2,938	6.4	18,803	\$40.00	\$752,128
Mangaotaki Rd	10,239	11,391	1152	6.6	7,603	\$40.00	\$304,120

WASTEWATER - Te Kuiti

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

STORMWATER - Te Kuiti

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

Strategic: Te Waitere Water and Wastewater

1.0 DESCRIPTION

During the 2008/09 Annual Plan consultation process some members of the Te Waitere community raised various issues with regard to the sewer system in place.

Council indicated that a strategic review need to be scheduled to consider future growth and demand, treatment options, environmental and associated resource consent issues as well as future development and operational costs of the sewerage scheme.

2.0 BACKGROUND

Initial scoping was completed and a discussion paper prepared for Council at its 29 October 2008 meeting. At that meeting Council agreed to support further development at Te Waitere and funding was approved for a Structure Plan and an in-depth study of the existing sewerage system including the scoping of solutions that can serve development in the interim of between 50 and 100 residential equivalent sites.

Whilst the strategic review was commenced, workloads meant that no reasonable concept, including cost, etc. could be prepared for inclusion in the 2012-2022 LTP in any detailed way.

Initial investigation indicated that parts of the Te Waitere peninsula are not geotechnically stable and any subdivision or development in that area should be subject to a geotechnical assessment report.

A high level development strategy involving provision of water and upgraded sewerage services is needed, but is not provided for in the 2015-25 LTP.

3.0 DISCUSSION/ISSUES

A staged sewerage scheme with initial capacity for an additional 50 dwellings over the next ten years, at the apex end of the peninsular, would facilitate infill development. However a cadastral survey of the existing disposal site and older survey records revealed that a large section of land (including the soakage filed) is shifting at a rate of about 1m per 20 years.

Permeability tests to assess sustainability of existing land discharge and possible future development have been completed and the results show that additional land will have to be obtained for disposal. These findings have put the whole idea of development in question until a comprehensive geotechnical investigation of the peninsula has been done.

A project was also proposed to investigate water supply options for the Te Waitere settlement, partly driven by the consequential requirements of the Health (Drinking Water) Amendment Act 2007 for supplies to permanent populations of 16 or more people and associated new drinking water standards.

This water supply investigation will require dedicated resourcing which is not available and is estimated to be outside the scope of work of the 2015-2025 LTP.

4.0 KEY MILESTONES

Options and forward planning are to be reviewed in the context of the 2015-2025 LTP.

Key Milestone	Indicative Timeframe	Commentary
1. Permeability tests to assess sustainability of existing land discharge of waste water and possible future development		Completed - Results show that additional land will have to be obtained for wastewater disposal. The whole future development project will be assessed as part of the District Plan.
2. Development of detailed scoping and associated project plan for inclusion in the Road Map.	Outside 2025	Dependent on outcome of 1 above.
3. Consultation with landowners about development plans and land availability for land discharge	During the life of 2015-25 LTP	Dependent on outcome of 1 above and available resources.
4. Consultation with all property owners on separator/septic tank maintenance service	During the life of 2015-25 LTP	Dependent on available resources.
5. Report to Council on conclusions		On completion of each action.

Strategic: Waitomo Village Water and Wastewater

1.0 DESCRIPTION

Council resolved (through the 2007/08 Exceptions Annual Plan process) to undertake further investigation into the future provision of Water and Wastewater services in the Waitomo Village.

Under the 'Urban Structure Planning' work stream, it is suggested that Council integrate the investigation into the future provision of Water and Wastewater services in the Waitomo Village into a comprehensive Urban Structure Planning exercise that will consider all future infrastructure needs for the Waitomo Village.

2.0 DISCUSSION/ISSUES

The water and wastewater infrastructure is held in private ownership and is therefore not currently part of Council's asset management responsibilities. Discussion with the owners has taken place; the main stumbling blocks are uncertainties around land tenure and hence financial risks associated with the location, age, condition and performance of the existing services.

The main issues are that the volume of water used and the volume of wastewater produced is such small quantities that upgrading the existing infrastructure, or commencing a green fields infrastructure development will result in very high unit cost. Also, the present owner of the infrastructure has an expectation that the existing infrastructure would be purchased by Council.

In August 2012, Council received a deputation from Tourism Holdings Limited (THL) and members of the Waitomo Village community requesting Council takeover the service provision for Water and Wastewater in the Waitomo Village. N.B. There is no mandate derived from the 2012-22 or 2015-2025 LTP's for any WDC involvement in Water and Wastewater assets in Waitomo Village.

In the interest of community needs, Council considered this in October 2012 and some initial investigation around the condition of assets (mainly a desktop exercise) and an initial project scoping was undertaken. Council indicated its wish to continue investigations on this matter.

The investigation was raised as a Strategic Issue in the context of the 2013/14 Draft EAP development process, since it was an unbudgeted investigation.

Numerous considerations were assessed and it was identified that any proposal required detailed investigations prior to a decision by Council. Below are the key areas of further investigation assessed to be completed: –

- **Engineering assessment** - condition of assets, remaining life, and performance against national/required standards. Assessment of these will help to determine value of the assets (for ascertaining purchase cost), short term upgrade costs (the bare minimum required of public supplies and treatments) and longer term operating and upgrade costs.
- **Property issues** – The treatment plants as well as reticulation are built over private land with no legal access rights in some cases. A complete assessment and mapping of the reticulation and costs involved in negotiating legal access agreements and easements needs to be made.
- **Legislative Issues** - There are a number of legislative obligations mostly under the aegis of the Local Government Act 2002 (LGA) (though there are other legislation whose stipulations must be taken into account like the Drinking Water Act, and the relevant Resource Consents that need to be considered and taken into account.
- **Consultation** - Community consultation and planning for it is vital to ensure the full import of any proposition is understood. Sections 82-89 of the LGA prescribe the consultation process. Any communication plan will need to cover three stages i) during the development of any proposal - prior to formal consultation ii) during the formal consultation and iii) during the implementation (while dealing with easements etc).

The process and the findings to date will be discussed with the land owners and the community for consideration during the 2014/15 dEAP process.

At this stage, it cannot be concluded that the investigative process will culminate in the Waitomo Village Water and Wastewater assets being taken over by Council.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
1. Development of detailed scoping and associated project plan for inclusion in Road Map.	Completed	WDC condition assessment and valuation complete. Preliminary design and cost

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

AMP Improvement and Monitoring: Land Transport

1.0 DESCRIPTION

Activity management planning involves a process of constant improvement and monitoring.

The Key Milestones Table below is a summary of the "Plan Improvement and Monitoring" Section of the AMP as adopted by Council in 2015 for preparation of the 2015-2025 LTP.

An updated Planning Improvement and Monitoring Table has been summarised in the Road Map Work Programme for the purpose of reporting against progress.

The Key Milestones prioritise actions required with indicative Completion Dates. Many of the milestones will entail additional resourcing to enable completion and the full Plan Improvement and Monitoring Table in the AMP details these requirements, which have subsequently transferred to the relevant budgets of the LTP.

2.0 DISCUSSION/ISSUES

The Activity Management improvement plan has been reviewed and updated to outline the steps required to improve the quality of both the content and presentation of this document. Key improvements identified in the improvement plan are:

- Ensuring the right level of funding is being allocated to maintain the asset service potential.
- Consulting with customers to ensure that their views are considered when selecting the best level of service scenario.
- Validating, updating and completing asset age and condition data for bridges, culverts, footpaths and streetlights
- Review structural load carrying capacity survey of all bridges
- Improving contractor maintenance reporting and recording
- Continuous improvement of critical roads e.g. main routes to and from quarries.
- Applying programmes such as BizeAsset to help transform asset data into formats that aid decision making processes.
- Development of detailed work plans such as road marking within the network.
- Upgrade of all culverts to a minimum size of 375mm diameter to reduce risk of blocking that result in slips, appropriate pipe sizing based on catchment areas.

- Investigation and installing monitoring devices at areas on roads within the network which continually slump.
- Undertake a strategic review of levels of service on the roading network

3.0 KEY MILESTONES

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
Complete rating survey of footpaths and input to RAMM	July 2015	This work was completed as part of the RATA collaboration
Footpath Renewal Programme	Ongoing	Annual Footpath Renewals
Collate FWD data and populate RAMM records with FWD data.	Ongoing	This work will be done on an ongoing basis. Annual network wide FWD's will be done on 100m intervals for roads being evaluated for annual Reseals, while 20m FWD's will be done for roads identified for Pavement Rehabilitation.
Collate information on future planning by forestry and quarry enterprises that may impact on roading programmes.	Ongoing	To feed into 2018-2028 draft LTP
Estimate impact of expected tourism numbers on existing road capacity	Dec 2016	Initial assessment is that the impact in vehicle numbers is not significant but it significant from a safety perspective
Review of roading assets required to support development plan/structure plans for growth areas (Waitomo village, Mokau etc) following completion of structure plans		This will be completed once structure plans are in place. 2018-28 LTP
Quantify additional road asset capacity required to support growth versus change in LoS	July 2018	Future growth related demanded expected to be minor and can be accommodated. Targeted Completion Date within the capacity of the existing network as part of ONRC.
Development of detailed plans and schedules for maintenance activities such as road marking and carparking within the network	Dec 2016	Identified all car parks in town and recorded these on aerial photos in July 08. Still to complete inventory for surface marking, asset data and maintenance scheduling.
Training in the use of relevant Activity Management programmes such as Bizze@sset at WDC	Dec 2015	Extended due to appointment of new staff to critical asset roles.
Upgrade of all culverts to a minimum size of 375mm diameter taking account of appropriate sizing for catchment areas	July 2024	Extended to July 2024 following budget cuts to the Drainage Renewals programme. Capital expenditure on this item is reported in the monthly LT Monitoring paper supplied to Council.
Design life (depreciation) consistent with geometry and terrain	July 2015	Important design consideration in context of asset renewal programme. Affected by underlying layers characteristics to be collected through FWD's
Improved definition of standards for maintenance	July 2015	Current maintenance contract re-tender in 2015. The next generation maintenance contract will have a change in approach
Unachievable due to Budget Restrictions		
Complete a cycling and walking strategy.		Draft strategy completed. Investigation currently underway prior to consultation. Strategy work on hold due to NZTA removing funding for Walking and Cycling activities.
Install correct RP pegs on all roads.	July 2018	Depend on resource availability
Install correct Culvert Marker Pegs on all roads.	Dec 2018	As above.

Roads and Footpaths AMP – Plan Improvement and Monitoring		
Key Milestone	Indicative Timeframe	Commentary
Street Light LED Renewal Programme	July 2016	Exploiting NZTA subsidy scheme now available to introduce new technology and save on energy consumption of street lights
ONRC Performance Measures	Dec 2018	Part of ONRC Transition Plan to measure the value delivered to road users according to agreed standards
Network Safety Audit	Feb 2016	Identification of all hazards and development of plan to improve deficiencies

AMP Improvement and Monitoring: Stormwater

1.0 DESCRIPTION

Activity management planning involves a process of constant improvement and monitoring.

The Key Milestones Table below is a summary of the "Plan Improvement and Monitoring" Section of the AMP as adopted by Council in 2015 for the 2015-2025 LTP.

The Planning Improvement and Monitoring Table has been summarised in the Road Map Work Programme for the purpose of reporting against progress

The Key Milestones below identify and prioritise actions required with target Completion Dates. Many of the milestones will entail additional resourcing to enable completion and the full Plan Improvement and Monitoring Table in the AMP details these requirements will be transferred to the relevant budgets of the LTP.

2.0 DISCUSSION/ISSUES

Main issues are low level of accurate asset data, long term neglect of maintenance, lack of resources to make significant improvement.

3.0 KEY MILESTONES

Key – Relative Priority:

- 1 = High importance/high urgency
- 2 = High importance/low urgency
- 3 = Low importance/high urgency
- 4 = Low importance/low urgency

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

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

AMP Improvement and Monitoring: Solid Waste

1.0 DESCRIPTION

Activity management planning involves a process of constant improvement and monitoring.

The Key Milestones Table below is a summary of the "Plan Improvement and Monitoring" Section of the AMP as adopted by Council in 2015 for preparation of the 2015-2025 LTP.

The Planning Improvement and Monitoring Table has been summarised in this Road Map Work Programme for the purpose of reporting against progress

The Key Milestones below identify and prioritise actions required with target Completion Dates. Many of the milestones will entail additional resourcing to enable completion and the full Plan Improvement and Monitoring Table in the AMP details these requirements, which have subsequently been transferred to the relevant budgets of the LTP.

2.0 KEY MILESTONES

Key:

- 1 = High importance/high urgency
- 2 = High importance/low urgency
- 3 = Low importance/high urgency
- 4 = Low importance/low urgency

Solid Waste AMP		
Key Milestones	Indicative Timeframe	Commentary
Promote understanding, commitment and engagement of the community in waste minimisation (more intensive recycling and home composting). Priority 2	Will start again when Team Leader Solid Waste has been appointed	Engage the community with current waste minimisation topics through local advertising
Manage relevant data and information and provide feedback on performance. Priority 2	July 2016	Waste audit completed to be presented to council in August 2014.
Initiate and foster waste minimisation in community targeting schools and rural communities. Priority 2	Will start again when Team Leader Solid Waste has been appointed	Education will continue to schools and the rural communities.
Explore into WDC landfill becoming a clean fill site only. Priority 2	December 2016	Manager Operational Services
Reduction in onsite disposal of agricultural products. Priority 2	Will start again when Team Leader Solid Waste has been appointed	Agricultural waste education will continue
Prepare and maintain an audit procedure. Priority 3	Ongoing	Audit procedure prepared and reporting ongoing
Prepare and maintain data base. Priority 3	Ongoing	Asset inventory. Additional Resource Required: Team Leader Solid Waste

AMP Improvement and Monitoring: Wastewater

1.0 DESCRIPTION

Activity management planning involves a process of constant improvement and monitoring.

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The Planning Improvement and Monitoring Table has been summarised in this Road Map Work Programme for the purpose of reporting against progress

The Key Milestones below identify and prioritise actions required with Target Completion Dates. Many of the milestones will entail additional resourcing to enable completion and the full Plan Improvement and Monitoring Table in the AMP details these requirements has been transferred to the relevant budgets of the LTP.

A concerted effort to reduce Inflow and Infiltration has resulted in a noticeable reduction in the volume of storm water entering the sewer system. There is still room for improvement and work is ongoing to identify the areas where storm water enters the sewer reticulation.

2.0 KEY MILESTONES

Key:

- 1 = High importance/high urgency
- 2 = High importance/low urgency
- 3 = Low importance/high urgency
- 4 = Low importance/low urgency

Wastewater AMP		
Key Milestone	Target Completion Date	Comment
Consultation to ascertain the community's service needs and preferences and to ensure their views are considered when selecting the best level of service scenario. Priority 3	Next review due June 2016	LOS survey completed in August 2011 confirmed wastewater services meet or exceed the majority of user's expectations. Additional Resource Required: Survey Consultant

Wastewater AMP		
Key Milestone	Target Completion Date	Comment
Ensure the right level of funding is being allocated to maintain the asset service potential. Priority 2	Next review 2017/18	Review frequency consistent with annual and long term planning cycle
Formalise asset data collection procedures. Priority 1	On going	Monitor progress
Investigate a design concept for a wastewater scheme to service planned development at Mokau – Awakino. Priority 4	After 2025	Require District Plan update Outside planning period
Investigate extension of the Te Waitere scheme to further development of the area. Priority 4	After 2025	Require District Plan update Outside planning period
Develop accurate and complete asset inventory registers for each scheme. Priority 2	On-going	Monitor progress
Updating of asset inventory data and input to database. Priority 1	On-going	Monitor progress
Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets. Priority 2	Following above actions	
Prioritise the works developed from risk assessment exercises. Priority 2	Following above actions	
Develop strategies to meet the community's desire for higher environmental standards and anticipated more stringent resource consent requirements. Priority 2	Following above actions	
Arrange a routine forum of adjacent council's wastewater officers to discuss trends, concerns, future developments that may affect neighbouring authorities, cost sharing of consultants or specialist providers, spare survey or design capacity in larger councils shared by others. Priority 4	Ongoing	Informal networking already occurs on a regular basis

AMP Improvement and Monitoring: Water Supply

1.0 DESCRIPTION

Activity management planning involves a process of constant improvement and monitoring.

The Key Milestones Table below is a summary of the "Plan Improvement and Monitoring" Section of the AMP as adopted by Council in 2015 for preparation of the 2015-2025 LTP.

The Planning Improvement and Monitoring Table has been summarised in this Road Map Work Programme for the purpose of reporting against progress.

The Key Milestones identify and prioritise actions required with indicative Completion Dates. Many of the milestones will entail additional resourcing to enable completion and the full Plan Improvement and Monitoring Table in the AMP details these requirements has been transferred to the relevant budgets of the LTP.

2.0 DISCUSSION/ISSUES

A summary of the key activities/programmes identified in the AMP Improvement Plan are:

- Consult to ascertain the community's service needs and priorities and to ensure their views are considered when selecting the best level of service scenario.
- Incrementally upgrade Te Kuiti WTP including automation of processes and automated monitoring equipment to provide evidence for compliance with MOH grading and the Health (Drinking Water) Act 2007 and any amendments.
- Continue flow monitoring at Te Kuiti to quantify actual water consumption and losses.
- Continue incremental renewal of all water reticulation and improve supply reliability, including automation of processes, monitoring of performance and collection of data.
- Continue incremental installation of backflow preventers to all connections where required.
- Improve asset data collection procedures and improve maintenance reporting
- Continue development of accurate and complete asset registers for each scheme.

- Develop a greater focus on risk identification and management, obtaining more detailed information on critical assets.
- Prioritise the works developed from a risk assessment exercises.
- Review and improve on the individual asset strategies outlined in Section 5 and produce an updated financial forecast in line with the next LTP planning cycle.
- Confirm the right level of funding is being allocated to maintain the asset service potential.
- Develop strategies to meet more stringent water quality standards and consent requirements
- Review pump station and treatment plant maintenance programmes.
- Review and implement water treatment plant operating procedures.
- Investigate universal metering across all water supply schemes
- Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios.

3.0 KEY MILESTONES

Key:

1 = High importance/high urgency

2 = High importance/low urgency

3 = Low importance/high urgency

4 = Low importance/low urgency

Water AMP		
Key Milestone	Indicative Timeline	Commentary
Consultation to ascertain the water supply communities service needs and preferences and to ensure their views are considered when selecting the best level of service scenario. Priority 2	Next review due August 2016	Requires incremental improvement and updating of current knowledge only. Additional Resources Required: Survey Consultant
Ensure the right level of funding is being allocated to maintain the asset service potential. Priority 2	Ongoing	Monitor.
Implement predictive modelling techniques that will allow consideration of alternative long term cost scenarios. Priority 3	2018	Requires evaluation of appropriate AMS after inventory records updated and complete. with analysis of findings and implementation over the next 3-5 years. Additional Resources Required: Consultant
Improve standard of maintenance data integration with spatial data in Bizze@sset. Priority 1	Ongoing	Monitor
Improve standard of contractor collection and reporting of maintenance data and integration of information with spatial data in Bizze@sset. Priority 2	Ongoing	Monitor
Initiate a long term zoned metering and leak detection programme, initially for Te Kuiti. Priority 3		Commenced in ad hoc way from 2008. Monitor
Initiate a scheme proposal for Marokopa. Priority 4	2025-45	Outside 2015- 2025 planning period. District Plan & Structure Plan
Upgrade supply main from Mokau to Awakino. Priority 2	2025-45	Outside 2015- 2025 planning period.
Develop accurate and complete asset inventory registers for each scheme. Priority 3	Ongoing	Monitor
Develop a greater focus on risk identification and management for critical assets. Priority 3	Ongoing	Monitor
Prioritise the works developed from the risk assessment exercise. Priority 3		
Construct additional treated storage at Te Kuiti to meet 24 hours demand. Priority 3	2025 - 2035	Outside 2015-25 planning period.

Water AMP		
Key Milestone	Indicative Timeline	Commentary
Install SCADA and telemetry for automated monitoring and control of treatment and pumping/storage at Te Kuiti supply for compliance with MOH gradings and improved risk management. Priority 2	February 2016	Phase 1 of WTP Upgrade
Improve definition of standards for maintenance. Priority 2	Ongoing	Monitor
Review pump station and treatment plant maintenance programmes. Priority 2	Ongoing	Monitor
Update and implement water treatment plant operating procedures. Priority 2	Ongoing as plants get upgraded	Monitor
Review and improve the financial information outlined in Section 10 and produce an updated financial forecast by 30 June each year. Priority 2	March each year	Monitor
Assess all water services available within the District in accordance with the Local Government Act 2002. Priority 4	2017	Last completed in 2014. Assessments consistent with provisions in Draft 2015 – 25 LTP

**SECTION THREE: 2016/2017 WORK PROGRAMME
(YEAR TWO OF LTP)**

Development of 2018-2028 LTP

Review of Rates Remission/Postponement Policy

1.0 DESCRIPTION

The Policy on Remission/Postponement of Rates (including rates on Maori Freehold Land) sets out the objectives sought to be achieved by the remission/postponement of rates and the conditions and criteria to be met in order for rates to be remitted or postponed. This policy was reviewed as part of the LTP 2015-2025 and must be reviewed at least once every 6 years. The review does not need to follow the special consultative procedure but must be consulted on as per requirements of section 82. Section 102 of the LGA states:

102 A local authority must, in order to provide predictability and certainty about sources and levels of funding, adopt the funding and financial policies listed in subsection (2).

(2)The policies are—

- (a) a revenue and financing policy; and
- (b) a liability management policy; and
- (c) an investment policy; and
- (d) a policy on development contributions or financial contributions; and
- (e) a policy on the remission and postponement of rates on Maori freehold land; and
- (f) in the case of a unitary authority for a district that includes 1 or more local board areas, a local boards funding policy.

(3) A local authority may adopt either or both of the following policies:

- (a) a rates remission policy;
- (b) a rates postponement policy.

(4) A local authority—

- (a) must consult on a draft policy in a manner that gives effect to the requirements of [section 82](#) before adopting a policy under this section;
- (b) may amend a policy adopted under this section at any time after consulting on the proposed amendments in a manner that gives effect to the requirements of [section 82](#).

(5) However, subsection (4) does not apply to—

- (a) a liability management policy;

2.0 DISCUSSION

It is suggested that review of the Rates Remission Policy be carried out in 2017/18 year to avoid aggregation of work for the LTP development. It is also advisable to review the RRP prior to the LTP development because any amendments to the RRP need to be consulted upon in accordance with section 82 and if the amendments are not significant they could lead to 'avoidable clutter' in the Consultation Document for the LTP.

It is important to note that prior to the LGA amendments in 2010, The Rates Remission Policy on Maori Freehold Land needed to be included in the LTP and amendments to this policy required an amendment to the LTP. However, except for the RFP all other financial policies (section 102 policies) can now be amended at any time and do not require an amendment to the LTP.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Review RRP and prepare recommendations	September – October 2016	
Council Workshop Present review findings and preliminary draft RRP	21 February 2017	
Council Meeting Adopt Policy for Consultation	28 March 2017	If the review suggest changes that are not material or significant then
Consultation Period	7 April – 7 May 2017	
Hearing: Hearing of Submissions	16 May 2017	
Council Meeting: Deliberations	7 June 2017	
Council Meeting: Adopt RRP	27 June 2017	

SWaMMP

1.0 DESCRIPTION

Council is required to prepare, review and/or amend a Waste Management and Minimisation Plan pursuant to S.43 of the Waste Minimisation Act 2008 (WMA 2008). This plan outlines policies and methods for Council's Solid Waste Management Activities. A well designed Waste Management Plan assists in the development of the LTP as it clearly covers off on issues such as Levels of Service with the community and also assists in developing renewal and development investment needs for this activity.

Schedule 10 of the LGA requires that Council's LTP must identify and explain any significant variation between the proposals outlined in the LTP and Council's Waste Management and Minimisation Plan.

2.0 DISCUSSION

WDC's Solid Waste Management and Minimisation Plan (SWaMMP) was last reviewed by Council in developing the 2012-2022 LTP and formally adopted by Council at its meeting of 29 June 2012.

Since adoption of the 2012-2022 SWaMMP in June 2012, there has been no demand made of Council to revisit levels of service for the delivery of waste minimisation and disposal services across the District and as a result the SWaMMP was not reviewed as part of the development of the 2015-25 LTP.

Under section 50 of the WMA 2008, Council must review the SWaMMP within 6 years and therefore the SWaMMP will need to be reviewed before June 2018. Should Council decide to amend the SWaMMP as a result of this review, section 44 of the WMA 2008 requires consultation to be carried out as per the special consultative procedure as prescribed in section 83 of the LGA.

Under section 50 of the WMA 2008 the special consultative procedure needs to be carried out even if the review leads Council not to amend the SWaMMP.

The SCP requirements are specific and more detailed and as with the RRP it is advisable that Council reviews the SWaMMP in the year prior to the LTP development to avoid unnecessary complication to the LTP development process. It is however suggested that should the SWaMMP internal review identify the need for significant amendments then the consultation be carried out as part of the LTP development process.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Internal review of SWaMMP	November 2016	
Council Workshop Consideration of review outcomes and requirements for change	7 March 2017	The rest of the process will be followed if no amendments are required to the SWaMMP. If amendments are required then the SCP will be carried out as part of the LTP process and the remaining milestones will be updated to reflect that.
Council Meeting – Adoption of SWaMMP for consultation using special consultative procedure	28 March 2017	
Consultation Period	7 April – 7 May 2017	
Hearing: Hearing of Submitters (if required)	16 May 2017	
Council Meeting: Deliberation of Submissions (if required)	7 June 2017	
Council Meeting: Adopt SWaMMP	27 June 2017	

2016/2017 Affordability Review

1.0 DESCRIPTION

An Affordability Review was previously undertaken in 2009/2010 to test the 2009-19 LTP for affordability over the medium to long term.

Council is now in a position of financial health going into the 2015-25 LTP, however it is prudent to once again test how the activities we undertake impact on rates. It is important that strategies contained within the LTP are kept under constant review and tested against the forever changing local climate with a view to ensure that financial sustainability is not achieved at the cost of affordability and ultimately community well being.

An affordability review should be regularly undertaken to inform the development of Council's budgeting and long term planning.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Initial Scope/Development of review.	January 2017	
Council Workshop Guidance and buy in from Council on scope of review.	21 March 2017	
Council Workshop Present results of Affordability Review and next steps	20 April 2017	Implementation will form part of the 2018-28 LTP financials

Review of Definition and Application of Separately Used and Inhabited Parts (SUIP)

1.0 DESCRIPTION

The document titled 'Review of Definition and Application of Separately Used and Inhabited Parts (SUIP)', provides practical guidance on how SUIP's are assessed and applied.

2.0 DISCUSSION

Council last reviewed this guide in November 2012. It is good practice to review guidance notes from time to time to establish any improvements or necessary changes. It will be to review this guidance note prior to the for the development of the 2018-28 LTP so changes can incorporated into the review of the RFP during the LTP development.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Workshop – review of existing definition and application of SUIPs	12 April 2017	If the changes required to the Guidance notes are material, these will form part of the RFP review and consulted through that process.

Leadership

2016 Triennial Elections

1.0 DESCRIPTION

Pursuant to the Local Electoral Act 2001, triennial elections are scheduled on a three-yearly basis with the next election occurring in October 2016

Whilst Council contracts out the role of Electoral Officer for triennial elections, significant resource time is still required in-house to provide the Contractor with the necessary information to carry out this task

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Public notice of election	13 July 2016	
Nominations open/Roll open for inspection	15 July 2016	
Nominations and electoral roll close	12 August 2016	
Public notice of candidates	17 August 2016	
Delivery of Voting Documents	16 September to 21 September 2016	
Council Meeting Delegations to the Chief Executive during Interim Election Period	6 October 2016	Council should consider delegating to the Chief Executive during the interim election period (approximately 7-10 days) the responsibilities, duties and powers of the Council, except for certain powers, to ensure the effective and efficient conduct of the Council's business during the period from the day after the declaration of the electoral result until the new Council is sworn in at the Inaugural meeting of the Council.
Voting Period	16 September to 8 October 2016	
Election Day	8 October 2016	
Provisional Results available	As soon as practicable after closing	
Official Count	8-13 October 2016	
Official Result Declaration	13 October 2016	

Local Government Funding Agency (Debenture Trust Deed)

1.0 DESCRIPTION

Council's Treasury Management Policy states that Council may borrow from the NZ Local Government Funding Agency Ltd (LGFA) and, in connect with that borrowing, may enter into related transactions to the extent it considers necessary or desirable.

- Contribute a portion of its borrowing back to the LGFA as an equity contribution to the LGFA;
- Provide guarantees of the indebtedness of other local authorities to the LGFA and of the indebtedness of the LGFA itself;
- Commit to contribution additional equity (or subordinated debt) to the LGFA if required;
- Subscribe for shares and uncalled capital in LGFA;
- Secure its borrowing from the LGFA, and the performance of other obligations to the LGFA or its creditors with a charge over the Council's rates and rates revenue.

2.0 DISCUSSION/ISSUES

Given the availability of LGFA as a funding source for Council's and Council's much better financial health which might allow it to seek LGFA funding, it is an attractive option for Council to consider as an alternative to its traditional funding methods through banks and more recently by way of bond issues.

Before Council can take advantage of funding available from the LGFA it needs to amend its Debenture Trust Deed (at a cost yet to be determined). Public consultation required to borrow from LGFA was undertaken as part of the 2013/14 EAP and endorsed by the community.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – report on the LGFA recommendation of whether to apply to LGFA	26 July 2016	
Application to LGFA	August 2016	The rest of the process will be followed if LGFA agree to lend to WDC.
Council Meeting – to adopt amended Debenture Trust Deed	6 October 2016	

2017/2018 Exceptions Annual Plan

1.0 DESCRIPTION

The LGA requires Council to produce an LTP every three years and an Exceptions Annual Plan (EAP) for the years in between.

An EAP provides the public with the required information to participate in the decision making process undertaken by a Local Authority. It focuses on one financial year only, and its purpose is to report any exceptions from the forecast work plans and budgets set out in the LTP for the given financial year. The LGA requires the EAP to contain the proposed annual budget and funding impact statement for the year to which the EAP relates.

2.0 DISCUSSION

As a result of the August 2014 amendments to the LGA, the special consultative procedure is not required for the adoption of the Annual Plan. Consultation must be carried out that gives effect to Section 82 and that in itself is not an automatic requirement when adopting an Annual Plan anymore. Council is only required to consult on its Annual Plan if the proposed plan includes any significant or material differences from the content of the LTP for the financial year to which the proposed Annual Plan relates.

If required, consultation must be in accordance with section 82 of the Local Government Act 2002 and use a Consultation Document (CD) to provide the basis for effective public participation in the decision making process. The CD must:

- Explain any significant or material variations or departures from the financial statements or the funding impact statement in the LTP,
- Include a description of significant new spending proposals, the costs associated with those proposals and how those costs will be met, and
- An explanation of any proposal to substantially delay or not proceed with a significant project and the financial and service delivery implications of the proposal.

A CD must not have attached to it a draft of the annual plan or a full draft of any policy. As well as the CD, the information that is relied on to produce the CD (Supporting Information) must also be adopted and available to the public.

Note: If Council carry out consultation in relation to an amendment to the LTP at the same time or combined with consultation on an annual plan, the special consultative procedure must be used and the content combined into one CD.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Project planning for EAP 2017/18 development	August 2016	
Identification of any "strategic" amendments to LTP for 2017/18 year.	September - December 2016	
Managers complete 2017/18 budgets in consideration of 2017/18 Budgets contained in LTP.	October 2016	
Modelling of budgets and finances for 2017/18	November 2016	
Management Review of 2017/18	November 2016	

Key Milestone	Indicative Timeframe	Commentary
budgets		
Council Workshop #1 of 3: Identified Strategic Issues, Policy Considerations and preliminary budget forecasts for dEAP	6 December 2016	
Council Workshop #2 of 3: <ul style="list-style-type: none"> Preliminary draft financial forecasts including Rating Implications Assessment of dEAP against consultation threshold (significant or material differences from content of LTP) 	14 February 2017	The assessment against consultation threshold will assist Council in deciding whether consultation is required or not.
Council Workshop #3 of 3: <ul style="list-style-type: none"> Draft financial forecasts Working draft CD (if required) Council endorse EAP and CD for Audit 	7 March 2017	If there are no material or significant changes in the EAP to the information contained in the LTP for the 2017/18 year, then the rest of the process will not be required. An alternative method for communicating with the Community on the EAP will be discussed with the Council should this be the case. It is also possible that the EAP could be adopted sooner in that case.
Audit of dEAP	13 March - 22 March 2017	
Council Meeting: Adopt CD and Supporting Information for public consultation (if required)	28 March 2017	
Consultation Period	7 April – 7 May 2017	
Hearing: Hearing of Submitters to dEAP (if required)	16 May 2017	
Council Meeting: Deliberation of Submissions (if required)	7 June 2017	
Council Meeting: Adopt EAP	27 June 2017	

Procurement Policy Review

1.0 DESCRIPTION

Council adopted a Procurement Policy in April 2012 giving effect to the Procurement Strategy adopted by Council on 5 October 2010. This policy was subsequently reviewed in March 2013.

2.0 DISCUSSION/ISSUES

The policy does not include any specific timescales for reviews, but states that it will be kept under active review. As the last review was March 2013 it is good practice to undertake a comprehensive review of the policy 3 years later in 2016/17.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Workshop Review of Procurement Policy	14 September 2016	
Council Meeting – Policy presented to Council for adoption of amendments or updates.	6 October 2016	The Policy would only need to be referred to a Council Meeting for adoption of amendments or updates if Council identify such amendments or updates are required when reviewing the Policy

Communications Strategy Progress Report

1.0 DESCRIPTION

Communication is an essential part of good management and the effective delivery of Council services. A six monthly reporting schedule has been developed to provide Council with an update on the achievement of its communications tasks and projects.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Six monthly progress report to end of December	28 February 2017	Report provided at next meeting following end of six monthly period
Council Meeting - Six monthly progress report to end of June	25 July 2017	Report provided at next meeting following end of six monthly period

Community Development

Community Development Fund

1.0 DESCRIPTION

The Community Development Fund Policy establishes funding policies and principles which form the basis for the provision of funding grants to assist organisations that provide projects and activities that benefit communities within the Waitomo District.

The following grants collectively make up the CDF:

- Discretionary Grant
- Triennial Grant
- Provision of Services Grant
- Community Partnership Fund
- Community Halls Grant

Additional funding pools administered by WDC are:

- Creative NZ – Creative Communities Scheme
- Sport NZ – Rural Travel Fund
- DC Tynan Grant

2.0 KEY MILESTONES

Summary of Grants Paid

Key Milestone	Indicative Timeframe	Commentary
Council Meeting At the end of each financial year a Summary of all Grants paid throughout the year is prepared for presentation to Council	August 2016	

Waitomo District Youth Strategy

1.0 DESCRIPTION

Youth are a significant component of the demographic structure of our District. Council has expressed its commitment to youth via the LTP:

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

2.0 DISCUSSION

A Youth Strategy will be developed, confirming Councils commitment to youth in the District and providing a strategic framework for the achievement of Councils aims and objectives.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Youth Strategy Scoping Project completed		
Working Party Established		
Research, Assessment and Community Liaison		
Council Workshop Consideration of Preliminary Draft Waitomo District Youth Strategy		
Public Consultation		

Key Milestone	Indicative Timeframe	Commentary
Finalise Waitomo District Youth Strategy after consultation		
Council Meeting Adoption of Draft Waitomo District Youth Strategy		

Waitomo District Age-Friendly Strategy

1.0 DESCRIPTION

Populations are ageing globally, in New Zealand and the Waitomo District. Therefore it is increasingly important to ensure the Waitomo District is as age-friendly as possible.

2.0 DISCUSSION

An Age-Friendly Strategy will be developed, confirming Councils commitment to the ageing population in the District and providing a strategic framework for the achievement of Councils aims and objectives.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Age-Friendly Strategy Scoping Project completed		
Working Party Established		
Research, Assessment and Community Liaison		
Council Workshop Consideration of Preliminary Draft Waitomo District Age-Friendly Strategy		
Public Consultation		
Finalise Waitomo District Age-Friendly Strategy after consultation		
Council Meeting Adoption of Draft Waitomo District Age-Friendly Strategy		

Community Events

1.0 DESCRIPTION

Community events help provide a positive community image and have the ability to focus the community on key projects. Council is currently involved in providing one particular event which could be considered to be interrelated with the District Promotion Activity.

2.0 DISCUSSION/ISSUES

Council agreed, when developing the 2009-19 LTP, to support two community events - the Te Kuiti Christmas Parade and The Great New Zealand Muster. This is still Council's position.

Implementation of Project Plans for both the Christmas Parade and Muster ensure the events retain their success, professional delivery and meet current health and safety legislative requirements.

3.0 KEY MILESTONES

2016 Christmas Parade

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders.	September/October 2016	
Review and implement Project Plan	October 2016	
Advertise and communicate: Continue	November/December 2016	

Key Milestone	Indicative Timeframe	Commentary
communication with key stakeholders, community and other target markets.		
Execution of event	December 2016	
Council Meeting: Management Report on the event identifying success and the budget.	February 2017	

2017 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Review scope of Great NZ Muster including Health and Safety requirements	September/October 2016	
Identify and consult with key stakeholders.	September/October 2016	
Development and implementation of a Project Plan	October 2016	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	January to March 2017	
Execution of event	April 2017	
Council Meeting: Management Report on the main event (The Muster) identifying success and the budget.	June 2017	

Citizens Awards Policy - Review

1.0 DESCRIPTION

The Citizens Award concept was identified as a way to recognise the significant contribution made to the Waitomo District by individuals within the community. Waitomo residents are nominated for these awards via a formal nomination process with the Awards being made annually at an official Awards Ceremony hosted by the Mayor and Council.

The Policy identifies two award types; The Life-Time Achievement Award and Waitomo Citizen of the Year Award.

Lifetime Achievement: it is envisioned that Recipients of the Lifetime Achievement Award would have, over a number of years, demonstrated an outstanding community spirit and through their involvement in community projects and initiatives, made a significant difference to the Waitomo District.

Citizen of the Year: it is envisioned that Recipients of Citizen of the Year Award would have, over the relevant year, demonstrated an outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.

2.0 Discussion

The three yearly review of the Citizens Awards Policy is to be undertaken in November immediately following a triennial election. A three yearly review enables any newly elected Council to take ownership of the Policy at that time. The review of the Policy should be completed prior to calling for nominations for the next calendar year.

The Policy is due for review in November 2016.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Internal Review of Citizens Awards Policy	October 2016	
Council Meeting Presentation of reviewed Policy and recommendations to Council		

Waitomo District Citizens Awards

1.0 DESCRIPTION

The Citizens Award concept was identified as a way to recognise the significant contribution made to the Waitomo District by individuals within the community. Waitomo residents are nominated for these awards via a formal nomination process with the Awards being made annually at an official Awards Ceremony hosted by the Mayor and Council.

The Policy identifies two award types; The Life-Time Achievement Award and Waitomo Citizen of the Year Award.

Lifetime Achievement: it is envisioned that Recipients of the Lifetime Achievement Award would have, over a number of years, demonstrated an outstanding community spirit and through their involvement in community projects and initiatives, made a significant difference to the Waitomo District.

Citizen of the Year: it is envisioned that Recipients of Citizen of the Year Award would have, over the relevant year, demonstrated an outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.

A Citizens Awards Working Party (CAWP) is appointed by Council, made up of community members who have a strong knowledge of the district. The CAWP can have up to four community members plus one Council representative and members serve a term of three years.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2017	
Consideration of Nominations by Working Party	March/April 2017	
Awards Ceremony	May 2017	

Combined Mayoral ITO Graduation Ceremony

1.0 DESCRIPTION

This project of work supports the delivery of the Waitomo and Otorohanga Districts Combined Mayor ITO Graduation Ceremony.

2.0 DISCUSSION/ISSUES

For a number of years Waitomo District Council has been recognising, by way of a Graduation Ceremony, the achievements of residents who have completed Industry Training Qualifications.

In 2011, the Waitomo and Otorohanga Mayors agreed to combine the Graduation Ceremonies and host the Ceremony year about. Wintec is also involved in the Ceremonies and the cost of the Ceremony is divided between the two Councils and Wintec.

Otorohanga will be hosting the Ceremony in 2017.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	October 2016	
Graduate names received from Industry Training Organisations	December 2016/January 2017	
Invitation to Graduates and Families/Supporters	March 2017	
Graduation Ceremony	April 2017	

Service Level Agreement - Sport Waikato

1.0 DESCRIPTION

Council has confirmed, through the development of the 2015-2025 LTP, that it will continue to support Sport Waikato through a Service Level Agreement, reviewed annually.

Sport Waikato Key Priority Areas include:

- **Health Active Lifestyles** – Physical activity and recreation for health, fun and a lifelong habit.
- **Young People** – A lifelong involvement in sport, recreation and healthy active lifestyles.
- **Community Sport** – Strong capable delivery of community sport
- **Regional Leadership** – A professional organisation providing regional leadership and influence.

Sport Waikato will continue to focus its delivery methods in alignment to WDC's 2015-2022 LTP and Sport Waikato's strategic outcomes.

2.0 DISCUSSION/ISSUES

A Schedule of Services were developed in 2013 to clearly identify activities and required outcomes in the areas of planning, communications, participation, quality of life, community development, information/promotion and community pride.

The agreement confirms the requirement for Sport Waikato to provide a written and verbal presentation to Council at the September and March Council meetings.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Deputation – Sport Waikato. Six Monthly Report to Council (including presentation of Schedule of Services for 16/17 year).	September 2016	
Council Meeting – Deputation – Sport Waikato. Six Monthly Report to Council.	March 2017	

Service Level Agreement – Waitomo Caves Discovery Centre

1.0 DESCRIPTION

Council has confirmed, through the development of the 2015-2025 LTP, that it will continue to support Waitomo Caves Discovery Centre for the period 1 July 2015 to 30 June 2018 via the Provision of Services Grant

The aim is to promote strong heritage, visitor information, and public good services for the district through the Waitomo Caves Discovery Centre by:

- acting as a custodian to our district's heritage
- promoting the district's visitor attractions,
- providing quality information and booking services to local, national, and international visitors
- providing public good services through the provision of 24 hour toilet and rubbish collection facilities

2.0 DISCUSSION/ISSUES

The agreement confirms that reporting to Council will be twice per year. This will consist of one annual report and one interim 6 monthly report. Reporting will be based around the key performance indicators

The annual report will be submitted to Council by 1 September of the following financial year.

An interim report summarising the volume of visitors to the Waitomo Caves Discovery Centre and i-SITE will be submitted to Council on 1 March each year.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation – Reporting against Service Level Agreement (including presentation of annual report).	29 September 2016	
Council Meeting Deputation – Reporting against Service Level Agreement.	March 2017	

Service Level Agreement – Hamilton Waikato Tourism

1.0 DESCRIPTION

Hamilton & Waikato Tourism Limited (HWT) was established from 1 July 2011 to undertake regional tourism marketing and development activities for the Hamilton & Waikato Region

The general description of the services to be provided by HWT is:

To promote and develop the Hamilton and Waikato region as an attractive visitor destination to international and domestic visitors in order to grow visitor expenditure in the region to provide sustainable economic, environmental, social and cultural benefits to local communities.

2.0 DISCUSSION/ISSUES

The agreement confirms that HWT will report to Council in writing every 6 months in respect to:

- HWT's performance of the Regional Tourism Services;
- HWT's delivery of the Deliverables;
- HWT's achievement of KPIs; and
- Current or anticipated issues.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation by HWT – End of Year Report	October 2016	
Council Meeting Deputation – Six Monthly Report	April 2017	

Customer Services Strategy - Review

1.0 DESCRIPTION

During development of the 2012-2022 LTP, the need to develop a Customer Services Strategy was identified and the project was included as a project within the Community Development Activity Management Plan for 2012.

The strategy identified six key service improvements that will assist WDC to develop a culture that focuses on the delivery of high standard customer service, consistently:

- Understand our customers and their needs
- Effectively communicate with our customers and the community
- Empower all employees to serve our customers
- Value customer satisfaction and simplify the customer experience
- Embrace technology to benefit our customers
- Investigate the provision of joint services facility

The Customer Services Strategy was adopted by Council in May 2014.

2.0 DISCUSSION

The Customer Services Strategy is due for review May 2017.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Internal Review of Strategy	March 2017	
Council Workshop # Review of Customer Services Strategy	April 2017	
Council Meeting - Customer Services Strategy adopted	May 2017	

Regulation Services

Gambling Venues Policy

1.0 DESCRIPTION

Waitomo District Council (WDC) is required to adopt a policy on Class 4 venues (Gambling Venue Policy) for its district under the Gambling Act 2003 (the Act). Section 101(3) of the Act requires that the class 4 venues policy:

- i) must specify whether or not class 4 venues may be established in the territorial authority district and if so, where they may be located; and
- ii) may specify any restrictions on the maximum number of gaming machines that may operate at class 4 venues.

WDC must also have a policy on Board Venues as required by the Racing Act 2003. A board venue policy must specify whether new board venues may be established in the District and if so where they may be located.

This policy addresses Council's policy obligations under both the Gambling Act 2003 and the Racing Act 2003.

2.0 DISCUSSION/ISSUES

This Policy is due for review August 2017.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop review of existing Policy	March 2017	
Prepare recommendations	March 2017	
Council Workshop	April 2017	
Council Meeting Adopt draft policy for consultation	May 2017	
Finalise draft policy for consultation	May 2017	
Public notification	June 2017	
Consultation Period	June 2017	
Council Hearing	July 2017	
Council Deliberations Meeting	July 2017	
Policy changes after deliberations	July 2017	
Council Meeting Adoption of Policy	August 2017	

Earthquake Prone Buildings Policy

2.0 DESCRIPTION

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

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

Dog Control Policy and Practices Report 2016/2017

1.0 DESCRIPTION

Section 10A of the Dog Control Act 1996 requires local authorities annually to report on their Dog Control Policy and Practices and to give public notice of the availability of the report.

2.0 KEY MILESTONES

Key Milestone	Date	Commentary
Council Meeting – Dog Control Policy and Practices Report	September 2016	
Public notification	October 2016	

Community Services

Public Amenities: Te Kuiti Cemetery Development

1.0 DESCRIPTION

In 2013 purchased additional land for the expansion of the Te Kuiti Cemetery to cater for the future needs of the town and district. The designation of this land as cemetery will follow the development of the District Plan Review which is currently under way. How this land will be utilised is an integral part of the planning process

2.0 DISCUSSION

The initial works involve the development of a staged concept plan of the future development of the cemetery followed by the undertaking of base works to allow for future use. The base works will involve the removal of trees, access way development, levelling etc. These works will generally being dependent on the outcomes and timing of the planning process. Initial works would involve the removal of the hedge and fencing

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Site works for the removal of trees and associated fencing	January 2017 – March 2017	

Public Amenities: Te Kuiti Rail Overbridge Renewals

1.0 DESCRIPTION

As part of WDC's programme to make the Te Kuiti Rail corridor safer, WDC has been identifying projects in conjunction with KiwiRail to improve this safety. A safety audit on the overbridge was undertaken in 2013-14 as part of this programme and identified several structural issues as well as the need to review the safety railing.

2.0 DISCUSSION

Off the projects identified associated with the overbridge, priority has been given to improving its safety, primarily around compliance associated with the hand rails and this work is focussed during 2015 / 2016. The second stage of the works is to improve the engineering integrity of the structure and undertake repairs as required

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Review of the initial report integrity of the structure with a view to prioritizing the works required	August 2016	
Report from engineer into options and costing	September 2016 – October 2016	
Development of construction drawing and tender documentation associated with prioritised work	December 2016 – February 2017	
Tender for works	March 2017	
Construction	April 2017 – June 2107	

Public Amenities: Marokopa Public Toilet Replacement

1.0 DESCRIPTION

Inclusion of investigatory works for the provision of a new toilet block at Marokopa was included in the Public Amenities AMP as part of the 2015-2025 LTP development due both the increased tourist numbers passing through the town, and the poor performance grading the existing toilet facility achieved in the Sanitary Assessment.

2.0 DISCUSSION

Initial works involve the establishment of base user information to assist with the sizing of any replacement structure. Base information includes user counts and then comparison to the New Standard for public toilet provision.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Confirmation of user numbers to identify requirements / size of toilet structure	September 2016 – January 2017	
Investigate suitability of adapting new Piopio toilet Design for use in Marokopa and confirmation of location	January 2017 – February 2017	
Finalisation of design and tender documentation	February 2017 – March 2017	
Tender	March 2017 – April 2017	
construction	April 2017 – June 207	

Asset Management

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

Water: Awakino Pump Station

1.0 DESCRIPTION

The Awakino water pump station is made up of an in-ground pit with 2 close coupled in-line pumps that do duty to supply water to the Blackman's Reservoir.

2.0 DISCUSSION

The lay-out of the pumps is not ideal and it is prone to vibrations that tend to crack the pump inlet flanges and mountings that the pumps are fastened on. In real terms there is only one pump, as both pumps are required to provide sufficient lift to top up the Blackmans Reservoir. The electrical components are also old. It is proposed to upgrade the pump station with an aboveground kiosk with 2 parallel pumps for duty-standby configuration.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	
Construction	End April 2016	

Water: Backflow Preventers

1.0 DESCRIPTION

The Ministry of Health requires all connections to have backflow preventers to eliminate contamination of the water reticulation.

2.0 DISCUSSION

WDC regularly receives requests to attend to tobies that are leaking or not shutting off. This is an ideal time to install the backflow preventers. Other times when backflow preventers are installed are through the pipe replacement programme and the installation programme of water meters to Extraordinary Users. The installation of these devices relates to Mokau and Piopio as well as Te Kuiti.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Backflow preventer installation throughout the district	Ongoing throughout 2015-16	

Water: Seismic Strengthening of Reservoirs

1.0 DESCRIPTION

It is now a requirement to have all major structures inspected for earthquake resilience and strengthened as required.

2.0 DISCUSSION

The following reservoirs were inspected for earthquake resilience:

- Water Treatment Plant
- Mangarino
- Hospital
- Hetet

- Piopio

Piopio reservoir was found to be the most likely to fail and will be scheduled first to have work done on it. The reservoir at the water treatment plant will be rehabilitated through the WTP Upgrade Project. The rest of the reservoirs will be scheduled for remedial work in order of priority.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
PIOPIO		
Contract documents and tendering	November 2015	
Construction	February 2015	

Water: Mokau Dam Upgrades

1.0 DESCRIPTION

The Mokau water scheme is fed by two earthen dams that are located on top of the escarpment along SH3. From here the raw water is now fed down to the newly constructed lined earthen dam.

2.0 DISCUSSION

The original design made provision for the rehabilitation of the existing earth dams and to increase storage capacity at the same time. Due to historic archaeology this design was scrapped in favour of constructing a new dam at considerable additional cost. The original earth dams still require rehabilitation work to bring them up to the Building Code standard.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	
Construction	End March 2016	
Completion	End June 2016	

Stormwater: King Street East

1.0 DESCRIPTION

The large 1,000 mm diameter pipe in King Street East was found to be subsiding during a routine road reseat project in 2013. An investigation showed that the joints allowed storm water to scour out the bedding and thus caused the pipes to shift.

2.0 DISCUSSION

The existing 1,000 mm diameter pipe is approximately 4 meters deep and will require shoring as well as benched excavations to relay. It is proposed to re-sleeve the existing pipe by means of inserting a smaller diameter pipe into the existing one and using it as a sleeve. Sealing the existing pipe from any storm water will eliminate the storm water scouring out the bedding.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Contract documents and tendering	January 2016	
Construction	End April 2016	

Capital Renewal Programme – Year 2 (2016/2017)

STORMWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Mary Street	\$13,582.15	
Mary Street	\$14,976.26	
Hill Street	\$22,636.92	
King Street	\$70,422.59	

WATER - Te Kuiti

Street	LTP Budget = Optim Rep Val	Comment
Grey	\$38,957.36	
Henderson	\$5,845.41	
Hetet	\$18,457.50	
Rora Street	\$12,223.68	
Hetet	\$906.02	
Ngarongo	\$12,960.38	

WATER - Mokau

Street	LTP Budget = Opt Rep Value	Comment
Rangi Street	\$11,807.45	
Rangi Street	\$436.03	
Rangi Street	\$12,093.68	
Tainui Street	\$10,903.30	
Tainui Street	\$13,021.90	

WATER - Piopio

Street	Replacement Cost	Comments
Moa Street	\$17,317.95	
Moa Street	\$10,012.53	
Weka Street	\$2,736.53	

WASTEWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
Rora Street	\$53,919.00	
Rora Street	\$14,039.00	
Rora Street	\$25,740.00	
Rora Street	\$15,208.00	
Alexandra Street	\$25,631.00	

ROADING

Road Name	RP Start	RP End	Length (m)	Width	Area (m ²)	Estimated Rate \$/m ²	Cost Estimate or Priced Proposal
Taharoa Rd	4,750	5,913	1163	6.7	7,804	\$40.00	\$312,160
Taharoa Rd	11,734	12,175	441	7.4	3,250	\$40.00	\$130,000
Hangatiki East Rd	0	2,475	2475	6.0	14,850	\$40.00	\$594,000

**SECTION FOUR: 2017/2018 WORK PROGRAMME
(YEAR THREE OF LTP)**

Development of 2018-2028 LTP

Consultation Document Development

1.0 DESCRIPTION

Council is required to produce a Consultation Document (CD) to be used as the basis of engagement with the community on the 2015-25 Long Term Plan (LTP).

The purpose of the CD is to provide an effective basis for public participation in local authority decision-making processes relating to the content of a long term plan. The CD must include the following information in relation to the long term plan:

- (a) Key issues (including options, proposed action and resulting impact on rates, debt and levels of service),
- (b) Key matters from the financial strategy and infrastructure strategy,
- (c) Any proposals for significant changes to the funding system, including changes to the rating system,
- (d) Impact of the proposals in the LTP on rates and debt
- (e) Impact of the proposals in the LTP on levels of service
- (f) Information describing the impacts of the rating proposals across different categories of rating unit, with different property values
- (g) Report from the Auditor

All the information (Supporting Information (SI)) that the content of the CD will be based on, must be developed and agreed prior to the adoption of the CD for Consultation.

2.0 DISCUSSION

In determining which issues should be included in the CD, Council must have regard to its significance and engagement policy, and the importance of other matters to the district and its communities

Discussions will be held with Councillors early on in the LTP development process as to the 'big issues' from the LTP to be included in the CD in order to have the 'right debate' with the community.

A significant amount of the information previously prepared for the draft LTP is required as Supporting Information to the CD. Therefore, the work programme for the development of the CD and Supporting Information is very similar to the production of a full draft LTP.

Obtaining strategic inputs and decisions are a key part of the CD and Supporting Information development process. These inputs are intended to be gained through a series of Workshops with Council at different times throughout the LTP development process.

These Workshops are also intended to provide regular information to Council on the assumptions being made or issues being explored as part of the CD/SI/LTP process so that Council is well informed and has adequate opportunity to be engaged and inform the CD/ SI/LTP.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Workshop #1 <ul style="list-style-type: none"> • LTP Project Plan overview • Review of Vision • Strategic Direction and Guiding Principles, including COs • Strategic Issues • Forecasting Assumptions • Initial discussion on 'right debate' to include in CD. • Which policies and strategies need change/amendment • Performance Management Framework 	1 August 2017	
Council Workshop #2 <ul style="list-style-type: none"> • Treasury Policy • Policy on Appointment of Directors to CCOs, • Development of Maori Capacity - (Council direction) 	15 August 2017	

Key Milestone	Indicative Timeframe	Commentary
Council Workshop #3 • AMPs: – Solid Waste Activity (aligned with the SWaMMP) – Wastewater – Stormwater	5 September 2017	
Council Workshop #4 • AMPs: – Parks and Reserves – Recreation and Culture – Public Amenities	19 September 2017	
Council Workshop #5 • AMPs: – Roading – Water – Housing and Other Property – Community Development – Information Technology – Regulatory/Resource Management	3 October 2017	
Council Workshop #6 ○ Infrastructure Strategy # 1 ○ Financial Strategy #1	17 October 2017	
Council Workshop #7 • Revenue and Financing Policy #1 • Infrastructure Strategy #2	7 November 2017	
Council Workshop #8 • Revenue and Financing Policy #2 • Financial Forecasts #1 – Issues – Operational Expenditure – Capex	21 November 2017	
Council Workshop #9 • Financial Forecasts #2 • Recap of issues • Revisit 'right debate' to be included in the CD.	12 December 2017	
Council Meeting Endorse Policies, Community Outcomes, MAP matters to be included as Supporting Information	12 December 2017	
Council CD/LTP Workshop #10 • Preliminary Draft Financial Forecasts • RFP Considerations (if required)	13 February 2018	
Council CD/LTP Workshop #11 • Preliminary draft Consultation Document • Reserve date for Financials	20 February 2018	
Council Meeting • Adopt Supporting Info for Audit • Adopt Consultation Document for Audit	27 February 2018	
Audit of CD	5 March – 13 March 2018	
Hot Review (OAG)	14 – 16 March 2018	
Council Meeting • Adopt Supporting Information for Consultation • Adopt Consultation Document for Consultation	27 March 2018	
Consultation Document and Supporting Information Finalisation	March 2018	
Public notification	3 April 2018	
Consultation Period	3 April to 4 May 2018	
Council Hearings	14 – 15 May 2018	
Council Deliberations	24 May 2018	

Long Term Plan – Final Document

1.0 DESCRIPTION

One of the component work streams is the actual preparation of the final document. The LTP incorporates information from a wide range of projects and primarily consists of information produced in the development of the CD and Supporting Information

2.0 DISCUSSION

Once the consultation period for the CD has started work will begin on the development of LTP Document and parts of the LTP required under Schedule 10 of the LGA but which did not form part of the Supporting Information for the CD.

The feedback received from the community during the consultation period is incorporated into the draft of the long term plan document itself.

Key Milestone	Indicative Timeframe	Commentary
Finalisation of Long Term Plan Document	April - May 2018	
Audit of full LTP	11-15 June 2018	
Hot Review	18 -19 June 2018	
Council Meeting – Adoption of LTP	26 June 2018	

Review of Strategic Direction

1.0 DESCRIPTION

As per the LGA 2002 (the Act), the purpose of the LTP (amongst other things), is to provide a long term focus for the decisions and activities of the Council, describe the outcomes that the local authority aims to achieve in meeting the needs of its community (community outcomes), provide for integrated decision making and coordination of resources and provide the basis for accountability to the community.

In order to fulfil the intent of the Act and to ensure that the LTP provides direction and guidance to the activities and work programmes for the coming years, it is important for Council to consider at the outset:

- the direction it intends to take over the next 10 years
- the community outcomes to be achieved
- identify the key areas of focus through the planning period and
- establish any guiding principles to be used as a reference, particularly for prioritising and sequencing of work streams

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council LTP Workshop # 1 <ul style="list-style-type: none"> • Review of Vision • Strategic Direction and Guiding Principles, including Community Outcomes • Strategic Issues • Which policies and strategies need change/amendment 	1 August 2017	
Council Meeting Adoption of Strategic Direction as part of CD for Audit	27 February 2018	

Forecasting Assumptions

1.0 DESCRIPTION

Forecasting Assumptions are necessary to forecast the growth and change that will be experienced in the District over the life of the LTP 2015-25.

The LGA 2002, Section 17 of Schedule 10, states that Council's LTP must clearly identify—

- (a) all the significant forecasting assumptions and risks underlying the financial estimates:
- (b) without limiting the generality of paragraph (a), the following assumptions on which the financial estimates are based:
 - (i) the assumptions of the local authority concerning the useful life of significant assets; and
 - (ii) the assumptions of the local authority concerning sources of funds for the future replacement of significant assets:
- (c) in any case where significant forecasting assumptions involve a high level of uncertainty,—
 - (i) the fact of that uncertainty; and
 - (ii) an estimate of the potential effects of that uncertainty on the financial estimates provided.

2.0 DISCUSSION

There are a range of indicators that can be used for forecasting growth and the rate of change within communities. This work stream will involve researching a range of data, from building consents, property sales, and population data from the Census etc to develop growth forecasts relevant to the Waitomo District.

Other forecasting assumptions will need to be made around Council's operating environment. Assumptions such as forecast interest and inflation rates, Council's core business etc will need to be available to enable planning ahead for 10 years.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Development of assumptions	July 2017	
Council LTP Workshop # 1 Consideration of Assumptions	1 August 2017	
Council Meeting Adopt Forecasting Assumptions as part of Supporting Information	27 February 2018	

Review of Financial Strategy

1.0 DESCRIPTION

Pursuant to Section 101A of the LGA Council must, as part of its LTP, prepare and adopt a Financial Strategy for all of the consecutive financial years covered by the LTP

2.0 DISCUSSION

The purpose of the financial strategy is to facilitate prudent financial management by providing a guide for the Council to consider proposals for funding and expenditure against; and to facilitate consultation on the Council's proposals for funding and expenditure by making transparent the overall effects of those proposals on the Council's services, rate, debt and investments.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop Review and recommendations	August – September 2017	
Council LTP Workshop # 6 Review of Financial Strategy	17 October 2017	
Council Meeting Adopt Financial Strategy as Supporting Information	27 February 2018	

Review of Infrastructure Strategy

1.0 DESCRIPTION

Pursuant to Section 101B of the LGA Council must, as part of its LTP, prepare and adopt an Infrastructure Strategy for a period of at least 30 consecutive financial years.

2.0 DISCUSSION

The purpose of the Infrastructure Strategy is to identify significant infrastructure issues for the Council over the period covered by the strategy and identify the principal options for managing those issues and the implications of those options.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop Review and Recommendations	August 2017	
Council LTP Workshop # 6 Review of Infrastructure Strategy	17 October 2017	
Council LTP Workshop # 7 Review of Infrastructure Strategy	7 November 2017	
Council Meeting Adopt Infrastructure Strategy as Supporting Information	27 February 2018	

Assessment of Water and Sanitary Services

1.0 DESCRIPTION

Council must, from time to time, in accordance with the LGA (Sections 124 and 125 and Section 6, Part 1, Schedule 10), assess the provision of water services and other sanitary services.

The assessment must include the provision of water and other sanitary services within the District including, but not limited to, how drinking water is provided, how sewage and stormwater are disposed of, identified risks to the community and estimated future demands.

Assessments are required for the following:

- Water
- Wastewater
- Stormwater
- Solid Waste
- Public Toilets
- Cemeteries

2.0 DISCUSSION/ISSUES

It is considered best practice to review the WSSA at least every six years. WDC's current WSSA was reviewed and adopted as part of the 2015-2025 LTP therefore the next formal review of the WSSA should be carried out in 2020. However, the WSSA must be reviewed during each LTP development to test for variations between the adopted WSSA and LTP documentation. If any variation exists, an explanation must be provided for in the LTP.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop Review to test for variations between adopted WSSA and LTP documentation.	October 2017	
Council Workshop: Discuss any significant variation with Council	17 October 2017	
Council Meeting: Adopt WSSA with variations	28 November 2017	Adoption will not be required if there are no significant variations identified between the WSSA and the proposals in the CD/LTP

SWaMMP

1.0 DESCRIPTION

The Solid Waste Management and Minimisation Plan (SWaMMP) outlines policies and methods for Council's Solid Waste Management Activities pursuant to S.43 of the Waste Minimisation Act 2008. Section 6, Part 1, Schedule 10 of the LGA requires that Council's LTP must identify and explain any significant variation between the proposals outlined in the LTP and Council's SWaMMP.

2.0 DISCUSSION/ISSUES

WDC's SWaMMP was last reviewed by Council earlier this year, with the reviewed document adopted on 27 June 2017. However, the SWaMMP must be reviewed during each LTP development to test for variations between the adopted SWaMMP and LTP documentation. If any variation exists, an explanation must be provided for in the LTP.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop Assessment to test for variations between adopted SWaMMP and LTP documentation. Any significant variation to be included in LTP.	October 2017	
Council Workshop: Discuss any significant variation with Council	10 October 2017	

Performance Management Framework

1.0 DESCRIPTION

Performance management is a process of determining objectives, measuring progress against those objectives, and using the results to improve Council's delivery of services to the community. Performance management helps elected members and staff assess whether Council's policies and services are actually making people's lives better.

The Performance Management Framework is reviewed every LTP year.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Review current Performance Management Framework	July 2017	
Council Workshop # 1 Present findings of review of current Performance Management Framework	1 August 2017	
Council Meeting Adopt Performance Management Framework as part of Supporting Information	27 February 2018	

Appointment of Directors to a Council-Controlled Organisation

1.0 DESCRIPTION

Pursuant to Sections 57 and Schedule 10, Clause 7(b)(a) of the LGA, Council must adopt a policy that sets out a transparent process for the Appointment of Directors to a Council Controlled Organisation and identify Council's significant policies and objections in relation to ownership and control of its CCOs in its LTP.

2.0 DISCUSSION

Whilst there is no statutory requirement relating to the review timeline for a policy on the Appointment of Directors to a CCO, it is considered best practice to review the Policy when reviewing the LTP.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy and recommendations	August 2017	
Council LTP Workshop # 2 Present Desktop Review findings	15 August 2017	
Council Meeting Adopt reviewed Policy as part of Supporting Information	27 February 2018	

Treasury Policy

1.0 DESCRIPTION

Council's Treasury Policy incorporates both the Investment and Liability Management Policies.

A Liability Management Policy is a statutory requirement under Sections 102(2)(b) and 104 of the LGA and sets out Council's policies in respect to the management of both borrowing and other liabilities, including:

- (a) interest rate exposure; and
- (b) liquidity; and
- (c) credit exposure; and
- (d) debt repayment; and

An Investment Policy is a statutory requirement under Sections 102(2)(c) and 105 of the LGA and sets out Council's policies in respect to investments, including:

- (a) the mix of investments; and
- (b) the acquisition of new investments; and
- (c) an outline of the procedures by which investments are managed and reported on to the local authority; and
- (d) an outline of how risks associated with investments are assessed and managed.

2.0 DISCUSSION

Council has both a Liability Management Policy and an Investment Policy which are incorporated together into the Treasury Policy and it is considered best practice to review the Policy when Council is developing a new LTP.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Desktop Review of existing policy	June – July 2017	
Council Workshop # 2	15 August 2017	
Council Meeting – Adoption of Policy as part of Supporting Information	27 February 2018	

Asset Management Plans – Updating for 2018-2028 LTP Purpose

1.0 DESCRIPTION

Asset Management Plans (AMPs) provide the building blocks for the LTP. They contain business critical information about Council's infrastructural assets.

AMPs contain information relating to the performance and condition of Council's infrastructure assets. When compiled correctly AMPs accurately describe the existing capacity/capability in terms of service performance of infrastructure and provide an investment strategy in terms of asset renewal and development required to ensure that desired service levels are provided over time.

AMPs are "living" in nature in that they are subject to continuous change as improvements/additions and additional information comes to hand regarding Council's assets.

2.0 DISCUSSION

AMPs need to be updated in an integrated manner. It is important the Level of Service information (developed in consultation with the community) is fed into the asset management planning process so that the expected service performance of infrastructural assets is well understood and well informed investment decisions can be made. Likewise, planning assumptions need to be well developed so that AMPs take into consideration future capacity and demand issues.

AMPs need to be completed in draft form by the end of September 2017 so that they can link to and provide the basis for the Supporting Information for the LTP which will need to be available to the public in early 2018.

Workshops will be held with Council on the AMPs in order to gain strategic inputs. The intended content of the workshops will be –

- Presentation of each AMP including an Executive Summary of the assets, 'state of the nation' type report.
- Information will be provided on (Council has the discretion to alter these)
 - Risk,
 - Levels of Service used and
 - Development expenditure
- Financial implications of these Asset Management decisions.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Review of AMPs including: <ul style="list-style-type: none"> • Levels of Service – mandatory, technical and community; the what, when and how • Demand Management – planning for the future and optimising current capacity • Lifecycle Management - Asset Inventory, Condition and performance Assessment, Management Strategies. • Risk Management – strategies in the event of failure modes for critical components • Completion of Financial Projections – the expenditure needed over the next 10 years or more to meet and maintain levels of service 	July /August 2017	
Council LTP Workshop #3: <ul style="list-style-type: none"> o Solid Waste Activity o Stormwater o Wastewater 	5 September 2017	Workshops are scheduled to present AMPs and gain Council feedback on Levels of Service, Risks and Development Expenditure
Council LTP Workshop #4: <ul style="list-style-type: none"> • Parks and Reserves • Recreation and Culture • Public Amenities 	19 September 2017	
Council LTP Workshop #5: <ul style="list-style-type: none"> • Roading • Water • Housing and Other Property • Community Development • Information Technology • Regulatory and Resource Management 	3 October 2017	
Council Meeting: Adoption of AMPs as part of Supporting Information	27 February 2018	

Leadership

Review of Representation Arrangements (including Maori Representation) & Electoral Systems

1.0 DESCRIPTION

Council must follow the procedure set out in the Local Electoral Act 2001 when conducting a local government representation review, and should also follow guidelines published by the Local Government Commission. The Act gives the community the right to make a written submission to the Council, and the right to be heard.

The Council is required to review its representation arrangements at least once every six years. Council last undertook a review of Representation Arrangements, including Maori representation and Electoral Systems in October 2011 for the 2013 election. A full review of representation arrangements, including Maori representation, is required in 2017 in time for the 2019 elections.

2.0 DISCUSSION

A full Representation Arrangement review must include the following:

- The number of elected members (within the legal requirement of a minimum of six and a maximum of 30 members, including the Mayor).
- Whether the elected members (other than the Mayor) shall be elected by the entire district, or whether the district will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation.
- If election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward.
- Whether or not to have separate wards for electors on the Maori roll.
- Whether to have community boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

Maori Representation

The Act defines that a territorial authority may resolve for a district to be divided into 1 or more Maori wards for electoral purposes. The Act also defines that such resolution, if not made before 23 November of the year that is 2 years before the next triennial general election (i.e. 23 November 2017 for the 2019 election), would take effect for the purposes of the next but one triennial general election (i.e. implementation would not be able to take effect until the 2022 election).

Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review, and should also follow guidelines published by the Local Government Commission. The Act gives the community the right to make a written submission to the Council, and the right to be heard.

Set out below are the Procedural steps and timelines for Representation Arrangements as set out in the Local Government Commission's October 2014 Guidelines:

Procedure	Deadline	Relevant Section
Local authority determines proposed representation arrangements	Initial proposals must be made: <ul style="list-style-type: none"> • no earlier than 1 March in the year before election year • by 31 August in the year before election year, if establishing Maori wards/ constituencies • in time for the deadline for public notice 	<ul style="list-style-type: none"> • 19H (territorial authorities, • 19I (regional councils) • 19J (community boards) • Schedule 1A if establishing Maori wards/constituencies
Local authority gives public notice of "initial" proposal and invites submissions	Within 14 days of resolution, and not later than 8 September in the year before election year	19M(1)

Procedure	Deadline	Relevant Section
Submissions close	Not less than one month after public notice	19M(2)(d)
If no submissions then proposal becomes final ¹	Public notice to be given when there are no submissions but no date fixed for doing this	19Y(1)
Local authority considers submissions and may amend proposal	Within 6 weeks of closing date for submissions	19N(1)(a)
Local authority gives public notice of its "final" proposal	Within 6 weeks of closing date for submissions	19N(1)(b)
Appeals and objections close	<ul style="list-style-type: none"> not less than 1 month after the date of the public notice issued under section 19N(1)(b) not later than 20 December in the year before election year 	19O 19P
If no appeals or objections then proposal becomes final ¹	Public notice to be given when there are no appeals/objections, but no date fixed	19Y(1)
Local authority forwards appeals, objections and other relevant information to the Commission ²	As soon as practicable, but not later than 15 January in election year	19Q 19V(4)
Commission considers resolutions, submissions, appeals and objections and makes determination	Before 11 April in election year	19R
Determination subject to appeal to High Court on a point of law ³	Appeals to be lodged within 1 month of determination	Clause 2, Schedule 5, Local Government Act 2002

3.0 KEY MILESTONES

Electoral Systems

Key Milestone	Indicative Timeframe	Commentary
Council Meeting: Resolution to change/not change the electoral system	29 August 2017	
Public notice of the right for electors to demand a poll on the electoral system	August 2017	
Deadline for polls to be received to be effective for the 2019 triennial local election	February 2018	If by 28 February 2018 it is ascertained that a poll is required, a timeline for dealing with the requirements of that poll will be developed at that time.

Maori Wards and Constituencies

Key Milestone	Indicative Timeframe	Commentary
Council Workshop: Consideration of briefing paper on Maori Wards and Constituencies	25 July 2017	
Council Meeting: Resolution to be taken in respect to Council's consideration of Maori Wards and Constituencies	29 August 2017 Statutory Deadline 23 November 2017	

Representation Arrangements

Key Milestone	Indicative Timeframe	Commentary
Council Workshop to consider options for representation arrangements	31 July 2018	
Council Meeting – Resolution of proposed representation arrangements for consultation	28 August 2018	
Public notice of proposal and invite submissions (public notice must be	September 2018	

¹ Under section 19V(4) proposals that do not comply with the +/-10% fair representation requirement are subject to confirmation by the Commission.

² Includes any proposal that does not comply with the +/-10% fair representation requirement.

³ Commission determinations may also be subject to judicial review.

Key Milestone	Indicative Timeframe	Commentary
within 14 days after making resolution and prior to 8 September 2018)		
Submissions close	October 2018	
If no submissions then proposal becomes final		
Council Meeting – consideration of submissions and possible amendment of proposal (within 6 weeks of closing date of submissions)	30 October 2018	
Public notice of Council's "final" proposal	November 2018	
Appeals and objections close	December 2018	
If no appeals or objections then proposal becomes final		
If appeals/objections received, Council forwards appeals, objections and other relevant information to the Commission	December 2018	
Commission considers resolutions, submissions, appeals and objections and makes determination	Prior to 11 April 2018	
Determination subject to appeal to High Court on a point of law		

2016/17 Annual Report

1.0 DESCRIPTION

The development of the 2016/17 Annual Report and Summary Report.

2.0 DISCUSSION

The LGA requires Council to complete and adopt its Annual Report within four months after the end of the financial year to which it relates and also that Council make available an audited Summary of Information that fairly reflects the contents of the Annual Report.

The LGA requires the Annual Report to provide a measure of Council's performance against the targets set in the LTP and Annual Plan. The Annual Report is also intended to be a tool that promotes Council's accountability to the community for decisions made during the year.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Brief Council on timeframe.	30 May 2017	
WDC Audit. Deloitte will be onsite for 2 weeks.	September 2017	
Deloitte technical/final review. Once the audit field work is complete the final document is sent to Deloitte technical team for final review.	September/October 2017	
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.	26 September 2017	
Council Meeting - Adopt Annual Report.	31 October 2017	
Audit of Summary Annual Report	8-10 November 2017	
Audit Opinion on Summary Annual Report	13 November 2017	
Summary Annual Report published	30 November 2017	

Communications Strategy Progress

1.0 DESCRIPTION

Communication is an essential part of good management and the effective delivery of Council services. The Communications Strategy is a living document that changes with time. A six monthly reporting schedule has been developed to provide Council with an update on the achievement of its communications tasks and projects.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting - Six monthly progress report to end of December	27 February 2018	Report provided at next meeting following end of six monthly period
Council Meeting - Six monthly progress report to end of June	31 July 2018	Report provided at next meeting following end of six monthly period

Resident Satisfaction Survey (for 2016/17 Annual Report)

1.0 DESCRIPTION

A Resident Satisfaction Survey is identified as the key tool for monitoring some of the Service Performance Objectives contained in the LTP and also as a tool for the informing of decisions around future levels of service.

For the purpose of annual reporting against the LTP it is necessary to carry out the Resident Satisfaction Surveys annually.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Review or design new annual Resident Satisfaction (Levels of Service) Survey	May 2018	
Survey to test: 4. Importance of Service 5. Satisfaction with Service 6. Provide for commentary/ suggestions	May 2018	
Undertake Survey	June - July 2018	
Analyse / Report Survey Results	August 2018	
Council Meeting - Resident Satisfaction Survey Results to Council	28 August 2018	
Resident Satisfaction Results ready for inclusion in Annual Report	August 2018	

Community Development

Community Development Fund

1.0 DESCRIPTION

The Community Development Fund Policy establishes funding policies and principles which form the basis for the provision of funding grants to assist organisations that provide projects and activities that benefit communities within the Waitomo District.

The following grants collectively make up the CDF:

- Discretionary Grant
- Triennial Grant
- Provision of Services Grant
- Community Partnership Fund
- Community Halls Grant

Additional funding pools administered by WDC are:

- Creative NZ – Creative Communities Scheme
- Sport NZ – Rural Travel Fund
- DC Tynan Grant

2.0 KEY MILESTONES

Summary of Grants Paid

Key Milestone	Indicative Timeframe	Commentary
Council Meeting At the end of each financial year a Summary of all Grants paid throughout the year is prepared for presentation to Council	August 2017	

Community Development Fund Policy - Review

1.0 DESCRIPTION

This project of work is to review the effectiveness of the Community Development Fund and supporting policies and principles, which form the basis for the provision of funding grants to assist organisations that provide projects and activities which benefit the residents of communities within the Waitomo District.

2.0 DISCUSSION

In August 2014 the revised Community Development Fund Policy was adopted by Council. This document is to be revised every three years.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Workshop # ??? Review Community Development Fund	August 2017	
Council Meeting Adoption of revised Community Development Fund Policy	August 2017	

Community Events

1.0 DESCRIPTION

Community events help provide a positive community image and have the ability to focus the community on key projects. Council is currently involved in providing one particular event which could be considered to be interrelated with the District Promotion Activity.

2.0 DISCUSSION/ISSUES

Council agreed, when developing the 2009-19 LTP, to support two community events - the Te Kuiti Christmas Parade and The Great New Zealand Muster. This is still Council's position.

Implementation of Project Plans for both the Christmas Parade and Muster ensure the events retain their success, professional delivery and meet current health and safety legislative requirements.

3.0 KEY MILESTONES

2017 Christmas Parade

Key Milestone	Indicative Timeframe	Commentary
Consultation: Identify and consult with key stakeholders.	September/October 2017	
Review and implement Project Plan	October 2017	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	November/December 2017	
Execution of event	12 December 2017	
Council Meeting: Management Report on the event identifying success and the budget.	February 2018	

2018 Great New Zealand Muster

Key Milestone	Indicative Timeframe	Commentary
Review scope of Great NZ Muster including Health and Safety requirements	September/October 2017	
Identify and consult with key stakeholders.	September/October 2017	
Development and implementation of a Project Plan	October 2017	
Advertise and communicate: Continue communication with key stakeholders, community and other target markets.	January to March 2018	
Execution of event	April 2018	
Council Meeting: Management Report on the main event (The Muster) identifying success and the budget.	June 2018	

Citizen Awards Working Party

1.0 DESCRIPTION

The Citizens Award concept was identified as a way to recognise the significant contribution made to the Waitomo District by individuals within the community. Waitomo residents are nominated for these awards via a formal nomination process with the Awards being made annually at an official Awards Ceremony hosted by the Mayor and Council.

The Policy identifies two award types; The Life-Time Achievement Award and Waitomo Citizen of the Year Award.

Nominations for the awards are assessed by the Citizens Awards Working Party (CAWP). The CAWP is appointed by Council and made up of community members who have a strong knowledge of the District and its residents. The CAWP can have up to four community members plus one Council representative and is to serve a term of three years.

2.0 DISCUSSION

The current Citizens Awards Working Party due for review by Council in November 2017.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Business Paper to Council - Appointment of Working Party	November 2017	

Waitomo District Citizens Awards

1.0 DESCRIPTION

The Citizens Award concept was identified as a way to recognise the significant contribution made to the Waitomo District by individuals within the community. Waitomo residents are nominated for these awards via a formal nomination process with the Awards being made annually at an official Awards Ceremony hosted by the Mayor and Council.

The Policy identifies two award types; The Life-Time Achievement Award and Waitomo Citizen of the Year Award.

Lifetime Achievement: it is envisioned that Recipients of the Lifetime Achievement Award would have, over a number of years, demonstrated an outstanding community spirit and through their involvement in community projects and initiatives, made a significant difference to the Waitomo District.

Citizen of the Year: it is envisioned that Recipients of Citizen of the Year Award would have, over the relevant year, demonstrated an outstanding community spirit and been involved in projects and initiatives that have made a difference to the Waitomo District.

A Citizens Awards Working Party (CAWP) is appointed by Council, made up of community members who have a strong knowledge of the district. The CAWP can have up to four community members plus one Council representative and members serve a term of three years.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Calling of Nominations	February 2018	
Consideration of Nominations by Working Party	March/April 2018	
Awards Ceremony	May 2018	

Combined Mayoral ITO Graduation Ceremony

1.0 DESCRIPTION

This project of work supports the delivery of the Waitomo and Otorohanga Districts Combined Mayor ITO Graduation Ceremony.

2.0 DISCUSSION/ISSUES

For a number of years Waitomo District Council has been recognising, by way of a Graduation Ceremony, the achievements of residents who have completed Industry Training Qualifications.

In 2011, the Waitomo and Otorohanga Mayors agreed to combine the Graduation Ceremonies and host the Ceremony year about. Wintec is also involved in the Ceremonies and the cost of the Ceremony is divided between the two Councils and Wintec.

Waitomo will be hosting the Ceremony in 2018.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Meeting of Key Stakeholders to revise Ceremony Project Plan	October 2017	

Key Milestone	Indicative Timeframe	Commentary
Graduate names received from Industry Training Organisations	December 2017/January 2018	
Invitation to Graduates and Families/Supporters	March 2018	
Graduation Ceremony	April 2018	

Service Level Agreement - Sport Waikato

1.0 DESCRIPTION

Council has confirmed, through the development of the 2015-2025 LTP, that it will continue to support Sport Waikato through a Service Level Agreement, reviewed annually.

Sport Waikato Key Priority Areas include:

- **Health Active Lifestyles** – Physical activity and recreation for health, fun and a lifelong habit.
- **Young People** – A lifelong involvement in sport, recreation and healthy active lifestyles.
- **Community Sport** – Strong capable delivery of community sport
- **Regional Leadership** – A professional organisation providing regional leadership and influence.

Sport Waikato will continue to focus its delivery methods in alignment to WDC's 2015-2022 LTP and Sport Waikato's strategic outcomes.

2.0 DISCUSSION/ISSUES

A Schedule of Services were developed in 2013 to clearly identify activities and required outcomes in the areas of planning, communications, participation, quality of life, community development, information/promotion and community pride.

The agreement confirms the requirement for Sport Waikato to provide a written and verbal presentation to Council at the September and March Council meetings.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting – Deputation – Sport Waikato. Six Monthly Report to Council (including presentation of Schedule of Services for 17/18 year).	September 2017	
Council Meeting – Deputation – Sport Waikato. Six Monthly Report to Council.	March 2018	

Service Level Agreement – Waitomo Caves Discovery Centre

1.0 DESCRIPTION

Council has confirmed, through the development of the 2015-2025 LTP, that it will continue to support Waitomo Caves Discovery Centre for the period 1 July 2015 to 30 June 2018 via the Provision of Services Grant

The aim is to promote strong heritage, visitor information, and public good services for the district through the Waitomo Caves Discovery Centre by:

- acting as a custodian to our district's heritage
- promoting the district's visitor attractions,
- providing quality information and booking services to local, national, and international visitors
- providing public good services through the provision of 24 hour toilet and rubbish collection facilities

2.0 DISCUSSION/ISSUES

The agreement confirms that reporting to Council will be twice per year. This will consist of one annual report and one interim 6 monthly report. Reporting will be based around the key performance indicators

The annual report will be submitted to Council by 1 September of the following financial year.

An interim report summarising the volume of visitors to the Waitomo Caves Discovery Centre and i-SITE will be submitted to Council on 1 March each year.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation – Reporting against Service Level Agreement (including presentation of annual report).	29 September 2017	
Council Meeting Deputation – Reporting against Service Level Agreement.	March 2018	

Service Level Agreement – Hamilton Waikato Tourism

1.0 DESCRIPTION

Hamilton & Waikato Tourism Limited (HWT) was established from 1 July 2011 to undertake regional tourism marketing and development activities for the Hamilton & Waikato Region

The general description of the services to be provided by HWT is:

To promote and develop the Hamilton and Waikato region as an attractive visitor destination to international and domestic visitors in order to grow visitor expenditure in the region to provide sustainable economic, environmental, social and cultural benefits to local communities.

2.0 DISCUSSION/ISSUES

The agreement confirms that HWT will report to Council in writing every 6 months in respect to:

- HWT's performance of the Regional Tourism Services;
- HWT's delivery of the Deliverables;
- HWT's achievement of KPIs; and
- Current or anticipated issues.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Deputation by HWT – End of Year Report	October 2017	
Council Meeting Deputation – Six Monthly Report	April 2018	

Customer Services – Monitoring against Strategy

1.0 DESCRIPTION

During development of the 2012-2022 LTP, the need to develop a Customer Services Strategy was identified and the project was included as a project within the Community Development Activity Management Plan for 2012. Due to an internal reorganisation, Council agreed to defer this project until the 2013/2014 year to enable the Group Manager – Customer Services to inform the development of the Strategy.

Council workshopped a preliminary draft Customer Services Strategy in May 2014 and adopted the finalised Strategy at the Council meeting on 24 June 2014.

Council will be briefed on monitoring progress against the Customer Services Strategy by way of an annual report to Council.

2.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Meeting Progress Reports will be presented to Council annually	June 2018	

Waitomo District Library Strategy - Review

1.0 DESCRIPTION

This project of work is to review Council's Waitomo District Library Services Strategic Plan to ensure it best meets the Strategic Goals identified for the 2018-2028 LTP.

2.0 DISCUSSION

The Waitomo District Library Services Strategic Plan was adopted by Council in December 2008 and last reviewed in 2014. It is deemed prudent that the Plan be revised by the Council as part of the development process for the 2018-2028 LTP.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Workshop # Strategy to Council for review	August 2017	
Council Meeting - Strategy adopted by Council	October 2017	

Community Development Strategy - Review

1.0 DESCRIPTION

This project of work is to review the effectiveness of Council's Community Development Strategy and supporting policies and principles to ensure they best meet the Strategic Goals identified for the 2018-2028 LTP.

2.0 DISCUSSION

The Community Development Strategy was last reviewed in 2014. It is deemed prudent that the Plan be revised by the Council as part of the development process for the 2018-2028 LTP.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Council Workshop # Review of Community Development Strategy	August 2017	
Council Meeting - Community Development Strategy adopted by Council	September 2017	

Regulation Services

Dog Control Policy and Practices Report 2017/2018

1.0 DESCRIPTION

Section 10A of the Dog Control Act 1996 requires local authorities annually to report on their Dog Control Policy and Practices and to give public notice of the availability of the report.

2.0 KEY MILESTONES

Key Milestone	Date	Commentary
Council Meeting – Dog Control Policy and Practices Report	September 2017	
Public notification	October 2017	

Community Services

Public Amenities: Te Kuiti Cemetery Development

1.0 DESCRIPTION

In 2013 purchased additional land for the expansion of the Te Kuiti Cemetery to cater for the future needs of the town and district. The designation of this land as cemetery will follow the development of the District Plan Review which is currently under way. How this land will be utilised is an integral part of the planning process

2.0 DISCUSSION

The initial works involve the development of a staged concept plan of the future development of the cemetery followed by the undertaking of base works to allow for future use. The base works will involve the removal of trees, access way development, levelling etc. These works will generally being dependent on the outcomes and timing of the planning process. Initial works would involve the removal of the hedge and fencing.

3.0 KEY MILESTONES

Key Milestone	Indicative Timeframe	Commentary
Development of the site into usable cemetery space	January 2018 – June 2018	

Asset Management

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

Capital Renewal Programme – Year 3 (2017/2018)

STORMWATER - Te Kuiti

Street	LTP Budget = Replacement Cost	Comments
King Street West	\$46,498.46	
King Street West	\$8,569.93	
Taupiri Street	\$5,121.29	
Taupiri Street	\$6,609.93	
Taupiri Street	\$4,726.56	
Taupiri Street	\$7,960.16	
Taupiri Street	\$19,365.93	

WATER - Te Kuiti

Street	LTP Budget = Optim Rep Val	Comment
Ngarongo Street	\$17,938.55	
Lawrence	\$17,765.75	
George	\$27,467.97	
Te Kuiti	\$23,558.73	

WATER - Mokau

Street	LTP Budget = Optim Rep Val	Comment
Rerenga Street	\$16,476.66	
Tainui Street	\$10,547.53	
Tainui Street	\$6,528.34	

WATER - Piopio

Street	Replacement Cost	Comments
Kea Street	\$9,165.89	
Moa Street	\$16,761.02	
Moa Street	\$3,183.25	
Moa Street	\$609.90	
Ruru Street	\$2,335.28	

WASTEWATER – Te Kuiti

Address	LTP Budget = Replacement Cost	Comments
Te Kumi Road	\$8,773.00	
Te Kumi Road	\$2,012.00	
Te Kumi Road (Beside River)	\$3,870.00	
Te Kumi Road (No.40)	\$7,437.00	
Te Kumi Road (Pump Station Beside River)	\$720.00	
Te Kumi Road (No.40)	\$5,558.00	
Te Kumi Road	\$14,206.00	
Edward Street (No.11 - 15)	\$9,861.00	
Edward Street (No.3 - 9)	\$13,852.00	
Edward Street (No.1)	\$7,839.00	
Edward Street (No.17)	\$7,872.00	
Waitete Road	\$14,227.00	
Waitete Road & Awakino Road	\$9,844.00	
King Street West & Carroll Street	\$26,144.00	

ROADING

Road Name	RP Start	RP End	Length (m)	Width	Area (m²)	Estimated Rate \$/m²	Cost Estimate or Priced Proposal
Haurua Rd	639	2,164	1525	6.0	9,150	\$40.00	\$366,000
Somerville Rd	457	2,211	1754	6.0	10,524	\$40.00	\$420,960
Oparure Rd	4,414	5,745	1,331	6.4	8,518	\$40.00	\$340,736
Waitomo Valley Rd	4,024	5,061	1037	6.4	6,637	\$40.00	\$265,472