

**Document No:** A448084

**Report To:** Council



**Meeting Date:** 26 November 2019

**Subject:** Ministry for the Environment Consultation:  
Proposed Priority Products and Priority  
Product Stewardship Scheme Guidelines

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is to inform Council of a Submission from the Waikato/BOP Territorial Authority Liaison Group regarding the Ministry for the Environment's Proposed Priority Products and Priority Product Stewardship Scheme Guidelines.

## Background

- 1.2 New Zealand has one of the highest rates of household waste production per capita in the OECD. Yet New Zealanders are highly concerned about waste. We rank waste as one of the three topics we are most concerned about (Ministry for the Environment Surveys 2018).
- 1.3 The Government is looking to declare 'priority products' for six product groups that can create harm at end of life – this includes tyres, electrical and electronic products, agrichemicals and their containers, refrigerants and other synthetic greenhouse gases, farm plastics, and packaging.
- 1.4 The Government is also looking to declare Ministerial Guidelines for the design of accredited schemes to manage the priority products. This is stage one of a two stage process to move toward regulated product stewardship for these products.
- 1.5 Declaration of 'priority product' under the Waste Minimisation Act creates an obligation and opportunity. As soon as is practicable after a product is declared a priority product, a Product Stewardship Scheme for that product must be developed and accreditation obtained. An option becomes available to prohibit the sale of a priority product except in accordance with the accredited scheme. This would mandate participation in an accredited scheme and reduce free-rider issues typically experienced by voluntary accredited schemes.
- 1.6 Submissions to the Guidelines closed on 4 October 2019.

## Commentary

- 3.1 Most of the cost of resource recovery currently falls on TAs and hence ratepayers, rather than the producers and users of products. As a group, the TA Liaison Group support Central Government enacting sections of the Waste Minimisation Act 2008 to declare priority products as local and regional councils do not have the ability to create or amend separate regional or district plans to establish regulation.
- 3.2 Implementation of the proposed product stewardship schemes will increase New Zealand's ability to protect our local environment and meet our international agreements for the management, disposal and transport of certain hazardous wastes.
- 3.3 Due to time constraints it was necessary for the TA Liaison Group to prepare this submission as a staff-only submission, rather than an individual council submission.

## Analysis of Options

- 4.1 The options are for Council to endorse or not endorse product stewardship scheme for proposed priority products. To not endorse it would mean preference for the current burden of disposal of hazardous end-of-life products to remain with TAs.

## Considerations

### 5.1 Risk

- 5.2 There are no identified risks to council.

### 5.3 Consistency with Existing Plans and Policies

- 5.4 The decision to endorse the proposal is in line with WDC's Solid Waste (Asset) Management and Minimisation Plan and Long Term Plan.

### 5.5 Significance and Community Views

- 5.6 A number of service requests have been received by WDC in the past in relation to the difficulty and cost to our residents of the disposal of a number of items listed in the Government's proposed priority products list. The scheme would ease some of the burden of those costs on our district's residents.
- 5.7 A decision to endorse or not endorse the Waikato/BOP TA LG submission will not trigger Council's Policy on Significance and Engagement.

## Recommendation

- 8.1 It is recommended that Council endorse the Waikato/BOP TA Liaison Group staff submission on the MfE Proposed Priority Products and Product Stewardship Scheme Guidelines.

### Suggested Resolutions

- 1 The business paper on the Ministry for the Environment Consultation: Proposed Priority Products and Priority Product Stewardship Scheme Guidelines be received.
- 2 Council endorse/not endorse the Waikato/Bay of Plenty Waste Liaison Group Submission to the Ministry for the Environment's Proposed Priority Products and Priority Product Stewardship Scheme Guidelines.



PARVA ZAREIE  
**MANAGER – WASTE MINIMISATION**

3 October 2019

Attachment: Final draft Waikato/Bay of Plenty Waste Liaison Group Submission

10 September 2019

Ministry for the Environment  
PO Box 10362  
WELLINGTON 6143

Dear Sir / Madam

**Waikato & Bay of Plenty Waste Liaison Group submission on Proposed Priority Products and Guidelines for Product Stewardship Intervention 2019**

Please find attached **Waikato & Bay of Plenty Waste Liaison Group** submission in response to the *Proposed priority products and priority product stewardship scheme guidelines*.

Thank-you for the opportunity to provide feedback on these important matters. Please note that due to the short timeframe allowed for submissions that the attached document has not been approved by any of the council committees and so must be read and referenced as a “staff-only” submission.

If you require any clarification on the submission, please contact me by phone on, or by email at [Valerie.bianchi@waikatoregion.govt.nz](mailto:Valerie.bianchi@waikatoregion.govt.nz)

Yours sincerely

On behalf of the Waikato and Bay of Plenty Waste Liaison Group

Valerie Bianchi

Education Projects Advisor

Waikato Regional Council

**Waikato & Bay of Plenty Waste Liaison Group submission on the:**

***Proposed priority products and priority product stewardship scheme guidelines***

1. Please note that this submission has not been approved by any council committees and so must be read and referenced as a “staff-only” submission.
2. The address for service is Waikato Regional Council, Private Bag 3038, Waikato Mail Centre Hamilton, 3240.
3. Please direct any enquiries to Valerie Bianchi Phone or email [valerie.bianchi@waikatoregion.govt.nz](mailto:valerie.bianchi@waikatoregion.govt.nz)

**Section 1:** Introduction

**Section 2:** Commentary and Recommendations

**Section 3:** Conclusions

### SECTION 1: INTRODUCTION

Established in 1992, the purpose of the Waikato & Bay of Plenty Waste Liaison Group is to provide a forum for Waikato and Bay of Plenty regions to come together to discuss shared waste minimisation objectives and achieve waste minimisation, recycling and better management of solid waste through the sharing of information and experiences between district and city council officers, and to coordinate activities between councils and external organisations where appropriate. The objective of this group is, in part, to prepare recommendations and submissions that reflect the collective agreement of the Waikato & Bay of Plenty Waste Liaison Group in regards to significant waste minimisation, management and recycling issues.

As part of the Waikato & Bay of Plenty Waste Liaison Group, members of this submission include:

Brent Aitken (Solid Waste /Stormwater Asset Manager)

George Ridley (Solid Waste Project & Contract Advisor, Matamata-Piako District Council)

Ilze Kruis (Resource Recovery & Waste Team Leader, Western Bay of Plenty District Council)

Kirsty Quickfall (Resource Recovery Advisor, Hamilton City Council)

Nigel Clarke (Manager Solid Waste, Whakatāne District Council)

Parva Zareie (Manger – Waste Minimisation, Waitomo District Council)

Phil Burt (Senior Contract Engineer, South Waikato District Council)

Phillip Ellis (Solid Waste Team Leader, Waikato District Council)

Rebecca Maiden (Manager: Sustainability and Waste, Tauranga City Council)

Reece Irving (Senior Regulatory Project Officer, Bay of Plenty Regional Council)

Sally Fraser (Waste Minimisation Officer, Waipa District Council)

Steve de Laborde (Infrastructure Systems & Planning Manager, Hauraki District Council)

Valerie Bianchi (Education Projects Advisor, Waikato Regional Council)

Victoria Moyle (South Taranaki District Council)

### **SECTION 2: COMMENTARY AND RECOMMENDATIONS**

#### **Commentary**

Overall, we support the six product groups outlined by MfE as important product stewardship priorities. Ongoing landfilling of these product groups poses serious risks to local community and the wider environment. To protect current and future generations, the objectives of product stewardship should align with the top of the waste hierarchy to help stem the linear flow of these detrimental product groups. Waste disposal solutions lower down the hierarchy, such as waste to energy (or energy recovery as is mentioned in the consultation document) are only suitable as an interim solution but do not provide long term encouragement of product stewardship and circular economy.

Most of the cost of resource recovery currently falls on TAs and hence ratepayers, rather than the producers and users of the products. We support Government enacting sections of the Waste Act 2008 to declare priority products as Local and Regional Councils do not have the ability to create or amend separate regional or district plans to establish regulation. In addition, waste is known to be transported across TA and Regional boundaries, as well as internationally, often following a path of reduced cost and regulation. This creates both environmental and economic issues as different districts, regions and countries cope with treatment and disposal. New Zealand has an obligation to address this as we are a signatory of the Basel convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal, which aims to reduce the amount of waste produced by signatories and regulates the international traffic in hazardous wastes.

The implementation of the proposed product stewardship schemes will increase New Zealand's ability to protect our local environment and meet our international agreements for the management, disposal and transport of certain hazardous wastes. As well as the Basal convention, New Zealand is also a signatory on the Stockholm Convention, which focusses on banning the production and use of certain persistent organic pollutants but also undertaking the environmentally sound management of persistent organic pollutant wastes such as obsolete chemicals. E-waste and agrichemical waste could be subject to these international agreements and therefore product stewardship for these priority areas could improve our ability to comply with these agreements.

In conjunction with establishing product stewardship schemes, other concurrent legislation needs to be put in place. At \$10 a tonne, New Zealand's waste disposal levy does not support waste minimisation. Ministry should increase the landfill waste disposal levy and expand the levy out to other classes of landfills to further incentivise waste diversion and provide funding for infrastructure and education for zero waste.

### **Priority product stewardship groups**

#### **Tyres**

We support the inclusion of new and used tyres for product stewardship. The rural waste survey project undertaken in the Waikato & Bay of Plenty regions identified an estimated 75,085 tonnes of stock piled used tyres on rural properties in both regions and an estimated 575 tonnes of new tyres being generated per year. Tyres pose a significant issue for local councils across the country with illegal dumping and huge tyre piles which slowly leach contaminants in to the environment over a period of time as well as posing a potential risk of fire and associated runoff of contaminants. Tyre retailers and processors have indicated that any product stewardship scheme that is implemented will require critical issue points to be addressed in order to deal with current tyre issues that result in illegal dumping. It is also important in the design of any scheme to have the right mix of incentives and regulation to address these issues. We therefore highlight the importance of ensuring that there is alignment and complementarity of a tyre product stewardship scheme with the proposed National Environmental Standard for the Outdoor Storage of Tyres.

Any product stewardship scheme for tyres should also allow for legacy tyres that are currently in the environment and not just those that are sold after the scheme is implemented. This would help address the piled tyres that are an eye-sore throughout New Zealand.

The “Tyrewise” voluntary product stewardship scheme provides a framework which can be adopted by MfE to address this waste stream – a lot of the work has already been done.

#### **E-Waste**

We support the inclusion of the electrical and electronic products group for product stewardship. A recently commissioned report by the Waikato Regional Council about e-waste recovery showed that there is support for the introduction of a mandatory (co-regulatory) product stewardship scheme for e-waste from TAs and the resource recovery sector. Current E-waste recovery rates are low as the cost to process E-waste requires support funding. Cost of disposal to landfill compared to the cost of E-waste recovery makes recovery unsustainable. In a one-day pop up event run by Waipa District Council in 2018, 18.8 tonnes of e-waste was collected from the community. While this type of event demonstrates both the large quantity of the problem and shows that people want an environmentally friendly end of life option for their used items, voluntary one-off events are not a long term solution. To capture the quantity of end of life electronics being released into the system and to encourage better product design to eliminate waste, mandatory product stewardship is an absolute necessity.

Importantly, as more people take action against climate change, proper recovery and disposal of electric vehicle batteries is essential in avoiding a damaging waste stream. We would also recommend that fluorocarbon light bulbs be included in this product group.

### **Agrichemicals**

Hazardous wastes, including agrichemicals, are of particular concern to Councils due to the level of harm they can impact on waterways and land. There is currently limited quality information on the movement and handling of these wastes in many regions across the country. A number of these wastes are suitable for product stewardship schemes. Some are already part of voluntary industry-led initiatives and product stewardship schemes, but these voluntary schemes generally suffer from free riders and do not have comprehensive coverage or target a full range of materials or source.

Regional and District Councils have financially supported voluntary AgRecovery unwanted agrichemical collection events, but these events are costly and only capture a small percentage of material. The cost of these collection events have again been placed on rate payers.

It is evident from the Agrecovery programme that while some producers/retailers partake and cover recovery costs for their products, others do not. Therefore the costs for those not taking part is put on the ratepayer. This is a good example of where product stewardship would create a 'level playing field' which is important to make any of these schemes work.

### **Farm plastics**

We support the inclusion of the farm plastics group for product stewardship. Figures from Waikato, Bay of Plenty and Canterbury Regions averaged and extrapolated across New Zealand suggest there is potentially 20,500 tonnes of waste agricultural wrap, most of which is burnt and buried each year on New Zealand farms. Data also supports that bags (fertiliser, seed, feed and minerals) are considerable waste streams. Farm plastics cause a significant risk of harm to the environment. Ultimately we should to take the disposal decision away from farmers so they do not have the option to burn or bury on farm as the cost of disposal / recovery / recycling of farm plastics is embedding the purchase price of the material.

As with Tyrewise there are established models that can be used for setting up such schemes and MfE may wish to look at the "Plasback" programme.

### **Refrigerants and synthetic greenhouse gases**

We support all ozone depleting substances and synthetic greenhouse gases being included for regulatory intervention and priority product status.

Considered gases include (but are not limited to):

- Chlorofluorocarbons (CFC): R11, R12, R115, R123
- Hydrochlorofluorocarbons (HCFC): R22, R123, R124
- Hydrofluorocarbons (HFC): R32, R134a, R125, R143a, R152a
- Perfluorocarbons (PFC): R23, R218
- Halons
- Methyl bromide
- Sulphur hexafluorine.

In addition, alignment with the Australian Refrigerant Reclaim scheme would have benefits due to New Zealand's close ties with Australia.

### **Packaging**

We support the inclusion of packaging for product stewardship, including beverage packaging and single-use plastic consumer goods with resin codes 1-7 as described in the consultation document. We support the recommendations outlined in Envision's report *The Incentive to Recycle* (2015) to set a national bottle recovery target of 85% by establishing a container deposit scheme requiring a recovery scheme to place a minimum refundable deposit on beverage containers to ensure recycling rates are in alignment with other OECD countries.

Single-use plastic consumer goods will be a complex grouping to establish product stewardship schemes for. Where effective product stewardship schemes cannot be found, an alternative to allowing these products to remain unregulated would be to remove the product all together. Ministry should consider banning single use plastic products where an effective reduction or recycling pathway is not viable and there are alternate materials that could be used instead. For example, the plastic bag ban has gone in to effect and reusable or paper bags provide an alternative.

We would also recommend any packaging scheme includes transportation pallets (wood and plastic) and soft plastic transportation wrapping packaging.

### **Intended objectives and outcomes**

We support the proposed guidelines regarding the intended objectives and outcomes of product stewardship schemes. We especially support the objective of the product stewardship schemes to prevent waste. Focusing higher up the waste hierarchy might include designing products without environmentally hazardous wastes, products that last longer or can be repaired in order to achieve the outcome of eliminating waste generation. Product stewardship should incentivise the following priority order: waste prevention, reuse, recycling, recovery (materials and energy), treatment and disposal.

### **Fees, funding and cost effectiveness**

We are unaware of any costs that would be directly incurred by Regional, City or District Councils as a result of mandatory product stewardship schemes. It is anticipated that any costs would be included as part of the scheme design. Mandatory product stewardship is likely to be beneficial to councils and reduce the public costs associated with end of life management of waste.

The following financial benefits are anticipated:

- the potential overall reduction in lifetime closed landfill aftercare costs. This includes the monitoring and treatment of leachate wastes by removal of waste streams that add metallic breakdown compounds and elements into leachate or organic material (water based paints, treated timber);
- the removal of tyres may also increase available space within landfills as these are bulky items and reduce levels of compaction;
- improved resource efficiency and reduced need for new materials in product manufacturing
- reduction in harm to the environment (air, land and water) and human health from inappropriate disposal of priority products;
- a level playing field across New Zealand for product stewardship participation by producers and consumers solving the issue of 'free loaders';
- development of new product stewardship schemes and businesses;
- increase in the development of on-shore reuse, recycling and recovery capabilities;
- economic development and job creation nationally and locally: reuse, recycling and remanufacturing will likely create more employment opportunities than traditional waste disposal;
- reduced costs to the government and tax payer of managing hazardous waste due to a reduction in illegal dumping, related investigative and enforcement costs. For example, illegal dumping (including tyres) has cost Auckland ratepayers more than \$1million in

removal costs in 2017, and a prosecution for illegal dumping can require months of staff time;

- reduction in costs in terms of subsidies supporting voluntary schemes like agricultural chemicals collections;
- increased innovation and better product design; and
- more authentic representation of New Zealand's 100% Pure image, greening business and creating further opportunities for sustainable businesses and industries.

### **Competition**

Product stewardship schemes should consider the opportunity to support small scale, community based resource recovery, bringing employment into communities. Waikato Regional Council has recently commissioned research on the e-waste recovery sector, which showed that the support for the introduction of a mandatory (co-regulatory) product stewardship scheme for e-waste is widespread. However, the implications of a scheme are not widely appreciated. Existing resource recovery operators are functioning on limited budgets as they have to contend with volatile markets for recycled or second life products and compete with other operators not “doing the right thing”. Mandatory schemes could result in growing the capacity for e-waste recovery through increasing the quantity and quality of the materials recovered for reuse as well as improving the working conditions for processing staff.

### **Compliance**

We agree that enforcing compliance will need to have clear rules. We know that establishing standards and certification will help create a value for resources, improve the recovery process and create better working conditions. For example, the current lack of mandatory standards for e-waste collection, dismantling, transport and recycling makes the industry difficult to control or regulate, and difficult for those that provide an environmental and ethically sound service to compete with those that do not.

We recommend that AS/NZS 5377:2013 is used as the benchmark for all e-waste recovery operations. E-waste handled/processed offshore that originated from New Zealand should also be processed to this Standard or an equivalent international standard, to ensure that the processing performed offshore is controlled. However, the preference should be for on-shore processing of any waste stream (including e-waste).

What needs to be proposed for discussion is who the government enforcement agency will be for compliance, what responsibilities each council will have and how all government agencies will work together to ensure product stewardship is being carried out per the regulations.

## **Additional products to be included**

### **Fishing nets and line**

Commercial fishing gear from New Zealand affects us locally and contributes to the international environmental crisis that is marine pollution. Our world's oceans accumulate debris from human activity making them the biggest landfills on the planet. The United National Environment Programme estimates that between 600,000-800,000 metric tonnes of ghost gear is lost in the marine ecosystem every year. In New Zealand, commercial fishing nets cause significant environmental harm and are a threat to endangered and nationally significant species such as the yellow-eyed penguin and Maui dolphin. Seabirds, such as the Northern Royal Albatross, gather pieces of netting to make nests and can then become entangled.

While we could not identify any examples of mandatory product stewardship programmes for fishing gear, there are known recycling schemes in place. New Zealand based voluntary organisation Ghost Net New Zealand cooperates with Healthy Seas. The Healthy Seas initiative was co-founded by Aquafil, an Italian nylon manufacturer building circular supply chains that source raw materials from waste nets for use in the fashion and interior industries.

We have an obligation to address this issue as the risk of harm is significant and the waste minimisation benefits numerous. MfE is proposing to include similar products to fishing nets and line as priority products, such as protective farm netting. Appropriate product stewardship schemes could be applied from the farm plastics framework. We propose that fishing gear includes product stewardship for polyethylene (PE), polypropylene (PP) and nylon fishing products.

### **Treated timber and paint**

#### **Treated Timber**

Improved regulatory action for treated timber would immediately support any waste minimisation initiatives and help drive innovative solutions. Waste treated timber has always been a significant and difficult waste streams to address. Work done through to the Treated Timber Waste Minimisation Project (Environment Canterbury, 2013) estimated that the volume of waste treated timber in Canterbury over the next 15 years will be 252,750 tonnes. MfE suggest that timber makes up 11% of landfill waste across the country (MfE (2009), Solid Waste Composition Environmental Report Card, Ministry for the Environment) and other waste audits undertaken to determine the composition of waste timber suggest that about 60% of timber waste is likely to be treated or otherwise 'contaminated' with paint, oil, stain or other treatment chemicals (Wilson et. al, 2012). Therefore, it can be inferred that 6.6% of all waste to landfill in New Zealand is waste treated timber. The response to these difficulties internationally has tended to be severely restrict or ban

CCA treated timber production and use and, in many countries, to ban landfilling of waste CCA treated timber. It is clear that, on a continuum of restriction of CCA treated timber use and disposal internationally; New Zealand is very much at the 'hands-off' extreme. Unfortunately, this both ensures that there is an abundant supply of CCA treated timber waste and, by making landfilling relatively easy, provides a disincentive for the development of processing technologies for the waste.

### **Paint**

We recommend that the Ministry includes paint as a priority product. The accredited voluntary Resene Paintwise scheme addresses a small amount of this waste but has generally been regarded as insufficient; having diverted 6% of the estimated volume of the targeted waste paint stream, and its success will have been affected by the scheme's limitations and non-participation. Other paint schemes also exist such as Dulux Paint Take Back and Enviropaints, but we do not have data on how much paint these schemes successfully divert. There is also reluctance from other paint manufacturers to take end-of-life responsibility for their product and territorial authorities and ratepayers must therefore shoulder the burden of cost for disposal of these products.

### **SECTION 3: CONCLUSIONS**

In conclusion, we strongly support the Minister's proposed product groups recommended for priority status under the Waste Minimisation Act 2008. We propose additional groups be added to this, including fishing gear, treated timber, fluorocarbon light bulbs, old tyres, transportation pallets, soft plastic wrapping and paint. At a minimum, industry should be engaged and potential for tighter regulatory measures and future product stewardship schemes for these product groups should be investigated.

Product stewardship schemes that benefit community, including considering how product stewardship schemes can support existing and emerging community based resource recovery and recycling should be focused on. Community based initiatives engage community and provide employment.

As part of the product stewardship schemes, we support the inclusion of establishing standards and certification, as well as including educational support for producers and product users to ensure schemes are utilised to their fullest degree. Providing producers and consumers with education will support the understanding to back the active participation needed.

Committing to increase the waste levy incrementally over time could help fund product stewardship schemes, infrastructure and zero waste education needed to support transition away from a linear to a circular economy.

We look forward to working with the Ministry for the Environment to support successful implementation of mandatory product stewardship to achieve greater resource efficiency and waste minimisation objectives in New Zealand.

### References:

Waikato Regional Council (2012) Waste Waikato Waste and Resource Efficiency Strategy 2015-18

Waikato Regional Council (2014) [Prepared by GHD] Rural Waste Surveys Data Analysis, Waikato & Bay of Plenty

Waikato Regional Council (2019) [Prepared by Envision] Waikato Region E-Waste Recovery Review

Envision (2015) The Incentive to Recycle

<https://drive.google.com/file/d/0By5tj62u3HilSExqLW1QTkpBMTg/view>

United Nations Environment Programme <https://www.unenvironment.org/news-and-stories/story/how-banish-ghosts-dead-fishing-gear-our-seas>

Healthy Seas <https://healthyseas.org/about-us/>

Environment Canterbury (2013) [Prepared by True North Consulting Ltd] Treated Timber Waste Minimisation Project - Milestone 1: Industry Overview, Report No. R13/31

<http://ecan.govt.nz/advice/your-land/waste/projects/Pages/treated-timber.aspx>

Wilson, D, Middleton, B and Eve, L (2012), Construction Wood Waste Data Research, Report prepared for Scion

MFE (2009), Solid Waste Composition Environmental Report Card, Ministry for the Environment

Document No: A445900

Report To: Council



Meeting Date: 11 November 2019

Subject: Road Stopping Proposal – Mangaorongo Road, Mahoenui (GG & LS Merchant)

Type: Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is to seek a decision from Council on a request received from Lynn and Graeme Merchant ('the Merchants') under the Public Works Act 1981 ('PWA'), for Council to stop an area of unformed 'paper' road, which contains their existing dwellings constructed in 2003-2005 (a copy of this request is **attached** as Appendix 1). The area of road to be stopped is approximately 8,300m<sup>2</sup> and adjoins Mangaorongo Road, Mahoenui (outlined in yellow on Appendix 2).
- 1.2 Council's role in this process is to confirm whether it supports the proposal under the PWA. If the proposal is supported, Council will then engage Rick Barnaby ('Mr Barnaby'), Land Research Specialist of Curnow Tizard, to complete and prepare all the necessary documentation for the proposal to proceed under the PWA.
- 1.3 The Merchants will be required to meet all costs associated with the road stopping, excluding the valuation and Council's legal fees (if any) for completion of road stopping and amalgamation (as previously agreed with the Merchants).

## Background

### 2.1 BUILDING CONSENT

- 2.2 A building consent to construct a new dwelling at 725 Mangaorongo Road was received on 28 February 2002. The site plan that was submitted with the building consent application (**attached** as Appendix 3) outlines the dwelling was to be 250m from the front yard boundary. It appears that the designer made an error on the site plan, as the dwelling is located entirely within the road reserve and only 80m from the physical road. The Building Inspector who carried out the inspection is not legally required to confirm the location of the boundaries. The Code of Compliance Certificate for the dwelling was issued on 31 May 2005.

### 2.3 PROPERTY BOUNDARY ISSUES

- 2.4 The Merchants contacted Waitomo District Council ('WDC') staff in early 2019 as they had listed their property at 725 Mangaorongo Road, Mahoenui ('the property') for sale, and the aerial imagery for the property appeared to show their dwelling was located entirely on an unformed area of Mangaorongo Road.
- 2.5 WDC staff advised the Merchants to consult a surveyor, as the road boundary shown on Intramaps may have been incorrect (i.e. the road reserve is over 125m wide and it was considered that this may not be accurate). They subsequently advised WDC staff that the surveyor had confirmed that the road boundary as shown on Intramaps was correct. A snapshot of the location of the dwelling on the road reserve is outlined below:



- 2.6 The Merchants have now subsequently advised WDC staff that they have sold the property to Anthony Donald Riley, Bailey Ingham Trustees Limited and Jessica Jane Gower. However, the Merchants have advised us that the sale and purchase agreement contains a clause that requires the issue of the dwelling being located on the road reserve to be resolved within twelve (12) months of the settlement date (the settlement date is assumed to be 1 June 2019).
- 2.7 The Merchants met with WDC staff in March 2019 regarding the property boundary issue, and requested advice on how it could be resolved. A letter was sent to the Merchants on 15 March 2019, setting out the process to resolve the property boundary issue (**attached** as Appendix 4).
- 2.8 In order to resolve this issue, the Merchants will need the area of road reserve to be stopped and acquired from WDC. To do this, WDC staff have suggested the PWA process rather than the Local Government Act 1974 ('LGA') process to enact the road stopping. The PWA process follows a slightly different route from the LGA and appears to be more expedient. However, the reasons used to justify this process over the LGA must be robust.

## Commentary

- 3.1 A comparison of the two processes is discussed below.
- 3.2 LOCAL GOVERNMENT ACT 1974**
- 3.3 The process under the LGA can be summarised as follows:
- An application is made to Council along with signed consents from service authorities and adjoining landowners consenting to the road stopping.
  - The application would then need to proceed through the appropriate Council departments/committees to ensure that Council is agreeable to the area of road being stopped.
  - Valuation of the land would then be arranged.

- An agreement for sale and purchase would next be completed between Council and the Applicant. Any agreement would need to be conditional on the road stopping being approved.
  - Council would then prepare a plan of the area of road to be stopped, together with an explanation as to why the road is to be stopped and the purpose or purposes to which the stopped road will be put once the stopping is complete. This information is then provided to the office of the Chief Surveyor of the land district in which the road is situated for approval.
  - On receipt of the Chief Surveyor's notice of approval and plan number the Council must make the plan publically available for inspection at Council's offices. The public would have forty (40) days to lodge an objection from the date the plan is notified.
  - If any objections were received, the matter would be referred to Environment Court or the process halted.
  - If no objections were received, the road is then declared stopped.
  - The area of stopped road is then transferred by amalgamating it into the adjoining land owner's title.
- 3.4 The administrative cost of this process would be met by the Applicant. This includes all costs if the matter was to proceed to the Environment Court.
- 3.5 PUBLIC WORKS ACT 1981**
- 3.6 Under section 116(2)(a)-(d) of the PWA, in order for the Minister of Lands (now referred to as the Minister for Land Information) to declare any road or part of a road be stopped, by notice in the Gazette, the following steps must be undertaken:
- At least 10 working days' notice must be given to every territorial authority whose district adjoins the road;
  - There must be either adequate access to land adjoining the road, or the owner of the land adjoining the road must provide their written approval to the road stopping; and
  - The road controlling authority (in this case WDC) must provide their written consent for the road stopping. The consent is to be provided by the principal administrative officer (principal administrative officer is not defined under the PWA, however, it is considered that this would be the Council Chief Executive consistent with section 42(4) of the Local Government Act 2002).
- 3.7 Once the approval of the Minister of Lands has been obtained, and the notice Gazetted, the areas of stopped road can be sold under section 117 of the PWA. The sale would require the land to be independently valued and a sale price agreed between the parties. The areas of stopped road would then be amalgamated with the adjoining property owned by (Mr Riley and Ms Gower – formerly owned by the Merchants)
- 3.8 Applying the requirements of section 116(2)(a)-(d) to the current application, WDC would not be required to give notice to any other territorial authority of the intention to stop the roads, as no other territorial authorities adjoin the subject roads. There are no other landowners whose property adjoins the roads to be stopped. WDC would also need to consent to the roads being stopped.
- 3.9 The PWA process allows for the creation of a Gazette notice which can both provide for the stopped road and for amalgamation to occur with adjoining titles.

This is useful as it avoids conveyancing fees and the title is produced without charge.

- 3.10 Once these matters are confirmed an application would then need to be made to the Minister for Land Information. The details of the application are set out below.

### **3.11 APPLICATION PROCESS**

- 3.12 When applying to the Minister to declare a road to be stopped under section 116 of the PWA, the application must include the following:

- a) A report with a full description of the road to be stopped, and advice on the following matters, where applicable:
  - (i) whether the road to be stopped is a road, service lane, or access way;
  - (ii) current and potential public use of the road proposed to be stopped, including use by landowners having legal access to the road;
  - (iii) public use of any land served by the road;
  - (iv) reasons for stopping the road; and
  - (v) proposals for the land following the road stopping.
- b) A copy of the approved survey plan;
- c) A plan or plans showing:
  - (i) The boundaries of the road that is proposed to be stopped;
  - (ii) Topographic information for the road and adjoining land; and
  - (iii) The wider area and depicting the road that is proposed to be stopped, and any alternative legal and practicable access to the land adjoining the road proposed to be stopped.
- d) Aerial photographs outlining the road proposed to be stopped and identifying any structures on, or encroaching on, the road;
- e) Evidence that adequate legal and practicable access to land adjoining or having legal access to the road proposed to be stopped is left or provided;
- f) Evidence that notice has been given under section 116(2)(a) of the PWA;
- g) A copy of any consent required under section 116(2) of the PWA;
- h) A draft *Gazette* notice for execution; and
- i) Copies of the relevant computer registers.

- 3.13 This application would be prepared by Mr Barnaby who would assist Council with the following matters:

1. Liaising with the surveyor to prepare the Survey Office Plan;
2. Preparation of the application;

3. The Public Works Act Agreement (which is effectively a sale and purchase agreement for the area of road that is being stopped); and
4. Preparation of the Gazette Notice and arranging for the publication and registration of the Gazette Notice.

### **3.14 FUTURE USE OF THE AREAS OF ROAD TO BE STOPPED**

- 3.15 The area of paper road identified in yellow on Appendix 2 is assessed as surplus to the future needs of the roading network requirements. The subject area of legal road has not been scheduled on any future works planning programme.
- 3.16 The location, and the nature of the land use means that there is no enduring reason to seek retention of public access to this area of road for vehicle, cycling or pedestrian purposes. It is considered that the public would not be detrimentally affected by a decision to stop these roads.

<b>Analysis of Options</b>
----------------------------

- 4.1 There are three options available to Council, which are outlined in the table below:

### **4.2 SUMMARY OF THE OPTIONS AVAILABLE TO COUNCIL**

Options	Assessment		
	Advantages	Disadvantages	Costs
1. Status Quo - Reject the road stopping request from Merchants, and require the paper road to remain	<ul style="list-style-type: none"> <li>▪ No cost to Council.</li> <li>▪ Given the width of the road reserve, it is likely that sufficient space would be available to accommodate walking and cycling in future (if required).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Given the width of the road reserve it is unlikely that this land will ever be used for roading, cycling or walking in future.</li> <li>▪ Also, it is an opportunity to obtain a financial return for land considered to be surplus to requirements. This option would not facilitate that opportunity.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If the area of road was developed in future, Council would be required to fund it.</li> </ul>
2. PWA process	<ul style="list-style-type: none"> <li>▪ Disposal of surplus land.</li> <li>▪ Financial benefit from the sale of surplus land.</li> <li>▪ More expedient process.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The area of road to be stopped will not be available for development in future.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valuation.</li> <li>▪ Legal fees (if any).</li> <li>▪ Other costs to be met by Applicant.</li> </ul>
3. LGA Process	<ul style="list-style-type: none"> <li>▪ Disposal of surplus land.</li> <li>▪ Financial benefit from the sale of surplus land.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The area of road to be stopped will not be available for development in future.</li> <li>▪ The LGA process would give opportunity for the public to review the proposal and object if they considered reasonable grounds for the area of stopped road to remain.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Valuation.</li> <li>▪ Legal fees.</li> <li>▪ Other costs to be met by Applicant.</li> </ul>

- 4.2 In reviewing the above options, it is considered that the best option would be to support the PWA request by the Merchants (Option 2 above). There is good reason for this request to proceed under the PWA, as the public will not be detrimentally affected, there is only one land owner (Riley and Gower – formerly the Merchants). Also, it is an opportunity to obtain a financial return for land considered to be surplus to requirements.

### Considerations

#### 5.1 **RISK ASSESSMENT**

#### 5.2 **STATUS QUO**

- 5.3 No risks if the status quo is to remain.

#### 5.4 **PWA PROCESS**

- 5.5 If Council supports the PWA process, the application can ultimately be rejected by the Minister. However, this would not be a risk for Council as the Merchants would then need to decide whether to apply under the LGA or negotiate with the land owner of the property. In order for the Merchants to proceed under the LGA process, the Merchants would need to request that Council undertake the road stopping. Council at that stage could choose to undertake the road stopping as requested, or decline the request.

#### 5.6 **LGA PROCESS**

- 5.7 If council support the LGA process, the application must be publicly notified and if objections are received the objections must be referred to the Environment Court, or the process suspended.

#### 5.8 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

- 5.9 A decision by Council to undertake any of the options discussed in Section 4 above will not be inconsistent with any of Council's plans or policy.

#### 5.10 **SIGNIFICANCE AND COMMUNITY VIEWS**

- 5.11 This decision is not a significant decision pursuant to Council's Significance and Engagement Policy.

### Recommendation

- 6.1 Council approve the Merchants Road Stopping Proposal under the Public Works Act 1981 and implement the Public Works Act 1981 road stopping process, subject to the Merchants undertaking to pay **all** costs incurred by Waitomo District Council in considering and addressing the application, excluding the cost of the valuation (which is to be paid by Council).

## Suggested Resolutions

- 1 The business paper on Road Stopping Proposal – Mangaorongo Road, Mahoenui (GG & LS Merchant) be received.
- 2 Council notes the GG & LS Merchant – Road Stopping Proposal under the Public Works Act 1981 to implement a Public Works Act 1981 Road Stopping Process for unformed legal road adjoining Mangaorongo Road subject to GG & LS Merchant agreeing to meet all costs associated with the process, excluding the valuation (which is to be paid by Council).
- 3 Council consent/not consent to the GG & LS Merchant – Road Stopping Proposal to seek the declaration of the stopping of road pursuant to Section 116(2) of the Public Works Act 1981.

*If Council consents to Resolution 3 above, then the following conditions of approval must be complied with:*

- (a) The Merchants undertake to pay **all** costs incurred by the Waitomo District Council in considering and addressing the application, excluding the cost of the valuation (which is to be paid by Council).
- (b) The Chief Executive, as Principal Administrative Officer, is satisfied that all potential affected parties have been fully consulted with and the written consent of the confirmed affected parties is provided to Waitomo District Council.

ALEX BELL  
**SENIOR PLANNER**

TONY HALE  
**GENERAL MANAGER – INFRASTRUCTURE SERVICES**

24 October 2019

### Attachments:

- 1 Road stopping request under the Public Works Act 1981 (A445884)
- 2 Maps showing the areas of road to be stopped (A445894)
- 3 Original Building Consent Site Plan (A413523)
- 4 Letter to GG & LS Merchant – Road Stopping Process (A425259)



◆ PRINCIPAL

Sam Laubscher BA, LL.B

◆ CONSULTANT

Max Lamb LL.B

◆ SOLICITOR

Katie Clayton-Greene LL.B, (Hons)

[www.lbllaw.co.nz](http://www.lbllaw.co.nz)

22 August 2019

**SENT BY EMAIL**

Waitomo District Council  
P O Box 404  
**TE KUITI 3941**

**Attention**    Alex Bell

**Email**        Alexander.Bell@waitomo.govt.nz

Dear Alex

**Proposed Road Stopping Mangaorongo Road**

I refer to your letter of 15 March 2019, as well as our subsequent correspondences and our meeting held in your office yesterday.

As discussed yesterday, I believe that the basis for the valuation should reflect the history to this matter, and I trust that will be shared with the Valuer.

As discussed we agree to the appointment of Curnow Tizard, and provide our clients undertaking that they will meet your costs with relation to the road stopping process, excluding the cost of valuation. I confirm that each party will pay their own conveyancing costs.

As discussed our client would like this matter resolved as soon as possible, and we trust you will move matters on as quickly as you can.

Please keep me posted as far as progress for the matter is concerned.

Yours faithfully

**LAMB BAIN LAUBSCHER**

A handwritten signature in blue ink, appearing to read 'S Laubscher'.

**SA Laubscher**

Email: [sam@lbllaw.co.nz](mailto:sam@lbllaw.co.nz)

Fax No: (07) 878 6082

SAL-208178-2-192-1



8,300 sqm

Mangeorongo Road

15<sup>th</sup> March 2019



**Digitally Delivered**

GG & LS Merchant  
725 Mangaorongo Road  
RD 1  
Mahoenui

Dear Lynn and Graeme,

## **PROPOSED ROAD STOPPING – MANGAORONGO ROAD**

Thank you for your time last week.

As discussed, there are two statutory processes available to partially stop roads. One is a process under the Local Government Act 1974 which requires Council to give public notice of the proposed road stopping and to serve notice on all adjoining landowners of the road to be stopped. . If Council receives any objections, and Council decides not to allow those objections, Council must refer those objections to the Environment Court for a decision. This process is generally used when there is more than one party who would benefit from the road stopping (i.e. another party would have an interest in the area of road being stopped). The other process is under the Public Works Act 1981, whereby Council applies to Land Information New Zealand (LINZ) for road to be stopped, and if LINZ gives their approval, the stopping is gazetted. The Gazette notice can also provide for stopped road to be amalgamated with an adjoining title.

We have requested an estimate of costs from two consultants for the proposed road stopping. Both consultants have agreed that the road stopping could likely proceed under the Public Works Act 1981 (this process does not require public notification, and no persons can object to the road stopping apart from the Minister for Land Information). We also consider that this would be the most expedient process.

We have now obtained two estimates to complete the proposed road stopping.

The estimates are as follows:

### Curnow Tizard

- Survey - \$8,150.00 plus GST
- Valuation - \$2,000.00 plus GST
- Land Information New Zealand ('LINZ') Accredited Supplier and LINZ fees - \$3,750.00 plus GST

Estimated cost including GST - \$15,985.00.

### Grayson Neal

- Survey - \$10,000.00 plus GST
- Valuation - \$900.00 plus GST
- LINZ Accredited Supplier and LINZ fees – \$3,850 including GST

Estimated cost including GST - \$16,385.00

In terms of the process going forward, the steps are as follows:

- 1) A report is prepared and presented to the Elected Members at a Council meeting seeking their approval to commence with the proposed road stopping process;
- 2) If agreed by Council, Council staff engage one of the above consultants to start the process (i.e. complete the survey and prepare the necessary agreements and documentation so the area of road can be stopped);
- 3) The consultants lodge the required documentation with LINZ for a decision;
- 4) If LINZ agree to stop the road, a sale and purchase agreement for the land (formally road) is agreed between Waitomo District Council (WDC) and yourselves.

To proceed with the road stopping process, please provide an undertaking from your solicitor that you will meet all costs associated with the road stopping process, excluding the cost of valuation (up to step three). In terms of the conveyancing cost for this transaction (i.e. sale and purchase agreement and property transfer), each party will be required to pay their respective legal fees.

If you able to provide the solicitor's undertaking by Wednesday 20<sup>th</sup> March, I will endeavour to get this matter on the agenda for consideration by Council on 26 March 2019.

Please do not hesitate to contact me if you wish to discuss.

Yours faithfully,



**ALEX BELL**  
**SENIOR PLANNER**

# PROPOSED RESIDENCE

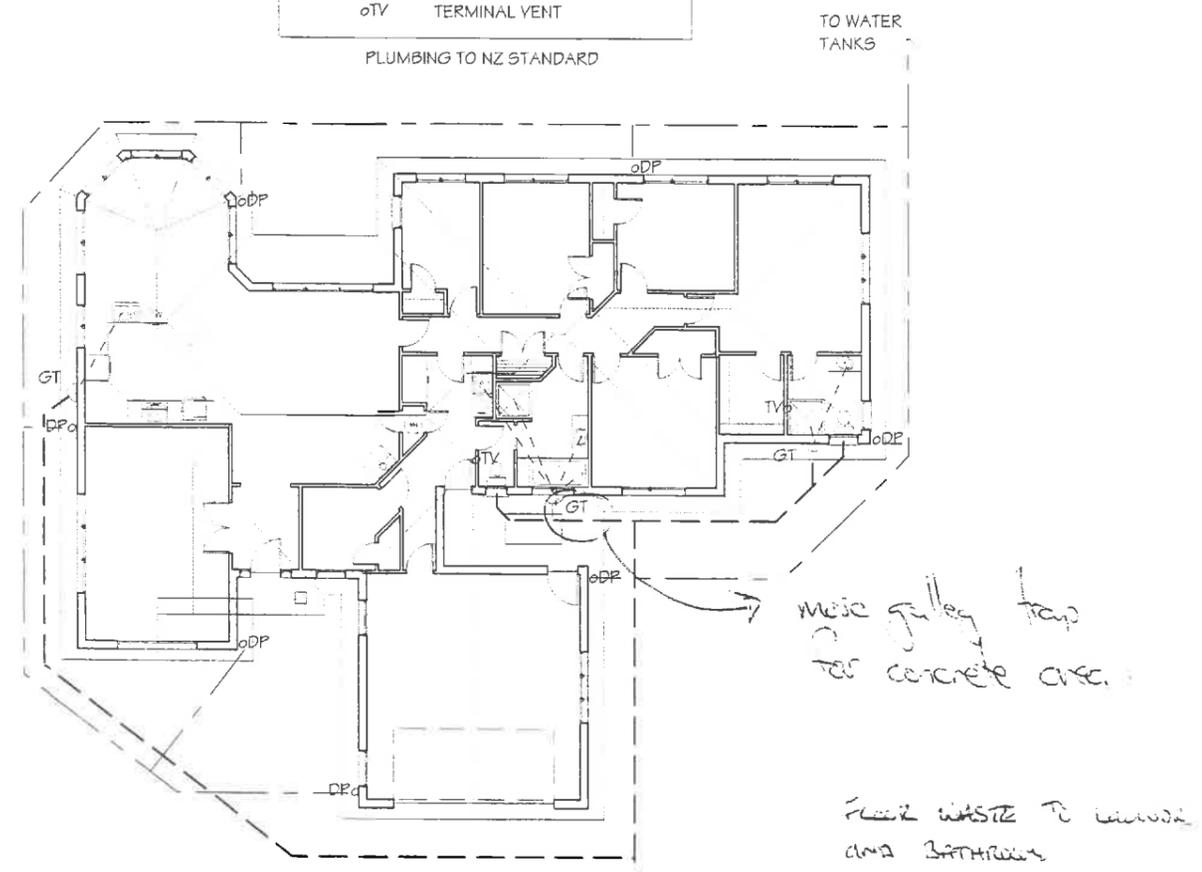
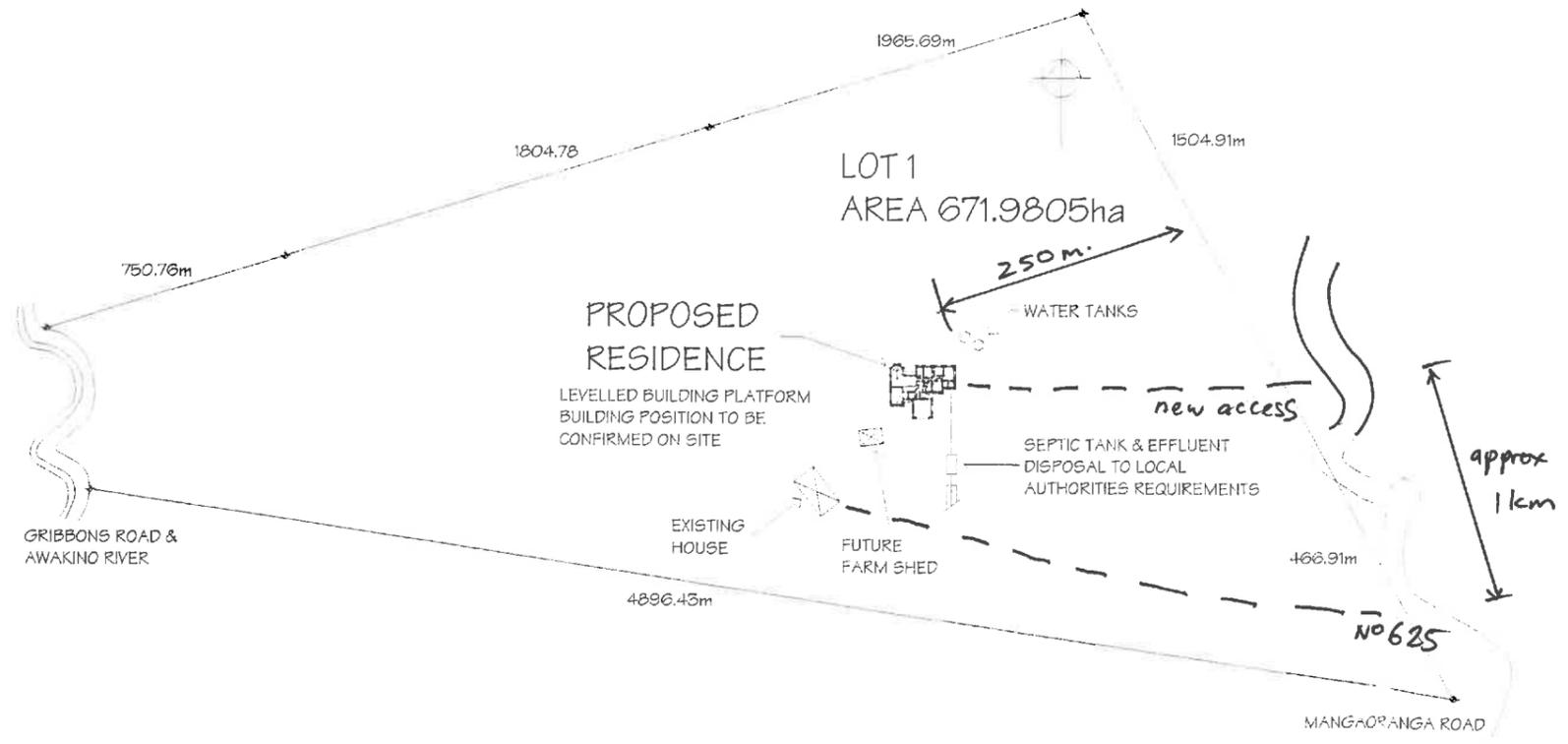
FOR : G & L MERCHANT, LOT 1  
 S.H.No. 3 MAHOENUI, TE KUITI  
 WELCH CONSTRUCTION LTD 1998. JOB No. 625E  
 © GOLDEN HOMES HOLDINGS LTD. 2001

WAITOMO DISTRICT COUNCIL  
**PLANS APPROVED**  
 All building work will comply with N.Z. Building Code notwithstanding any inconsistencies which may occur in the drawings and specifications.  
*[Signature]*  
 Control Officer

KEY

---	100mm SOIL DRAIN
- - -	WASTES
oDP	DOWNPIPES ( TO WATER TANK)
GT	GULLY TRAP
oTV	TERMINAL VENT

PLUMBING TO NZ STANDARD



TO SEPTIC TANK  
 4500 litres  
 Council Specification attached

## SITE PLAN

N. T. S.

## DRAINAGE PLAN

SCALE 1:100

**Document No:** A452214

**Report To:** Council



**Meeting Date:** 26 November 2019

**Subject:** Land Transport Procurement Strategy  
2019-2022

**Type:** Decision Required

## Purpose of Report

- 1.1 The purpose of this business paper is to present to Council for adoption the Waitomo District Council Land Transport Procurement Strategy for the 2019-2022 period, as endorsed by NZ Transport Agency (NZTA).

## Background

- 2.1 Section 25 of the Land Transport Management Act 2003 (LTMA) requires NZTA to approve procurement procedures for goods and services funded through the National Land Transport Programme (NLTP). The NZTA Procurement Manual, published in 2009 (most recently updated 1 October 2019), sets out the approved mechanisms for giving effect to this requirement. Compliance with the manual's rules is mandatory for procurement of all subsidised land transport works and projects. It includes the requirement for Council (and other approved organisations) to develop and adopt a Procurement Strategy, with WDC's first Procurement Strategy adopted in October 2010.
- 2.2 WDC has been in the process of reviewing its Land Transport Procurement Strategy (Procurement Strategy), due every three years, with the current review corresponding to the 2019-2022 period.

## Commentary

- 3.1 The purpose of a Procurement Strategy is to assist Council to develop and document a long term, strategic approach to the procurement of transport activities funded through the NLTP. The intention is to facilitate understanding of the procurement procedures and actions that will obtain the best, whole of life, value for money through strategic consideration of the factors impacting on the local land transport supplier market and the procurement environment.
- 3.2 The review includes an updated assessment of the market and best value for money potential for WDC's procurement of subsidised land transport works and services. It has involved a review of each category of Council's land transport activity, including non-subsidised works. It has looked at ways to increase market efficiency and competitiveness within each category, including a review of the previous structure of the main land transport contracts. Sizing of contracts to achieve a balance between Council's contract administration costs and cost reduction through a more competitive market has been identified as a strategy to

retain and increase market participation in Council's land transport activities. It recognises that while the larger contractors have capacity and capability to price and deliver the full scale of land transport works, increased market participation can be achieved through packaging construction works into a combination of different sized, land transport outputs.

3.3 The strategy follows consideration and selection of the most relevant **delivery model** from the following options:

- Staged
- Design and build (includes performance specified maintenance contract and hybrid)
- Shared risk (advanced)
- Supplier panels (advanced)

(Note: Options annotated as "advanced" require NZTA prior approval before they may be used).

3.4 The component parts of WDC's land transport activity is well defined and of low risk and complexity from a procurement standpoint. Therefore, Council's roading activities are generally suited to the 'Staged' delivery model.

3.5 The above delivery model options for roading activities have been considered on a case by case basis, taking account of the risk, project timing and urgency, innovation potential, size and complexity of the project, the state of the supplier market and capacity of Council resources to manage and implement the strategy.

3.6 The options for **supplier selection** method include:

- Direct appointment (direct appointment up to \$100,000, closed contest up to \$200,000, for both professional services and physical works)
- Lowest price conforming (Professional services and physical works)
- Purchaser nominated price (Professional services)
- Price quality (Professional services and physical works)
- Quality based (advanced)

3.7 The greatest opportunity for best value for money outcomes sit within the road maintenance contract. The current contract has been scoped to combine a mix of work that extends across all seasons, to encourage most efficient use of contractor resources. It incorporates both maintenance and reseal activities, with pre-reseal work responsibilities now sitting within the same contract. Previously, the latter was a source of frustration between separate maintenance and reseal contractors.

3.8 The current maintenance contract commenced in 2017 and is for a 3+2+2 year period, subject to successful performance etc. The longer term has been shown to increase the contractor's investment in, and help to recover the cost of, fit for purpose plant.

3.9 WDC's other strategies include:

- Designing the maintenance contract format to increase WDC's control over routine work planning, scoping and delivery.

- Combining the annual reseals programme with the maintenance contract and procuring this work as a seven year (3+2+2) contract, with effect from 2016/17 (a s.25 LTMA review of best value for money criteria to be completed as part of the second two-year extension considerations, and a specific approval will be required from NZTA).
- Retaining a competitive market by sizing road improvement and renewal works to a larger number of smaller value works with the view to maintaining a work stream opportunity for small to medium enterprises, and by timing procurement processes for the first half of the year and not at the same time as neighbouring territorial authority procurement.
- Improving in-house asset management practices by including better utilisation of modern road asset data collection and reporting technology as an important element of the maintenance contract.
- Utilising in-house professional services on less complex activities to leverage synergies between in-house asset management capacity, local knowledge and accessibility, and to offset the cost impacts of Waitomo's isolation on the supplier market.

3.10 The Procurement Strategy remains a subset of Council's organisation wide procurement policy. It is reviewed on a 3-yearly basis in line with NZTA's programme funding cycle.

3.11 The strategy development process requires that any strategy be endorsed by NZTA and adopted by Council. NZTA has recently advised that it will be seeking the agreement of its Planning & Investment regional manager to its endorsement once it has confirmation that Council has formally adopted the strategy.

3.12 Copy of the 2019-2022 Procurement Strategy is attached for Council's review and adoption.

### Recommendation

4.1 That Council adopt the attached Land Transport Procurement Strategy.

### Suggested Resolutions

1 The business paper on Land Transport Procurement Strategy 2019-2022 be received.

2 Council adopts the 2019-2022 Land Transport Procurement Strategy.



GS BOYLE  
**SPECIAL PROJECTS COORDINATOR**

26 November 2019

Attachment A Land Transport Procurement Strategy (A452215)



# Land Transport Procurement Strategy

2019 - 2022

October 2019

DRAFT

## Document Control Sheet

Document Author: Johan Rossouw Date:

Reviewed by: G. S. Boyle Date:

Approved for issue by: Tony Hale Date:

Version	Date	Detail	Reviewed by	NZTA Endorsed Date	Council Resolution Date
1	Oct 2010	Original	-	September 2010	05 October 2010
2	Oct 2013	Review	-	16 Sept 2013	October 2013
3	Oct 2016	Review	Greg Boyle	October 2016	06 October 2016
4	Nov 2019	Review	Greg Boyle	November 2019	November 2019
5					
6					
7					

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## 1.0 Executive Summary

### 1.1 Background

WDC's original Land Transport Procurement Strategy (Procurement Strategy) was prepared and subsequently endorsed by New Zealand Transport Agency (NZTA) in 2010. This is the **fourth** iteration of that Procurement Strategy. It identifies that there has been little change to the operating environment within which Waitomo District Council (WDC) procures land transport services, but best value for money can be achieved with minor refinements to procurement timing and the scope of road maintenance and construction contracts.

### 1.2 Reason for and Scope of Strategy

Section 25 of the Land Transport Management Act 2003 (LTMA) requires NZTA to approve procurement procedures designed to achieve best value for money. WDC is in turn required by NZTA to adopt a procurement strategy for all projects funded through the National Land Transport Programme (NLTP). WDC has decided to extend the scope of the Procurement Strategy to cover all NLTP and WDC funded land transport activities.

The issues considered in this strategy include:

- What is being purchased and why
- The capacity, capability and competitiveness of the market to deliver the required outputs
- The capability and capacity of WDC to manage the procurement activity
- How activities are to be purchased including the selection of a procurement procedure and its components (i.e. the delivery model, supplier selection method and contract term)
- The package of road maintenance and reseals procurement programmes proposed for 2019/20 – 2021/22.

### 1.3 Procurement Environment

The Procurement Strategy is required by NZTA to be forward looking at the procurement environment for WDC by identifying issues for WDC relating to the supplier market and how to tailor procurement to keep gaining best value for money. Section 4 of this document provides this analysis.

Waitomo District is located at the south-west end of the Waikato Region. The District is characterised by its remoteness from major population centres, its large network of low traffic volume, rural roads (approx. 1,014km, 55% unsealed) connecting small and isolated farm communities and a small population base of approximately 9,000 residents (2013 census) dispersed over a large land area. The main population centre of Te Kuiti has approximately 47% of the population, at just over 4,200 people. The land transport activity is WDC's single largest activity, accounting for nearly 35% of total annual operating expenditure over the 2018-28 Long Term Plan (LTP) period, and 68% of total capital expenditure.

Total subsidised roading operating expenditure is forecast to increase in WDC's 2018-28 LTP from approx. \$9,728,786 in 2018/19 to \$12,187,016 in 2027/28, with unsubsidised direct roading increasing from \$202,612 to \$351,288. Subsidised roading capital expenditure is forecast to increase from \$6,293,364 to \$8,815,858 over the same planning period, with unsubsidised capital expenditure increasing from \$160,000 to \$229,955.

## 1.4 Delivery Model

The majority of WDC's land transport activities are well defined and of low risk and complexity. Therefore, WDC's roading activities are generally suited to the 'Staged' delivery model. This Procurement Strategy describes the principles underlying the procurement rules as set out in the separate WDC Procurement Policy. The WDC Procurement Policy is also subject to the NZTA Procurement Manual in respect of any NZTA-subsidised procurements.

## 1.5 Supplier Selection Method

The approximate value of WDC's annual land transport programme, including interest and depreciation) and proposed supplier selection methods, are summarised below.

Programme	Approx. Annual Value <sup>1</sup> (2018-28 LTP)	LPCT	Price - Quality
NZTA subsidised operation & maintenance	\$9.73M	✓	✓
NZTA subsidised renewals & improvements	\$6.29M	✓	✓
Unsubsidised operation and maintenance	\$203K	✓	✓
Unsubsidised renewals and improvements	\$160K	✓	✓

## 1.6 Waitomo District Council's Procurement Strategy for Obtaining Best Value for Money:

- Designing the maintenance contract format to increase WDC's control over routine work planning, scoping and delivery
- Combining the annual reseals programme with the maintenance contract and procuring this work as a seven year (3+2+2) contract, with effect from 2016/17 (a s.25 LTMA review of best value for money criteria to be completed as part of the second two-year extension considerations, and a specific approval will be required from NZTA)
- Pricing of WDC's road aggregate supplies making the market contestable so that suppliers can select the best value, complying aggregate source
- Retaining a competitive market by sizing road improvement and renewal works to a larger number of smaller value works with the view to maintaining a work stream opportunity for small to medium enterprises, and by timing procurement processes for the first half of the year and not at the same time as neighbouring territorial authority procurement
- Improving in-house asset management practices by including better utilisation of modern road asset data collection and reporting technology as an important element of the maintenance contract
- Utilising in-house professional services on less complex activities to leverage synergies between in-house asset management capacity, local knowledge and accessibility, and to offset the cost impacts of Waitomo's isolation on the supplier market.

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<sup>1</sup> Budgets include interest and depreciation

## 1.7 Summary of Work Programme 2018/19– 2022/23

(See Appendix A for full details of Programme)

## 1.8 Recommendations

WDC request that the NZTA:

1. endorses this Procurement Strategy;
2. agrees to the continued use of in-house professional services; and
3. approves WDC to continue to use a term of 7 years for its Road Maintenance contract.

**Table 1: Land Transport Activity – Summary of Operational, Renewal and Capital Works Programmes for the 6 Years Commencing 2017/18**

	Year					
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<b>1. SUBSIDISED PROGRAMME (\$000's)<sup>2</sup></b>		Strategy Review			Strategy Review	
<b>Subsidised Roding - Maintenance costs</b>		6,151,790	6,298,946	6,583,154	6,678,143	6,847,371
		3,576,996	3,496,852	3,517,666	3,602,826	3,732,297
<b>Subs Roding – Renewals<sup>3</sup></b>		6,293,364	6,794,816	7,113,304	7,516,565	7,572,817
<b>Subsidised Roding - Improvements</b>		113,132	127,051	127,657	94,785	94,257

	Year					
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<b>2. UNSUBSIDISED ROADING PROGRAMME (\$000's)<sup>2</sup></b>		Strategy Review			Strategy Review	
<b>Unsubsidised Roding - Maintenance Costs</b>	359,522	202,612	218,240	234,170	251,613	271,428
<b>Unsubsidised Roding - Capex</b>	327,149	160,000	163,520	193,140	197,580	202,205

<sup>2</sup>Budgets include interest and depreciation

<sup>3</sup> Includes allowance for emergency works projects on a case by case basis, as may be required from time to time.

## 1.9 Review Period

WDC's Procurement Strategy will be next reviewed in 2022 following completion of WDC's next three-yearly long term planning cycle (2021–31) and NZTA's 2021-24 land transport funding programme. As WDC's procurement environment changes, more frequent updates may be required.

## 1.10 Adoption of Procurement Strategy

This revised Procurement Strategy was adopted by Council at its meeting of **26 November 2019**.

## 1.11 Endorsement of Procurement Strategy

This revised strategy was endorsed by NZ Transport Agency on **XXXX** (- refer to Appendix C)

## 2.0 Policy Context

### 2.1 Community Outcomes

WDC's land transport activity contributes to the community's outcomes of:

- Sustainable infrastructure
- Thriving business
- Effective leadership.

### 2.2 WDC's Strategic Goal for Land Transport is:

- The economic and lifestyle needs of the District are supported through provision of a safe and reliable transport network providing access to properties and an effective transportation service, and ensuring passage of through traffic.

### 2.3 WDC's Key Projects and Programmes for Land Transport, as stated in its 2018-2028 Long Term Plan, are:

- Increased funding for annual cost of emergency reinstatement, unsealed metalling and minor improvements
- Review of the One Network Rooding Classification (ONRC) implementation plan to new "fit for purpose" levels of service
- Progressively widen the carriageway at critical areas to improve road geometry and safety, e.g. sharp bends on unsealed rural roads that do not currently meet the minimum carriageway width of 5.0m
- Conversion of streetlight fittings to LED, completed in 2019 at a total cost of \$429,481
- Progressively widen the carriageway of rural sealed roads to 6.5m to achieve the "fit for purpose" LOS acceptable under ONRC and to improve road safety
- Complete footpath renewals and improvements totalling \$5.4M over the 2018-28 period
- Complete 4 km per year of road pavement rehabilitation to the value of \$21.8M over the 2018-28 period
- Complete an average of at least 32 to 38 km per year (- depending on width and if some sections are asphalted rather than chip-sealed) of sealed road resurfacing over the 2018-28 period to the value of \$15.2M
- Complete various road minor improvements to the value of \$7.2M over the 2018-28 period.
- Construction of a replacement pedestrian footbridge across the rail corridor at Te Kuiti, in 2019/20, at an estimated cost of \$1.35M.
- Replace about 11 road bridges (- some are still to be confirmed following further inspections) and structures over the 2018-28 period to the value of approximately \$7.6M.

### 2.4 Description of Outcomes Sought from the Land Transport Procurement Strategy:

- Obtaining best value for money to maximise the economic, social and environmental benefits obtained from outputs that are delivered for the most favourable overall whole-of-life costs.
- Maintaining competitive markets and improving the effectiveness of procurement

- Ensuring that procurement planning reflects WDC's core values, corporate aims and objectives.
- Commitment to strategic procurement measures from elected members and officers at all levels of the organisation.
- Providing a corporate focus to procurement to assist coordination of WDC's procurement activity
- Planning for continuous improvement of WDC's procurement activity to keep ensuring best value for money.
- Recording, in a single document, all the existing elements of WDC's procurement strategies for obtaining best value for money.

## 2.5 Description of Procurement Objectives

- Ensure that risk is appropriately managed and that all procurement remains legal, ethical and transparent and embodies WDC's vision and priorities.
- Ensure a structured approach to education, training and development for all individuals with procurement responsibilities or interests across the organisation.
- Use technology to reduce the transactional cost and improve the efficiency and effectiveness of all aspects of the procurement process for WDC, its suppliers and contractors.
- Improve the accuracy, availability, appropriateness and accessibility of procurement related management information.
- Reduce the cost of the procurement process and obtain best value for money on all procured goods and services to maximise the economic, social and environmental benefits for the most favourable overall whole-of-life costs.
- Facilitate the development of a range of suppliers and providers that will contribute to regeneration of the local economy.
- Identify the barriers to competition and the steps to lower these barriers.
- Plan the forward procurement programme so that there is a steady flow of work to the market.
- Manage WDC's supply chains, develop collaborative relationships with suppliers and promote cooperative procurement arrangements with neighbouring TA's.

## 2.6 Description of NZ Transport Agency's Procurement Requirements

The LTMA sets out the requirements for NZTA to evaluate activities (s.20) for inclusion in the National Land Transport Programme (NLTP).

Section 25 of the LTMA requires that procurement procedures used by approved organisations be designed to obtain best value for money spent. The following provisions influence procurement from a best value for money perspective:

- Procurement procedures must be designed to obtain best value for money spent, having regard for the purpose of the LTMA.
- The purpose of the LTMA is to contribute to an effective, efficient, and safe land transport system in the public interest.
- When approving a procurement procedure, regard must also be given to the desirability of enabling fair competition that encourages competitive and efficient markets for the supply of outputs required for funded activities.

To reinforce that the lowest price proposal received for the provision of any output does not always equate to the best value for money spent, s.25 ends with a specific provision stating that an approved organisation is not compelled to accept the lowest price proposal. This has important implications when it comes to determining the best value for money.

~~The NZ Transport Agency Procurement Manual is to be used for subsidised activities funded through the National Land Transport Programme. Clause 3.2 of the Manual (amendment March 2018) defines value for money as:~~

~~• 'Value for money is not always the cheapest price. Value for money means using resources effectively, economically, and without waste, and taking into account: the total costs and benefits of a procurement (total cost of ownership), and its contribution to the results you are trying to achieve. The principle of value for money is about getting the best possible outcome over the whole of life of the goods, services or works. Selecting the most appropriate procurement process that is proportionate to the value, risk and complexity of the procurement will help achieve value for money. Good procurement is about being risk aware, not necessarily risk averse.' (Government Rules of Sourcing)~~

~~• '...the best available outcome for money spent. Value for money requires a comparative analysis of all relevant costs and benefits of each proposal throughout the whole procurement cycle (whole-of-life costing).' (Australia New Zealand Government Procurement Agreement).~~

The NZTA Procurement Manual is to be used for subsidised activities funded through the NLTP. Clause 3.2 of the Manual (amendment October 2019) defines 'best value for money' as: 'the most effective combination of cost, quality, benefit and risk to meet a requirement'.

In this context:

- Cost: means all expenditure and resources required over the life of the asset or contract
- Quality: means the extent that a specification, performance level, of safety standard is met
- Benefit: means outcomes, results and impact (and can include (dis-)benefits)
- Risk: means the degree of certainty (of cost, quality and benefit).

This definition aligns with the Government Procurement Rules 2019.

The Manual contains procurement procedures approved by NZTA for use by approved organisations when purchasing infrastructure, planning and advice, and public transport services.

Certain expenditure does not have to be subject to an approved procurement procedure and therefore does not have to meet the requirements of this strategy. Exempt expenditure is defined under s.26 of the LTMA and includes expenditure on administration activities, in-house professional services and immediate (initial) or temporary repair of damage caused by a sudden or unexpected event.

In order to meet the requirements under s.25, and to ensure that WDC, as an approved organisation, can obtain best value for money spent, WDC must demonstrate to NZTA that it understands its market conditions and the procurement procedures best suited to delivering best value for money and encouraging competitive and efficient markets.

Best value for money, as referred to above, means to maximise the economic, social and environmental benefits obtained from outputs that are delivered for the most favourable overall whole-of-life costs.

Once an activity has been selected, and funding approved by NZTA, the procurement procedure provides the framework for WDC to purchase or otherwise acquire the required outputs.

## 2.7 Other Relevant Contextual Factors, such as Organisational Policies, Wider Organisational Procurement Plan, Regulatory Environment

This Procurement Strategy will form part of and is consistent with WDC's Procurement Policy for the whole of organisation.

WDC's procurement function must be consistent with the purpose and principles of the Local Government Act 2002 (LGA). The LGA requires WDC to prepare a Long Term Plan every three years that outlines the activities the Council plans to undertake, the costs of these proposals and how they will be paid for.

WDC's 2018-28 Long Term Plan provides the current over-arching strategic framework from which its contribution to community outcomes has been defined. The guiding principles under-pinning the LTP are:

- Enhancing community development initiatives
- Prudent financial management of our infrastructure and community facilities and services, in support of a vibrant and thriving population in Waitomo District
- Affordability - balancing community needs and expectations with the ability to pay; and
- Community outcomes – prioritising activities to those areas which extract maximum value for money in terms of gains to community well-being.

## 3.0 Procurement Programme

The following table shows the planned land transport procurement analysis and strategy for the next three years.

The risk assessment column relates to the risk to WDC's business processes if the project is not completed successfully.

Complexity relates to the level of uncertainty or inter-dependence between related outputs and hence the degree of difficulty in implementing the programmed works. In most cases, the programme outputs are of a well-established, conventional nature.

Apart from variations between specific projects, there will only be minor variation in scope and value for each output from one year to the next. Overall, the various work categories are of low risk and complexity.

**Table 2: WDC Land Transport Procurement Strategy Assessment**

WORK CATEGORY	Risk Assessment	Complexity	Market	Current supplier	Procurement Strategy - delivery model and supplier selection
<b>1. SUBSIDISED PROGRAMME</b>					
<b>SUBSIDISED MAINTENANCE</b>					
Road Safety Promotion	Low	Low	Local	WDC employee or shared with Otorohanga DC	Retain current resource sharing arrangement with Otorohanga DC.  In-house/shared delivery or Direct Appointment/LPCT
Emergency Reinstatement 141	Medium - high	Medium	Regional	Incumbent Road Maintenance Contractor for immediate response.  Other from regional market.	Staged.  Immediate response - include in road maintenance contract.  Price-quality or LPCT, or;  Direct appointment (\$100k limit) or closed contest (\$200K limit) for permanent repairs.
Environmental Maintenance	Medium	Low	Regional	Incumbent Road Maintenance Contractor	Combine with road maintenance contract.  Staged.  Price quality.
Level Crossing Warning Devices	High	Low	Specific	KiwiRail	N/A - reimbursement of device maintenance and replacement costs to KiwiRail.

WORK CATEGORY	Risk Assessment	Complexity	Market	Current supplier	Procurement Strategy - delivery model and supplier selection
Network and Asset Management	High	Medium	Regional	Part included in current maintenance contract.  Part in –house prof. services business unit.	Undertake using Council's in-house professional services business unit.  Bridge inspection, reporting and programming out-sourced. Staged.  Price-quality method for outsourced component, or direct appointment (\$100k limit)/closed contest (\$200k limit) for low dollar value work.
Routine Drainage Maintenance	Medium	Low	Regional	Incumbent Road Maintenance Contractor	Combine with road maintenance contract.  Staged.  Price-quality.
Sealed Pavement Maintenance	Medium	Low	Regional	Incumbent Road Maintenance Contractor	Combine with road maintenance contract.  Staged.  Price-quality.
Structures Maintenance 114	Medium	Low	Regional	Incumbent Road Maintenance Contractor	Combine with road maintenance contract.  Staged.  Price-quality.
Traffic Services Maintenance	Medium	Low	Regional	Incumbent Road Maintenance Contractor and Street Light Maintenance Contractor	Combine with road maintenance contract.  Staged.  Price-quality.

WORK CATEGORY	Risk Assessment	Complexity	Market	Current supplier	Procurement Strategy - delivery model and supplier selection
Unsealed Pavement Maintenance	Medium	Low	Regional	Incumbent Road Maintenance Contractor	Combine with road maintenance contract.  Staged.  Price-quality.
Footpath maintenance	Low	Low	Regional	Incumbent Road Maintenance Contractor	(Include in maintenance contract)  Price-quality or LPCT
<b>SUBSIDISED RENEWALS AND IMPROVEMENTS</b>					
Stock effluent disposal facility	Low	Medium	Regional	TBA	Staged.  LPCT.
Walking & cycling strategy implementation	Low	Low	Regional	TBA	Staged and direct appointment.
Drainage renewals	Medium	Low	Regional	Incumbent Road Maintenance Contractor	Staged.  Include in maintenance contract.  Price-quality.
Minor improvements	Low	Low	Regional	TBA	Staged.  Direct appointment (\$100k limit) or closed contest (\$200k limit) - by negotiation, or LPCT.
Pavement rehabilitation	Medium	Low	Regional	TBA	Staged.  Look to include in next generation road maintenance contract or package as a 3 – year, separate programme.  Price-Quality

WORK CATEGORY	Risk Assessment	Complexity	Market	Current supplier	Procurement Strategy - delivery model and supplier selection
Sealed road surfacing 212	Medium	Low	Regional	Incumbent Road Maintenance Contractor	Combine with maintenance contract  Staged.  LPCT or Price-Quality
Structures components replacements	Medium	Medium	Regional	TBA	Separate contract – specialised work.  Staged.  LPCT or Price-Quality.  Direct appointment (\$100k limit) or closed contest (\$200k limit) for low value works – by negotiation or LPCT.
Traffic services renewals	Low	Low	Regional/local	Incumbent Road Maintenance Contractor	(Include in maintenance contract).  Price-quality.
Unsealed road metalling	Low	Low	Regional	Incumbent Road Maintenance Contractor	(Include in maintenance contract.)  Price-quality.
Emergency reinstatement (permanent)	Medium	Medium	Regional	TBA	Staged.  LPCT or Price Quality.  Direct appointment (\$100k limit) or closed contest (\$200k limit) for low value works – by negotiation or LPCT.
Footpath renewals and improvements	Low	Medium to Low	Regional	Camex	Price-quality or LPCT.

WORK CATEGORY	Risk Assessment	Complexity	Market	Current supplier	Procurement Strategy - delivery model and supplier selection
<b>2. UNSUBSIDISED ROADING PROGRAMME</b>					
<b>UNSUBSIDISED MAINTENANCE</b>					
Street cleaning	Low	Low	Regional	Incumbent Road Maintenance Contractor	(Include in maintenance contract). Price-quality.
<b>UNSUBSIDISED RENEWALS AND IMPROVEMENTS</b>					
Unsubsidised road improvements	Low	Low	Regional	TBA	Staged. Closed contest or LPCT.
Property purchase	Low	Low	Local	Council	In – house.
Retaining wall replacement	Medium	Medium	Regional	TBA	Staged. Closed contest or LPCT.

## 4.0 Procurement Environment

### 4.1 District Profile

Waitomo District is characterised by its remoteness from major population centres, its large network of low traffic volume, rural roads (approx. 1,014km, 55% unsealed) connecting small and isolated farm communities and a small population base (approximately 9,000 people) dispersed over a large land area. The main population centre of Te Kuiti has a population of just over 4,200 people.

### 4.2 Analysis of Supplier Market

#### General Overview

The Waitomo District has a small population and is relatively remote from larger centres. This gives rise to issues with attracting tenderers (both professional services & physical works). Another contributing factor to attract tenders is the relatively small scale works.

#### Physical works

The trend of “tooling up” of roading contractors in previous years in response to increased funding on the roading network in and around the Waikato region appears to have stabilised. The major contractors (Fulton Hogan, Downer Group, Inframax, Higgins and Transfield) are all established in the region as a result of their own individual strategic positioning and business development processes. A shift towards greater horizontal integration of expertise within these companies, including research and development capacity in some cases, has been observed in response to increased requirements for innovation and quality, and in order to extract greater efficiency and competitiveness, inherent in some contract delivery models (e.g. network outcome contracts).

There are four main roading contractors resident in the district – Inframax Construction Ltd (ICL), JRK Drainage and Roothing Contractor Ltd, Holden Brothers Contracting Ltd and M<sup>2</sup>Indoes. The largest of these, ICL, is the incumbent road maintenance contractor. The three other contractors are not large enough to undertake a contract of this size and complexity but have proven to be competitive and effective on smaller construction projects and earthworks and in support of emergency works response.

Taken together, the aforementioned contractors provide a local market that is of strategic importance to the District and needs to be retained. Best value for money is achieved through a combination of competitive tension, the accumulation of local knowledge of road conditions, improved availability and choice, and local employment. Sizing road construction contracts to increase the work stream opportunity for the smaller contractors (or others who might want to participate) is the strategy used to achieve this.

Smaller contracts are advantageous in that they encourage participation from smaller suppliers. Breaking the programme into smaller packages therefore affords WDC the opportunity to purchase from and maintain a wider market. Contract administration costs are higher but are believed to be offset by the benefits of greater competition.

Late season tendering has been shown to be less competitive. Providing works programmes are timed to enter the market pre-Christmas, higher levels of competition are achieved. Similarly, coordination of procurement processes to avoid “swamping” of the market, due to requests for tenders occurring simultaneously with neighbouring roading authorities, has been shown to leverage higher quality proposals and pricing from the contracting sector.

Pricing movements generally follow national trends.

## Professional services

The supplier market for external professional services operates at a regional or national level. There is no local market outside of WDC's own internal professional services business unit. There may be a need to increase the capacity and scope of the latter to fill this void and strengthen its viability.

WDC's professional services are currently provided through a combination of external engineering consultants, an NZTA approved internal business unit with an internal asset management component supported (through data collection and reporting) by the current maintenance contract. Management of the RAMM database including interpretation and reporting functions, and development of the annual reseal programme in conjunction with the road maintenance contractor, is carried out in-house, with the support of specialist consultants as necessary.

Outsourced services include bridge inspections and reporting. Bridge structural inspections are provided under a shared services arrangement managed by Regional Asset Technical Accord (RATA). Design, documentation and engineer to the contract services are outsourced for more specialised activities including structural component replacements and pavement rehabilitation.

WDC is also a member of the WCLASS Multi-party Funding and Services Agreement under which RATA is used for delivery of shared services. RATA became a business unit of Waikato LASS (Local Authority Shared Services) from 1 July 2016. RATA provides the opportunity for collaboration in strategic asset management planning between nine Waikato councils. The current collaborative services provided to WDC by RATA are:

- a) Joint procurement of bridge (and other structures such as retaining walls, large culverts, sea walls etc.) inspection professional services
- b) Joint procurement of asset condition data (including pavement and surfacing condition data, traffic counting and footpath condition data)
- c) One day per week of an Asset Information Engineer to support data management within WDC.

Outsourcing the monitoring of contract implementation phase incurs additional direct costs due to the travel distances involved, given that there is no local consultancy resource available. Contract observation and monitoring is provided by the internal professional services business unit in all cases.

WDC requests NZTA approval for the continued use of in-house professional services in accordance with s.26 of the LTMA.

### 4.3 Analysis of Major Procurement Expenditure and Profile

Supplier	Activity	Term of contract	Expiry date	Procurement Arrangement
Incumbent Road Maintenance Contractor	Road Maintenance and Reseals Contract	3+2+2	Initial 3-year term expires 28 February 2020, followed by two discretionary terms of two years each	Price-Quality
Currently tendered each year	Pavement rehabilitation	Annual.  Future options under consideration include packaging rehabilitation programme into 3 –year term contracts, or including in next generation road maintenance contract, as with reseals.	30 June	Price-Quality
To be tendered	Street Lighting	6 years (3+3)	30 June 2019 (1 <sup>st</sup> stage)	Price-Quality
Tendered each year	Bridge structural maintenance	Annual.  Future option under consideration includes packaging rehabilitation programme into 3 –year term contracts.	30 June	Price Quality
To be tendered	Minor Improvements	As required	-	LPCT or Price Quality

**Table 3: Summary of Major Land Transport Expenditure Activities 2015/16**

The current road maintenance contract (2015-2018) comprises the following NZTA outputs:

- Emergency reinstatement (initial response and secure)
- Environmental maintenance
- Elements of asset and network management
- Routine drainage maintenance and renewals
- Sealed pavement maintenance
- Structures maintenance
- Traffic services maintenance
- Unsealed pavement maintenance
- Sealed road surfacing
- Traffic services renewals
- Unsealed road metalling and grading
- Footpath maintenance
- Street cleaning
- Unsubsidised drainage projects
- Drainage renewals

The scope of work represents an integrated, “whole of corridor” approach to road maintenance works. It facilitates coordination and synergies between complementary road maintenance work types, and provides a single point of reference for WDC contract administration staff with attendant reduced costs of procurement. While the scale and variation of work type lends it to larger contractors with sufficient resources and expertise to manage the required levels of output, quality and safety management. It also affords opportunity for small to medium enterprises to be involved at a subcontractor level.

Outputs separately procured outside the maintenance contract are:

- Road Safety Coordination
- Level crossing warning devices
- Road asset data (3-yearly)
- Bridge replacements
- Stock effluent disposal facility
- Minor improvements
- Pavement rehabilitation
- Replacement of structural components
- Emergency reinstatement – permanent repairs (>\$100,000)
- Road improvements (including growth related improvements)
- Retaining wall replacements
- Noxious plant control
- Footpath renewals
- Street light maintenance and renewals
- Street light electricity.

#### 4.4 Analysis of the Impact of the Procurement Programmes of Other Approved Organisations and Entities

WDC’s procurement requirements for its roading activity sits alongside a number of other approved organisations purchasing from the same supplier market. They include:

- NZTA
- Otorohanga District Council (ODC)

Road Safety Promotion activities are procured through a shared services arrangement with ODC.

The possibility of tendering similar work types jointly with adjacent road controlling authorities has not been considered in depth to this point. ODC in particular presents a number of opportunities for joint contracts due to a high degree of similarities of work type and scope, although different levels of service and contract expiry dates currently prevent shared procurement for major road maintenance and renewal contracts. There is also a danger that should these contracts be combined, the unsuccessful supplier may cease operating in the region, with an attendant risk of an increase in tender prices in the longer term through a lack of tendering competition.

The introduction of new, standardised technical levels of service under ONRC may afford opportunity to review this, although the remoteness of the district could negatively influence potential economies of scale.

Extension of contracts to achieve alignment with neighbouring territorial authorities and NZTA highway network contracts may facilitate opportunity for greater collaboration towards better value for money through economies of scale.

The current Street Light Maintenance Contract has reached the end of its initial term but due to the reduced scope of works as a result of the LED conversion, the incumbent

supplier has indicated that they may not be interested in accepting the contract extension period available. WDC is now exploring the possibility of joining a wider regional street lighting maintenance contract with other councils and/or the NZTA. The NZTA street lights are not yet converted to LED in the Waitomo District and the NZTA street lights are currently maintained by their own contractor.

## 5.0 Approach to Delivering the Work Programme

### 5.1 Introduction

The primary purpose of the Procurement Strategy is to establish the best mix of approaches for WDC to use to achieve its best value for money outcomes.

Developing an approach to delivering a work programme consists of two components:

- Confirmation of WDC's specific objectives in relation to each segment of the work programme. These objectives will take into account the risk and complexity of the activities to be undertaken, how best value for money will be obtained and how the competitive health of the supplier market will be sustained.
- Identifying the delivery models and supplier selection methods that will best deliver the work programme and achieve WDC's objectives.
- Procurement models are being reviewed and it is envisaged that more use will be made of Price Quality Method (PQM) tenders rather than Lowest Price Conforming (LPC), in order to encourage improved long term outcomes and sustainability.

### 5.2 Procurement Approach

#### Delivery models

Delivery models assist in the process of obtaining best value for money by:

- setting the terms under which the required outputs are to be delivered;
- allocating risk and control to the most appropriate parties to manage; and
- mitigating those risks.

The following delivery model options for roading activities will be considered on a case by case basis, taking account of the risk, project timing and urgency, innovation potential, size and complexity of the project and the state of the supplier market:

- Staged
- Design and build (includes performance specified maintenance contract and hybrid)
- Shared risk (advanced)
- Supplier panels (advanced)

(Note: Options annotated as "advanced" require specific NZTA approval before they may be used).

In most instances, the staged delivery model will be used for WDC's road maintenance, renewal and construction projects due to the generally conventional nature of the work and the organisation's familiarity and capability in managing this model. Opportunity for innovation is limited for these standard and well defined work outputs.

For larger construction projects, and where there is scope for innovation, (e.g. complex bridge construction/renewal projects), the design-build model will be considered, particularly where providers are better equipped to manage the attendant risks.

For larger contracts, where there is an identified potential for encouraging the use of local sub-contractors or suppliers, the assessment criteria should include measures to reward the use of local suppliers.

The shared risk model will require additional resources beyond WDC's in-house capability.

### Road safety promotion:

This programme comprises a series of projects designed to raise road user awareness of good traffic safety practices and encourage a road safety culture within the community. Value for money was achieved by combining the resourcing of a road safety coordinator with ODC on previous programmes of this nature.

The total budget is modest (approximately \$120,000 per annum). WDC and ODC are currently working together on a programme that has a primary focus on driver licence compliance and safe driving skills. Other projects may include a series of innovative awareness campaigns. Delivery is on a staged basis and suppliers are selected on a direct appointment basis to avoid disproportionate costs of administering the procurement.

The risk to WDC in the event of unsuccessful delivery of this programme is low, possibly resulting in reduced community awareness of road safety risks and avoidance strategies.

Contract management will be through monitoring programme delivery against agreed performance targets.

WDC may in future consider working together with ODC on other Road Safety Promotion initiatives, as has happened in the past.

### Physical Works

The physical works programme mostly comprises routine and unscheduled maintenance and renewals of WDC's roading assets. There is a minor level of new asset capacity planned as a result of growth.

Where practicable, the contracts will be scoped to improve market competitiveness for smaller and more specialised outputs. However, the number of separate contracts will need to be balanced against the organisation's ability to resource multiple contract management procedures and processes.

Bundling more work into one larger contract and offering longer contract terms, provide the benefits of enhancing the appetite for tendering to offset the issues experienced due to the remote location which in the past has resulted in no tenders. Other potential benefits include the reduced costs in tendering and administration which can be achieved by bundling and longer term contracts.

Supplier arrangements will comprise a mix of short and longer term contracts. The latter will be associated with routine maintenance work, while shorter contracts will be used for specific and definitive projects such as bridge renewals.

Historically, road rehabilitation works have been delivered on an annual contract basis. An internal review of this activity has identified potential value to be derived from longer term contracts, given the technical complexity of this work type and the limited availability locally of appropriate expertise and relevant experience. Longer, three year

term rehabilitation contracts will also realise reduced procurement costs, and reduce demand on WDC's limited capacity to resource multiple contract procurement in any one year.

Retaining roading contractors in the district is important from the perspectives of social and economic well-being (responsiveness, contestability and employment) and can be facilitated through a selection of short term, finite projects, plus opportunity to subcontract to the principal maintenance contractor.

Equally, the diverse and remote nature of much of the Waitomo rural roading network is best served in emergency events through a network of local subcontractors working alongside and coordinated by the principal maintenance contractor, instead of the principal contractor being expected to resource for every eventuality, in all parts of the district. The district is fortunate to have a geographical spread of local subcontractors to help fulfil this response configuration.

The current maintenance contract is a measure and value contract. The emphasis is on preventative, routine maintenance to offset the past tendency towards reactive maintenance. Given the innovative nature of this approach, incentives have been provided to recognise effective contractor performance.

The scope of the current maintenance contract (Contract 500/16/028) includes WDC's reseal programme, after it was previously separated and placed in an annual reseals contract for open tender. Poor coordination between separate contractors carrying out pre-seal maintenance work and reseals, plus market feedback that inclusion of the reseals programme would realise greater efficiencies through economies of scale, led to inclusion of the reseals programme in the current maintenance contract. That packaging has generated better value for money.

WDC has also identified the potential for enhanced value for money through an increased emphasis on quality in the preferred price-quality procurement procedure for road maintenance services. Attendant with that is the need for a longer term contract than the current NZTA maximum of five years. An elevated requirement for contractor investment in quality justifies a longer term contract period over which contractor pricing can be spread and accountability for maintenance methodologies secured. It follows that WDC's willingness to pay a higher supplier premium for quality warrants a longer contract period over which those benefits can be monitored and realised, and accountability for any non-performance fastened to the service provider. A contract period of at least seven years has been provided, with the procurement procedure following an open and competitive process to encourage participation by the contractor market, and efficiencies to be realised, consistent with s.25 of the LTMA.

Improved value for money through increased competitiveness has and will be achieved by timing capital works delivery ahead of the peak construction season. Contracts will be packaged to combine work of a similar type, but sized to optimise work flow opportunity and encourage competition for the reasons mentioned above. Coordinating the timing or combining the scope of WDC's maintenance and reseals contracts with its local authority neighbours has not been tested but is not expected to generate any material advantage due to the distance between the roading networks and the differing levels of service, as above.

A key driver of efficient and competitive markets in the Waitomo District involves access to metal supply. WDC is in a fortunate position of owning some 22 quarries across the district, five of which are currently operational, with most of the quarrying rights presently held by the incumbent maintenance contractor.

Rather than attempt to control a single source of the aggregate supply market, WDC has taken an arms-length view on supply and demand, noting that aggregate costs are influenced by a range of factors such as royalties, transport distances, quality standards

and location, not just gate price. Contractors are best placed to price the collective impact of these factors through a competitive supply market.

Where practicable, benefits will also be achieved through combining the more specialised work outputs with other purchasers to encourage efficiencies arising from increased scale. Benefits arise through absorbing otherwise disproportionately high contract overhead costs within greater scale.

Specialist services such as Bailey bridging or structural component replacements are confined to a limited number of suppliers. Procurement of these resources will be by direct appointment or closed contest to minimise procurement costs and to avoid delays associated with the urgent nature of this type of work.

The estimated value of work that may be completed using direct appointment or closed contest methods must be within the limits prescribed in Clause 10.9 of NZTA's Procurement Manual, currently:

Contract for	Physical Works – Cost Limits
Direct appointment	\$100,000
Closed contest	\$200,000

The preferred delivery model is staged delivery for most of the physical works. The opportunity for design innovation for routine maintenance works is limited and the market is healthy. Best value for money will be achieved by specifying the outputs.

Complex structure replacement projects may benefit from a design–build type delivery method, although the scale of these projects is modest and the scope for financial benefits stemming from innovation therefore limited. Conventional design using standard structural componentry is likely to be the most practical means of achieving best value for money in these circumstances.

Lowest price conforming or price–quality will usually be the methods used to select suppliers for physical works contracts.

Careful timing of certain work outputs will be used to leverage value for money through increased competition. This will be achieved by avoiding periods of peak demand on the supplier market. Similarly, programming construction works ear-marked for the beach communities over the winter months will return value for money due to the shortage of similar work on unsuitable soils at inland areas.

Contract management will be appropriate to the value of works and level of risk, in accordance with WDC's Procurement Policy.

Maintenance work contracts will be based on measure and value based specifications. WDC and the contractor will agree a maintenance programme ahead of each month. The contractor will report to WDC on actual achievement at the end of each month. Performance will be selectively monitored and assessed on a risk based approach as the basis of payment.

Contract management of construction projects will be managed against quality, performance and project timelines. The contractor will prepare the project plan and report on progress against timetable.

## Professional Services

Professional services comprise planning, design, documentation and advisory services. Professional services may be out-sourced, depending on the availability and capability of WDC's in-house professional services business unit (PSBU). The PSBU is currently responsible for:

- Management of RAMM data input and analysis management (with input from the relevant supply contractor)
- Programming of annual road treatment selection programmes including rehabilitation and reseals, with the support of specialist consultants as necessary.
- Contract documentation and engineer to the contract for road renewals contracts and structures components
- Evaluating tenders

Bridge and structures inspection, plus programming, design and documentation for more complex projects will be outsourced.

The preferred delivery model for out-sourced professional services will be dependent on the value of work, time constraints, project risk and complexity. Most of WDC's roading activities are routine and conventional. The staged method of delivery will be the preferred model. Supplier panels of professional services providers may be used to facilitate direct appointment or closed contest for lower value/low risk projects.

The target price or price-quality methods will generally be used to select external professional services providers.

Direct appointment or closed contest methods for procuring professional services may be used in circumstances where the estimated value of the work is within the limits prescribed in Clause 10.9 of NZTA's Procurement Manual, currently:

Contract for	Professional Services – Cost Limits
Direct appointment	\$100,000
Closed contest	\$200,000

While there is an adequate regional market for a range of professional services likely to be sought by WDC, the best value for money equation will be better met through closer alignment between management of WDC's RAMM data system and its own in-house asset management functions. Control over and ready access to quality roading asset inventory and condition data is symbiotic with interpretation and informed programming decisions. Both are integral to WDC's core asset management responsibilities, and hence, long term planning.

Monitoring of contract implementation will be undertaken by WDC's in-house PSBU, or the consultant designer, as the Engineer's Representative. The Engineer to the Contract role will be fulfilled by WDC's General Manager – Infrastructure Services.

In-house delivery of the asset management function will be retained, supported by asset data collection and management through the maintenance contractor. Both measures are expected to achieve greater control over WDC's core ownership and procurement responsibilities and hence provide best value for money.

Other services to be obtained using WDC's PSBU, sometimes with the support of specialist consultants, include:

Activity	Description	In-house professional services
<b>NZTA Subsidised Services</b>		
General Maintenance	Pavement, and drainage maintenance	Programming and business case preparation. Tender documentation and contract supervision. Reporting on physical works and financial performance
	Network condition	Data management, programme approval and budgeting
Reseals	Pre-reseal repairs and reseals contract	Pre-reseal and reseal programme and business case.
		Tender documentation. Contract administration, monitoring and reporting on physical and financial performance
Pavement rehabilitation	Programming	Feasibility reports and business case.
		Tender documentation. Contract administration, monitoring and reporting on physical and financial performance
Bridges	Routine repairs	Bridge inspections and programming is managed under RATA shared services contract. Data management. Preparation of feasibility reports and business cases. Tender documentation. Contract administration, monitoring and reporting on physical and financial performance
		Tender documentation. Contract administration, monitoring and reporting on physical and financial performance
Traffic Services	Maintenance	Programming.
		Tender documentation and contract supervision. Reporting on physical works and financial performance
	New works	Implement recommendations of approved safety audits and crash reduction studies.
Street lighting	Maintain	Tender documentation, evaluation, monitoring and reporting of contractor performance
Minor improvements	Implement	Prepare feasibility reports.
		Design work. Tender documentation, evaluation of tenders, contract supervision, monitoring and reporting
RAMM	Manage	Input data (collected by maintenance contractor) from all maintenance and construction work.
		Report on updating progress.
Road legislation	Manage	Legalisation of existing roads and structures.
		Obtain sale and purchase agreements with private owners.
		Tendering of legal surveys. Reporting on surplus road reserve.
Accident reduction studies	Undertake accident reduction studies	Investigate black spot reports.
		Implement safety improvements. Undertake safety audits and implement safety improvement measures when approved.
Road safety promotion	Liaise and support	Implement Road Safety Promotion programmes in conjunction with ODC

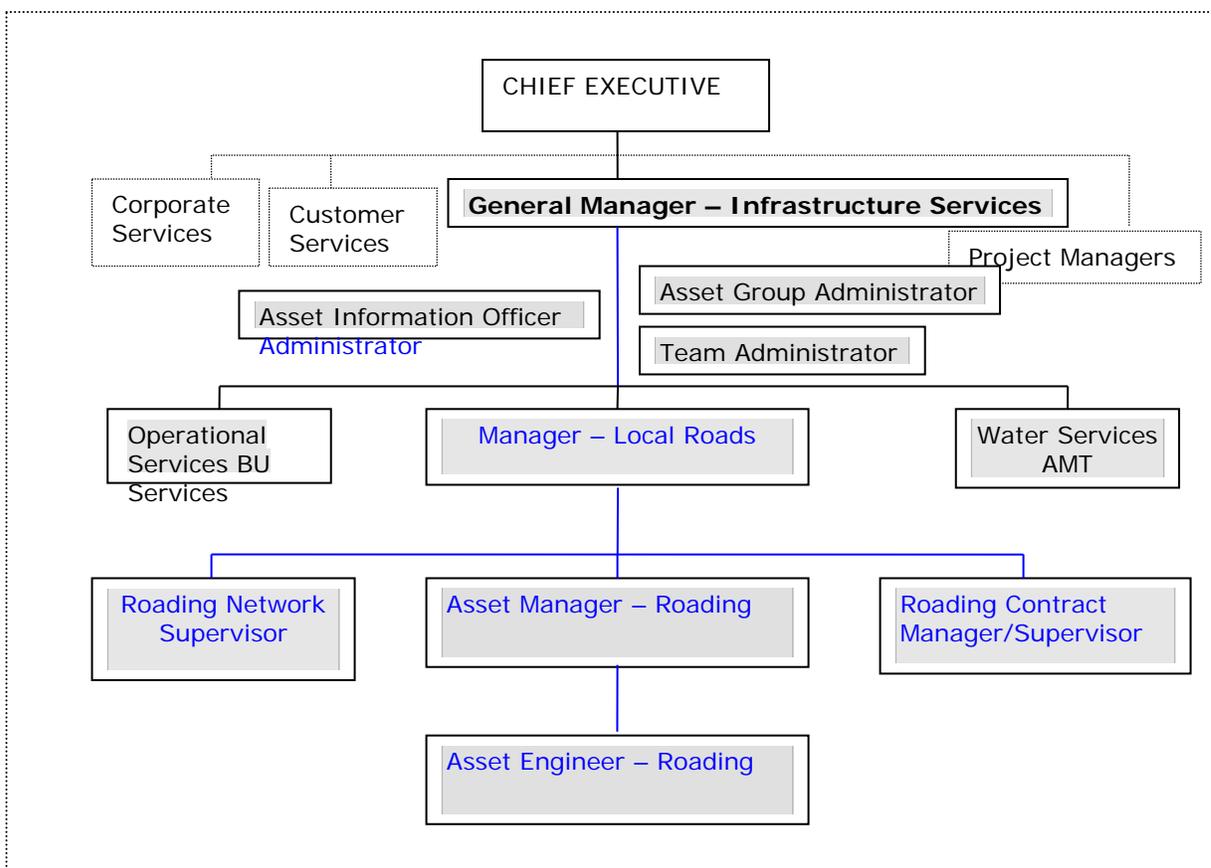
Activity	Description	In-house professional services
<b>Administration Services</b>		
Land Transport AMP administration	Administer	Application for work approvals.
		Monitoring and reporting performance of network
		Managing collection and processing of asset and service condition data.
		Reporting on asset management systems and development.
		Implement approved AMP improvements
		Reporting on project feasibility, development, physical and financial performance, asset service condition
District Rooding Programme	Administer	Investigate activities and prepare annual DRP for inclusion in RLTP.
		Complete feasibility
		Prepare monthly subsidy claims to NZTA.
		Prepare all NZTA returns.
Client/customer interface	Provide	Public relations, media releases, interest group liaison and consultation.
		Investigating and resolving public enquiries.
Professional services administration	Administer	Prepare documentation, evaluate tenders and recommend consultant for professional services contract.
		Review outputs.
		Manage.
<b>Unsubsidised betterment, minor community works and stormwater</b>		
Unsubsidised works	Minor improvements, and stormwater	Feasibility reports.
		Tender documentation and evaluation, contract supervision and administration
<b>Regulatory services</b>		
General	Provide	Administration of vehicle entranceways, roadside fencing, illegal dumping, abandoned vehicles, street openings
		Obtaining and implementing resource consents
Subdivision consents	Review	Advice to regulatory department on roading requirements, checking compliance.

## 6.0 Implementation Plan

### 6.1 Internal Capability and Capacity

WDC’s land transport programme for the next three years represents “business as usual”. Apart from a relatively small number of site specific projects, the majority of the programme involves routine maintenance and renewal of the various road asset components.

Note: Resourcing of WDC’s roading activity is under review and subject to change. Currently a Manager- Local Roads is overseeing an Asset Manager, an Asset Engineer, a Contract Manager/Supervisor and a Network Supervisor. The Manager - Local Roads reports to the General Manager – Infrastructure Services, as shown below:



**Figure 1: Management Structure – Roding Business Unit**

Administrative support for the Roding Business Unit is available through the General Manager - Infrastructure Services and the Manager Governance Support.

The current structure operates as WDC’s in-house PSBU, from design to contract monitoring, under a prior approval from NZTA. It is planned to continue and where practicable, expand this role.

Scoping the work outputs into a number of smaller contracts may require an additional contract management capacity, either internally, or by outsourcing.

Supplementary and specialist resources will be outsourced as necessary.

## 6.2 Internal Procurement Processes

This strategy is consistent with and forms part of WDC's Procurement Policy.

The Procurement Strategy uses evaluation and decision making processes that are familiar to WDC's roading staff. The qualified evaluator role is presently outsourced but WDC plans to up-skill its own staff to fulfil this role, or resource-share with a neighbouring local authority.

## 6.3 Performance Measurement and Monitoring

The NZTA performance measurement and monitoring programme will be both quantitative and qualitative in nature and will focus on:

- best value for money – time, cost and quality
- supplier markets – fairness and competition, and innovation
- efficiency of procurement procedures.

Most of the information will be collected on a contract basis for every contract over the level of direct appointment and closed contest contracts. Other information will be required on an annual or aggregated basis

In addition to meeting NZTA's KPI's, WDC's 2018 - 28 Long Term Plan includes a number of performance indicators and targets adopted for its land transport activity which link to its strategic objectives and levels of service. These are summarised below:

**Table 4: WDC Levels of Service and Performance Measures**

Level of Service	Performance Measure	Performance Targets		
		2018/19	2019/20	2020/21
Monitor safety of local roads to assist in planning and prioritising works required to upgrade, maintain or change the condition of the roading environment in order to reach and maintain a specified level of safety	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network.	1 (or maintain at 0)	1 (or maintain at 0)	1 (or maintain at 0)
Maintain the overall condition of local roads to a specified adequate standard.	The average quality of ride on a sealed local road network, measured by smooth travel exposure, in a financial year. (Percentage of measured sealed road lane kilometres not exceeding a NAASRA* roughness count rating of 150 to be at least 90 %.)	90%	90%	90%
Maintain the overall condition of the unsealed roads to a specified adequate standard.	Percentage of unsealed road metaled each year.	15% (of total)	15% (of total)	15% (of total)
Maintain the overall condition of sealed roads to a specified adequate standard.	Percentage of the sealed local road network that is resurfaced each year.	7% (of total)	7% (of total)	7% (of total)
Maintain the overall condition of footpaths to a specified adequate standard.	The percentage of footpath network that falls within a condition rating of 3.	90%	90%	90%
Manage the timeliness and appropriateness of responses to problems and service requests.	The percentage of customer service requests relating to roads and foot paths responded to within 10 working days.	95%	95%	95%

## 6.4 Communication Plan

WDC will prepare and distribute an annual communication to the following stakeholder groups:

- Internal stakeholders –Mayor and Councillors, Chief Executive, Group Manager - Assets and Land Transport Division, Corporate Services Department
- Neighbouring local authorities – Otorohanga DC, Ruapehu DC
- Waikato Regional Council
- The regional land transport contractor supplier market
- Professional services suppliers
- NZ Transport Agency

The communication will set out WDC’s procurement programme for the next three years, the method of delivery for each group of activities and supplier selection method. Copy of the adopted procurement strategy will be posted on WDC’s web site.

The timing of the communication will occur following endorsement of the strategy by NZTA.

WDC will publish details of all contracts let, or direct appointments made, valued at \$50,000 or more. Details published will include the name of the supplier, the value of the contract awarded and a brief description of the output to be delivered.

## 6.5 Corporate Ownership and Internal Endorsement

This Procurement Strategy has been prepared for the Local Roding Business Unit and reviewed and recommended for adoption by the General Manager – Infrastructure Services. The Procurement Strategy was adopted by Council on 6 November 2019.

This Procurement Strategy was endorsed by New Zealand Transport Agency on ..... (Appendix **C attached**)

**7.0 Appendix A: Land Transport Programme 2018/19 to 2022/23**

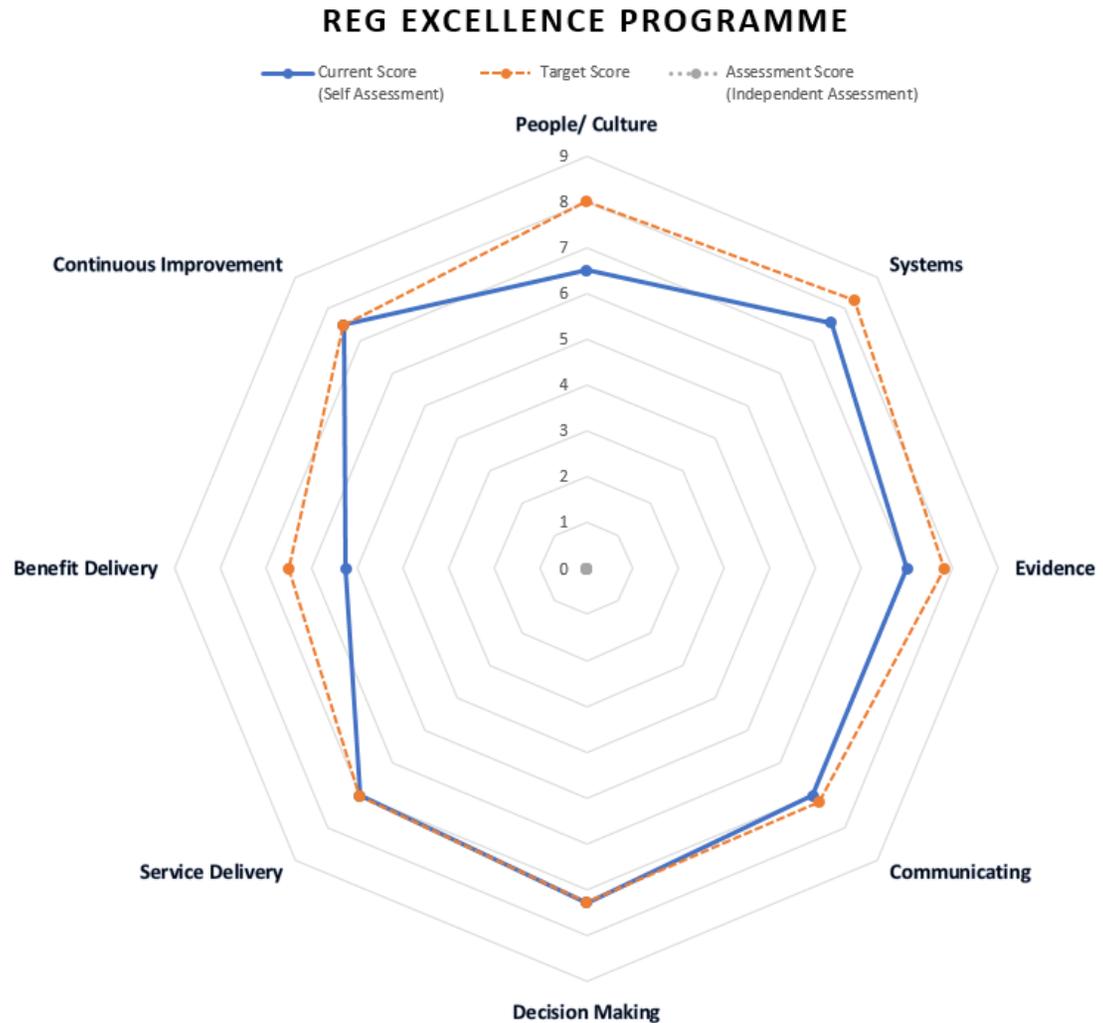
	Year				
	2018/19	2019/20	2020/21	2021/22	2022/23
<b>1. SUBSIDISED PROGRAMME</b>	Review Strategy			Review Strategy	
<b>SUBSIDISED OPS. AND MAINTENANCE COSTS</b>					
<b>Maintenance Costs – Direct Expenditure</b>					
Road Safety Promotion	65000	66,430	67860	69420	71042
Emergency Reinstatement 141 (1 <sup>st</sup> response)	370,000	378,140	386,280	395,160	404,410
Environmental Maintenance 1	560,000	572,320	584,640	598,080	612,080
Level Crossing Warning Devices	30,000	30,660	31,320	32,040	32,790
Network and Asset Management	220,000	224,840	229,680	234,960	240,460
Routine Drainage Maintenance	440,000	449,680	459,360	469,920	480,920
Sealed Pavement Maintenance	1,400,000	1,430,800	1,461,600	1,495,200	1,530,200
Footpath Maintenance	80,000	81,760	83,520	85,440	87,440
Structures Maintenance 114	170,000	173,740	177,480	181,560	185,810
Traffic Services Maintenance	150,000	153,300	156,600	160,200	163,950
WDC Streetlights	150,000	153,300	156,600	160,200	163,950
TNZ Streetlights	60,000	61,320	62,640	64,080	65,580
Unsealed Pavement Maintenance	900,000	919,800	1,044,000	1,068,000	1,093,000
Stock Effluent Facility Maintenance	20,000	20,440	20,880	21,360	21,860
Stock Effluent Facility Maintenance –Staff time	10,000	10,220	10,440	10,680	10,930
Roading BU – Allocated RBU costs	636,386	652,926	664,321	679,855	699,200
Professional Services	200,000	204,400	208,800	213,600	218,600
Administration Services for Roading	690,404	714,870	745,813	738,388	765,146
Asset Management Plans	0	0	31,320	0	0
Asset Valuation	0	0	0	0	0
Loss on Asset Disposal	0	0	0	0	0
<b>Subtotal direct expenditure</b>	<b>6,151,790</b>	<b>6,298,946</b>	<b>6,583,154</b>	<b>6,678,143</b>	<b>6,847,371</b>

	Year				
	2018/19	2019/20	2020/21	2021/22	2022/23
<b>Operating Costs – Indirect Expenditure</b>					
Depreciation - Existing Assets	2,549,742	2,270,092	2,086,877	1,968,123	1,839,530
Depreciation - New Assets	241,730	479,375	734,162	992,390	1,270,274
Internal Interest	785,524	747,385	696,627	642,213	622,492
Internal Interest - New	0	0	0	0	0
<b>Subtotal indirect expenditure</b>	<b>3,576,996</b>	<b>3,496,852</b>	<b>3,517,666</b>	<b>3,602,826</b>	<b>3,732,297</b>
<b>Total Subs Roading O &amp; M</b>	<b>9,728,786</b>	<b>9,795,798</b>	<b>10,100,820</b>	<b>10,280,969</b>	<b>10,579,668</b>

SUBSIDISED ROADING CAPEX - RENEWALS AND IMPROVEMENTS	2018/19	2019/20	2020/21	2021/22	2022/23
Footpath Improvements 73060706	113,132	127,051	127,657	94,785	94,257
Minor Improvements for Growth	0	0	0	0	0
Stock Effluent Disposal Facility	0	0	0	0	0
Walking & Cycling Strategy	0	0	0	0	0
Walking & Cycling Strat. -Associate Improvements	0	0	0	0	0
Minor Improvements (LCLR)	650,000	664,300	678,600	694,200	710,450
Preventative Maintenance (Resilience)	0	0	0	0	0
Associated Improvements for Renewals	0	0	0	0	0
Drainage Renewals 213	250,000	255,000	261,000	267,000	273,250
Minor Improvements for Renewals	0	0	0	0	0
Pavement Rehabilitation 214	1,700,000	2,058,308	1,992,996	2,241,732	2,113,862
Sealed Road Surfacing 212	1,385,000	1,395,030	1,408,356	1,513,356	1,549,874
Structures Components Replacements	350,000	408,800	417,600	427,200	437,200
Traffic Services Renewals 222	150,000	153,300	156,600	160,200	163,950
Unsealed Road Metalling 211	600,000	613,200	626,400	640,800	655,800
Emergency Reinstatement	700,000	715,400	730,800	747,600	765,100
<b>Total Subs Roading Capex</b>	<b>6,293,364</b>	<b>6,794,816</b>	<b>7,113,304</b>	<b>7,516,585</b>	<b>7,572,817</b>

	Year				
	2018/19	2019/20	2020/21	2021/22	2022/23
<b>2. UNSUBSIDISED ROADING PROGRAMME</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b>OPERATING AND MAINTENANCE</b>					
<b>Un-subs. Maintenance Costs – Direct Expenditure</b>					
Advertising	2,000	2,044	2,088	2,136	2,186
Footpath Maintenance	0	0	0	0	0
Road Legalisation	25,000	25,550	26,100	26,700	27,325
Street Cleaning	100,000	102,200	104,400	106,800	109,300
RBU: Allocated Roding BU	0	0	0	0	0
<b>Subtotal un-subs. maintenance</b>	<b>127,000</b>	<b>129,794</b>	<b>132,588</b>	<b>135,636</b>	<b>138,811</b>
<b>Un-subs Operating Costs – Indirect Expenditure</b>					
Allocated Costs	16,194	16,520	16,860	17,216	17,590
Allocated Costs - Depreciation	0	0	0	0	0
Depreciation - Existing Asset	49,285	49,285	49,285	49,285	49,285
Depreciation - New Assets	7,159	13,559	20,099	26,781	33,616
Internal Interest	2,974	9,028	15,338	22,694	32,126
Internal Interest - New	0	0	0	0	0
<b>Subtotal un-subs. operating</b>	<b>75,612</b>	<b>88,446</b>	<b>101,582</b>	<b>115,977</b>	<b>132,617</b>
<b>Total Unsubsidised O &amp; M Roding Costs</b>	<b>202,612</b>	<b>218,240</b>	<b>234,170</b>	<b>251,613</b>	<b>271,428</b>
<b>NON SUBS CAPITAL</b>					
Unsubsidised Road Improvements	100,000	102,200	104,400	106,800	109,300
Property Purchase	0	0	26,100	26,700	27,325
Footpath Renewals	0	0	0	0	0
Retaining Wall Replacement	60,000	61,320	62,640	64,080	65,580
<b>Total Unsubsidised Capex</b>	<b>160,000</b>	<b>163,520</b>	<b>193,140</b>	<b>197,580</b>	<b>202,205</b>

**8.0 Appendix B: REG Self-Assessment Chart**



**9.0 Appendix C: NZTA Endorsement of Strategy**

<b>Document No:</b> A453003	
<b>Report To:</b> Council	
	<b>Meeting Date:</b> 26 November 2019
	<b>Subject:</b> Progress Report – Housing and Other Property
	<b>Type:</b> Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current work streams within the Housing and other Property activity.

## Background

- 2.1 This activity involves the provision of Housing and Other Property in order to support and fulfil Council's role in promoting the interests of the community.
- 2.2 Council provides a number of housing and other properties that are grouped according to their primary purpose. The different groups of Housing and Other Property are – Housing, Corporate Property, Community Halls, WDC Depots, Quarries, Te Kuiti Railway Hub, and General Property (includes miscellaneous and strategic land holdings). This service offer resources, places for community activities, affordable housing, preservation of history/culture and a place from which Council can undertake and support its functions.
- 2.3 A full stock take of all Housing and Other Property facilities is being undertaken to ensure all lease agreements, H&S and other legislative requirements are in place. This stock take also includes condition assessments and maintenance inspections to determine the current structural condition of these facilities. This will enable better planning and inform further maintenance works which may need to be done to bring these facilities up to standard.
- 2.4 A Tenancy Management Services arrangement has been made with a local provider, to ensure prompt and quality management of tenancy matters regarding WDC housing stock.
- 2.5 The three monthly maintenance inspection report is being completed every three months by WDC's local provider. This includes the Redwood flats and Jennings Street flats.

## Commentary

- 3.1 **LEASE AGREEMENTS**
- 3.2 An initial investigation and assessment of the current status of existing lease and deed documentation has identified a range of administrative matters.

- 3.3 Many of the agreements operate on expired terms. One consequence is that rent reviews or increases to annual fees are required. In some cases historical or terms and conditions of agreements may not adequately address needs.
- 3.4 Lease agreements are required to meet applicable New Zealand legislation such as the Residential Tenancies Act 1986, Property Law Act 2007 and Land Transfer Act 1952.
- 3.5 The use of the WDC NCS portal with an electronic tracking system, to better management property review has been adopted. Existing leases have been entered, with new templates created for leases, licenses to occupy and general agreements. Reviewing the expired leases will be an ongoing process for some time, but this new system will greatly assist property management.
- 3.6 **WAITOMO DISTRICT COUNCIL HOUSING**
- 3.7 Waitomo District property portfolio consist of 20 housing units for the Elderly, comprising of six bedsits and fourteen single bedroom units and 3 residential dwellings situated in Piopio and Te Kuiti.
- 3.8 Elderly - The initial eight single bedroom units were built between 1949 and 1954, along with eight bedsits in 1955-1956. Newer single bedroom units, – four in total, were constructed in 1985. In 2005, Council converted two bedsits into single bedroom units by adding a bedroom on to each and undertook some roofing replacement. These units have been renovated at time of vacancy.
- 3.9 Residential Housing stock consists of 3 residential dwellings - 4 Moa Street Piopio, 47 Te Kumi Road Te Kuiti, 59 Esplanade Te Kuiti.
- 3.10 The residence at 4 Moa Street is situated section on State Highway 3 north of Piopio. The lot also contains WDC's Piopio depot. After a maintenance inspection the residential property requires a small amount of maintenance to the exterior of the building.
- 3.11 Recently the tenant vacated the property.
- 3.12 **The property is not insulated and this must be addressed prior to tenancing.**
- 3.13 **REDWOOD FLATS**
- 3.14 Maintenance work has been completed on 17 of the 20 flats.
- 3.15 Three flats are still to be renovated and will be completed between tenancies. This will ensure there is no disruption to tenants.
- 3.16 With the recent change in legislation around insulation requirements for rental properties and the responsibility of landlords to install a minimum 'R' value insulation rating, a recent inspection was undertaken of the insulation in both the ceiling cavities and under flooring. As a result, the current insulation in all the Redwood flats is deemed to be compliant and no further action is required at this stage.
- 3.17 **JENNINGS STREET FLATS**
- 3.18 Maintenance to the exterior has commenced with the interior to be completed early next month after the tenants temporarily relocate.
- 3.19 The renovations to these flats has now been completed.

- 3.20 With the recent change in legislation around insulation requirements for rental properties and the responsibility of landlords to install a minimum 'R' value insulation rating, a recent inspection was undertaken of the insulation in both the ceiling cavities and under flooring. Access to the ceiling cavity was not possible due to the confined space and the floor is concrete so no further action is required. There are exceptions contained in the new requirements for areas which are unable to be accessed, as in this case, so therefore the Jennings Street flats are deemed compliant with the new rules.
- 3.21 **59 THE ESPLANADE**
- 3.22 With the recent change in legislation around insulation requirements for rental properties and the responsibility of landlords to install a minimum 'R' value insulation rating, a recent inspection was undertaken of the insulation in both the ceiling cavity and under flooring.
- 3.23 Access to the sub floor is not possible due to the confined space and the roof cavity had no insulation. No insulation can be installed to the floor but an order has been placed to install the required 'R' value insulation to the roof cavity. Due to the allowable exceptions, once the ceiling cavity has been insulated, the premise will be compliant.
- 3.24 The required insulation upgrade to the ceiling space is scheduled to be undertaken on the 28 August this year.
- 3.25 **The insulation has been installed and certified as compliant.**
- 3.26 **WAITOMO DISTRICT COUNCIL ADMINISTRATION BUILDING**
- 3.27 CCTV cameras have been installed at various external locations around the building as a deterrent to vandalism and to keep our place of work safe. The CCTV camera system is now fully operational.
- 3.28 The seismic strengthening project has been deferred to the 2019/20 FY.
- 3.29 A review of DMC Consultants' Seismic Assessment Report from July 2017 is currently being carried out by GHD Consultants. GHD's review will determine the next steps and whether further investigation of the building is required prior to any preliminary design work taking place.
- 3.30 The GHD review determined that a Detailed Seismic Assessment (DSA) was required. This has now been completed and WDC are awaiting for the final outcome of what is required to bring the building up to the required seismic standards for a Civil Defence Headquarter base. This process is expected to be completed by the end of September this year.
- 3.31 **An Offer of Service has been received from GHD Limited (the structural team) for the seismic strengthening detailed drawings and accepted by WDC.**
- 3.32 **GHD Woodhead (a division of GHD Limited), and two other architectural firms provided Offers of Service for the internal refit/renovation works. The Offer of Service made by GHD Woodhead was accepted.**
- 3.33 **The outcome sought is the creation of construction drawings, a building consent obtained and the project put out to tender with work scheduled to commence mid 2020.**

### 3.34 **LIBRARY**

3.35 The repainting of the blue facades, steel windows and some concrete block areas will be undertaken this financial year.

3.36 The repainting of the library exterior has now been completed.

3.37 A sensor light has been installed above the main entrance to the library to increase safety for staff and visitors.

### 3.38 **TE KUITI COMMUNITY HOUSE** (Upstairs from the Library)

3.39 The repainting of the hallway walls and doors at the Community House has been completed giving the offices a fresh and well maintained appearance.

### 3.40 **RAILWAY BUILDING 1 & 3**

3.41 A leak was identified in the roof structure, this has now been repaired.

3.42 Railway Building 3 is listed on the WDC website as an available venue for hire.

3.43 Railway Building 1 (Rooms 2 & 3) are unable to be hired out at present as there are no restroom facilities.

3.44 A quote to install a toilet and hand basin has been received and installation of a toilet and basin budgeted for in the 19/20FY.

3.45 Pricing for the completion of concrete surfacing of the Railway Platform (alongside the Gallery) is underway with approval for this work pending from Kiwirail.

3.46 The concrete work which was scheduled to complete the platform (alongside the Gallery) has been postponed due to budget constraints.

3.47 A timber planter box has been constructed at the north end of the unfinished platform. This will give the end of the platform a more attractive look.

3.48 WDC has been in contact with KiwiRail about completing a length of fencing approximately 20 metres long between the south end of Railway Building 3 and the Citizens Advice Bureau (CAB). This fence would restrict pedestrian access to the train lines. Once an approved Health and Safety Plan has been approved by Kiwirail the works can commence.

3.49 A quote has been received to complete this length of fencing with Kiwirail still to get back to the fencing contracting with associated costs for approval to access the railway corridor.

3.50 Contact with KiwiRail has also been made regarding the need to reapply the fluorescent line marking the edge of the full length of the Railway Platform beside Stoked Eatery, warning visitors of the drop off to the rail tracks. Once an approved Health and Safety Plan has been approved by KiwiRail the works can commence.

3.51 Approval from Kiwirail is still to be determined.

### 3.52 **RAILWAY BUILDING 2 (STOKED EATERY)**

3.53 With part of the original flooring to railway building 2 floor boards becoming loose due to the tongues of the matai flooring breaking off, combined with an

uneven floor, unlevel floor joists and an unsuitable sealer have all contributed to parts of the floor becoming a health and safety concern.

- 3.54 Some of the existing matai floor boards will be replaced as required. Once this work has been completed the existing floor will be prepared and a more suitable and longer lasting clear coat applied.
- 3.55 The building is heritage listed. Permission to undertake these works has been granted by the Historical Society of NZ.
- 3.56 **BUILDING MAINTENANCE**
- 3.57 A maintenance schedule is being worked on to ensure WDC owned commercial buildings receive appropriate maintenance work.

### Suggested Resolution

The Progress Report: Housing and other Property be received.



TONY HALE  
**GENERAL MANAGER - INFRASTRUCTURE SERVICES**

November 2019

**Document No:** A453004

**Report To:** Council



**Meeting Date:** 26 November 2019

**Subject:** Progress Report: Parks and Reserves

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on service delivery within the Parks and Reserves Activity.

## Background

- 2.1 This activity involves the provision of parks and reserves in order to support the health and well-being of the community by supplying and maintaining areas for sport and recreation, as well as green places and landscapes that are restful and enhance the visual amenity.
- 2.2 The parks, reserves and play areas are grouped according to their primary purpose under the following categories - Active reserves, Passive reserves, Esplanade reserves, Leased reserves and Play Equipment.
- 2.3 Currently a review on all property arrangements is being taken to ensure all required lease agreements, H&S and other legislative requirements are in place. This also includes condition assessments and maintenance inspections to determine the current structural condition of playgrounds and other structures located on these facilities. This will assist future planning and inform further maintenance works.

## Commentary

### 3.1 LEASE AGREEMENTS

- 3.2 An initial investigation and assessment of the current status of existing lease and deed documentation has identified a range of administrative matters.
- 3.3 Many of the agreements operate on expired terms. One consequence is that reviews or increases to annual fees are required within the agreements. In some cases historical agreements or terms and conditions may not adequately address Council's current liability under the law in certain circumstances.
- 3.4 The use of the WDC NCS portal with an electronic tracking system has enabled a reminder email to review leases coming up for renewal. Current leases have been entered with reminder dates set. New templates have been created for leases, licenses to occupy and general agreements. Reviewing expired leases will be an ongoing process for some time, but this new system will greatly reduce the chance of WDC being in this situation in the future.

3.5 Lease agreements are required to meet applicable New Zealand legislation such as the Residential Tenancies Act 1986, Property Law Act 2007 and Land Transfer Act 1952.

3.6 Specialist legal advice has been sought to address issues and challenges.

### 3.7 **RESERVES MANAGEMENT ACT**

3.8 Under section 41(1) of the Reserves Act 1977 ('Reserves Act'), the administering body shall within five (5) years of its appointment or within five (5) years of the commencement of the Reserves Act (whichever is later), must prepare and submit to the Minister for his approval Reserve Management Plans ('Management Plans') for reserves under its control, management and administration.

3.9 The Reserve Management Plan works program is being undertaken in association with the District Plan Review.

### 3.10 **MAROKOPA HOLIDAY PARK**

3.11 Since reopening (early December 2018) until the end of December 2018, there have been over 1050 transactions recorded at the Park.

3.12 The Marokopa Holiday Park continues to attract visitors with many positive comments on the amenities being made to the Infrastructure Manager – Property and the Holiday Park Cleaners.

3.13 The Kiwi Cash technology is working very well, with no service disruptions since December 2018. Battery backup for the onsite phone and cameras has now been installed and is fully operational.

3.14 The replacement boom arm for the gate has been fitted and will be fully functional after a service to the boom gate mechanism has been undertaken.

3.15 The servicing of the boom gate mechanism has been completed and is fully operational. Since recommissioning the gate, there have been no technical issues or outages. Visitors are again being charged for passing through the gate.

3.16 Relocation of the two cabins onsite will take place early in the new financial year. One will be fitted out with laundry facilities and the other utilised as a kitchen. Both services will be accessed and paid for using the Kiwi Cash technology.

3.17 Pricing for the relocation of the two cabins and removal of the existing old laundry and fisherman's cabin building is underway.

3.18 **The relocation of the two cabins will now be addressed as part of the consideration of programmes for dEAP 2020/21.**

3.19 Quotes have been received from Kiwicash for 2x washing machines, 2x ceramic hotplates, 2x driers all fitted with the Kiwicash technology. Once commissioned the revenue generated from the Marokopa Holiday Park will be increased dramatically.

3.20 **One new washing machine, fitted with Kiwicash technology, will be installed mid November. The balance of the replacement appliances will be addressed as part of the consideration of programmes for dEAP 2020/21.**

- 3.21 Surveying work is being undertaken to inform the subdivision process which will legally separate the Holiday Park from the fenced off School House area. This survey work will be completed by the end of May. A decision about the future ownership and/or use of the School House site can then be made.
- 3.22 *An agreement has been made with a neighbour to undertake remedial works to the fence. WDC will supply the materials and the land owner will provide the labour to complete these works and ensure the fence is stock proof.*
- 3.23 Surveying work has now been completed.



### 3.24 **TE KUITI (NEW) HOLIDAY PARK**

- 3.25 Positive feedback has been received about the dump station and word is getting out there about the new Holiday Park. Campers are impressed with the facilities and positive feedback has been received by a local tourist business via a camper.
- 3.26 Options to further develop Brook Park into a mix of both passive and active activities will complement the Holiday Park making it a desirable tourist destination for travellers into the area.
- 3.27 The number of Dump Station users has been consistently high, with the number of Holiday Park users steadily increasing. Fortnightly statistic reports from CamperMate identify steady numbers of travellers looking up both the Te Kuiti and Marokopa Holiday Parks.
- 3.28 WDC recently celebrated the Official Opening of the Te Kuiti Holiday Park with a good turnout of guests ranging from members from the New Zealand Motor Caravan Association, Media, Consultants, Contractors, Councillors, WDC Staff, Residents and Suppliers.
- 3.29 The number of visitors to the holiday park and dump station remains steady with more travellers learning about its existence every day.
- 3.30 *Visitor numbers staying at the holiday park have again begun to rise as more tourists pass through the Waitomo District.*

- 3.31 The Kiwicash technology is working well with very few issues for WDC staff to contend with.
- 3.32 Four picnic tables are being recommissioned at the holiday park giving campers a comfortable place to relax during their stay.
- 3.33 **BROOK PARK**
- 3.34 A Landscape Architect was commissioned to present potential development ideas for Brook Park through a Draft Concept Plan, to be reviewed by Council and used to inform options going forward.
- 3.35 The Draft Concept Plan received from the Landscape Architect was workshopped by the Council, however it was decided to concentrate on current boundary and internal fencing maintenance/replacement prior to progressing with any further development.
- 3.36 The maintenance and renewal work associated with the fencing of Brook Park, both boundary and internal, continues and will be a work in progress.
- 3.37 The internal and boundary fences have been repaired or replaced allowing adequate control over stock pasturage.
- 3.38 The storm water control swale leading from the storm water pipe inlet within the paddock to the rear of the holiday park will be extended and connected to a further swale which runs behind Bosco's Cafe. This will address stormwater runoff from the hospital side of Brook Park to better address risk of flooding during heavy downpours.
- 3.39 The long term lease between WDC and the Lessee for grazing purposes was recently terminated and in the interim an agreement has been reached with a local farmer for him to graze sheep until early in the New Year when this will be reviewed.
- 3.40 An improvement in the visual appearance of Brook Park is obvious. Some of the comments received are, "Healthy Sheep" and "Green paddocks".
- 3.41 The lower gate has now been padlocked restricting vehicular access to the top carpark via the access way. This was done due to health and safety concerns around antisocial behaviour and pedestrians and vehicles sharing such a narrow and windy access way. This has caused some local reaction.
- 3.42 The separation of pedestrian use from vehicles on the access way has been noticed by many visitors to the park. The view is that the number of people using the access way for fitness has increased. The local farmer grazing sheep at Brook Park has also commented on an increase in pedestrian visitor numbers.
- 3.43 **TE KUITI AERODROME**
- 3.44 Individual stakeholder meetings have been convened to ascertain the requirements of each stakeholder.
- 3.45 Quotes are currently being sought for the proposed future development, including new and replacement fencing, an automated gate to airfield, roading, entranceway, resealing sections of the runway, clearing of swales and other maintenance work.

- 3.46 Quotes have now been received and the procurement policy guidelines followed with work to commence on 5 August this year. The work is expected to be completed by the end of August with the exception of the new fences which will be constructed later in the year due to timber supply shortages.
- 3.47 The Aerodrome safety and access improvement programme is well underway with the widened entranceway, new roadway to the Aero Club (including new fencing along the roadway), new taxiway and maintenance to existing taxiway and metaled northern end of the runway, drainage maintenance and two automated gates now complete.
- 3.48 The fog coat is still to be applied to either end of the runway. This will be completed in due course and as soon as resources become available by the contractor.
- 3.49 All stakeholders have been informed both verbally and via email giving them in writing a schedule of works.
- 3.50 All stakeholders have been regularly updated on the progress of works with very positive feedback being received by all.
- 3.51 A moss and mould spray treatment will be applied to the historic building (Aero Club Clubrooms) in due course.
- 3.52 This has now been done and over the following weeks the moss and mould will be eliminated.
- 3.53 Rental appraisals have been received from Doyle Valuations. Using this appraisal information together with the identified stakeholder requirements, new lease agreements will be drafted.
- 3.54 Agreements have been drafted with some details to be finalised prior to sending out for signing.
- 3.55 Research has also been conducted as to how other councils charge Aero Clubs. Using this information an agreement between WDC and the Te Kuiti Aero Club will also be drafted.
- 3.56 Further discussions are required prior to the final draft being completed.
- 3.57 Superair has plans to build a new Hanger within the proposed new development site to the west side of the Entranceway. This development will follow the standard WDC building consent procedure and approval process.
- 3.58 Superair is working through the consent process now and expect to have their new hanger completed later this year. Its existing sheds will be removed from the current location at its own cost.
- 3.59 The Superair hanger is due to be delivered to the aerodrome later this month. Superair hope to have construction completed by the end of 2019. Once the hanger has been constructed the final sections of fencing will be completed up to the hanger and around the hanger's designated car parking area.
- 3.60 A license recognition CCTV camera (LRC) and static image CCTV camera will both be fitted to the roof level of the Aerowork hanger. The LRC camera will be added to the Te Kuiti CBD CCTV camera network to allow better management and understanding of access and levels of use.

The static image CCTV camera will refresh every few minutes and allow a pilot the ability to see whether the airfield can be used or not during times when there may be fog, especially in winter.

### 3.61 **TAINUI DOMAIN RECREATION RESERVE**

3.62 The committee that was elected in May of 2018 have now formed an incorporated society in order to apply for funding for the future development of the domain in conjunction with WDC.

3.63 Camping and grazing continues to provide a good source of income.

3.64 The Tainui Domain Recreational Reserve Committee have been exploring ideas for future development of the Domain. These ideas are yet to be presented to WDC as a formal proposal.

3.65 WDC is beginning the process of drafting a Reserve Management Plan (which must include future development considerations) for the Tainui Domain Recreational Reserve.

3.66 The draft Reserve Management Plan will also address considerations for adjacent development and use of public property i.e. the nine hectares of the Reserve which are managed by WDC.

3.67 Further remedial works are underway to eliminate water leaks. This has been scheduled for later this month and will involve the replacement of water lines and upgrading some of the toilet and basin ware to make them more water efficient.

3.68 The replacement of water lines and upgrades to some of the toilet and basin ware has now been completed. It is the responsibility of the Domain Committee to ensure all remedial to plumbing works within their building is rectified.

3.69 A valuation of the potential grazing rental income is being sought and will inform any lease agreement.

3.70 The Domain Committee are currently in talks with the Tainui Rugby about amalgamating the two entities. This is a work in progress.

### 3.71 **TE KUITI ESPLANADE RESERVE**

3.72 Various sections of the walkway along the Mangaokewa Stream have had retaining walls replaced and footpaths re-metaled.

3.73 Trees and shrubs are being trimmed back and drainage improved where required. This work will improve access along the walkway especially during wet periods.

3.74 A tree health and condition assessment is being undertaken along the riverbank and reserves. A database is being compiled and will be used to ensure a regular maintenance program is followed to ensure that the potential risk of any trees that are deemed unsafe can be addressed.

3.75 Bridge maintenance at the back of Graymont has been completed and the bridge is now open for walking access.

3.76 Surveying of the Graymont site is to be undertaken and a detailed area map produced to define the walking track location. This will be followed by track upgrades to be completed by Graymont at their cost.

- 3.77 Agreement has also been reached between Graymont and WDC that once the upgrading work referred to above has been completed, future maintenance of the bridge will be the responsibility of Graymont and maintenance of the walking track will be WDCs.
- 3.78 WDC will also become the controlling authority for the walkway alongside Graymont's land at Te Kuiti when all of the work has been completed.
- 3.79 The Surveyor, Mr Murray Hislop, has yet to carry out the survey work.
- 3.80 Signage for the Waitete Road/SH4 section of the Te Araroa Walking has been ordered. Once all signage has been received installation will be scheduled.
- 3.81 The new SH compliant Te Araroa Walking Track sign has been erected opposite Inframax with further smaller walking track signage still to be put in place.
- 3.82 **Smaller Te Araroa Walking Track signage has now been erected making it easier for walkers to find the entrance to the track behind the Inframax building.**
- 3.83 **JETTIES & PONTOONS**
- 3.84 Maintenance work was required on the Te Waitere Jetty to lubricate two rollers on the bottom of the walkway ramp. This will allow for freer movement of the pontoon during tidal changes.
- 3.85 This maintenance work has now been completed.
- 3.86 Work on the Mokau Jetty is scheduled for May 2019. This will involve filling the ballast drums under the pontoon with expandable foam allowing it to float level. All rotten decking boards will also be replaced.
- 3.87 This maintenance work has now been completed.
- 3.88 A recent inspection of the Te Maika Jetty identified maintenance concerns and a quote has been requested for this work. This work will be prioritised around available budget.
- 3.89 A quote has been received and the cost will be worked into available and future budgets.
- 3.90 **Remedial works to the Te Maika Jetty will commence this month. These works will involve new on shore foundations to the ramp and additional steel support beams below the concrete jetty platform. This additional support will secure the structure and address immediate health and safety risks.**



3.91 **TUI PARK, PIOPIO**

- 3.92 Pricing is underway for minor upgrades to the Tui Park Toilet Facilities. This will include installing a single shower in both the Ladies and Men's Rooms, the installation of a small hot water cylinder in the kitchen/dining building, and the repainting of the toilet block both internally and externally.
- 3.93 A proposal was recently put to the Piopio Trust around upgrading the ablutions block providing for the women's side 1x shower, 1x toilet and 1x basin and the same on the men's side. Both sides would give wheelchair access and comply with building regulations. No building consent would be required due to the minor changes within the block.
- 3.94 As well as the changes to the ablutions block, both internally and externally would be fully repainted, power points would be fitted to the existing wiring for campervans and the cleaning of the block would be taken over by WDC.
- 3.95 This would all be paid for by fitting the showers with scanners and an electronic honesty box both supplied by Kiwicash. This technology would replace the existing cash based honesty box where the proceeds currently do not come to WDC. This technology is identical to what is currently in place at both the Marokopa and Te Kuiti Holiday Parks. (Refer digital honesty box image below.)
- 3.96 **The design of the digital honesty box will differ from what is shown below and will now consist of a Kiwicash Pod (scanner) with instructions and fitted to the front of the existing ablutions block.**



- 3.97 The Piopio Trust Committee has agreed to complete maintenance required on the front road side fence and plant additional trees.
- 3.98 Some of this work has been completed by the trust already.
- 3.99 The upgrades have now commenced and are scheduled to be completed by the end of November.
- 3.100 Two temporary toilets (portaloos) have been placed at Tui Park for visitor convenience for the duration of the upgrades.

### Suggested Resolution

The Progress Report: Parks and Reserves be received.



TONY HALE  
**GENERAL MANAGER - INFRASTRUCTURE SERVICES**

November 2019

**Document No:** A453005

**Report To:** Council



**Meeting Date:** 26 November 2019

**Subject:** Progress Report – Public Amenities

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current work streams within the Public Amenities portfolio.

## Background

- 2.1 The Public Amenities Activity provides public amenities in order to support the health and well-being of the community by providing areas for burial, restroom facilities for the comfort and convenience of residents and visitors and improved town street amenities.
- 2.2 A review on all Public Amenities facilities is being undertaken. This includes condition assessments and maintenance inspections to determine the current structural condition of the facilities. This will enable better planning and inform further maintenance works which may need to be done to bring the facilities up to standard.

## Commentary

- 3.1 A recycling station and waste bin has also been provided to address waste minimization.
- 3.2 **PIOPIO TOILETS (KARA PARK)**
- 3.3 The flushing system at the facility requires an upgrade to reduce the occurrence of blockages and costly after hours callouts during peak times.
- 3.4 Quotes have been received and the work awarded to a local contractor. This work will be undertaken early December.
- 3.5 Due to the Contractor's heavy workload this work has been delayed until after the holiday period.
- 3.6 Following the upgrade of the flushing system, no further after-hours callouts have been required.
- 3.7 **MOKAU HALL TOILETS**
- 3.8 TIF funding has been applied for to cover 50% of the costs to build new facilities on the adjacent site currently owned by the local school. Negotiations for the site are currently underway.

- 3.9 Negotiations for the school site are ongoing.
- 3.10 Upgrades to the current septic system are being investigated to reduce the odour around the toilets and hall.
- 3.11 An upgrade to the ventilation stacks of the septic system has now been completed, which has addressed the odour issues.
- 3.12 An upgraded float system will be installed in the lower holding tank to eliminate the chance of any potential overflows onto the sidewalk.
- 3.13 The float system upgrade has now been completed and no overflow issues have re-occurred.
- 3.14 Five temporary portaloos are to be placed close to the existing hall toilets to ease congestion during the peak season from the 1 Dec 2018 through to 31 March 2019. This will be funded by MBIE at a cost of \$69,000.
- 3.15 The five portaloos placed onsite in December 2018 have now been removed and the site reinstated.
- 3.16 The next Tourism Infrastructure Fund funding (TIF) round opens for applications on 1 March 2019. Hopefully the Minister's Priority Statement will be released soon to inform project emphasis for the next round, and that public toilet upgrades will remain part of that.
- 3.17 TIF funding has been approved for the additional toilets in Mokau. The amount approved is \$186,000 plus \$20,000 operations and maintenance costs for the first two years. The total project cost estimate \$383,000 plus GST, with WDC co-funding the residual cost as provided in its 2019-28 LTP.
- 3.18 The identification of a site for the upgraded toilets remains a work in progress. The preferred site is the surplus Mokau School property immediately north of the existing toilet block. A direct approach is to be made to the Ministry of Education to start that process. A letter of intent would suffice for TIF application purposes.
- 3.19 An alternative proposed site for the new toilet block has been identified and is under consideration.
- 3.20 A Concept Plan is currently being prepared by a Landscape Architect and is expected to be completed by mid-August following an internal review and feedback.
- 3.21 **The Concept Plan has now been received and is presented to Council for consideration in the public excluded section of this Agenda.**
- 3.22 Funding from TIF is for an additional (not replacement) toilet block, therefore pricing is being sought for upgrade and maintenance works to the existing Mokau toilets outside the Mokau Hall. Upgrade works will include a painting both internally and externally, replacement toilets and basins, floor coverings and a more water efficient cistern for the men's urinal. This work is required as the current facility is old and worn and in need of freshening up.
- 3.23 The upgrade and maintenance works have now been completed with the exception of the toilets and basins as these were deemed an unnecessary expense as the toilets are in good condition. With the basins being stainless steel, they were polished bringing them back to a new look. All lighting was also replaced with more energy efficient LED's.



3.24 **KIRITEHERE**

3.25 A need has been identified for additional toilets at Kiritehere.

3.26 The next Tourism Infrastructure Fund funding round opens for applications on 1 March 2019. Hopefully the Minister's Priority Statement will be released soon to inform project emphasis for the next round, and that public toilet upgrades will remain part of that.

3.27 An application has been made for TIF funding for this toilet upgrade project with a funding decision expected to be announced by the end of June.

3.28 TIF funding for the new toilet has been approved and pricing is underway to determine the best option available for this remote site.

3.29 Mid December this year a dry vault toilet will be installed beside the existing toilet and will consist of a concrete structure incorporating a 3,000 litre vault below the unit which will be cleared annually.

3.30 The cost associated with the cleaning of both the toilets has also been covered by TIF funding for a two (2) year period.

3.31 **WAIKAWAU TOILET**

3.32 A composting style public toilet has been identified as being required due to the frequency this site is visited by freedom campers and holiday makers.

3.33 The next Tourism Infrastructure Fund funding round opens for applications on 1 March 2019. Hopefully the Minister's Priority Statement will be released soon to inform project emphasis for the next round, and that public toilet upgrades will remain part of that.

3.34 An application has been made for TIF funding for this toilet upgrade project with a funding decision expected to be announced by the end of June.

3.35 TIF funding for the new toilet has been approved and pricing is underway to determine the best option available for this remote site.

- 3.36 Total TIF funding towards the Kiritehere and Waikawau toilets is \$108,500, plus \$52,000 for operating and maintenance costs over the first two years.
- 3.37 Mid December this year a dry vault toilet will be installed alongside the opening to the tunnel and will consist of a concrete structure incorporating a 3,000 litre vault below the unit which will be cleared annually.
- 3.38 **WDC CEMETERIES**
- 3.39 To further the improvement of WDC cemetery records and the location of graves at all Waitomo District Council cemeteries a numbering system has been developed in relation to the NCS plot number and will be rolled out within the next month. Each plot will have a specific number installed on the berm to identify the plot and area of location.
- 3.40 The fixing of the aluminum identification tags to the Headstone and berms at Te Kuiti New Cemetery and Te Kuiti Old Cemetery is now complete, including the installation of new signage for both cemeteries.
- 3.41 Adhering of identification tags has now been completed at Piopio, Mokau and Maipu cemeteries, with Aria and Te Waitere still to be done weather permitting.
- 3.42 The sale and purchase agreement for Lot 1 (area of gifted land) at Te Kuiti Cemetery has been signed by both parties, and the application for subdivision consent has been granted.
- 3.43 The next steps are for the surveyor to complete the final survey and lodge the final land transfer plan with Land Information New Zealand, and advise Council that the conditions of consent have been complied with. The only condition of consent was that the Lot 1 is to be amalgamated with the existing cemetery (the land transfer plan will confirm that this has been completed). Once these steps have been completed, the new Record of Title can be issued.
- 3.44 The cattle stop to the entrance of the Te Kuiti New Cemetery is in desperate need of repair. The repair work has now been completed.
- 3.45 The old notice board shelter that was removed from Railway Building 1 has now been repurposed and relocated to the top end of the Te Kuiti New Cemetery. A water tank, fed from the roof, and bench seat must still be completed. This will now provide a sheltered rest area with a hand wash facility.
- 3.46 The sheltered rest area including the bench seat and a water tank has been completed and has been well received by the public.



- 3.47 Pouring of an additional six berms at the back of the Te Kuiti New Cemetery and three berms in the Garden of Memories has been scheduled on February's ISU works program.
- 3.48 The pouring of these berms has now been completed.
- 3.49 Proposed changes to Te Waitere Cemetery have been submitted by the local community in Te Waitere. They include extension of the carpark enabling safer parking off the main road, the construction of an additional shelter/memorial wall at the north end and mowing strips along and between the graves and berms. A site meeting has been held and discussions continue.
- 3.50 The extension of the carpark and the construction of the shelter/memorial wall have been approved by WDC. WDC has agreed to undertake the carpark extension and the local community are to supply materials and construct the shelter/memorial wall. Health and Safety (SSSP) plans have been requested for the construction process.
- 3.51 The SSSP plans have not been received to date. Construction has not started.
- 3.52 The extension of the carpark has been completed. It is unknown when the new shelter/memorial wall will be constructed.
- 3.53 Three sections of fencing around the Kiritehere Cemetery is to be replaced and the remainder of the fencing tidied up and made good.
- 3.54 **ABLUTION FACILITIES MAINTENANCE**
- 3.55 Condition Assessments for public toilets have been completed. A maintenance program is being developed.

**Suggested Resolution**

The Progress Report: Public Amenities be received.

A handwritten signature in blue ink, appearing to read "Tony Hale".

TONY HALE  
**GENERAL MANAGER - INFRASTRUCTURE SERVICES**

November 2019

**Document No:** A453006

**Report To:** Council



**Meeting Date:** 26 November 2019

**Subject:** Progress Report: Recreation and Culture

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on current work streams within the Recreation and Culture Activity.

## Background

- 2.1 Waitomo District Council is committed to ensuring that opportunities for recreation and cultural activities are provided within the District.
- 2.2 The Recreation and Culture activity, provides recreation and cultural facilities and opportunities in order to support the health, well-being and social interaction of the community.
- 2.3 The range of recreation and culture facilities provided by Waitomo District Council includes; Waitomo District Aquatics Centre, Community Facilities and the Les Munro Centre.

## Commentary

### 3.1 **LEASE AGREEMENTS**

- 3.2 Lease agreements are required to meet applicable New Zealand legislation such as the Residential Tenancies Act 1986, Property Law Act 2007 and Land Transfer Act 1952.

- 3.3 Reviews on lease agreements are well underway. Leases coming up for renewal are being reviewed and renewed. These are being entered into MagiQ and reminders set. Expired leases are being worked through which will be an ongoing process for some time.

### 3.4 **COMMUNITY HALLS**

- 3.5 Inspections have been conducted on all council owned halls. Maintenance schedules have been created and prioritized.
- 3.6 Formal agreements are being prepared for hall committees in an effort to create a general understanding of roles, responsibilities and procedures and to operate within a best practice H&S framework.

- 3.7 Draft forms of Agreement for both land leases and Hall Committee Agreements have been developed.
- 3.8 The contact details of WDC owned Hall committees has been updated. WDC will look to engage as appropriate at committee meetings and receive minutes. This has been received well with open lines of communication now developing.
- 3.9 Although regular contact is continuing between WDC and Hall Committees, getting the Agreements signed is proving a challenge.
- 3.10 **MOKAU HALL**
- 3.11 Earlier this month a committee meeting was attended by WDC. The Hall Committee tabled a proposal for the upgrade of the kitchen. The proposal also identified that this section of the hall had outdated electric wiring. This was investigated with an electrician appointed to replace the wiring as a H&S risk mitigation.
- 3.12 The committee is also exploring an option to promote community wellbeing by creating a gym for the local community in the unutilized lower section of the hall.
- 3.13 Fund raising to bridge the short fall of funds is ongoing.
- 3.14 The committee have sourced lining for the Wellness Centre in the basement and plan to have this area lined by the end of the year.
- 3.15 Kitchen renovations will commence early December 2018, with the lowering of the ceiling and rewiring of the kitchen and original hall to address electrical concerns.
- 3.16 **The kitchen renovations have now been completed with the exception of some final detail work.**
- 3.17 The hall has been utilized by the community more frequently over recent months.
- 3.18 The Wellness Centre has progressed to the stage where it can be used by the community.
- 3.19 **The wellness centre (gym) area has now been painted and appropriate floor covering installed.**
- 3.20 **The hall committee have received full funding for all gym equipment which has now been delivered to the hall and shortly will be assembled ready for use.**
- 3.21 The committee have had an electrician onsite to discuss the new wiring for the kitchen renovations and the replacement wiring to the small hall adjoining the kitchen. WDC are paying for the upgrading of the wiring to the hall due to the health and safety implications. The kitchen wiring will be paid for by the committee who are currently undertaking fundraising for this project.
- 3.22 This work is scheduled to be completed by the end of this financial year.
- 3.23 The wiring upgrade to the hall has now been completed as has the new wiring to the kitchen area as part of the renovations.
- 3.24 **A pathway from the front entrance around the side of the hall leading to the wheelchair access ramp and then continuing to the wellness centre will be formed.**

Trimming of the tree line along the path and the installation of additional lighting will make the walkway a safer area for users of the centre at night.

### 3.25 **PIOPIO HALL**

3.26 Pricing is being sought to replace the front timber window due to extensive rot and to replace the emergency exit door to Weka Street. Pricing has been received but a review of budgets is still to be undertaken.

3.27 The replacement cost of the front timber joinery window has been budgeted for in the 19/20FY.

3.28 A revised quote has been accepted for the replacement of the front timber window on the SH side. This window will be replaced with aluminum reducing greatly ongoing maintenance costs and will address health and safety concerns.

3.29 **The replacement window is scheduled to be installed by the end of November.**

3.30 Additional pricing is being sought for both the emergency exit doors due to security and health and safety risks.

3.31 Both emergency doors have been replaced which will not only make the Hall more secure, but also enable much quicker evacuation in the unlikely event of an emergency during a hall hire that might require an emergency evacuation.

3.32 Painting of the timber joinery along the side of the building (Weka Street) has now been completed.

### 3.33 **MAHOENUI HALL**

3.34 Damage has been caused internally by a roof leak over the kitchen area. Pricing has been received and the remedial work awarded to a local contractor. This work is due to commence early December 2018.

3.35 Work was delayed due to the contractor's work load over the Christmas period and has been rescheduled to early February 2019.

3.36 During the roofing works, electrical upgrades will also be undertaken in the kitchen area to address health and safety concerns.

3.37 The weathertight issues on the roof have now been addressed.

3.38 Some areas of cladding will be replaced to the inside of the front façade ensuring further the weather tightness and integrity of the building.

3.39 Electrical upgrades to the kitchen area were deemed unnecessary. It is thought the age of some of the appliances may have been causing the electrical circuits to overload.

3.40 A quote has been requested for re-wiring of the main hall due to the age of the wiring. This is potential a health and safety risk.

3.41 A quote for the rewiring of the main hall has been accepted and is scheduled to be completed by the end of August.

3.42 **The rewiring of the main hall has now been completed with additional LED lightening installed at the same time.**

- 3.43 Structural concerns have been raised by the committee around the concrete piles of the hall, bathroom and kitchen areas. WDC will engage an engineer's to investigate and report on the structural integrity of the piles.
- 3.44 An Engineer's report has identified several structural issues potentially caused by poor soil conditions and storm water drainage. As remedial action, the runoff from the roof will be diverted to downpipes into the water tank to the rear of the building.
- 3.45 **The recladding of the inside face of the front façade is scheduled to be completed late in November and is subject to the availability of scaffolding. Once this work has been completed the diversion of water from the roof can be done.**
- 3.46 **LES MUNRO CENTRE**
- 3.47 Work is underway to increase water pressure to the three sinks in the kitchen. This involves changing the water cylinder situated on the upper level.
- 3.48 Six new stage boxes have been constructed and are yet to be carpeted. These new boxes are much lighter than the old ones making them easier to move around. This will reduce if not eliminate the damage being done to the hall floor when moving them from the stage. The weight of the old boxes were also a health and safety concern.
- 3.49 This work has now been completed.
- 3.50 The resurfacing of the main hall floor is scheduled to be undertaken mid this month.
- 3.51 The main hall floor has now been sanded and resurfaced.
- 3.52 The Les Munro Centre is listed on the WDC website as an available venue for hire.
- 3.53 Remedial works to the air conditioner platform on the upper roof has now been completed. The cladding and cap flashing has been replaced and painted. Further cladding replacement is still required and pricing has been requested.
- 3.54 A quote has been accepted to reclad a section of the cladding on the upper roof behind the air conditioner unit and is due to be completed early December 2018. The recladding work has been completed.
- 3.55 A pull down projector screen has been installed in the supper room and a review of all IT services is being undertaken prior to a hard wired projector being installed.
- 3.56 Pricing is being sought for a hard wired projector/s and additional electronic projector screen/s for the supper room which will provide additional state of the art functionality to the facility.
- 3.57 It has been determined that the significant cost involved in purchasing and installing projectors and additional screens outweighs any benefit. The alternative is to utilize the existing pull down screen and obtain prices for a new protector which can be hired out.
- 3.58 Additional "block out" roller blinds have been installed adjacent the sunscreen blinds in the Supper Room which ensures better viewing of the screen during brighter days.

- 3.59 Pricing is being sought for replacement dining tables. The existing tables are showing signs of wear and tear and are very heavy and difficult to maneuver.
- 3.60 All dining tables, both round and rectangular have been replaced in much lighter and easier to erect tables. The older and heavier tables have been distributed between the Mokau, Piopio and Mahoenui Halls.
- 3.61 Pricing is also being sought for replacement seating in the main foyer as the existing seating is dirty, outdated and very low making it difficult for the elderly to use.
- 3.62 Pricing is still being sought for appropriate replacement seating.
- 3.63 It was decided not to replace the seating in the main foyer, but to recover the seats which has now been completed.
- 3.64 A modem has been installed at the Centre to enable Wifi access to the Internet.
- 3.65 A quote to replace the large roller door, corrugated cladding and pour a small area of concrete below the sheep access door to the rear of the Centre has been requested. The existing corrugated iron is covered in dents which makes the area look old and unmaintained.
- 3.66 Once this work has been completed the area will be more robust and less susceptible to damage.
- 3.67 With the exception of the small area of concrete which is still to be completed, the replacement cladding and both roller doors has be replaced.
- 3.68 **The concrete area is scheduled to be laid late November.**
- 3.69 An upgraded audio system has been installed incorporating replacement speakers in the auditorium and new mircophones. This will make it easier for hall users to connect the wireless microphones to the audio system and achieve higher quality sound through the speakers.
- 3.70 A quote has been accepted for the steel grates running around the exterior perimeter of the building to be sandblasted and galvanized greatly increasing the life of the steel.
- 3.71 Replacement curtains have been fitted to the stage of the auditorium. These replace the old and faded ones and have had a fire retardant applied to them making them less likely to burn during a fire.
- 3.72 During a recent service the air conditioner units were identified to have low levels of gas required for both heating and cooling. Due to the age of the units sourcing this gas may prove to be a challenge.
- 3.73 **Replacement gas has been sourced and levels of gas in the air con units are now full.**
- 3.74 **A quote has been requested for a replacement unit and the cost to replace the unit allowed for in future budgets.**
- 3.75 **A quote has been requested to replace the existing vinyl in the main kitchen area as it is old and hard to clean resulting in it looking dirty and potentially creating a health and safety concern.**

3.76 The lower wall areas of the main foyer and doors to the auditorium and supper room have been repainted giving them a fresh clean appearance.

### 3.77 **RSA MEMORIAL ROCK**

3.78 A proposal was received from the RSA late 2017 for the installation of a memorial rock at the cenotaph area. The RSA were advised by WDC that the size of the rock (4500x2500x2500) was of concern and that it would create a H&S risk. After meeting with members of the Management Board, agreement was reached and a memorial rock chosen and agreed on between the RSA and WDC. A proposed schedule around timing and siting the rock was requested by WDC and a planned unveiling was to co-inside with Armistice Day on the 11th November 2018.

3.79 A Committee meeting was held mid-September to confirm a timeline for the installation of the memorial rock which was likely to be towards the end of October.

3.80 The RSA now proposes to construct a concrete block wall instead of the rock as originally proposed and agreed. This is due to the already manufactured stainless steel wording commissioned by the RSA being too large for the rock. The new "concrete block wall" proposal is yet to be submitted to WDC.

3.81 A three piece pre-cast panel wall has now been proposed by the RSA with further details still to be provided to WDC for approval.

3.82 Regular contact has been made with the RSA to ensure the project maintains momentum, but no documentation has yet been received by WDC from the RSA.

3.83 Effort has been made by council to contact the RSA regarding their plans to construct this wall to no avail.

### 3.84 **WAITOMO DISTRICT AQUATIC CENTRE - 2017/2018 SEASON**

3.85 The Waitomo District Aquatic Centre opened on 1 October for the 2017/2018 season under the management of Contract Leisure Management (CLM). CLM have been managing the operation of the Aquatic Centre since 2015.

3.86 The pool was closed down for the winter on 29 April 2018.

3.87 Maintenance and upgrade work is scheduled while the facility is closed. This work consists upgrading of the grandstand, replacement of roof sheeting and perimeter wall cladding.

3.88 The pool structure was also emptied, inspected and recoated. All operating equipment will also be inspected and serviced during this renewal.

3.89 All maintenance work has now been completed including the repainting of both the main and toddlers pools.

3.90 The complex reopened 22 October 2018 for the 2018-19 summer season.

3.91 The complex is now closed for the winter period, a number of low cost maintenance jobs will be undertaken during this period.

3.92 Feedback received in relation to the maintenance work carried out last year has been very positive.

- 3.93 New pool covers have been ordered for both the main and toddler pools. This will replace the old faded and ripped covers and will provide a thicker thermal barrier between the heated water and cooler air temperature reducing heating costs.
- 3.94 The new pool covers have been fitted to both pools.
- 3.95 Quotes are being sort for additional shade sails to shelter families from the harsh sun while visiting the Aquatic Centre.
- 3.96 New shade clothes to both the grassed area and over the toddlers pool have been fitted and provide a much more sheltered area for families to enjoy the pools.
- 3.97 Both the pools are currently undergoing paint touchups and line marking down the edge of the pool entry stairs addressing health and safety concerns.
- 3.98 The paint touchups have been completed along with the numbering of the lanes for use by the swimming club.
- 3.99 New lane ropes have also be fitted as the old ones were very faded and much of the plastic components had deteriorated. The old lane ropes have been offered to the Piopio Primary School to repurpose.
- 3.100 Additional anti slip matting has been laid around the toddlers pool and at all four exit points of the main pool. This will ensure the slip and fall risk.

### Suggested Resolution

The Progress Report: Recreation and Culture be received.



TONY HALE  
**GENERAL MANAGER - INFRASTRUCTURE SERVICES**

November 2019

Document No: A453007

**Report To: Council**



**Meeting Date:** 26 November 2019

**Subject:** Progress Report – Roads and Footpaths

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to update Council on progress with the key projects and programmes under the Roads and Footpaths activity, as approved in the Waitomo District Council Long Term Plan 2018-2028 (the LTP).

## Background

- 2.1 The Roads and Footpaths activity is the single largest area of expenditure for Council. The budget for 2019/20 period for operations is \$14,243,680. The total capital expenditure for roads for the same period is \$7,994,935.
- 2.2 NZTA subsidy is 73% in 2019/20. This represents an accelerated financial assistance rate compared with the original five year transition originally proposed by NZTA. It will allow increased programme levels within the same WDC budget contribution.
- 2.3 This Activity Group exists to provide safe and reliable transport infrastructure (including footpaths) to facilitate the movement of people and goods, consistent with the strategic goal. An efficient, safe and sustainable road network is essential for the economic well-being of our district. Roads provide access to properties (together with footpaths), and enable both passage of through traffic, and transportation of goods and services.
- 2.4 Given the scale of the activity, it is important to keep a close eye on the possible influences on the activity and to assess the impacts.
- 2.5 The Roads and Footpaths Asset Management Plan (AMP) has been reviewed to reflect the expected influences as far as possible.
- 2.6 The Roothing AMP reflects current service levels and the accompanying expenditure forecasts required to maintain those levels of service, it is a key input to the LTP containing details of operations, maintenance, development, risk and demand management planning for Council's roading and footpath assets.

## Managing and Maintaining the District Roothing Network

- 3.1 The maintenance and renewal of the road surface, pavement and other roading assets can be analysed under three headings: operational and maintenance, renewals, and new works.

3.2 Operational and Maintenance includes:

- Network Maintenance
- Bridge and structures maintenance
- Environmental maintenance
- Emergency reinstatement
- Street Light Maintenance
- Level crossing warning devices
- Stock effluent facility maintenance
- Asset Management

3.3 Renewals include:

- Bridge replacements
- Road Rehabilitation (Rehabs)
- Footpaths (widen existing)
- Road resealing

3.4 New Works include:

- New footpaths
- Signs (new)
- Te Kuiti Pedestrian Overbridge replacement

<b>Operations and Maintenance</b>
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4.1 The Transport Agency granted approval for the full amount applied for by Waitomo DC for their road maintenance, operations and renewal activities for the 2018 – 2021 period. In addition, a significant programme of footpath renewals has been provided in the 2018-28 LTP, which commenced in 2018/19, enabled by an NZTA shift in funding policy and its accelerated FAR.

4.2 **NETWORK MAINTENANCE**

4.3 The vast majority of road network maintenance activities on the Waitomo District are carried out under the current Roading Maintenance Contract, which started on the 1 March 2017. The incumbent Contractor is Inframax Construction Ltd.

4.4 An average score of 400 over the first three years will qualify the Contractor for an extension to the Contract term.

4.5 The monthly scores for the current Road Maintenance and Reseals Contract (500/16/028) are as follows:

	2017	2018	2019
<b>January</b>		440	460
<b>February</b>	Start of Contract	427	450
<b>March</b>	435	411	460
<b>April</b>	440	455	450
<b>May</b>	400	455	460
<b>June</b>	410	470	470
<b>July</b>	430	470	490
<b>August</b>	410	430	490
<b>September</b>	430	470	490
<b>October</b>	425	470	Under Review
<b>November</b>	420	487	
<b>December</b>	430	445	

4.6 The different maintenance activities undertaken on the network are:

Description of Service	FYR 2019/2020 Budget	Expenditure for 2019/2020	Comments
Total Direct Expenditure	<b>\$6,248,745</b>	<b>\$1,467,350</b>	Expenditure to end <b>September</b> 2019 is <b>23.5%</b> of the <b>2019/20</b> budget.
Community Co-ordination 431	<b>\$66,500</b>	<b>\$17,875</b>	Driver Training Program is delivered under contract by Community House for WDC.
Emergency Reinstatement 140	<b>\$378,200</b>	<b>\$243,545</b>	Unforeseen weather events requiring emergency first response work under this category (includes trees blown down, slips, and erosion).
Environmental Maintenance 121	<b>\$572,400</b>	<b>\$178,479</b>	Typical works include Hazardous Trees, Pest Plant Control, Mowing, Spraying, Drainage control, etc.
Level Crossing Warning Devices 131	<b>\$30,700</b>	<b>\$1,050</b>	Kiwi Rail determines repairs and does the work required and then invoices WDC.
Network and Asset Management	<b>\$224,900</b>	<b>\$28,358</b>	RATA including, Data Collection, Traffic Count, also RAMM hosting fee paid annually.
Allocated Roading Business Unit	<b>\$600,360</b>	<b>\$116,780</b>	Roading staff RBU time except Capital projects.
Professional Services	<b>\$204,400</b>	<b>\$27,058</b>	Includes consultant fees for Professional Services.
Administration Services for Roading	<b>\$706,585</b>	<b>\$184,476</b>	Administrative Services - AMP, LTP, EAP, Budget, Policy, Standards, Audits, Invoices, Claims, Timesheets, Roading S/R's, P/O'S accounts, NZTA compliance activities.
Routine Drainage Maintenance	<b>\$450,000</b>	<b>\$135,711</b>	Water table, Side drains and Culvert maintenance.
Sealed Pavement Maintenance	<b>\$1,430,800</b>	<b>\$242,698</b>	Pre-reseal repairs and general sealed pavement maintenance.
Footpath Maintenance	<b>\$81,800</b>	<b>\$11,379</b>	Repair and Maintenance of Existing Footpaths.
Structures Maintenance 114	<b>\$173,800</b>	<b>\$17,312</b>	Routine maintenance on guardrails and bridge decks.
Stock Effluent Facility Maintenance	<b>\$20,500</b>	<b>\$2,612</b>	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Stock Effluent Maintenance - Staff time	<b>\$20,000</b>	<b>\$8,835</b>	On-going Maintenance of the Stock Effluent facility, including water, electricity and trade waste levies.
Traffic Services Maintenance	<b>\$153,300</b>	<b>\$22,019</b>	District wide maintenance of signs and road furniture.
WDC Street Lights	<b>\$153,300</b>	<b>\$34,933</b>	Cyclic maintenance and electricity costs. The maintenance of street lights is affected by the number of lights that have to be replaced.
TNZ Street Lights	<b>\$61,400</b>	<b>\$10,075</b>	Fully Subsidised by NZTA.
Unsealed Pavement Maintenance	<b>\$919,800</b>	<b>\$184,155</b>	Grading, Flanking, spot metalling, restoration and maintenance of unsealed roads.

### 4.7 **BRIDGE AND STRUCTURES MAINTENANCE (W/C 215)**

4.8 A contract is let annually for the replacement of structural bridge components on various bridges. **This contract is currently in the tender development phase.**

4.9 Retaining walls are maintained on a case by case basis as required.

### 4.10 **ENVIRONMENTAL MAINTENANCE (W/C 121)**

4.11 The Environmental Maintenance budget is used to fund preventative maintenance works to remove potentially hazardous trees where appropriate.

4.12 Other works funded under environmental maintenance include pest plant control, mowing and roadside weed spraying. The annual spraying of the plant pest tutsan is presently underway. Also ice control, litter, graffiti, stock effluent, detritus, minor slips, pruning and abandoned vehicles.

4.13 Resource consent fees for the necessary encroachment on waterways for roading works is also paid out of this budget.

### 4.14 **EMERGENCY REINSTATEMENT (W/C 140)**

4.15 The emergency reinstatement budget is used to pay for unforeseen weather events requiring emergency first response works under this category (including trees blown down, slips and erosion), for minor events (<\$100,000).

### 4.16 **STREET LIGHT MAINTENANCE (W/C 122) TRAFFIC SERVICES MAINTENANCE**

4.17 Maintenance activities on the street lights in Waitomo District are carried out under the current Street Lighting Contract 500/16/006, which started on the 26 June 2017. The incumbent Contractor is Alf Downs Street Lighting Ltd (ADSL).

4.18 The street light cyclic maintenance activities are undertaken by ADSL. Maintenance costs of street lights are affected by the amount of lights that need to be replaced.

4.19 Electricity costs for street lighting are also paid out of the street lighting maintenance budget.

### 4.20 **LEVEL CROSSING WARNING DEVICES**

4.22 Safety related and asset maintenance work on level crossings is identified by Kiwi Rail, who schedule and complete the repair work required then invoice WDC.

### 4.23 **STOCK EFFLUENT FACILITY MAINTENANCE**

4.24 On-going maintenance of the stock effluent facility in Cotter St, including water, electricity and trade waste levies.

### 4.25 **ASSET MANAGEMENT**

4.26 The professional services activities involved in managing the network are described as asset management. The asset management budget is used to pay Waikato Road Asset Technical Accord (RATA), RAMM Software Fees and other specialist consultants.

4.27 RATA (Road Asset Technical Accord) is the centre of excellence for road asset management and planning in Waikato. It is the forum through which Waikato's councils co-operate over roading issues. Its work is carried out under the auspices of the Waikato Mayoral Forum, involving the region's mayors and regional chair.

- 4.28 WDC and other councils participate in the joint procurement of services for a Bridge Inspections Contract. The current contract started on 1 July 2017. The incumbent bridge inspection consultant is WSP-Opus. This contract includes the tendering and Contract Management of the Bridge Structural Maintenance Repairs, carrying out bridge posting and rating evaluation. Also included is the processing or overweight permit applications.
- 4.29 RATA is also provides required services in terms of RAMM support, Technical support, and assistance with Forward Works Programmes.
- 4.30 RATA participating Councils also make use of a shared services contract for a high speed data truck to measure a range of road surface conditions, such as rutting, cracking and roughness indicators.
- 4.31 The WLASS Multi Party Funding and Services Agreement entered into by Waitomo DC from 1 July 2016 included an initial two year term (now completed) plus provision for two extensions of three years each.
- 4.32 The services provided by RATA in the first two year term have been very good. The Chief Executive has signed a revised WLASS Multi Party Funding and Services Agreement agreeing to receive services from Rata for the next term.
- 4.33 The finances for the next two-year period includes provision for an additional \$30,000 in order to participate in a "step change" to a higher level of investment in data collection. Benefits include:
- improved optimisation of road maintenance funding,
  - more cost effective renewals, and,
  - better evaluation of the needs of the roading asset
- 4.34 As a condition of receiving funding assistance for road maintenance, the Transport Agency requires Council's to make use of a road asset management system for treatment selection. Continuing to participate in the WLASS Multi Party Funding and Services Agreement, including the benefits of the above services, is a smart way to meet our obligations while benefiting from available expertise at competitive rates.
- 4.35 Roads and Footpaths Activity Management Plans (AMP) and the Road Efficiency Group (REG)**
- 4.36 The Road Efficiency Group (REG) programme supports the New Zealand transport sector to deliver a modern integrated system to align with the objectives of local, regional and central government. It is partly funded by the NZ Transport Agency, and also relies on volunteer input from Road Controlling Authorities (RCAs).
- 4.37 REG's work is divided into four work groups that undertake projects to support and guide RCAs to ensure a modern, integrated transport network. They are:
- Community outcomes
  - Sector excellence
  - Evidence and insights
  - Strategic Delivery
- 4.38 Projects include:
- One Network Road Classification (ONRC) (essentially implemented)
  - Performance measured reporting tool (PMRT) (in use)
  - Asset Management Data Standard (AMDS) (ongoing project)

- One Network Framework (aims to provide a common language to reflect the role transport corridors play in the movement of people and freight across all land transport modes and the community space these corridors provide in our urban areas). In progress.
  - Data Quality (ongoing project)
- 4.39 In 2015-16, a radical change in the transport sector occurred. The traditional forms, calculations and asset management plans (AMPs) used to apply for road maintenance funding were essentially done away with and a new Business Case Approach (BCA) was introduced by NZTA. NZTA's intention was for BCAs to provide a robust, evidence based investment case to support planning & investing for outcomes, achieve value for money and ensure early stakeholder collaboration.
- 4.40 REG began to run an extensive series of nation-wide workshops in 2016. At these workshops, Road Asset Engineers were coached step-by-step in skills required to write business cases, e.g. developing their strategic cases (the first step to building a business case).
- 4.41 Under the BCA, Asset Management Plans became Activity Management Plans (also having the acronym AMP). WDC's AMP was delivered on time, and the first for the region, in December 2017. REG workshops have continued, usually five per year, throughout 2018 and 2019, for Road Asset Engineers. REG workshops have provided information and support as RCAs prepare their next AMP, due in 2020.
- 4.42 On 6 August 2019, WDC's Chief Executive, the Acting General Manager – Infrastructure Services and RBU staff were visited by REG and NZTA representatives to engage WDC in the next REG project. "Smarter Together – Realising Enduring Excellence – by Enabling Innovation and Leading Change" is the latest REG initiative. WDC has been invited to trial the "REG Excellence Programme Self-Assessment & Scoring Framework – Working Draft".
- 4.43 WDC will be formally responding to REG that we "Support in principle" the project Smarter Together – Realising Enduring Excellence – by Enabling Innovation and Leading Change". However, the outcomes for this project are not clear and have not been endorsed at a local government governance level. The scope exceeds the role of REG by encroaching on the statutory purpose of local government. Discussions with REG are continuing.

### Renewals

- 5.1 The need for asset renewals (replacing assets at the end of their useful lives) are identified through analysis of condition assessments, failure history and in some cases, predictive modelling. Treatment selection and work prioritisation are determined from an economic analysis of options considering all asset life cycle costs.
- 5.2 Renewals in 2019/20 include road rehabilitation, road resealing and footpath widening.
- 5.3 **ROAD REHABILITATION**
- 5.4 Candidate road sections for rehabilitation are selected using the road asset management system. Site visits and further calculations including Net Present Values confirm the sites for rehabilitation. The stages following site confirmation include pavement design, professional services (including writing the physical works document) and the physical works (construction) phase.

- 5.5 Pavement Design for the road rehabilitation sites for 2019/20 is carried out by a specialist consultant.
- 5.6 The Professional Services Contract for Road Rehabilitation 2019/20 – 2020/21 Contract 500/19/004 is in the tender evaluation stage.
- 5.7 The Professional Services Contract for Road Rehabilitation 2018/19 Contract 500/17/015C was awarded to the consultant GHD on 31 July 2018.
- 5.8 The annual Pavement Rehabilitation Contract for physical works for the 2018/19 period includes the sites listed below. Tenders closed on 23 January 2019. One tender was received and the contract was awarded to Inframax.
- 5.9 Due to budget constraints, Ramaroa Rd and Taharoa Rd road rehabilitation sites were completed in the year ending 30 June 2019. As negotiated with Inframax and agreed by Tender Subcommittee, work on the Totoro Rd road rehabilitation site has been delayed to start in the 2019/20 financial year.

Road Name	RP Start	RP End	Length (m)	Width	Area (m <sup>2</sup> )	Notes
Ramaroa Road	0038	2,299	2,261	6.4	15,194	Completed June 2019
Taharoa Road	5,160	5,800	640	6.1	3,904	Completed June 2019
Totoro Rd	5,807	7,205	1,398	6.0	8,807	In Progress

5.10 Road Rehabilitation 2019/20 – 2020/21 Physical Works Contract 500/19/004 will include six sections of road including Papakauri Rd, Somerville Rd, Totoro Rd and Taharoa Rd.

5.11 **FOOTPATHS (WIDEN EXISTING)**

- 5.9 The Transport Agency has granted approval for the amount applied for by WDC to fund a significant programme of footpath renewals in the 2018-28 LTP, enabled by an NZTA shift in funding policy and its accelerated FAR.
- 5.10 The procurement plan for the footpath programme was approved by Tender Subcommittee in December 2018. The programme includes both widening of existing footpaths, and new footpaths.
- 5.11 Tenders closed on 22 January 2019 for Contract 500/18/024 WDC Footpaths and Associated Works 2018/19. Four tenders were received and the contract was awarded to Cambridge Excavators (CAMEX) Ltd.
- 5.12 Budget constraints mean some footpath improvement projects were delayed, to start in the 2019/20 financial year, a decision made with the agreement of the Tender Subcommittee. The programme of 2018/19 projects was completed by 30 June 2019.
- 5.13 The 2018/19 programme included:

**Footpath Widening**

Road Name	Start	End	Progress
Hill Street	Eketone Street	King Street West	Completed
Ward Street	Hill Street	Haines Tce	Completed
Te Kumi Road	#8 Te Kumi Road	#68 Te Kumi Rd	Completed
King St [West]	King St [West] at		Completed

Road Name	Start	End	Progress
	Pukenui School		
North St (SH3)	Rangi Street		Completed
Moa St in Piopio	LHS From 50kph sign East end	Tui Street	Completed
Moa St in Piopio	RHS from #68	#72	Completed
Carroll St [SH3]	Craig Tce	Awakino Road	Completed
Te Kuiti bowling club	Esplanade North	Footbridge	Completed
Taupiri Street	27 Taupiri street	29 Taupiri Street	Completed

**New Footpaths**

Road Name	Start	End	Progress
John Mandeno St	Hospital Street	St Andrews Court	Completed
Rora St	Public toilets in front of Warehouse	Ward Street	Completed
Rora St	Ward Street	88 Rora Street	Completed
Footpath at Benneydale School			Completed
Les Munro Park	King St East		Completed
Les Munro Park	Jennings St		Completed

5.14 The Footpaths and associated works 2019/20 – 2020/21 Contract 500/19/005 is at the tender development stage. Professional services for this work are being carried out in-house.

5.15 **CAPITAL EXPENDITURE**

5.16 The different activities undertaken on the network classed as capital expenditure (including renewals and new works) are:

Description of Service	FYR 2019/20 Budget	Expenditure for 2019/20	Comments
Total Capital Expenditure	\$7,995,000	\$1,195,798	Capital expenditure to end September 2019 2018 is 15% of the 2019/20 budget
Footpath Improvements	\$127,100	\$9,527	Building New Footpaths. Contract 500/18/024 Footpaths and Associated Works, carried over from the 2018/19 year.
Minor Improvements (341)	\$664,300	\$33,396	Identified and NZTA approved minor projects to improve hazards like sharp curves, slip prone cuttings and slip repairs. Significant budget allocation intended for Te Waitere Slip repairs. Minor expenditure on professional services to date.
Te Kuiti Railway pedestrian Overbridge	\$1,200,000	\$56,018	Expenditure to date is for design work.
Footpath Renewals	\$403,927	\$426,909	Improving, widening and replacing narrow footpaths. Contract 500/18/024 Footpaths and Associated Works. Work carried over from the 2018/19 year. Expenditure will continue in the "Footpath Improvements" area, above.
Drainage Renewals 213	\$255,500	\$15,487	Upgrading of Network wide drainage issues.

Description of Service	FYR 2019/20 Budget	Expenditure for 2019/20	Comments
Pavement Rehabs Renewals	\$2,058,308	\$24,670	Work carried over from the 2018/19 year from the 2018/19 Road Rehabilitation Contract 500/17/015. Pavement rehabilitation works at Ramaroa Road and Taharoa Rd are complete. Totoro Road is underway. The Professional Services Contract for Road Rehabilitation 2019/20 – 2020/21 is at the tender evaluation stage.
Sealed Road Surfacing Renewals	\$1,395,100	\$0	Annual road resealing is planned for approximately 37km of roads within the district, being 8% of the network. The work to be carried out mid to late summer, no expenditure to date.
Structures Components Renewals	\$408,800	\$9,400	A contract is let annually for the replacement of structural bridge components on various bridges. This contract is currently in the tender development phase.
Traffic Services Renewals 222	\$153,300	\$34,354	Expenditure for the period includes \$10,000 on professional services for an anticipated speed limit review and \$24,000 on traffic sign renewals.
Unsealed Road Metalling Renewals	\$613,200	\$570,575	This expenditure is seasonal and best completed in the wet winter months.
Emergency Reinstatement Renewals	\$715,400	\$15,462	Extra funding was requested from, and provided by, NZTA to repair damage to the network from Cyclones Debbie and Cook in April 2017, and also storm events in August and September 2017. This funding is only accessed for storm damage events with a total damage greater than \$100,000. Minor expenditure of \$15,500 has been spent on minor repairs outstanding from the August 2017 storm events.

5.17 The 2018/19 Capital expenditure was underspent at 30 June 2019. This was partly due to staff shortages (lack of a Contract Manager). Budget was carried over from 2018/19 into the 2019/20 financial year for Minor Improvements and Footpath Renewals.

5.18 Capital expenditure for 2019/20 financial year is being closely monitored and managed by directing new staff resources onto Minor Improvements and Footpaths projects and tracking project delivery.

## New Works

### 6.1 LED STREETLIGHT UPGRADE

6.2 The LED streetlight upgrade project started in February 2018 and is now complete.

6.3 New street lights will need to be added to the network in order to fill in dark patches in poorly lit pedestrian areas.

6.4 The incumbent street lighting contractor is Alf Downs Street Lighting. They will complete a night-time survey for WDC and assist us with planning and programming for the in-fill street lighting needed.

### 6.5 PEDESTRIAN OVERBRIDGE

6.6 NZTA funding has been approved for the construction of a replacement pedestrian overbridge. The project will be completed in 2019/20.

- 6.8 The estimated cost to design and construct the replacement bridge is \$1.2M, the subsidy rate will be 73%, making the local share \$324,000.
- 6.10 WDC's local share funding has been included in WDC's 2018 – 28 LTP over the next three years. As reported to Council 27 November 2018, the second year's allocation will need to be brought forward to 2019/20.
- 6.11 Work has started on obtaining the pre-construction approvals required ahead of the detailed design stage, with the latter dependent on NZTA funding approval.
- 6.12 Changes to the current Kiwi Rail lease agreement has been discussed with Kiwi Rail and a draft agreement will be sent for review.
- 6.13 Expenditure to date for the 2019/20 financial year of \$56,000 has been for design work.
- 6.12 **SIGNS**
- 6.13 Additional new work is anticipated as a result of the current government drive for changes to speed limit legislation.
- 6.14 **TE WAITERE SLIPS**
- 6.15 Two slips both 30m long on Te Waitere Road in the vicinity of RP5. These two slips caused by Cyclones Debbie and Cook in April 2017 are now impacting on the road carriageway and will continue to remove the available road width until addressed.
- 6.16 Professional services for the above closed on 14 February 2019. No tenders were received. WDC's road maintenance contractor will continue with remedial works as a short term measure.

### **Suggested Resolution**

The Progress Report – Roads and Footpaths be received.



TONY HALE  
**GENERAL MANAGER – INFRASTRUCTURE SERVICES**

November 2019

**Document No:** A453009

**Report To:** Council



**Meeting Date:** 26 November 2019

**Subject:** **Progress Report: Water Supply, Sewerage and Stormwater**

**Type:** Information Only

## Purpose of Report

- 1.1 The purpose of this business paper is to provide an updated progress report on the Three Waters Activities (Water Supply, Sewerage and Stormwater) as set out in Council's Long Term Plan, including contracted services.

## Background

- 2.1 The Waters activities are:
  1. **Water Treatment and Supply:** Providing for the environmentally safe extraction, treatment and distribution of a potable water for Te Kuiti, Piopio, Mokau and Benneydale.
  2. **Sewerage System, Treatment and Disposal of Sewage:** The collection, treatment and disposal of sewage for Te Kuiti, Piopio, Benneydale and Te Waitere.
  3. **Stormwater:** The collection and disposal of urban storm water.
  4. **Trade Waste Discharges:** Management of trade waste discharges from commercial/ industrial premises to ensure the quality and quantity of the discharges do not cause any operational or compliance issues for our network systems and wastewater treatment plants.
- 2.2 WDC's only reticulated stormwater disposal network serves Te Kuiti. Any changes to that will be reported on for other areas as these arise.

## Considerations for the Activity

- 3.1 The key drivers of service for each of Council's three waters activities schemes (Te Kuiti, Benneydale, Piopio, Mokau and Te Waitere) relate to health and environmental compliance, sustainability of supply, risks and resilience, storage, flow volumes and pressure.
- 3.2 Customer levels of service (LoS) for Water services focus on "aesthetic" characteristics of water quality - odour, taste, clarity and most important public health by complying with DWSNZ 2005(2008).

- 3.3 LoS for Waste Water schemes relate to reliability of service, public health and environmental protection measured as overflows due to blockages.
- 3.4 Public LoS relating to Storm water include reducing the threat of flooding of property, not posing a risk to the most vulnerable persons in the community, responsiveness to customer services during flood events and managing the adverse effects of SW on the quality of the receiving water.
- 3.5 Environmental LoS for all three activities are mostly of a technical nature, defined through resource consent conditions specific to each scheme.
- 3.6 Each of WDC's Three Waters activities has its own specific characteristics requiring consideration and attention that need to be managed and maintained by Council in order to ensure that Los are met within all health and environmental guidelines.
- 3.7 The Three Waters activity is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.
- 3.8 There are four works categories under each of the three Waters activities to maintain all the LoS:
  - 1 **Routine Duties:** Routine Operations and maintenance duties and tasks are carried out by trained and competent Water and Wastewater technicians. These duties and tasks are to ensure all treatment plants are operating as per the operations and maintenance specifications.
  - 2 **Planned Maintenance:** Operations and maintenance is the planned servicing of the three waters infrastructure – reticulation, pump stations, cleaning reservoirs, replacing old water meters, hydrants and valves.
  - 3 **Emergency Repairs:** Emergency Repairs are dealt with as they occur. They are usually dealt with immediately, and at times this impacts on the delivery of Planned Maintenance and Service Requests, which is postponed to a later time.
  - 4 **Service Requests:** Service Requests are initiated by Ratepayers or Businesses across the District and are phoned in, emailed or they could be provided to the Customer Services by means of walk-in. Service Requests are logged and forwarded to the Water Services Unit to resolve with the Contractor as a resource as needed.

### Service Delivery

#### 4.1 IN-HOUSE

- 4.2 The Infrastructure Services Group provides technical, strategic planning, and operational support to the staff and customers of WDC. The Water Services Business Unit (WSBU) is responsible for two work streams within the water, wastewater and storm water area. This operations and management of all treatment plants and the operations and management of district wide reticulation networks.
- 4.3 The WSBU's core responsibility is to operate and maintain treatment plants in order to provide sustainable water and waste water facilities that operate within national standards as set out within specific consents.

- 4.4 Other responsibilities include but not limited to field sampling, field analysis and laboratory analysis; assist with monitoring and sample preparation to meet the monitoring requirements. To undertake equipment maintenance and calibration and help ensure the continued efficient use of the Laboratory.
- 4.5 The WSBU also contribute to identify projects to maximise the efficiency of the division and continually improve on existing processes.
- 4.6 The three waters reticulation network service delivery is procured externally and managed internally by the Water Operations Manager assisted by an administrator to optimise efficiency and to ensure that LoS requirements are met by cost effective and efficient project management.
- 4.7 An in-house agreement between the Water Services Business Unit (WSBU) and the Manager - Water Services (Asset owner) is in place to provide this service.
- 4.8 Services to be carried out under the agreement include, but are not limited to, the following:

<b>Operational Activities - Water Services</b>	
<b>Water Services Asset Management Team</b>	<b>Water Services Business Unit</b>
Planning, investigation, design, performance and quality monitoring of physical works projects (maintenance and construction), including the administration of professional services.	Reporting to the Manager Water Services on: <ul style="list-style-type: none"> <li>- physical and financial performance of physical works activities;</li> <li>- physical condition of 3-waters assets, including recommendations for maintaining, renewing, enhancing, or disposing of assets.</li> </ul>
Preparation of: <ul style="list-style-type: none"> <li>- Project feasibility reports;</li> <li>- Asset management plans;</li> <li>- Work programmes;</li> <li>- Risk management plans.</li> </ul> Interpreting condition rating data and applying to programme development.	Gathering and managing information: <ul style="list-style-type: none"> <li>- Carrying out asset condition inspections and ratings, and ensuring all asset data on completed work is kept up to date;</li> <li>- Monitoring, recording and reporting water and wastewater treatment plant performance data ;</li> <li>- Monitoring levels of service and reporting on achievement of key performance measures;</li> <li>- Monitoring, recording and reporting on trade waste discharges.</li> </ul> Delivering operations, maintenance and renewals programmes.
Developing, procuring and managing capital physical works activities. Supervising external capital works activities.	Providing support to the WSAMT on physical works activities.
Processing, monitoring and enforcing trade waste discharge consents and calculating monthly trade waste charges for invoicing.	Monitoring and reporting trade waste discharges.
Undertaking: <ul style="list-style-type: none"> <li>- Flow modelling studies;</li> <li>- Catchment surveys and catchment management plans;</li> <li>- Water supply safety plans;</li> <li>- Health and safety audits;</li> <li>- Risk management plans.</li> </ul>	Implement, monitor and report compliance with safety and risk management plans.
Preparing and evaluating tenders and monitoring physical works and external professional services activities.	
Interpreting, prioritising and programming recommendations from professional services	Monitoring and reporting on asset condition of water and wastewater treatment plants and 3-waters networks

Operational Activities - Water Services	
Water Services Asset Management Team	Water Services Business Unit
reports and investigations, including review of asset condition assessment reports.	
Obtaining building and resource consents.	
Reporting to Waikato Regional Council on consent compliance and related matters.	Monitoring, recording and reporting water and wastewater treatment plant resource consent compliance data.
	Any other activities subsequently requested during the agreement period.

4.9 This Agreement also includes administration support functions. The following table identifies the administration activities:

Administration Activities – Water Services	
Water Services Asset Management Team	Water Services Business Unit
Setting and administering policy and standards, risk, and levels of service.	Preparing rolling maintenance programmes.
Approving, administering and monitoring asset management plans.	Implementing data collection and reporting systems consistent with AMS.
Owning maintenance management systems.	Collecting and reporting maintenance history in agreed format.
Owning infrastructure databases.	Providing data and information to WDC.
Managing WDC’s water services budgets.	Reporting expenditure against approved programmes.
Preparing financial assistance claims – Ministry of Health.	Providing monitoring data for WDC annual plan performance measures.
Budget management.	Operating job costing system and report on budget spend
Reviewing and confirming scope of work programmes.	Reporting progress against approved programme scope.
Administering database of tenderers	Operating telemetry/SCADA stations
Administering and maintaining telemetry / SCADA system	After hours service arrangements.
Servicing democracy, including providing customer/ratepayer interface and responding to enquiries.	
Undertaking community consultation on work projects	General administration duties (e.g., correspondence, record management)
Reporting to WDC, WRC etc.	General administration duties (e.g., correspondence, record management)
General administration duties (e.g., correspondence, record management)	Collecting performance data and reporting.
Reporting on WDC annual plan performance measures	Public relations/communications procedures.
Developing and operating communication plans and strategies.	
Preparing and administering service agreements or activities with professional services providers (internal and external)	
Accepting physical works tenders.	
Ensuring the necessary documentation (e.g. safety plan, programme, etc.) in support of activities or service agreements is in place.	General administration duties (e.g., correspondence, record management)

<b>Administration Activities – Water Services</b>	
<b>Water Services Asset Management Team</b>	<b>Water Services Business Unit</b>
Administering TW Bylaw 2006 (amended 2016) and trade waste agreements.  Reporting resource consent compliance.    Auditing health and safety systems.	Administration of TW sampling and testing programmes.  Monitoring and documenting treatment plants performance and resource consent compliance.  Preparing and administering health and safety systems.

4.10 The WSBU also oversee the external service delivery procured from a Supplier Panel on the basis of set price proposals for a 12 months period. This for the supply of all labour, plant, tools, equipment and materials necessary to repair and maintain the water, sewer and stormwater reticulation network systems to a standard appropriate to their use and in compliance with the appropriate water permits, discharge permits and land use consents.

4.11 The following contracts are currently in place:

- Contract 500/16/045 - WSBU Agreement
- Contract 500/16/036 - Water, Wastewater and Stormwater Reticulation Management Services
- Contract 500/16/042 – Trade waste cleaning

**4.12 CAPITAL WORKS**

4.13 Capital Works focus is on Renewals and Upgrades on aging or failed infrastructure and is managed and procured by the Water Services team (see item 11.0).

**4.14 COMPLIANCE MONITORING**

4.15 Compliance monitoring is reported separately.

**4.16 PLANNED MAINTENANCE**

4.17 The ‘Asset Owner’ is responsible for managing the effective and efficient day to day maintenance operation of all major equipment forming part of WDC’s Water and Waste Water Treatment Plants and Pump Stations through the delivery of the full range of maintenance and repair duties and installation activities.

**4.18 REACTIVE MAINTENANCE**

4.19 The WSBU is responsible for ensuring any urgent and reactive maintenance work requirements are rectified as soon as possible at a reasonable cost.

4.20 The Asset Owner is notified when and if the repair of the asset could or may require replacement or renewal.

**Water – DWSNZ 2005(2008)**

5.1 The supply of treated drinking water is a process that takes place from abstraction at the source through to the customer service connection “the toby”. To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.

- 5.2 For reference to WDC compliance to the Drinking water Standards 2005 amended 2008 please refer to the Addendum – [Section 1](#).

### Wastewater

- 6.1 WDC provides and manages four separate public Waste Water Treatment (WWT) schemes; at Te Kuiti, Benneydale, Piopio and Te Waitere. The largest of these is at Te Kuiti.
- 6.2 The WWT scheme servicing Waitomo Village is privately owned and operated.
- 6.3 With the exception of Te Waitere, the remaining three WWT schemes have been upgraded over the past six years, representing a significant contribution towards the social and environmental wellbeing of the associated communities, and the community outcomes for sustainable infrastructure.
- 6.4 For reference to WDC WWT schemes please refer to the Addendum – [Section 2](#).

### Stormwater

- 7.1 The primary purpose of WDC's Stormwater (SW) infrastructure is to provide protection to residential and commercial property from surface flooding.
- 7.2 For reference to WDC WW schemes please refer to the Addendum – [Section 3](#).

### Trade Waste Discharges

- 8.1 The main Trade Waste Dischargers to the Te Kuiti Wastewater System (TKWWTP) are the two Meat Processing Plants - Te Kuiti Meats (TKM) and United Beef Packers (UBP).
- 8.2 Trade Waste Discharge Consents (TWDC's) were agreed with both TKM and UBP.
- 8.3 This follows from the first Trade Waste Agreement where it was agreed that a review would be held from data obtained through normal operation of the Agreement.
- 8.4 Both Agreements were reviewed and adjustments made and agreed between the parties.
- 8.5 TKM, in working towards discharging effluent compliant with the agreed discharge quality, has invested approximately \$500,000 towards improvements to their pre-treatment facility and provided regular updates of progress. Currently they are tracking well within their agreed discharge limits.
- 8.6 Agreements have been renewed with both UBP and TKM.
- 8.7 WDC worked with HACH Instruments Ltd and TKM to improve the method of collecting trade waste effluent discharge so both parties are comfortable with the testing results. The results contribute to the calculation of monthly charge fees to TKM.

- 8.8 The improved auto-sampling method and location was completed and commissioned in November 2018 and TKM are satisfied with the outcome of the installation which provides them with useful monitoring information and timely results.

### **Level of Service (LoS) Drivers**

- 9.1 The following LoS drivers define the scope and scale of services that is provided by the activity.
- 9.2 CUSTOMER EXPECTATIONS**
- 9.3 Customers require that services within the three services activities are provided at agreed levels of service supported through adequate infrastructure maintenance, management and construction services delivered reliably, efficiently and economically.
- 9.4 ENVIRONMENTAL RESPONSIBILITY**
- 9.5 WDC is required under the provisions of the Resource Management Act to provide all services in an environmentally responsible manner.
- 9.6 HEALTH AND SAFETY**
- 9.7 The Three Waters activity is by far the most complex and regulated of any of the WDC asset systems to operate and maintain, it has the greatest risk of causing harm to a community from a health and safety perspective if not carried out effectively.
- 9.8 Asset management planning addresses WDC's safety obligations through:
- Employing trained and well established operators for all WDC treatment plants
  - Adoption of appropriate safety standards for the creation of new assets and implementation of appropriate safety standards for existing assets.
  - Specification of works to maintain assets in a safe condition.
  - Enforcement of safe operating and work practices.
  - Compliance with industry standards and codes of practice.
- 9.9 EFFICIENCY AND EFFECTIVENESS**
- 9.10 WDC manages the Three Waters infrastructure on behalf of the affected ratepayers. Delivery of agreed LoS needs to be carried out in a manner that can be shown to be both effective and efficient.
- 9.11 The techniques of asset management support efficiency and effectiveness by:
- 1 Using best practice principles for the employment of a well-trained and managed operations team
  - 2 Providing a basis for monitoring asset capacity, performance and utilisation

- 3 Enabling asset managers to anticipate, plan and prioritise asset maintenance and renewal works
- 4 identifying under funding of asset maintenance and replacement
- 5 Quantifying risk, allowing the minimisation of high impact (financial and service level) failures and environmental effects and resulting in savings where asset renovation is less than for replacement
- 6 Extending the life of an asset by optimising maintenance and refurbishment treatment selection.

## 9.12 CORPORATE PROFILE

- 9.13 WDC aims to be a customer focused organisation and a good corporate citizen. Effective asset management planning reflects this corporate aim.
- 9.14 The first step is to identify the key service criteria for each service area from the customer's perspective (the objectives of the services provided) and identify defined levels of performance for key service criteria.
- 9.15 Asset Managers then plan, implement and control both the technical or outcome related dimensions and the functional or process related dimensions of service levels. These technical and functional dimensions are not always independent of each other. In some cases high technical quality may contribute to high functional quality or vice versa.
- 9.16 Recognition of the differences and relationships between the technical and functional levels of service is an important part of understanding levels of service.

Typical Technical Levels of Service	Typical Customer Levels of Service
Outcome related - measures define what the customer receives in an interaction with an organisation	Process related - measures define how the customer experience the service
Quality	Intangibles
Quantity	Responsiveness
Availability	Courtesy
Legislative requirements	Assurance (knowledge, trust, confidence)
Maintainability	Empathy (understanding, individual attention)
Capacity	
Reliability and performance	
Environmental impacts	
Cost / affordability	
Comfort	
Safety	
Reliability and performance	

## Service Delivery – Considerations

### 10.1 TE KUITI WATER TREATMENT PLANT

- 10.2 The water treatment process standard requires a 4-Log protection level. The existing noncompliance is due to a technicality (each water filter within the TKWTP (4) must be fitted with its own turbidity meter to measure the operation of each of the four filters) resulting in technical non-compliance for Protozoa treatment, although the physical barrier for actual protozoa removal is in place.
- 10.3 The four turbidity meters have been installed, commissioned and calibrated with the completion of Phase 1 of the TKWTP upgrade. Verification for accreditation purposes by the Water Assessor and finalization of the Water Safety Plan is in progress.
- 10.4 Progress has been made to provide better and improved monitoring and recording all required parameters on the SCADA system to show compliance with bacteriological and protozoan criteria. These includes: -
- Chlorine residuals on final water leaving treatment plant
  - Turbidity on inlet/outlet for all four filters
  - Turbidity on final water leaving the treatment plant
  - pH on settled and final water leaving the treatment plant
  - UV system monitoring parameters, such as UV Intensity, UV Transmittance, UV dosage, Flow rate through each unit, Lamp outage, and Operating hours of each lamp.
- 10.5 The above will provide the log credit removal required to comply with the Health (Drinking water) amendment Act 2007 and its Drinking Water Standard.
- 10.6 In addition, the compliance certificate has been issued for the 2 Ultraviolet disinfection reactors.
- 10.7 As reported to Council prior work on Phase 2 of the upgrade, namely the Raw Water Intake Contract, has been hampered by high river levels. On 6 July 2018 the contractor managed to de-sludge the construction area and was ready to do the piling. Unfortunately heavy rains on the 7 and 8 July lead to a rise in river levels again and the area flooded. This has now been cleaned out again and the contractor is ready to do the piling and base.
- 10.8 The Raw water Intake (phase 2) was completed at the end of October 2018. (Detail updated, see Item11.0)
- 10.9 The Electrical and Mechanical consultants are currently reviewing the functional description and will implement all plant operational and compliance set point for all monitoring devices in the next couple of next months.
- 10.10 The functional description of the WTP is now with WDC staff to review and will implement when the cost is provided by the SCADA contractor. WDC has worked through the functional description of the plant with Alf Downs, the SCADA service provider. The WDC operators are now working through the new changes to ensure they achieve the necessary outcomes.
- 10.11 Work on the UV disinfection system to ensure compliance with current New Zealand Drinking Water Standard is almost completed. This will ensure the UV system is monitored, trended, alarmed and recorded for operational and protozoa compliance purposes.
- 10.12 All the required parameters for Monitoring, reporting and compliance with NZDWS has been complete in Mid December 2018. We are now monitoring to ensure the devices install are providing the required information.

- 10.13 I have informed the Ministry of Health, through Drinking Water Assessor in Hamilton of the completed project.
- 10.14 From December 2018 till Early February 2019, we experience Water quality problem in Te Kuiti due to taste and Odour in our drinking Water. We have mitigated the cause of the problem but are investigating to avoid similar occurrence in the future. A report is been developed.
- 10.15 WDC Councillors visited the site in March 2019.
- 10.16 The majority of the upgrade capital work has been completed. Minor alterations and improvements are currently being worked through. The minor works will be completed before the end of 2018/19 financial year.
- 10.17 The draft Water Safety plan prepared by Opus International Consultants on WDC's behalf is being reviewed before will be submitted to the MoH Drinking Water Assessor for assessment and approval.
- 10.18 The plant has operated satisfactorily over the previous three months.
- 10.19 The treatment plant was commissioned on 10 July 2019 by Alf Downs and Waters Business Unit Staff
- 10.20 The commissioning was based on the new upgrade, its new functional description and the method of operations of the plant Practical Completion certificate was issued to Alf Downs on the 11 July following the commissioning work.
- 10.21 Opus International Consultants have now been tasked to review and upgrade the new Water Safety Plan because of the new treatment processes and functions.
- 10.22 Work is still continuing to improve water quality monitoring, recording and reporting. This will be achieved by improving our instruments ability to monitor, measure accurately and record all parameters as per drinking water standards requirements. This will also involve setting up all CCP (Critical Control points) ensuring the CCP are not breached and alarms are sent to duty operator to remedy.
- 10.23 WDC is also exploring other alternative service providers for our SCADA and Telemetry systems.
- 10.24 Filter No#1 is currently off line due to damaged filter nozzles resulting in sand been pushed down into the filtered clear water compartment. Work is progressing to have the sand cleared from the compartment and nozzles fixed and sand refill back into the filter. Work is likely to be completed by the end of August 2019.
- 10.25 No major issues with the reticulation network system were experienced during July 2019
- 10.26 The Treatment Plant is working well.
- 10.27 Repairs to the Filter 1 nozzles and underdrains is complete and work started on Filter 2 is due to be finished late November.
- 10.28 The Water Safety Plan is due in December 2019. In inhouse review is being undertaken for the new framework.
- 10.29 Scada and Telemetry resilience continues to be an area of concern with increased cost signalled by Service Providers. Exploration work on more localised service options is ongoing.
- 10.30 There has been one major water main break on Tammadge Street. The Contractor worked through the night to ensure water supply repair was completed by next

morning. This length of the network is now being monitored for replacement as this was the second break within last two financial years.

10.31 Lateral water connections - Multiple strikes have occurred as a result of the Contractor drilling in conduit for installation of Ultra Fast Fibre internet services. Local contractors have been reinstating supply within expected timeframes.

### **10.32 BENNEYDALE WATER TREATMENT PLANT**

10.33 The water treatment process does not meet the NZDWS which requires 3-Log level of protection.

10.34 The WTP UV treatment component needs to be certified to meet the required level of DWS log credits. We are finalising a Bursen UV system approved contractor to certify the system. – Not yet approved

10.35 We are incorporating in the SCADA system UV system monitoring parameters, such as UV Intensity, UV Transmittance, UV dosage, flow rate through each unit, lamp outage, and operating hours of each lamp. These will provide the log credit removal requirements

10.36 All the required parameters for monitoring, reporting and compliance with NZDWS has been complete in Mid December 2018. We are now monitoring to ensure the devices install are providing the required information.

10.37 The Ministry of Health, through the Drinking Water Assessor in Hamilton, has been advised of the completed project.

10.38 Verification for log accreditation by the DWA and finalization of the Water Safety Plan is in progress.

10.39 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.

10.40 The WSP has to be scrutinised by the DWA. For the Waikato Region there is only one qualified DWA and a trainee DWA and in satisfying the work load the Waikato DHB engaged and ex-DWA as consultant to assist with the WSP submissions from the various Councils.

10.41 The Draft Benneydale Water Safety Plan (WSP) has been completed after adding additional information that was required by the Drinking Water Assessor (DWA) consultant.

10.42 On the 6 July WDC were informed by the Health Protection Officer of Population Health - Waikato District Health Board that the submitted WSP has been approved with minor recommendations.

10.43 Work on the UV disinfection system to ensure compliance with current New Zealand Drinking Water Standard is almost completed. This will ensure the UV system is monitored, trended, alarmed and recorded for operational and protozoa compliance purposes. (see item 10.18 & 10.19)

10.44 The filter media has been replaced and changed to include new pumice and granulated activate carbon media for adsorption process. These media changes will allow more effective removal of in-organic particles in the water supply. Other work includes emptying and cleaning out the settled sludge, grit, and sand out of the two settling tank including repairing damaged uPVC pipes inside both tanks.

10.45 The plant has operated satisfactorily over the previous three months.

10.46 Treatment plant continues to operate well.

- 10.47 The media inside the filter was replaced in June 2019.
- 10.48 Improvements to water quality instrumentation and monitoring of operational and compliance parameters needs to be installed and linked to our telemetry and SCADA system. This is planned for 2019/20 financial year.
- 10.49 The above will also include setting CCP (Critical Control points) and monitoring to ensure the CCP are not breached.
- 10.50 There have been no major issues with the reticulation network system during July 2019.
- 10.51 The Treatment plant continues to operate well.
- 10.52 Communication with Treatment Plant was lost for several days in August 2019 due to electrical storm damage. This resulted in loss of compliance data so a review of resilience of existing Scada and Telemetry systems is being undertaken. Increased attendance by Treatment Plant Operators was required during this period.
- 10.53 Individual instruments have now been set up to record and store several months of data sets.
- 10.54 No major incidents were recorded withing reticulated network during this period.

### **10.55 PIOPIO WATER TREATMENT PLANT**

- 10.56 The new plant meets the Drinking Water Act requirements.
- 10.57 However, it regularly fails compliance for technical reasons as the system controlling analysers are also used as the compliance monitoring analysers and this causes non-compliance through normal operational monitoring and process control.
- 10.58 It is for this reason that the WTP will be monitored manually and reported as such to the DWA.
- 10.59 An updated Water Safety Plan is being drafted to confirm the robustness of the safe drinking water supply to the residents.
- 10.60 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.
- 10.61 The Draft Piopio Water Safety Plan (WSP) has been completed after adding additional information that was required by the Drinking Water Assessor (DWA) consultant.
- 10.62 On the 6 July WDC were informed by the Health Protection Officer of Population Health - Waikato District Health Board that the submitted WSP has been approved with minor recommendations.
- 10.63 Old and blocked membrane modules (18 of) was replaced with new ones installed end of August 2018 and now operating effectively. We have also created extra monitoring parameters on SCADA allowing the water techs to monitor and show compliance with effective operations of the membrane. This will ensure log 3 credit removal is taking place.
- 10.64 We are also in progress to ensure pre-treatment, chemical coagulation/flocculation and sedimentation is effectively operating.
- 10.65 Monitoring of these required parameters on SCADA will show compliance. This will also give us additional log 3 credit removal.

- 10.66 The Waikato District Health Board, Drinking Water Assessor (DWA) will be visiting all the Water Treatment plants on the 13 September 2018 to confirm what we are implementing to show bacteriological and protozoan compliances.
- 10.67 The DWA visited the plant to assess the competency of WDC staff on instrument verification and calibration for the plant. DWA assessment of the plant was very good and found no issues.
- 10.68 The Piopio WTP plant is operating well and has been meeting the protozoa 4 Log credit removal over the previous three months.
- 10.69 Cleaned out backwash settling pond.
- 10.70 Started installing 1 x turbidimeter to monitor and measure final water leaving the plant to comply with NZDWS (NZ Drinking water standard)
- 10.71 The membrane plant is operating effectively.
- 10.72 Improvements to water quality instrumentation and monitoring of operational and compliance parameters needs to be installed and linked to our Telemetry and SCADA system as has been planned for this financial year.
- 10.73 The above will also include setting CCP (Critical Control points) and monitoring to ensure the CCP are not breached.
- 10.74 The new reservoir was completed last financial year and is working effectively. A security gate has been installed to prevent unauthorised access onto the reservoir. Safety and NO Unauthorised Entry signs have arranged and will be installed.
- 10.75 There were no major issues with the reticulation network system
- 10.76 The Piopio WTP is operating well although a few process issues were experienced when a new coagulant chemical was trialled in an attempt to achieve discharge consent aluminium residual limits. During trial period residual concentration was well within limits, but increased the cost of water production significantly due to increased backwashing and cleaning processes. Treatment Plant Operators have reverted back to using the original chemical and are looking at other residual treatment options.
- 10.77 New instrument installation was completed for NZDWS compliance however fluctuation in turbidity due to entrapped air is still being experienced. Investigations into either moving the sampling point or installing an air release valve is underway.
- 10.78 No major incidents have occurred within reticulation system.
- 10.79 MOKAU WATER TREATMENT PLANT**
- 10.80 The WTP does not currently achieve the Log 4 protection requirement. The plant incorporates both chlorine and Ultra-Violet disinfection treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.
- 10.81 The existing WTP process requires further optimisation to meet Drinking Water Act requirements. This is in progress with the certification of the UV component and the implementation of the treatment process changes.
- 10.82 Application to classify this supply as a Section 10 Small Water Supply in terms of the DWSNZ is planned and the DWA has been informed of the intent.

- 10.83 All of the WTPs, but especially the Te Kuiti WTP, are very complex to operate. The monitoring of operation and quality, recording, collation and reporting of the WDL delivery will be as complex, if not more so, than the actual operation.
- 10.84 A new Water Safety Plan will be developed after completion of the optimisation of the plant will form part of the submission to the DWA for verification of the log credits.
- 10.85 The new upflow clarifier has been installed and is undergoing performance testing.
- 10.86 The clarifier is now operating but still require Water Techs inputs, as it not performing well just yet.
- 10.87 A minor WTP modification is required to bring the turbidity analyser in line with requirements.
- 10.88 In order to comply with Log 4 credit removal, we are making good progress to ensure all compliance monitoring parameters are monitored and recorded. These include:
- Chlorine residuals on final water leaving treatment plant
  - Turbidity on inlet/outlet for filter
  - Turbidity on final water leaving the treatment plant
  - pH on settled and final water leaving the treatment plant
  - UV system monitoring parameters, such as UV Intensity, UV Transmittance, UV dosage, Flow rate through each unit, Lamp outage, and Operating hours of each lamp.
- 10.89 The above will provide the log credit removal required to comply with the Health (Drinking water) amendment Act 2007 and its Drinking Water Standard.
- 10.90 Work on the UV disinfection system to ensure compliance with current New Zealand Drinking Water Standard is almost completed. This will ensure the UV system is monitored, trended, alarmed and recorded for operational and protozoa compliance purposes.
- 10.91 All the required parameters for Monitoring, reporting and compliance with NZDWS has been complete in Mid December 2018. We are now monitoring to ensure the devices install are providing the required information.
- 10.92 I have informed the Ministry of Health, through Drinking Water Assessor in Hamilton of the completed project.
- 10.93 The Water Storage Dam liner membrane was damaged late in October 2018.
- 10.94 Water use restriction notice was implemented to conserve water whilst the repair work on the dam is been undertaken.
- 10.95 The Consultants (that was responsible for the original design of the structure) was appointed to investigate and provide a design and methodology of repairing the dam embankment.
- 10.96 Repair work commenced on 12 November 2018 after the health and safety plan (SSSP) was reviewed and approved. This also included correct methodology of work carried out in accordance with the consultant's report (Tonkin & Taylor).



Work underway



Tomo showing after pond emptied



Bottom storage dam (drained out)



Top raw water dams

- 10.97 Repair work was completed second week of December 2018.
- 10.98 The Dam was topped up and was in use when the capacity was at 80%.
- 10.99 There seems to be a very small leak as it is evident from the seepage pipework. However, due to the importance of supplying the township of Mokau, it was decided to leave the investigation until the high demand is over around winter months.
- 10.100 Lower Dam monitoring of small leakage is on-going

- 10.101 All three dams have sufficient stored water.
- 10.102 A proposal to upgrade the treatment plant has been completed and is with Greg Boyle, Special Projects Coordinator, for peer review before finalisation of the design.
- 10.103 New computer was installed at the plant to provide more effective an efficient monitoring of the plant performance.
- 10.104 Two top dams are at full capacity.
- 10.105 The bottom dam still has some seepage coming out from under the dam. The dam was recently emptied again and CCTV was used to try and identify where the leak was coming from but could not be located. So the decision has been made to have the dam filled again to cater for coming summer.
- 10.106 Improvement to water quality instrumentation and monitoring of operational and compliance parameters needs to be installed and linked to our Telemetry and SCADA system has been planned for this financial year.
- 10.107 The above will also include setting CCP (Critical Control points) and monitoring to ensure the CCP are not breached.
- 10.108 A new proposed design has been drawn up to be peer reviewed before implementation.
- 10.109 There have been no major issues with the reticulation network system
- 10.110 Mokau WTP continues to perform within limits.
- 10.111 Communication with Treatment Plant was lost for several days in August 2019 due to electrical storm damage. This resulted in loss of compliance data so a review of resilience of existing Scada and Telemetry systems is being undertaken. Increased attendance by Treatment Plant Operators was required during this period.
- 10.112 Instrument installation for compliance with NZDWS was completed within the period with commissioning and fine tuning being carried out.
- 10.113 Both upper and lower dams have sufficient water levels.
- 10.114 Waikato Regional Council requires new consent application as the Filter backwash discharge consent condition is being breached in respect to flow rate and volume.
- 10.115 The Lower Dam underdrains continue to be monitored with no significant change in flows.
- 10.116 No major incidents within reticulation network have been experienced.
- 10.117 TE KUITI WASTEWATER TREATMENT PLANT**
- 10.118 The management of the sludge management responsibility has been inconsistent. To address this a new arrangement where the Asset Owner is now responsible for the operation of the sludge press equipment. The dredge and sludge press had to undergo significant maintenance work to bring the equipment back into a state of reliable operation. The sludge handling capacity will also be expanded to include bacterial sludge management for areas that the dredge equipment cannot reach. The loading on the sludge pond has been lessened as the sludge waste has been redirected to another pond until the level of sludge in the sludge pond has been brought under manageable levels.

- 10.119 Planned maintenance of the major plant is under way.
- 10.120 Service on two of the submersible aerators have been completed.
- 10.121 The ultraviolet disinfection reactors are scheduled for their annual service. This will involve stripping and cleaning all the parts, checking for any damage and recalibrating the lamps and sensors.
- 10.122 All operational and resource consent conditions are being complied with.

### **10.123 SLUDGE TREATMENT**

- 10.124 Sludge treatment is progressing well. In October a total of 500 tonnes of dried sludge was removed from the settling ponds, pressed and transferred to the landfill.
- 10.125 A minor improvement to the existing sludge press pipework was carried out to prevent blockages which can stop sludge production. (See photo)
- 10.126 The improvement was made as the previously installed outlet pipe system was blocking up due to sludge build up around the outlet.
- 10.127 Sludge Treatment been operating well this period, removing approx., 173 tonnes of dried sludge to the landfill in January 2019
- 10.128 The dredge electrical cable was damaged again but was quickly repaired. Investigations are on-going to prevent recurring
- 10.129 There are ongoing operational matters leading to ineffective sludge management.
- 10.130 The sludge recovery operations have been interrupted due to a mechanical problem with the sludge press.
- 10.131 The press has been dismantled due to the micro-screen being damaged by high abrasion wear and tear.
- 10.132 A new micro-screen has arrived and we are now planning to have the press reassembled.
- 10.133 We plan to have an expert arriving week beginning 19 Aug 2019 to help WDC staff reassemble the press.

10.134 Ongoing compliance with the discharge consent is being achieved.

10.135 The Sludge Press assembly has been completed with the assistance of an Engineer from Horowhenua. Training on the operation of the Press for Treatment Plant Operators has been scheduled for late November.

### **10.136 BENNEYDALE WASTEWATER**

- 10.137 The Benneydale Treatment Plant consists of a tank for settling solids, a trickling filter which supernatant liquid is pumped through and then further nutrient polishing is achieved through the floating wetland before final discharge.
- 10.138 The discharge consent has summer and winter consent conditions. The summer conditions require running the treated discharge to a soakage field from 1st November till 30 May and the winter consent provides for the treated discharge directly into the stream.
- 10.139 The Treatment Plant continues to perform adequately with maintenance on soakage lines carried out prior to the seasonal switch over.

10.140 The reticulated network is a gravity system, with no incidents recorded in the first quarter of this financial year.

### **10.141 PIOPIO WASTEWATER SYSTEM**

10.142 The Piopio Waste Water System was completely upgraded from the previous on-site privately owned domestic septic tank non reticulated disposal system.

10.143 Design work and construction for the reticulation and treatment plant was implemented over several years prior to this.

10.144 After completion the Supplier and main Contractor, Innoflow, operated the system until 2014 when WDC took over from Innoflow when the operations and maintenance contract ended and WDC decided not to renew it.

10.145 At that time WDC incrementally assumed responsibility of other treatment plants from the previous contractor, notably the newly upgraded Te Kuiti Waste Treatment Plant. The plan was that scale capacity was potentially available and the additional time could be used to maintain and operate the Piopio Waste Water System.

10.146 After carrying out preventative maintenance to most of the on-site (residential) systems, WDC are producing excellent quality discharge and complying with the plant discharge consent conditions.

10.147 This plant is operating satisfactorily and meeting its consent conditions.

10.148 Improvement to monitoring of several operational and compliance parameters needs to be installed and linked to our Telemetry and SCADA system, as has been planned for this financial year.

10.149 The Plant has continued to perform well within compliance of discharge consent conditions for last 6 months.

10.150 Improvements to the monitoring and control system are scheduled for the third quarter of this Financial Year/

### **10.151 TE WAITERE WASTEWATER**

10.152 The Te Waitere Waste Water Discharge Consent has been successfully renewed for a further 25 years.

10.153 In addition the consent makes provision for expansion of the scheme.

10.154 The soakage field shows signs of failing and there is no spare capacity in the scheme.

10.155 Should Te Waitere show an increase in development a larger, new or refurbished soakage field will be required as a minimum requirement of the next consent.

10.156 The existing soakage field size is based on the existing dwellings, boat amenities and public toilets plus an increase of eight dwellings for future growth.

10.157 The Te Waitere sewer pump has been replaced.

10.158 No issues have been experienced with this system during the July/August 2019.

10.159 There have been two properties connected to the wastewater network system during the July/August period.

10.160 There has been an unusually large flow recorded with no conclusive explanation. Inspection of the Soakage Field shows no impact.

10.161 Two new connections have been paid for and installed. No incidents have been recorded in reticulated network.

### **10.162 TE KUITI WASTE WATER NETWORK**

10.163 The part of the sewer trunk main located in Taupiri Street is in poor condition.

10.164 This sewer trunk main transports sewage from Te Kuiti to the main sewer pump station. It also transports the sewer from both meat works and the industrial area.

10.165 This pipe is also in excess of 2 meters deep and runs along the centreline of Taupiri Street.

10.166 To enable the replacement of this pipe, a bypass pipe is required to carry the sewer while the old one is replaced.

10.167 As the traditional open trench method is very destructive to existing infrastructure, like roads and other utilities, the method to replace the old pipe will be to insert a smaller diameter continuously welded PE pipe into the old trunk main.

10.168 The sewer trunk main must remain in operation and therefore a temporary bypass line equal in capacity to at least the average daily dry weather flow will be required.

10.169 As the bypass pipe will have sufficient capacity to function as a standalone trunk main during normal operation, the main trunk main will not be required to be the same diameter as it originally was designed to be the only trunk main, as the sewer flows will be split between the 2 trunk mains.

10.170 This will provide future flexibility and robustness for increased capacity, as well as better maintenance when the trunk mains require flushing out, etc.

10.171 The first section of the bypass pipe that will be proposed is from the main sewer pump station along Hinerangi Street to Alexandria Street and then tie back into the Taupiri Street trunk main.

10.172 A survey and design has been initiated to confirm the feasibility of this project along that alignment.

10.173 The Taupiri Street Wastewater pipe network upgrade project has been successfully procured, awarded and is underway.

10.174 All pump stations are regularly inspected and maintenance work undertaken.

10.175 All sewer pump station have been operating well

10.176 There have been several sewer overflows due to recent heavy rainfall events, but always attended to within WDC's target response times to minimise impact on environmental and public health issues.

10.177 Remedial work was carried out on a sewer main within SH3 (Carrol street).

10.178 An electrical issue experienced at the Redwood Sewer Pump Station was resolved by the Network Contractor. All other pump stations are working well.

10.179 Overflows experienced, due to blockages within wastewater pipes, were responded to and resolved by the Network Contractor within expected timeframes.

**10.180 TE KUITI STORM WATER**

10.181 No matters to report on.

10.182 There was a Stormwater issue with the network at Mangarino Road, which is was found that a portion of pipe was blocked by willow tree roots. A Water Jetter was engaged which has resolved the issue in short term.

<b>Capital Projects</b>
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**11.1 WATER**

**11.2 TE KUITI**

11.3 The majority of capital upgrade projects originate from work identified in the Te Kuiti urban area.

<b>Water Treatment Plant Upgrade</b>		
<b>Phase 1</b>		
Te Kuiti WTP Upgrade	Rebuild Water Treatment Plant	Completed
<b>Phase 2</b>		
New Intake Structure	Construct a new raw water intake structure	<p>Delayed due to the river level being too high to construct the coffer dam. There is a high risk of flooding the work. Although this work did commence, the river level is still a cause for major health and safety concern. A coffer dam is being built at additional cost to be able to work in relative safety. The contractor is investing in additional equipment to complete the work at his own cost.</p> <p>Progressing</p> <p>Work is now progressing very well. The intake pump and valve chambers is been installed.</p> <p>The electrical and control conduits and cables are been installed.</p> <p>The intake screen been installed, the air compressor has been installed. All the associated valves and pipe work, including electrical work has been completed.</p> <p>The intake system was commissioned recently end of October 2018 with success and currently operating.</p> <p>Finalizing and documentation been completed for total completion of project.</p> <p><b>Completed</b></p>
<b>Phase 3</b>		
Old Building Demolition	Remove old building to make way for new	Completed

	driveway entrance and chemical tanker fill area	
Entranceway	Reinforced concrete driveway and chemical bunded fill hard stand for trucks	Contract now completed. Entrance and exit gates has been procured to finalise site security and access control. Work has just begun, with the two main entrance. The cables and electronic gates should be completed by end of next week (14 Sept 2018) The installation of the entry gate to be complete by end of November. The treatment plant perimeter fencing to be completed end of November 2018. <b>Completed</b>
Refurbishment of Clarifiers	Cleaning, condition assessment and epoxy coating of clarifiers	This contract has successfully been completed.
<b>Phase 4</b>		
Te Kuiti WTP	Refurbishments of Filters 3 & 4	Completed

11.4 All completed and commissioned.

<b>Te Kuiti Water Treatment Upgrade</b>		
Total Approved Tender cost \$	Project Actual Cost \$	Variance \$ (+/-)
\$7, 466, 584.00	\$8, 009, 046.29	-\$542, 462.29

<b>Water Reticulation Renewals</b>		
Hetet Street Main Replacement	Replace 100 mm FC main in Hetet Street	Contract now completed
Henderson and Earl Street	Complete ring main feed from Earl Street to Henderson Street	Contract now completed
Edward Street Main Replacement	Replace 100 mm FC water main in Edward Street	Tender documents being drafted and the project will start in the next financial year. Funding will have to be carried over for this project into the next financial year.

<b>Reservoir Seismic Strengthening</b>		
Seismic Strengthening: Mangarino Reservoir	Clean out cracks and seal, condition assessment, replace valves	To be programmed

## 11.5 BENNEYDALE

11.6 Provision has been made for unforeseen renewals and capital works that may arise. Overall the Benneydale WTP and reticulation is in very good condition with the reticulation and the WTP renewed less than 10 years ago.

<b>Benneydale Water Renewals</b>
Nothing planned for this Financial Year

## 11.7 PIOPIO

11.8 The Piopio reticulation is scheduled to be renewed as per the LTP. To do this renewal without major shutdowns affecting the whole town some preparation work is required to allow supply from other mains to reduce the affected properties.

Water Reticulation Renewal		
Tui Street Ring Main Feed	Complete the Tui Street to Moa Street ring main and build a new pipe bridge across the Kuratahi Stream	<p>Tender documents are being drafted. This work will only be able to be started in the next financial year and the current funding will have to be carried over into the next year.</p> <p>This capital works project to be implemented this FY 2018-19. The tender document has been finalized and uploaded on Tender link.</p> <p>This project will not be implemented this FY due to unavailability of funds.</p>
Water Reservoir Replacement	Supply, installation and commissioning of a 500 000l reservoir	<p>The tender for the Piopio reservoir replacement has been awarded. Work will commence after all contract documentation and insurance is received by Council and approved. This includes all health and safety documentation. Design is underway at this stage, Plan for the contractor to be onsite in end of February 2019 to start.</p> <ul style="list-style-type: none"> <li>The project is almost completed.</li> <li>Reservoir is completed</li> <li>All Pipework is completed</li> <li>Valves and Magflow meter is completed</li> <li>Disinfection and de-chlorination is completed</li> <li>Water samples were collected this week and waiting for results, before final inspection and connection to town supply system.</li> </ul>
		

11.9 All completed and commissioned

Name of Capital Project	Total Approved Tender cost \$	Project Actual cost \$	Variance \$ (+/-)
Piopio Water Reservoir Upgrade	\$324, 776.88	\$342, 230.01	-\$17, 453.13



**11.10 MOKAU**

11.11 The Mokau Water Reticulation has been identified as being in poor condition with several major bursts occurring during September 2016. This prompted a condensing of the Renewal programme that saw the main along North Street being replaced from Oha Street to Rerenga Street, a distance of approximately 550 meters.

Water Reticulation Renewal		
Tainui Street	Replace 100 mm FC main in Tainui Street. This is the second phase in the water main renewal programme	Tender documents in progress. This project will be done in conjunction with the Aria Terrace project scheduled for next year to combine the work. This is to allow savings in the establishment and disestablishment of the contractor's costs. Current year funds will have to be carried over for the next financial year.  This tender for the capital works project has been delayed due to need for further investigation into asset condition.

**11.12 WASTEWATER**

**11.13 TE KUITI**

11.14 The upgrade of Te Kuiti WWTP was completed about 4 years ago. Most of the optimisation has been completed and the plant is treating waste water to the consented standards

Waste Water Treatment Plant		
Oxidation Pond Aeration	Improve the aeration in the oxidation pond. The first aerator was installed with a further 5 to be added. This will allow algae growth control as well as improve pre-treatment of the returned liquid.	Programmed for 2018. This work has not progressed and has been put on hold for the time being.

Chemical tank bunded fill area	Chemical bunded fill hard stand for trucks. This is a Health and Safety requirement	The tank installation and dosing pump connecting up is complete.
Storage Shed	Storage area of equipment	This work is completed.
<b>Waste Water Reticulation Renewal</b>		
Carroll Street Sewer Replacement under Railway	Insert a new continuous PE pipe into the old concrete sewer main	This work is completed.
Sewer Replacement under the River	Drill and pull a new 180 mm under the river to replace the leaking old 150 mm FC inverted syphon.	Completed.
Taupiri Street Augmentation	Install a new 350 mm sewer main along Hinerangi Street from Taupiri Street to the main pump station	Contract awarded. Work was stopped due to health and Safety concerns that were raised. Work has re-commenced after all identified H&S issues were addressed and mitigation put in place. Progressing but almost completed. Project completed

Name of Capital Project	Total Approved Tender cost \$	Project Actual cost \$	Variance \$ (+/-)
Te Kuiti Taupiri St. Reticulation Upgrade	\$399, 078.75	\$373, 155.35	+ \$25, 923.40

### 11.15 BENNEYDALE

11.16 Provision has been made for unforeseen issues that require attention.

### 11.17 PIOPIO

11.18 The UV disinfection unit was completely rebuilt to get the E.Coli control back to Discharge Consent limits.

### 11.19 TE WAITERE

11.20 A new pump is being installed at the main pump station.

### 11.21 STORMWATER

#### 11.22 TE KUITI

11.23 The Te Kuiti Storm Water Network has been designed for a 1:2 year rainfall event. Overall the system copes very well and improvements have seen a reduction in flooding areas. A Flooding Model was developed and the only major flooding area was identified as a section of flat ground along Waitete Road near Farmland and Hynds. The design calls for a 1,200 mm diameter storm water pipe from the farm beyond the rail line to the Mangaokewa River. The existing pipe changes from a 1,200 mm diameter to a 600 mm pipe under Waitete Road and this will be upgraded.

Storm Water Reticulation		
Waitete Road Augmentation	Install an additional 600 mm storm water pipe alongside the existing to improve drainage	Tender documents are being drafted This capital works project to be implemented this FY 2018-19. The tender document has been finalized and uploaded on Tender link Tenders have been received and reviewed by tender evaluation team (TET). Work deferred to the next financial year.
View Road Augmentation	Install a wingwall, complete pipe work and install connecting pipes to design size	This project has been completed and is working well.
Hospital Road Extension	Install a 600 mm stormwater pipe to eliminate health and safety issues at an open drain.	Tender documents are being drafted This capital works project to be implemented this FY 2018-19. The tender document has been finalized and uploaded on Tender link. Tenders have been received and reviewed by tender evaluation team (TET). This project has been canceled

## General

### 12.1 TE KUITI WASTEWATER

12.2 A proposed variation to the Te Kuiti Waste Water Treatment Plant Effluent Discharge Consent Conditions has been made. This has come about due to the cost and practical implications for certain consent conditions. In particular one of the conditions is to do a fish migration study from the discharge point at the Te Kuiti Aerodrome all the way up the Mangaokewa from its origin and including all the tributaries.

1. It was agreed that an in-house assessment with the aid of a methodology (currently under review by NIWA) can be used.
2. In addition the Te Kuiti Waste Water Treatment Plant bore assessment can be conducted by consultants other than NIWA. This was completed by Tonkin + Taylor at a reduced cost.

### 12.3 TE KUITI WATER

12.4 An alternative source water supply investigation is underway. The initial project scope was to investigate the feasibility, and subsequent siting, of a suitable off-stream storage dam upstream of the Te Kuiti Water Treatment Plant.

1. A trial, reported on separately, is under way to treat the river abstracted water for iron and manganese removal and this appears to be successful.
2. A change in scope has been done to locate a suitable underground source and this was completed recently. The report from Tonkin + Taylor is submitted as an Annexure to this report.

3. The findings of this desktop study are encouraging with a plentiful supply potentially available in relative proximity to the Te Kuiti WTP.
4. In 2004 a trial bore was sunk near the Mangarino Reservoir that is being investigated for a change in condition and flow, as well as water quality.
5. This bore had a high Iron and Manganese content.
6. The existing bore trial tests were unsuccessful, with the bore casing found to be leaking and much shallower than the recorded depth, potentially reflecting bore collapse.
7. A new investigation bore was sunk at Te Kuiti domain to ascertain the depth and yield of a limestone layer that was expected to be water bearing. Ultimately, the drilling was terminated at a depth of 69m due to being unable to locate the target aquifer and with no evidence found of the recorded geology. This investigation bore will now become a monitoring bore for the purpose of the next stage of investigations.

### **12.5 WATER METER READING**

1. Water meter readings commenced this week and will be completed in the next 3 weeks.
2. The water meter reading system will automatically produce a report on-site if the reading is abnormal, (10% over previous reading). This will then flag that particular meter for follow up for a possible leak. This system provides the opportunity for the operator to check the reading onsite and should reduce reading errors.

### **12.6 NZDWS COMPLIANCE**

1. Drinking Water Assessor visited the water treatment plants to familiarised with the processes and understand what we are doing to improve our reporting. He also assessed all our four WDC staff on the competency of instrument verification and calibration.
2. Ministry of Health through the Drinking Water Assessor (DWA) has now approved all the water operators as competent to Verify, calibrate and carry out water sampling and analysis.
3. The DWA will be visiting the Treatment Plants to carry out audits for Piopio and Benneydale Water Safety plans before the end of May 2019.

### **12.7 QUALITY MANAGEMENT SYSTEM (QMS)**

1. A QMS system is under development to document how we do things for the Water and Wastewater Treatment and pipe network. This includes: -
  - a) Standard Operating Procedures
  - b) Plant functional descriptions
  - c) Plant layout or schematics
  - d) All plant Critical Control Point (CCP) and how to manage each CCP.
2. WDC is developing SoP's for all critical control points. The finalised SoPs are being implemented by the Operators.

12.8 **TRAINING**

1. Upskilling staff on troubleshooting, process related issues, legislative and issues related in specific treatment issues are being undertaken. This onsite training has improved technician participation and encouraged staff to strive for higher achievements.

**Suggested Resolution**

The Progress Report: Water Supply, Sewerage and Stormwater be received.



TONY HALE  
**GENERAL MANAGER – INFRASTRUCTURE SERVICE**

27 August 2019

## Addendum One - Complying to DWSNZ 2005 (2008)

### Complying to DWSNZ 2005(2008) – Water Treatment plant Compliance

#### 1.1 Drinking Water Standards 2005 (Amended 2008)

1.2 The Health (Drinking Water) Amendment Act 2007 amended the Health Act 1956. This imposed a duty on all water suppliers to ensure their water is safe to drink.

1.3 Drinking water supplies must meet the standards as set out by the Drinking Water Standards 2005 (Amended 2008).

1.4 These Standards are to ensure a minimum safe standard for drinking water, appropriate for the level of population and compliance with statutory monitoring requirements.

#### 1.5 Treatment Process and Log Reduction

1.6 The supply of treated drinking water is a process that takes place from the abstraction at the source through to the customer service connection "the toby". To mitigate the risk for public health a number of barriers against risk of potential contaminant are introduced to eliminate, or at least minimise, the risk to acceptable levels.

1.7 There are 3 dominant levels of potential contaminants that may cause harm to public health, namely:

1.7.1 Protozoa with the standard organism determining the level of treatment being Cryptosporidium.

1.7.2 Bacteria with the standard organism determining the level of treatment being Escherichia Coli (E.Coli).

1.7.3 Pollutants that occur with specific treatment for the type of environmental, chemical or other pollutants.

*To take account of the additive effect of a series of cumulative treatment processes on the removal of protozoa, 'Log Credits' are used, Cryptosporidium being used as the reference organism. The level of treatment and the resultant "Log Credits" are detailed in the DWS NZ 2005 (2008). The log credit for a treatment process is related to the percentage of the protozoa the process can remove, by the expression:*

$$\text{log credit} = \log_{10}[1/\{1-(\text{percentage removal}/100)\}]$$

1.8 The Drinking Water Assessor appointed by the District Health Board assigns the Log Credits after an assessment is made of the raw water source and abstraction location.

1.9 The level of treatment is determined by the Log Reduction required with resulting Credits obtained to assign a score to the treatment barriers provided.

1.10 Treatment processes range from:

- Bores – secure, interim and non-secure.
- Surface water – rivers, streams, dams and lakes.
- Coagulation / flocculation – chemical application to collect and attract particles together to become heavier for easier removal through Sedimentation process.
- Sedimentation – settling of heavier and flocculated particles.
- Filtration - this can be through various types of filters with sand being the most common type.
- Disinfection – can either be chemical (chlorine, ozone, etc.) or by means of irradiation (ultra-violet light).
- A combination of the above.

1.11 Each treatment process, or barrier, reduces the risk of harm to public health. To test for the effectiveness of the treatment, the water quality is tested and monitored for compliance both with operational and regulatory requirements. The regulatory compliance results are reported to the District Health Board.

1.12 The appropriate level of monitoring is determined by the population size of the drinking water scheme. The smaller the population the lower the risk of a major outbreak of disease with a resultant smaller impact. The drinking water schemes in the Waitomo District under Council's control fall in a small scale range:

- Te Kuiti – Minor (permanent population less than 5,000)
- Benneydale – Small (permanent population less than 500)
- Piopio – Small (permanent population less than 500)
- Mokau – Small (permanent population less than 500)

1.13 The DWS NZ prescribes the number, frequency and maximum period of days between sampling for various compliance criteria. The test has to be performed to strict standards at an accredited laboratory. WDC currently send all compliance samples to Watercare Laboratories in Auckland. Operational sampling is done by means of portable analysers and on-line instrumentation.

1.14 During the latest Drinking Water Supply Audit, performed by the Drinking Water Assessment Team (Waikato District Health Board), WDC was praised highly for its efforts to take all practical steps in complying with the Drinking Water Standards and to provide safe, wholesome water to its residents despite technically not being compliant with the protozoa log reductions.

### 1.15 **Te Kuiti Water Supply**

1.16 In accordance with the DWS NZ, the Te Kuiti water supply is classified as a Minor Water Supply due to Te Kuiti's permanent population being less than 5,000 residents.

1.17 At this time, the water treatment process technically does not meet the standard which requires Log 4 and application for verification will be made soon to meet compliance.

- 1.18 All four filters have now been fitted with the required turbidity meters and the UV reactors are functioning as required. Meeting log credits should be attainable and application for compliance will be made soon.
- 1.19 The Te Kuiti water supply has been confirmed safe to drink and the supply is continuously monitored for compliance utilising on-line analysers for direct compliance reporting.
- 1.20 The WDC sampling and testing regime is more than the minimum required by the DWS NZ to manage any potential risk as a result of potential failure of one of the treatment processes.
- 1.21 Although technically not compliant in accordance with the New Zealand Drinking Water Standards, the treated drinking water is safe to drink, as it undergoes the following treatment barriers:
- Coagulation, sedimentation and filtration
  - Ultraviolet disinfection through multi-wave UV reactors (now certified)
  - Chlorination
- 1.22 Since the first phase of the upgrade project has been completed the WTP has been treating water to meet the DWSNZ.
- 1.23 Work is still continuing on the Intake site of the Water Treatment plant. These work includes: -
- 1.23.1 Supply and Installation of Intake pump chamber and pumps- COMPLETED
  - 1.23.2 Supply and Installation of valve chamber and valves - COMPLETED
  - 1.23.3 Supply and Installation of all electrical works- WIP
  - 1.23.4 Supply and Installation of raw water intake screens - COMPLETED
  - 1.23.5 Supply and Installation of Air compressor - WIP
  - 1.23.6 Supply and Installation of water and electrical monitoring devices and instruments.- WIP
  - 1.23.7 Supply and Installation of building to house all the controls, devices and instrumentations - COMPLETED
- 1.24 Work still continuing around both gates and the filters areas.- WIP
- 1.25 Piopio Water Supply**
- 1.26 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms). There have been no issues with the Piopio water supply and the water is safe to drink.
- 1.27 The Piopio Water Supply is classed as a Small Water Supply due to having a population less than 500 inhabitants.
- 1.28 Piopio's treated reticulation water supply complies with the Log 4 treatment requirements.
- 1.29 The Piopio treated reticulation water supply is compliant with the bacteriological requirements and is safe to drink.
- 1.30 The drinking water quality is within Drinking Water Standards.

1.31 The membrane unit has gone through replacement of all 18 modules at the end of August 2018. The plant is now complying with level 4 log credit removal. Additional monitoring operating criteria has been added into the SCADA system to effectively manage the membrane treatment process.

### **1.32 Benneydale Water Supply**

1.33 The source water was assessed to require treatment to Log 3 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms).

1.34 The current configuration of the treatment process does not deliver the required Log reduction due to the UV's not being certified. WDC is in discussion with the Waikato District Health Board to address compliance with the required barrier arrangements. These restrictions are technical in nature that prevents log credits being obtained for treatment barriers in place.

1.35 The Benneydale reticulated treated water supply is compliant for bacteriological requirements and is tested safe to drink.

1.36 Work was done to the intake screen to unblock the screen.

### **1.37 Mokau Water Supply**

1.38 The water source was assessed to require treatment to Log 4 (due to the raw water source being a river/stream with a certain level of contaminants and potential disease causing organisms)

1.39 The WTP does not currently achieve the Log 4 requirement. The plant incorporates both chlorine and Ultra-Violet disinfection (not certified) treatment processes to disinfect the treated water that allows safe drinking water to the community. The source water has a high concentration of iron and the treated water is aesthetically affected by colour, taste and odour.

1.40 Investigation on source water to provide evidence to reduce log 4 to log 3 credit removal conducted by Opus International Consultants on the 28 August 2018.

1.41 Cyanobacteria Management Protocol was received from Opus and forwarded to Waikato District Health Board for approval in October 2018.

## Addendum Two - Wastewater

### 2.1 Piopio Scheme

- 2.2 The Piopio scheme differs from conventional gravity schemes in that it collects only grey water effluent from individual septic tanks, pumping the effluent to a modular treatment plant via small diameter, MDPE rising mains. The reticulation and treatment plant are in virtually new condition and are performing well. Discharge from the treatment plant is to the Mokau River and is consented until 30 June 2028.
- 2.3 The operation and management of the plant is done in-house.
- 2.4 The reticulation scheme services the residential and business areas of Piopio as well as the College and the Primary School. The scheme has modest spare capacity for an additional 25 residential houses. Beyond that, treatment plant and pump station capacity and consent discharge volumes would need to be reviewed.
- 2.5 The Piopio system came about because of the history of poor soakage in the locality due to the soil type and high groundwater table. The associated public health related concerns, were key factors leading to the demand for installation a public wastewater scheme at Piopio.
- 2.6 Operation of the reticulation scheme has been brought in-house, providing direct and integrated control over management and service delivery, but with an increased demand on the capacity of existing human resources this service is becoming quite difficult to maintain cost effectively.

### 2.7 Benneydale Scheme

- 2.8 The Benneydale WW treatment plant has been refurbished, upgraded and re-consented in recent years. The scheme is now in good condition and operating within the required consent parameters. The current consent expires 1 May 2025.
- 2.9 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.
- 2.10 Flushed all land application lines in last month

### 2.11 Te Waitere Scheme

- 2.12 The current scheme involves collection and pumping of septic tank effluent to a community soakage field. No additional treatment is provided.
- 2.13 Operation of the scheme is provided in-house, providing direct and integrated control over management and service delivery.

### 2.14 Te Kuiti Scheme

- 2.15 Work on upgrading the Te Kuiti Wastewater Treatment Plant (WWTP) has been completed following a major process of design. The end result is a renewed WWTP achieving stringent effluent quality standards under challenging operating conditions.
- 2.16 As with the other WW schemes, operation of the plant has been brought in-house, providing direct and integrated control over management and service delivery.

- 2.17 The plant is much more complex with many additional operator controlled inputs and maintenance requirements including sampling to ensure environmental compliance.

### Stormwater

- 3.1 The primary purpose of WDC's Stormwater (SW) infrastructure is to provide protection to residential and commercial property from surface flooding.
- 3.2 The SW system comprises two components. The primary component relates to the SW networks consisting of open drains, approximately 31km of SW pipes, manholes and discharge structures in urban areas. The secondary component consists of overland flow paths, including the roading network.
- 3.3 WDC has an inventory of information on pipe lengths, diameters, material types and manhole locations for Te Kuiti. The information is mainly anecdotal and the spatial presentation needs a lot of work to reflect reality. The same information is not available at the other urban townships.
- 3.4 In all cases, there is only anecdotal data available on asset condition and performance of sections of the network or the network as a whole. A programme to progressively collect this information is a high priority in the Asset management space and is done in association with the design size plan provided through the network model.
- 3.5 SW assets (and other key infrastructure) at Waitomo Village is privately owned and do not form part of the WDC services.

### Key Issues/Considerations for the Activity

#### 4.1 Renewals Programme

- 4.2 The SW reticulation is ageing and parts of it are in poor condition. WDC has a structured Renewals Programme based on existing information. This work will be targeted by procurement of services as governed by the program and/or budget availability.
- 4.3 The renewal programme over the life cycle of the existing assets be managed in-house and procured as needed..

#### 4.4 Climate Change

- 4.5 Climate change is expected to impact on LoS e.g. SW drainage capacity, effectively reducing the design standard of a 2 year event to something less than that.
- 4.6 Increased frequency and intensity of rainfall is expected along the west coast of New Zealand. This could impact on beach communities mainly through beach erosion.

#### 4.7 Inflows – Impact on Wastewater Network

- 4.8 There is an overlap between SW and wastewater services. It is not unusual for roofwater downpipes to be connected to sewerage laterals, or gully traps to be used as sumps on residential properties, especially where ponding is a problem.

4.9 In Te Kuiti, high inflow has been documented as one of the key factors needing to be addressed to protect the sewerage capacity and performance.

4.10 To mitigate this problem an effective SW system in urban areas is required.

### 4.11 Safety

4.12 There are a number of strong recommendations for SW systems resulting from a Coroner Report following the death of a child who fell into a SW manhole in 2009.

4.13 The most significant of these recommendations is:

(i) That Territorial Local Authorities take immediate steps to secure manhole covers or fit safety grilles to manholes which:

(a) have been identified with a potential for surcharging through network modelling studies; and

(b) to existing manhole covers with a known problem with surcharging as reported through existing stormwater operation and maintenance contracts and programmes

4.14 This has been address by a H&S assessment of the existing network in Te Kuiti. This information will be used for the implementation plan to remove or mitigate all risks.

### Levels of Service (LoS)

5.1 The SW reticulation has been designed to cope with 1 in 2 year storm events. Beyond that, the SW system relies on secondary, overland flow paths to drain excess surface water.

5.2 Current LoS include reducing the threat of flooding of property, responsiveness to customer services during flood events and managing the adverse effects of SW on the quality of the receiving water.

5.3 The public expectation is that the SW system not pose a risk to the most vulnerable persons in the community.

5.4 This service is currently managed by the WSBU and carried out under the network services contract.

**Document No:** A453008

**Report To:** Council



**Meeting Date:** 26 November 2019

**Subject:** Progress Report: Solid Waste Services

**Type:** For Information

## Purpose of Report

- 1.1 The purpose of this business paper is to brief Council on the current work streams within the solid waste management portfolio, including contracted services.

## Statutory Considerations

- 2.1 Waitomo District Council has a statutory responsibility under the Waste Minimisation Act 2008 to promote effective and efficient waste management and minimisation within Waitomo district, and to review its Solid Waste Management and Minimisation Plan (SWaMMP) no later than every six years. The SWaMMP 2018-2028 is currently in use and is available on WDC's website.
- 2.2 The Waste Minimisation Act 2008 encourages a reduction in the quantity of waste generated and disposed of in landfills, with the aim of reducing the environmental harm of waste while providing economic, social and cultural benefits
- 2.3 A key element of the Act is a waste levy applied to all wastes disposed to landfill. The levy is \$10 plus GST per tonne. The purpose of the levy is to increase the price of waste disposal to better reflect the cost of waste on the environment, society, and the economy and to generate money for waste minimisation initiatives.

## Background

- 3.1 The SWaMMP is WDC's "tactical" plan in support of the Council's LTP, with linkages to Council bylaws pertaining to waste management related matters. It represents a combination of the statutory requirement for a waste minimisation plan, and WDC's solid waste asset management plan.
- 3.2 The Waste Minimisation Act 2008 (WMA) requires a waste assessment to be undertaken and used to inform the review of the SWaMMP. The assessment provides the necessary data on waste and diverted material streams to determine priorities. The most recent assessment was completed in 2017 and was made available to the Medical Officer of Health (in satisfaction of the WMA) for review and sign off. The Waste Assessment is also required to be included with Council's draft SWaMMP.
- 3.3 Waitomo District Solid Waste Bylaw 2009 aims to ensure that household waste is reduced, collected and disposed of in the interests of public health and in an efficient and cost effective manner. It provides for the efficient collection and recovery of recyclable waste and management of waste management facilities for the optimum disposal or recycling of waste.

- 3.4 The current funding of Council's solid waste management services is through a combination of general and targeted rates, which cover mainly the original establishment cost and disposal of recyclables, while user charges are used to fund operational costs relating to collection and disposal, structured so that they incentivise waste minimisation practices.

### **Solid Waste Management**

- 4.1 Solid Waste Management is the combination of asset management, financial, engineering and technical practices to reduce and dispose of general refuse and the promotion of waste minimisation.
- 4.2 The Solid Waste Activity provides for education on waste minimisation, collection and separation of recyclables, and the disposal of residual waste to landfill.
- 4.3 WDC is meeting its waste management obligations under the WMA and SWaMMP by providing:
- weekly kerbside refuse and recyclables collection services
  - rural transfer stations, including free recycling services
  - street side recycling units
  - a fully engineered landfill for the safe disposal of residual solid wastes
- 4.4 The service levels, strategies and information requirements contained in the SWaMMP become the basis for performance orientated contracts let for service delivery. Risks associated with delivery of the collection, waste transfer stations and landfill are mitigated by effective contract management including monitoring of contractor performance and ensuring regular reporting of core service and activity data.
- 4.5 Bi-annual waste audits of the kerbside collection bags have been conducted since 2008 as required by the SWaMMP. The purpose of the kerbside audits is to collect data to monitor the effectiveness of waste minimisation services and to assess waste disposal trends in consumer behaviour. Over recent years, it has been identified that the waste audit methodology needed to be reviewed to ensure the data collected provided the necessary information to measure the success of initiatives to increase diversion and reduce waste to landfill.
- 4.6 **The next waste audit is scheduled for May 2020.**
- 4.7 From recent audits, the amount of organic product going to landfill has been identified as a concern, with increased focus required to improve diversion potential at source, change consumer behaviour and reverse this trend in order to meet KPIs going forward.
- 4.8 **Big Belly Bin Trial**
- 4.9 Big Belly Bins have been trialed over the previous year and have provided enough data to prove their cost effectiveness.
- 4.10 The bins are rented from Manco at a cost of \$50.00 per week each.

Description	Litres Deposited Sep 2018	Litres Deposited Oct 2018	Litres Deposited Nov 2018	Litres Deposited Dec 2018	Litres Deposited Jan 2019	Litres Deposited Feb 2019
Running total - litres to date	1,022.00	4,202	6,246	10,561	14,082	15,030
Benneydale	480 (7.9 days)	1,499 (28 days)	454 (20 days)	2,607 (44 days)	1,987 (11 days)	498
Haggas Point Lookout	542 (10 Days)	1,681 (29 days)	1,590 (30 days)	1,708 (35 days)	1,534 (19 days)	450
<b>Total for month</b>	<b>1,022</b>	<b>1,149</b>	<b>2,044</b>	<b>4,315</b>	<b>3,521</b>	<b>948</b>

Description	Litres Deposited Mar 2019	Litres Deposited Apr 2019	Litres Deposited May 2019	Litres Deposited June 2019	Litres Deposited July 2019	Litres Deposited Aug 2019
Running total - litres to date	15,978	17,127	19,511	21,327	23,937	27002
Benneydale	618	558	1,476	1,362	1,816	2271
Haggas Point Lookout	633	591	908	454	794	794
<b>Total for month</b>	<b>1,251</b>	<b>1,149</b>	<b>2,384</b>	<b>1,816</b>	<b>2,610</b>	<b>3065</b>

Description	Litres Deposited Sep 2019	Litres Deposited Oct 2019	Litres Deposited Nov 2019	Litres Deposited Dec 2019	Litres Deposited Jan 2020	Litres Deposited Feb 2020
Running total - litres to date	29840	33814				
Benneydale	1816	2498				
Haggas Point Lookout	1022	1476				
<b>Total for month</b>	<b>2838</b>	<b>3974</b>				

- 4.11 Updated signage has been installed at the unconsented greenwaste disposal site in Mokau. The signage states that Illegal Dumping of Rubbish and Greenwaste is prohibited under the Litter Act 1979.
- 4.12 Hidden surveillance cameras have been trialled at three different sites with evidence showing after-hours activity at the transfer stations. Cameras will now be used randomly across the five transfer Station sites. The intention will be to prosecute offenders whenever possible in an attempt to deter this inappropriate behaviour. Te Kuiti Landfill will also have three cameras installed in the New Year.
- 4.13 **Landfill**
- 4.14 The Waitomo District Landfill has a previously consented volume of 232,000 tonnes.
- 4.15 A new consent came into in effect from 24 September 2019 for a term of 35 years. This allows WDC to put into practice its optimised fill capacity strategy (increased to approximately 420,000 tonnes).
- 4.16 Investigations in 2017 confirmed actual landfill fill volume was approximately 173,000m<sup>3</sup> (equivalent to 155,000 tonnes) compared to the consent limit of 232,000 tonnes. It was estimated that consented capacity will be reached by 2023. The existing landfill consent term expired in 2033.

- 4.17 The physical capacity of the landfill will be increased over the next two financial years by raising the design finish level of the current footprint. That will require lining of the corresponding height of the high-wall. The life of the landfill, at current annual fill rates, will be extended to approximately 2044 i.e. beyond the term of the current consent (2033).
- 4.18 The chosen consent renewal option (as per Council resolution) involved renewing the consent to realise the full potential of the investment required (approximately \$1.5M) to extend fill capacity though to 2044. It avoided the s.128 review process, was no more onerous than a consent variation, provided a longer term without the need to construct a new cell at significant additional capital cost, and best aligned consent life with landfill capacity.
- 4.19 A detailed topographical survey was repeated in July 2019 to determine the actual landfill fill volume to reconcile with weighbridge tonnages. The survey showed that the actual volume of the landfill is 202,000m<sup>3</sup>, equivalent to 181,000 tonnes. Annual tonnage was 11,100 tonnes, slightly higher than the 9,800 tonnes surveyed in 2017. Annual weighbridge tonnage over the same period was also 11,100 tonnes.

Description	Tonnes Deposited July 2018	Tonnes Deposited Aug 2018	Tonnes Deposited Sept 2018	Tonnes Deposited Oct 2018	Tonnes Deposited Nov 2018	Tonnes Deposited Dec 2018	Tonnes Deposited Jan 2019
Deposited to Date	158,512.50	159,513.28	160,469.26	161,327.45	162,415.67	163,278.92	160,469.87
WDC Bags Collected	1.26	1.20	1.32	1.20	1.18	1.72	1.42
Total over Weighbridge	1059	1085.05	1018.81	929.71	1575.64	933.12	1009.10
Less Diverted Recycle	28.61	41.12	34.32	39.93	468.61	45.13	33.51
Less Stock out Gate	27.75	44.35	29.86	32.79	20.00	26.46	20.42
Total To Landfill	1003.90	1000.78	955.98	858.19	1088.22	863.25	956.59
Tonnage Space Available	73,487.50	72,486.72	71,530.74	70,672.55	69584.33	68721.08	67764.49

Description	Tonnes Deposited Feb 2019	Tonnes Deposited March 2019	Tonnes Deposited April 2019	Tonnes Deposited May 2019	Tonnes Deposited June 2019	Tonnes Deposited July 2019	Tonnes Deposited Aug 2019
Deposited to Date	165,238.95	166,211.28	167,358.19	168,455.27	169,424.68	170,523.78	171661.52
WDC Bags Collected	0.79	1.14	0.82	1.14	0.74	0.65	1.11
Total over Weighbridge	1,060.58	1,049.72	1,225.09	1,168.79	1,021.20	1,165.93	1202.54
Less Diverted Recycle	34.39	40.50	42.78	42.20	28.05	39.38	41.33
Less Stock out Gate	23.54	36.89	35.4	30.65	26.50	28.10	24.58
Total To Landfill	1,003.44	972.33	1,146.91	1097.08	967.39	1,099.10	1137.74
Tonnage Space Available	66,761.05	65,788.72	64,641.59	63,544.51	62,575.1	61,476	60338.26

Description	Tonnes Deposited Sept 2019	Tonnes Deposited Oct 2019	Tonnes Deposited Nov 2019	Tonnes Deposited Dec 2019	Tonnes Deposited Jan 2020	Tonnes Deposited Feb 2020	Tonnes Deposited Mar 2020
Deposited to Date	172662.38	173623.24					
WDC Bags Collected	1.02	1.06					
Total over Weighbridge	1008.41	1132.86					
Less Diverted Recycle	29.88	43.99					
Less Stock out Gate	18.69	61.44					
Total To Landfill	960.86	1028.49					
Tonnage Space Available	59377.4	58348.91					

4.20 **Diverted Material**

4.21 To date a total of **154.58 tons** of recyclables has been diverted from the landfill for this financial year.

4.22 **During this quarter, a total of 248 electric waste (e-waste) items have been sent away for recycling and 135 tyres picked up by Waste Management to be converted into Tyre Derived Fuel (TDF) for Golden Bay Cement.**

4.23 Note there was a significant increase in diverted materials during November 2018. This was concrete rubble coming in from the new Te Kuiti Holiday Park site. Large concrete pads were broken up to make way for the developments. Concrete rubble is diverted from the landfill to be reused for internal track/roading hard surfaces.

4.24 **Emissions Trading Scheme**

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

4.26 The impact of this review will be taken into account during the assessment of landfill disposal costs in preparation for the next LTP. Increased waste diversion would help reduce the cost to WDC for carbon credits.

4.27 **Health and Safety at Work (Asbestos) Regulations 2016**

4.28 The Health and Safety at Work (Asbestos) Regulations 2016 came into effect in April 2016. Under Clause 40 it is a duty of an asbestos removal expert to ensure that asbestos waste is disposed of by depositing it in a place approved for the purpose by a territorial authority under section 73 of the Resource Management Act 1991. Under Resource Consent 101753 Waitomo District Landfill (WDL) is able to accept asbestos waste if it is done in accordance with regulation requirements.

4.29 The current Landfill Management Plan, under which the landfill is operated, includes provisions for ensuring acceptance procedures for all waste types meet resource consent/ regulatory requirements.

4.30 WDC is one of four landfills in the greater Waikato/Coromandel area with approval via resource consent conditions to accept this type of waste.

4.31 WDC is currently not accepting any asbestos waste pending the new consent and associated need for a revised management plan.

4.32 **Capital Projects**

Description	Actual August 2018	Actual September 2018	Actual October 2018	Actual November 2018	Actual December 2018	Actual January 2019
Safety improvements	H&S provided equipment	Awakino safety barrier \$2611.96		\$12,350		
High Wall Safety Work						
Main entrance upgrade Transfer station improvements	\$862.20	\$357.80	Te Kuiti Landfill reseal \$35,993.34		Nil	Nil

Description	Actual February 2019	Actual March 2019	Actual April 2019	Actual May 2019	Actual June 2019	Actual July 2019
Safety improvements						
High Wall Safety Work						
Main entrance upgrade Transfer station improvements	\$8962.53 CCTV camera	Nil	Nil	Nil	Nil	Nil

Description	Actual Aug 2019	Actual Sept 2019	Actual Oct 2019	Actual Nov 2019	Actual Dec 2019	Actual Jan 2020
Safety improvements			\$9304.30 guard rails upgrade, gas cage for Piopio TFS			
High Wall Safety Work						
Main entrance upgrade Transfer station improvements			\$4133.56 CCTV upgrade and back-up PC for landfill kiosk			

- 4.33 Safety improvements include all the H&S issues which were identified during the previous 2018/19 period for the Solid Waste assets.
- 4.34 Safety improvements this quarter included upgrades to the guard rails at Te Kuiti landfill to ensure they comply with Wasteminz transfer station guidelines, as well as a gas cylinder cage for Piopio Transfer Station for the safe storage of empty gas cylinders.
- 4.35 Increased security at the landfill kiosk was installed following a break in on 6 September 2019. This included an extra security camera at the kiosk, a security cabinet for the kiosk PC and a back-up PC at Queen St.
- 4.36 High wall shaping involves the removal and shaping of earth above the Te Kuiti landfill space and is carried out for safety purposes to prevent the potential for landslides and also to manage water ingress into the landfill area. Whilst this work has been completed and the desired outcomes have been achieved for now, the area will require future works to ensure that potential risks are addressed.
- 4.37 Access control at the Te Kuiti landfill has been completed to restrict public entry to the landfill section and better manage H & S risks.

**Contractual Reporting – 0500/16/041**

- 4.38 The following is a snapshot from the EnviroWaste Landfill management contract report KPI score / reasoning PACE evaluation score for year beginning July 2018, is provided in the following table:

Month	Score	%
Jul 18	320	80%
Aug 18	360	90%
Sep 18	380	95%
Oct 18	380	95%
Nov 18	390	98%
Dec 18	400	100%
Jan 19	400	100%
Feb 19	400	100%
Mar 19	400	100%
Apr 19	400	100%
May 19	400	100%
June 19	400	100%

Month	Score	%
July 19	400	100%
Aug 19	380	95%
Sep 19	400	100%
Oct 19	390	97.5%
Nov 19		
Dec 19		
Jan 20		
Feb 20		
Mar 20		
Apr 20		
May 20		
June 20		

4.39 **Monthly Performance Rating Evaluation Definitions**

Grade	Definition
1	Very Poor – Meeting very few of the requirements of each objective. Not making progress to a more satisfactory level. Unable to provide required outcomes without significant Client or Consultant intervention. >50%
2	Poor – Meeting the requirements of some of the objectives to the minimum specified standard. Making progress towards an acceptable rating. 50 - 69%
3	Marginal / Unacceptable – Barely Meeting objectives to the minimum specified standard. 70 - 75%
4	Good – Meeting all objectives. Delivering better than the minimum specified standard. Consistent best practise methodology being applied. 76 - 89%
5	Excellent – Meeting all objectives. Consistently providing well above the required standard. Proactive in providing value added features, such as pro-activeness, flexibility, identifying and pursuing innovation without Client or Consultant intervention. 90%<

4.40 **Contractual Reporting – 500/16/038 – Kerbside And Recycling Collection Contract**

4.41 PACE evaluation score for year beginning July 2018 is provided in the following table.

4.42 There are no results for May and June 2019 due to staff vacancies.

Month	Score	%
Jul-18	382	76%
Aug-18	340	68%
Sep-18	460	92%
Oct-18	420	84%
Nov-18	460	92%
Dec-18	300	60%
Jan-19	275	55%
Feb-19	500	100%
Mar-19	430	86%
Apr-19	460	92%
May 19	-	-
June 19	-	-

Month	Score	%
July 19	500	100%
Aug 19	460	92%
Sep 19	440	88%
Oct 19	420	84%
Nov 19		
Dec 19		
Jan 20		
Feb 20		
Mar 20		
Apr 20		
May 20		
June 20		

4.43 **Monthly Performance Rating Evaluation Definitions**

Grade	Definition
1	Very Poor – Meeting very few of the requirements of each objective. Not making progress to a more satisfactory level. Unable to provide required outcomes without significant Client or Consultant intervention. >50%
2	Poor – Meeting the requirements of some of the objectives to the minimum specified standard. Making progress towards an acceptable rating. 50 - 69%
3	Marginal / Unacceptable – Barely Meeting objectives to the minimum specified standard. 70 - 75%
4	Good – Meeting all objectives. Delivering better than the minimum specified standard. Consistent best practise methodology being applied. 76 - 89%
5	Excellent – Meeting all objectives. Consistently providing well above the required standard. Proactive in providing value added features, such as pro-activeness, flexibility, identifying and pursuing innovation without Client or Consultant intervention. 90%<

**Service Requests / Complaints**

- 5.1 Service requests are initiated by ratepayers or businesses across the District. The Service Requests are then followed up by WDC staff.
- 5.2 Service Requests or complaints relating to Solid Waste operations and/or Solid Waste Assets for 2018/2019 include:

Description	July 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018
Kerbside Refuse not collected	1	3	0	3	1
Landfill Complaint	0	0	0	0	0
Transfer Station Complaint	0	0	0	0	0
Litter Bins not being emptied	0	0	0	0	0
Request for additional service	0	0	0	0	0

Description	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019
Kerbside Refuse not collected	2	1	7	0	0
Landfill Complaint	0	0	0	0	0
Transfer Station Complaint	0	0	0	0	0
Litter Bins not being emptied	0	0	0	0	0
Request for additional service	0	0	0	0	0

Description	May 2019	June 2019	July 2019	Aug 2019	Sept 2019
Kerbside Refuse not collected	5	2	1	3	2
Landfill Complaint	0	0	0	0	0
Transfer Station Complaint	1	0	0	0	1
Litter Bins not being emptied	0	0	0	0	0
Request for additional service	3	1	1	0	0

Description	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020
Kerbside Refuse not collected	5				
Landfill Complaint	1				
Transfer Station Complaint	0				
Litter Bins not being emptied	0				
Request for additional service	1				

5.3 It must be noted that non-collection is still the main cause of complaint, however this is usually due to people putting rubbish out after the collection has passed or putting commercial quantities of rubbish out.

5.4 There was one complaint this quarter relating to the odour from the landfill.

**Suggested Resolution**

The Progress Report: Solid Waste Services be received.



TONY HALE  
**GENERAL MANAGER – INFRASTRUCTURE SERVICES**

November 2019

<b>Document No:</b> A456071	
<b>Report To:</b>	<b>Council</b>
	<b>Meeting Date:</b> 26 November 2019
	<b>Subject:</b> Motion to Exclude the Public for the Consideration of Council Business

**Purpose of Report**

1.1 The purpose of this business paper is to enable the Council to consider whether or not the public should be excluded from the consideration of Council business.

**Commentary**

2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right by resolution to exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds contained within that Section.

**Suggested Resolutions**

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making: ...
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
1. Progress Report: Regulation and Resource Management	7(2)(a) Protection of privacy of natural persons and 7(2)(g) Maintain legal professional privilege	48(1)(d)
2. Piopio Village Green	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)
3. Land Transport Bylaw 2015: Cattle Stops and Gates	7(2)(a) Protection of privacy of natural persons	48(1)(d)

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
4. Mokau Public Toilets – Concept Considerations	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(d)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in the public.



MICHELLE HIGGIE  
**MANAGER – GOVERNANCE SUPPORT**